



World Smart City – Letter of Intent for Cooperation (non-binding)

IEC (International Electrotechnical Commission),
ISO (International Organization for Standardization, and
ITU (International Telecommunication Union)

1. Scope

With a growing number of people moving to urban environments, cities face multiple challenges. The traditional processes of planning, procuring and financing are often no longer adequate.

Smart Cities are complex, multi-dimensional systems of systems. To move cities to greater smartness and sustainability requires broad collaboration between many stakeholders, including standards organizations. In fact, no single standards organization will be able to develop alone all the standards cities will need.

The aim of this non-binding Letter of Intent is to agree to a set of guidelines of collaboration that will allow IEC, ISO and ITU to better contribute to the many standards that are needed by cities. The idea is that while an organization will focus on the areas where it has the right scope and experts, it would bring on board other levels of expertise from the other partners. In this context, sometimes one organization would lead the effort while others contribute and, at other times, that organization would share its expertise, letting another organization take the lead. In addition, over time, these three organizations will identify and engage with other standards developers, extending this cooperation and this Letter of Intent.

This approach not only makes for better, more universally relevant standards, it also provides clarity to public and private stakeholders in terms of where to participate for optimal outcomes. It would also help limit duplication and reduce waste of time and money.

2. Purpose and goals

2.1 Purpose

To understand and meet the identified needs of our stakeholders to develop consensus-based standards of good practice that address urban challenges and create common markets.

By collaborating, we can demonstrate the core principles of standardization to our stakeholders, working together to formulate representative solutions that they can understand and can implement readily.

2.2 Goals

- 1.** Understand the needs and pain points of the smart cities communities
- 2.** Demonstrate how international standards add value and can support cities to achieve their strategic and societal goals
- 3.** Build upon the relevance of our organizations to forge a stronger relationship with the cities
- 4.** Promote a strong commitment from IEC, ISO and ITU and other potential relevant standards developers for cooperation and alignment to support the long-term development of Smart Cities

3. Involving other standards development organizations

Our three organizations commit themselves to widening this cooperation with other relevant standards development organizations (SDOs) as necessary and seek to develop an inclusive agreement which would foster closer, effective cooperation and collaboration between all the parties that will be called upon to develop standards for Smart Cities.

4. Activities

4.1 World Smart Cities Forum (WSCF) yearly events

The SDOs agree in principle to organize yearly WSCF events.

A total of three WSCF events will be organized between 2016 and 2018.

Each year, one SDO will accept to lead the organization of the event and be assigned the role of “lead organizer”.

Each event will be organized in partnership and close collaboration with IEC, ISO and ITU (and other future partner SDOs).

An event’s committee will be created for each event by the lead organizer. The technical officers of each organization will be invited to equally provide inputs and contribute to the organization of the event.

The WSCF will be reviewed by the three organizations at the end of 2018 in order to determine whether this initiative is to be pursued and how to set new goals based on the outcomes of the first three events.

4.2 Joint communication campaign on the WSCF

Joint website

The URL www.worldsmartcity.org will be used to promote the work of the three organizations for Smart Cities and will be the gateway to the World Smart City Forum yearly events and the community. The websites under worldsmartcity.org, and any associated social media channels, will be jointly managed by the three organizations and costs shared.

Promotion of the WSCF and yearly events

The communication teams of the three organizations (and, at a time to be determined, other future partner SDOs) will meet before the official launch of the event (i.e. before the “Save the Date” is published) in order to define and agree on a communication action plan for the WSCF yearly event.

The event’s communication campaign will be driven by the lead organizer in continuous collaboration with the other organizations.

4.3 Terminology group

Resulting from the 2016 World Smart City Forum, a small team of appointed experts from IEC, ISO and ITU has been formed to jointly work on a common set of terminology for Smart Cities.

This “terminology team” met on 5 June 2017 in Geneva to exchange information and begin to identify the “low-hanging fruit”, with the overall goal of creating a common terminology directory for smart city terms that can be used and shared by all stakeholders.

Once the first edition of the smart cities terminology directory is completed by experts from the three organizations, this Directory should also be reviewed by other future partner SDOs to determine consistency with their relevant terminology.

The initial findings of the terminology team will be presented at the WSCF 2017 event in Barcelona.

5. Principles of cooperation

IEC, ISO and ITU commit to:

- **Mutual respect:** To treat each other as equals and show respect for the work of one another. This is identified and accepted as the fundamental condition for useful cooperation.
- **Recognition:** To value and recognize the capabilities, expertise and contributions of each other and accept one's own limitations.
- **Transparency:** To share information about new work, if possible before it is started, so as to encourage cooperation and outside contributions as well as to limit duplication.
- **Openness:** To provide each other's representatives with some form of access to relevant management boards where work decisions are taken. Allow each other's experts to participate in smart city work, in line with organizational procedures.
- **Fight the “not-invented-here” syndrome:** To enable useful interactions by educating/informing internal audiences so that they are more likely to welcome and accept outside contributions.
- **Fight forum shopping:** To avoid being played against each other in the initiation of projects.
- **Resolution:** To ensure that cooperation issues are solved early and at the lowest useful leadership level.
- **Escalation:** To agree to define and put in place an escalation mechanism that will help address overlaps and duplication of similar topics.
- **Implementation:** To agree that the leaders of the three organizations (and other future partner SDOs) will fully support the preceding principles in their respective organization and encourage their full application.

6. Other understandings, agreements and arrangements

- 6.1 Nothing in this Letter of Intent precludes any of the signatories from entering other agreements, Memorandum of Understanding or arrangements related to the same objectives.
- 6.2 Participants agree to timely communication (phone, e-mail, e-meetings, etc.) with each other in an effort to pursue regular contacts in an efficient and professional manner.
- 6.3 The three organizations (and other future partner SDOs) agree to maintain confidentiality of all discussions and proceedings until such time that all parties agree to publicize elements of this Letter of Intent and ensuing collaboration.
- 6.4 The three organizations (and other future partner SDOs) promise to uphold all copyrights and intellectual property rights of every other party. Prior to any publication, permission must be obtained in advance in writing.

7. Finance

- 7.1 This Letter of Intent does not bind the signatories to any kind of financial obligations.
- 7.2 Each party shall be responsible for its own expenses incurred as a result of travel, meetings, communication or work performed pursuant to this High-Level Agreement.

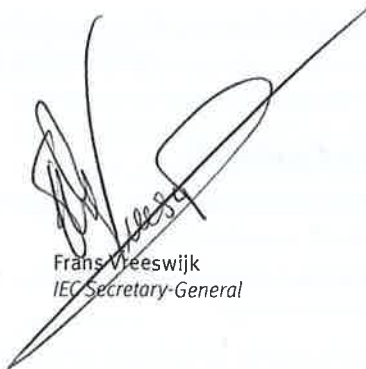
8. Term and termination

- 8.1 This Letter of Intent will remain in effect for a period of three (3) years from the date of the last signature below. It may be extended or amended by mutual agreement of all parties.
- 8.1 Any of the parties can terminate their participation in this Letter of Intent within thirty (30) days of written notice. The remaining parties not obligated to continue this Letter of Intent, invite new parties or conclude a new Letter of Intent.
- 8.1 Should any party exercise its right to termination, all parties agree that the responsibilities, arrangements or understandings of the resigning party as defined by the scope of this Letter of Intent, including its purpose, are hereby relinquished.
- 8.1 Any projects that have been put in place or are in the process of being completed as a result of this Letter of Intent remain unaffected by the resiliation of a single or multiple parties, including the termination/ natural conclusion of this Letter of Intent.

This Letter of Intent is made in English, signed, and kept by each party.

Date:

Place: Berlin, Germany



Frans Vreeswijk
IEC Secretary-General



Sergio Mujica
ISO Secretary-General

Reinhard Scholl
ITU TSB Deputy Director
On behalf of:
Chaesub Lee, ITU TSB Director

