

The Petroleum Industry Data Exchange, Inc. (PIDX) Executive Committee approved the creation of the Business Process Work Group. The Work Group shall address specific activities, issues and/or operational responsibilities of PIDX consistent with the mission, strategic objectives and business plan of PIDX. The Work Group shall be governed by the PIDX Bylaws, Procedures for Standards Development and this Charter.

PURPOSE

Purpose of the Work Group is to facilitate various standards development activities, including without limitation developing consensus through the ballot process for PIDX and the petroleum industry.

MEMBERSHIP

The Work Group membership is open to any interested PIDX Member that registers with the Work Group and meets the qualifications for registration established by the Standards & Guidelines Committee.

OFFICERS

The Work Group officers shall consist of a minimum of a Chair and a Vice Chair, but may also include a secretary. All officers must be representatives of a PIDX Member organization in good standing. Any exception may be approved by the Standards & Guidelines Committee.

TENURE

The Chair may serve up to three (3) terms of two (2) years.

RESPONSIBILITIES

- The Chair shall timely distribute Work Group meeting notices and agendas.
- The Work Group members shall be prepared for each meeting and research issues to be discussed for all work group meetings.
- The Chair or secretary shall record and maintain minutes of each meeting.
- The Work Group may invite to its meeting outside observers and/or participants.
- The Work Group may form and delegate authority to a project team where appropriate.
- The Chair reports the Work Group actions and recommendations to the Standards & Guidelines Committee.

DELIVERABLES

- Analyze which aspects of procure to pay and order fulfillment require business process guidelines, to facilitate new standards for eBusiness within the petroleum industry.
- Analyze issues related to targeted documents and recommend solutions to address most common buyer and supplier issues; be aware of third party role in processes.
- Determine if current documents require modifications or if additional documents are needed.
- Document solutions and business process guidelines.
- Define process to document business process guidelines.
- To promote the use and adoption of new standards for eBusiness within the petroleum industry.