

## **Terms of reference for the Northern European working group for development of a subset for UBL 2.0 (Northern European Subset group)**

### **Introduction**

As part of the Northern European cooperation on e-commerce and e-procurement, representatives from Denmark, Sweden, Norway, Finland, UK and Iceland have set up a working group for developing a Northern European subset of UBL 2.0 documents. The setting up of the working group was initiated by Denmark.

The representatives of the working group have identified the UBL as a free and open format, which at this point in time presents the greatest potential for realizing large-scale e-commerce both in a domestic and a cross-border setting. Furthermore the working group notes the importance of the standardisation work in progress in UNCEFACT. In accordance to this we will work for the adoption of the UBL-specifications in the UNCEFACT framework.

### **Purpose**

The purpose of the development of the Northern European subset is to facilitate harmonisation of different types of e-procurement documents in countries that are already using UBL or that contemplate using UBL 2.0 documents. This provides an opportunity to base e-procurement documents and processes on a coordinated Northern European subset.

The intention is to facilitate interoperability and practical use of e-commerce both in domestic and cross border trade. Even if the participants in the working group are mainly from the public sector, the group will try to include both business-to-business and business-to-government e-commerce/e-procurement in its work. The purpose of working group is also to contribute with its work to the international UBL 2.0 process.

### **Northern European European working group representatives are:**

Denmark:

- Danish Ministry of Science, Technology and Innovation (VTU),
- Danish IT and Telecom Agency (ITST)

Norway:

- Norwegian Ministry of Government Administration and Reform eProcurement Secretariat ([www.ehandel.no](http://www.ehandel.no))

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- e2b Forum (an e-invoicing initiative in the private sector supported by the government - [www.e2b.no](http://www.e2b.no)).

Sweden:

- Single Face To Industry (SFTI), the public sector initiative in Sweden to promote e-business by the Swedish National Financial Management Authority (ESV), Swedish Association of Local Authorities and Regions (Sveriges Kommuner och Landsting), and Swedish Administrative Development Agency (Verva)

UK:

- OGC buying solutions under Office of Government Commerce

Finland:

- State Treasury
- Tiece Finnish Information Society Development Centre

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Iceland:

- The Financial Management Authority (Fjárfýsla Ríkisins).
- Iceland Committee on e-business and Trade Procedures" ICEPRO

### **Primary Goals**

The primary goals of the working group are;

1. To establish a subset of UBL 2.0, which defines our needs of domestic and cross border trading, and takes into consideration both business-to-business and business-to-government scenarios. In this context, the subset includes schemas, business rules and the relevant scenarios of use
2. To support and influence the development of UBL 2.0 in terms of making the results of the working group part of the international UBL 2.0 process.
3. To promote international recognition and usage of UBL 2.0, including a promotion of UBL adoption in UNCEFACT

The working group will strive to follow the official time schedule of the international UBL 2.0 process and will plan meetings and deliverables in order for the Northern European process to become an integrated part of the international UBL 2.0 process.

The working group will strive to full fill the following objectives in their work to support the public sector's seamless commercial interactions with its suppliers and software providers:

- ensure the integrity of procurement data for fiscal and management information purposes
- participate in activities to form an agreed standard for procurement transactions (e.g. ISO) and ensure that public sector sponsored systems and other relevant software providers will be able to comply at a minimal cost when this is agreed
- allow suppliers and other interested parties to be involved in the review process

## Deliverables

The specific tasks of the working group are – within the timeframe – to:

- Develop scenarios based on a common subset, which describes the domestic procedures as well as cross border trade etc.
- Establish a common subset of the UBL schemas that express the expansions and restrictions agreed by the representatives
- Formulate a set up for a common and local validation of the UBL 2.0 schemas expressed in Schematron
- Formulate common business rules and recommendations, which the representatives can agree on and which are not expressed in the schemas.
- Develop guidelines for the use of UBL..

Comment [kogr1]:

The time schedule for the deliveries will be discussed and continuously planned in detail by the working group.

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The work will along the way be published on the web at this address:  
<http://www.tryggvi.org/ublnes/>.

### Timeframe for the working group

The first working group meeting was held on January 4-5th 2006 in Copenhagen.

The deliverables are to be completed no later than October 1st. 2006.

The representatives of the participating organisations can prolong the timeframe for the deliveries of the working group. The representatives can include additional deliveries in the terms of reference if the representatives agree that these are essential for the interoperability and usage of UBL.

## **Appendix A: Official time schedule for the international UBL 2.0 process**

January 2nd 2006: The first public hearing opens (public review)
January 23th 2006: Technical committee meeting in New York (UBL TC)
March 2006 (beginning): First vote in UBL TC on first public review draft
March 2006 (end): Second public hearing opens
September 11th 2006: UBL 2.0 is to be made public and accepted as OASIS Standard

The time schedule is optimistic and may be subject to changes. The intent of the working group is to follow the time schedule for the international UBL 2.0 process.

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