



MEMORANDUM OF UNDERSTANDING

FOR THE PROJECT

ELECTRONIC BILLING WORKING GROUP

1. DOCUMENT HISTORY

Agreed by the group, formally approved by the ETIS Council 20 August 1996
 Updated 24 May 2002 to reflect organisational and procedural changes.

This Memorandum of Understanding (MoU) sets out the terms and conditions under which the Signatories have committed themselves to work together in this project.

2. DEFINITIONS

In this MoU, the terms below shall be defined as follows:

<i>Project</i>	Specification, development, testing and exchange of EDI messages related to electronic billing.
<i>Signatories</i>	Those parties who have signed this MoU
<i>Project Champion</i>	The person who has responsibility for supporting the Project in its activities within ETIS. This person has no responsibility at law for the conduct of the Project unless specifically stated in this MoU.
<i>Project Chairperson</i>	The person who will direct the activities of the Project Members in accordance with the agreed Project Plan.
<i>Project Members</i>	The named persons who are active in the work to produce the deliverables of the project and who are nominated to be part of it.
<i>Project Plan</i>	The documents describing the totality of work to be done and the timetable for its execution.
<i>Deliverables</i>	The specifically defined outputs of the Project.
<i>Contribution</i>	The contribution to be made by a Project Member. This may take any form which is accepted by all the Signatories e.g. manpower, money, facilities. In case of dispute, the Project Director will adjudicate.
<i>Project Director</i>	The nominated person from the ETIS Central Office who has a defined responsibility for monitoring or managing the project.

3. BACKGROUND

Recognizing the growing interest in electronic commerce and billing as an integral part of this, ETIS set in the spring 1992 up a working group to develop and promote the use of a standard subset of the UN EDIFACT INVOIC message.

This subset was completed medio 1993 and is since then maintained and updated by the ETIS Electronic Billing Group.

The subset is being enhanced to cover Price Catalogue information and itemized billing, and a set of new business opportunities for EDI solutions has been identified.

The telecom XML schema, rules and conventions was released medio 2002 and cover solution for Fixed network, Mobile services, Intercarrierr Billing (national). The XML solution for International Settlements will be released during 2003.

4. RATIONALE

The Signatories agree to cooperate to implement and promote EDI solutions for electronic billing and related areas wherever and whenever feasible, to develop together standard solutions which meet new business needs, and to keep these maintained; this in order to reduce transaction time and billing costs for the operators as well as for their customers .

5. OBJECTIVES

- to develop common specifications of EDI standards within the billing area
- to define, test and implement EDI links for electronic billing and related areas
- to maintain a set of common codes
- to help simplify EDI implementation
- to promote these standards worldwide
- to further develop the ETIS standards to meet new business needs
- to work with other telecommunications fora to arrive at a common, universal standard for telecom operators
- to work with the European Board for EDI Standardisation to promote ETIS member interests.

6. BUSINESS BENEFITS

- cost savings in the range of up to 90% for telco's compared to paper billing, based on quicker, safer and paperless information interchange
- up to 75% cost savings for customers
- better customer service
- better data quality and fewer errors, less error handling time for the customers.

The benefits of EDI grow with the number of partners and the transaction volumes.

7. DELIVERABLES

The deliverables of this group are basically data models, mapping into EDIFACT messages and implementation guides for billing and billing related transactions.

8. INTENDED DISSEMINATION OF RESULTS

The deliverables should be disseminated and promoted to all carriers worldwide who do electronic billing. Non EBIL members should pay a fee for the deliverables, to be fixed by the group.

9. TYPES OF EXPERTS NEEDED

User managers and professionals from business units dealing with billing and Information Technology professionals with knowledge of EDI.

10. KEY SUCCESS FACTORS

- sufficient number of Signatories
- marketing of deliverables
- proven values to Signatories.

11. RELATIONSHIP WITH OTHER ACTIVITIES

- ETIS International Settlements Group
- European Board for EDI Standardisation
- ITU

12. FUNDING AND BUDGET

The project will be funded by the Signatories, who agree on an annual budget and a membership fee.

The invoices will be sent out after the reception of the signed MoUs with a payment deadline of 1 Month.

Signatories who have not paid the fee within 2 months after the reception of the invoice, are considered not longer a member.

13. ROLES AND RESPONSIBILITIES

13.1 SIGNATORIES

The Signatories agree to:

- adhere to the Project Plan as described in this document
- assist with the project, each taking on a share of the work load
- promote the project deliverables at the best of their ability
- ensure that the parts of the work plan they undertake to perform are of a suitable quality and do their best to put right any failures.
- provide reports to the Project Chairperson and the Project Director as specified in the section on reports
- attend review meetings as needed
- provide as part of their contribution, details of effort needed and timescales to complete tasks during the project, including names of committed resources.

Non ETIS member companies are allowed to join this project without being obliged to be an ETIS member. This is subject to approval by the majority of the Signatories.

ETIS members and non members may apply for Associate membership, which gives them the right to receive meeting agenda, minutes and basic deliverables. For this they will pay a fee to be determined by the group.

The Signatories agree that the following person shall act as Project Champion and Project Chairperson for the year 1 April 2002 - 31 March 2003:

Project Champion: Rainer PAEPCKE, Deutsche Telekom
Project Chairperson: Rainer PAEPCKE, Deutsche Telekom

13.2 THE PROJECT CHAMPION

The Project Champion shall support and promote the project in its activities within ETIS.

The costs of this function, if any, will be covered by the ETIS core budget and will not affect the Project budget.

13.3 THE PROJECT CHAIRPERSON

The Project Chairperson shall:

- prepare the Project Plan and agree this with the other Signatories;
- manage the Project to ensure timely delivery and appropriate quality;
- arbitrate the work sharing to ensure that the Project is completed on time;
- ensure that reports are delivered to the Project Champion, the Project Director, the Director ETIS and the ETIS Council;
- prepare and chair review meetings.

13.4 THE PROJECT MEMBERS

The Project Members, named by the Signatories, undertake to execute the work assigned to them on time and to an appropriate quality. Project Members will provide reports, as required by the Project Chairperson or the Project Director.

13.5 THE PROJECT DIRECTOR

The ETIS Project Director generally has a monitoring, supporting and co-ordinating role rather than a doing one. In the early stages of the project the Project Director will assist with the drawing up of the Project Plan, the quantification of benefits, the identification of interested parties, the MoU, etc. Following the approval of a project by the Council and its classification according to funding the Project Director will:

- manage the project budget
- distribute project deliverables
- report to the Council and Board on project progress.

14. REVIEW MEETINGS

Review Meetings will be held as agreed by the Project Members, or at the request of the Project Chairperson. All Signatories undertake to attend such meetings or send a representative with authority to act on their behalf.

15. PROJECT REPORTS

Reports on progress will be sent following each review meeting or on a request from the Project Champion or the Project Chairperson. Project Members will send reports as requested to the Project Chairperson. Copies of all reports will be distributed by the Project Chairperson to all Signatories and to the Project Champion and the Project Director.

16. CORRESPONDENCE

Relevant correspondence relating to the Project by Signatories will be copied to the Project Chairperson who will keep a file of correspondence.

17. CONFIDENTIALITY

Each Signatory undertakes to keep in confidence and not to disclose to any person (except to their own employees and to the shareholders of each respective Signatory, who need to know the information) any information which is marked in confidence or is of confidential nature and which is communicated hereunder. This shall not include information which comes into the public domain otherwise than through the default of the receiving party.

18. NO AGENCY/ PARTNERSHIP

No Signatories shall, without due permission, act as agents on behalf of other Signatories or bind any Signatories to any obligation.

The relationship between the Signatories hereto shall not be that of partners and nothing herein contained shall be deemed to constitute a partnership between them.



19. RESIGNATION FROM THE PROJECT

Any Signatory can withdraw from the Project giving a written notice to the Project Director four months before the end of the fiscal year (31. March).

20. ETIS COUNCIL APPROVAL

The ETIS Council have seen and approve the contents of this MoU to be in accordance with ETIS policy, but have no personal responsibility for its execution.

Two identical copies of this agreement have been executed and the Signatorie and ETIS have retained one signed copy each.

For and on behalf of ETIS

Tora Tenden
Chairman ETIS

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Signature

Date.....

For and behalf of.....

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Name

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Position

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Signature

Date.....