

## ICG Meeting Minutes

### 1 Present:

Name	Company / Country	E-mail address
Mike Conroy	SchlumbergerSema / France	<a href="mailto:Michael.conroy@wanadoo.fr">Michael.conroy@wanadoo.fr</a>
Douglas Hill	EAN international / Belgium	<a href="mailto:Hill@ean-int.org">Hill@ean-int.org</a>
Michael Dill	Gefeg / Germany	<a href="mailto:Dill@gefeg.com">Dill@gefeg.com</a>
L; C. (Skip) Lumley	Chartwell IRM	<a href="mailto:slumley@chartwell-group.com">slumley@chartwell-group.com</a>
Carlo Pamleis	Swift	carlo.palmeis@swift.com
Hiclekazu Enjo	NTT Data	<a href="mailto:rnjouh@nttdata.co.jp">rnjouh@nttdata.co.jp</a>
François Vuilleumier	Swiss Customs / Switzerland	<a href="mailto:fvuille@attglobal.net">fvuille@attglobal.net</a>
Yoshio Kito	WAVE / Japan	<a href="mailto:va8y-ktu@asahi-net.or.jp">va8y-ktu@asahi-net.or.jp</a>
Chin Kyu Lee	KCCI	<a href="mailto:siva@korcham.net">siva@korcham.net</a>

### 2 Welcome and opening remarks by the ICG Convener

Mr. Conroy welcomed everyone to the second plenary meeting of the ICG. He indicated that this meeting was going to be difficult since there were a number of issues to be rapidly addressed and that required to have output by the end of the meeting. He indicated that he had attempted to cover the major points in the the provisional agenda. In summing up his introduction he asked all the participants to present themselves to the group.

### 3 Approval of agenda

The agenda was approved after Mr. Conroy suggested moving point 12 on the agenda to point 6. In addition point 5 would be addressed on Friday.

### 4 Meeting logistics and administrative items

Due to the size of the group Mr. Conroy suggested that all the agenda items could be carried out as a plenary meeting with a small subdivision to permit the initialization of a project to create a strawman for core component specifications. This was agreed. As of Tuesday the meeting would be held in Malabu 1.

### 5 Approval of the minutes of the last meeting

The minutes were approved without change.

### 6 Review of the ICG terms of reference and procedures

Mr. Conroy distributed the draft terms of reference and procedures to the group. He indicated that in view of the workload for the week this document could be reviewed electronically. He also indicated that the latest date for approval of the document in question was by the next Forum meeting in September.

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### **7 Review of the ICG operating procedures**

Mr. Conroy explained that there were three basic means of communication within the ICG. These were conference calls, eRoom usage (contact Mr. Hill for access), and the FCT website (<http://webster.disa.org/fct>).

He indicated that at the moment the interim meeting communication facilities were not being used correctly. A number of reasons were given for this situation. After a discussion on the subject it was agreed to focus on the eRoom that satisfied the disparity of the participants over time zones.

Mr. Conroy concluded by encouraging everyone to regularly connect into the eRoom and whenever they did something to make use of the general notification facilities.

### **8 Review of the Business Requirements Specification strawman**

Mr. Conroy presented the Business Requirements Specification (BRS) strawman and indicated that since this document was going to be one of the key Forum documents a major part of the meeting should be dedicated to it. He indicated that Mr. Hill had accepted to lead this task.

Mr. Conroy asked if anyone else would aid Mr. Hill in this task. Mr. Lumley offered to participate in this task.

During the course of the week this group prepared a first draft of the BRS. Participation was provided by the TBG (Mr. Berwanger, Mr. Adcock); TMG (Mr. Huemer) and ATG (Mr. Fromyr).

The document will be further developed during the course of the coming months and a first working draft will be submitted to the Forum for review before the next meeting in September.

### **9 Review of the UN Recommendations requiring modification**

Two recommendations had code modifications submitted for review, Recommendation 20, Units of Measure; and Recommendation 23, Freight Cost Codes.

#### **9.1 Recommendation 20**

Mr. Vuilleumier, Chair of ISO/TC154 participated in the review of the new draft of Recommendation 20 that had been prepared by Mr. Dobbing. It was decided that the Recommendation would be submitted to the Forum participants for internal review. During the course of this review, the ICG would examine the current list of issues and propose solutions for their resolution.

After the internal review (2 months) the Recommendation would be updated to satisfy any comments and to resolve any outstanding issues. The Recommendation would then be submitted for public review before publication.

#### **9.2 Recommendation 23**

Recommendation 23 was remotely reviewed by Mr. Dobbing. His comments were reviewed with Mr. Yoshi and Mme. Pemberton. Some corrections were carried out during the course of the meeting. There remain two outstanding issues that Mr. Yoshi has to clarify before acceptance of the requested modifications.

### **10 Development of the FCT workflow**

Mr. Conroy presented to the group a proposal he had made to define the Forum workflow between the groups. He indicated that this would be the third principal objective to meet for the end of the

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Forum. MR. Conroy explained the importance of the project and indicated that joint meetings would be held with ATG and TBG participants during the course of the week. Meetings were scheduled for each morning at 8h00.

During the course of the week Mr. Conroy presented progress of the workflow project to TBG 15. On Thursday, the working group had come to a conclusion of the procedure to handle workflow within the Forum.

Mr. Conroy gave a presentation to the FCT and reported that the FCT had accepted the proposal. The ICG along with the ATG would document in detail the procedures defined. The presentation will be given at the closing Plenary.

### 11 Incompleted work

Due to the concentration of work on the three main areas of work no time or resources was available for the following agenda items:

1. UNCL migration
2. ICG repository strategy

### 12 Preparation of ICG report to the UN/CEFACT Forum closing plenary

#### 12.1.1 Review of the Plenary Report

Mr. Conroy presented a draft of the Plenary Report, which in turn was reviewed and updated by the ICG.

#### 12.1.2 ICG Meeting Schedule

It is proposed that the ICG meeting schedule should continue to remain a twice yearly face-to-face meeting. Between meetings work would be carried out over the Internet with particular emphasis on the use of the ERoom. Conference called would be programmed as necessary.

### 13 Work Program

#### 13.1 Work to be completed for the next meeting

1. ICG Terms of Reference: Review working draft and finalise for next meeting. **ALL**
2. ICG Operating procedures: Review working draft and finalise for next meeting. **ALL**
3. UNCL Migration Project D. Dobbing to prepare a first draft of migration plan and schedule, and outline of UNCL specific processing procedures
4. BRS/RSM Finalise first draft for distribution by the end of July 2003
5. Workflow Finalise documentation of accepted process by July 2003
6. Recommendation 20 Submit for internal 2 month review by April 2003. Submit for public review by July 2003.
7. Recommendation 23 Submit for public review by April 2003