CEN/ISSS Workshop eCAT

Multilingual eCataloguing and eClassification in eBusiness

Terms of Reference for the Gen-ePDC Project Team

version 3, internal for ePDC-2 experts
Please see p. 3
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Source:
WS/eCAT Secretariat (TermNet)
Revised by CEN/ISSS

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at the Plenary 2005-03-16

1. Scope

These Terms of Reference are prepared to appoint a Project Team of 3 experts for the Gen-ePDC Project.

2. Background

Gen-ePDC Project is the second part of the ePDC project[1], carried out under WS/eCAT.

The aim of WS/eCAT is to propose a strategy and methodology for multiligual eCatalogues and a harmonized classification system.

Under eCAT, two different projects are carried out: one on eCatalogues and one on classification (ePDC). The project on classification was divided in two parts:

- ePDC1 (first part) and
- gen-ePDC (ePDC2).

The project on eCatalogues ended in Dec 2003 with the publication of CWA 15045:2004, the first part of the ePDC project is also almost ended. The final results of ePDC1 are under finalization and are foreseen to be available in March 2005[2].

Gen-ePDC (ePDC2) deals with the harmonization of classification systems and the link between eCatalogues and product classification in a multilingual environment. Gen-ePDC is strictly linked to the work already carried out under WS/eCAT in the project on eCatalogues and ePDC1.

These Terms of Reference only refer to Gen-ePDC.

3. Work Programme

The Project team will prepare the following 4 documents:

3.1 Interim report (expert "AB"[3]) (D1, containing W1 and W4-6) containing:

- business rules to operate a joint working committee in charge of the implementation and management of the classification
- description of the toolset, its using conditions and funding proposals for maintaining the common classification on an on-going basis
- transition plan for migration from proprietary structures to the multilingual common architecture
- maintenance process and policies

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[1]The Project is described in detail in document WS/eCAT/03/006 "ePDC Project Plan v.8". For download, please go to http://linux.termnet.org/index.py?level=level3&id=2&lang=_en

[2]ePDC CWA1 "Dictionary of Terminology for Product Classification and Description" and ePDC CWA2 "Description of References and Data Models for Classification"

3 Please note that tasks "A" and "B" were merged during Plenary Meeting on 2005-03-16 and will be handled by one expert instead of two experts, as initially planned

3.2 Three draft CWAs (D2,D3 and D4)

draft CWA 1: The New Properties Library (Expert D)
draft CWA 2: Product Classes with sets of Properties (Expert D)
draft CWA 3: Results of development of multilingual catalogues and their respective
                     data modeling methodology (Experts B and C)

The above listed documents are then submitted to WS/eCAT.

Please note that it is officially the WS/eCAT which delivers the CWA,: the experts only prepare the draft CWAs documents, which need to be changed as the WS/eCAT members request. The experts are responsible to make these changes and then resubmit the draft for approval to the Workshop. Only after the Workshop endorses them, these documents become CWAs.

4. Time table

The project duration will be 14 months (from December 2004 to February 2006), and 8 months for the Catalogues section (February 2005 to September 2005).

The contract was signed by the Commission on 2004-12-16. The official kick-off of the project will take place at the next plenary on 2005-03-16.

➔   ***The actual time scale of the project is therefore 11 months:
         begin 2005-03-16 and end 2006-02.***

Interim report (first draft)	2005-07-29
Comment period on first draft	2005-08
Interim Report (final draft)	2005-08-31
Approval Interim Report	2005-09-16
3 draft CWAs (first drafts)	2005-10-31
Public comment period on 3 draft CWAs (60 days minimum)	Nov-Dec 2005
3 draft CWAs (final draft)	2006-01-15
Approval CWAs	2006-02-10

Please note: The postponement of the Interim Report to 16 September 2005 has been accepted by the European Commission.

5. Detailed work programme

Classification and catalogues is an area under quick development. For this reason, the Gen-ePDC work programme detail may change during the project lifetime, if important changes in the domain occur. In this case, the Gen-ePDC work programme will be revised (revised version needs to be endorsed by WS/eCAT).

Work Item 1 (W1): (Months 1-14)

W1   *Maintain a table of existing classification schemes, whether or not these are participating in the Project (continuation of Work Item 1 of ePDC1)*

➜   Deliverable D-a: Excel sheet containg the table
➜   Manpower: made by the project leader
➜   Milestone: Month 14
➜   Expert "AB"

Work Item 2 (W2): (Months 3-6)

W2   *Harmonize the terminology - terms and definitions (continuation of Work Item 2 of ePDC1)*

Currently, many different terms are used for the same concepts. Examples:

▪ Classification, hierarchy, taxonomy, ontology
▪ Class, noun/modifier, noun/qualifier, commodity, commodity class
▪ Attribute, property, characteristic

This leads to numerous misunderstandings. There is an obvious need to unify the terminology in this field*.*

N.B.   *Basic terminology will be the one defined by ISO 13584/IEC 61360. Use the terminology of this standard whenever possible.*

Add all terms that are necessary in the new architecture and define them with precision. Add terminology terms necessary for extending ISO 13584. Submit these terms for approval by ISO TC 37 and ISO TC 184/SC4/WG2.

➜   Deliverable D-b: Dictionary of Terminology for Product Classification Components
➜   Manpower: 1 expert, 2 man/days
➜   Milestone: second Plenary meeting
➜   Expert "AB"

Work Item 3 (W3): (Month 3)

W3   *Decide on a precise common objective for convergence, to a certain level, of the main classification schemas, based on the commonly agreed classification architecture.*

➜   Deliverable D-c: see Work Item 4
➜   Manpower: made by the project leader
➜   Milestone: First Plenary meeting
➜   Expert "AB"

Work Item 4 (W4): (Months 3-6)

W4 *Decide on business rules to operate a joint working committee in charge of the implementation and management of the classification*

➔ Deliverable D-d: Document describing the common objective for convergence of the main classification schemas (Work Item 3) and business rules for the joint working committee.
➔ Manpower: 1 expert, 2 man/days
➔ Milestone: Second Plenary meeting
➔ Expert "AB"

Work Item 5 (W5): (Months 3-6)

W5 *Find an appropriate toolset for maintaining the system including*
W5.1 *A repository able to accommodate the classification architecture and the business rules for implementation and maintenance of the common classification schema.*
W5.2 *A website giving free access to the classification and to governing rules*

➔ Deliverable D-e: Document describing the toolset and funding proposals for maintaining the repository and website
➔ Manpower: 1 expert, 15 man/days
➔ Milestone: Second Plenary meeting
➔ Expert "AB"

Work Item 6 (W6): (Months 3-6)

W6 *Plan the transition from proprietary structures to common architecture and request agreement from all participating organizations*

➔ Deliverable D-f: Document describing the transition plan
➔ Manpower: 1 expert, 4 man/days
➔ Milestone: Second Plenary meeting
➔ Expert "AB"

Work Item 7 (W7): (Months 3-6)

W7.1 *Set up the joint working committee*
W7.2 *Search + decide for experts that will manage the Product Classification and develop the multilingual Catalogues and their respective data modeling methodology*
W7.3 *Discuss the conditions of use of the repository; pass an agreement to open the use of it*

➔ Deliverable D-g: Document describing the usage conditions of the toolset. The conditions for designing the experts will follow the CEN rules on this matter.
➔ Manpower: 1 expert, 2 man/days
➔ Milestone: Second Plenary meeting
➔ Expert "AB"

Work Item 8 (W8): (Months 3-7)

W8   Segment and assign domains to collaborating organizations
W8.1 Segment all goods and services into domain classes
W8.2 Assign classes to specific organizations
W8.3 Resolve overlap and gap in classes and properties

➔   Deliverable D-h: Data file on domain responsibility and incorporation into the repository
➔   Manpower: 1 expert, 15 man/days
➔   Milestone: Third Plenary meeting (end of action)
➔   Expert "AB"

Work Item 9 (W9): (Months 4-7)

W9   Harmonize the maintenance processes and policies. Propose a financial plan for the future maintenance of the classification.
W9.1 Harmonize the maintenance processes and policies
W9.2 Design the necessary XML schemas to be used for the maintenance process – exchange format
W9.3 Propose a financial plan for the future maintenance of the classification

➔   Deliverable D-i: New process and policy documents
➔   Milestone: Third Plenary meeting
➔   Manpower: 1 expert 10 man/days (W9.1 + 9.3); 1 expert 15 man/days (W9.2)
➔   W9.1: Expert "AB"
➔   W9.2: Expert "C"
➔   W9.3: Expert "AB"

Work Item 10 (W10): (Months 3-14)

Help migrate existing classifications to the common architecture

➔   Deliverable D-j: Report on the results of the migration
➔   Manpower: 1 expert, 40 man/days
➔   Milestone: Third Plenary meeting
➔   Expert "AB"

Work item 11 (W11): (Months 3-7)

W11.1 Write a CWA on the New Properties Library (NPLib) and submit it to ISO
W11.2 Write a CWA on Product Classes with sets of Properties and submit it to ISO

➔   Deliverable D2: CWA "New Properties Library"
➔   Deliverable D3: CWA Product Classes with sets of Properties"
➔   Manpower: 1 expert, 10 man/days
➔   Milestone: Second and third Plenary meetings
➔   Expert "D"

Work item 12 (W12): (Month 13)
W12.1 Decide if Hierarchies are to be further standardized
W12.2 If yes, write a CWA on the subject matter and submit it to ISO

➔   Deliverable D-k: Report on "Standardization of Hierarchies"
➔   Milestone: 2006-01
➔   Manpower: 1 expert, 5 man/days
➔   Expert "D"

Work item 13 (W13): (Month 2-9)
W13   Development of multilingual catalogues and their respective data modelling methodology

➔   Deliverable D4: CWA "Results of development of multilingual catalogues and their respective data modelling methodology"
➔   Manpower: 25 man/days for work item 13.1; 10 man/days for work item 13.2
➔   Milestone: Third Plenary meeting
➔   W13.1: Expert "B"
➔   W13.2: Expert "C"

The W comprises 6 subtasks, defined as follows:

Work item 13.1:

Subtask 1:
Basic requirements concerning a multilingual Catalogue metamodel, based on ISO 13584. They will include the relationships between metadata, the high-level metamodel and the prototyping.

Subtask 2:
Basic principles and requirements of net-based distributed cooperative content creation of eCatalogue data. These basic principles and requirements represent the necessary bottom-up aspects of future eCataloguing. They also comprise the workflow methods for real-time preparation and adaptation of eCatalogue data via the Internet.

Subtask 3:
(Draft) Rules and procedures for repositories in connection with eCataloguing. This framework will describe the necessary repositories for eCatalogue related:

▪   software architectures
▪   communication protocols, messages
▪   interfaces, interface elements
▪   data dictionaries
▪   metamodels
▪   ontologies
▪   data structures/datamodels & metamodels
▪   metadata/data categories
▪   certain types of content items: authority data, attributes, values, proper names,
▪   etc.

to be implemented in the form of maintenance agencies, registration authorities and all kinds of other registries. It will describe business model options for different types of repositories and formulate recommendations on the extension of rules and procedures at international level.

Subtask 4:
Description and definition of interfaces. This subtask will result in specifications for the most important interfaces to

- major product classification and identification schemes
- other ERP environments
- other pertinent system environments
- existing and future repositories
- workflow management systems

Subtask 5:
Definition of harmonized terminology. The terminology, which has been harmonized for the purpose of the carrying out the projects within the framework of CEN/ISSS/eCAT, will be further extended, refined and defined as occurring in this CWA. Recommendations for changing certain terminology usage in existing international standards will be formulated.

Work item 13.2:

Subtask 6:
XML schemas for Catalogues based on ISO 13584 and use of ebXML. This task is liaised with work item 9.2 and must be done by the same expert.

5.1 Summary table

Work Items	(D)	Expert (AB,C,D)	Deliverable Name	Activity	Date (M)
	D1	AB	Interim Report		2005-09
W1	**D-a**		Excel sheet containg the table (part of **D1**)	Maintain a table of existing classifications (continue)	M3: 2006-02
W2	**D-b**	AB	Dictionary of Terminology for Product Classification Components	Harmonize terminology (continue)	M2: 2005-10
W3	**D-c**	AB	see Work Item 4	Common objective for convergence	M1: 2005-03
W4	**D-d**	AB	Document describing the common objective for convergence of the main classification schemas (Work Item 3) and business rules for the joint working committee. (part of **D1**)	Business rules for management of the Classification	M2: 2005-10
W5	**D-e**	AB	Document describing the toolset and funding proposals for maintaining the repository and website. (part of **D1**)	Toolset for maintaining the system (repository, website...)	M2: 2005-10
W6	**D-f**	AB	Document describing the transition plan. (part of **D1**)	Plan the transition to new system and request agreement	M2: 2005-10
W7	**D-g**	AB	Document describing the usage conditions of the toolset. The conditions for designing the experts will follow the CEN rules on this matter.	Implement the management of the Classification	M2: 2005-10
W8	**D-h**	AB	Data file on domain responsibility and incorporation into the repository	Segment and assess domains	M2: 2005-10 M3: 2006-02
W9	**D-i**	AB + C	New process and policy documents	Harmonize the maintence processes and policies	M3: 2006-02
W10	**D-j**	AB	Report on the results of the migration	Help migrate existing classifications to common architecture	M3: 2006-02
W11.1	*D2*	D	CWA "New Properties Library"	Write a document on the New Properties Library	M2: 2005-10 M3: 2006-02
W11.2	*D3*	D	CWA "Product Classes with sets of Properties"	Write a document on Product Classes with Sets of Properties	M2: 2005-10 M3: 2006-02
Milestone				Decide on the necessity of a standard Hierarchy and of cross-linking to other hierarchies. If the decision is negative end here.	2006-01
W12	D-k	D	Report on "Standardization of Hierarchies"	Write document on Hierarchy	M3: 2006-2
W13	**D4**	B + C	CWA Results of development of multilingual catalogues and their respective data modelling methodology	Development of multilingual catalogues and their respective data modelling methodology	M3: 2006-2

(D) Deliverable
(M) Milestone

6. Resources

Three or four experts will be appointed for a total of 155 man/days.

Funds are available via EU/EFTA sources provided that the Workshop met a sufficient level of participation.

A separate contract will be made for each single expert. Contracts are between the expert and CEN – they are administered by the CEN/ISSS Secretariat.

Expert AB: 115 man/days
Expert C: 25 man/days
Expert D: 15 man/days

Experts are paid 650€ per man/day (this sum is all inclusive: travel and any other expenses are not reimbursed).

7. Responsibilities

Expert AB: Classification and Catalogue expert, team leader and editor:
        WI 2, 4, 5, 6, 7, 8, 9.1, 9.3, 10, 13.1
Expert C: XML schemas expert WI 9.2, 13.2
Expert D: ISO expert: WI 11.1, 11.2, 12

8. Expert – criteria for eligibility and working conditions

8.1 Criteria for eligibility

The candidates should have the following qualifications:

Expert AB
- good knowledge of Classifications, especially commercial global classifications such as GPC, UNSPSC and eCl@ss, used in eBusiness
- good knowledge and industrial experience in catalogues and their implementation in companies
- knowledge of cataloguing issues
- knowledge of supply chain methodology and/or procurement (is a plus)
- team leadership skills
- knowledge of European policy in the domains concerned

Expert C
- deep knowledge of XML schemas in data dictionaries and catalogues and ebXML
- deep knowledge of ISO 13584/IEC 61360 data model

Expert D
- deep knowledge of relevant ISO Committees
- experience in Dictionaries and Catalogues

For all experts, an understanding of standardization in Europe and globally is necessary. Preference will be given to candidates with experience both in standards and industry.

8.2 Availability

All experts shall guarantee availability in the period March 2005 - February 2006.

They should guarantee electronic availability, but also be present at Workshop eCAT plenary meetings (3) and the Project Team meetings which will be fixed by the Gen-ePDC project Coordinators (3, linked to Workshop plenary meetings).

Experts are coordinated by the Gen-ePDC Convenor and report to Workshop eCAT. WS/eCAT regularly monitors the work done by the experts.

The Gen-ePDC convenor will be appointed at the WS/eCAT plenary meeting on 16 March 2005, which will be the official launch of the Gen-ePDc project.

8.3 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.

9. Selection process

An open call for candidates will be launched in accordance with the CEN/ISSS rules.

The Selection Panel will be composed of the WS/eCAT Chair, the Gen-ePDC Convenor, WS/eCAT Secretariat and CEN/ISSS. The proposed composition of the Project Team shall be approved by WS/eCAT at the plenary 2005-03-16.

9.1 Timetable

What	Date	Who
Announcement call	2005-02-01	CEN/ISSS & WS/eCAT Secretariat
Deadline for candidatures	2005-02-28	candidates
Selection	2005-03-15	Selection Panel
Approval WS/eCAT	2005-03-16	WS/eCAT
Start work	2005-03-16	Project Team

<u>**Appendix 1**</u>

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.).