



**UN/CEFACT Forum International Trade & Business
Processes Group 19 (TBG19)
eGovernment
Terms of Reference
Approved document - TBG19_TOR**

History of the document

Version number	Date	Status or change	Author
Draft 130306	13/03/06	Presentation TBG (Vancouver)	S Colas
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Approved 050505	05/05/06	Approved version by TBG Steering Group	S.Colas



Purpose

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. eGovernment is defined as those things that facilitate the electronic delivery of services to citizens, businesses and government organizations.

1. Objectives

As each administration is moving to improve the provision of services to citizens and other economic and society actors that interact with government through the use of electronic communication, the objectives of TBG19 are to support the development of common electronic business solutions that can serve this objective:

- Identification, harmonisation and alignment of public sector practices, procedures and information flows;
- Development and maintenance of Business Process and Transaction Models in a syntax neutral way, evaluation and approval of the corresponding UN/CEFACT syntax solutions in such a way that they fulfil the requirements of the user communities;
- Ensure alignment of syntactical solution (XML for example) with the corresponding Business Process;
- Ensure that process models, transaction documentation and layout are in conformity with un/CEFACT agreed methodology;
- Maintain close relations with other UN/CEFACT Forum groups and other TBG Working Groups in conformity with UN/CEFACT rules and consider establishment of relation with other standard bodies involved in eGovernment activities as needed;
- Contribute to the inter-sector convergence and interoperability of solutions, whenever possible;
- Coordinate contributions from various regions into the UN/CEFACT TBG19 process in order to achieve global standard;
- Promote and support the work of UN/CEFACT Forum;
- Increase the involvement of public sector through active participation.

2. Deliverables

Deliverables of TBG19 are:

- Business Requirements Specifications and Requirements Specification Mapping of each business process developed in eGovernment domain;
- Business requirement changes to existing and future syntactical solutions and UNECE Recommendations;
- Approved UN/CEFACT syntactical solutions (EDIFACT, XML, ...) in line with the corresponding syntax neutral business transaction model;
- Comments and recommendations on UN/CEFACT Forum documents;
- Any intermediate document required as a prerequisite for the development of above deliverables.



3. Functional Expertise of Group

The group should gather a broad knowledge in the areas of eGovernment environment from the perspective of the government and citizens. Membership shall cover various functional expertises ranging from electronic business exchanges to public services needs and relations between Government and citizens. Modelling expertise is also required within the group.

4. Geographical focus

By sharing the experience and emerging needs of its members, the group will endeavour to develop solutions of global relevance.

5. Delegated Responsibilities

TBG19 is empowered, in accordance with agreed UN/CEFACT Forum procedures, to:

- Work toward accomplishing its deliverables;
- Establish Project Teams;
- Co-operate and establish liaisons with other UN/CEFACT Forum groups (i.e. TBG1 and TBG6 for Public procurement) and external organizations).

6. Resource requirements

TBG19 activities require the following resources:

- a Secretariat for managing meeting organisation (agenda, invitation, minutes, document management and distribution, ...);
- a tool for documents exchange (circulation of drafts, exchanges of comments, etc.) and communication;
- experts for preparation of documents, their review and the edition (especially important for deliverables).

These resources are supposed to be provided by members on the basis of voluntary contributions.