

# Business Payments Coalition e-Invoice Standards Oversight Assessment Work Group Charter

## Background

For the past three years, the Business Payments Coalition (BPC) members have been defining the requirements for establishing an e-Invoice exchange framework in North America. The process included a 12-month technical assessment of international exchange frameworks. The results of that assessment provided recommendations for proceeding forward with establishing a North American e-Invoice exchange framework modeled after what has been established in Europe. Work has continued with the refinement of the technical standards for the exchange framework and has now reached a stage where it is important to assess the approach to the oversight of the exchange framework.

## The e-Invoice Exchange Framework Standards Oversight Assessment Work Group

The objective of the e-Invoice Standards Oversight Assessment Work Group is to (i) analyze standards oversight approaches for existing e-Invoice exchange frameworks in other markets as well as other standards oversight organizations including public and private sector (non-profit/trade associations) and industry standards organizations, to (ii) identify options for an appropriate exchange framework standards oversight approach and provide recommendations for consideration.

## Scope

In Scope:

- Analyze and compare public sector, private sector (non-profit/trade associations) and standards organization approaches to oversight of exchange standards, successes and challenges. Types of organizations may include:
  - Government-focused associations
  - Private sector-focused associations
  - Trade associations
  - National and global standards organizations, e.g. X9, X12, OASIS and ISO® 20022
- Identify requirements for the exchange framework standards oversight
- Identify exchange framework oversight considerations and constraints for supporting both Business-to-Business (B2B) and Business-to-Government (B2G) market segments

Out of Scope:

- Establishing or identifying the exchange framework oversight or governance entity
- Drafting any governance documentation (i.e. Charter, Bylaws, Rules, etc.)

## Deliverables

- Publish an e-Invoice Exchange Framework Standard Oversight Assessment Report that includes options and recommendations for possible oversight approaches for the exchange framework standards.

## **Participants**

The assessment work group will consist of subject matter experts who represent the following stakeholder groups:

- Vendors, service providers supporting billing and invoice processing and e-invoice subject matter experts.
- Subject matter experts of standards oversight who have experience with public and/or private sector exchange frameworks
- Representatives (i.e. Technical Committee chairs) from standards organizations (e.g. X9, X12, OASIS, OAGi, ISO 20022)

## **Work Group Member Activities**

- Participate actively, constructively and consistently in meetings and follow through on action items to drive the work to a successful outcome
- Contribute to refinement of the proposed work effort (scope, milestones, work plan, key deliverables, etc.)
- Communicate and seek input within your organization on key discussion topics, as appropriate
- Socialize work efforts with industry constituents and professional networks

## **Decision Making & Consensus**

- All recommendations will be based on consensus voting processes and recorded in meeting minutes.
- Material decisions reflected in the deliverables and recommendations will require an affirmative vote of 2/3 all Work Group members.
- Work Group members will be encouraged to raise, discuss and address objections with the full group.
- If any objections are not rectified, they will be documented and communicated along with any recommendations.

## **Work Group Chair - Role**

Work Group participants have the opportunity to express interest in serving as Chair. The Work Group Chair will be selected via vote by the participating members. Assignment of the Chair will be discussed at the kick-off meeting; below is the role description for consideration.

- Helps plan and run meetings with support from the Federal Reserve Business Payments Improvement team.
- Helps facilitate open, objective and active discussion, and fosters productive dialogue to achieve consensus among work group members on important topics and recommendations.
- Actively participates in the topic discussions and development of work product documentation and deliverables.

## **Estimated Schedule and Time Commitment**

- Expected work group duration – January through July 2021

- Teleconferences – Weekly (1 to 2 hours)
- Subcommittee work efforts – as needed (1-2 hours/week)
- In-person/Virtual meetings – TBD