

CEN/ISSS/WS/eCAT

Terms of reference for the ePDC Project Team

(based on ePDC Project Proposal version 8)
(draft version 2)

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Status: For approval
Source: CEN/ISSS and eCAT Secretariat

1. Scope

These Terms of Reference are prepared to select and appoint a Project Team of three experts who will prepare the documents described in the ePDC Project Plan¹ for input into the CEN/ISSS Workshop eCAT (WS/eCAT)².

2. Background

The CEN/ISSS WS/eCAT aims at formulating a strategy for

- 1) establishing a harmonized methodology for multilingual e-catalogues, and for implementing this methodology in a future scale project on e-catalogues.
- 2) Harmonizing existing standards for product description and classification into a common, horizontal (cross-industry) system

The WS/eCAT hosts two separate projects, the first dealing with electronic catalogues strategies and the second deals with product classification systems. These Terms of Reference refer to the second project only, as a separate Project Team has been appointed for the first project.

3. Work programme

The Project Team will deal with the Work Items 1 to 5 of the ePDC Project Plan, for the work pertaining to the first phase (first six months). The ePDC project plan contains a second phase lasting twelve months, which is not considered in these Terms of Reference.

Timescale: from November 2003 to April 2004³.

Call for Project Team – call for nominations and selection October-November 2003

Work Item 1 (W1): Months 1-18 (here considered only for months 1-6)

Create and maintain a table of existing classification schemes, whether or not these are participating in the Project

- **Deliverable 1: Excel sheet containing the table**
- **Manpower:** made by the project leaders
- **Milestone:** each WS/eCAT Plenary Meeting

Work Item 2 (W2): Months 1-3

Harmonize the terminology (terms and definitions)

W2.1: Think through implementation scenarios, use cases. Sketch some reference models for implementation (for example using RosettaNet, Part libraries, eCI@ss...).

W2.2: Think through maintenance scenarios. Sketch one or more reference models for maintenance. Here also existing systems (RosettaNet, Part libraries, eCI@ss,...) will be used.

W2.3: Based on these two groups of reference models, develop a Terminology, which is, as far as possible, compatible with ISO 13584

- **Deliverable 2: Glossary of Terminology for Product Classification Components**
- **Manpower:** 1 expert, 10 man.days
- **Milestone:** second Plenary Meeting

¹ Reference is made to the ePDC Project Plan (v8) doc number ISSS/WS-eCAT/03/012. The ePDC project addresses "Global Multilingual Product description and Classification for eCommerce and eBusiness".

² WS/eCAT: Multilingual eCataloguing and eClassification in eBusiness.

³ The ePDC project will be presented for approval at the WS/eCAT Plenary meeting on 10 October but the Project starts only at the beginning of November 2003.

Work Item 3 (W3): Months 1-6

Decide on common architecture for technical dictionaries according to pertaining standards like ISO 13584.

To do this, it seems necessary to design two reference models that cover the architecture of the classification itself, when it is set up, and the maintenance once the classification has been agreed upon. They will serve as basis for the data model.

- W3.1: Develop a reference model for implementation. The document will explain business processes and typical applications in which product classification plays a role. It will point out the benefits of standardization and provide guidance for the implementation of product classification.
- W3.2: Develop a reference model for maintenance. The document will explain how to avoid two interoperable classifications to drift apart and ensure certain quality standards.
- W3.3: Based on W2, W3.1 and W3.2 develop a data model. This model will complement the Dictionary of Terminology (Terms and Definitions) in that it demonstrates how the concepts introduced there are related among each other.
- W3.4: Based on 3.1, 3.2 and 3.3, develop exchange formats (for proper interoperability). The data model should as much as possible be compliant with ISO 13584.

- **Deliverable 3: (CWA) Description of the references models and data model of the classification (architecture)**
- **Manpower:** 3 experts, 118 man/days
- **Milestone:** Second Plenary Meeting

The completed CWA will be submitted to ISO TC37 as an input document.

Work Item 4 (W4): (Months 5-6)

Decide on business rules to operate a joint working committee in charge of the implementation and management of the classification

- **Deliverable 4: Document describing the business rules**
- **Manpower:** 1 expert, 2 man/days
- **Milestone:** Second Plenary Meeting

Work Item 5 (W5): (Months 3-8) (here considered only for month 3-6)

Find an appropriate toolset for maintaining the system including

- W5.1 - a repository able to accommodate the classification
- W5.2 - a website giving free access to the classification and to governing rules

- **Deliverable 5: Document describing the toolset and funding proposals**
- **Manpower:** 1 expert, 10 man/days
- **Milestone:** Second Plenary Meeting

4. Summary table

Steps	WI	Activity	Paid
0	1	Maintain classification schemes list	-
1	2	Terms and definitions	10
2	3.1	Implementation models and scenarios	28
3	3.2	Maintenance model	30
4	3.3	Data model	35
5	3.4	Exchange formats	25
6	4	Business rules for management of the classification	2
7	5	Toolset for maintaining the system (repository, etc.)	10
		Secretariat (same as eCAT Workshop)	
		Total	140

5. Timetable for the ePDC Project Team

N.	Action	Who	When
1	Approval ePDC Project Plan and TORs for Project Team Appointment Selection Panel	Workshop	WS/eCAT plenary 10 October 2003
2	Launch call for nominations for PT	WS Secretariat	After WS/eCAT plenary
3	Closing date for application for PT	Candidate experts	14 November
4	Short list of selected candidates to propose to WS/eCAT for endorsement	Selection panel	21 November
5	Approval Project Team by WS/eCAT	Workshop	30 November
6	Appointment Project Team	ISSS	1 December
7	D1 (first draft table to be revised after each plenary meeting)	PT	26 January 2004
8	D2 draft CWA	PT	26 January 2004
9	WS/eCAT Project Team	WS Secretariat	26 January 2004
9	D3 first draft	PT	End February 2004
10	D3 second draft	PT	End March 2004
11	D3 final draft	PT	April
12	D4	PT	April
13	D5	PT	April
14	WS/eCAT Plenary meeting	WS Secretariat	April 2004

CEN/ISSS WS/eCAT will act as the reference authority, providing the voluntary means for monitoring, peer review and public consultation, and formal approval of the final document for publication as a CWA. CEN/ISSS will administer the contractual arrangements.

5. Resource requirements

A Project Team of three experts will be appointed for a total of 140 man/days for a period of five months (December 2003 – April 2004).

The different steps will be attributed to the 3 experts as follows:

Expert A: Step 1 + 3 = 40 m/d

Expert B: Step 2 + 6 + 7 = 40 m/d

Expert C: Step 4 + 5 = 60 m/d

Funding for the Project Team is available from European Commission/EFTA under the eEurope Initiative; the availability of this funding depends on a sufficient level of voluntary participation in the work. For this project, this requires a voluntary participation equivalent to 155 m/d.

The work of the Project Team will be coordinated by the Convenor of the Working Group dealing with the ePDC project within the WS/eCAT. The Project Team shall submit their outputs to WS/eCAT for review and approval.

6. Experts – criteria for eligibility and working conditions

6.1 Skills

Deep knowledge of product classification schemes. A knowledge of cataloguing issues, in particular related to ebusiness applications, would be appreciated.

Broad knowledge of existing and ongoing activities, standardization and research projects in the field of product classification, in Europe and internationally.

Very good knowledge of the English language.

6.2 Availability

Experts shall guarantee electronic availability during the contract period and physically participate at certain meetings as indicated below.

6.3 Financial conditions

The rate for experts will be 650 Euros/man day. Travel and lodging costs are not reimbursable.

Attendance at the Workshop eCAT plenary meetings will not be counted among the paid m/d.

The contracts will be between each expert and CEN and will follow standard CEN rules.

Funding for the Project Team is available from European Commission/EFTA under the eEurope Initiative; the availability of this funding depends on a sufficient level of voluntary participation in the work. For this project, this requires a voluntary participation equivalent to 155 m/d.

6.4 Other

Both individuals acting in their own right and on behalf of their employing companies may apply. However, contractual arrangements will only be possible with registered companies.

6.5 Organization of the Project Team

The Project Team will be appointed electronically by the Workshop at the end of a call for experts nominations. The call will be launched by the CEN/ISSS and WS/eCAT Secretariats in October 2003.

In accordance with the CEN rules, the appointment will be made on the basis of prior nominations by a Selection Panel, which comprises the Workshop Chair and vice-Chair, the Workshop Secretary and a CEN/ISSS representative.

The foreseen date for appointment and start of work of the Project Team is 1 December 2003.

The Project Team shall work mainly electronically; a representative of the Project Team shall attend the Workshop Plenary meetings. Additional meetings may be agreed among the experts and the Workshop Chair.

CEN rules on the functioning of the Project Team shall be respected (see Annex 1).

Annex 1:

Rules for the establishment and functioning of a Project Team in the CEN/ISSS Workshops

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Rules for the establishment and functioning of a Project Team in the CEN/ISSS Workshops

1 The concept of a Project Team (PT)

Project Teams are a light working structure, bringing together for a specified period of time a limited number of technical experts to complete specified tasks.

2 Types of work assigned to a PT

A Project Team may be created for each of the following purposes:

- to prepare a draft programme of work on behalf of a Workshop or Workshop Project, developing standardization/specification requirements;
- to provide support to a Workshop or Workshop Project on (a) specific and delimited task(s);
- to carry out a study or investigation and to produce a Report with recommendations to the Workshop or Workshop Project;
- to prepare the first drafts of CWAs for Workshop consideration and approval;
- to carry out editing of documents;
- to investigate and implement under the direction of the Workshop or Workshop Project prototype and pilot implementations of standards/specifications;
- to prepare and carry out specific implementations under the direction of the Workshop or Workshop Project (for example through the creation of a Web site, or a register of objects or codes, where CEN/ISSS is required to provide a service to the standardization community).

3 Proposal for a PT

Proposals to establish Project Teams may be made by an existing or proposed Workshop, or Workshop Project, or by registered Workshop participants. The proposal submitted shall include the proposed Terms of Reference of the PT, including Technical Proposals where available, and the expected deliverables with corresponding target dates, as well as the required resources.

The originators shall also indicate the priority accorded to the request, due justification why a Project Team approach has to be used and the corresponding funding.

Proposals shall be approved by (where appropriate) the Workshop Project participants, and by the Workshop Plenary.

4 Terms of Reference of a PT

The proposal for a PT shall provide the necessary information to enable a good understanding of the expected task(s) and the corresponding outcome.

Proposals must at least contain the following sections :

- 1) Title of the Project Team to be established
- 2) Subject and Scope
- 3) Justification of a PT
- 4) Reference authority (Workshop in charge of the follow-up of action)
- 5) General context/Background/Environment
- 6) Work plan, including duration and target dates
- 7) Manpower (in man-days or man-months)
- 8) Characteristics of the expertise required and criteria for selection of candidates
- 9) Expected deliverable(s).

If relevant, and according to the type of work assignment, the Terms of Reference should also provide information about reference specifications and documents, and connected working bodies.

A Workshop Plenary may decide to open calls for Technical Proposals to its members, if there is a need to establish the detailed workplan for the Project; such calls, to be made by the Workshop Secretariat and posted on the CEN/ISSS Web Pages, may be concurrent with the call for the Project Team's establishment. Technical Proposals may be made by companies or individuals. Selection of Technical Proposals shall be made by a Selection Panel as specified in section 5, and the selection approved by the Workshop Plenary. Approved Technical Proposals shall be included in the Project Team's Terms of Reference.

5 Approval and establishment of a PT

Calls for applications to become members of a PT shall be made by the Workshop Secretariat, and notified to the CEN Member bodies and to registered Workshop participants, with a minimum time limit of one month. Applications to become members of a Project Team shall be made only by individuals. Where a Project Team requires only an editing task, it may comprise only one individual.

A Selection Panel established by the Workshop shall make the selection of the best-qualified candidates for Project Team membership according to the criteria laid down in the call for candidates. The membership of the Panel shall include, the Chairman (and Vice-Chair if so decided by the Workshop) and Secretary of the Workshop (if they are not themselves candidates), the Project Manager of any relevant Workshop Project (if he/she is not a candidate) and a representative of the CEN Secretary-General.

One or more specialists who have a good knowledge of the subject concerned and its industrial and standardization environment may assist the Selection Panel. These specialists shall not be candidates for the PT or involved with the submission of competitive Technical Proposals.

The Selection Panel shall ensure the composition of the Project Team is balanced, having regard to the required expertise in the subject matter and the different interest groups present in the Workshop.

The Selection Panel shall inform the Workshop of the composition of the Project Team. Workshop participants with specific objections to the inclusion of one or more of the selected individuals shall notify the Chairman (and Vice-Chair if so decided by the Workshop) of the Selection Panel, with their grounds for objection. The Selection Panel shall consider any objections and notify the Workshop Plenary of the outcome of their consideration.

Contracts will only be signed with companies, in principle not with individuals. These companies bear total legal liability for the expert(s) from their companies and for the good execution of the work contracted.

One signatory of the contract shall be the Secretary-General, or the responsible person of the CEN member holding the Workshop Secretariat, the other signatory shall be the relevant management level of the organisation providing the expert.

Workshop Chairmen (and Vice-Chair if so decided by the Workshop) and Project Managers who become experts in a PT shall not chair those parts of the meeting discussing the PT's progress and deliverables. Workshop Secretariat officials who become experts in a PT shall resign from their duties until the PT completes its tasks.

6 Management of a PT

Supervision of the PT work lies within the responsibility of the CEN Secretary General, delegated to the Secretariat of the Workshop, which shall be responsible for the administrative procedure and payment of the PT experts.

The Workshop Plenary shall be responsible for monitoring the PT, and for the technical approval of its results. PTs not preparing a formal document for approval, but which have been responsible for other tasks, shall prepare a report on their activities for the Workshop's acceptance. The PT shall in any case be disbanded when its tasks are completed.

After consulting the CEN Secretary-General, CEN/ISSS or the CEN member holding a Workshop Secretariat may terminate a contract if there is evidence that a PT expert is not fulfilling his/her contractual requirements or his/her performance is deficient. In general, any problems arising should be resolved with the organization providing the expert before a contract is cancelled.

7 Rules for financing of a Project Team

The Project Team members shall produce an invoice for each payment to be made by the CEN/CS. The CEN/CS commits itself to make the payments as rapidly as possible. However it can only make the payments after it has received the payment from the sponsoring body (e.g. CEC, EFTA Secretariat, private interest groups, etc.).