OASIS TECHNICAL COMMITTEE

FORMAT OF AUTOMOTIVE REPAIR INFORMATION

Terms of Reference
Terminology and Vocabulary Requirements

Document Control

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Notes:
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SC2-xxx	Documents for sub-committee 2 – Architecture and Specification
SC3-xxx	Documents for sub-committee 3 – Terminology and Vocabulary
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Version	Note
1.0	First version

Contents

1. Scope

This Terms of Reference covers work to be undertaken by sub-committee SC3 – Terminology and Vocabulary of the OASIS Technical Committee for Format of Automotive Repair Information.

The scope of the work is to study the requirements for representing terminology and vocabulary.

The Charter for the Technical committee (item 4) states that the scope should be to:

> "Identify industry-standard vocabulary such as keywords and elements (e.g. ISO 15031-2 (J1930) "OBD Terms and Definitions"), determine if such standards are applicable for the purpose of this project and, where necessary, take steps to either develop new standards or expand the scope of existing standards. Consideration of the representation of information in multiple languages."

The purpose of this study can be summarised as:

1. Consider the requirements for representing vocabulary and terminology in the Format of Automotive Repair Information.
2. Consider the requirements for representing information in multiple languages
3. Document the requirements

The following extract is taken from Richard Shorter's notes of the first meeting of this sub-committee:

> "SAE J1930 is the correct scope (it covers emission related vocabulary and terminology) but is only available in American (English with funny spelling). Now that it has become ISO 15031-2 it should be available in French as well. Is it? We agreed that, even taking this as a starting point, extending it to all the required languages would be a massive task which is beyond the resources available to this initiative."

2. Deliverables

The deliverable from this work is a documented Requirements Specification – SC3-D1 Terminology and Vocabulary Requirements Specification – signed off by each member of the sub-committee SC3 and agreed through a vote of the Technical Committee.

3. Materials

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

- Use Cases submitted prior to the start of the Technical Committee
- SC1-D1 Use Case Summary
- SC3-D2 Background Survey/Investigation

4. Activities and Methods

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

1. Draft Requirements Specification and Terms of Reference
2. Specification of requirements by members of sub-committee SC3
3. Collation of requirements into a single document
4. Comment on collated requirements by members of sub-committee SC3
5. Iterative process of re-release, comment, collate, re-release
6. Extraction of requirements about which there is no consensus
7. Resolution of requirements that are not agreed by all members
8. Sign-off of requirements by every member of the sub-committee SC3
9. Sign-off of requirements by the Technical Committee (a vote)

4.1 Draft Requirements Specification and Terms of Reference

The Programme Managers will draw up a first draft of the SC3-D1 Terminology and Vocabulary Requirements Specification. The first draft will contain sections and some sample requirements that are intended to act as a model for the statement of requirements and 'kick-start' the process of requirements specification. The draft Requirements Specification will be circulated to all members of the SC1 sub-committee.

The Terms of Reference (this document) will be circulated at the same time, with an invitation for comments. The TOR and the process for generating the Terminology and Vocabulary Requirements Specification will be modified by the Programme Managers in the light of comments received and a revised TOR will be circulated.

4.2 Specification of Requirements

Each member of the SC3 sub-committee will take the draft requirements specification and use it to generate their own set of requirements. This can be done by:

- Leaving requirements from the original draft which are agreed
- Modifying requirements (with comments) if partially agreed
- Removing requirements (with comments) of they are disagreed with
- Adding new requirements under the existing section headings
- Adding new section headings and requirements

4.3 Collation of requirements

The Programme Managers will gather all the requirements specifications returned by the members of the SC3 Sub-committee. They will use these to produce a single, collated set of requirements, which will then be circulated for comment.

It is expected that the first set of collated requirements will contain some inconsistencies (ie requirements that are in conflict, groups of requirements that could be consolidated into one, etc), but these will be included in the first draft so that all members of the sub-committee can see the full set.

4.4 Comment on collated requirements

The collated requirements will be circulated to all members of the SC3 Sub-committee, who will be asked to comment on them. Comments will be made on the following basis:

- Endorse (agree with) a requirement
- Disagree with a requirement (request that it is removed)
- Suggest a modification to a requirement
- Suggest combination of a set of requirements

4.5 Iterative Releases of Drafts

When comments have been received from all members of the SC3 Sub-committee (any that fail to respond by the deadline set, will be assumed to have agreed with all requirements or deferred to the feedback of another member of the sub-committee) the Programme Managers will collate comments, modify the draft Terminology and Vocabulary Requirements Specification and re-circulate. Further comments may be made at this stage, with iterative modification of the requirements document.

4.6 Extract Requirements with no Consensus

It is anticipated that there may be some requirements for which no consensus can be reached (ie one member will deem the requirement essential, another may oppose its inclusion). Any such requirements will be extracted from the specification and brought forward for debate and consideration by the whole SC3 Sub-committee.

4.7 Resolution of Requirements with no Consensus

The SC3 Sub-committee will consider any requirements for which consensus agreement could not be reached (extracted in Step 4.6 above). These requirements will be debated by the group and a compromise found by the group.

It may be necessary to arrange a conference call or face-to-face meeting to resolve any such issues.

The re-written requirement will then be included in the overall Terminology and Vocabulary Requirement Specification, or excluded from it if that is the agreement made by the group.

4.8 Sign-off by Sub-committee SC3

Once all requirements have been resolved, the SC3 Sub-committee will vote (either by email or at its next face-to-face meeting) to sign off the Terminology and Vocabulary Requirement Specification.

4.9 Sign-off by Technical Committee

The version of the Terminology and Vocabulary Requirement Specification signed off by the SC3 Sub-committee will be approved by a vote of the full Technical Committee.

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-term@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-term.

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
Circulate first draft requirements specification and TOR	30-09-2002
SC3 committee members comment on TOR, reissue if neccesary	07-10-2002
SC3 committee members return requirements	18-10-2002
Collated requirements circulated to SC3 members	25-10-2002
Comments returned, requirements re-circulated	04-11-2002
Resolution of items and sign-off by SC3 members	18-11-2002
Vote to agree requirements specification	22-11-2002

7. Responsibilities and Resources

The Programme Managers will collate requirements and be responsible for the production of the document SC3-D1 Terminology and Vocabulary Requirement Specification.

Each member of sub-committee SC3 will contribute to and comment on the draft deliverable.

Eligible members of the Technical Committee will vote to accept the final document SC3-D1 Terminology and Vocabulary Requirement Specification by email (22-11-02).