

OASIS TECHNICAL COMMITTEE

FORMAT OF AUTOMOTIVE REPAIR INFORMATION

Terms of Reference Study of Distribution Media

Document Control

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Author(s)	John Chelson
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Notes:

This document uses a standard template for the OASIS TC – Format of Automotive Repair Information. By using it, documents can be identified easily and tracked through version control. Documents in other formats and templates may be circulated as part of the work of the TC, but this template should be used where possible to help with general management of our work.

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TC-xxx	General TC documents
SC1-xxx	Documents for sub-committee 1 – Use Cases and Requirements
SC2-xxx	Documents for sub-committee 2 – Architecture and Specification
SC3-xxx	Documents for sub-committee 3 – Terminology and Vocabulary
SC4-xxx	Documents for sub-committee 4 – Accessibility

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1.0	First version

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1. Scope

This Terms of Reference covers work to be undertaken by sub-committee SC2 – Architecture and Specification of the OASIS Technical Committee for Format of Automotive Repair Information.

The scope of the work is to study the possible distribution media which may be suitable for the automotive repair information.

The Charter for the Technical committee (item 2) states that the scope should be to:

“Determine the most cost-effective, lowest footprint distribution medium for vehicle repair information (e.g., the Internet, although other mediums will also be considered)”

The purpose of this study can be summarised as:

1. Consider all distribution media and assess their merits for the Format of Automotive Repair Information.
2. For the Internet, cover in more detail the distribution media that could be used including:
 - a. ‘static’ Internet delivery – HTML, PDF, etc
 - b. media for meta data – RDF, Topic Maps, etc
 - c. Web Services
3. Make a recommendation for the delivery media to use, to feed into the architecture design and specification

2. Deliverables

The deliverable from this work is a report (SC2-D1 – Study of Distribution Media).

3. Materials

The following materials will be used as input to the activities described in this terms of reference:

- SC1-D1 Use Case Summary contains a list of the distribution media currently used by the industry
- This study of distribution media should inform the study architectural approaches (SC2-D3). However, since the two deliverables are being developed in parallel, the early draft of SC2-D3 can be used to ensure that the scope of the study of distribution media includes all methods that may be applicable to the architectures being considered.

4. Activities and Methods

The work covered by this Terms of Reference can be sub-divided into the following activities:

1. Identify and list the candidate distribution media
2. Assess the suitability of each candidate
3. Agree a recommendation of the distribution media to use

4.1 Identify Distribution Media

All members of the SC2 committee will provide input to identifying candidate distribution media. These will be collated and documented in a first draft of the deliverable SC2-D1 – Study of Distribution Media which will be circulated to the sub-committee for comment.

4.2 Assess Suitability of Distribution Media

1. Develop a template set of criteria that can be used to assess the suitability of each candidate distribution medium. Circulate and agree this within the sub-committee.
2. Use the template to assess each of the candidate media identified in step one.
3. Document the assessments in a second draft of the deliverable SC2-D1 – Study of Distribution Media which will be circulated to the sub-committee for comment.

4.3 Agree a Recommendation of the Distribution Media to Use

From the assessments in Step two, discuss and agree within the sub-committee a recommendation for the distribution media to use for the Format of Automotive Repair Information.

Produce a final version of the deliverable SC2-D1 – Study of Distribution Media which will be circulated to the Technical Committee for comment and voted upon for issue as a project deliverable.

5. Interactive Working

Members of the team working on the deliverables described in this Terms of Reference will interact using the following discussion list set up for the OASIS Technical Committee for Format of Automotive Repair Information:

autorepair-arch@lists.oasis-open.org

To sign up to this list please go to <http://lists.oasis-open.org/ob/adm.pl> enter your email address and check the box marked 'subscribe' for the list ' autorepair-arch '.

General discussion of the activities and deliverables should take place through the discussion list, which is open for scrutiny by any member of the public, and for comment by any OASIS member.

If necessary, participants in the activities may email each other directly to discuss points or issues that are not appropriate or relevant for the more open discussion list. Email addresses for the members of each of the sub-committees are contained in the overview documents

6. Timescale

The estimated timescale for completion of the activities and deliverables are shown in the following table.

Description	Due Date
First draft of SC2-D1 identifying distribution media	18-10-02
Second draft of SC2-D1 with assessment of suitability	30-10-02
Final version of document	TBD

Note that the original timescale was for this work to be completed by 18th October, but the timescale has been pushed out due to the late start. The date for delivery of the final version of the deliverable, and any further adjustments to the timescales, will be decided at the face-to-face meeting on 18th October.

7. Responsibilities and Resources

The Programme Managers will collate input and be responsible for the production of the document SC2-D1 – Study of Distribution Media.

The Programme Managers will try to find a member of the sub-committee SC2 to take overall responsibility for production of the deliverable.

Each member of sub-committee SC2 will contribute to, and comment, on the draft deliverable.

Eligible members of the Technical Committee will vote to accept the final document SC2-D1 – Study of Distribution Media, through an email vote.