

CEN/ISSS eBIF
Project “Global e-Business
Interoperability Test Bed
Methodologies”

Terms of Reference for the Project Team
version 1

Date: 21 November 2008

Status: adopted

1. Scope

These Terms of Reference are prepared to appoint a Project Team of five (5) experts for the “Global eBusiness Interoperability Test Bed” project under CEN/ISSS eBIF.

2. Status of the present Terms of Reference

Adopted at the project kick-off meeting on 21 November 2008.

3. Objective

The objective of the Project Team is to prepare a feasibility study with the requirements towards the development of a global eBusiness test bed infrastructure from different stakeholders and an analysis of the current state of eBusiness testing facilities and expertise.

4. Project work programme

The major objective of this project is to develop the first step for a set up of a comprehensive and global eBusiness interoperability test bed system. EU requirements shall be gathered and brought forward in a global collaboration with both North American and Asian partners. In particular, next to CEN and ETSI also EIC, NIST and KorBIT support this project, but also industry associations like AIAG, Odette and IAI. Whereas the project covers requirement analysis and concept development, the implementation and operation of the test-bed will be subject to subsequent project phases. Hence, the objective of the current project is to prepare a feasibility study for a “Global eBusiness Interoperability Test Bed”. The global test bed would be designed to support eBusiness standards assessment and testing activities from early stages of eBusiness standards implementation, to proof-of-concept demonstrations, to conformance and interoperability testing.

In this first phase, the project will produce a feasibility study, which will consists of:

- An analysis of the benefits, risks, tasks, requirements, required resources of a global e-Business interoperability test bed based on business cases;
- The description of the current state of eBusiness testing facilities.

The first phase will last 15 months, as indicated in the table below.

Task	Description	Relation to Work Content	Timeline
Task 1	Launch project: Setup project team and establish project organization;	G1	Oct-Dec 2008
Task 2	Launch business teams, identify members and hold kick-off meeting	G1, G2	Oct-Dec 2008
Task 3	Working phase: Analysis of the requirements towards testing of eBusiness scenarios; Overview of existing testing expertise and facilities	G2, G3,	Jan-Mar09
Task 4	Deliver interim report - draft version 1.0	G3,	Apr-May09
Task 5	Present and discuss the interim report with eBIF and further experts and stakeholders (second meeting to be organized at CEN or ETSI premises)	G1, G3,	April 09
Task 6	Working Phase: Analysis of risks, costs and benefits of the interoperability test bed to be adopted representative business cases Recommendations	G4	June-July09
Task 7	Deliver draft CWA with feasibility study-(interim report) version 2.0	G5,	July09
Task 8	Public comment period on draft CWA (60 days)	G1, G5, Third meeting	Aug – Sept 09
Task 9	Deliver final CWA with feasibility study	G5	Oct 09
Task 10	Endorsement CWA by CEN/ISSS Workshop eBES		Oct-Nov 09

5. Project team organization

eBIF endorsed the appointment of Petra Frenzel as Project manager and approved the Terms of Reference. eBIF will approve the project deliverables, which will be published as reports on the CEN website.

The project organization comprises a project manager, a project secretary, a project team (PT) of five experts and business teams. The PT experts will consult with business teams which will provide specific user requirements to the project.

Project Manager: Petra Frenzel was nominated by proposers and will work on voluntary basis.

Project Secretary: Icelandic Standards, the local CEN Member will provide the Secretariat at project level, maintaining documentation, mailing lists and relevant web pages submitted to them by project members, and organizing (virtual and other) meetings at project level in association with the CEN Management Centre.

Project team: The project will be supported by a team of 5 experts which bring in vast experience in the field of eBusiness standard development and testing and have a solid understanding of the industry requirements related to standards adoption.

Business teams (contribution in kind): representatives of users, application vendors and integrators.

6. Resources

Funding is available from EU/EFTA to cover the Project Team and Secretariat costs.

The Project leader and the business teams are not covered by EU/EFTA funding and their effort will be considered a voluntary contribution to the project.

Project Team man-days are 215 in total to be allocated among 5 experts; man day rate is 650 euro all inclusive. There is a very small budget for extra EU travel costs.

Expert 1: 55 man-days

Expert 2 and 3: 25 man-days each

Expert 4 and 5: 55 man-days each

The tasks for each expert are described below in chapter 7 Eligibility criteria.

Each Project Team expert will have a separate contract with CEN CMC. Payments will be made in three steps: 20% at signature, 30% after approval of interim report, 50% after approval of the final report.

7. Eligibility criteria

Expert 1: eBusiness test-bed expert (Effort: 55 man/days), with expertise in:

- testing standards-based e-business scenarios at international level,
- messaging infrastructure standards,
- business process and choreographies standards
- business documents standards and
- deep involvement with the standards community.

Expert 2&3: Industry experts (effort for each expert: 25 man/days)

- expertise in implementation of standards-based e-business scenarios for the specific industries or applications
- deep knowledge of industry standards issues and developments in vertical industry associations
- strong network within industries

Expert 4 and 5: Experts for the overall global test bed concept and project management

(effort for each expert 55 man/days)

- expertise in interoperability concepts as well as methodologies for standards-based implementation of eBusiness scenarios
- expertise in the analysis of test bed methodologies and practice
- expertise in management of test bed and/or other eBusiness standards-related assessments
- expertise in standards issues at European and international level.
- expertise in project management of testing and standards at international level
- able to develop forward looking practical concepts in relation to eBusiness testing

The Project team should have global coverage, with some experts based in Europe and others in other areas of the world. The Project Team should also ensure knowledge of and interest to work with representatives of relevant industrial sectors, for example automotive construction or furniture,

Individual acting in their own rights or on behalf of their employing company may apply. However, contractual arrangements will only be possible with registered companies. Combined applications (more experts as part of one team) will not be accepted.

Experts shall work mainly electronically. They should guarantee electronic availability in the period January-October 2009. They should attend project meetings and any project team meeting that might be necessary.

8. Selection process

The call for experts is published on the CEN web site at the URL: www.cen.eu/iss

Candidates shall send a detailed CV with a cover letter/mail to Barbara.gatti@cen.eu by 15 December 2008.

The selection will be carried out during the third week of December 2008 by a Selection Committee comprising the Project manager, Project Secretary and a CEN CMC representative.

The selection needs to be endorsed by the project as a whole.

9. Contacts

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