

**J/eXtensions for Financial Services
(J/XFS)
for the Java™ Platform**

**Business Plan for
CEN/ISSS J/XFS Workshop**

October 12th, 2004



CEN/ISSS J/XFS Workshop Agreement

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1 Status of this Business Plan

Revision for year 2003 and 2004 update related to :

- Fast track process removed , workshop members; WEB page address; workshop program.
- Document updated with a proposal about workshop meeting cancellation

2 Workshop Supporters

The proposer of this workshop is the J/eXtensions for Financial Services (J/XFS) for the Java™ platform Forum.

The J/XFS Forum founder members are DeLaRue, NCR, Sun Microsystems, Wincor-Nixdorf, Diebold and IBM.

The nucleus of the J/XFS Workshop has been formed from the existing J/XFS Forum members. Additional companies have been registered as core or associated participants. A list of all participants can be found on the CEN/ISSS website at <http://comelec.afnor.fr/cen/jxfs/member.htm>

3 Workshop Objectives

The aim of J/XFS Workshop is to increase the breadth of participant expertise in the definition of the J/XFS standard. As a base for this the existing J/XFS Version 1.0 specification was proposed to be discussed in the recent CEN/ISSS J/XFS Workshop meetings in 1999. After discussions and finding consensus it was agreed to have these specifications being published as a CEN Workshop Agreement (CWA).

The J/XFS Workshop continues to provide an open and flexible framework for market players (manufacturers, service providers, users, etc.) to expand the specification to cover the needs of the financial services marketplace. The CEN/ISSS J/XFS Workshop will consider requirements for additions to the specification from any source and produce revised or additional specifications as appropriate.

The deliverables will be technical specifications.

These deliverables will be made available in electronic form (HTML or PDF format).

The deliverables will be posted onto the CEN/ISSS Web Site for free public access and consumption. Comments are welcomed and will be directed to the J/XFS

Workshop secretariat jxfs-helpdesk@cenorm.be.

In addition, informative material about the Workshop and its purpose will be made available.

Relevant work in other organisations will be taken into consideration, and appropriate liaison with other ISSS Workshop activities and external activities ensured.

The J/XFS Workshop will carry out in particular the following tasks:

- Consideration of standardisation and specification requirements relating to peripheral support in a banking environment, especially branch and self service environment, in open dialogue with requesting companies and other organisations, including other parts of CEN/ISSS;
- Preparation of the API specifications;
- Approval of amendments to the business plan, for example when new projects are proposed or existing projects' scope, resourcing or timescales require amendment;

- Maintenance and attraction of participation.

4 Workshop's Work Programme

4.1 Work in Progress

CWA 14923:2004 is publishing, the Workshop is currently working on the next upgrade release of the J/XFS specification which release is expected during the year 2005.

4.2 Work already delivered

CWA 13937:2000 J/eXtensions for Financial Services (J/XFs) for the Java Platform - API specifications

CWA 14923:2004 J/eXtensions for Financial Services (J/XFs) for the Java Platform - API specifications

5 Workshop Organization

5.1 Membership

Membership (also called Registered Participants) in this Workshop is at company level. Companies can have as many representatives on the technical discussion lists or in meetings as they decide. All companies (Core members) have an equal weight in the decision process. Subsidiary companies, existing as a legal entity (with their own company name) can participate separately from the owning company in the technical work and in the decision process.

Registered Participants will exist in two categories:

- Core Participants
- Associated Participants

A description of both categories is below:

Core Participants will:

- Endorse the J/XFS standard and the goal of openness and multi-platform support.
- Have an interest in influencing the detail of the specification development or have an interest in the Workshop's activities as a major customer.
- Have the possibility to register as a Core Participant whenever new projects get added to the Business Plan (which is at the Kick-Off meeting, or a subsequent meeting when new projects get added); registrations as Core Participant at any other point in time are to be confirmed by the existing Workshop Core participants.
- Formally participate in the consensus building process and be recorded as such by the CEN/ISSS Secretariat in relation to the resulting CWA(s).
- Contribute to the funding of the Technical Secretariat.
- Participate physically in meetings of the CEN/ISSS J/XFS Workshop, as much as reasonably possible.

Associated Participants will:

- Endorse the J/XFS standard and the goal of openness and multi-platform support.
- Have an interest in the Workshop's activities as a customer feeding in requirements, rather than as a supplier of technical solutions.
- Apply for Associated Participant status to the Core Participants, which status needs to be confirmed by the Core participants.
- Have equal access to J/XFS documents. In addition, J/XFS Workshop meetings will be open to both Core and Associated Participants.
- Only informally participate in the consensus building process i.e. they will not be recorded by the CEN/ISSS Secretariat as supporting to the CWA(s) in question.
- Contribute to the funding of the Technical Secretariat.

5.2 Addition of new members during the Workshop's lifetime

New members (core and associate) will be admitted as registered participants subject to their application being positively reviewed by the Core members. Criteria against which applications for new membership will be reviewed are:

- have products that (will) make use of the specifications under discussion or be a customer of the specifications
- subscribe to the objectives and targets in the business plan; if an application for membership leads to questions in this respect, then the business plan may be first written more explicit, clarifying its objectives and targets, before the new membership comes into effect

In addition, the new member has to agree with the funding arrangements for the Workshop Secretariat as agreed upon by the Workshop for the running year.

5.3 Support functions

5.3.1 Workshop Chairman

The function of Chairmanship is allocated for a duration of 2 years. The role of Chairman will be allocated to an individual, rather than to a company, in order to ensure neutrality. The initial 2 years period may be renewed as required. The chair shall be appointed by the core member companies by consensus. In case of non-consensus, appointment of the Chair is done by counting the number of Core member companies in support.

An election for the Chairman to be replaced can be called at any workshop meeting during the management session (see section 5.4).

The functions delivered by the Workshop Chairman shall be the following:

- Presiding Workshop plenary meetings.
- Ensuring that the Workshop delivers in line with the Business Plan.
- Management of the consensus building process



- Interfacing with the CEN/ISSS and Workshop Secretariats regarding strategic directions, problems arising, external relationships, etc.
- Interfacing with the Workshop Secretariat on general Workshop management issues

5.3.2 Workshop Secretariat

The Workshop Secretariat is performed by a named individual representing a CEN National Member, in this case AFNOR.

The functions delivered by the Workshop Secretariat shall be the following:

- Organise and administer meetings
- Administer the Workshop's email exploders, document repository and web pages
- Administer the requests routed to the WS/J/XFS
- Produce meeting agendas, minutes and action/decision lists within 2 weeks of the meeting
- Act as an administrative contact point
- Chase actions on meeting members
- Ensure Business Plan updates are available as required

5.3.3 CEN/ISSS Workshop Manager

CEN/ISSS will task one of its staff as Workshop Manager to provide additional support to the JXFS Workshop

The functions delivered by the Workshop Manager shall be the following:

- Setup and maintain the electronic media used to publish the WS/JXFS results
- Advise the Workshop in case of problems following interpretation of the Workshop rules
- Advise the Workshop on existing CEN procedures where necessary (e.g. publication of CWAs)
- Liaise with the Chairman and Secretariat in support of a fair interpretation of the consensus principles

5.4 Working Procedures

5.4.1 Principles

The governing principles are those for CEN/ISSS Workshops in general. A number of additional working procedures specific to the J/XFS Workshop will apply, to guarantee a transparent process.

5.4.2 Consensus

Decisions are taken by consensus. It is important to understand that consensus does not mean unanimity. It is the responsibility of the Chairman (assisted by Workshop

Secretariat and if necessary the CEN/ISSS secretariat) to judge whether consensus indeed has been reached. The chairman can decide to make use of indicative votes, as a means to assess the degree of consensus. In these indicative votes, the principle of "one vote for one core participant company" will apply. Proxy voting is accepted provided that this is announced to the mailing list in advance of the meeting. Consensus is considered to be reached if the level of support is bigger than or equal to 71% of the indicative votes cast.

5.4.3 Combining electronic participation with decisions at meetings

The need for consensus applies to decisions taken at meetings as well as to decisions resulting from discussions through email exchanges.

A necessary requirement is that the decisions - to the extent possible - also need to reflect the views of the registered participants that were not present at a meeting. This requires the timely announcement of the subjects that are for discussion and subsequent decision at meetings, as well as the timely availability of the supporting documentation (see below: the 4 week's notice principle).

Comments and proposals from registered participants unable to attend a meeting are then made available in advance to the electronic list and have to be considered by the meeting. The company having sent the written contribution but unable to attend, can ensure that its position at the meeting be represented by another XFS Workshop company, subject to an explicit notification to the Workshop's mailing list in advance of the meeting of this "proxy".

5.4.4 Management of Workshop Documents

The Workshop Secretariat maintains a list of current versions of the various parts of the CWA(s) under development. These current versions are known as "working documents".

Proposals for technical changes to these current working drafts shall be made via a specific "change proposal" document. When accepted the technical change will be incorporated in the next version of the above mentioned "working document".

Proposals for new functionality have to be made in a specific proposal document, to be made available **4 weeks before** the meeting. When agreed by the Workshop, this proposal becomes a "working document".

Previously made proposals, for whatever reason refused or discussion postponed in earlier meetings, have to be explicitly resubmitted again as if they were new proposals, for the next meeting at which they are intended to be discussed.

5.4.5 Four week notice period

Meetings agendas shall be made available at least 4 weeks in advance. Agenda items for decision (with the material they reference) at a meeting have to be available **4 weeks in advance**

The minimum duration for a draft CWA to be available before endorsement by a Workshop is therefore also **4 weeks**. This does not apply to contributions/comments that relate to the CWA: they preferably are available before but also can be tabled at the meeting, depending on their size and level of technical detail.

Proposals for revising a Business Plan have to be available at least **4 weeks in advance**.

If the Workshop agrees, it can of course accept to discuss and decide in individual cases any contribution not meeting the minimum notice requirements.

5.4.6 Business Plan

The Business Plan contains the overview of current Workshop work items, with target dates for delivery. The Business Plan will be reviewed and, if necessary, updated and approved (by consensus) at every Workshop Management session (which is every 6 months). Proposals for revising a Business Plan have to be available at least 4 weeks in advance.

5.4.7 J/XFS Workshop Meeting

Usually the J/XFS Workshop meeting will start with a Management Session also named Business Part, to which the following responsibilities are delegated:

- decision on new technical directions to be taken by the Workshop (which should then also be recorded in the Workshop's business plan)
- approval of Workshop business plan (work items, target dates for delivery, internal procedures, etc)
- decision on way forward in case of blockages on technical issues
- issues related to compliance with the CWAs
- appointment of chair
- other

Decisions in the remit of the Management Sessions can also be taken electronically.

In exceptional cases, the Chairman has the possibility to convene a management session to take place at the next Workshop meeting.

During the Technical part of the J/XFS Workshop meeting the working documents are ruled on (discussed, reviewed, approved, rejected).

Workshop Meeting Cancellation / Postponement

All workshop members can request to cancel or to postpone a planned workshop meeting by sending an email through the email exploder.

Decisions to cancel or to postpone a workshop meeting are taken by consensus, but to facilitate meeting management and accommodations management the below criteria must be met :

- the request should be submitted 5 weeks before the meeting date,
- decision 3 weeks before the meeting date
- reasons should be given in the request,
- proposal of new workshop meeting schedule

5.5 Availability of Deliverables

The CWAs delivered by the J/XFS Workshop will be freely downloadable from the CEN/ISSS website. J/XFS Core members will pay a contribution to CEN to compensate CEN National Standard Bodies who cannot make income from the sale of the CWAs.

6 Contact Points

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