Status: Final

Date: 8 October 2019

**IEC, ISO, ITU, UNECE Memorandum of Understanding on E-Business**

**Annex B: MoU Management Group - Terms of Reference**

**Mission:**

The MoU Management Group (MoU/MG) shall promote synergy in standardization of electronic business (e-business) by encouraging cooperation and by timely identification of issues requiring examination.

While respecting the decision making processes of IEC, ISO, ITU and UNECE (the signatories), the MoU/MG shall review and prepare recommendations in response to e-business-related requests for guidance.

The MoU Management Group will constitute the management of the MoU as follows:

**Meeting frequency:**

Full MoU/MG meeting
A one-day meeting will be held at least annually, taking account of meeting dates for the individual organizations and the business to be transacted.

Technical Workshops
The MoU/MG will hold virtual workshops (webinars) for sharing information on specific technical topics as deemed appropriate by the signatories.

**Responsibilities:**

* Exchange information and explore opportunities for possible cooperation between the signatories within the scope of the MoU.
* Follow up on recommendations made during MoU/MG meetings.
* Monitor the results of harmonization efforts undertaken by other groups within the scope of the MoU.
* Propose, to the signatories, modifications to the MoU as necessary to reflect emerging requirements.
* Resolve outstanding issues.

**Chairmanship:**

The Chair/facilitator for each meeting will be provided by the four MoU signatory organizations in rotation.

**Participants:**

* Representatives of the secretariats of the signatories.
* Nominated representatives of the signatories approved by their secretariats.
* Representatives of the participating International User Groups.

**Operating procedures:**

The operating procedures will respect the following principles:

* The purpose of the MoU/MG is to facilitate effective coordination and communication.
* The MoU/MG recognizes that each organization has its own decision making process
* The MoU/MG works by consensus. Where consensus cannot be achieved, then issues will be referred to the normal procedures of the standardization organizations for resolution.
* The secretariat responsibility will be handled in rotation by the signatories. The MoU/MG secretariat shall remain operational until the next MoU/MG meeting.
* Related tasks (e.g. documentation management, development and maintenance of Website(s), maintenance of mailing list, internal and external support, meeting organisation) will be shared between the organizations after mutual agreement on the need assessment with an expected average of 1.5 man-months per year and per organization.
* International User Groups seeking to participate in the Management Group should make their request to one or more of the signatories, with a statement of their standardization requirements, and their existing work programme.
* Decisions relating to participation of International User Groups and the administration of the MoU shall be taken by consensus among the signatories.

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