**Note to WG 7 regarding terminology for Registry Services**

**Registrable item or artefact**

Artefacts identified by the Registry and consisting of documents, data files, specifications, lists, and data-sets presented in machine readable and/ or human readable form, as appropriate. Including:

• Core Invoice Usage Specifications conforming to EN 16931.

• Extensions conforming to the Extension Methodology specified in EN 16931-5 (both common and specific)

• Code Lists cited for use in EN 16931 (both restricted and new)

• Validation Artefacts related to EN 16931

• Character sets

• Others (to be determined).

**Governing entity**

An entity that creates a registrable artefact and becomes responsible for its maintenance and development on an ongoing basis. A Governing Entity must conform to a set of criteria and will be allocated a unique identifier.

**Submitter**

An entity which submit artefacts for registration. This may be the Governing Entity concerned or another entity acting on its behalf. A submitting entity (Submitter) must conform to a set of criteria and will be allocated a unique identifier. Example could be a national standards body as well as a Governing Entity itself.

**Registration Authority (RA)**

The organisation nominated or created to administer and provide secretariat services for the establishment, implementation and ongoing operation of the Registry reporting to the Registration Management Group (to be identified).

**Registration Management Group (RMG)**

The group of individuals appointed by stakeholders acting as the 'governing board' of the Registry Services and the Registration Authority.

**Registry Operator**

The organisation created or nominated and contracted to provide technical services to the Registration Authority for the development, implementation, maintenance and day-to-day operation of the Registry. CEF could be the candidate.

**Registration template**

The standard template or ‘model’ used to document a registrable item/artefact and its submission to the Registry

**Standards Evaluation Group(s) (SEGs)**

Domain experts charged with evaluating submissions and nominated by and reporting to the Registration Management Group.

**Registry Users**

Users of the Registry having access and download rights, including contracting entities and authorities, other public bodies, enterprises, suppliers, service and solution providers, trade associations and academia, as well as submitting entities and governing entities themselves.

**CIUS**

a Core Invoice Usage Specification (CIUS) is a specification that provides a seller with detailed guidance, explanations and examples, as well as rules (including business rules) related to the actual implementation and use of structured information elements present in the core invoice model in a specific trading situation.

**Extension Specification**

A specification that describes the use of additional information elements, i.e. information elements not defined in the core invoice model, or alterations that add functionality

**Compliant**

Using some features of the core invoice model, but all features that are used are in accordance with the rules of the core invoice model. Note to entry: TOGAF definition

**Conformant**

Using all features of the core invoice model in accordance with its rules, and extended with additional features. Note to entry: TOGAF definition

**Machine readable format**

A machine readable format is a format that can be easily processed by a computer

**Human readable format**

A human-readable format is a representation of data or information that can be naturally read by humans

**The steps**

**Step 1**: Submission of the registrable artefact to the Registry Authority. On reception the Registry Authority will ensure that it is submitted by a recognised Submitting entity and has an identified Governing entity, which meets the established criteria.

**Step 2**: The Registry Authority will be responsible for the preliminary validation of the artefact for conformity with requirements of the Registration Template, and for consistency and integrity in terms of the category in which it is allocated. Upon preliminary acceptance it is registered in the Registry with the classification: ‘Provisional subject to review and Formal Registration’

**Step 3**: Distribution to the Registration Management Group (RMG) and to members of the (applicable) Standards Evaluation Group (SEG), Members of CEN/TC 434, CEN NSBs and Liaison Organisations, and any other experts appropriate to the circumstances. Evaluation and review will be undertaken by the SEG and the other involved stakeholders of the content of the registrable item to ensure compliance with data and technical requirements, and overall quality criteria.

**Step 4**: Discussion with appropriate stakeholders moderated by the Registration Authority as to the potential for sharing or restructuring the artefact to meet the needs of one or more other communities. This could include discussion with appropriate stakeholders, as to whether an item should become a commonly developed artefact such as a Common Extension, or whether it is logged for a future action such as incorporation into EN 16931 as a change request. A summary of the results of the discussion will be incorporated in a recommendation to the RMG, supported by the Registration Authority.

**Step 5**: Final acceptance decision, by the Registration Management Group (RMG) followed by publication of the artefact (accompanied by the recommendation of the SEG if applicable) in the Registry by the Registration Authority as: Formally Registered. This is the publication of the registration of the registrable artefact. The primary publication of the Artefact may be a separate process carried out by the Governing entity or Submitter.

**Step 6**: Monitoring of implementation carried out on a continuing basis.

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