

The Petroleum Industry Data Exchange, Inc. (PIDX) Executive Committee approved the creation of the Cataloguing and Classification Work Group (CCWG). 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 Cataloguing and Classification Work Group is to promote the use and development of the PIDX open standard dictionaries, taxonomy and schema, developed by the industry for the industry to classify and describe products, services and industry definitions.

### **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**

- To maintain a group membership representing as many aspects of our industry as possible, and from as broad range of international bases and/or experience as possible.
- To develop the dictionary and classification standards.
- To manage and control the Petroleum Industry Data Dictionary (PIDD).
- To manage the hosting of the PIDX Material and Services Schema.
- To review existing templates and enhance them to meet the needs of the industry.
- To review and arbitrate submissions for inclusion to the data standards.
- To promote the use and adoption of the Material and Services Schema.