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Centre for Trade Facilitation and Electronic Business (UN/CEFACT)

Item 4 of the provisional agenda

Tenth session, 17-19 May 2004

CONSOLIDATED GROUP MANDATES AND TERMS OF REFERENCE

UN/CEFACT TECHNIQUES & METHODOLOGIES GROUP (TMG)

Submitted by the Chairman of the UN/CEFACT TMG *

* This document is **for information** and contains part of the consolidated list of group mandates and terms of reference, which the secretariat has prepared for reference purposes. The contents have been previously submitted to the Plenary either in an informal document or as part of a UN/CEFACT Steering Group Report.

Mandate of the Techniques and Methodologies Group (TMG)

1. Objectives

1.1 Purpose

The purpose of the Techniques and Methodologies Group (TMG) is to provide all UN/CEFACT Groups with Meta (base) Business Process, Information and Communications Technology specifications, recommendations and education. The TMG shall also function as a research group evaluating new information and communication technologies (ICT), as well as techniques and methodologies that may assist UN/CEFACT and its groups to fulfil their mandate and vision in Trade Facilitation and e-Business.

1.2 Scope

The activities related to the TMG are within the mission and objectives of UN/CEFACT and its empowered groups. The groups work to produce trade facilitation and electronic business recommendations and technical specifications to advance global commerce.

2. Key Deliverables

The key deliverables of the TMG are:

- UN/CEFACT Modelling Methodology (UMM) Specification;
- UMM User Guide;
- UMM Introductory Presentation;
- Business Collaboration Patterns and Monitored Commitments Specification;
- Business Collaboration Protocol Specification;
- Business Entity Library Specification;
- Business Process Information Model Exchange Schema Specification;
- Business Process Schema Specification;
- Common Business Process Catalog Specification;
- Core Component Technical Specification;
- Core Components Supplements Documentation;
- Business Reference Information Model Specification;
- eBusiness Architecture Specification;
- Proposals, including draft Recommendations for review and approval by the UN/CEFACT Plenary.

3. Functional Expertise of Membership

Membership is open to experts with broad knowledge in the area of existing business process, information and communications specifications, architecture, as well as current techniques and methodologies used within UN/CEFACT, technological developments, and the functions of UN/CEFACT and its groups. In addition Heads of Delegations may invite technical experts from their constituency to participate in the work. Experts are expected to contribute to the work based solely on their expertise and to comply with the UN/CEFACT Code of Ethics. [N.B. This text is subject to approval by the UN/CEFACT Plenary]

4. Geographical Focus

The focus is global.

5. Delegated Responsibilities

The TMG is empowered in accordance with agreed procedures to:

- Establish working groups and project teams as required;
 - Approve project proposals via the Forum Coordination Team (FCT);
 - Progress designated projects following UN/CEFACT's Open Development Process for Technical Specifications;
 - Collaborate with other UN/CEFACT Groups and the UN/CEFACT Steering Group (CSG) on implementation of it's work plan;
 - Present draft proposals and/or recommendations to the UN/CEFACT Plenary;
 - Formally release any TMG deliverables not requiring UN/CEFACT approval;
 - Cooperate and establish liaisons with other groups and organizations as required.
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Statement of resource requirements

Participants in the TMG shall be required to provide the resources required for their own attendance in the work of the TMG. In order to support the ongoing work of the TMG, the following resources are required to be provided either by the UN/CEFACT secretariat or by the appointed UN/CEFACT Services Provider:

- Provision of secretariat for the TMG. To cover consolidation, preparation, distribution and maintenance of official and working documents, including minutes and lists related to the meetings and the work of the group;
- Maintenance of logs and records of membership of the TMG;
- Coordination and distribution of relevant information and documents;
- Establishing and maintaining the TMG public Web site pages with appropriate links, document download facilities, and items of interest;
- Establishing and maintaining the TMG public and private list servers.

Techniques & Methodologies Group

Terms of Reference

TMG is a Permanent Working Group of CEFACT with a mandate¹ to undertake a long-term program of work. The mandate is the agreement between the CEFACT Plenary and the Group on overall objectives (scope and purpose), key deliverables and delegated responsibilities.

“The purpose of the Techniques and Methodologies Group (TMG) is to provide all UN/CEFACT Groups with Meta (base) Business Process, Information and Communications Technology specifications, recommendations and education. The TMG shall also function as a research group evaluating new information and communication technologies (ICT), as well as techniques and methodologies that may assist UN/CEFACT and its groups to fulfil their mandate and vision in Trade Facilitation and e-Business.”²

The activities related to the TMG are within the mission and objectives of UN/CEFACT and its empowered groups. The groups work to produce trade facilitation and electronic business recommendations and technical specifications to advance global commerce.”³

These Terms of Reference are drafted in accordance with document R.650/Rev.2⁴ and cover:

- a definition of the specific technical issue(s) to be addressed;
- a detailed description of the proposed deliverables;
- membership
- the administrative team structure of the Group;
- a time schedule and milestones of its function(s);
- a proposal for liaison with other Groups and any external organisations.

The requirements for each of the above are as follows:

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

In order to support CEFACT and its Groups TMG will provide the following deliverables:

- Business Collaboration Framework supported by:
 - UN/CEFACT Modelling Methodology Meta Model
 - UN/CEFACT Modelling Methodology - Reference Guide (N090)
 - UN/CEFACT Modelling Methodology - User Guide
 - UN/CEFACT Modelling Methodology - Implementation Guide
 - UN/CEFACT Modelling Methodology - Content Management Guide
- Core Component Technical Specification supported by:
 - Core Component User Guide
- E-Business Architecture Technical Specification supported by:
 - E-Business Glossary
- ebXML Business Process Specification Schema
- Unified Business Agreements and Contracts Technical Specification (Joint project with LG)

1 See document CEFACT/TMG/N001 (CSG Approved Mandate for TMG, Dec. 2002 Version)

2 CEFACT/TMG/N001, Section 1.1 (Purpose)

3 CEFACT/TMG/N001, Section 1.2 (Scope)

4 Page 12, paragraphs 60 to 63 inclusive

2. Detailed description of the proposed deliverables

See TRADE/CEFACT/2004/21, TMG Programme of Work.

3. Membership

Membership is open to experts with broad knowledge in the area of existing business process, information and communications specifications, architecture, as well as current techniques and methodologies used within UN/CEFACT, technological developments, and the functions of UN/CEFACT and its groups. In addition, Heads of Delegations may invite technical experts from their constituency to participate in the work. Experts are expected to contribute to the work based solely on their expertise and to comply with the UN/CEFACT Code of Ethics.

UN/CEFACT Working Group participants may be grandfathered⁵ as members of TMG. Electronic participation in the work of the group is encouraged. There are three types of members:

- Participating members (P):
 - P-membership resides with the individual (rather than their sponsoring organization) of any UN/CEFACT member body (member states and organizations) interested in the work of TMG.
 - P-membership status is achieved by written application to the TMG secretariat once membership requirements are met.
 - P-membership requires attendance at two consecutive TMG meetings.
 - Absence from two consecutive TMG meetings relinquishes P-membership, and requires readmission as stated above.
- Virtual members (V):
 - V-membership resides with the individual (rather than their sponsoring organization) of any UN/CEFACT member body (member states and organizations) interested in the work of TMG.
 - V-membership status is achieved by written application to the TMG secretariat once membership requirements are met.
 - V-membership requires no attendance at TMG meetings.
 - Participation is achieved via active engagement in the online (list server) discussions.
- Guests (G):
 - G-members are invited by the TMG chair or vice chairs and are encouraged to participate.

All members can make contributions and participate in the meetings of the TMG, its Working Groups and Project Teams.

4. Administrative Structure

Detailed procedures for the TMG and a further description of its administrative structure can be found in CEFACT/TMG/N002/Rev.1.2.

Executive Committee

The Executive Committee shall be composed of the TMG Chair, TMG Vice-chair, Working Group Chairs and TMG secretariat.

⁵ Grandfathering: eBTWG, TMWG or any UN/CEFACT Working group members may register to become a TMG P-member without the requirement to have attended two TMG meetings by attending the 1st TMG Meeting. The grandfathering period will expire after the conclusion of the first TMG meeting.

Role of the Executive Committee

The Executive Committee (Exec) shall provide overall Group leadership and shall support and address management, procedural and non-technical issues that do not require the attention of the Plenary. This includes, but are not limited to:

- Oversee the development, maintenance, and use of a comprehensive and coherent set of rules, guidelines and procedures covering all aspects of the TMG process, so as to provide input to UN/CEFACT process in a timely fashion, taking into account available resources and other implementation constraints.
- Act as initial arbitrator in situations where individuals, groups, organizations or member countries feel that they are being excluded from participation in TMG.
- Be responsible for making sure the preliminary agenda for the TMG Plenary is set sufficiently prior to the meeting so attendees can have the agendas prior to attending. Final agendas must be available at the first day of the TMG Plenary.

A quorum for the Exec shall consist of at least 3/4 of the Exec members being present, including the TMG chair.

Steering Committee

The Steering Committee shall be composed of the Executive Committee and the project team leaders.

Role of the Steering Committee

The Steering Committee (StC) shall address technical issues during TMG meetings that do not require the attention of the Plenary. This includes, but are not limited to:

- Serve as the primary technical strategic direction setting body of the TMG.
- Provide guidelines to the TMG Chair for decisions to be taken by the CSG and UN/CEFACT.
- Publish at the TMG Plenary meetings, the work program schedule.
- Be responsible for instituting new TMG Project Teams. The StC will be responsible for the Project Proposals for these project teams.

A quorum for the StC shall consist of at least 3/4 of the StC members being present.

TMG Plenary

The Plenary shall be composed of all TMG members and shall serve as the mechanism for reaching consensus on defining the over all technical direction and deliverables, as well as approving the output of the project teams. The Plenary shall also be responsible for the final approval of the TMG Terms of Reference (ToR) and Procedures. The plenary is required to process and approve its Mandate at its first meeting. ToR and Procedures must be approved by the plenary not later than 12 months after its first meeting. To assist in this effort the Executive Committee shall present to the Plenary Drafts of the ToR and Procedures.

A quorum for the plenary shall consist of at least 1/2 of the P members of TMG being present.

TMG Working Groups

All TMG Working Groups (WGs) shall be open to all TMG members. The StC shall propose WGs. Each WG shall have terms of reference that have been agreed by the StC and approved by the TMG Plenary. Only the TMG Plenary shall dissolve a WG.

Role of the TMG Working Groups

A WG is composed of all Project Team members of its assigned Projects. Each WG shall serve as the mechanism for progressing its projects as per UN/CEFACT Open Development Process. To create a new WG it shall have at least two active projects assigned.

TMG Project Teams

Project Teams (PTs) shall be proposed as per UN/CEFACT's Open Development Process (TRADE/CEFACT/2000/22⁶). After approval of a Project Proposal by the Forum Coordination Team (FCT) notice shall be given for a call of members and contributions. The period shall be a minimum of four weeks after which the first session of the PT can be held. PT will follow the process as outlined in the User Guide to UN/CEFACT's Open Development Process for Technical Specifications.

5. Time Scale

See TRADE/CEFACT/2004/21, TMG Programme of Work.

6. Proposals for liaison with other Working Groups and external organisations

Four criteria are established for co-operation with other international organisations and bodies:

- Interdependence of work item(s) between TMG and referenced group [Formal Bi-directional liaison activity];
- TMG work item(s) depend on (is/are linked to) work item(s) of referenced group [Formal TMG liaison activity];
- Referenced group's work item(s) depend on (are linked to) work item(s) of TMG [Formal liaison activity by referenced group];
- Referenced group's work item(s) are of interest to TMG's research [Informal TMG liaison activity];
- TMG's work item(s) may be of interest to referenced group [Informal liaison activity by referenced group];

Organisations and bodies involved in the different aspects of the TMG and the levels of co-operation with them in accordance with the above-mentioned criteria are indicated as below:

Name of organisation	Level of co-operation
1. CEFACT - TBG	I
2. CEFACT - ICG	III
3. CEFACT - ATG	III
4. CEFACT - LG	V
5. OASIS – ebXML TC	III (JCC)
6. JTC1/SC32 (Open-edi)	I
7. W3C	IV-V
7. Object Management Group (OMG)	IV+V
8. Network Management Forum (NMF)	V
9. Internet Engineering Task Force (IETF)	IV
10. Open Application Group (OAG)	IV+V

⁶ TRADE/CEFACT/2000/22: UN/CEFACT's Open Development Process for Technical Specifications. Approved by UN/CEFACT during the March 2000 Plenary. In addition to the original document there is a User guide that outlines the steps of the process. The user guide has been developed on requests by users to clarify the process. The guide has been approved by the CSG.