

ISSS/WS-funStep/2002/001



## **CEN/ISSS funStep 2 Workshop**

**Business Plan**

**For Information**

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## 1. Title

CEN/ISSS Workshop on Application Protocol for Product Data Exchange and Electronic Commerce in the Furniture Industry (CEN/ISSS funStep 2 Workshop).

This workshop is related with the CEN/ISSS Furniture product and business data - funStep Workshop (<http://www.cenorm.be/iss/Workshop/funStep/Default.htm>) and with the CWAs resulting from it available at:

<http://www.cenorm.be/iss/CWAs/cwalist.htm>

## 2. Workshop Proposers and Participants

### Proposers

The Workshop is proposed by the funStep Interest Group –FSIG-, a voluntary association of 183 members from 21 countries<sup>1</sup>.

### Workshop participants

The Workshop is fully open to any participants willing to contribute to its objectives, but particularly to companies in the furniture manufacturing and distribution industries and to those providing software products, and electronic commerce products and services.

Special contribution is foreseen by the participants of the funStep AP-DIS development project, which will contribute to the Workshop with data models.

## 3. Workshop framework and objectives

### Workshop Framework

The furniture industry has a need of a neutral specification of product data structures. It is required to exchange product data catalogues between furniture manufacturers and retailers, architects and interior designers. On the other hand, it is required by the retailers and interior designers to carry out furnishing projects using their own software licenses and to send such projects back to the manufacturer with the support of a neutral data specification.

As a response to these requirements, the Spanish furniture industry launched a first technical analysis in 1994-95. This study was the origin for the ESPRIT funStep project, completed in Jan 1999, which generated the first international initiative of STEP-based standardisation of data models for furniture industry. Also the Thematic Network called COFURN under IST programme started in December 2000 due to the critical mass was growing day by day with the final objective to avoid the maximum number of errors in the exchange of product data.

The aim of the CEN/ISSS Workshop is to provide an open and flexible framework for sector market players in the standardisation process. The sector concerned is an important employer at European level, and very relevant from the industrial point of view:

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<sup>1</sup> Data updated on February 7<sup>th</sup>, 2002.

- Over 1.200.000 employees.
- Around 90 000 companies
- Average employment is less than 20 people.
- Total production over 63 000 Mio EUR
- Around the 2% of the EU GDP. (In comparison, the automotive industry is 8.28% and aerospace is 1.67% of the GDP).

In order to build product data exchange, electronic commerce standards and specifications adapted to the concerned sector at a European level, within the context of global standardisation activities, the Workshop is designed to operate in parallel with the industry-based implementation project funStep AP-DIS. The project plans to develop formal proposals of data specifications for product and furnishing project data. The project results will be delivered to the Workshop for discussion and approval of CEN Workshop Agreements (CWAs), and then forwarded to ISO for worldwide approval.

The proposed CEN/ISSS Workshop will offer an environment open to the participation of all interested parties, to carry out the technical specification work, validating the results of the implementation project, and to publish the results.

The Workshop will operate in close association with the funStep Interest Group, and will consider other standardisation-related aspects raised within FSIG.

### **Workshop Objectives**

Based on standardisation requirements coming from FSIG and the implementation project funStep AP-DIS, the CEN/ISSS funStep 2 Workshop will produce deliverables such as introductory and guidance material, technical specifications and other required deliverables. The deliverables will be agreed by consensus by the registered Workshop participants, and will usually be published as CEN Workshop Agreements (CWAs). As required, these CWAs will be provided to international organisations, particularly ISO, as informative documents and formal inputs to international standardisation.

The CEN/ISSS Workshop CWAs will result in a common position of the industrial sector in the European Union, to be presented in ISO as a significant input to produce an ISO Application Protocol, ISO/ITA<sup>2</sup> or similar standardisation document<sup>3</sup>.

Specific liaison will be maintained with ISO TC184/SC4, as the funStep initiatives are mainly based in the application of the STEP standard because of the funStep application protocol AP236. The goal of this standard is to exchange furniture product definition data and furnishing project data among manufacturers, suppliers, retailers, interior designers, and end users.

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<sup>2</sup> An ISO/ITA is an Industry Technical Agreement, which represents a technical document developed by a Workshop outside of the technical structure of ISO. The ITA essentially gets a normative document into the marketplace relatively quickly with the opportunity that it will soon establish itself as de facto standard.

<sup>3</sup> Other new mechanisms in ISO apart from ITA are the ISO/PAS (Publicly Available Specification), ISO/TS (Technical Specification), and ISO/TR (Technical Report)

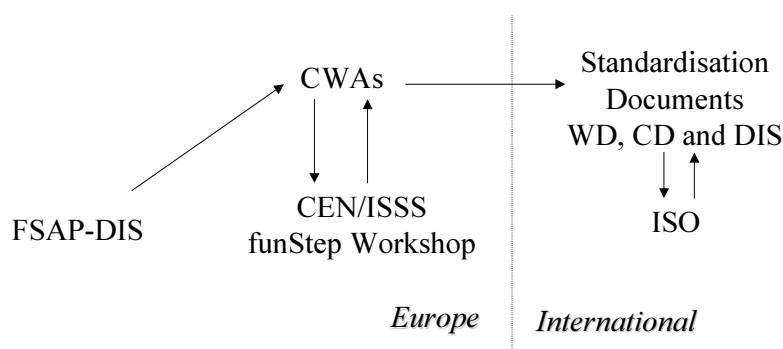
The Workshop in plenary shall carry out in particular the following tasks:

- Identification of standardisation and specification requirements relating to the following issues in the furniture industry: product data exchange, furnishing project description, and business objects modelling for electronic commerce;
- Discussion of the contributions from the funStep AP-DIS development project;
- Preparation and validation of CEN Workshop Agreements (CWAs);
- Contribute with position documents to the relevant standardisation organisations. Specific contribution will be made to ISO TC184/SC4;
- Liaison with other organisations, with the CEN/ISSS Forum, and with other CEN/ISSS activities relevant to e-commerce;
- Management of dedicated Web Pages on the CEN Web Site; links will be established to the funStep organisation web site at <http://www.funstep.org>;
- Approval of amendments to the present business plan, for example in the definition of CWAs and other Workshop deliverables, or when work item scope, resourcing or timescales require amendment;
- Maintenance and attraction of participation.

#### Workshop working methods

The **FSAP-DIS** project runs in parallel to this CEN/ISSS Workshop “Product Data Exchange and Electronic Commerce in the Furniture Industry”, and will co-ordinate a significant set of end users, software implementers, and experts in product data technologies in order to ensure the quality of contributions to CEN/ISSS and posterior proposal to ISO.

The figure below depicts how the FSAP-DIS project results will be delivered from Europe to abroad, and the assessment circuit until achieve an approval by ISO.



The Workshop shall work by consensus in accordance to the CEN/ISSS Workshop Guidelines.

A Steering Committee will be set up to manage the Workshop activities. The Steering Committee will comprise 3 people from different organisations, and fully agreed by the Workshop participants. One of the Steering Committee members will act as Workshop Chairman.

The official Workshop working language will be English. The Workshop will operate electronically as far as possible between Plenary Meetings.

## 4. Workshop contents, deliverables and time scales

### Workshop activities

The workshop will produce three CWA:

1. CWA - Working Draft with the ISO Working Draft of the AP236

Depending on the Workshop discussion, the first CWA could be extended with the possible liaisons that already are been established inside ISO TC 184/SC4 with AP 225, AP 214, AP 215 and Plib.

2. CWA - Committee Draft
3. CWA - Draft International Standard

The Workshop will:

- Review proposed data models from the funStep AP-DIS development project;
- Be the forum of discussion and agreement to reach the CD stage for the funStep model AP236 in ISO, and prepare the subsequent ISO/DIS document;

### Workshop phases

WT1 <sup>4</sup>	June, 25 <sup>th</sup>  Valencia	<u>Workshop Kick-off meeting</u>  Designation of the Chairman, Steering Committee, and Secretariat Dissemination of the Approved Workshop Business Plan.  Ask for establishment of liaisons with ISO TC184 SC4 WGs , CEN/ISSS Workshops and projects (e.g, E-COM, Cecom, Muleco, OntoWeb, SMART-fm, ProDaec, etc.), . Designation of contact persons.  The funStep AP-DIS project started in March 2002
WT2	From June 2002  To Nov 2002	Analysis and discussion of the funStep AP-DIS project contributions to standardisation in electronic business.  CEN/ISSS Workshop for presentation and discussion on the CWA/Working Draft document presented to the ISO Community.  (A project workshop will be held on July 2002 to present and submit the WD to the ISO community.)

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<sup>4</sup> WT ≡ Workshop Task.

WT3	<p>From Nov 2002</p> <p>To June 2003</p>	<p>(Workshop plenary meeting) in Nov. 2002</p> <p>Development of a draft CWA on the Furniture Application Interpreted Model (AIM). Discussion of general contributions to the draft CWA on the AIM. The work of gathering usage scenarios will be done in the context of the funStep-IG and CEN/ISSS workshop activities, and will also be included in a CWA.</p> <p>CEN/ISSS Workshop for presentation and discussion on the CWA/Committee Draft document presented to the ISO Community.</p> <p>(A project workshop will be held on May 2003 to present and submit the CD to the ISO community.)</p>
WT5	<p>From June 2003</p> <p>To Dec 2003</p>	<p>(Workshop plenary meeting). Probably in Stuttgart together with the ISO meeting in June 2003.</p> <p>Submission of ISO CD. Workshop for presentation and discussion on the CWA/DIS and implementation planning</p> <p>CEN/ISSS Workshop for presentation and discussion on the CWA/Draft International Standard document presented to the ISO Community.</p> <p>Approval of CWA(s) and supporting documentation.</p> <p>(Workshop final plenary meeting) in Nov-Dec 2003</p>

## 5. Workshop management, resource requirements and funding

The Workshop is a fully open and voluntary forum.

The technical activities in the Workshop will be carried out by the participants on a voluntary basis.

### Secretariat

The CEN/ISSS Secretariat or a CEN Member body will provide the necessary resource to support the Workshop and its 2 plenary meetings.

A support of **30 man-days** is estimated to be required for the Workshop secretariat function.

The costs associated with the Workshop Secretariat are proposed to be financed by the European Commission under the ECOM-IS contract.

The Secretariat will carry out the operational and administrative tasks required by the Workshop, and will report to the Workshop Chair and to the CEN/ISSS Workshop Manager, in consultation with the CEN/ISSS Director as required.

The functions delivered by the Secretariat will be the following :

- ✓ Management of the web site, according to the templates provided by ISSS. A link will be inserted in the CEN/ISSS pages to the Workshop site. A link will be implemented from the Secretariat web-site to the CEN/ISSS web site
- ✓ Management of the exploder (all new addresses and cancellations shall be communicated to the ISSS secretariat for the updating of the database)
- ✓ Management of the document list
- ✓ Attribution of document numbers according to the following system: ISSS/WS-...../...../XXX
- ✓ Organisation of Plenary and Working Group meetings
- ✓ Registration of participants to Plenary and Working Group meetings
- ✓ Drawing up of agendas, minutes, action and decision lists for Plenary meetings and Steering Committee, in English.
- ✓ Typing and laying out of reports
- ✓ Ensuring that the business Plan and the MoU are updated as required
- ✓ Acting as a help-desk function for general Workshop issues (the secretary shall be the 1st contact person for the activity of establishing liaison with other projects/programmes, following the input of officials)



- ✓ Organising the development of CWAs, from their receipt within the WGs until their dispatch to ISSS

### **The CEN/ISSS Workshop Manager**

The CEN/ISSS Workshop Manager shall, in support, carry out the following tasks:

- Administration of the Workshop's e-mail exploders, document repository and web pages;
- acting as administrative contact person with the European Commission.

### **Workshop Chair and Vice-Chairs**

It is estimated a manpower of **40 working-days** for the Chairman, and about **30 man-days** for the Vice-chair will be needed, to be provided as part of the project financing.

The Chair shall :

- preside the Plenary and other appropriate meetings;
- in conjunction with the Workshop Manager, ensure that the Workshop carries out the functions prescribed in the present Business Plan, and in the appropriate manner;

The Chair and/or Vice-Chair shall :

- represent the Workshop in appropriate external meetings;
- direct the focus of the Workshop;
- liaise with the Workshop Manager and as appropriate with the CEN/ISSS Director concerning the administration and strategic issues of the Workshop;
- produce regular management reports for the Workshop and the CEN/ISSS Forum's Advisory Panel in relation to the ECOM-IS contract.

## **6. Liaisons**

One of the main liaisons of the CEN-ISSS Workshop "Product Data Exchange and Electronic Commerce in the Furniture Industry" will be with the funStep Interest Group, as the Workshop itself has been an initiative of the funStep-IG with the objective of the contribution to the European standardisation.

The Workshop will operate in close liaison with other CEN/ISSS activities, including in particular the CEN/ISSS Electronic Commerce and eBES: Electronic Business Workshops, and CEN/TC310 (Advanced Manufacturing Technology).

Depending on the Workshop agreements, the Workshop will consider CEN/ISSS Workshops results as an input for its developments, and will contribute to this Workshop with the proposal of an industrial XML-EDI implementation.

The Workshop will contribute with the CWA(s) to ISO TC184/SC4, with the objective to contribute with a European position to the standardisation at a world-wide level.

## 7. Contact points

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