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English version

Business Interoperability Interfaces for Public Procurement in Europe - Architecture - Part 111: Capturing Business Requirements specification

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European foreword

CWA 17025-111, **Capturing Business Requirements specification** was developed in accordance with CEN-CENELEC Guide 29 “CEN/CENELEC Workshop Agreements – The way to rapid agreement” and with the relevant provisions of CEN/CENELEC Internal Regulations - Part 2. It was agreed on 2015-12-02 in a Workshop by representatives of interested parties, approved and supported by CEN following a public call for participation made on 2013-02-20. It does not necessarily reflect the views of all stakeholders that might have an interest in its subject matter.

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This CEN Workshop Agreement (CWA) has been drafted and approved by the Workshop on **Business Interoperability Interfaces for Public procurement in Europe (BII)**, phase 3.

CWA 17025 is part of a set of CWAs prepared by CEN WS/BII 3¹:

- CWA 17025:2016 Methodology and Architecture
- CWA 17026:2016 Notification profiles and transactions
- CWA 17027:2016 Tendering profiles and transactions
- CWA 17028:2016 Catalogue profiles and transactions
- CWA 17029:2016 Post-award profiles and transactions

CWA 17025 part 111 replaces CWA 16558:2012 Annex B BII Guideline Capturing of Business Requirements.

CWA 17025 consists of:

- CWA 17025-1 Overview and Architecture
- CWA 17025-101 Conformance and Customization Methodology guideline
- CWA 17025-102 Code List and Identifier Management specification
- CWA 17025-103 Business Document and Envelope guideline
- CWA 17025-104 Profile Architecture specification
- CWA 17025-105 Conformance Registry specification

¹ In order to ease the reading the CWAs provided by the CEN BII initiative, they are also made available on <http://www.cenbii.eu> together with explanatory notes and supporting material. The official version is however the version as published by CEN.

CWA 17025-106 Open Procurement Data report
 CWA 17025-107 Message Level Response guideline
 CWA 17025-108 Use of Digital Signature and Other Trust Services
 CWA 17025-109 Guideline on the Concept of Core
 CWA 17025-110 Profile Maintenance Process specification
 CWA 17025-111 Capturing Business Requirements specification
 CWA 17025-112 Syntax Implementations Guideline Methodology guideline
 CWA 17025-113 Business Rules Description Mechanism guideline
 CWA 17025-114 Attachments Handling guideline
 CWA 17025-115 Semantic Data Type guideline
 CWA 17025-116 Glossary and Business Term Vocabulary
 CWA 17025-203 BDE Syntax Implementation Guideline for Messaging Envelope
 CWA 17025-207 UBL Syntax Implementation Guideline for Message Level Response

A detailed overview of all CWA 17025 parts can be found in CWA 17025 part 1.

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Introduction

The first CEN BII Workshop was established in May 2007 with the objective of harmonising electronic procurement in Europe. The CEN BII initiative, which now comprises a further two CEN Workshops, is a standardisation activity within CEN (European Committee for Standardisation). It provides a framework for interoperability in pan-European electronic transactions expressed as a set of technical specifications.

During the second phase of the initiative (CEN WS/BII 2) a set of technical specifications – “CEN BII Profiles” – were documented and published as five CEN Workshop Agreements (CWAs), which are currently used across Europe. The profiles are designed to facilitate effective public e-procurement based on a modular approach for implementation, with a focus on global interoperability.

The CEN BII profiles can be seen as “agreements” on message contents and business processes. The profile descriptions focus on core information elements that typically cater to the majority of user requirements applicable across Europe and lower the need for detailed bilateral agreements between the trading partners.

In its third phase (CEN WS/BII 3), which began in March 2013 with the approval of the business plan, the Workshop has focused on ensuring that all relevant aspects of e-procurement are covered, including additional business requirements coming from the new Public Procurement Directives and alignment to other standardization efforts in the area of electronic invoicing, as well as ensuring wider recognition and adoption of its deliverables.

More information about the CEN BII initiative can be found on www.cenbii.eu.

This specification describes the method by which business requirements are gathered in order to document them in BII profiles. The method was developed in the course of three BII workshops²: CEN/BII phase 1, CEN/BII2 and CEN/BII3.

This process should be used for new Profiles but it can also be used for evaluating major change requests in a maintenance process (as defined in our Profile Maintenance Process specification – CWA17025-110).

The method of defining the required business information entities (Business terms/elements) in BII phase 1 was in many regards simple and pragmatic. The workshop members contributed with their knowledge together with contributions from NES³ and CODICE⁴. The rationales and requirements for business information entities were documented in most cases, but not in all. The documentation was recorded inside the data models that represent the transactions. The data models in BII were either based on UBL or following the same approach as UN Core component technical specifications (CCTS)⁵. In CEN/BII2 a more structured approach was followed. Business requirements were gathered and documented and the detailed information requirements were derived from those business requirements. Also, the requirements were modelled in a syntax neutral way, to allow binding of the models to multiple syntaxes.

Based on lessons learned from implementation projects such as OpenPEPPOL⁶, and eSENS⁷, and our previous workshops; CEN BII, and CEN BII2, the process of deriving requirements based on key examples

² Each workshop which followed the original were given the acronym BII2 and BII3

³ <http://www.nesubl.eu/> - one of the original contributors to BII.

⁴ Codice (Conseil pour la Diffusion de la Culture Economique,) <http://codice.fr/> - one of the original contributors to BII.

⁵ http://www.unece.org/cefact/codesfortrade/ccts_index.html

⁶ <http://peppol.eu/>

⁷ <http://www.esens.eu/home/>

has been found to be very useful. The key example offers an opportunity to describe one or several scenarios of the expected play out of a profile. The examples are easily communicated with business users and they can be used to ensure that the participants in the work have a common understanding of the purpose.

It is assumed that the team (whether in Workshop or not) are made aware of new requirements, probably from a business analysis that has already been undertaken. One or more of the team members are made aware of new requirements, either from their own work or from an external business expert. These new requirements must then be associated with information needs and the business rules surrounding them. It is essential that sufficient information is received along with these requirements so that they are contextualised and unambiguous. Also a process has to be in place to ensure these requirements are harmonised with the existing models and ultimately change requests are created to update the models appropriately in accordance with our Profile Maintenance Process specification (see CWA17025-110).

It is also essential that these requirements are analysed comprehensively and so procedures and systems should be in place to ensure that discussions take place using the widest audience of experts possible. The basic process is that a Requirement is received, it is logged in an issue tracking tool such as Mantis and allocated to the responsible project. The project team will need to ensure the related elements are input; the related goals are collected and a few key examples are determined.

1 How to gather requirements

The justification for the requirements is based on goals. It is important to define and understand the goal of the profile and transaction. There is a considerable risk that requirements are added to a profile that complicates the usage if the contributors have contradicting goals and scope in mind for the profile.

The development of a profile should therefore start with the definition of goals and scope statements.

From the defined goals, business requirements for the process and transactions can be deduced. The business requirements can be further detailed into information requirements for business information necessary to exchange between the trading partners. The business requirements may also result in definition of business rules including process/orchestration rules and illustrated in a BPMN⁸ diagram (see example below in section 2).

This specification recommends a straight forward process for documenting requirements. The team developing a profile (or possibly also other types of specifications) works according the following steps

- Describe the goals
- Elaborate the scope
- Describe 2-5 key examples
- Gather requirements
- Requirement – Format syntax mapping

The process is highly iterative.

⁸ <http://www.bpmn.org>