

**OASIS Electronic Procurement Standards (EPC) Technical Committee
Meeting Minutes – 5/19/03
Terri Tracey, Chair**

Minutes of Meeting Held Monday, May 19, 2003
1:00 pm CDT
The Opryland Hotel
Nashville, TN

Agenda:

- Introductions
- Welcome by Chair
- Welcome by Jamie Clark, OASIS
- Guidelines of an OASIS Technical Committee
- eProcurement Technical Committee Goals and Charter
- Planned Activities
- Planned Timeframes
- Next Steps / Volunteers!
- Next Meeting

Attendees:

Some attended face-to-face meeting; others attended via teleconference

First Name	Last Name	Organization	Attended?
EPS TC Members:			
Lars	Abrell	Individual	
Zachary	Alexander	Individual	
Ken	Babich	University of Victoria / NIGP Representative	X
Tim	Benson	Individual	
Robin	Cover	OASIS	
Karen	Cox	RosettaNet	X
Jay	Dear	Sun Microsystems	X
Tony	Fletcher	Choreology Ltd	X
Rick	Grimm	National Institute of Governmental Purchasing (NIGP)	
Michael	Hoggard	Individual	X
Reid	Jackson	Booz Allen Hamilton	X
Eho-Cheng	Lo	NII Enterprise Promotion Association	
Chaz	Mee	Unisys Corporation	
Sue	Probert	CommerceOne	X
Marion	Royal	General Services Administration	X
Krishna	Sankar	Cisco Systems	
Michelle	Sisler	National Association of State Procurement Officers (NASPO)	X
Kumar	Sivaraman	SeeBeyond Technology Corporation	X
Bilal	Soylu	Individual – ProcureIT	X
Paul	Spencer	Individual	X
Terri	Tracey	Institute for Supply Management (ISM)	X
Tom	Tuduc	Individual	X
Srinivas	Vadhri	CommerceOne	X
Greg	Wiley	Individual	
Jack	Zhang	Harmony Technologies	

First Name	Last Name	Organization	Attended?
Other Attendees:			
Jamie	Clark	OASIS	X
Scott	McGrath	OASIS	X
Jack	Wagner	IFPMM (Intl Fed Purch / Matls Management)	X
Jim	Passier	NASPO	X
Lisa	Likens	NASPO	X
John	Druitt	Booz Allen Hamilton	X

Introductions and Guidelines:

After roll call and welcome by chair (Terri Tracey), Jamie Clark from OASIS summarized the guidelines and processes of being involved in an OASIS Technical Committee, including the guidelines for voting and remaining a member on the committee. You can review the guidelines on the OASIS web site at <http://www.oasis-open.org/committees/guidelines.php>, and the process at <http://www.oasis-open.org/committees/process.php>. Another important document for us to be familiar with is the Intellectual Property Rights file, located at <http://www.oasis-open.org/who/intellectualproperty.php>. Please be sure to take some time to review these items and let me know if you have questions about them.

Reminder about becoming a voting member of the committee: Those attending the first meeting are now considered voting members. Those of you unable to attend need to indicate your desire to become a voting member by either emailing the chair (ttracey@ism.ws) or checking the box online at <http://www.oasis-open.org/apps/org/workgroup/eps/members/roster.php>. You will become a voting member after either 60 days has passed, or after you have attended three meetings – whichever is shorter.

Use of the OASIS EPS TC Website:

OASIS has provided us a great working tool we can use to manage our communications and our community. The home page of our group is located at <http://www.oasis-open.org/apps/org/workgroup/eps/>. There, you can use the member database to send emails to the group as a whole or individuals, post messages to the Listserve, and post documents. We will use the site as our main method of communication and interaction, so I encourage you to visit and poke around a bit! We will eventually use this site for voting purposes.

Charter:

The EPS TC originated from discussions between Michael Hoggard, who was leading a global standards effort, and OASIS. It seemed most efficient to combine the two efforts, and the EPS TC was born. The focus of the group is on developing standards from the business user perspective. We then discussed the charter of the EPS TC, the purpose of which is to define the scope of the TC's work. The charter is available online at <http://www.oasis-open.org/committees/eps/charter.php>.

During the meeting, we discussed what is meant by electronic procurement. The consensus was that the EPS TC's definition of eprocurement covered everything from needs identification and sourcing, through to creating the PO, receiving the goods/services, paying for the goods/services, and disposal.

EPS TC Planned Activities:

As listed in the charter, we are planning the following activities and associated due dates:

#	Activity	Due Date
1	Requirements for Global Electronic Procurement Standards	2Q 2003
2	Key organizations and standards bodies to liaise with to ensure interoperability and rapid development of components within this framework	2Q 2003
3	Key functional components of the procurement process	3Q 2003
4	Existing and emerging standards and specifications that could serve as	3Q 2003

#	Activity	Due Date
	components of this framework	
5	Gaps that exist in the framework and a prioritization of which new specific EP standards are needed	3Q 2003
6	Additional activities that may be needed to fulfill the requirements of this framework	tbd

As discussed during the phone call, these dates are fairly aggressive. Tasks 1 and 2 are tied very tightly together; therefore, we thought we would be able to get a great start (if not completion) on both those activities by the end of this month. (NOTE: Next teleconference is scheduled for Thursday, June 26, at 8:00 am PDT.) The process we decided upon is outlined below:

1. Identify organizations, within and outside OASIS, which may have developed standards for electronic purchasing and procurement.
2. Contact the outside organizations to find out what they've been doing. Get as much documentation from them as possible.
3. Concurrently, review various TCs within OASIS to (a) find out what they might be doing in the eprocurement areas for their particular charters; (b) let them know our plans so we can synergize activities / outcomes; and (c) make sure we're not doing double work. Identified TCs include UBL (Universal Business Language), eGovernment, Defense Procurement, ebXML, BCM (Business Centric Methodology), and BTC (Business Transactions Committee). The charters for each of these TC need to be reviewed and summarized; these summaries will then be provided to the EPS TC.

To accomplish these tasks, we need TC members to first identify the organizations we need to liase with (#1, above). If you know of organizations we need to be working with, please post a message to the Listserve by **Thursday, June 12**. I will then put a list of the organizations together and begin getting volunteers who will contact them. At the same time, I will be putting together a template so we're all on the same page when asking for information and documentation from these organizations. By **Monday, June 16**, I will have the templates out to each of you so you can begin communicating with these folks.

Additional Discussion:

We also talked about searching for, or developing (if we cannot find) a glossary of standard terms we will use when defining EPS TC standards. These terms encompass both eprocurement in general, and terms covering standards. This activity may be added to our task list after discussion at our next meeting. Additionally, we decided that the official language will be English, but the standards we eventually outline will cover international business requirements.

Important Dates

- By Thursday, June 12, 2003:
 - Post to Listserve your ideas of organizations to contact
 - Begin volunteering to contact organizations
- By Monday, June 16, 2003:
 - Terri to confirm who is contacting which organizations
 - Terri to provide template of what information to look / ask for
- Next Meeting:
 - Thursday, June 26, 2003
 - 8:00 am PDT
 - Teleconference instructions to follow