

SECTION I: MISSION, PURPOSE, AND DELIVERABLES

MISSION STATEMENT

The mission and scope for this Work Group includes the development and submission for further approval of PIDX Standards for the following categories of equipment, materials or practices (and if appropriate, delineate what is expressly out of scope):

The mission of the Business Messages Work Group is to provide technical support to the Standards and Guidelines Committee and its other Work Groups and Project Teams with regard to XSD schema development and maintenance. Additionally, the BMWG is responsible for establishing usage guidelines for approve Transaction, Routing and Packaging (TRP) protocols used in the transmission of PIDX documents between trading partners.

DELIVERABLES, MILESTONES, AND PRIORITIES OF THE WORKING GROUP

- PIDX XML Schema maintenance and development
- Maintenance of implementation guidelines for XML documents
- Review and approval of XML tag definitions and attributes
- Develop usage guidelines for Transaction, Routing, and Packaging (TRP) protocols
- Analysis and recommendation for adoption of New TRP Protocols
- Maintain liaison with other groups with regard to emerging technologies that may be relevant to PIDX membership and PIDX objectives.

SECTION II: STAFFING AND ORGANIZATION

OFFICERS

List the officers or other roles that will exist in the Working Group. All Working Groups must contain at a minimum a Chair, Vice-Chair and Secretary. Include additional descriptions for positions other than Chair, Vice Chair and Secretary as appropriate (e.g. Participant Advisor, Expert Advisor, etc). List the general responsibilities of each position.

Title	Key Responsibilities
Chair	Schedule maintenance of existing schemas, manage new development, chair meetings,
Vice-Chair	Assist Chair with meetings and project management
Secretary	_____

SPECIFIC ACTIVITIES AND RESPONSIBILITIES

In order to simplify questions about which officer is responsible for specific activities, describe in this section the officer responsible for the following activities:

Activity	Primary Responsibility	Secondary Responsibility
Send Meeting Notices	Chair	Secretary/Vice Chair
Preside Over Meeting	Chair	Vice Chair
Prepare Minutes	Secretary	Chair/Vice Chair
Distribute Minutes	Secretary	Chair/Vice Chair
Sign-in Sheets	Secretary	Vice Chair/Chair
Tally Votes	Secretary	Vice Chair/Chair
Compliance	Vice Chair	Secretary/Chair
Coordinate with PIDX Staff	Secretary	Vice Chair/Chair

QUALIFICATIONS FOR MEMBERSHIP IN THE WORKING GROUP

- Interest in technical aspects of XML standards development or TRP usage.

SUPPORT FROM MEMBERS OR THIRD PARTIES ANTICIPATED BY THE WORKING GROUP AND WHO WILL PROVIDE THEM

- Volunteer resources with specific XSD development expertise.
- Volunteer resources with specific TRP expertise
- Possible outside assistance from non-member organizations with needed expertise (cross-industry)

STAFF RESOURCES ANTICIPATED TO BE NEEDED

SECTION III: TECHNICAL ITEMS

ANTICIPATED TYPES AND FREQUENCY OF REPORTING TO S&G COMMITTEE

- The Work Group shall meet monthly or more frequently as needed.
- The Work Group Chair shall establish the meeting agenda.
- The Work Group members shall be prepared for each meeting and research issues to be discussed for all work group meetings.
- The Work Group Chair or secretary shall record and maintain minutes of each meeting.
- The Work Group may invite to its meeting outside observers and/or participants.
- The Work Group may form and delegate authority to project teams where appropriate.
- The Work Group reports its actions and recommendations to the Standards & Guidelines Committee.

TERMINATION

This Work Group will be suspended, unless there is an affirmative vote otherwise by the Standards and Guidelines Committee and the PIDX Executive Committee on the earlier to May 28, 2017 or when the Working Group has fewer than 3 active Members participating within any six (6) month period.

SECTION IV: MAINTENANCE OF EXISTING STANDARDS

MAINTENANCE OF EXISTING STANDARDS AND REVIEW SCHEDULE

The attached **Schedule 1** describes all PIDX Standards for which the Working Group has maintenance and review responsibilities, and includes the current expiration dates for such PIDX Standards. The attached **Schedule 1** also describes the schedule of review for such PIDX Standards, including in particular how all such PIDX Standards will be reviewed at least once every five years.



BUSINESS MESSAGES (BMWG) CHARTER

PIDX WORK GROUP (WG) 01

Revised November 22, 2013

SCHEDULE 1

PIDX STANDARDS MAINTAINED AND REVIEWED BY WORKING GROUP; REVIEW SCHEDULE

Working Group Name: _____

	PIDX Document Reference No.	Standard Title/Description	Version/Date	Expiration Date	Review Date
SAMPLE	<i>04-100-15-45-2004</i>	<i>Additive Blend Indicator Codes for Fuels</i>	<i>V 2008-06-24</i>	<i>yyyy-mm-dd</i>	<i>yyyy-mm-dd</i>