

TBG19 project: Project leader and editor definition (finalised mid October 2006)

Project Leader: Responsible for the whole project: calling meetings, moderating and actioning them, establishing a schedule and checking the progress, reporting to the TBG19; if necessary checking that proper cross liaisons are established. The project leader is responsible for checking adherence to UN/CEFACT methodology, retrieving and using all necessary information available within the UN/CEFACT context.

Project Editor: Responsible for the quality of the deliverables: drafting a first version or compiling contributions for that purpose, organizing the circulation of the drafts and the collection of remarks to produce new versions. Reviewing and checking the consistency of the final version and clearance of faults or errors (with the recommended participation of other team members).

In fact, the project leader and editor work and contribute together to the leadership of the project. In relation to the phases of the work their relative role may change (for example, in the finalization phase of a deliverable).