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**UNITED NATIONS CENTRE FOR TRADE FACILITATION AND ELECTRONIC BUSINESS
(UN/CEFACT)**

TECHNIQUES AND METHODOLOGIES GROUP (TMG)

Addendum

Draft Terms of Reference

Submitted by the Chairman of the TMG *

The present document contains document Addendum 1 to CEFACT/TMG/N002 and has been approved by the TMG Group. It is submitted by the TMG for distribution to the UN/CEFACT Plenary and the UN/CEFACT Steering Group (CSG). It is presented in the form in which it was received by the secretariat.

Techniques & Methodologies Group (TMG)

DRAFT TERMS OF REFERENCE

SOURCE: TMG
STATUS: Draft
ACTION: For CSG Review and Approval

Techniques & Methodologies Group Terms of Reference

TMG is a Permanent Working Group of CEFACT with a mandate¹ to undertake a long-term program of work. The mandate is the agreement between the CEFACT Plenary and the Group on overall objectives (scope and purpose), key deliverables and delegated responsibilities.

“The purpose of the Techniques and Methodologies Group (TMG) is to provide all UN/CEFACT Groups with Meta (base) Business Process, Information and Communications Technology specifications, recommendations and education. The TMG shall also function as a research group evaluating new information and communication technologies (ICT), as well as techniques and methodologies that may assist UN/CEFACT and its groups to fulfil their mandate and vision in Trade Facilitation and e-Business.”²

The activities related to the TMG are within the mission and objectives of UN/CEFACT and its empowered groups. The groups work to produce trade facilitation and electronic business recommendations and technical specifications to advance global commerce.”³

These Terms of Reference are drafted in accordance with document R.650Rev2⁴ and cover:

- a definition of the specific technical issue(s) to be addressed;
- a detailed description of the proposed deliverables;
- membership;
- the administrative team structure of the Group;
- a time schedule and milestones of its function(s);
- a proposal for liaison with other Groups and any external organizations.

The requirements for each of the above are as follows:

1.) Definition of the specific technical issue(s) to be addressed

In order to support CEFACT and its Groups TMG will provide the following deliverables:

- Business Collaboration Framework supported by:
 - UN/CEFACT Modeling Methodology Meta Model
 - UN/CEFACT Modeling Methodology - Reference Guide (N090)
 - UN/CEFACT Modeling Methodology - User Guide
 - UN/CEFACT Modeling Methodology - Implementation Guide
 - UN/CEFACT Modeling Methodology - Content Management Guide
- Core Component Technical Specification supported by:
 - Core Component User Guide
- E-Business Architecture Technical Specification supported by:
 - E-Business Glossary
- ebXML Business Process Specification Schema
- Unified Business Agreements and Contracts Technical Specification (Joint project with LG)

¹ See document CEFACT/TMG/N001 (CSG Approved Mandate for TMG, Dec. 2002 Version)

² CEFACT/TMG/N001, Section 1.1 (Purpose)

³ CEFACT/TMG/N001, Section 1.2 (Scope)

⁴ Page 12, paragraphs 60 to 63 inclusive

2.) Detailed description of the proposed deliverables

See TMG's "Project Plan" (CEFACT/TMG/N004)

3.) Membership

See TMG's "Procedures" document, Membership Section (CEFACT/TMG/N002Rev1.2)

4.) Administrative Team Structure

See TMG's "Procedures" document, Administrative Structure Section (CEFACT/TMG/N002Rev1.2)

5.) Time Scale

See TMG's "Project Plan" (CEFACT/TMG/N004)

6.) Proposals for liaison with other Working Groups and external organizations

Four criteria are established for co-operation with other international organizations and bodies:

- i. Interdependence of work item(s) between TMG and referenced group [Formal Bi-directional liaison activity];
- ii. TMG work item(s) depend on (is/are linked to) work item(s) of referenced group [Formal TMG liaison activity];
- iii. Referenced group's work item(s) depend on (are linked to) work item(s) of TMG [Formal liaison activity by referenced group];
- iv. Referenced group's work item(s) are of interest to TMG's research [Informal TMG liaison activity];
- v. TMG's work item(s) may be of interest to referenced group [Informal liaison activity by referenced group];

Organizations and bodies involved in the different aspects of the TMG and the levels of co-operation with them in accordance with the above-mentioned criteria are indicated as below:

Name of organisation	Level of co-operation
1. CEFACT - TBG	I
2. CEFACT - ICG	III
3. CEFACT - ATG	III
4. CEFACT - LG	V
5. OASIS – ebXML TC	III (JCC)
6. JTC1/SC32 (Open-edi)	I
7. W3C	IV-V
7. Object Management Group (OMG)	IV+V
8. Network Management Forum (NMF)	V
9. Internet Engineering Task Force (IETF)	IV
10. Open Application Group (OAG)	IV+V
