



**GENERAL**  
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UNITED NATIONS CENTRE FOR TRADE FACILITATION AND ELECTRONIC BUSINESS (UN/CEFACT)  
INTERNATIONAL TRADE & BUSINESS PROCEDURES GROUP (TBG)  
TBG5 FINANCE

## **TBG5 Terms of Reference**

**SOURCE:** TBG5 Chair  
**STATUS:** TBG5 Terms of Reference  
**ACTION:** Approved

## 1. Document Purpose

The purpose of this document is to outline the terms of references for the International Trade & Business Procedures Working Group 5 Finance.

## 2. International Trade & Business Procedures Working Group 5 Finance (TBG5)

TBG5 is a sub working group of UN/CEFACT/TBG for the purpose of undertaking a long-term program of work to support the development of trade facilitation and electronic business solutions for Financial Services as outlined in the mandate. The mandate is the agreement between the TBG Steering Committee (TBG StC) and the working group on overall objectives (scope and purpose), key deliverables and delegated responsibilities.

The purpose of TBG5 is to be responsible within the financial services area for the simplification of international trade procedures, business and governmental process analysis, and optimization of all information exchange standards.

TBG5 will actively work on these standards but in some others it will be the interface between other external financial bodies and UN/CEFACT.

TBG5 activities are within the mission and objectives of TBG.

These Terms of Reference are drafted in accordance with document R.650/Rev.4 and cover:

1. A definition of the specific issue(s) to be addressed;
2. A detailed description of the proposed deliverables;
3. Membership;
4. The administrative team structure of the working group;
5. A time schedule and milestones of its function(s);
6. Reporting procedures to the UN/CEFACT TBG StC and the UN/CEFACT Forum;
7. Proposal for liaisons with any external organisations.

## 3. Business plan

The requirements for each of the above items are as follows:

### 3.1 Definition of the specific issue(s) to be addressed

The specific issues that will be addressed by the TBG5 are:

- ❖ Development and maintenance of financial information exchange standards **as part of** the end-to-end value chain
- ❖ Gathering requirements related to finance from industry initiatives, corporates, governments and other stakeholders regarding the combined need for solutions in e-invoicing, remittance information, electronic bill payment and presentment, electronic payment initiation, invoice financing and trade services
- ❖ Setting up an international, credible and neutral co-ordination point to gather business requirements related to finance that they can be expressed in international standards to facilitate STP. This also includes collaboration in the customer-to-bank space and the involvement of
  - multinational corporates,
  - solution providers and technical infrastructures,

- regulators and public sector authorities.
- ❖ Be the reference and coordination point between the Financial Services domain and the wider trade domain (UN/CEFACT)
- ❖ Provide the financial expertise to cross-domain projects and harmonization efforts in various standardization groups
- ❖ Secure the migration of legacy business requirements and practices previously captured to manage the migration to new technologies.
- ❖ Security issues related to global identity validation and role based authority and access control in the Corporate to Bank space.

### 3.2 Detailed description of the proposed deliverables

The key deliverables of TBG5 are:

- Financial Business Models, Business Information Entities and Core Components;
- Incorporation of financial services requirements within the global semantic framework (Core Components, Business Information Entities, Schemas, Process models, etc.);
- Consolidated Business Requirements from banks, corporates, industry vertical groupings (RosettaNet, PIDX, CIDX, ACORD, etc.), clearing associations and other key stakeholders (TC68 – ISO 20022, IFX, OMG, SWIFT);
- Recommendations on migration especially to new technologies and business requirements;
- Harmonisation ensuring consistency between international standards/initiatives;
- Creation of guidelines/handbooks and maintenance/support of financial UN/CEFACT and ebXML solutions;
- Presentation of requests to update relevant existent standards, by revising existing guidelines or by proposing new developments, in order to support current and future financial business requirements;
- Assist other groups in understanding the business and technical requirements for electronic information exchange standards in the context of UN/EDIFACT and ebXML
- Monitoring and liaison to ensure information exchange and coordination;
- Promote the global use of UN/CEFACT standards and encourage the active participation in the work by all interested parties;
- Communicate financial requirements on collaborative security issues particularly to TC68/SC2 and JTC1/SC27;
- Providing a focal point for addressing collaborative Financial Services standards issues under a credible, impartial and internationally recognised body.

The detailed descriptions for some of the TBG5 deliverables are found in the TBG5 project descriptions.

### 3.3 Membership

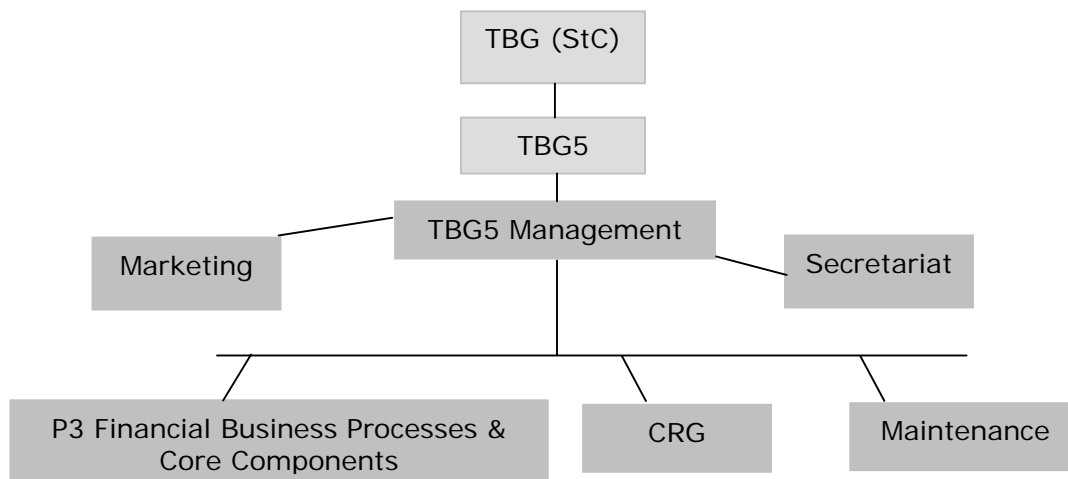
Members of TBG5 are primarily business experts or process, procedure and modelling experts in the financial service e-business arena.

Membership of TBG5 is obtained if the experts fulfil the TBG Membership criteria, as well as TBG5 membership criteria. Membership criteria of TBG5 are described in TBG5 Procedures and Organisation.

Observers (guests) are welcome to attend TBG 5 meetings, and are encouraged to participate.

Members of TBG5 are registered with the TBG5 Secretariat.

### 3.4 Administrative Team Structure



The TBG5 Management will consist of the TBG5 Chair and Vice Chairs and the TBG5 Secretariat.

### 3.5 Time Scale

Standardisation in the Financial Services area is an ongoing effort, but for detailed time scales on individual work items see TBG5 Work and Project Plan.

### 3.6 Reporting to the TBG Steering Committee and CEFACT Forum

The Chair of TBG5 is responsible for regularly delivering a report to the TBG StC of the progress of TBG5 Work and Projects.

In addition, the Chair of TBG5 is responsible for maintaining the relationship to other CEFACT Forum Groups and the Forum Management Group.

### 3.7 Liaison with other Groups and external organisations

TBG5 shall co-operate and establish liaisons with all of the UN/CEFACT Forum Groups and ad hoc groups as required. This is primarily done through the TBG StC.

In addition, TBG5 shall establish liaisons with other organisations, including but not limited to:

- International Organisation for Standardisation (ISO), Technical Committee TC68 Financial Services and its Sub Committees
- American National Standards Institute X12 Finance (ANSI X12F)
- American National Standards Institute X9 Finance (ANSI X9)
- European Payment Council (EPC)
- European Association of Corporate Treasurers (EACT)
- Society for World-wide Inter-bank Financial Telecommunications (SWIFT)
- Organisation for Advancement of Structured Information Standards (OASIS)
- Bill Of Lading Electronic Registry Organisation (BOLERO)
- International Standards Team Harmonization (ISTH) Initiative
- e-business Board for European Standardisation (eBES)
- Financial Industry verticals like RosettaNet, PIDX, CIDX, ACORD, etc.