# Meeting minutes of UBL face-to-face meeting, September 23-27 2019

## Attendance:

Todd Albers

Oriol Bausa Peris

Kenneth Bengtsson

Erlend Klakegg Bergheim

Peter Borresen

Andrea Caccia

Kees Duvekot

Martin Forsberg

Cecile Guasch

Ken Holman

Yves Jordan

Kari Korpela

## Appreciation

The members of the UBL TC expressed their greatest appreciation to Peter for hosting the face-to-face and to Clearview Trade for their generosity and for the use of their facilities.

## Agenda:

| Item | Subject | Issues | Comments | Follow-up |
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| #1 | Monday afternoon* Opening and PRD01 comments
 | * Meeting agenda and objectives
* Comments received for PRD01
* International data models for e-invoicing
* Business payments in the US
 | * Reviewed comments received during PRD01.
* Agreed to include comments received from Yves Sunday night.
* Comments 10 to 25 to be addressed during pre-award discussions.
* Comments 26 to 29 to be addressed during Transportation discussions.
 | * Agreed to review UBL section 3.5.4 Thursday morning to clarify use of extensions.
* Ken will address comments 03 to 09.
* Kenneth will update comment resolution log to include new comments from Yves.
 |
| #2 | Tuesday morning* International data model for e-invoicing (continued from Monday afternoon)
 | * Work will be done in CEN TC 434 to create a European or international standard for electronic invoicing
 | * Should the UBL TC seek a formal liaison with TC 434?
* Should the UBL TC publish a position paper (as a Committee Note)?
* Should the UBL TC publish a Committee Note with mappings to other syntaxes?
 | * Agreed that the UBL TC is open to establish a formal liaison with CEN TC 434 if there is an interest from the CEN TC.
* Martin will keep the UBL TC informed of any progress.
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| #3 | Tuesday morning* Transportation Subcommittee
 | * Review of Transportation SC contributions to PRD01
* Review of comments received for PRD01
 | * Danish Chamber of Commerce has reviewed the Goods Item Passport.
* Opportunity to present the Goods Item Passport to the ICC.
* A reminder is needed in the Proof of Re-exportation process. Can’t use existing Reminder document. Necessary to create a specific Proof of Re-exportation Reminder document.
* Reviewed comments received during PRD01: PRD01-26, PRD01-27, PRD01-28 and PRD01-29.
 | * Peter will present the Goods Item Passport to the ICC and ask them to review before or during PRD02.
* Transportation Subcommittee (Peter) will develop a proposal for a new Proof of Re-exportation Reminder.
* Change typo in fig. 59 (“Export Party” -> “Exporter Party”).
* Ken will create a copy of the master spreadsheets used for PRD01 that can be used for proposals made by the TSC.
* Kenneth will document resolutions in the PRD01 comment resolutions log.
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| #4 | Tuesday afternoon* Pre-award
 | * Discussion of EC regulatory pre-award requirements
* Review of comments received for PRD01
 | * It was agreed that the TC will work to meet all EC regulatory pre-award requirements in UBL 2.3.
* Resolved comments 10 to 18.
 | * Kenneth to update comment resolution log
 |
| #5 | Wednesday morning* Pre-award
 | * Review of comments received for PRD01
 | * Resolved comments 19 to 25 and 30 to 45.
* All pre-award comments addressed
 | * Kenneth to update comment resolution log
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| #6 | Wednesday afternoon* Post-award Subcommittee
 | * Discussion of adding a text BBIE to the Address ABIE to describe or clarify an address
 | * Created <https://issues.oasis-open.org/browse/UBL-247>
 | * Agreed to include UBL-247 in PRD02
 |
|  | Wednesday afternoon* Redrawing of UBL diagrams using draw.io
 | * Discussion of process of redrawing UBL 2.3 diagrams
 | * The images that need to be created are found in this folder: <http://docs.oasis-open.org/ubl/csprd01-UBL-2.3/art/artpdf/>
* All new images are to be stored in two forms, \*.drawio and \*.svg, in the Google Drive folder.
* All TC members have read/write access to that folder (contact Ken or Kenneth to request access if you don't have it and provide your Gmail address).
* If the diagram exists in Google Drive, another TC member already has taken ownership of that diagram.
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* All new images are to be stored in two forms, \*.drawio and \*.svg, in the Google Drive folder.
* All TC members have read/write access to that folder (contact Ken or Kenneth to request access if you don't have it and provide your Gmail address).
* If the diagram exists in Google Drive, another TC member already has taken ownership of that diagram.
* If the diagram you want to work on does not exist in the Google Drive, create a placeholder image (can be empty) there to stake your claim.
* If an error is found in a diagram, fix it (the diagrams are not normative).
* The tool being used is the free online drawing program: <http://draw.io>
	+ For those who are drawing swim-lane diagrams, UBL-2.2-OrderingProcess.\* is being created as a prototype for all swim-lane diagrams.
	+ Please store the image source as {name}.drawio.
	+ Please export the image as {name}.svg.
	+ Some members may be using http://bpmn.io to assist in conceptualizing their swim-lane diagrams and may choose to store the BPMN source as {name}.bpmn but this is not a requirement for all swim-lane diagrams.
 | * Redraw all UBL diagrams using draw.io (all TC members)
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| #7 | Thursday morning | * Production of UBL artefacts (continuous integration environment)
 | * Discussion and review of various source code repositories and continuous integration tools for creating a collaborative environment for producing UBL artefacts (XSDs, spreadsheets, etc.).
* Question whether such environment could be in conflict with OASIS TC Process section 1.7 and the definition of “conducting official business”.
 | * Kenneth to write TC Admin to see if OASIS has a preferred tool for collaborative and continuous delivery of TC artefacts.
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| #8 | Thursday morning | * Review section 3.5.4
* Can we add a note to the prose specification to discuss how multiple documents can be bundled within an envelope?
 | * Identified that the text to modify in order to discourage the use of Extensions for information items that already exists in UBL is 3.5.1.
* Identified that 3.5.2 has to reflect that Extensions now exist in every ABIE.
* Agreed that the bundling of UBL documents into a single instance is out of scope for UBL. There is already existing OASIS technology available to do this. Agreed to add a note to the prose specification explaining this.
 | * Kenneth to draft a proposal for 3.5.1.
* Ken to draft a proposal for 3.5.2.
* Kenneth to draft a note regarding bundling of documents (new section 3.6).
 |
| #9 | Thursday afternoon | * Review conformance clause
 | * Agreed that the conformance clause should also require conformance with additional (non-XSD) extension constraints, such as those clarified with the new paragraph in 3.5.1.
 | * Update bullet 2 of the conformance to read (change marked with underlined italic):“there are no violations of the XSD *or other* constraints on extension scaffolding and metadata described in Section 3.5, “Extension Methodology and Validation”, and”(Ken).
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| #10 | Thursday afternoon | * Redrawing diagrams in revisable format
 | * Discussion about what constitutes a “revisable format” for the ISO submission.
* There is an open ticket <https://issues.oasis-open.org/browse/UBL-240>
 | * Kenneth to clarify with TC Admin.
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| #11 | Friday morning | * Work on publishing issues
 | * Publishing issues brought up by TC Admin (PRD01 comments 03 to 09).
 | * Ken to resolve issues addressed by TC Admin.
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