

ISO/IEC JTC 1
Information Technology

ISO/IEC JTC 1 N 5749

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REPLACES

DOC TYPE:
Other document (Defined)

TITLE:
IOD Report of the Second Meeting of the ISO IEC UN/ECE Management
Group, Thursday, Friday, 21-22 January 1999

SOURCE:
JTC 1 HoD

PROJECT:

STATUS:
As per Rio resolution 7, this document is circulated to JTC 1 National
Bodies and Subcommittees for comment/input as described below:
1) All JTC 1 SCs are asked to review the MoU work descriptions and
attributes contained in N 5749 annex 3 to ensure that its business
plan and activities are properly reflected;
2) All JTC 1 SCs are asked to comment on the MoU/MG operating
procedures contained in N 5749 annex 2 with the view to creating a
consolidated JTC 1 input to the MoU/MG;
3) JTC 1 accepts the resolution of the MoU/MG concerning the
publication of ISO 9735 parts 5, 6, 7 and 9 and request that the JTC
1 participants involved in this matter bring it to a conclusion as
quickly as possible;
4) All National Bodies and SCs are asked to provide documentation on
High Level Business Modeling efforts. This information will be
forwarded to the International CALS Congress;
5) All JTC 1 SCs and National Bodies are asked to comment on the
documentation contained in N 5749 annex 4.

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HOD Report of the Second Meeting of the

ISO IEC UN/ECE Management Group

Thursday, Friday, 21-22 January 1999

There were 14 in attendance, a copy of the sign in sheet attached (A-1). The IEC was not represented due to scheduling difficulties. JTC 1 was represented by Alan Haberman (SC31) as HOD, Sandra K. Paul (SC32) and Paul Levine (SC32). Sandra Paul served as Chairperson. It was ISO's turn to take the chair which rotates between the three International Standardization Organizations.

The Resolutions taken by the meeting are attached (A-5) and we will comment on those of specific interest to JTC1.

Resolution 99/4: Approves document MoU/MG/99 N0027 (attached-A2) as the operating procedures of the MoU/MG. Resolutions 1,2 and 3 are operational in nature responding to the requirements of the meeting procedures. MoU/MG solicits comments and other input related to these procedures from participating groups (i.e. JTC1 or any of its SCs).

Resolution 99/5: Relates directly to JTC1 Rio Plenary agenda item 7.5.2 "Cooperation with TC 154." It calls for unblocking publication of ISO 9735 parts 5,6,7 and 9. In an effort to reflect the concerns expressed by JTC1, upon receipt of JTC1 technical comments, the JSWG is requested to resolve them and if necessary, provide that a technical Corrigenda is issued.

Resolution 99/6: Annex A of the MoU and its document MoU/MG/99 N006 rev1 are best efforts to represent the work of the MoU and the standardization bodies with an interest in its parts. The resolution invites each interested standardization group (which includes SCs and WGs) to review and contribute on this subject. The JTC1 delegation considers this an important task for JTC1 bodies. The documents supplied are attached (A-3) to this report.

Resolution 99/8: Requests standardization bodies provide documentation on High Level Business Modeling efforts to the International CALS Congress (ICC) focal point.

Resolution 99/9: Requests the JTC1 HOD carry MoU/MG/99 N0028 ("International harmonization of IEPT") to the next plenary and report back on any action taken by JTC1. It is not clear whether this request comes too late for action by the Rio plenary. N0028 is attached (A4).

Recommendations and Action Points:

- 1.) Resolution 6 -- JTC1 should ask all SC's to review the MoU work descriptions and attributes to make sure that its business plan and activities are properly reflected. A coordinated and harmonized JTC1 comment should be provided within the time allotted.
- 2.) Resolution 4 -- JTC 1 Secretariat should request comments from SC's on the MoU/MG operating procedures with the view to creating a consolidated input to the MoU.
- 3.) Resolution 5 -- The JTC1 Plenary should accept the resolve of the MoU and request its comment editors bring this matter to a conclusion with all possible speed.
- 4.) Resolutions 8 & 9 -- The JTC 1 Secretariat issue the necessary informatories to its SC and NBs.

**ATTENDANCE LIST OF THE SECOND MEETING OF THE ISO IEC UN/ECE MOU
MANAGEMENT GROUP
21-22 January 1999, Concord, CA**

Present

ISO

TC 68 Mr. M. Zalewski, Chairman
TC 184/SC4 Mr D. Wandmacher, Chairman
TC 184/SC4 Mr A. Bezos (part time)
JTC1 JTC 1/SC31 Mr. A. Haberman, Chairman
TC 1/SC 32 Ms. S.K. Paul
TC 1/SC 32 Mr. P. Levine

Central Secretariat Mrs. S. Clivio, MoU/MG Secretary

UN/CEFACT

Mr. D. Dobbing
Mr. P. Georget
Mr. I. Kenji
Mr. K. Naujok
Mr. R. Walker

CALS INTERNATIONAL Mr. H. Mason, ICC Vice Chairman

NATO CALS Mr J. Dunford, NATO CALS Office Manager

DMG (observer) Mr H. Lowe

Apologies

Mr. J. Pons, ISO/TC 184 Chair
Mrs. V. Horsnell, ISO/TC 46 Chair
ISO/TC154
IEC: Mr J. Heaton, IEC TC/93 and SB3
Mr G. Barta, IEC and MoU/MG sec
Mr J. Kubler, UN/CEFACT and MoU/MG sec
Mr R. Power, UN/CEFACT
Mr F. Vuilleumier, UN/CEFACT

MoU Management Group procedures

The principal responsibility of the MoU/MG is the coordination of the standardization work programme within the scope of the MoU.

Key Principles of the MoU/MG

The following key principles for the MoU/MG were adopted at its first meeting

- The MoU/MG shall not represent an additional layer of bureaucracy in the standardization process
- The MoU/MG will focus on action, not discussion
- The main role of the MoU/MG is facilitation of effective standardization
- The MoU/MG recognizes that each organization has its own decision making process

Operating procedures

During the establishment of the MoU/MG, a number of comments and concerns were raised over the way in which the group would operate, recognising that each standardization organization has its own decision making process.

This document endeavours to clarify the key procedures within the context of the MoU, in order to address those comments and concerns.

Procedures are defined for the following functions within the group:

- Preparation of meetings
- Presentation of New Work Item Proposals
- Identification and resolution of issues
- Recommendations to standards bodies for action
- Inclusion of new standards groups
- Admission of new International User Groups

The text of the MoU is used, with clarification and expansion as necessary. As a general principle, management by exception is used.

As agreed in the MoU, decisions should be taken by consensus among the affected parties. Where consensus cannot be achieved, then issues will be referred to the normal procedures of the standardization organizations for resolution.

To facilitate operation of these procedures, each Standardization Organization and Participating International User Group shall nominate a point of contact for dissemination of information, and for coordinating input to the MoU/MG.

Definitions

Throughout this document, the following definitions will be used:

Standardization Organizations:	The three signatories of the MoU
Standardization Groups:	Operational groups within the Standardization Organizations
Participating International User Groups:	Users Groups that have been accepted as participants in the MoU
User groups:	Operational groups within the Participating User Groups

Preparation of meetings

The Chairman for each meeting shall be nominated at the previous meeting, and will be responsible with the Secretariat for preparing the meeting.

The agenda will be structured to address items in order of importance, covering resolution of current issues, consideration of potential issues, information items and administration.

Items submitted to the agenda shall be accompanied by a brief abstract summarising the issue to be discussed and the action requested from the MoU/MG.

The agenda for each meeting and supporting papers for items requiring action shall be made available to members no later than 45 days before the meeting.

Items for information should be made available to members no later than 15 days before the meeting.

Items submitted after these dates may be discussed at meetings unless one or more participating groups object, in which case the item shall be deferred to the next meeting.

The joint secretariat shall maintain an up to date list of nominated points of contact, and participants in the MoU/MG as defined in Annex B

Presentation of New Work Item Proposals

The effective operation of the MoU/MG in coordinating work programmes and facilitating standardization is critically dependent on openness and visibility of activities in each of the groups, in order to identify beneficial synergies, to ensure intersectoral coherence, and avoid duplication and conflict at an early stage.

Participating standardization and user organizations are responsible for bringing forward to the Management Group information on new work items, requirements or other developments which may provide opportunities for exploiting new technologies. In particular:

- Participating International User Groups will cooperate in providing their requirements and relevant existing documents to the standardization organizations
- The standardization organizations will make available details of those aspects of their work programmes which will contribute to meeting the requirements of the International User Groups
- Implementation of the recommendations of the IAeG and the HLSGC report will be monitored
- The results of the activities of other groups in meeting the requirements or undertaking harmonisation within the scope of the MoU will be monitored
- Changes in committee structure need to be monitored for impact on the work programme and MoU.

It is recommended that this be achieved via the use of the MoU/MG exploder to circulate relevant information, URLs etc to allow other MoU/MG members to assess the impact of the activities.

Based on its overall perspective of activities, the Management Group may choose to make recommendations on the allocation of new work items to the appropriate standardization or user groups, with the aim of achieving the most effective use of available expert resources. This should take account of potential synergies, and avoidance of conflict and duplication, and should be undertaken in consultation with the affected standardization or user groups, with a minimum of 45 days notice prior to MoU/MG decision, which should be notified to the affected groups.

As new work items are brought forward, the overall perspective of the Management Group may evolve, and therefore the Management Group will be responsible for making any necessary changes in its overall recommendations to the standardization organizations, taking due account of the business and commercial implications for such changes for both user and standardization communities. This could involve proposals for changes to the MoU to reflect emerging requirements, or amendments to Annex A to reflect changes in organization or work allocation. Affected standardization or user groups should be given a minimum of 45 days notice prior to MoU/MG decision, which should be notified to the affected groups.

Identification and resolution of issues

Issues may be submitted to the MoU/MG by any of the standardization organizations or participating international organization user groups, through their nominated point of contact.

A submission should include some evidence of the problem, in the form of conflicting resolutions or positions, together with a concise statement of the problem to ensure a common level of understanding among MoU participants. Each submission should be accompanied by an abstract, summarising the issue and the action requested from the MoU/MG.

The MoU/MG may choose to address the issue in plenary session, or by the formation of a reconciliation group comprising members of the MoU/MG and representatives from affected groups as appropriate. Reconciliation groups should be given explicit terms of reference and operate to an agreed timescale, with a clear end date.

While it is not possible to define a specific procedure for addressing all issues, the process must address the following issues:

- Technical strategy in the broad context of electronic business
- Business and commercial aspects of any proposed solution from the user and supplier viewpoint
- Impact on existing standards

It is also expected that each group will adopt a constructive and thoughtful attitude in resolving problems.

Solutions to problems should be presented as recommendations to the standardization or user groups concerned.

Recommendations to standards bodies for action

Recommendations on the resolution of a particular issue will be made to the standardization and user groups concerned, and copied for information to the relevant parent organization (ISO and IEC in the case of JTC1).

Recommendations should be based on the use of existing procedures, and may include any or all of the following strategies, or other strategies that may be appropriate:

- Proposals for specific liaisons, or improvements to existing liaisons using normal agreed procedures
- Joint activities
- Cancellation or redirection of existing work items
- Amendments to existing standards
- Clarification or changes in scope of TCs or SCs to minimise conflict
- Improvements to operating procedures

Where a deficiency in an existing standardization process, or in the application of that process, is identified, then the affected standardization and user groups and the appropriate standards organization should be notified of the issue, at the level of the ISO TMB, IEC CA or JN/CEFACT Steering Group. Further actions should be monitored by the MoU/MG.

Recommendations should identify and address the business and commercial aspects of any proposed solution, as well as the impact on existing standards.

Inclusion of new standards groups

The MoU/MG is open to the participation of any standardization group within ISO, IEC and CEFACT with an interest in the topics being addressed by the Management Group. Technical Committees and Subcommittees where appropriate are encouraged to participate.

It is proposed that a group should be included in the MoU/MG either if the group considers that there is an issue or item of work that it wishes to bring forward to the MoU/MG, or if one or more standardization organizations or participating international user groups in the MoU/MG consider that there is potential for synergy or conflict that needs to be addressed.

Groups may withdraw from the MoU/MG if there is agreement that no aspect of their current work is of relevance to the MoU/MG. Care should be taken where work items are subject to periodic review.

As stated in the MoU, groups should be represented by their Chairs or nominated representatives. The secretaries of the committees may attend as observers but may not represent the groups unless they have been so nominated.

Admission of new International User Groups

International User Groups which satisfy the following criteria:

- acceptance of the IAeG report;
- agreed statement of standardization requirements;
- standardization requirements related to the work programme of more than one standardization organization;
- international membership;

Groups may seek to participate in the Management Group through a request to the Management Group Secretariat, with a statement of their standardization requirements, and their existing work programme.

Decisions relating to participation of International User Groups should be taken by consensus among the standardization organizations.

It is proposed that the MoU/MG should reach agreement on any such requests, and make a recommendation to the standardization organizations as to whether the International User Group should be added to the register in the MoU. The International User Group and the standardization organizations will agree and endorse a statement in the register attached to the MoU which defines the scope and interests of the Group.

An amended copy of the register shall be published within one year of any change to the register.

MoU/MG/98 N0006 Rev1
Status: For Review
Date: December 1998
Source: MoU/MG secretariat

A-3

	Meta Standards A	Standards B	Guidance C	Produce Product D	Conformance and certification E	Used by (requirements) F
Environment					Courts	
Formal recognition	<ul style="list-style-type: none"> ⑩ ISO/IEC JTC 1/SC 32 ⑩ MoU A13 	<ul style="list-style-type: none"> ⑩ National standards bodies ⑩ UN/ECE ⑩ ISO/IEC 	<ul style="list-style-type: none"> ⑩ ISO/IEC JTC 1/SC 32 		<ul style="list-style-type: none"> ⑩ ISO/IEC 	<ul style="list-style-type: none"> ⑩ Standards bodies ⑩ Suppliers ⑩ Users ⑩ MoU A8 and A11
BOV activity models	<ul style="list-style-type: none"> ⑩ ISO/IEC JTC 1/SC 7 and SC 32 ⑩ ISO TC 184 ⑩ MoU A7 and A13 	<ul style="list-style-type: none"> ⑩ ISO TC 46, 68, 104, 154, 184 ⑩ National stds bodies ⑩ UN/ECE: EWG, BPAWG, ITPWG ⑩ MoU A1, A6, A9, A10 and A14 	<ul style="list-style-type: none"> ⑩ UNCITRAL ⑩ UN/ECE: TMWG, BPAWG ⑩ MoU A7 	<ul style="list-style-type: none"> ⑩ Non-standard products 	<ul style="list-style-type: none"> ⑩ UNCITRAL 	<ul style="list-style-type: none"> ⑩ Users ⑩ MoU A8 and A11
BOV data models	<ul style="list-style-type: none"> ⑩ ISO/IEC JTC 1/SC 32 ⑩ ISO TC 184 ⑩ MoU A5 and A13 	<ul style="list-style-type: none"> ⑩ ISO TC 37 46, 68, 104, 154, 184 ⑩ IEC SC 3D ⑩ National stds bodies ⑩ UN/ECE: EWG, CDWG ⑩ MoU A1, A3, A4, A6, A10, A12 and A14 	<ul style="list-style-type: none"> ⑩ As previous column plus sctorial groups ⑩ EWOS ⑩ MoU A1 	<ul style="list-style-type: none"> ⑩ Suppliers 	<ul style="list-style-type: none"> ⑩ UN/ECE: LWG 	<ul style="list-style-type: none"> ⑩ Users ⑩ MoU A8 and A11
FSV technology	<ul style="list-style-type: none"> ⑩ ISO/IEC JTC 1 ⑩ MoU A13 	<ul style="list-style-type: none"> ⑩ ISO/IEC JTC 1 ⑩ MoU A2, A6, A9, A10 and A12 	<ul style="list-style-type: none"> ISO/IEC JTC 1 SC 32 	<ul style="list-style-type: none"> ⑩ Manufacturers ⑩ Suppliers 	<ul style="list-style-type: none"> ⑩ Many 	<ul style="list-style-type: none"> ⑩ Users ⑩ MoU A8 and A11

MOU/MG/98 N0001 Rev1:**Memorandum of Understanding between IEC, ISO , and UN/ECE
concerning standardization in the field of electronic business
with the participation of international user groups****Annex A: DIVISION OF RESPONSIBILITIES**

Recognizing that within electronic business, there is the potential for convergence for all types of data interchange, the work programme will be tailored to bring all types of information exchange development within a single framework.

Recognising the need for a single clear and unambiguous set of data definitions and relationships as the basis for defining sharable sets of data for the different processes in electronic business, in order to achieve modularity, consistency and interoperability between the various standards used, the MoU Management Group will be the coordination authority for developing an integrated, modular architecture of information for Electronic Business. The architecture shall include as a minimum:

- Clear, unambiguous definitions of the information, capable of interpretation into multiple languages
- Fixed relationships between elements of information
- Hierarchies of information elements
- Identification of information that should be maintained through registration authorities

Recognizing that the participating International User Groups are responsible for contributing to the specification of the requirements for standards for electronic business, although they do not have a unique responsibility. Within this context, the following current division of responsibilities is agreed.

A.1 In the case of UN/EDIFACT messages or other messages using its functionality, syntax and/or directories, UN/CEFACT is responsible for the development and maintenance of these **messages and the associated implementation guidelines**. ISO, IEC and the participating International User Groups are invited to contribute to such work by providing input through liaison and through direct participation of their experts in the message design groups.

In other application areas where UN/ECE is not capable of meeting the business requirements, such as specific functions in banking, documentation and industrial automation, ISO and IEC are responsible for the development and maintenance of the information exchange standards. Every effort will be made to avoid duplication of functionality provided by UN/EDIFACT and to establish links with UN/EDIFACT. UN/ECE is invited to contribute to such work by providing input through liaison and through direct participation of its experts in the application area groups.

A.2 Since the standardization of **syntaxes for electronic business** is broader than UN/EDIFACT, it is recognized that ISO and IEC are the more appropriate organizations for the development and maintenance of standardized syntaxes for electronic business. However, in the case of the EDIFACT application level syntax (ISO 9735), including its interactive version and associated security, it is understood that its development and maintenance is a collaborative ISO-UN/ECE activity, to be carried out in a joint group, the secretariat of which is to be provided by ISO and the chair to be provided by UN/CEFACT. The results of the work of the joint group will be submitted for parallel approval in both ISO and UN/ECE and will be published jointly by ISO and UN/ECE.

A.3 In accordance with the provisions for maintenance included in the United Nations Trade Data Element Directory (TDED, published, in part, as **ISO 7372**), it is recognized that maintenance is a collaborative activity carried out by the Joint ISO-UN/ECE Maintenance Agency, the secretariat and chair to be provided by the UN/ECE, and that results will be published jointly by ISO and UN/ECE.

A.4 In accordance with previous agreements between the three standardization organizations, it is recognized that ISO/TC 154 « *Processes, data elements and documents in commerce, industry and administration* » is responsible for the management of the **BSR project**. Other bodies interested in the development of the BSR are invited to contribute to such work by providing input through liaison and through direct participation of their experts.

A.5 It is understood that standards for **naming, defining and coding of data elements** are the responsibility of ISO and IEC (carried out in ISO/IEC JTC 1/ SC 32 « *Data Management and Interchange* », ISO/ TC 184/ SC 4 « *Industrial Data- Parts Libraries* » and in IEC/ SC 3D - « *Data sets for libraries of electric component data* »). UN/ECE and the participating International User Groups are invited to contribute to this work by providing input through liaison and through direct participation of their experts. It is understood that UN/ECE is responsible for the development of Guidelines for the use of ISO/IEC JTC 1/ SC 32 standards as the basis for the development of UN/EDIFACT directories. Other application areas within ISO and IEC will be responsible for the development of their own guidelines.

A.6 In the context of open-edi, it is understood that ISO and IEC are responsible for the development of standards concerning **security in edi transmission** (e.g. ISO/ TC 68 « *Banking, securities and other financial services* » is responsible for security in Bank to Bank messages). UN/ECE and the participating International User Groups are invited to contribute to this work by providing input through liaison and through direct participation of their experts. It is understood that UN/ECE is responsible for the development of Guidelines and for the implementation of security standards in UN/EDIFACT Messages and in the EDIFACT application level syntax (ISO 9735), which should be consistent with other security standards. Responsibility for the coordination of the security aspects will lie with the MoU Management Group

A.7 In the context of open-edi, it is understood that ISO and IEC are responsible for the **development of methodologies and formalisms for creating and specifying Business Information Models (BIMs)**, for example the Semantic Descriptive Techniques being developed/chosen by ISO and IEC for modelling of Information Bundles in the BOV related standards for Open-edi. UN/ECE and the participating International User Groups are invited to contribute to this work by providing input through liaison and through direct participation of their experts. It is understood that UN/ECE is responsible for the development of Guidelines for the use of BIMs as the basis for the development of UN/EDIFACT Messages. Other application areas within ISO and IEC will be responsible for the development of their own guidelines. It is understood that participating International user groups are responsible for business process modelling for their environments. Responsibility for the coordination of modelling activities will lie with the MoU Management Group

A.8 It is understood that the maintenance of the **Open-edi reference model (ISO/IEC 14662)** is the responsibility of ISO and IEC. UN/ECE and the participating International User Groups are invited to contribute to this work by providing input through liaison and through direct participation of their experts. It is understood that ISO and IEC are responsible for the choice of existing formalisms and/or development of formalisms, for the specification of **scenarios** (including information bundles), and their registration in repositories (BOV related standards for Open-edi). It is understood that UN/ECE is responsible for the use of these formalisms for the development of scenarios within UN/EDIFACT. Other application areas within ISO, IEC and the participating International User Groups are responsible for the development of their own scenarios. Responsibility for the coordination of the scenarios will lie with the MoU Management Group.

A.9 It is understood that UN/ECE is responsible for the development of recommendations on **simplification of trade processes, trade procedures and business practices, and aligned paper formats**. ISO and IEC and the participating International User Groups are invited to contribute to this work by providing input through liaison and through direct participation of their experts.

A.10 It is understood that ISO and IEC are responsible for the development of standards on **industrial engineering practices, information and procedures**, throughout the product lifecycle. ISO/ TC 184/ SC 4 is responsible for industrial and manufacturing data, and part libraries. IEC/ TC 93 « *Design Automation* » is responsible for standardization to enable the integration and automation of electrotechnical product design, and transfer of data to manufacturing. UN/ECE and the participating International User Groups are invited to contribute to this work by providing input through liaison and through direct participation of their experts.

A.11 It is understood that the standards for **technical documentation** are the responsibility of ISO and IEC (carried out in ISO/IEC JTC 1/ SC 24 « *Computer graphics and image processing* », and in IEC/ SC 3B). UN/ECE and the participating International User Groups are invited to contribute to this work by providing input through liaison and through direct participation of their experts.

A.12 It is understood that the standards for **processing multiple languages, character sets and encoding** are the responsibility of ISO and IEC (carried out in ISO/IEC JTC 1/ SC 2 « *Coded character sets* »). UN/ECE and the participating International User Groups are invited to contribute to this work by providing input through liaison and through direct participation of their experts.

A.13 It is understood that CALS International is responsible for the preparation of a **generic electronic business reference model in a virtual enterprise** to support the CALS business scenarios, covering the different lifecycle phases of a product and a project, and the associated information requirements. This must recognize existing ISO, IEC and UN/ECE work on the value chain and business transactions. The generic model may be specialized to include sector-specific requirements. The reference model can be used to identify ongoing requirements for standardization, and to assist industry sectors and individual enterprises in identifying how to exploit both de jure and de facto standards to support electronic business. CALS International will also prepare a complementary Handbook for Electronic Business to provide information to industry on how to implement the standards in a consistent manner. The standardization organizations and the other participating International User Groups are invited to contribute to this work by providing input through liaison and through direct participation of their experts, and the standardization organizations shall provide the mechanism for processing any resulting documents as standards.

A.14 It is understood that the development of **Electronic Design Automation** standards is undertaken by a number of ISO and IEC technical committees and that the Electronic Design Automation Harmonization Group (EDAHG) is responsible for the harmonization of the standardization activities, under the IEC Advisory Committee on Electronics and Telecommunications (ACET).

Annex C: DEFINITIONS

Business: A series of processes, each having a clearly understood purpose, involving more than one organization , realized through the exchange of information and directed towards some mutually agreed upon goal, extending over a period of time. (Open-edi Reference Model Standard - ISO/IEC 14662).

Basic Semantics Register (BSR):The BSR is envisioned to be the official ISO register of data for use by designers and implementers of information systems in a manner which will allow systems development to move from a closed to an open multilingual environment, especially for use in domestic and international electronic communication including electronic commerce and EDI.

Business Operational View (BOV): a perspective of business transactions limited to those aspects regarding the making of business decisions and commitments among organizations, which are needed for the description of a business transaction. (Open-edi Reference Model Standard - ISO/IEC 14662).

Collaborative activity: In a collaborative activity joint meetings are held at working group level to develop a common standard, which then is approved using the appropriate approval process of each organization.

Electronic Business: A generic term covering information definition and exchange requirements within and between enterprises, including customers.

Electronic Data Interchange (EDI): The automated exchange of any predefined and structured data for business among information systems of two or more organizations. (Open-edi Reference Model Standard - ISO/IEC 14662).

EDI message: an approved, published, and maintained formal description of how to structure the data required to perform a specific business function, in such a way as to allow for the transfer and handling of this data by electronic means.

Functional Service View (FSV) : a perspective of business transactions limited to those information technology interoperability aspects of IT Systems needed to support the execution of Open-edi transactions.

Open-edi: Electronic data interchange among multiple autonomous organizations to accomplish an explicit shared business goal according to Open-edi standards (i.e. that comply with the Open-edi Reference Model Standard - ISO/IEC 14662).

STEP: The Standard for the Exchange of Product Model Data (ISO 10303)

Syntax rules: Rules governing the structure of an interchange and its functional groups, messages, segments and data elements. (ISO 9735)

UN/EDIFACT (United Nations Electronic Data Interchange for Administration Commerce and Transport): *"User application protocol for use within user application systems for data to be interchanged compatible with the OSI model."* (UN/EDIFACT syntax implementation guidelines, UNTDID 1990)

Annex D: LIST OF ACRONYMS AND COMMITTEE NAMES

HLSG CALS (HLSGC):	<i>High Level Steering Group on CALS</i>
IAeG:	<i>Inter-Agency Working Group for Coordinated Open edi Standards Development</i>
ICC:	<i>International CALS Congress</i>
IETF:	<i>Internet Engineering Task Force</i>
ITU:	<i>International Telecommunication Union</i>
JSWG:	<i>Joint Syntax Working Group (EDIFACT)</i>
TMB:	<i>Technical Management Board</i>
UN/CEFACT:	<i>United Nations/ Centre for the Facilitation of Procedures and Practices for Administration, Commerce and Transport</i>

Titles of ISO and IEC Technical committees:

IEC/TC 3:	<i>Documentation and graphical symbols</i>
IEC/SC 3B:	<i>Documentation</i>
IEC/SC 3D:	<i>Data sets for libraries</i>
IEC/TC 52:	<i>Printed circuits</i>
IEC/TC 56:	<i>Dependability</i>
IEC/TC 93:	<i>Design automation</i>
ISO/ TC 46:	<i>Information and documentation</i>
ISO/ TC 68:	<i>Banking, securities and other financial services</i>
ISO/ TC 154:	<i>Processes, data elements and documents in commerce, industry and administration</i>
ISO/ TC 184:	<i>Industrial automation systems and integration</i>
ISO/ TC 184/SC 4:	<i>Industrial data</i>
ISO/IEC JTC 1:	<i>Information technology</i>
ISO/IEC JTC 1/SC 2:	<i>Coded character sets</i>
ISO/IEC JTC 1/SC 24:	<i>Computer graphics and image processing</i>
ISO/IEC JTC 1/SC 27:	<i>IT Security techniques</i>
ISO/IEC JTC 1/SC 31:	<i>Automatic identification and data capture techniques</i>
ISO/IEC JTC 1/SC 32:	<i>Data management and Interchange</i>
ISO/IEC JTC 1/SC 34:	<i>Document description and processing languages</i>

Titles of UN/CEFACT Working Groups

EWG:	UN/EDIFACT Working Group
TMWG:	Techniques and Methodology Working Group
BPAWG:	Business Process Analysis Working Group
CDWG:	Codes Working Group
ITPWG:	International Trade Procedures Working Group
LWG:	Legal Working Group

ANNEX 2:

Extract from **ISO/IEC 14662:1997**
“Information technology -- Open-edi reference model”

MoU/MG/98 N0006 Rev1
 Status: For Review
 Date: December 1998
 Source: MoU/MG secretariat

Extract from ISO/IEC 14662:1997, Information technology -- Open-edi reference model

	Meta-standards	Standard	Guidance	Produce product	Conformance and certification	Take into use by
	A	B	C	D	E	F
Environment 1	Languages	Laws, Practices	Business guidelines		Courts, Tribunals	Contracts
+Formal recognition 2	Frameworks	Reference Models	BOV and FSV		Testing Bodies	Toolsets
BOV activity models 3	Modelling Languages	Business Scenarios	Conventions		Test Definitions	Applications
BOV data models 4	Modelling Languages	Message Standards	Usage Guidelines		Test Definitions	Actual data
FSV technology 5	Tools, Techniques	Inter-operability Standards	Profiles		Inter-operability Standards	Software, Hardware

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A.4 Standardisation activity table

Based on the definition of areas of activities in A.2 and levels in A.3 a table can be built to serve as a framework where existing EDI activities and projected Open-edi activities can be relatively positioned.

A cell of the table can be defined by applying the subject levels of the first line described in A.3 to the activity areas of the first column described in A.2.

A.2 Classification of Open-edi Standards

Four typical areas of activity are encountered when realising a business transaction using EDI.

A.2.1 Environment

The framework of legal provisions, business codes, practices, and trade procedures within which all business transactions occur.

A.2.2 Activity Models

Definitions of the business and technical processes which transfer information in a business transaction. These models capture the dynamic aspect of the transaction.

A.2.3 Information models and representation

Models for the data transferred in a transaction, including models for its possible presentation in data elements or documentary format for example on paper, fax, or a visual display unit.

A.2.4 Technology

The means that enable computers to interoperate including APIs which allow application to access the services providing interoperability.

A.3 Levels of activity

From the generic subject of meta-standard down to the specific subject of an implementation, there are intermediary levels of subject of activity such as standards and conformity and certification.

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A.3.1 Meta-Standards

The generic standards, definitions languages and other tools and techniques used to specify and express standards, guidance's material, tests and implementations.

A.3.2 Standards

Document established by consensus and approved by a recognised body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement or the optimum degree of order in a given context.

A.3.3 Guidelines

Guidelines development result in materials which interpret the standards into more specific form for the guidance or assistance of the users of the standards.

A.3.4 Conformity and certification

Assurance of conformity: confirmation by examination of evidence that a product process or service fulfils specified requirements.

Certification: procedure by which a third party gives written assurance that a product process or service conforms to specified requirements.

A.3.5 Implementation

The action taken by software and hardware suppliers and by the ultimate business user.

International harmonization of IETP standards

Background information

ISO High Level Steering Group on CALS (HLSGC)

In 1996 the International Standards Organisation (ISO) recognised the significance of information standards to organisations adopting a CALS or CALS-like business strategy. In particular, ISO recognised that although the CALS strategy had originated in the defence sector it was being adopted widely outside defence although not always called “CALS”, further, in the Pacific Rim countries, CALS was actively being promoted outside the defence sector by governments seeking the economic benefits of CALS.

Accordingly, the ISO established a High Level Steering Group on CALS (HLSGC) whose report was adopted by the ISO Technical Management Board in the Autumn of 1997. This report recommends, inter alia (Recommendation 5):

“To fulfill the urgent need for a set of basic standards for technical documentation creation, interchange and distribution, there is a strong need for a closer co-operation between the “standards developers” within ISO, IEC, JTC1, US CALS ISG and AECMA”.

.....
“In order to harmonize the different national and international efforts in the interactive electronic documentation arena there is a strong requirement for a common standard for creation and distribution of Interactive Electronic Technical Publications (or Manuals), IETP/M.

Recommendation 5.2: *It is recommended that the task force established for Recommendation 5:1 (Harmonization of standards for text, graphics, etc) should also consider the issues related to interactive electronic documentation with the objectives to:*

Create a single IETP/M metafile standard for defining the structure and interactions of an interactive electronic document, independent of the tools used to create it, which can be used with a number of different presentation devices.....”

ICC “User requirement investigation”

At the meeting of the International CALS Congress (ICC) held in November 1997 in Tokyo, an action was given to Carl-Johan Wilén of Saab Aerospace to arrange a meeting with a wide range of practicing technical documentation standards users, both documentation producers and end-users. This meeting should aim to:

- Give to the ISO a harmonized view (recommendation) of the future development of technical documentation standards especially in the area of IETP/M and illustration standards.

In deciding to call such a meeting the ICC stressed that the aim with these activities was not to start up a new “standards body” but to support ISO in the standardization work for

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the benefit of the user community. The ICC's charter specifically excludes becoming a standards making organisation; its rôle is to be a facilitator.

Today development of IETP/M-"standards" is being undertaken within a number of organisations and companies eg AECMA (the Spec 1000D working group), ATA (ATA-2100), Automotive and Telecommunication industries. There is also a Franco-German activity with a proposed metafile-standard for ITLD (Interactive Technical Logistic Documentation) called IMpAEs. A NATO Technical Documentation group meeting in Orlando in October 1997 also discussed the need for IETP standards.

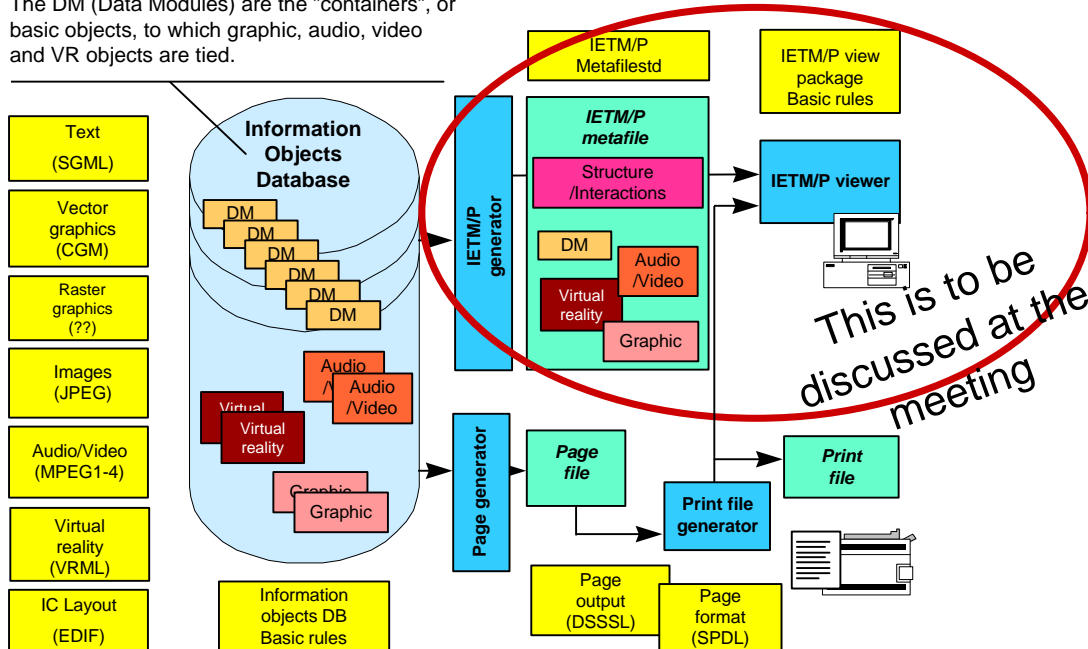
The ICC prepared the ground by holding two limited preparatory meetings in December 1997 and February 1998. These prepared the following mission statement:

"To define the generic documentation production process from source data to output, including the formulation of a neutral methodology (metafile) for producing electronic output. Harmonize current activity in this area and produce a baseline for the production of a standard by ISO and software by vendors".

Further, the meetings produced a draft overview diagram of "The Technical Documentation Process", primarily as a proposal to help formulate a common understanding or where the different standards fit into the process. The area in which an IETP standardization is needed is marked.

Store for information objects incl config control.

The DM (Data Modules) are the "containers", or basic objects, to which graphic, audio, video and VR objects are tied.



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International requirement study

1st Workshop on Technical Documentation Standards

At the ICC meeting in Charleston/SC, March 1998, the following way forward was proposed:

Participants representing the customers/end-users (product users) and the product manufacturers are to be invited to a first meeting, on 23rd and 24th of June 1998. The aim of this meeting is to:

- identify the problem
- agree on need for a solution
- start the requirements identification

The meeting was held in Washington with participants from

- Saab Aerospace Sweden
- Nereus Ltd Canada
- RAF (MoD) UK
- Bell USA
- Lucent Technologies USA
- Naval Surface Warfare Center (NSWC)
Carderock, DoD USA
- QualTec, Inc USA
- GAF Support Command Germany
- BWB (GE MoD) Germany
- IABG Germany
- PI Associés SA France
- Vision Abell Pty Ltd Australia
- Fujitsu Learning Media Japan
- NATO CALS Office NATO

The underlying theme was that any solution should be cheap in terms of implementation and software.

It was agreed that:

- There is a three tier process within the production of an IETM and these are:
 - Information creation
 - Build
 - Use
- Information should be based on:
 - ISO objects (eg graphics, sound, video, VR)
 - The concept of modular information and a common source database given in AECMA Spec1000D

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ISMID (ISO CD) is considered an important initiative for defining functionality of the IETP in terms of stimuli and responses. It was agreed that this activity forms an important element of the process and should be monitored and supported.

There was a need for a Universal Identification Scheme to allow the control of entities. This was seen as outside the scope of the meeting, but should be taken, by the chairman, to the ICC.

There is a need to view IETM on a common browser:

- A set of basic rules for browser
- Short term and long term solutions
- Don't over do it
- UniCode?

An editorial group was created with the task to:

- Define a generic IETM.
- Create a requirement specification for IETM presentation and behaviour taking into account existing specifications and initiatives, to produce a quick, cost efficient solution, whilst protecting the long term viability of the data.
- Draft a New Work Item for ISO

2nd Workshop on Technical Documentation Standards

A second IETP standards harmonization meeting was held in Long Beach, CA, on the 25th October 1998 with the following additional attendees:

- UK Army UK
- UK MoD Center UK
- EuroSTEP UK
- German Forces Logistics Office Germany
- Det Norske Veritas Norway
- GIC-France France
- French MoD, DGA/CALS France
- German Liaison Office for Defense Material USA/Canada Germany
- VE Center Japan
- Antech USA
- ManTech USA
- Industrial Council for CALS Russia

The meeting made further development of the IETP/M definition and the Requirement specification.

The two documents were released to the ICC web for further comments before 15th December 1998. The final drafts to be "returned" to the web by the 15th of January 1999.

No draft for a New Work Item for ISO was written.

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It was decided to present the current result to the ISO IEC UN/ECE Management Group and to draw their attention to the need for an IETP/M standard. The Management Group should be asked to find the right home for the development of the necessary standards.

Task for the ISO IEC UN/ECE Management Group

Based on the work done by ICC and the International Workshop on Technical Documentation Standards the ISO IEC UN/ECE Management Group are asked to advice (ask or recommend) the relevant body within the standards community to continue the work by starting up the process of getting a standard for IETP/M.

There might not be a need to create a completely new standard for IETP/M as there are several basic standards eg SGML, HyTime, Topic Navigation Maps (CD 13250), ISMID, which can be used as part of the process for developing IETP/M. These standards and the work on the XML suite of standards (maybe further developed/expanded), done within the W³C, could together with a new IETP/M Handbook solve the universal problem. This Handbook or standard could give the concept, basic rules and how to use the basic standards to fulfil the need for producing, distributing and using a "neutral" IETP/M "metafile".

The participants in the International Workshop on Technical Documentation Standards are willing to support and participate in the development of the IETP/M Handbook or standard as the problem we all have is the costdriving incompatibility. This problem will grow more and more for product and information producers as they participate in international workshare projects using more and more standard components and equipment to build up the end product. And the customers, the IETP/M users, are not willing to spend more money on different browsers.

The Definition of IETP/M and the Requirement specification for an IETP/M are enclosed. The Requirement specification is still in draft form and needs to be further developed. Depending of the result from the Management Group meeting the specification can be further developed by the International Workshop on Technical Documentation Standards, the advised body and/or ICC.