

Draft Terms of Reference for the CENELEC BT / Smart House Working Group (CLCBT/SHWG)

Version 1.0 (08/12/2003)

Scope and Objectives

The general scope of this work is to grow and sustain convergence and interoperability of systems, services and devices for the Smart House that ensures the European Citizen has access to increased functionality, accessibility, reliability and security that a Smart House, with common and open architectures, will deliver in an expanding broadband infrastructure throughout Europe.

The specific objective of this work is to deliver a "Code of Practice" for all actors, systems, networks, protocols, applications and services involved in the Smart House, specifying functionalities, methodologies, recommended standards and working practices that ensure convergence, interoperability and interactivity of multiple (and competing) products, applications and services in and to the Smart House.

This is work that will require the highest level of co-operation across the governments, industries and standards organisations of Europe and it is expected that the widest possible range of technical input will be sought. In its work the CLCBT/SHWG will work closely with the EU Commission, the ICTSB/SHSSG (set up as a steering group to oversee and assist in the overall objective), the core editorial group (charged with delivering the Code of Practice) and experts from many industry sectors associated with the Smart House.

Tasks

The work to be carried out shall be:

- To review and utilise previous Smart House work, create a forum of expertise and from this understand all the influences and aspect of the systems of the Smart House.
- To set up the editorial framework for delivering a Code of Practice that will inform all persons active in serving the Smart House.
- To deliver the Code of Practice

It is expected that both the ICTSB/SHSSG and CLCBT/SHWG will use their best endeavours to assist the work of assessing the present situation and the writing and editorial work associated with the Code of Practice.

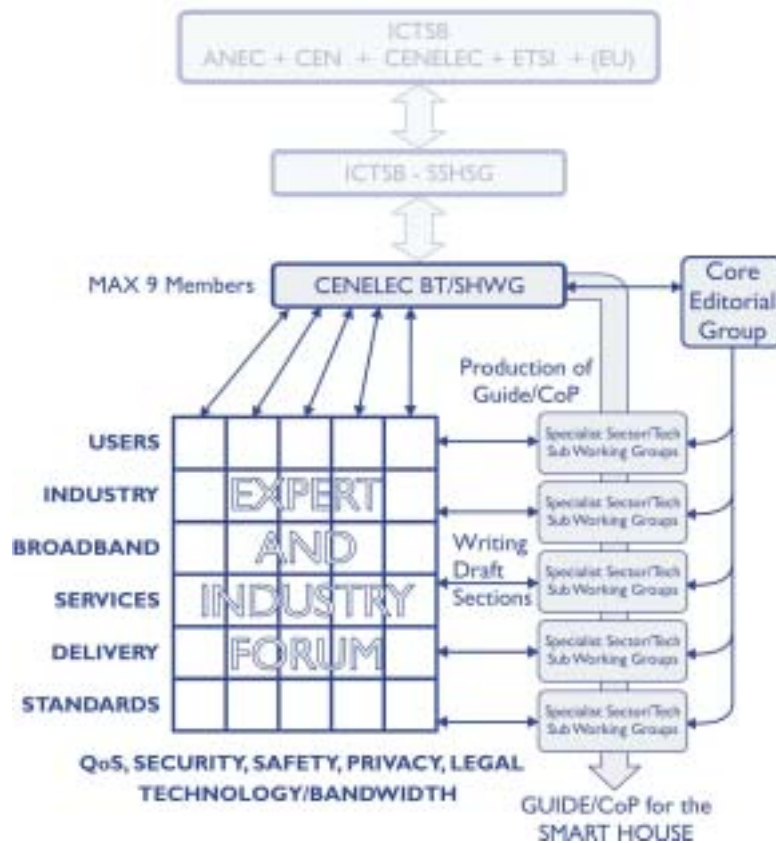
(See also Table 1 below).

Organisation of Smart House work

Management Structure

The management structure below provides an overview of the working methods of the CLCBT/SHWG and its Managing Editor. On one hand the CLCBT/SHWG must work in co-operation with the ICTSB/SHSSG and the ICTSB in order to ensure that overall policies of the ICTSB are followed and that the SmartHouse Code of Practice is an acceptable and accepted item of work for all constituents of ICTSB. On the other hand the work must be organised so that it can be carried out most expeditiously and efficiently. In part identification and assistance for gaining acceptance from the organisations that will be needed to provide input to the work may be required from the ICTSB/SHSSG level.

By its very nature, the production of a SmartHouse Code of Practice requires a multiple set of knowledge bases to provide reliable sections that cover the many influences and systems that inhabit the SmartHouse.



Memberships

CLCBT/SHWG

It is proposed that CENELEC will set up a working Group at BT level a CLCBT/SHWG consisting of experts from CENELEC BT, the Managing Editor and chosen experts (the core editorial group). The size of the CLCBT/SHWG should be no greater than 9 persons. It shall include experts from both CEN and ETSI with representation from ANEC. The CLCBT/SHWG will meet regularly (once per month by teleconference and "face to face" as appropriate) and oversee the progress of the editorial team. Associated with the meetings of the CLCBT/SHWG, there will be meetings of the editorial team.

Core Editorial Group

The Core Editorial Group will be responsible for the final production of the Code of Practice and will call on a number of Expert Groups to prepare and agree on the general content of particular sections of the Code. It is not expected that the CEG will consist of more than 4 members including the Managing Editor

Experts

Expert Groups will be formed from experts from appropriate industry sectors and standards committees (with the assistance and approval of the ICTBT/SHSSG) and there will be a call for experts from industry sectors. There will also be liaisons with Standards bodies (such as ETSI, CEN and ISO/IEC), Industry bodies, the EU Commission and EU Framework Programme projects as represented by COPRAS.

Because of its close association with the role of TC205, there will be a high level of co-operation and co-ordination with TC205 WG16 and this WG shall work to provide input and review of the work of the Core Editorial Group and Expert Groups

Forums

Because there needs to be consensus for the Code of Practice, there will be the widest possible consultation. This will be achieved in part through a number of forums that will allow the full discussion of issues and enable recommendations to be endorsed.

Funding

It is proposed that the Managing Editor shall be funded under contract from CENELEC (via DKE). It is also suggested that where absolutely necessary active members of the editorial team may be supported with funds for expenses. In general however, all experts will be expected to be voluntary and any support will only be provided when necessary activities are required that would not be undertaken unless there was funding available. Leaders of subgroups (who may also be on the editorial team) may be similarly supported.

From the e-Europe 2005 Proposal #44 the following table outlines the main activities and deliverables. The table is slightly modified in response to the meeting with ICTSB on 21st November.

Deliverable	Description	Milestone	Output
Year 1			
D1-0	Obtain timeslot in TC205 meeting to debate reinstatement of WG16. Set up CLCBT/SHWG to oversee the work. Appoint paid convenor for CLCBT/SHWG and editing work. Co-opt standing members of CLCBT/SHWG. Agree provisional structure of work. Circulate to National Bodies to recruit additional SWG members. Provide short report of agreed objective, appointments and agreed milestones	31 st Dec 2003.	Establishment Report. To CENELEC and Commission.
D1-1	Experts Report of CLCBT/SHWG outlining and referencing research, liaisons and conclusions for work plan for completion of project. The report shall outline the expert contributions required to create the Code of Practice and identify the areas both in Standards organisations and from industry that will be necessary to deliver a useful Code of Practice. (Identify sector experts or requirements for them)	15 th March 2004	Draft Experts Report to CENELEC, National Bodies and Commission circulated for comment and as an input for Forum
D1-2	Hold Year 1 Forum (to include meeting of WG16). Invitation of delegates from NBs, Industry and the Commission. Set formal programme of work for the forum with reference to Draft Experts Report [D1-1]. This forum will inform the Draft Experts Report to make any substantive modifications and approve draft. Expected 50 Delegates for one full day. Commitments to be obtained from delegates to cover particular and specific aspects of CoP and gaps in Draft Experts Report	23 rd April 2004	Agreed Draft Experts Report to CENELEC, NBs and Commission. Agreement by specific delegates to carry out work on CoP Formation of expert sub groups.
D1-3	Provide Output report from [D1.2] to TC205 Plenary for comment and input. Provide short report on Meeting and TC205 input.	May 15 th 2004	Short Report to CENELEC, CLCBT/SHWG, Liaisons, NBs and Commission
D1-4	Receive outputs from delegated experts for inclusion in Draft Experts Report, Collate and prepare Final Drafts of Experts Reports	August 2004	Final Draft Experts Report. Circulate for comment
D1-5	Using Final Draft of Experts Report prepare outline Draft Code of Practice, Introduction, Sections and Headings	Sept 2004	Outline Draft CoP Circulate for comment.
D1-6	Prepare Final Y1 Progress Report for CENELEC, TC205, NBs and Commission outlining progress and achievements	Nov 2004	Final Y1 Progress Report to CENELEC etc.
Year 2			
D2-1	Hold Year 2 Forum (to include meeting of WG16). Invitation of delegates from NBs, Industry and the Commission. This forum will agree the Final Draft Experts Report making any minor modifications and approve for publication. The forum will Assess the Initial Draft CoP and Agree its Format and agree on final form of CoP and its contents. Expected 50 Delegates for one full day. Commitments to be obtained from delegates to cover particular and specific aspects of CoP and to provide input to it.	Nov 2004	Agreed form of CoP Circulate for comment
D2-2	Provide Output report from [D2.1] to TC205 Plenary for comment and input. Provide short report on Meeting and TC205 input. (also to other TCs as appropriate)	Nov 2004	Short Report to CENELEC, CLCBT/SHWG, Liaisons, NBs and Commission
D2-3	Receive outputs from delegated expert sub groups and prepare initial draft Code of Practice – circulate for comment	March 2005	First Draft CoP circulate for comment
D2-4	Report to TC205 and receive comments – Short report on Meeting and TC205 Input	May 2005	Short Report to CENELEC, CLCBT/SHWG and Commission
D2-5	Resolve issues and comments, Prepare full and final Draft of CoP .	August 2005	Final Draft CoP circulate for comment
D2-6	Resolve issues and comments and issue CoP for NB approval and agreement	Nov 2005	Code of Practice for Smart Houses. Circulate for Comment
D2-7	Prepare Final Report to CENELEC and Commission	Nov 2005	Final Report.

Working methods

CLCBT/SHWG

The CLCBT/SHWG shall meet as required; full electronic working facilities in terms of an email exploder and/or ftp server shall be provided. Decisions shall be by consensus. Any difficulties in reaching consensus shall be referred to the CENELEC BT for advice or decision and to ICTSB/SHSSG as appropriate. Decisions shall not be binding on member organisations and their implementation subject to the normal procedures in these organisations.

The Group shall work on a voluntary basis but may be supported by funded activities.

The Chair shall be appointed by the Group and endorsed by the CENELEC BT. The Secretariat shall be provided by a CENELEC member organisation.

Core Editorial Group

The Core Editorial Group will meet as required; this may be by electronic means, teleconference or face to face meeting. Decisions shall be by majority vote and the Chair (the Managing Editor) shall have the final decision in the case of dispute.

The CEG will work on a voluntary basis but may be supported with funded activities and if appropriate expenses.

The Managing Editor shall be appointed by CLCBT/SHWG (and DKE).

Secretariat services shall be provided by CENELEC

Experts

Industry Sector Working Groups (ISWG) will if possible be extensions of existing TCs, JWGs and industry bodies/associations. They will meet as required. In many cases one expert within a group will be responsible for providing the initial draft input of the text for any particular section of the CoP.

Experts will work on a voluntary basis but may be supported with funded activities and, if appropriate and essential, expenses.

Each ISWG shall with the approval of the CLCBT/SHWG and CEG appoint its own chair.

Secretariat services shall be provided by CENELEC

Forum

From time to time CLCBT/SHWG and CEG will convene a Forum designed to allow widespread discussion of the work of delivering a Code of Practice. This will be chaired by the Chair of the CLCBT/SHWG.

Secretariat services, venue and logistics shall be provided by CENELEC.

Reporting

The CLCBT/SHWG and CEG shall prepare regular progress reports to CENELEC BT and ICTSB. It will publish and disseminate recommendations to its members, to the European Commission/EFTA and other stakeholders. The ICTSB and CENELEC shall review the ongoing activities of, and need for, the activities as required.