



EASEE-Gas Working group

Messages & Workflow Design Working Group

Sub-Group, Edig@s

“Message Codification and Maintenance”

Terms of Reference and Procedures

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1 Edig@s objectives

The open European gas market requires a significant amount of Electronic Data Interchange to carry out electronic business between all the market participants. Different national standards mean that gas suppliers for more than one country need various IT solutions and probably have a challenge using them correctly. Different national standards for EDI in the European gas market also constitute a technical trade barrier. This will neither be accepted by the players on the gas market nor by the European Commission.

EASEE-gas has set up a “Messages & Workflow Design Working Group” (M&WD-WG). The operational activity of this working group is managed by a specific sub-group called “Edig@s”. The other more general items (e.g.: CBP on Messaging) are managed by the M&WD-WG plenary.

The objectives of the EASEE-gas working group Messages & Workflow Design Working group, sub-group Edig@s (hereafter called Edig@s) is threefold:

1. To define electronic business standards based on a general functional description of the gas market in the EU and on existing examples in the deregulated market.
2. To document the above standards as a set of gas industry best practices.
3. To promote the use of the standards throughout Europe.

2 The Edig@s terms of reference

2.1 Definition of the specific technical issues to be addressed

The EASEE-gas working group Edig@s is responsible for ensuring that quality technical specifications for e-business are produced to satisfy gas industry requirements for mutual information exchange.

The Group is responsible for ensuring that the information models undergo normalization to provide a coherent set of information exchange standards.

2.2 Key Deliverables

The key deliverables of the EASEE-gas working group Edig@s are:

- A series of coherent, consistent and normalized information interchange standards that satisfy the business requirements specified by the EASEE-gas Business Process Working Group.
- Provide the information objects and code lists that will serve as the building blocks for the development of standards for implementation.
- Processes and procedures for the maintenance of the standards.
- Mechanisms for ensuring the quality of the Edig@s standards.

3 Procedures

3.1 Edig@s Membership

Edig@s shall consist of representatives of gas industry who are members of EASEE-gas. All members of the working group shall participate in the costs by hosting on a cyclic basis the working group meetings.

Members make up a group of experts with a broad knowledge in the area of the gas industry in particular the business functions used as well as:

- Semantics of business practices and codification;
- Information modeling in the application of reusable design practices; and/or
- Syntax conversant with the rules defined for the syntax solutions supported by the group.

They are drawn from members of EASEE-gas who may nominate their technical experts from their constituency to participate in the work. In addition experts with a recognized expertise in the gas industry may be invited to participate in the group. Such invited experts shall have no voting rights. Experts are expected to contribute to the work based solely on their expertise and to comply with its Code of Ethics.

Only one voting member per participating company is permitted. The members should provide a broad coverage from the major European gas using countries. For particular projects or to provide specific expertise additional invited experts may be co-opted into the group to provide specific expertise in the area being analysed.

3.2 The Edig@s Chair

The Edig@s Chair is an elected position. After the election the name of the nominated chair is sent to the EASEE-gas ExCom for approval.

3.2.1 Requirements for the position of Edig@s Chair

The nominee for the position of Chair shall meet the following requirements:

- have been a member of the working group for the preceding 12 months,
- be a member in good standing of the member organisation,
- have commitment of adequate time to perform the duties and responsibilities.

It is required of the Chair to:

- have commitment of an adequate travel budget for the duration of his/her term,
- commit to attend all Edig@s meetings during his/her term of office.

3.2.2 Duties of the Edig@s Chair

The Edig@s Chair is elected for a one year term.

The Chair will attend EASEE-gas ExCom meetings to represent the interests of the group.

The Chair is expected to attend all Edig@s meetings, which will be a minimum of eight (8) per year.

The Edig@s Chair shall assume the following functions:

1. Presiding over Edig@s meetings,
2. Appointing convenors for proposed Edig@s Task Forces,
3. Assigning duties as necessary to advance the work of Edig@s,
4. Communicating the official position of Edig@s,
5. Preparing meeting agendas and validating the meeting programs.

3.3 Election of Edig@s Chair

The following rules and requirements apply to the election of the Edig@s Chair.

3.3.1 General

The following rules shall be followed for the nomination to a position:

1. Nominations and elections shall occur separately.
2. Nominations will be open until the start of the elections, allowing for nominations from the floor.
3. All nominations made 20 days prior to the election should be forwarded by email to the Edig@s mailing list.
4. Any nominations at less than 20 days prior to the election should be made at the beginning of the day of the election.
5. Candidates may nominate themselves and it will not be necessary to second nominations.
6. The candidates for the position of Chair shall meet the requirements as stipulated in section 3.2 above.
7. Each candidate shall present his/her motivations for wishing to take the position before the group plenary prior to the election.

An Interim replacement of elected positions shall take place at the earliest scheduled meeting following notification of the vacancy. The interim officer will serve for the un-expired term of his/her predecessor.

In normal circumstances, notification of the date/ time for the election shall be made at a minimum of 30 days in advance of the election

3.3.2 Balloting

The Selection for elected positions shall be by secret ballot. A ballot shall only be held during the course of an Edig@s meeting. All approved members present at the meeting shall form the quorum (see section 3.6) for the ballot.

The group shall determine if a candidate has received a simple majority of the eligible votes cast, or if a runoff is necessary. In the event of a runoff, another ballot shall be taken on a reduced list. One-third (rounded down) of the candidates on the initial list having the least number of votes shall be eliminated to create the new list. Two successive tied votes with the same number of names on the ballot will be resolved via a coin flip by the Chair.

Each Edig@s member may cast one vote during each ballot. Proxy voting is not permitted.

3.4 Removal of Edig@s Chair

The Chair may be removed from office for cause by a 2/3 vote of all approved Edig@s members.

3.5 Edig@s Secretarial function

The Edig@s Secretarial function is a volunteer position provided by an Edig@s member. The selection of the position is via the Edig@s Plenary. The Edig@s Secretarial function provides the administrative support to the Edig@s. The service may be provided through the use of a designated Support Services Provider (SSP) or automated processes.

3.5.1 Scope

The Edig@s Secretarial function has duties related to internal organisational support, and external support activities. This function provides the focal point for all communications, proposals, recommendations or any other documents between the Edig@s members.

All submissions and communications relative to the Edig@s work program are handled by the Secretarial function. Additional support may also be provided through the group members.

3.5.2 Internal Organisational Support

The Secretarial function shall assume, but be limited to, the following tasks in consultation with the Chair:

1. Maintaining the Edig@s Message Implementation Guidelines.
2. Consolidating, preparing, and distributing Edig@s meeting minutes,
3. Maintaining logs and records of written requests for membership and member status,
4. Maintaining mailing lists of Edig@s members,
5. Maintaining a list of roll call votes by date and subject,

6. Maintaining a log of all Edig@s documents/proposals,
7. Maintaining and distributing the current agenda,
8. Maintaining key process dates relative to Edig@s Procedures, and insuring that all Edig@s Task Forces are kept apprised of these dates and deadlines,
9. Performing any other records-keeping or administrative duties as the Chair or Edig@s may determine necessary,

3.6 Formal decision taking

The objective within Edig@s is to achieve consensus. In absence of consensus, then, and only then, shall a vote be taken and a decision made by a 2/3 majority of the members present.

Edig@s takes formal decisions during a meeting. The quorum shall be defined as consisting of at least 50 percent of the registered members of Edig@s being present at the beginning of the meeting.

An Edig@s Task Force may apply more restrictive rules.

3.7 Edig@s budget

At the end of each year the working group shall establish a budget concerning the use of outside consulting services for the next year.

3.8 Project initialisation

All new areas of development within Edig@s or concerning Edig@s must be initiated via a formal project request.

The objective of such a request is to identify the Team Leader that will bring the project to fruition, the subject matter to be addressed, the resources, the deliverables and the timescale involved.

A new Edig@s project request shall be submitted to the Edig@s group for Edig@s approval.

3.9 Edig@s Task Forces

All Edig@s Task Forces shall be open to all Edig@s members. TFs shall be established by the group upon the approval of a documented project. The TF shall be responsible for bringing the project to a successful conclusion.

A project shall be of a temporary nature.

Each TF shall have terms of reference and procedures which have been agreed by the group.

3.9.1 TF Membership

Membership of a TF is open to any Edig@s member. The TF procedures shall determine how this representation is organised.

The objective within the TF is to achieve consensus. In the absence of consensus, then, and only then, shall the voting procedure be brought into play and a decision made by a 2/3 majority of the voting members.