



GENERAL
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UNITED NATIONS CENTRE FOR TRADE FACILITATION AND ELECTRONIC BUSINESS (UN/CEFACT)
INTERNATIONAL TRADE & BUSINESS PROCEDURES GROUP (TBG)
TBG17 HARMONISATION

TBG17 Procedures

SOURCE: TBG17 Chair
STATUS: TBG Approved TBG17 Procedures
ACTION: For information

1. Document Purpose

The purpose of this document is to outline the procedures for the International Trade & Business Procedures Working Group 17 Harmonisation.

2. International Trade & Business Procedures Working Group 17 Harmonisation (TBG17)

TBG17 is a permanent working group of UN/CEFACT/TBG for the purpose of undertaking a long-term program of work as outlined in the mandate. The mandate is the agreement between the TBG StC and the working group on overall objectives (scope and purpose), key deliverables and delegated responsibilities.

The purpose of TBG17 is to be responsible for consistency and harmonisation of business process models and core components across business domains and sectors, contributing to a concise and well-defined glossary of business terms, business data semantic definitions, and structuring of data exchanges.

TBG17 activities are within the mission and objectives of TBG.

3. TBG17 Membership

3.1 Functional Expertise of Membership

Members of TBG17 are primarily business process, procedure and modelling experts in the international trade, governmental and e-business arenas. The group combines business domain and information experts to ensure cross-domain harmonization, especially at the industry implementation level.

3.2 Obtaining TBG17 Membership

There are four categories from which TBG17 voting membership can be obtained:

1. Each of the interested TBG Working Groups and any other UN/CEFACT Forum Groups can formally designate one representative as a voting member.
2. Each of the international organisations recognised under UN/CEFACT may designate one representative as a voting member to TBG17.
3. A group or organisation, can subject to the TBG17 agreement of establishing a liaison with TBG17, designate one representative as a voting member.
4. All officers of TBG17 (Chair, Vice Chairs, Secretariat, Projects Leads and Project Editors) have full voting membership for the duration of holding their positions.

In addition to the voting member a group or organisation belonging to category 1-3 may designate an alternate having the right to act as a voting member in the event the primary voting member is unable to attend the meeting or carry out the vote. Both may be present at meetings, but only one can carry the vote. If the alternate is carrying the vote the group or organisation will have to notify the TBG17 Secretariat or leadership at least 10 days in advance.

Voting and other members are registered with the TBG17 Secretariat.

There will be no restriction on the number of additional general members (acting as participative observers) subject to meeting the profile for membership

An expert shall become a voting or general member of TBG17 by sending by mail notice of intention to participate to the TBG17 Secretariat. The TBG17 Secretariat shall notify the TBG17 leadership (Chair and Vice Chairs) of this request. In case of voting membership the notice shall be accompanied by the endorsement by the relevant group or organisation the expert represents. Membership begins immediately after the TBG17 Secretariat or leadership has acknowledged this notice.

In the case that voting members are coming from category 2 or 3, they will in addition have to notify which Domain Working Group they desire to affiliate with. This is subject to TBG procedures¹

A voting member cannot carry more than one vote, not even representing more than one group or organisation.

Observers (guests) are welcome to attend TBG17 meetings, and are encouraged to participate.

On a general basis experts are expected to contribute to the work based on their personal knowledge and experience. In the harmonising work though the purpose is clearly broader ensuring the overall domain and industry acceptance of the resulting product. Therefore especially in this case voting members are expected fully to represent their groups or organisations opinion. Voting membership from category 1 to 3 type of voting members therefore resides with the group or organisation they represent.

Once having obtained TBG17 general membership, a member is not eligible to become a voting member of TBG17 unless meeting the voting membership criteria.

3.3. Termination of TBG17 Membership

A voting member or general member shall be considered to have resigned from TBG17 upon receipt by the TBG17 Secretariat of notification of resignation by mail from the member, the TBG Working Group, the group or organisation the member represents or by the UN/CEFACT Head of Delegation that designated the expert to TBG17.

Termination of membership of TBG17 shall automatically end participation and voting membership in any work or project created by TBG17.

4. TBG17 Officers

The TBG17 Management shall consist of the Chair, the Vice Chairs, the TBG17 Secretariat and Project Leads and Editors of any approved and active TBG17 project. The Chair and Vice Chairs shall be individuals who are members in good standing of TBG17.

¹ See section 3.2 of UN/CEFACT/TBG/N003 Organisation and Procedures

4.1 TBG17 Chair

TBG17 Chair is an elected position, and is not subject to approval or agreement by any other organisation. The position of Chair rests with the individual rather than their sponsoring organisation.

4.2 Requirements for the position of TBG17 Chair

The nominee for the position of TBG17 Chair shall meet the following requirements:

- a) Has been an active TBG17 member for the preceding 12 months.
- b) Has commitment of adequate time to perform the duties required of the Chair.
- c) Has commitment of an adequate travel budget for the duration of his/her term.
- d) Has commitment to attend all TBG17 and UN/CEFACT Forum/FCT/TBG meetings during his/her term of office.

4.3 Duties of the TBG17 Chair

The duties of the TBG17 Chair include, but are not limited to:

- a) Calling and presiding over TBG17 and TBG17 Management meetings.
- b) Appointing Project Leads for proposed TBG17 projects.
- c) Assigning duties as necessary to advance the work of the TBG17.
- d) Communicating the official position of the TBG17.
- e) Representing TBG17 at the TBG StC.
- f) Maintaining the relationship to ICG and ATG ensuring that the Forum operating procedures between TBG, ICG and ATG related to TBG17 are followed.
- g) In cooperation with the TBG17 Management preparing meeting agendas and organising meeting programs in accordance with the prepared agenda.

4.4. TBG17 Vice Chairs

TBG17 Vice Chair is an elected position, and is not subject to approval or agreement by any other organisation. The position of Vice Chair rests with the individual person rather than their sponsoring organisation.

4.5 Requirements for the position of TBG17 Vice Chair

The nominees for the position of TBG17 Vice Chair shall meet the following requirements:

- a) Has been an active TBG17 member for the preceding 12 months.
- b) Has commitment of adequate time to perform the duties required of the Vice Chair.
- c) Has commitment of an adequate travel budget for the duration of his/her term.
- d) Has commitment to attend all TBG17 and UN/CEFACT Forum/FCT/TBG meetings during his/her term of office.

4.6 Duties of the TBG17 Vice Chair

The duties of the TBG17 Vice Chairs include, but are not limited to:

- a) Assuming all duties of the Chair, in the event that the Chair is absent from, or cannot attend a meeting.
- b) Assuming all duties of the Chair, in the event that the Chair resigns or cannot perform his/her duties, until a new election can be held.
- c) Performing TBG17 duties as delegated by the Chair.

5. Election of TBG17 Officers

The following rules and requirement apply to the election of TBG17 Chair and Vice Chairs.

5.1 General

- a) Nomination and voting for the positions of Chair and Vice Chairs shall be performed independently. No one person shall hold more than one of these positions or any other prime position. Prime positions are: Chair and Working Group Chair in all UN/CEFACT Groups.
- b) Nominations and elections shall occur separately. Nominations will be made in accordance with Section 5.2.
- c) Election of these positions shall be by a simple majority of votes cast by the members of the TBG17 present at the election.
- d) Elected Chair and Vice Chairs shall not be from the same organisation, company or sector.
- e) The term of office shall be for a period of 2 years. The Chair and Vice Chairs shall assume their positions immediately after they are elected.
- f) Interim replacement of elected positions shall take place at the earliest scheduled meeting following notification of the vacancy. Nominations and elections shall be held to fill the vacated position. The interim officer will serve for the un-expired term of his/her predecessor.
- g) Notification of the date/ time for the election shall be made at a minimum of 60 days in advance of the election

5.2 Nomination procedures

- a) Any TBG17 member meeting all the positional requirements for Chair/Vice Chair set forth in Section 4.2/4.5 is eligible for nomination and can be a candidate for any of the elected positions.
- b) TBG17 Chair candidates who are not elected may be included as candidate for Vice Chair during the same election cycle that they were candidates for the Chair position.
- c) Requests for nominations shall be announced no less than 60 calendar days prior to the elections. Nominations shall be made by e-mail to the TBG17 Secretariat and must be received at least 30 calendar days before the election. Nominations shall be posted on the TBG17 list serve as they are received up to the cut-off date for receiving nominations. The final list of nominees is distributed to the TBG17 membership no later than 20 calendar days before the election.
- d) No nominations will be accepted from the floor.
- e) Any TBG17 member may submit any number of nominations including self-nominations according to the guidelines set above for any or all of the elected positions.
- f) The TBG17 Secretariat will confirm with all candidates if they are willing to stand and meet the requirements for the position.

5.3 Voting Procedures

- a) Selection for elected positions shall be a public by show of hands. Separate votes shall be submitted for each position. Voting for Chair and Vice Chairs shall be held sequentially, in that order.
- b) In the event that there is only one candidate for each of the positions, the election can be conducted by simple consensus of the TBG17 members present.

- c) The TBG17 Secretariat will count the votes to determine if a candidate has received a simple majority of the eligible votes cast, or if a runoff is necessary.
- d) In the event of a runoff, it shall be conducted in accordance with Section 5.3.h, j and k.
- e) All members of the TBG17 may cast one vote for each of the TBG17 Chair and Vice Chairs positions. A TBG17 member is eligible to vote provided they were registered as TBG17 members prior to the closing of the nomination period and present at the meeting.
- f) Voting for the Vice Chairs' will be made sequentially by show of hands for each of the candidates. The eligible voters may then cast their votes for two candidates.
- g) Voting by proxy is not permitted.
- h) In the event that no candidate for TBG17 Chair receives a simple majority of the eligible votes, another vote shall be taken on a reduced slate.
 - Eliminating all but the two candidates having the most votes reduces the slate for TBG17 Chair.
 - In the event that these two candidates are equal the election will be resolved by the decision of the TBG StC.
- i) In the event that two candidates for TBG17 Vice Chairs each receive more than one-third of the eligible votes, these candidates are elected.
- j) In the event that only one candidate for TBG17 Vice Chairs receive one-third of the eligible votes cast, the candidate is elected and another vote shall be taken for the remaining position on a reduced slate.
 - Eliminating all but the two remaining candidates having the most votes reduces the slate for TBG17 Vice Chairs.
 - If this vote with the reduced number of names is equal the election will be resolved by the decision of the TBG StC.
- k) In the event that no candidates for TBG17 Vice Chairs receive one-third of the eligible votes cast, another vote shall be taken on a reduced slate.
 - Eliminating all but the three candidates having the most votes reduces the slate for TBG17 Vice Chairs.
 - If this vote with the reduced number of names is equal the election will be resolved by the decision of the TBG StC.

5.4 Removal of Officers

Officers elected under Section 5.1-5.3 may be removed from office for cause by a 2/3 vote of all TBG17 members present at any TBG17 meeting with 30 days advanced notice.

6. TBG17 Secretariat

The TBG17 Secretariat is a volunteer position for no less than a two-year term by a TBG17 member or/and an UN/CEFACT approved service provider to some or all its Groups. The selection of the position is via the TBG17 plenary. The TBG17 Secretariat is responsible for providing the administrative support to TBG17 leadership. This service is defined as "TBG17 Secretariat" throughout this document.

6.1 Responsibilities

The TBG17 Secretariat has responsibilities related to both internal organisational and external support activities. The TBG17 Secretariat is the focal point for all communications, proposals, recommendations or any other documents between TBG17 members, TBG Secretariat, UN/CEFACT Groups Secretariats and other interested parties regarding TBG17 matters. Additional support may also be provided through other TBG17 members and the TBG17

Secretariat may reassign some of its responsibilities subject to approval by the TBG17 leadership. (See section 6.3).

TBG17 Secretariat duties do not include any work items related to TBG17 projects unless specifically accepted.

6.2 Specification of TBG17 Secretariat duties

The TBG17 Secretariat will be responsible for, but not limited to, the following duties in consultation with the Chair and/or Vice Chairs.

- Consolidating, preparing, and distributing TBG17 meeting minutes and meeting documents, and presiding as secretary of these meetings responsible for all minutes, lists and meeting documents.
- Maintaining logs and records of written requests for membership and member status.
- Maintaining a list of roll call votes by date and subject.
- Maintaining an electronic log of all TBG17 documents/proposals.

In cooperation with the TBG17 leadership:

- Maintaining mailing lists of TBG17 members.
- Maintaining a list server for the complete TBG17 group.
- Maintaining and distributing the current agenda.
- Co-ordinating TBG17 meeting dates, locations and organisation.
- Maintaining key process dates relative to TBG17 Procedures and Terms of Reference (current editions), and ensuring that all TBG17 members and TBG StC are kept apprised of these dates and deadlines.
- Providing all acknowledgements and communications with external parties interfacing with TBG17 including tracking of correspondence, documents, etc. between UN/CEFACT Groups and Secretariats.
- Performing any other records-keeping or administrative duties as determined necessary by the TBG17 Chair and leadership.

6.3 Reassignment of TBG17 Secretariat duties

In the event where UNECE or several members of the TBG17 wish to contribute to the TBG17 Secretariat a reassignment of TBG17 Secretariat duties may occur subject to the approval of the TBG17 leadership. Only one TBG17 member may hold the official TBG17 Secretariat. In the case of reassignment of responsibilities the TBG17 Secretariat still maintain the overall responsibility for performing all duties as determined in the previous section.

Duties, which may be reassigned, are the following:

- Distributing all TBG17 documents as outlined in TBG17 Procedures (current edition).
- Maintaining mailing lists of TBG17 members.
- Maintaining a list server for the complete TBG17 group.
- Maintaining an electronic log of all TBG17 documents/proposal.
- Tracking of correspondence, documents, etc. related to TBG17 and between TBG17 and UN/CEFACT Groups and Working Groups, other groups and organisations and secretariats.
- Performing any other records-keeping or administrative duties as determined necessary by the TBG17 Chair and leadership.

7. TBG17 Plenary

The TBG17 Plenary shall be composed of all TBG17 members who are registered with the TBG17 Secretariat as members as of 30 days prior to the meeting.

8. TBG17 Management

The TBG17 Management will consist of the TBG17 Chair and Vice Chairs, the TBG17 Secretariat, the TBG17 Project Leads and Project Editors.

The role of the Management is to:

- a) Oversee the development, maintenance, and use of a comprehensive and coherent set of rules, guidelines and procedures covering all aspects of the TBG17 process, so as to provide input to the UN/CEFACT Forum process in a timely fashion, taking into account available resources and other implementation constraints.
- b) Be responsible for the efficient operation of the TBG17 process including the projects.
- c) Serve as the primary strategic direction setting body of the TBG17.
- d) Act as initial arbitrator in situations where individuals, groups, organisations or countries feel that they are being excluded from participation in TBG17.
- e) Provide guidance to the TBG17 Chair for decisions to be taken by the TBG StC and the Programme Steering Group (PSG).
- f) Be responsible for making sure the preliminary agenda for the TBG17 meeting is set sufficiently prior to the meeting so attendees can have the agendas in good time. Draft TBG17 agendas must be available to the TBG17 members one (1) month before any scheduled TBG17 meeting.
- g) Be responsible for instituting new TBG17 Task Forces, special ad-hoc groups, and other special advisory positions.
- h) Be responsible for handling new TBG17 Project proposals.

9. Formal decision taking

The objective within TBG17 and its projects is to achieve consensus². In the absence of consensus, then, and only then, shall a vote be taken and a decision made by a 2/3 majority of the TBG17 voting members quorum. In the case of establishing liaisons a decision made by a simple majority of the TBG17 voting members quorum is sufficient.

TBG17 and the project P1 B&CCL has one method to take formal decisions:

That is between the voting members either through electronic means or meetings. In both cases a quorum shall be defined as consisting of at least 80 percent of the voting members.

The rules above may apply to other projects or Task Forces created under TBG17.

² Consensus: general agreement characterised by the absence of sustained opposition to substantial issues by any important part of concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. Consensus needs not to imply unanimity. [ISO Directives, Part 1]

10. TBG17 working methods

TBG17 have three primary working methods:

- a) Working between meetings through electronic means.
- b) Having regularly scheduled conference calls.
- c) Having at least four physical meetings every year whereas two will coincide with the Forum and two will be interim meetings.

Forum meetings will primarily be used as a round up of the main work that takes place between the Forum meetings.

Harmonisation activities will take place in identified projects under TBG17. More detailed working methods and procedures may be identified in these projects. As so far they impact harmonisation and is affecting how other groups, organisations, etc. work or relate with the project, the project procedures will have to be approved by the TBG17 and in some cases the TBG StC.

11. TBG17 Liaisons procedures

Submission to and participation in TBG17 are primarily recruited from two resources:

- a) TBG Working Groups and other Forum groups
- b) External groups and organisations forming liaisons with TBG17

Participation and membership are described in detail in Section 3.2.

The following general rules will apply for groups and organisations wishing to establish liaisons to TBG17.

11.1 Eligible TBG17 Liaisons

The profile of the groups and organisations, that can qualify for establishing TBG17 liaisons are (but not limited to) the following:

- a) International standards groups and organisations: These primarily comprise of - but are not limited to - groups under the UN/MoU or signatories hereto and are as such for instance
 - International Organisation for Standardisation and its technical committees (ISO TC's)
 - International Telecommunications Union (ITU)
 - International Electro-technical Commission (IEC)
 - OASIS Technical Committees
 - Open Applications Group (OAGI)
 - World Wide Web Consortium (W3C)
- b) International or regional user groups or organisations such as
 - ACORD
 - Open Travel Alliance (OTA)
 - RosettaNet
- c) International or national governmental organisations such as
 - European Union (EU)
 - World Trade Organisation (WTO)

In addition there may be more groups or organisations not matching the nature described above. In this case the TBG17 Management will evaluate the request if the reason for requesting the liaison is to obtain voting membership of TBG17.

Three primary criteria's will be used for evaluating the group and/or organisation:

- a. Does the group/organisation have a scope covering requirements and participation for multiple countries, regions, etc?
- b. Does the scope include requirements and input across multiple domain areas?
- c. Are the members of the group/organisation representing a significant number of companies, corporates, etc.?

In case the reason for requesting liaison is to fall under membership category 3 having the ability to submit submissions and obtain voting membership in TBG17 and its Task Forces and Projects, the liaison are characterised as a category A liaison. All other liaisons will fall under category B mainly having a wish to be kept informed of the work of TBG17.

TBG17 voting membership can in rare cases accept submissions without having granted the submitter category A liaison rights. If so the submitter may be represented at TBG17 but may not vote, not even on issues related to their own submissions.

In any case the establishing of a liaison is subject to the approval of the current TBG17 voting membership at the point of time the request is registered.

11.2 Establishing liaisons to TBG17

The request for the establishing of a liaison shall be submitted by e-mail to the TBG17 Chair or Secretariat. The request shall include the following information with detailed listing of which TBG17 Task Forces, TBG17 Projects and/or the full TBG17 the liaison is established for.

Organisation/Group name:	
Address:	
Acronym:	
Telephone:	
Central e-mail:	
Primary person representing liaison/group:	
Last name:	
First name:	
Mr./Mrs./Ms./Dr.	
Contact e-mail	

Alternate person representing liaison/group:	
Last name:	
First name:	
Mr./Mrs./Ms./Dr.	
Contact e-mail	

Task Forces, Projects and/or TBG17:		
TBG17 Harmonisation	YES:	NO:
P1 BP&CC Harmonisation	YES:	NO:
Obtaining voting membership and submission rights:	YES:	NO:

The TBG17 Chair or Secretariat shall forward the liaison request to the TBG17 voting membership within no more than 10 days of receipt.

The TBG17 shall review the request within 30 days of reception.

11.3 Establishing liaisons from TBG17

Any member of TBG17 can propose the establishment of a liaison to any group or organisation. The request will have to include a justification for establishing the liaison. Liaisons from TBG17 can only be established on TBG17 level and not on a Task Force or Project level.

The TBG17 Chair or Secretariat shall forward the liaison request to the TBG17 voting membership within no more than 10 days of receipt.

The TBG17 shall review the request within 30 days of reception.

If the reason for requesting the liaison are for the group or organisation, to which the liaison are established, to obtain voting membership under category 3 and the right to submit submission to TBG17, the requester will have to use the same procedure as described under section 11.2. The agreement on establishing the liaison is also identical.

11.4 TBG17 Liaison Task Force

TBG17 will have a standing Liaison Task Force. The purpose is among other things to

- Coordinate and maintain the relationship between TBG17 and all liaisons established either to or from TBG17.
- Ensure the liaison operates effectively in both directions, with suitable reciprocal arrangements.
- Review all liaison arrangements on a regular basis, and at least every year.

Members of the TBG17 Liaison Task Force will be the TBG17 Chair, TBG17 Task Force Convenors, TBG17 Project Leads and all named TBG17 members responsible for carrying out any TBG17 liaison to and from TBG17.

12. TBG17 Task Forces

The TBG17 Management shall establish and dissolve TBG17 Task Forces (TF). Each TBG17 TF shall have a Mandate, Terms of Reference and Procedures, which have been agreed by the TBG17 Management and are in accordance with the TBG17 Terms of Reference and Procedures.

In the following the minimum TBG17 TF operating rules are described.

12.1 TBG17 TF Convenors

Each TBG17 TF shall have a Convenor, initially appointed by the TBG17 Chair and subsequently elected by the members of the TBG17 TF. The convenor shall be member of TBG17 and have experience in the relevant subject area. It is essential that the nominee have the necessary resources and administrative support to carry out their responsibilities.

All Convenors are elected for a 2-year term. They may be re-elected by the relevant TBG17 TF. In case of resignation of a Convenor, the Convenor will inform the TBG17 and TF of his/her intention.

12.2 TBG17 TF Membership

A TBG17 member is eligible to become a member of any TBG17 TF subject to meeting its membership criteria. TBG17 TF's may need to apply more restrictive membership requirements to the obtaining of voting rights as previous describe for areas requiring TBG17 voting membership.

The objective within the TBG17 TF's is to achieve consensus. In the absence of consensus, then, and only then, shall the voting procedure as described in section 9 be brought into play.

12.3 TBG17 TF Secretariat

A TBG17 TF may require an identified Secretariat.

13. TBG17 Projects

The establishment of projects will, except from applying more restrictive membership/voting rules, be in accordance to TBG and CEFACT Forum Projects Approval Procedures.

TBG17 projects like P1 B&CCL related to producing harmonised core components, business processes and related documentation are only subject to seek approval by TBG17 and in some specific cases the TBG StC. In addition for the Forum process the UN/CEFACT Forum Operating Procedures will apply.

13.1 TBG17 Project Leads

The TBG17 Chair appoints TBG17 Project Leads. The Project Leads shall be members of TBG17 and have experience in the relevant subject area. It is essential that the nominees have the necessary resources and administrative support to carry out their responsibilities.

Project Leads are appointed for the duration of the projects. In case of resignation of a Project Lead, the Project Lead will inform the TBG17 of his/her intention.

13.2 TBG17 Project Membership

The rules for membership are equal to the ones described in section 11.2.

13.3 TBG17 Project Editor

The TBG17 Project and Project Lead appoints the TBG17 Project Editor. The Project Editor shall be member of TBG17 and have experience in the relevant subject area. It is essential that the nominee have the necessary resources and administrative support to carry out their responsibilities.

Project Editor is appointed for the duration of the projects. In case of resignation of a Project Editor, the Project Editor will inform the TBG17 of his/her intention.

14. Changes to TBG17 Terms of Reference and Procedures

Changes to either Terms of Reference or Procedures can be made at any given time. Any TBG17 member can submit change proposals to the TBG17 Chair or Secretariat. The change proposal shall include a revised draft version of the document to be changed with detailed explanations of, and reasons for, the change. The TBG17 Chair or Secretariat shall forward the change proposal to the TBG17 within no more than 10 days of receipt and at least 60 days before the intended approval date.

The TBG17 shall review the proposal within 30 days of reception.

Upon completion of the TBG17 review process, the final approval can be during a meeting or electronically in conformance with the options outlined in Section 9 above.

The revised version of the document will be sent for final approval to the parent level.