Digital Business Council Technical Working Group

Terms of Reference

Purpose

To bring together a broadly representative group of software and services industry expertise to:

- Select a message exchange protocol and associated technical capacity for elnvoicing;
- Provide the Council expert advice of the elnvoicing interoperability framework within the context of the scope below; and
- proactively consider barriers to adoption

Responsibilities of the chairs

The Chair/Facilitator will be responsible, in collaboration with the Secretariat, for:

- finalising the agenda;
- ensuring the meetings of the working group reach an outcome to each item for consideration;
- endorsing the documented outcomes of each meeting via out of sessions approval of minutes by the working group drafted by the secretariat and approved for circulation by the chair; and
- vary the group membership as necessary.

Secretariat

The secretariat work for the working group will be performed by the Australian Business Register, including:

- scheduling meetings, preparing and distributing agendas and relevant papers;
- providing technical capacity to research, advise the working group and document the framework; and
- ensuring minutes are kept, records maintained and progress of action items are tracked.

Alternate delegates

Members may choose to appoint an alternate (only one alternate will be allowed) who can carry the imprimatur of the organisation and actively participate in the Working Group.

General operation of the working group

The working group will be constituted under the auspice of the Digital Business Council.

Consistent with the project timeline the working group is likely to meet face to face three times in the first half of 2016 and may also convene via teleconference should it be necessary.

Contact point

For contact purposes, the email addresses of various contacts will be available on the Australian Digital Business Council's public website (if agreed) and established.

Scope and activities

The Technical Interoperability working group will provide advice to the Council on:

- an appropriate message exchange protocol for elnvoicing that includes these attributes – Interoperability; Security; Assurance; and Scalability and Performance;
- ensuring that whatever the selected model that it is inclusive of capacity to allow a three corner model and a two corner model;
- ensuring freedom for buyers and suppliers to either engage with any access provider or implement their own access points for sending and receiving electronic documents to any organisation;
- delivering a capacity for dynamic (real time) discovery of the digital address of receivers of elnvoicing; and
- assessing that the protocols for service location and capability lookups have sufficient attributes allowing Interoperability, security and scalability and performance.

It is anticipated that there will be consideration of adoption and adaption of existing standards for or to the Australian context to underpin the interoperability of the platform.

In providing this advice the working group will test the advice guidance outlined in the purpose herein.