

## **REPORT ON THE UBL ADMINISTRATION TRACK MENLO PARK, 25 JANUARY 2002**

### **Liaison SC**

Started to gather industry calendar data (Bosak to post the calendar)

Started to gather vertical organization contacts (ACORD, FMI, UCC/EAN, CIDX, PIDX, AIAG, IMS, HL7, WCO, OTA, DCC)

Set meeting schedule (every other Friday at 8 a.m. California time)

### **EWG Meeting in Barcelona**

Mark will post registration and hotel forms to the ubl-comment list; there will be a meeting fee

*Note need to subscribe to ubl-comment*

Must be a regular UBL TC meeting (so that it will count for European members)

May not achieve a quorum, but many members and all of the SC chairs will be there

*We expect that meaningful work will be accomplished in both the UBL tech track and the UBL content track*

*We intend to meet with various EWG groups to get input (in particular, D2 and T8)*

*We will try to arrange for a presentation on UBL to the EWG plenary*

Further logistical details will have to be decided on the spot; we need to prepare for this

Proposal: form an SC Chairs SC (CSC) and authorize it to make logistical decisions in Barcelona; this is useful for other reasons as well [resolution later]

Proposal: if no quorum, TC will meet informally, and formal decisions will take place in email after the meeting; same for SCs [resolution later]

Deliverables in advance of the EWG meeting:

From LCSC:

15 February: BIEs needed for P.O. [lcsc: 2/18]

15 March: P.O. schema, instance, documentation [3/11]

From NDRSC:

15 March: Latest NDR + position papers [3/11]

IXRetail and XBRL will also review the same materials; we will also check with EIDX and RosettaNet

Vice Chair of TC and Chairs of each SC responsible for posting reports on the meeting by the end of March

The LSC will work up a short press release to make people aware that the EWG is hosting this meeting [should be: worked up by MSC and then approved by LSC]

### **Marketing SC**

We need a logo (action item: Bosak)

Matt G. is working on an article about web services and UBL

*Value proposition to vertical standards organizations:*

Much good input; Bosak to write draft

*Asian strategy:*

Peter Yim has volunteered to exercise some of his Asian contacts; Bosak to follow up with formal invitations as appropriate; Bosak to get info on conferences in Asia

We need to authorize Peter to represent UBL to Asian business and government officials [resolution later]

Peter Yim and Kurt Conrad to be added to the MSC [resolution later]

### **Administration SC**

(The only members of this SC are the Chair and VC of the TC)

Met with Lisa and updated the member info

*New TC members:*

oill\_burcham@stercomm.com  
dmckay@logicon.com  
dsleeper@accessvia.com  
jcd@progressivemanagement.com.au  
navis.cournane@cs.w.co.uk  
vinodv@pointgain.com  
sally.m.chan@boeing.com

*Removed from new TC members:*

james.k.werner@boeing.com	resigned
lauren@softquad.com	resigned

*Removed from existing TC membership:*

acheyer@verticalnet.com	no response
ericarnold@techknowledgedevelopment.com	no response
jacobs.michael@hq.navy.mil	resigned
dcarlson@ontogenics.com	resigned

## **TC Resolutions**

[review reasons for SC appointment procedure: known membership, admission of non-TC members, maintenance]

That Fabrice Desré and Paul Thorpe are appointed to the NDR, TT, and CM SCs.

That Peter Yim, Kurt Conrad, Arijit Sengupta, and Ray Seddigh are appointed to the Marketing SC.

That Saiqa Chowdry, Mike Adcock, Phil Griffin, Kurt Conrad, Ray Seddigh, Don Rudie, and Polly Jan are appointed to the LC SC.

That Phil Griffin is appointed to the NDR and CM SCs.

That Peter Yim is named Asian Liaison Officer reporting to the UBL TC and authorized to represent the TC to Asian business and government officials in order to explore possibilities for liaison, partnership, and UBL implementation.

That the NDR SC shall maintain the UBL representation term list and shall liaise with UN/CEFACT regarding changes to the list.

That a Chairs SC shall be created to promote communication between the UBL subcommittees; that its membership shall consist of the chairs of each of the JBL subcommittees plus the chair and vice chair of the UBL TC; and that its chair shall be the vice chair of the UBL TC.

That if the TC fails to achieve a quorum at the March 2002 meeting in Barcelona, it shall be authorized to meet informally and submit proposals for resolution by electronic mail following the meeting, and that in this case, meeting logistics shall be determined by the Chairs SC.

That attendance at the March 2002 TC meeting shall be counted as attendance for purposes of membership maintenance even if the TC fails to achieve a quorum.

That if any SC fails to achieve a quorum at the March 2002 meeting in Barcelona, it shall be authorized to meet informally and submit proposals for resolution by electronic mail.