



**UN/CEFACT Forum International Trade & Business
Processes Group 19 (TBG19)
eGovernment
Structure, Organisation and Mode of Operation
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History of the document

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Draft 130303	13/03/06	Presentation TBG (Vancouver)	S Colas
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1. Foreword

The purpose of the group is to create Business Processes Models and Business class diagrams for documenting business scenarios and business transactions for the eGovernment, aiming at more efficient public services and broader participation of citizens.

This document defines the Structure, Organisation and Mode of Operation of TBG19.

The Terms of Reference of TBG19 are defined in a separate document.

Both documents must be approved and immediately implemented by TBG19 during its meeting in Vancouver, in March 2006.

2. Introduction

In general, the Mode of Operation of TBG 19 groups will follow the rules established in R350Rev4 and subsequent revisions, and more specifically those rules applicable to the coordination with other TBGs, the contribution in the TBG Steering group and the overall activity as lead by the FMG.

The main objectives of this document are to describe the structure and organisation of TBG19 in order to :

- Allow and promote the direct participation in the standardisation work by the largest number of communities involved in eGovernment development;
- Extend TBG19 participation in the decision making process of UN/CEFACT Forum;
- Ensure the quality of the standards developed and maintained by the UN/CEFACT Forum;
- Promote and support implementation and consistent interpretation of UN/CEFACT Forum Standards.

3. Structure

3.1. *Chair and vice-Chair(s)*

TBG19 shall elect a Chair and Vice-Chair(s) upon proposal from a prior call for candidates. The Chair and Vice-Chair(s) are elected for a period of two years.

3.2. *Representation at UN/CEFACT Forum TBG Steering Group*

TBG19 Chair shall represent TBG19 at the TBG Steering Committee meetings.

In absence of the chair, the vice-chair or one of the vice chairs shall represent TBG19 at the TBG Steering Committee meetings.

3.3. *Secretariat (TBG19 Sec)*

The Secretariat of TBG19 will be assigned to a member of the group as far as possible for periods of two years.



3.4. Project Teams (TBG19 PT)

TBG19 Plenary can establish Project Teams as appropriate carry out activities for the fulfilments of the objectives and the production of deliverables.

A Project Team may be in charge of one or more work items (a group of related items).

Project Teams will be disbanded when their work has been completed and approved or terminated by TBG19 Plenary.

4. Membership

Members of TBG19 have to be nominated according to UN/CEFACT Forum TBG rules. Membership shall cover various functional expertises ranging from electronic business exchanges to public services needs and relations between Government and citizens. Experts in eGovernment will be encouraged to participate in TBG19. No limitation on the number of members will be set.

TBG19 chair and vice chair(s) are responsible for keeping a register of all participants in TBG19 meetings.

A TBG19 member can be removed from the register in the case of non constructive participation.

5. Mode of Operation

5.1. Method of Work

The work will be carried out with the objective of reaching an international consensus at each step of the standardisation process.

The work will be based on proposals and contributions made by the Members. These proposals will be discussed and agreed at TBG19 meetings, or by other means, according to the following rules.

5.1.1. Work Programme

The TBG19 Chair and Vice-Chair(s) bear the responsibility of establishing and maintaining the Work Programme of the group. This Work Programme shall be submitted to the TBG19 plenary for approval.

5.1.2. Work Items

The Work Program execution is organised through Work Items. All Work Items shall be approved by the TBG19 Plenary.

Appropriate information and justification of a Work Item ballot, shall be provided at least 2 weeks in advance of the meeting to the TBG19 Members. When approved, the Work Item will be added to the Work Programme.

On occasion, TBG19 may agree to start work on a Work Item before it is approved, subject to the subsequent approval of that Work Item.



5.2. Meetings

Regular TBG19 meetings shall be held during the UN/CEFACT Forum.

Interim meetings of TBG19 may be called by the Chair and Vice-Chair(s).

5.2.1. Project Teams Meetings

TBG19 Project Teams shall define their meeting schedules depending on the timing requirements of their task.

5.2.2. Location of meetings

Minimum face-to-face TBG19 meetings shall be held in UN/CEFACT Forum TBG locations.

Additional face-to-face meetings can be held at a location proposed on invitation by a member. Other meetings can be organised by conference call as appropriate.

5.2.3. Notification and Agenda

For each TBG19 meeting a preliminary agenda is required from the chair. Agenda notification and documents shall be sent in advance two weeks prior to the meeting. If necessary in urgent matters, the Chair can call a meeting in shorter notice.

TBG19 Project Team meetings notification rules are left to TBG19 Project Team.

5.3. Distribution of Documents

TBG19 will use electronic distribution of documents as its regular working method. This implies the following conditions:

- All members of TBG19 shall be able to receive and send documents electronically;
- Electronic distribution shall be accessible to everybody using commonly utilised software tools;
- All working documents (proposals, contributions, etc..) shall be distributed electronically;
- All documents for formal approval shall be distributed via TBG19 Chair.

5.4. Agreement and Voting

Decisions should preferably be based on consensus.

If a vote needs to be taken, all Members represented are called to vote, except the presiding Chair. Each Member shall cast only one vote. There will be no proxy voting.

Voting by correspondence can be used. In that case, the question of vote will be prepared by the Chair and deadlines will be fixed for the vote of Members of the group.

5.4.1. Voting Rules

Simple majority of those votes cast will be required for all motions. In the event of no majority, the presiding Chair shall cast a vote.

5.4.2. Disposition of votes and comments

After each ballot on Work Items, the technical comments shall be reviewed, with the objective to reach consensus by appropriate amendment of the text.



TBG19 Project Team shall investigate and resolve the concerns and take the appropriate further action required including organisation of conference calls.

5.5. *Liaison with other Groups*

For the liaison with other UN/CEFACT Forum Groups, the UN/CEFACT Forum rules shall be applied.

For liaison with other bodies, the liaison documents shall be approved by the TBG19 Plenary.