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

TBG17 Terms of Reference

SOURCE: TBG17 Chair
STATUS: TBG Approved TBG17 Terms of Reference
ACTION: For information

1. Document Purpose

The purpose of this document is to outline the terms of references 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 Steering Committee (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.

These Terms of Reference are drafted in accordance with document R.650/Rev2¹ and cover:

1. A definition of the specific technical issue(s) to be addressed;
2. A detailed description of the proposed deliverables;
3. Membership;
4. The administrative team structure of the working group;
5. A time schedule and milestones of its function(s);
6. A mechanism for reporting regularly to the UN/CEFACT TBG StC and the UN/CEFACT Forum on the progress of the working group;
7. Proposal for liaisons with other groups and any external organisations.

3. Business plan

The requirements for each of the above items are as follows:

3.1 Definition of the specific technical issue(s) to be addressed

The specific technical issues that will be addressed primarily by the TBG17 are:

- Harmonisation of cross-domain Business Information Entities and Core Components, including;
 - o Ensure that they are semantically correct;
 - o When necessary provide names and definitions which are harmonised across sectors;
 - o Recommend additions to the business terms glossary in order to provide semantic 'anchors';
- Harmonisation of cross domain business process models;
- Full audit of domain and other submissions;
- A Controlled Vocabulary of business terms;
- Submission and pre-harmonisation guidance;

¹ Page 12, paragraphs 60 to 63 inclusive

- Guide on steps from business process data requirements to harmonisation submissions;
- Submission procedures and rules/checklist for candidate Business Information Entities and Core Components;
- Examples;
- Validation of technical specifications.

3.2 Detailed description of the proposed deliverables

The key deliverables of TBG17 are:

- Cross-domain Business Information Entity and Core Components;
- Cross-domain business process models;
- Reports to submitters with feedback and updated submission spreadsheet to illustrate the result of the harmonisation process;
- Updated master lists, which contain the approved Business Information Entities and Core Components (BIEs, BCCs, ACCs, Data Types. etc.);
- Updated Controlled Vocabulary document;
- Pre-harmonisation and harmonisation guidelines;
- Submission guidelines and template;
- Validated technical specifications;
- Forum seminars, presentations and other documentation to support understanding and awareness of the TBG17 activities including;
 - o Adequate education and guidance to all business domains within and across sectors in support of their business process and core component discovery activities, in order to encourage harmonised development and consistent implementation principles;
 - o Provision of means for communication and knowledge transfer with the aim of minimising duplication of effort within and across sectors.

The detailed descriptions for some of the TBG17 deliverables are found in the TBG17 project descriptions.

3.3 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.

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 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.

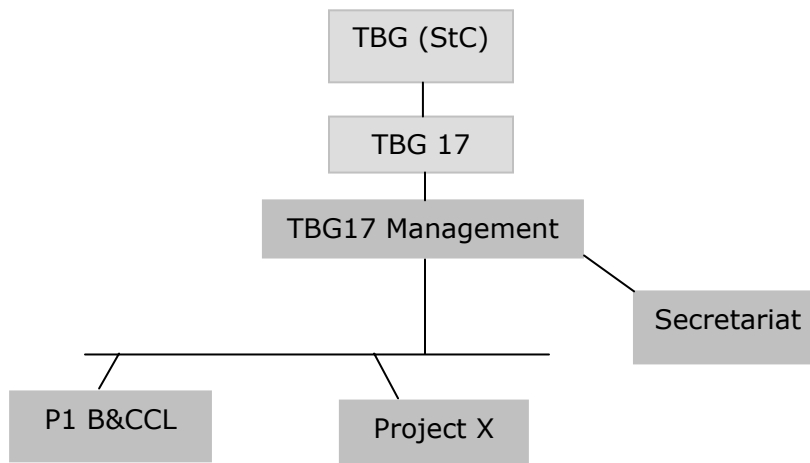
In addition to the voting member a group or organisation belonging to category 1-3 may designate an alternate having the right to act as a voting member in the event the primary voting member is unable to attend the meeting or carry out the vote. Both may be present at meetings, but only one can carry 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

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

3.4 Administrative Team Structure



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

3.5 Time Scale

Harmonisation is an ongoing effort, but for detailed time scales on individual work items see TBG17 Work and Project Plan.

3.6 Reporting to the TBG Steering Committee

The Chair of TBG17 is responsible for regularly delivering a report to the TBG StC of the progress of TBG17 Work and Projects.

In addition, the Chair of TBG17 is responsible for maintaining the relationship to ICG and ATG ensuring that the Forum operating procedures between TBG, ICG and ATG related to TBG17 are followed.

3.7 Liaison with other Groups and external organisations

TBG17 shall co-operate and establish liaisons with all of the UN/CEFACT Forum Groups and ad hoc groups as required. This is primarily done through the TBG StC.

In addition, TBG17 shall establish liaisons with other organisations as required. For these groups and organisations outside the UN/CEFACT Forum a specific part of the TBG17 procedures are dedicated for describing their participation and possible submissions.