

Scoping Study

Meeting Management System

World Customs Organization

Benjamin Remy

5 Oct 2017

Version: 01.04

1 TABLE OF CONTENTS

2	Document Controls	4
2.1	History	4
2.2	Review	4
3	Introduction.....	5
3.1	Purpose.....	5
3.2	Scope	5
3.2.1	In.....	5
3.2.2	Out.....	5
3.3	Definitions, Acronyms, and Abbreviations.....	6
3.3.1	Definitions	6
3.3.2	Acronyms and Abbreviations	6
3.4	Reference	6
3.5	Overview.....	7
4	Context	8
5	Stakeholder and User Descriptions	9
5.1	Stakeholder Summary	9
5.2	User Profiles	10
5.3	Key User Needs	11
5.4	Alternatives and Competition	11
6	Product Overview	12
6.1	Product Perspective	12
6.1.1	As Is.....	12
6.1.2	To Be.....	12
7	Product Features	14
7.1	User Story Template.....	14
7.2	Epic 1: Manage Authentication.....	15
7.2.1	US_001: Log into Meeting Management System.....	15
7.2.2	US_002: Log Out of Meeting Management System	16
7.3	Epic 2: Manage Committees	17
7.3.1	US_003 - Consult Committees List.....	17
7.3.2	US_004 - Consult Committee Details.....	18
7.3.3	US_005 - Add New Committee	19
7.3.4	US_006 - Edit Committee.....	20

7.3.5	US_007 - Delete Committee	21
7.4	Epic 3: Manage Meetings	22
7.4.1	US_008 - Consult Meeting	22
7.4.2	US_009- Add New Meeting.....	23
7.4.3	US_010 - Publish Meeting.....	24
7.4.4	US_011 - Edit Meeting	25
7.4.5	US_012 - Delete Meeting.....	26
7.4.6	US_013 - Add Note.....	26
7.5	Epic 4: Manage Documents	27
7.5.1	US_014 - Add New General Document	27
7.5.2	US_015 - Add New Meeting Document.....	30
7.5.3	US_016 - Add New Presentation	33
7.5.4	US_017 - Compute Document Name	36
7.5.5	US_018 - Consult Document.....	38
7.5.6	US_019 - Edit Document.....	40
7.5.7	US_020 - Delete Document	41
7.5.8	US_021 - Consult Documents List.....	42
7.5.9	US_022 - Add Document Version	43
7.5.10	US_023 - Add Document Annex	44
7.5.11	US_024 - Add Document Translation	45
7.5.12	US_025 - Publish Document	46
7.5.13	US_026 - Publish All Presentations.....	47
7.6	Epic 5: Manage Tasks	48
7.6.1	US_027 - View Tasks	48
7.6.2	US_028 - Assign Task.....	49
7.6.3	US_029 - Send Task Creation Notification.....	50
7.6.4	US_030 - Send Task Reminder Notification.....	51
7.6.5	US_031 - Approve/Amend Document.....	52
7.6.6	US_032 - Close Document	53
7.6.7	US_033 - Send Task Execution Notification.....	54
7.7	Epic 6: Manage Application.....	55
7.7.1	US_034 - Manage Application Settings.....	55
7.7.2	US_035 - Consult Users List	56
7.7.3	US_036 - Consult User	57
7.7.4	US_037 - Add User	58
7.7.5	US_038 - Edit User	59

7.7.6	US_039 - Delete User	60
7.7.7	US_040 - Manage Referentials	61
7.8	Epic: 7: Manage Personal Settings	62
7.8.1	US_041 - Manage Personal Settings	62
8	Constraints	63
9	Other Requirements	64
10	Document Requirements	67
10.1	Functional Analysis	67
10.2	Technical Analysis	67
10.3	Application Code	67
10.4	User Manual	67
11	Appendix	68
11.1	Business Process	68
11.2	State Diagram	68
11.2.1	Document	68
11.3	Screens mockup	71
11.3.1	General	71
11.3.2	Epic 1: Manage Authentication	72
11.3.3	Epic 2: Manage Committees	72
11.3.4	Epic 3: Manage Meetings	75
11.3.5	Epic 4: Manage Documents	77
11.3.6	Epic 5: Manage Tasks	81
11.3.7	Epic 6: Manage Application	83
11.3.8	Epic 7: Personal Settings	85
11.3.9	Flow Sample	86
11.4	Document Naming Convention	87
11.4.1	Directorate Indicator	87
11.4.2	Committee Indicator	88
11.4.3	Language Indicator	90

2 DOCUMENT CONTROLS

2.1 History

Version	Author	Comments	Date
00.01	Benjamin Remy	Initial version submitted for review	31 May 2017
01.00	Benjamin Remy	Initial version submitted for acceptance	23 June 2017
01.01	Benjamin Remy	Updated details with regard to the publication of documents (section 7.5.13). Updated list of non-functional requirements (section 9). Updated Committee Indicators (section 11.4.2).	27 June 2017
01.02	Benjamin Remy	Update of document edition feature (section 7.5.2). Update of document generation convention (section 7.5.5.). Typo correction in the list of non-functional requirements (section 9).	29 June 2017
01.03	Benjamin Remy	Update of the details of a committee (sections 7.3 and 11.3.3). Update of the details of the application settings (sections 7.7.1 and 11.3.7.1). Removal of non-AD users (sections 7.7.5 and 7.7.6). Update of acceptance criteria on referential management (section 7.7.7).	24 July 2017
01.04	Benjamin Remy	Typos correction.	05 October 2017

2.2 Review

Name	Department	Function	Version	Date
Bernadette Hendrix	Secretary General & Administration	Secretary	00.01	31 May 2017
Carine De Keyser	Facilitation / Procedures	Secretary	00.01	20 June 2017
Déborah La Monica	Enforcement / Compliance	Secretary	00.01	12 June 2017
Erkki Erend	ISTS	Head of ISTS	00.01	06 June 2017
Isabelle Duez	Tariff and Trade Affairs	Secretary	00.01	20 June 2017
Marie-France Gillis	HRDS	Secretary	00.01	09 June 2017
Erkki Erend	ISTS	Head of ISTS	01.01	29 June 2017

3 INTRODUCTION

3.1 Purpose

The purpose of this document is to describe - as clearly as possible - the underlying vision behind the new Meeting Management System (MMS) that must be built to fulfill World Customs Organization (WCO) own needs.

3.2 Scope

3.2.1 In

The scope of this project is to build up a new web application called MMS. This application is expected to be used by WCO users and most especially by Secretaries. Its goal is to allow the management of meetings that are hold in the context of committees, including the ability to manage the documents to be used.

MMS is part of an application ecosystem and must interact with the WCO-members extranet so that meetings and documents that are published are also made available to meeting participants.

3.2.2 Out

The following features were deemed not to be necessary in the case of the MMS:

- Check In/Out of documents.
- Enforcement of a permission based on the belonging to a given directorate for secretaries.
- Agenda items created through MMS are only used to add documents. The management of the agenda and agenda items through MMS is considered to be out of the scope. The content of the agenda document must be however used to generate an html file that can be referenced in the WCO members extranet.
- Document number generation must not depend on the selected document type. The user must have the possibility to indicate whether a document number must be generated or not whatever the corresponding document type.
- The automatic creation of a registration link in the meeting participant database and sending of this information back to the secretary in charge of the meeting with the observer login and password.

The following aspects were deemed to be out of scope of the current document:

- Communication with the document management system (DMS).
- Display of information into WCO members extranet.

3.3 Definitions, Acronyms, and Abbreviations

3.3.1 Definitions

Name	Definition
Agenda	An agenda always belongs to meeting. It consists of a set of agenda items.
Committee	A committee is a WCO subject-organized structure that belongs to one directorate. A committee can hold meetings.
Document	A document is a piece of information that may used in the context of a meeting. It may relate directly to the committee or a meeting. It is available in on specific language or bilingual (English-French). It can also be part of an approval workflow or not. A document can be associated with annexes and translation.
Meeting	A meeting is organized by a committee to discuss an agenda.
Reference Document	A document may refer to another document that was used in a previous meeting. In such a case, the latest one is called reference document.

3.3.2 Acronyms and Abbreviations

Acronym	Name
AD	Active Directory
COTS	Commercial Off-The-Shelf
DMS	Document Management System.
ISTS	Information Systems and Telecommunication Service
MMS	Meeting Management System
WCO	World Customs Organization

3.4 Reference

Document Name	Version	Source
None.		

3.5 Overview

The content of this document is based on the following structure:

- Chapter 2 - **Document Controls**: allows controlling the versioning of the current document along with the different reviews that have been performed on which version, by who, and when.
- Chapter 3 - **Introduction**: allows introducing the present document by defining - among other things - the scope of the project.
- Chapter 4 - **Context** : allows presenting the context in which the project happens.
- Chapter 5 - **Stakeholder and User Descriptions**: allows listing and describing the project stakeholders along with their responsibilities. This chapter also provides a description of the expected users of MMS.
- Chapter 6 - **Product Overview**: provides a description of the ecosystem with which MMS must fit in.
- Chapter 7 - **Product Features**: allows listing and presenting product features under the form of user stories.
- Chapter 8 - **Constraints**: lists and describes constraints that have an impact on this project.
- Chapter 9- **Other Requirements**: allows listing and describing non-functional requirements such as application usability, reliability or performance.
- Chapter 10 - **Document Requirements**: presents the needs in terms of documentation for this project.
- Chapter 11 -**Appendix**: lists all annexes to this document.

4 CONTEXT

The WCO facilitates many international seminars by providing the necessary documentation and coordinating amendments and reports. All finalized documents are made available for the authorized users on the WCO-members extranet.

Nowadays this activity is supported by the usage of a tool called Windchill. This tool allows managing documents associated with the above-mentioned meetings.

This system:

- Is difficult to use and requires regular interventions from the Information System and Telecommunication Services (ISTS) department for instance when documents get locked and users cannot edit them anymore.
- Is outdated:
 - Which explains why its users complain about its lack of user-friendliness.
 - Which implies that it cannot evolve to cover evolving business needs expressed by its users.

A replacement system is required that:

- Is easy to use.
- Better meets WCO needs.
- Reduces the effort to manage meetings and that is used by all the staff.
- Automated publishing (on WCO website), therefore decreasing the workload of Webpublish team

5 STAKEHOLDER AND USER DESCRIPTIONS

5.1 Stakeholder Summary

Name	Description	Responsibilities
Communications, Events and Strategic Planning Unit	Communications, Events and Strategic Planning unit departement manages all applications that may have a direct impact on the WCO intranet and extranet.	<ul style="list-style-type: none"> • Take part in interviews and workshops in the context of this project so that requirements can gathered and defined. • Review and approve the current document. • Perform acceptance testing enabling the validation of the delivered solution once available. • Owns the application. This involves the management of the application and the setting up of a support line.
ISTS	ISTS acts a facilitator between service provider and WCO business services. ISTS can also provide WCO business services with technical expertise in the context of their projects.	<ul style="list-style-type: none"> • Organize interviews and workshops in the context of this project so that requirements can be gathered and defined. • Produce this document. • Provide technical expertise when required. • Acts as a facilitator between the service provider and the other stakeholders.
WCO Secretaries	WCO secretaries are the main users of the MMS applications. Each of them is responsible the meetings organized in the context of committees related to their own directorate.	<ul style="list-style-type: none"> • Take part in interviews and workshops in the context of this project so that requirements can gathered and defined. • Review and approve the current document. • Perform acceptance testing enabling the validation of the delivered solution once available.
WCO Users	WCO normal users having access to MMS to manage to consult and manage the agenda of meetings.	<ul style="list-style-type: none"> • (Optional) Take part in interviews and workshops in the context of this project so that requirements can gathered and defined. • (Optional) Perform acceptance testing enabling the validation of the delivered solution once available.

5.2 User Profiles

Name	Description	Responsibilities	Stakeholder
Guest User	Basic user.	<p>A basic user can:</p> <ul style="list-style-type: none"> • Consult committees. • Consult published meetings and related documents. <p>This set of responsibilities can be extended if he/she:</p> <ul style="list-style-type: none"> • Is made the agenda manager • Or the document originator. 	WCO Users
Secretary	A secretary is responsible for the creation and publication of the meetings and documents related to their (sub-)directorate.	On top of the permissions granted to the guest user, the secretary can manage meetings.	WCO Secretaries
Administrator	An administrator has an unlimited access to MMS features.	<p>An administrator has access to all MMS features. He/she is the only user that can:</p> <ul style="list-style-type: none"> • Manage committees. • Manage MMS users. • Manage applications settings. 	Communications, Events and Strategic Planning Unit

5.3 Key User Needs

MMS must be able to fulfill the following key needs:

- Control its access through a secure authentication. The access to the MMS is intended for internal use. In other words, access is only granted to its rightful users. On top of that, users are also associated with a role which grants them a given level of permissions. In other words, depending on its role, a user may have access to some or all MMS features. This need is covered by a first epic: **Manage Authentication**.
- Manage committees and committees information. MMS must allow consulting the list of existing committees, the creation of new committees, and the edition of existing committees. This need is covered by a second epic: **Manage Committees**.
- Manage meetings including their publication. MMS must allow consulting the list of meetings related to a committee, create new ones, and edit existing ones if need be. It must also enable the publication of meetings. This need is covered by a third epic: **Manage Meetings**.
- Manage (committee and meeting) documents. MMS must allow consulting documents and manage them including creating/editing/deleting them but also managing document versions, annexes and translations, and publish them. This is covered by a fifth epic: **Manage Documents**.
- Allow the user to consult and manage their own (approval/publication) tasks. Documents may go through an approval process and should be published (or closed). In both cases, tasks must be created and allocated to a MMS user. Email notifications must also be sent to task owners. This is covered by a sixth epic: **Manage Tasks**.
- Manage the application settings and users. MMS must enforce application configurability through a dedicated menu. On top of that, MMS must also allow consulting the list of existing users and if need be managing these as well. This is covered by a seventh epic: **Manage Application**.
- Manage personal settings. MMS should allow the user to define specific settings that apply to his/her own account such as a default welcome page.

5.4 Alternatives and Competition

Apart from keeping the current system that involves:

- The usage of the outdated Windchill application that cannot evolve to cover need needs.
- The manual upload procedure followed to publish content on the WCO-members extranet.

Three solutions are offered:

- Either go for a Commercial Off-The-Shelf (COTS) product.
- Or go for a custom-built web application.
- Or go somewhere in between a COTS and a custom development where a COTS would be customized to fulfill the most relevant business requirements that are expressed in this document.

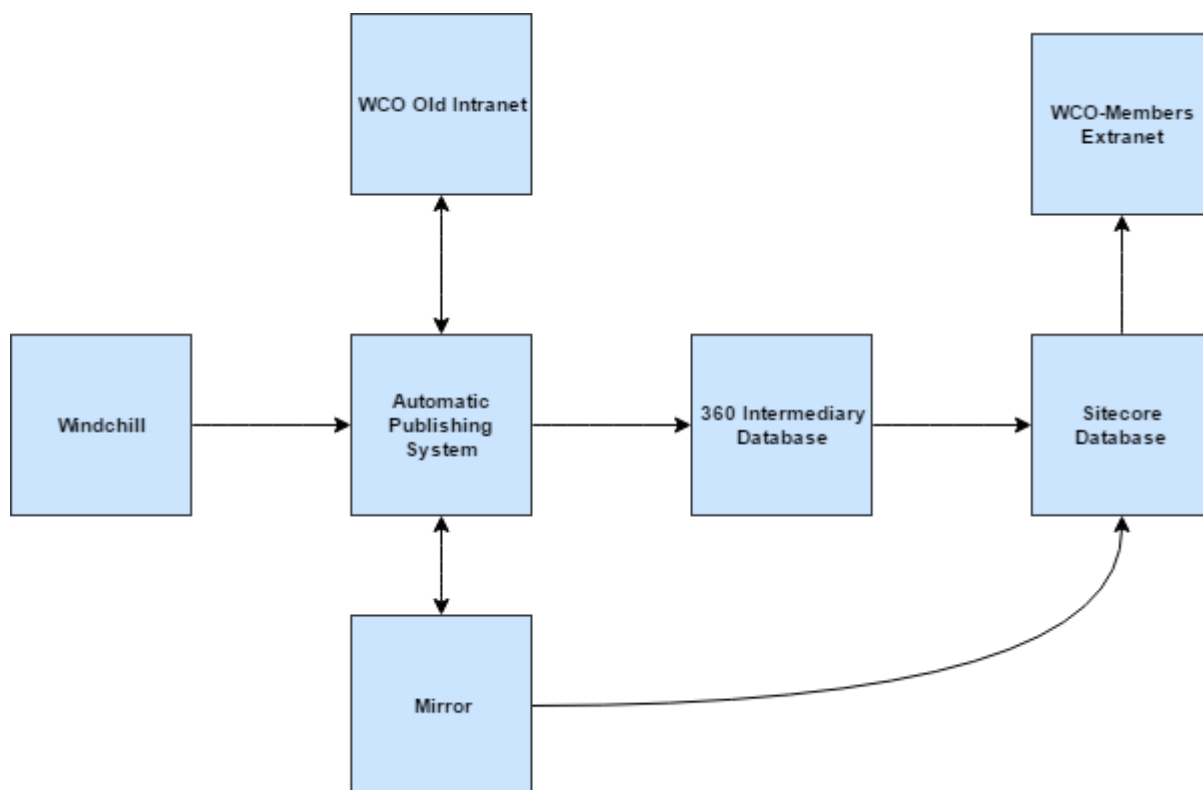
6 PRODUCT OVERVIEW

6.1 Product Perspective

MMS is part of a larger ecosystem that allows publishing content onto the WCO-members extranet.

6.1.1 As Is

The following diagram presents a system view of the current ecosystem to which MMS predecessor, Windchill belongs.



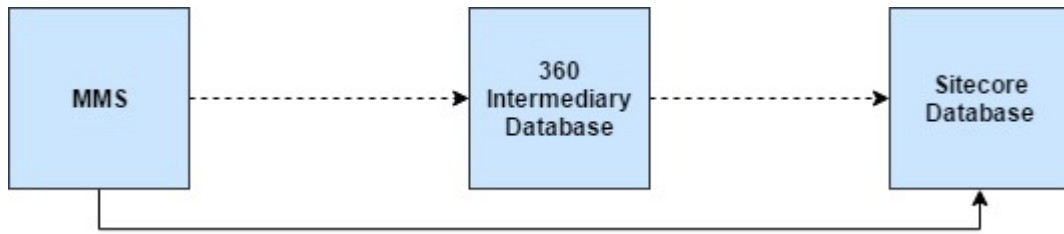
Windchill pushes information in case of publication onto a file system called Automatic Publishing System (APS). The information contained in APS are directly used by WCO Old Intranet. This last one can also be used to upload and convert to PDF files directly into APS.

A previous initiative consisted in implementing a DMS at WCO called 360. This intermediary database was foreseen to provide the sitecore database with data- sitecore being the Content Management System framework used for the WCO-members extranet. This data could be then published onto the WCO-members extranet.

This project did not end successfully and a temporary solution has been used since then. This solution consisted in mirroring the APS and compare the content of the two file systems. Then, the publication of the updates has to be performed manually.

6.1.2 To Be

The following diagram presents a proposition of to be ecosystem involving MMS:



Please note that the link with 360 intermediary database is envisioned but it is not a pre-requisite. The system should however be easily adapted to make a connection happen in the future with 360 or with another DMS.

7 PRODUCT FEATURES

Features were divided according to the epics that were identified in the section **5.3 - Key User Needs**.

Features are described using user stories. Section **7.1 - User Story Template** presents the details of this template.

7.1 User Story Template

User Story ID (e.g. US_001) - User Story Title (e.g. Consult Committees List)	
Description	
<p>Each user story is described per the following pattern:</p> <p><i>As User, I want to ...</i></p> <p><i>So that ...</i></p> <p><u>E.g.</u></p> <p>As Guest User, I want to be able to consult the list committees</p> <p>So that I have a complete overview of all inactivative and active committees.</p>	
Priority	
<p>The user priority is set up according to MoSCoW method:</p> <ul style="list-style-type: none"> • Must Have: the related requirements are deemed to be critical and must be part of the solution from day one. • Should Have: the related requirements are deemed important and could be part of the first delivery. • Could Have: the related requirements are not important and will not be made available for the first delivery. They could however be part of future deliveries. • Won't Have: the related requirements are not important at all, or do not bring a lot of added value, or are deemed to be not appropriate at the time. Their delivery is not planned. 	
Details	
<p>This section allows bringing more details to the user details. These details may relate for instance to specific permissions issues to be considered or more technical aspects linked to the implementation of the actual solution.</p>	
Acceptance Criteria	
<p>This section allows specifying criteria against which the solution implementation is going to be validated. If the implementation does not fulfill these criteria, then it cannot be accepted.</p> <p>Please note that these criteria are not presented sequentially.</p>	
ID	Step
1	<p>A step description follows the following pattern: <i>When... then...</i></p> <p><u>E.g.</u></p> <p>When the Guest User clicks on the menu: Committees then the window displaying the list of committees opens.</p>

7.2 Epic 1: Manage Authentication

7.2.1 US_001: Log into Meeting Management System

US_001: Log into Meeting Management System	
Description	
As Guest User , I want to be able to log into the Meeting Management System (MMS) So that I can use its features.	
Priority	
Must have.	
Details	
<p>Attention</p> <p>The application can be accessed through WCO intranet. If the user is already identified in the intranet, then he/she does not have to provide his/her login and password again. He/she must be recognized as a rightful user of the MMS. If the user access the application by typing directly its URL, then he/she must provide both his/her login and password.</p>	
Acceptance Criteria	
ID	Step
1	When I enter the application address in a browser then I expect to have access a login page which allows providing a user and a password. The users and passwords are my AD credentials.
2	When I enter either a wrong login or a wrong password, then I expect to get an error message: "The password and/or the login is/are incorrect".
3	When I entered an incorrect login/password three times in a row, then I expect not to be able to try again for according to the AD settings.
4	When I enter correct login and password, then I expect to be logged in. The page that has been defined to be displayed by default for my user is displayed. By default, secretaries welcome page should be: Committees List. For other users, the default welcome page should be: My Tasks.

7.2.2 US_002: Log Out of Meeting Management System

US_002: Log into Meeting Management System	
Description	
As Guest User , I want to be able to log out of the MMS So that I can close my session.	
Priority	
Must have.	
Details	
None.	
Acceptance Criteria	
ID	Step
1	When I am logged into MMS, then I expect to have access to a log out icon.
2	When I click on this icon, then I expect to be logged out of the application.
3	When I am not active for 30 minutes long, then I expect to be logged out automatically of the application.

7.3 Epic 2: Manage Committees

7.3.1 US_003 - Consult Committees List

US_003 - Consult Committees List	
Description	
As Guest User , I want to be able to consult the list of committees So that I have a complete overview of all inactivative and active committees.	
Priority	
Must have.	
Details	
None.	
Acceptance Criteria	
ID	Step
1	When I click on the menu: Committees , then I expect the MMS to display the page: Committees List .
2	<p>When the page: Committees List is opened, then I expect its content to be presented under the form of a grid which columns are:</p> <ul style="list-style-type: none"> • Committee English Name. • Committee French Name. • Document Code. Please note that a document code may not be unique within a directorate. In such a case, the numbering of documents may be shared between two or more committees belonging to the same directorate. • Directorate. • Status. • Last Document Number. Last unique sequence number given to a document in the context of the current committee. <p>The data contained in the grid must be sorted out by default:</p> <ul style="list-style-type: none"> • First by Status (active ones first). • Then by Committee English Name in ascending alphabetical order.
3	When the page: Committees List is opened, then I want committees filtered by default so that only committees related to my directorate are displayed.

7.3.2 US_004 - Consult Committee Details

US_004 - Consult Committee Details	
Description	
As Guest User , I want to be able to consult the details of any committee So that I can access committee detailed information such as related meetings.	
Priority	
Must have.	
Details	
None.	
Acceptance Criteria	
ID	Step
1	<p>When I click on any line of the page: Committees List, then I expect this page to be replaced by the page: Committee that displays the details of the committee I clicked on.</p> <p>The name of the committee should appear in the banner of the page.</p> <p>This page consists of three groups:</p> <p>A first one called: General Information that presents the general information of the committee:</p> <ul style="list-style-type: none"> • Committee English Name. • Committee French Name. • Document Code. • Directorate. • Default Approver Level 2. • Default Approver Level 3. • Agenda Document Template. • Status. • Last Document Number. <p>A second one called: Meetings that presents the associated meetings under the form of a grid. This grid consists of the following columns:</p> <ul style="list-style-type: none"> • Number. Identifier of the meeting. • Start Date. Date at which the meeting session will start. • End Date. Date at which the meeting session will end. • Agenda Manager. Person in charge of creating the agenda. • Status. Indicates whether the meeting has been published or not. <p>Meetings are ordered by number values in descending order so that the latest created appears first.</p> <p>A third one called: General Documents that presents all general documents related to this committee such as conventions. Documents are listed in a grid consisting of the following columns:</p> <ul style="list-style-type: none"> • Document Number. • Status. <p>Documents are ordered by document number values in ascending order.</p>

7.3.3 US_005 - Add New Committee

US_005 - Add New Committee	
Description	
As Administrator , I want to be able to create a committee So that others can consult it and use it to create meetings e.g.	
Priority	
Must have.	
Details	
None.	
Acceptance Criteria	
ID	Step
1	When I open the page: Committees List , then I expect to have access to an icon that allows me to add a new committee.
2	<p>When I click on this icon, then I expect the MMS to replace the page: Committees List by the page: Add New Committee:</p> <ul style="list-style-type: none"> • Committee English Name. This field must be filled in. It can hold text information. • Committee French Name. This field must be filled in. It can hold text information. • Document Code. This field must be filled in. It can hold text information limited to one letter in capital letter. A document code must unique throughout all <u>new</u> committees related to a given directorate. It can however be shared by committees related to different directorates. • Directorate. This field must be filled in. To ease the encoding, I expect to have access to a list of values such as described in section 11.4.1. • Default Approver Level 2. This field could be filled in. It is presented as an enumeration listing all users belonging to the directorate. • Approver Level 3. This field could be filled in. It is presented as an enumeration listing all users Default belonging to the directorate. Approver Level 2 and Approver Level 3 cannot have the same value. • Agenda Document Template. This field must be filled in through a file selector. <p>Contrary to the page: Committee, the page: Add New Committee does not allow seeing and adding related meetings.</p>
3	When I use a document code that has already been allocated for the selected directorate, then I expect the MMS to display an error message: "This document has already been allocated to another committee of the same directorate".

7.3.4 US_006 - Edit Committee

US_006 - Edit Committee	
Description	
As Administrator , I want to be able to edit a committee So that I can modify its content to reflect any change or update that may arise during the committee lifecycle.	
Priority	
Must have.	
Details	
None.	
Acceptance Criteria	
ID	Step
1	When I open the page: Committee , then I expect to be able to access an icon that allows me to edit the committee.
2	<p>When I click on this icon, then I expect the MMS to make the following content belonging to the group: General Information of the page updatable:</p> <ul style="list-style-type: none"> • Committee English Name. This field must be filled in. It can hold text information. • Committee French Name. This field must be be filled in. It can hold text information. • Directorate. This field must be be filled in. It can hold text information. • Default Approver Level 2. This field could be filled in. It is presented as an enumeration listing all users belonging to the directorate. • Default Approver Level 3. This field could be filled in. It is presented as an enumeration listing all users belonging to the directorate. Approver Level 2 and Approver Level 3 cannot have the same value. • Agenda Document Template. This field must be be filled in. It must be accompanied with a file selector. • Status. <p>The following pieces information belong to the same group cannot be edited:</p> <ul style="list-style-type: none"> • Document Code. • Last Document Number. <p>Other pieces of information (meetings and general documents) belonging to this page are not affected by the edition mode.</p>

7.3.5 US_007 - Delete Committee

US_007 - Delete Committee	
Description	
As Administrator , I want to be able to delete a committee So that I can delete a committee that is no longer relevant or that has been created by mistake.	
Priority	
Should have.	
Details	
Attention Please note that the deletion of a committee triggers the deletion of all associated meetings and documents.	
Acceptance Criteria	
ID	Step
1	When I open the page: Committee , then I expect to be able to access an icon that allows me to delete the Committee.
2	When I click on it, then I expect the MMS to ask me to confirm the deletion of the committee.
3	When I confirm the deletion, then I expect the MMS to display its welcome page.
4	When I don't confirm the deletion, then I expect the MMS not to delete the committee.

7.4 Epic 3: Manage Meetings

7.4.1 US_008 - Consult Meeting

UST_008 - Consult Meeting	
Description	
As Guest User , I want to be able to consult the details of a meeting So that I can access the meeting documents, presentations and notes.	
Priority	
Must have.	
Details	
None.	
Acceptance Criteria	
ID	Step
1	<p>When I click on any line of the group: Meetings of the page: Committee, then I expect this page to be replaced by the page: Meeting in read-only mode that displays the details of the meeting.</p> <p>This view consists of three groups:</p> <ul style="list-style-type: none"> • The first group called: General Information lists all generic fields on the meeting itself: <ul style="list-style-type: none"> ○ Number. ○ Double Session. ○ Start Date. ○ End Date. ○ Type. ○ Agenda Manager. ○ Status. • The second group called: Documents is presented under the form of a table which columns are: <ul style="list-style-type: none"> ○ Document Number/Name. ○ Status. ○ Document Type. ○ Language. • Documents are sorted out by document number/name values in ascending order. • The third group called: Notes is presented under the form of a table which columns are: <ul style="list-style-type: none"> ○ Date. ○ Creator. ○ Note. • Notes are sorted out by creation date values in descending order.

7.4.2 US_009- Add New Meeting

UST_009 - Add New Meeting	
Description	
<p>As Secretary, I want to be able to create a new meeting So that I can further specify the meeting’s agenda or someone responsible to for the meeting’s agenda creation.</p>	
Priority	
Must have.	
Details	
<p>Attention Meetings are always created in the context of committees.</p>	
Acceptance Criteria	
ID	Step
1	When I consult the page: Committee , then I expect to find - at the level of the grid listing all corresponding meetings - an icon that allows adding a new meeting.
2	<p>When I click on this icon, then I expect the MMS to replace the page: Committee by the page: Add New Meeting that enables the user to specify:</p> <ul style="list-style-type: none"> • Double Session.This field must be filled in. It holds boolean information. This field value is defaulted to No. • Start Date. This field must be filled in. It holds date information. It comes up with a date picker to ease the selection of a date value. Date display and encoding format is DD/MMM/YYYY. • End Date. This field must be filled in. It holds date information. It comes up with a date picker to ease the selection of a date value. Date display and encoding format is DD/MMM/YYYY. • Type. This field must be filled in. It holds a value that can be selected through a combo which consists of the following values: <ul style="list-style-type: none"> ○ Meeting. ○ Operations. ○ Session. ○ Working Party. • Agenda Manager: This field must be filled in. By default, its value it equal to the person creating the meeting.
3	<p>When I save the meeting, then I expect the MMS to replace the page: Add New Meeting by the page: Meeting in read-only mode.</p> <p>All encoded information must be available. The value of the field: Status is defaulted to Unpublished. The value of the field: Number is computed automatically, taking into account whether the meeting is a double session one or not.</p> <p>Attention When a meeting is created, an agenda document must automatically be created (with document number) below this meeting. Its content must be based on the document template that has been provided at the level of the corresponding committee.</p>

7.4.3 US_010 - Publish Meeting

US_010 - Publish Meeting	
Description	
As Secretary , I want to be able to publish the meeting So that the meeting content is published on the WCO-members extranet.	
Priority	
Must have.	
Details	
Attention The publication only concerns meeting general information and notes. The publication of the meeting does not trigger the publication of documents.	
Acceptance Criteria	
ID	Step
1	When I consult the page: Meeting , then I expect to have access to an icon that allows me to publish several things, among them: the meeting.
2	When I click on this icon, then I expect the MMS to display a confirmation message.
3	When I confirm the publication, then I expect the MMS to update the status of the meeting to Published and to make it available through the WCO-members extranet.

7.4.4 US_011 - Edit Meeting

US_011 - Edit Meeting	
Description	
As Secretary , I want to be able to edit the details of a meeting So that I can modify its content to reflect any change or update that may arise during the committee lifecycle.	
Priority	
Must have.	
Details	
None.	
Acceptance Criteria	
ID	Step
1	When I consult the page: Meeting , then I expect to have access to an icon that allows editing the general information of a meeting.
2	When I click on this icon, then I expect the following content of the meeting to become updatable: <ul style="list-style-type: none"> • Start Date. This field must be filled in. It holds date information. It comes up with a date picker to ease the selection of a date value. Date display and encoding format is DD/MMM/YYYY. • End Date. This field must be filled in. It holds date information. It comes up with a date picker to ease the selection of a date value. Date display and encoding format is DD/MMM/YYYY. • Type. This field must be filled in. It holds a value that can be selected through a combo. • Agenda Manager: can be edited and is required (Default: Creator of the meeting).

7.4.5 US_012 - Delete Meeting

US_012 - Delete Meeting	
Description	
As Secretary , I want to be able to delete a meeting So that I can remove that was created by mistake or is not relevant anymore.	
Priority	
Must have.	
Details	
Attention A secretary can delete a meeting if and only if the secretary is associated with the committee's directorate.	
Acceptance Criteria	
ID	Step
1	When I consult the page: Meeting , then I expect to have access to an icon that allows deleting the meeting.
2	When I click on it, then I expect the MMS to ask me to confirm the deletion of the meeting.
3	When I confirm the deletion, then I expect the MMS to display the page: Committee related to the meeting that has been just deleted.
4	When I delete a meeting that has been published, then I expect to be removed from the WCO-members extranet. The deletion from the meeting participant database must be handled manually.

7.4.6 US_013 - Add Note

UC_014 - Add Note	
Description	
As Guest User , I want to be able to specify a note on any meeting So that I can communicate important information regarding this meeting.	
Priority	
Must have.	
Details	
None.	
Acceptance Criteria	
ID	Step
1	When I consult the page: Meeting , then I expect to have access to an icon that allows adding a note.
2	When I click on it, MMS displays a <u>pop-up</u> including one mandatory field : Note . I can decide to submit my note or cancel the submission.
3	When I submit a note, it appears in the last group of the page: Notes and cannot be removed.

7.5 Epic 4: Manage Documents

7.5.1 US_014 - Add New General Document

US_014- Add New General Document	
Description	
As Secretary , I want to be able to add a new general document So that I can provide information in the context of a committee.	
Priority	
Must have.	
Details	
None.	
Acceptance Criteria	
ID	Step
1	When I consult the details of a committee, then I expect to have access to an icon that allows adding a new general document (such as a convention for instance).
2	<p>When I click on it, then MMS displays the page: Add New Document that consists of four groups:</p> <ul style="list-style-type: none"> • General Information: this group consists of a set of fields: <ul style="list-style-type: none"> ○ The first one being New Document allows indicating if the document is a new one or a reference to an existing one. ○ In case the document is a new one, the following fields are also made available: <ul style="list-style-type: none"> ▪ Auto Document: This field must be filled in and indicates whether a document number must be generated or if the document name can be used as a document number. ▪ Document Type: This field must be filled in. To ease the encoding of its value, this field is associated with a combo which values are: <ul style="list-style-type: none"> • Agenda. • Annex for Official Document. • Decision. • Executive Summary. • Invitation Letter. • Official Document. • Official Translation. • Other Document. • Presentation. • Report. ▪ Language: This field must be filled in. To ease the encoding of its value, this field is associated with a combo which values are: <ul style="list-style-type: none"> • Arabic. • Bilingual. • English. • French. • Multilingual. • Portuguese. • Russian.

US_014- Add New General Document

	<ul style="list-style-type: none"> <ul style="list-style-type: none"> • Spanish. <ul style="list-style-type: none"> ○ In case the document is a reference, then the field: Reference Document is available and must be filled in. The reference must be manually encoded. ○ Document Title: Optional field that allows specifying a document title. • Upload Document: this group allows selecting files to be uploaded or dropping them onto the zone to upload them. • Uploaded Documents: this group lists all files that must be uploaded. Files can be removed from there. • Approval Information: this group lists all the fields related to the approval of the document: <ul style="list-style-type: none"> ○ Approver 1. This field is optional. It allows defining a first approver for the document. The first approver is contacted after the document originator asked for a document review. ○ Approver 2. This field is optional. It appears only if the Approver 1 field is not empty. ○ Approver 3. This field is optional. It appears only if the Approver 2 field is not empty. ○ Time Limit. This field is optional. Once specified, it allows sending task reminders. ○ Translation Arabic. This field is optional. It indicates whether the document must be translated into Arabic. ○ Translation Bilingual. This field is optional. It indicates whether the document must be translated into Bilingual. ○ Translation English. This field is optional. It indicates whether the document must be translated into English. ○ Translation French. This field is optional. It indicates whether the document must be translated into French. ○ Translation Multilingual. This field is optional. It indicates whether the document must be translated into Multilingual. ○ Translation Spanish. This field is optional. It indicates whether the document must be translated into Spanish. ○ Comment. This field is optional.
<p>3</p>	<p>When I select a reference document, then I don't expect to have to provide a document, a document type, and a language. The MMS must be able to retrieve all of these pieces of information based on the provided reference document number.</p>
<p>4</p>	<p>Once I save the new meeting document, then MMS displays the details of the document back in edit mode which consists of:</p> <ul style="list-style-type: none"> • A first group called: General Information which consists of the following set of fields: <ul style="list-style-type: none"> ○ Document Number. ○ Status: default value is Not Published. ○ Document Type. ○ Language. • A second group called: Approval Information which consists of the following set of fields: <ul style="list-style-type: none"> ○ Approver. ○ Translation Arabic. ○ Translation Bilingual. ○ Translation English. ○ Translation French. ○ Translation Multilingual. ○ Translation Portuguese. ○ Translation Russian. ○ Translation Spanish. ○ Comment.

US_014- Add New General Document

	<ul style="list-style-type: none"> • A third group called: Versions which consists of a four columns grid: <ul style="list-style-type: none"> ○ Version Number. ○ Created By. ○ Created On. ○ Published On • Versions are sorted out per version number values in descending order. • A fourth group called: Translations which consists of a three columns grid: <ul style="list-style-type: none"> ○ Version Number. ○ Language. ○ Published On. • Translations are sorted out per language in ascending order first then by version number values in descending order.
5	<p>When a document is created, then I expect a publication task to be created and assigned to the agenda manager.</p>
6	<p>When I create a document, its number (either generated or not) must be unique, then I expect to receive an error message when trying to create a document with an existing document number.</p> <p>The only exception to this rule is the case of reference documents.</p>

7.5.2 US_015 - Add New Meeting Document

US_015 - Add New Meeting Document	
Description	
As Secretary , I want to be able to add a new meeting document So that I can provide useful information in the context of this document.	
Priority	
Must have.	
Details	
None.	
Acceptance Criteria	
ID	Step
1	When I consult the details of a meeting, then I expect to have access to an icon that allows adding a new meeting document (such as a presentation for instance).
2	<p>When I click on it, then MMS displays the page: Add New Document that consists of four groups:</p> <ul style="list-style-type: none"> • General Information: this group consists of a set of fields: <ul style="list-style-type: none"> ○ The first one being New Document allows indicating if the document is a new one or a reference to an existing one. ○ In case the document is a new one, the following fields are also made available: <ul style="list-style-type: none"> ▪ Auto Document: This field must be filled in and indicates whether a document number must be generated or if the document name can be used as a document number. ▪ Document Type: This field must be filled in. To ease the encoding of its value, this field is associated with a combo which values are: <ul style="list-style-type: none"> • Agenda. • Annex for Official Document. • Decision. • Executive Summary. • Invitation Letter. • Official Document. • Official Translation. • Other Document. • Presentation. • Report. ▪ Language: This field must be filled in. To ease the encoding of its value, this field is associated with a combo which values are: <ul style="list-style-type: none"> • Arabic. • Bilingual. • English. • French. • Multilingual. • Portuguese. • Russian. • Spanish. ○ In case the document is a reference, then the field: Reference Document is available and

US_015 - Add New Meeting Document

	<p>must be filled in. The reference must be manually encoded.</p> <ul style="list-style-type: none"> ○ Document Title: Optional field that allows specifying a document title. ● Upload Document: this group allows selecting files to be uploaded or dropping them onto the zone to upload them. ● Uploaded Documents: this group lists all files that must be uploaded. Files can be removed from there. ● Approval Information: this group lists all the fields related to the approval of the document: <ul style="list-style-type: none"> ○ Approver 1. This field is optional. It allows defining a first approver for the document. The first approver is contacted after the document manager asked for a document review. ○ Approver 2. This field is optional. It appears only if the Approver 1 field is not empty. ○ Approver 3. This field is optional. It appears only if the Approver 2 field is not empty. ○ Time Limit. This field is optional. Once specified, it allows sending task reminders. ○ Translation Arabic. This field is optional. It indicates whether the document must be translated into Arabic. ○ Translation Bilingual. This field is optional. It indicates whether the document must be translated into Bilingual. ○ Translation English. This field is optional. It indicates whether the document must be translated into English. ○ Translation French. This field is optional. It indicates whether the document must be translated into French. ○ Translation Multilingual. This field is optional. It indicates whether the document must be translated into Multilingual. ○ Translation Spanish. This field is optional. It indicates whether the document must be translated into Spanish. ○ Comment. This field is optional.
<p>3</p>	<p>When I select a reference document, then I don't expect to have to provide a document, a document type, and a language. The MMS must be able to retrieve all of these pieces of information based on the provided reference document number.</p>
<p>4</p>	<p>Once I save the new meeting document, MMS displays the details of the document back in edit mode which consists of:</p> <ul style="list-style-type: none"> ● A first group called: General Information which consists of the following set of fields: <ul style="list-style-type: none"> ○ Document Number. ○ Status: default value is Not Published. ○ Document Type. ○ Language. ● A second group called: Approval Information which consists of the following set of fields: <ul style="list-style-type: none"> ○ Approver. ○ Translation Arabic. ○ Translation Bilingual. ○ Translation English. ○ Translation French. ○ Translation Multilingual. ○ Translation Portuguese. ○ Translation Russian. ○ Translation Spanish. ○ Comment. ● A third group called: Versions which consists of a four columns grid: <ul style="list-style-type: none"> ○ Version Number.

US_015 - Add New Meeting Document

	<ul style="list-style-type: none"> ○ Created By. ○ Created On. ○ Published On ● Versions are sorted out per version number values in descending order. ● A fourth group called: Translations which consists of a three columns grid: <ul style="list-style-type: none"> ○ Version Number. ○ Language. ○ Published On. ● Translations are sorted out per language in ascending order first then by version number values in descending order.
5	<p>When a document is created, then I expect a publication task to be created and assigned to the agenda manager.</p>
6	<p>When I create a document, its number (either generated or not) must be unique, then I expect to receive an error message when trying to create a document with an existing document number.</p> <p>The only exception to this rule is the case of reference documents.</p>

7.5.3 US_016 - Add New Presentation

US_016 - Add New Meeting Document	
Description	
As Guest User , I want to be able to add a presentation So that I can provide content for this presentation in the context of the meeting.	
Priority	
Must have.	
Details	
Attention The guest user must be the agenda manager. The only difference between adding a new meeting document and adding a new presentation is that it is possible to add multiple presentations in one go while it must not be possible when adding meeting documents.	
Acceptance Criteria	
ID	Step
1	When I consult the details of a meeting, then I expect to have access to an icon that allows adding a new presentation.
2	<p>When I click on it, then MMS displays the page: Add New Document that consists of four groups:</p> <ul style="list-style-type: none"> • General Information: this group consists of a set of fields: <ul style="list-style-type: none"> ○ The first one being New Document allows indicating if the document is a new one or a reference to an existing one. ○ In case the document is a new one, the following fields are also made available: <ul style="list-style-type: none"> ▪ Auto Document: This field must be filled in and indicates whether a document number must be generated or if the document name can be used as a document number. ▪ Document Type: This field must be filled in. The value: Presentation is selected and cannot be changed. ▪ Language: This field must be filled in. To ease the encoding of its value, this field is associated with a combo which values are: <ul style="list-style-type: none"> • Arabic. • Bilingual. • English. • French. • Multilingual. • Portuguese. • Russian. • Spanish. ○ In case the document is a reference, then the field: Reference Document is available and must be filled in. The reference must be manually encoded. ○ Document Title: Optional field that allows specifying a document title. • Upload Document: this group allows selecting files to be uploaded or dropping them onto the zone to upload them. • Uploaded Documents: this group lists all files that must be uploaded. Files can be removed from there. • Approval Information: this group lists all the fields related to the approval of the document:

US_016 - Add New Meeting Document

	<ul style="list-style-type: none"> ○ Approver 1. This field is optional. It allows defining a first approver for the document. The first approver is contacted after the document originator asked for a document review. ○ Approver 2. This field is optional. It appears only if the Approver 1 field is not empty. ○ Approver 3. This field is optional. It appears only if the Approver 2 field is not empty. ○ Time Limit. This field is optional. Once specified, it allows sending task reminders. ○ Translation Arabic. This field is optional. It indicates whether the document must be translated into Arabic. ○ Translation Bilingual. This field is optional. It indicates whether the document must be translated into Bilingual. ○ Translation English. This field is optional. It indicates whether the document must be translated into English. ○ Translation French. This field is optional. It indicates whether the document must be translated into French. ○ Translation Multilingual. This field is optional. It indicates whether the document must be translated into Multilingual. ○ Translation Spanish. This field is optional. It indicates whether the document must be translated into Spanish. ○ Comment. This field is optional.
3	<p>When I select a reference document, then I don't expect to have to provide a document, a document type, and a language. The MMS must be able to retrieve all of these pieces of information based on the provided reference document number.</p>
4	<p>Once I save the new meeting document, MMS displays the details of the document back in edit mode which consists of:</p> <ul style="list-style-type: none"> ● A first group called: General Information which consists of the following set of fields: <ul style="list-style-type: none"> ○ Document Number. ○ Status: default value is Not Published. ○ Document Type. ○ Language. ● A second group called: Approval Information which consists of the following set of fields: <ul style="list-style-type: none"> ○ Approver. ○ Translation Arabic. ○ Translation Bilingual. ○ Translation English. ○ Translation French. ○ Translation Multilingual. ○ Translation Portuguese. ○ Translation Russian. ○ Translation Spanish. ○ Comment. ● A third group called: Versions which consists of a four columns grid: <ul style="list-style-type: none"> ○ Version Number. ○ Created By. ○ Created On. ○ Published On ● Versions are sorted out per version number values in descending order. ● A fourth group called: Translations which consists of a three columns grid: <ul style="list-style-type: none"> ○ Version Number. ○ Language.

US_016 - Add New Meeting Document

	<ul style="list-style-type: none">○ Published On.<ul style="list-style-type: none">• Translations are sorted out per language in ascending order first then by version number values in descending order.
5	When a document is created, then I expect a publication task to be created and assigned to the agenda manager.
6	When I create a document, its number (either generated or not) must be unique, then I expect to receive an error message when trying to create a document with an existing document number. The only exception to this rule is the case of reference documents.

7.5.4 US_017 - Compute Document Name

US_017 - Compute Document Number	
Description	
As Guest User , I want MMS to compute the name of the document I created so that it follows a structured naming convention.	
Priority	
Must have.	
Details	
<p>Attention</p> <p>The numbering convention may change in the near future. Please refer to section 11.4 on Document Naming Convention.</p>	
Acceptance Criteria	
ID	Step
1	<p>When a new document is created and a document number must be generated for it, then I expect the MMS to take into account the following rule:</p> <p>The document number is composed of 8 characters:</p> <ul style="list-style-type: none"> • The first character reveals the directorate. • The second character reveals the committee. • The four following characters are a sequential number starting at 0001 for each committee. • The seventh character reveals the document language. • The eighth character is the version indicator.
2	<p>When an annex to a document is created, then I expect the MMS to take into account the following rule:</p> <p>Annexes number is composed of 10 characters:</p> <ul style="list-style-type: none"> • The first character reveals the directorate. • The second character reveals the committee. • The four following characters are a sequential number starting at 0001 for each committee. • 1 character A standing for annex. • 1 character for the annex number since an official document may have several annexes. • The ninth character reveals the document language. • The tenth character is the version indicator. <p>Please note that annex and document share the same:</p> <ul style="list-style-type: none"> • Directorate indicator. • Committee indicator. • Sequential number. • Version indicator.
3	<p>When a translation of a document is created, then I expect the MMS to take into account the following rule:</p> <p>The translation number is composed of 8 characters:</p> <ul style="list-style-type: none"> • The first character reveals the directorate. • The second character reveals the committee. • The four following characters are a sequential number starting at 0001 for each committee. • The seventh character reveals the document language.

US_017 - Compute Document Number

- The eight character is the version indicator.

Please note that annex and document share the same:

- Directorate indicator.
- Committee indicator.
- Sequential number.
- Version indicator.

7.5.5 US_018 - Consult Document

US_018 - Consult Document Details	
Description	
As Guest User , I want to be able to consult document details So that I can consult the list of document versions and download one of these.	
Priority	
Must have.	
Details	
None.	
Acceptance Criteria	
ID	Step
1	<ul style="list-style-type: none"> • When I click on any general document from the details of a committee, • Or when I click on any meeting document from the details of a meeting, • Or when I click on any presentation document from the details of a meeting, • O when I click on any document from the list of documents. <p>then I expect the view to be replaced by the page: Document that displays the details of this document. This view consists of five groups:</p> <ul style="list-style-type: none"> • A first one called: General Information that consists of a set of fields: <ul style="list-style-type: none"> ○ Document Number/Name. ○ Document Title. ○ Status. ○ Type. ○ Language. • A second group called: Approval Information which consists of the following set of fields: <ul style="list-style-type: none"> ○ Approver 1. ○ Approver 2 (if Approver 1 is not empty). ○ Approver 3 (if Approver 2 is not empty). ○ Translation Arabic. ○ Translation Bilingual. ○ Translation English. ○ Translation French. ○ Translation Multilingual. ○ Translation Portuguese. ○ Translation Russian. ○ Translation Spanish. ○ Comment. • A third group called: Versions which consists of a four columns grid: <ul style="list-style-type: none"> ○ Version Number. ○ Created By. ○ Created On. ○ Published On. • A fourth group called: Annexes which consists of a three columns grid: <ul style="list-style-type: none"> ○ Version Number. ○ Language.

US_018 - Consult Document Details

- **Published On.**
- A fifth group called: **Translations** which consists of a three columns grid:
 - **Version Number.**
 - **Language.**
 - **Published On.**

7.5.6 US_019 - Edit Document

US_019 - Edit Document	
Description	
As Secretary , I want to be able to edit the general information of a document So that I can correct any mistakes that has been done.	
Priority	
Must have.	
Details	
None.	
Acceptance Criteria	
ID	Step
1	When I consult the details of a document, then I expect to have access to an icon that allows editing the details of the document.
2	<p>When I click on this icon, the content of the view becomes updatable and I can edit the following information:</p> <ul style="list-style-type: none"> • Approver 1. • Approver 2 (if Approver 1 is not empty). • Approver 3 (if Approver 2 is not empty). • Time Limit. • Document Title. • Document Type. • Originator. • All fields of the group: Approval Information. <p>Other information cannot be edited.</p>

7.5.7 US_020 - Delete Document

US_020 - Delete Document	
Description	
As Secretary , I want to be able to delete a document So that I can remove a document that is not useful.	
Priority	
Must have.	
Details	
None.	
Acceptance Criteria	
ID	Step
1	When I consult the details of a document, then I expect to have access to an icon that allows deleting the details of the document.
2	When I click on it, then I expect the MMS to ask me to confirm the deletion of the document.
3	When I confirm the deletion, then I expect the MMS to the page that was displayed before the document details were displayed. All tasks related to a deleted document must also be deleted.

7.5.8 US_021 - Consult Documents List

US_021 - Consult Documents List	
Description	
As Guest User , I want to be able to see all documents contained in MMS So that I can download the latest version of any document.	
Priority	
Must have.	
Details	
None.	
Acceptance Criteria	
ID	Step
1	When I click on the menu: Documents then I expect the MMS to display the page: Documents List .
2	<p>This page consists of a 4 columns grid:</p> <ul style="list-style-type: none"> • Committee. • Meeting. • Document Name/Number. • Publication Date. <p>On top of these columns, each document is associated with an icon that allows downloaded the latest version of the document.</p> <p>Documents are sorted out per document name values in ascending alphabetical order.</p>
3	When I click on this icon, MMS transmits the file to the browser so that it can be downloaded.

7.5.9 US_022 - Add Document Version

US_022 - Add Document Version	
Description	
As Guest User , I want to be able to add a document version to an existing document so that I can provide additional content.	
Priority	
Must have.	
Details	
Attention	
To add a document translation, the guest user must be the document originator.	
Acceptance Criteria	
ID	Step
1	When I consult the details of the document, then I expect to have access to an icon that allows adding a new document version.
2	<p>When I click on this icon, then I expect the MMS to display the page: Add New Version.</p> <p>This page consists of three groups:</p> <ul style="list-style-type: none"> • General Information consisting of a two mandatory fields: Language and Version. The value of the first one can be selected from a combo. The value of the second can also be selected of a combo which values are based on the existing document versions. • Upload Document. This group allows uploading document(s). • Uploaded Documents. This group lists the uploaded documents. <p>By default, only one document can be uploaded in the case of the creation of a version.</p>
3	When I create a new version, then I do not expect it to trigger the generation of a publication task.

7.5.10 US_023 - Add Document Annex

US_023 - Add Document Annex	
Description	
As Guest User , I want to be able to add an annex to an existing document So that I can provide additional content to the document.	
Priority	
Must have.	
Details	
Attention To add a document translation, the guest user must be the document originator.	
Acceptance Criteria	
ID	Step
1	When I consult the details of the document, then I expect to have access to an icon that allows adding a new document annex.
2	When I click on this icon, then I expect the MMS to display the page: Add New Annex. This page consists of three groups: <ul style="list-style-type: none"> • General Information consisting of two fields: Language and Version. Both of them are mandatory. Version allows selecting the corresponding version of the document for which the annex is made available. • Upload Document. This group allows uploading document(s). • Uploaded Documents. This group lists the uploaded documents. By default, only one document can be uploaded in the case of the creation of a version.
3	When I create a new translation, then I do not expect it to trigger the generation of a publication task.

7.5.11 US_024 - Add Document Translation

US_024 - Add Document Translation	
Description	
As Guest User , I want to be able to add a translation to an existing document So that I can provide additional content in other language than the document's one.	
Priority	
Must have.	
Details	
Attention To add a document translation, the guest user must be the document originator.	
Acceptance Criteria	
ID	Step
1	When I consult the details of the document, then I expect to have access to an icon that allows adding a new document translation.
2	When I click on this icon, then I expect the MMS to display the page: Add New Version. This page consists of three groups: <ul style="list-style-type: none"> • General Information consisting of two fields: Language and Version. Both of them are mandatory. Version allows selecting the corresponding version of the document for which the translation is made available. • Upload Document. This group allows uploading document(s). • Uploaded Documents. This group lists the uploaded documents. By default, only one document can be uploaded in the case of the creation of a version.
3	When I create a new translation, then I do not expect it to trigger the generation of a publication task.

7.5.12 US_025 - Publish Document

US_025 - Publish Document	
Description	
As Guest User , I want to be able to publish a document So that it can be made available onto the WCO-members extranet.	
Priority	
Must have.	
Details	
<p>Attention</p> <ul style="list-style-type: none"> The guest user must be the document originator. A general document being published must be retrieved under the committee details itself from the WCO-members extranet since it is not attached to any meeting. 	
Acceptance Criteria	
ID	Step
1	When I consult the details of a document, then I expect to have access to an icon that allows publishing the document.
2	<p>When I click on this icon, then the Status of the document becomes: Published. The document is available for publishing on the WCO-members extranet.</p> <p>Published documents are listed by document number/name value in alphabetical order and are divided into tabs that correspond to their document type. The first tab being displayed (always available) is the agenda one.</p> <p>Attention</p> <p>On the website, when documents are available in Spanish and/or Russian, it must be possible to retrieve corresponding sessions to consult these documents.</p> <p>If you consult the site in French, then all documents and translations in French must be available. English master documents cannot be retrieved except if there is no corresponding French translation (for the same document version).</p>

7.5.13 US_026 - Publish All Presentations

US_026 - Publish All Presentations	
Description	
As Secretaries , I want to be able to publish all meeting presentations in one go so that I don't have to do it manually for each of them.	
Priority	
Must have.	
Details	
None.	
ID	Step
1	When I consult the details of a meeting, I must have access to an icon that allows publishing its content.
2	When I click on it, then I expect to have access to several entries, among them: All Presentations
3	When I click on this entry, then I expect the MMS to display a confirmation message asking me whether I want to publish all presentations or not.
4	When I confirm, then all un-published presentations must be published. The status of the corresponding documents becomes Published . The Published On information must also be updated.

7.6 Epic 5: Manage Tasks

7.6.1 US_027 - View Tasks

US_027 - View Tasks	
Description	
As Guest User , I want to be able to consult the tasks that were assigned to my user So that I can execute the tasks.	
Priority	
Must have.	
Details	
<p>Attention</p> <ul style="list-style-type: none"> • The creation of a new document version or a document translation does not require the creation of a task. • Flagging that a translation is needed does not require the creation of a task either. 	
Acceptance Criteria	
ID	Step
1	<p>When I click on the menu: My Tasks, then I expect the MMS to display the page: My Tasks.</p> <p>This page consists of a four columns table:</p> <ul style="list-style-type: none"> • Creation Date. • Initiated By. • Task Type. Two types of values exist: <ul style="list-style-type: none"> ○ Approval ○ Publication. • Limit Date. <p>All tasks that are assigned to me are listed. Tasks are sorted by creation date in descending order.</p> <p>At the level of each task, there is an available icon that allows displaying the document details for which the task has been created.</p> <p>Once a decision has been taken either at the level of the document or at the level of the task, then the task disappears from my tasks.</p>

7.6.2 US_028 - Assign Task

US_028 - Assign Task	
Description	
As Guest User , I want to assign a task to given user So that he/she is responsible for executing the task.	
Priority	
Must have.	
Details	
Attention: Most tasks are automatically assigned.	
Acceptance Criteria	
ID	Step
1	When I create a document, any document, then a publication task is automatically created and assigned to the document originator that has been specified at the document creation. In most cases, this person is the secretary in charge of the corresponding meeting (for meeting documents and presentations)/committee (for general documents).
2	When I update the document originator associated to a document, then the existing publication task is removed from the previous originator's list of tasks. A new publication task is created and assigned to the new document originator.
3	When I ask for the review of a document, then an approval task is automatically created and sent to the first approver.
4	When I update an approver, then the existing approval task must be removed. A new approval task must be created and allocated to the new approver. Please note that if a task has not been created for this level of approver yet, then the MMS does not have to create a task.

7.6.3 US_029 - Send Task Creation Notification

US_029 - Send Task Creation Notification	
Description	
As Guest User , I want to be informed when a task is created and assigned to me so that I can execute it.	
Priority	
Must have.	
Details	
Attention Email notification may not be sent if user's personal settings are set so.	
Acceptance Criteria	
ID	Step
1	<p>When a task is created then I expect an email to be sent out to the task owner. The email template should be the following one:</p> <ul style="list-style-type: none"> • From: MeetingManagementSystem@wcoomd.org. • To: Task Owner Email. • Subject: Meeting Management System - A new task has been created and assigned to you • Body: <p>"Dear User, A new [Task Type] has been created in the Meeting Management System that requires your intervention. The document to be considered is the following one: [Document Number]. The task should be executed before: [Limit Date]. Please do not respond to this email. Kindly, WCO".</p>

7.6.4 US_030 - Send Task Reminder Notification

US_030 - Send Task Reminder Notification	
Description	
As Guest User , I want MMS to inform me that a task assigned to me is approaching its limit date so that I can execute the task before its limit date.	
Priority	
Must have.	
Details	
None.	
Acceptance Criteria	
ID	Step
1	<p>When a non-executed task has its limit date in 3 working days, then I expect an email to be sent out to the task owner. The email template should be the following one:</p> <ul style="list-style-type: none"> From: MeetingManagementSystem@wcoomd.org. To: Task Owner Email. Subject: Meeting Management System - You are expected to execute a task within the next three working days Body: <p>“Dear User, You are expected to execute a [Task Type] task in Meeting Management within the next two working days. The document to be considered is the following one: [Document Number]. Please do not respond to this email. Kindly, WCO”.</p> <p>Reminder notification must be sent at 7:30 (GMT+1).</p>
2	<p>When a non-executed task has its limit date in 1 working day, then I expect an email to be sent out to the task owner. The email template should be the following one:</p> <ul style="list-style-type: none"> From: MeetingManagementSystem@wcoomd.org. To: Task Owner Email. Subject: Meeting Management System - You are expected to execute a task within the next three working days Body: <p>“Dear User, You are expected to execute a task [Task Type] in Meeting Management today. The document to be considered is the following one: [Document Number]. Please do not respond to this email. Kindly, WCO”.</p> <p>Reminder notification must be sent at 7:30 (GMT+1).</p>

7.6.5 US_031 - Approve/Amend Document

US_031 - Execute Task	
Description	
As Guest User , I want to be able to approve or amend a document in the context of an approval task so that the document can follow its approval workflow.	
Priority	
Must have.	
Details	
Attention	
Email notification may not be sent if user's personal settings are set so.	
Acceptance Criteria	
ID	Step
1	When I consult my tasks, then I expect to have access to two actions: Approve and Amend at the level of each approval tasks I have.
2	When I consult the documents details that I must review, then I expect to have access to two actions: Approve and Amend at the level of each approval tasks I have.
3	When I click on both actions, I expect the MMS to display the pop-up: Approve/Amend . This page consists three groups: <ul style="list-style-type: none"> • Upload Document: this group allows me to upload one document that includes my comments. It is not compulsory to provide a document including comments/track changes. • Uploaded Document: this groups allows me to see the uploaded document and remove it if need be. • Translations & Comments: this group allows me to redefine the needs in terms of translations for the document I am reviewing and to provide a comment, if need be.
4	When I click on the button: OK, then I expect my decision to be taken into account. The approval task is removed from the list of my tasks. If there is a next approver, then an approval task is created and allocated to him/her. If it was the last approval (the document was finally approved), then an email notification must be sent to the agenda manager: "Dear User, The document:[Document Number] has been finally approved. Please do not respond to this email. Kindly, WCO"

7.6.6 US_032 - Close Document

US_032 - Close Document	
Description	
As Guest User , I want to be able to close a document So that the publication task is not relevant anymore.	
Priority	
Must have.	
Details	
Attention	
To close a document, the guest user must be the document originator.	
ID	Step
1	When I consult the details of a document, then I expect to have access to an icon that allows closing the document as long as it is not published.
2	When I click on this icon, then I expect the MMS to display a confirmation message.
3	When I confirm the document closure, then I expect the MMS to update the status of the document to Closed. All tasks related to this document must be deleted.

7.6.7 US_033 - Send Task Execution Notification

US_033 - Send Task Execution Notification	
Description	
<p>As Guest User, I want to be able to be warned of a task execution in case the task is related a document for which I am the originator</p> <p>So that I can keep track on the progress made concerning this document.</p>	
Priority	
Could have.	
Details	
<p>Attention</p> <p>Email notification may not be sent if user's personal settings are set so.</p>	
Acceptance Criteria	
ID	Step
1	<p>When a task has been executed, then I expect an email to be sent out to the document originator. The email template should be the following one:</p> <ul style="list-style-type: none"> • From: MeetingManagementSystem@wcoomd.org. • To: Agenda Manager. • Subject: Meeting Management System - A task has been executed • Body: <p>"Dear User, A task has been executed with regard to one of your documents. Please click on the following link to access the document. Please do not respond to this email. Kindly, WCO".</p>

7.7 Epic 6: Manage Application

7.7.1 US_034 - Manage Application Settings

US_034 - Manage Application Settings	
Description	
As Administrator, I want to be able to manage applications So that I can configure according to its users needs	
Priority	
Must have.	
Details	
None.	
Acceptance Criteria	
ID	Step
1	When I click on the menu: System, I expect to see at least the following entry: Application Settings.
2	When I click on this entry, a new page is displayed that consists of: <ul style="list-style-type: none"> • A group of information called: Document Parameters which consists of the following fields: <ul style="list-style-type: none"> ○ File Upper Limit. ○ Accepted Document Extensions. ○

7.7.2 US_035 - Consult Users List

US_035 - Consult Users List	
Description	
As Administrator , I want to be able to consult the list of users So that I can update a user password.	
Priority	
Could have.	
Details	
None.	
Acceptance Criteria	
ID	Step
1	When I click on the menu: System, I expect to see at least the following entry: Users List.
2	When I click on this entry, then I expect a page presenting the list of users to be displayed. This page content is presented under the form of a grid which columns are: <ul style="list-style-type: none"> • First Name. • Last Name. • Email Address. • Role. Data is sorted out by last name values first then by first name values both in ascending order.

7.7.3 US_036 - Consult User

US_036 - Consult User	
Description	
As Administrator , I want to be able to consult a user details So that I can edit them.	
Priority	
Must have.	
Details	
None.	
Acceptance Criteria	
ID	Step
1	When I click on any line of the grid belonging to the page: Users List, then I expect a new page: User to be displayed in read-only mode. This page consists of a single group of fields called: General Information. These fields are: <ul style="list-style-type: none"> • First Name. • Last Name. • Email Address. • Role. • Directorate.

7.7.4 US_037 - Add User

US_037 - Add User	
Description	
As Administrator , I want to be able to add a user to MMS So that I can give access to the application to a new user.	
Priority	
Could have.	
Details	
None.	
Acceptance Criteria	
ID	Step
1	When I consult the page: Users list, I expect to have access to an icon that allows creating a new user.
2	When I click on it, I expect the page: Add New User to be displayed. This page consists of the following fields: <ul style="list-style-type: none"> • First Name. This field is required. • Last Name. This field is required. • Email Address. This field is required and its value must be unique. In other words, an email address cannot be shared by two different users. • Role. This field is required. It is not foreseen that a user can hold more than one role.

Attention

The creation of a user in our Active Directory (AD) should trigger the creation of a user in the MMS with guest access. Access to the application is controlled through our AD.

7.7.5 US_038 - Edit User

US_038 - Edit User	
Description	
As Administrator , I want to be able to edit a user details So that I can correct any mistake or update a password.	
Priority	
Could have.	
Details	
None.	
Acceptance Criteria	
ID	Step
1	When I consult the page: User, I expect to have access to an icon that allows editing user details.
2	When I click on it, I expect the content of the page: User to become updatable. The following fields can be updated: First Name. This field is required. Last Name. This field is required. Email Address. This field is required and its value must be unique. Role: This field is required. Password: This field is required.

7.7.6 US_039 - Delete User

US_039 - Delete User	
Description	
As Administrator , I want to be able to delete a user which can no longer access the MMS So that I can control the access to the MMS.	
Priority	
Could have.	
Details	
None.	
Acceptance Criteria	
ID	Step
1	When I consult the page: User, then I expect to have access to an icon that allows deleting a user.
2	When I click on it, I expect to receive a confirmation message asking me to confirm the deletion of the user.
3	When I confirm the deletion, then I expect to go back to the page: Users List. The deleted user cannot be retrieved from it and he/she cannot no longer access the application.

Attention

The deletion of a user in our AD should trigger the creation of a user in the MMS with guest access.

7.7.7 US_040 - Manage Referentials

US_040 - Manage Referentials	
Description	
As Administrator, I want to be able to manage referentials (enumeration and statuses values) So that I can create new codes that could be lacking.	
Priority	
Could have.	
Details	
To be further clarified.	
Acceptance Criteria	
ID	Step
1	When I click on the menu: System, I expect to see at least the following entry: Referentials.
2	When I click on it, I expect the MMS to display one page that allows me to select first the referential to be modified. Then once a referential is selected, the list of associated values. The list of foreseen referentials is: <ul style="list-style-type: none"> • Directorate. • Document Type. • Language. • Meeting Type.
3	When the values associated to a referential are displayed, then I expect to be able to edit and delete existing ones, and add new ones.

7.8 Epic: 7: Manage Personal Settings

7.8.1 US_041 - Manage Personal Settings

US_041 - Manage Personal Settings	
Description	
As Guest User, I want to be able to be specify personal settings So that the application is configured per my own specific needs.	
Priority	
Must have.	
Details	
None.	
Acceptance Criteria	
ID	Step
1	<p>When I click on the menu: Personal Settings, then I expect the page: Personal Settings to be displayed.</p> <p>This page consists of two groups. The first one is called General Information. In this group, the following field is available: Default Welcome Page.</p> <p>This field is linked to a combo listing the following pages:</p> <ul style="list-style-type: none"> • Committees List. • Documents List. • My Tasks. <p>The second group is called Receive Email Notifications. It consists of several boolean fields:</p> <ul style="list-style-type: none"> • When a task is assigned to me: when a task is assigned to me, I may want to receive an email notification. • When one of my task is expiring: when a task assigned to me will soon expire, I may want to receive an email notification. • When one of my document is updated: when one document for which I am the originator is updated, I may want to receive an email notification. • When one of my meeting is updated: when one of the meeting for which I am the agenda manager is updated, I may want to receive an email notification.

8 CONSTRAINTS

To ensure that the project comes to a good end, we insist that regular demonstrations (2 to 3 weeks time interval) must be planned by a selected panel of key users. The goal of these meetings is to assess rapidly the overall quality of the current solution and to correct and or adapt the remaining features to be brought.

9 OTHER REQUIREMENTS

ID	Description	Priority
Functionality		
NFR_FUN_001	Access to and authorization in application are controlled based on the synchronization with WCO AD.	Must have
NFR_FUN_002	<p>The latest available version of any document that exists in Windchill should be migrated in MMS.</p> <p>For each, the following information must be migrated:</p> <ul style="list-style-type: none"> • The actual file. • The title of the document. • The number and <u>latest</u> version of the document. • The name of the meeting to which the document was attached. • The type of the document. • The committee of the document. • The directorate of the committee. <p>These documents must only be available from the documents list page so that they can be downloaded.</p> <p>These documents can be referenced by other documents.</p> <p>Meetings, agendas and other items must not be migrated.</p>	Should have
NFR_FUN_003	The application must be available in English but could be easily extended to additional languages such as French.	Must have
NFR_FUN_004	<p>MMS must be compatible with the main internet browsers that available on the market and that are used by the WCO staff:</p> <ul style="list-style-type: none"> • Chrome 51 and above. • Internet Explorer 10 and above. 	Must have
NFR_FUN_005	MMS involves the possibility to upload files in the application. The following rule must be therefore respected: A mechanism limiting the files dropped to only authorized extensions and content must be present.	Must have
NFR_FUN_006	MMS involves the possibility to upload files in the application. The following rule must be therefore respected: Documents must be scanned by an antivirus to avoid the filling of malicious files.	Must have
NFR_FUN_007	MMS must be interfaced with the WCO-members extranet so that meetings and documents that are published through MMS are made automatically available on the extranet. This interface must be supported by the use of web services (SOAP/WSDL).	Must have
NFR_FUN_008	Data being deleted must be logically deleted. Meeting and document identifiers that were generated could be reused by other meetings/documents. Except if they were not the last ones. In such a case, the next meeting, document number start from the latest allocated number.	Must have
NFR_FUN_009	To ensure the confidentiality of data transferred, all connections to the application must be encrypted. All applications need to comply with the international security standards, frameworks and best practices following	Must have

ID	Description	Priority
	OWASP recommendations.	
NFR_FUN_010	The availability of documents in MMS should be time-limited. The setting should be handled at document level with a default value that could be set up through the application configuration. This value could be manually updated by the users.	Should have
NFR_FUN_011	It should be possible to archive documents. This action could be done either automatically or manually (by an administrator) and for a given period of time. Archive format should be html so that archived information is presented under a tree like structure starting with committees then meetings. Each document will be associated with a hyperlink that allows downloading it.	Should have
Usability		
NFR_USA_001	MMS must allow the user to consult the complete label of any column header which label cannot be fully displayed by moving the cursor onto the label. By doing so, the full label is to be displayed as a hint.	Must have
NFR_USA_002	MMS must allow the user to consult the complete value of a column cell that cannot be fully displayed by moving the cursor onto the cell. By doing so, the full content of the cell is to be displayed as a hint.	Must have
NFR_USA_003	20 grid items must be displayed per page. If the number of grid items exceeds 20 then pagination must apply.	Must have
NFR_USA_004	When creating or editing an existing item in MMS (committee, meeting, , document), then the user must be warned that required information is missing when clicking on the Save icon. The new item is not created or edited as long that required has not been provided.	Must have
NFR_USA_005	When deleting any item in MMS (committee, meeting, document), then the user must be warned that the deletion is definitive and that he/she must confirm it to come into force.	Must have
NFR_USA_006	Each grid must allow single-column sorting. By clicking on the column header, all grid data (not limited to the page being currently displayed) is sorted out. An odd number of clicks on the header involves an ascending sorting. An even number of clicks on the header involves a descending sorting.	Must have
NFR_USA_007	Each grid must allow filtering on any columns. It must be possible to specify filters on several columns.	Must have
NFR_USA_008	Each grid must propose an icon that removes any sorting/filtering.	Must have
NFR_USA_009	The menu must always remain available whatever the page being actually displayed.	Must have
NFR_USA_010	Any group composing a page of MMS must be collapsable. By default, all groups are not collapsed.	Must have
Reliability		
NFR_REL_001	The system should be able to create backup packages (database, files). Documents must always remain accessible.	Must have
NFR_REL_002	Authentication failures must be logged in order to detect any attempt to	Must have

ID	Description	Priority
	misuse the authentication interface.	
NFR_REL_003	MMS must provide technical trace-ability of actions carried out by users and administrators on the application. The log format must be: timestamp (dd:mm:yyyy hh:mm:ss) : username : event.	Must have
NFR_REL_004	On top of the security logging stated before, application and system errors must be logged.	Must have
NFR_REL_005	Audit format is expected to log login success, login failure, data query in some tables, data update, data deletion etc The audit log should in general answer questions - Who/when viewed/edited/changed/added/removed certain fields?	Must have
NFR_REL_006	Application must be designed in a way that its up time is equal or higher than 97%.	Must have
Performance		
NFR_PER_001	The response time for loading a webpage should be under 1 second.	Must have
NFR_PER_002	The response time for more complex transactions should be under 2 seconds.	Must have
NFR_PER_003	The application should support 50 concurrent users without having an impact on the response time.	Must have
Supportability		
NFR_SUP_001	Values that can change over time, must not be hard coded, but configuration file must be used	Must have
NFR_SUP_002	Applications intended for in-houe use must be hosted on WCO premises.	Must have
NFR_SUP_003	Application should be based on open source technologies and re-use as much as possible existing solutions or technologies already used by the WCO: <ul style="list-style-type: none"> • Server Operating System: CentOs 7.0. • Database: My SQL 5.0 or PostgreSQL. • Directory Services: Microsoft Active Directory. • Logging: Syslog-ng. • Application Programming languages: PHP (Web Server: Apache 2.2, PHP module 5.3) or Java (Application Server: Tomcat 8, Logback and SLF4j for logging. • In case of use of Java as application programming language, only standard Java libraries should be used, not the proprietary ones. • The infrastructure and applications must use best practices and present security standards, including secure algorithms and secure encryption keys. 	Should have
NFR_SUP_004	Being part of a complex environment where applications are often linked to each other, the proposed solution must support interfacing with other systems easily. Interfaces must be based on web services (SOAP/WSDL).	Must have

10 DOCUMENT REQUIREMENTS

10.1 Functional Analysis

MMS cannot be a blackbox and its corrective and evolutive maintenance may be allocated to another service provider. Therefore, a functional analysis document must be produced so that:

- WCO and the service provider builds up a shared understanding of the final solution to be implemented.
- This information can be handed over to another service provider with a limited risk of information loss.

10.2 Technical Analysis

As stated previous, MMS cannot be a blackbox. What is true for functional analysis is also true when it comes to technical analysis.

10.3 Application Code

Application code must be provided upon application delivery to WCO.

10.4 User Manual

On top of the delivery of MMS, it is also expected that a user manual is written and made available to WCO.

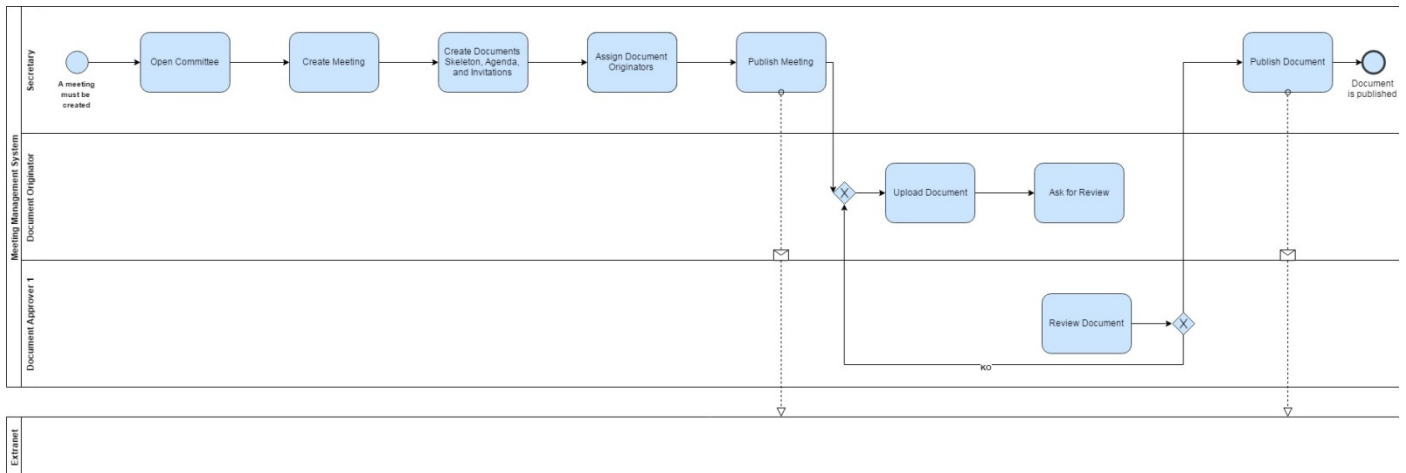
This document must be delivered in pdf and Word (.docx) formats.

Training kits and training sessions could also be requested by WCO.

11 APPENDIX

11.1 Business Process

The following figure presents a basic business process from the creation of a meeting to the publication of a document:

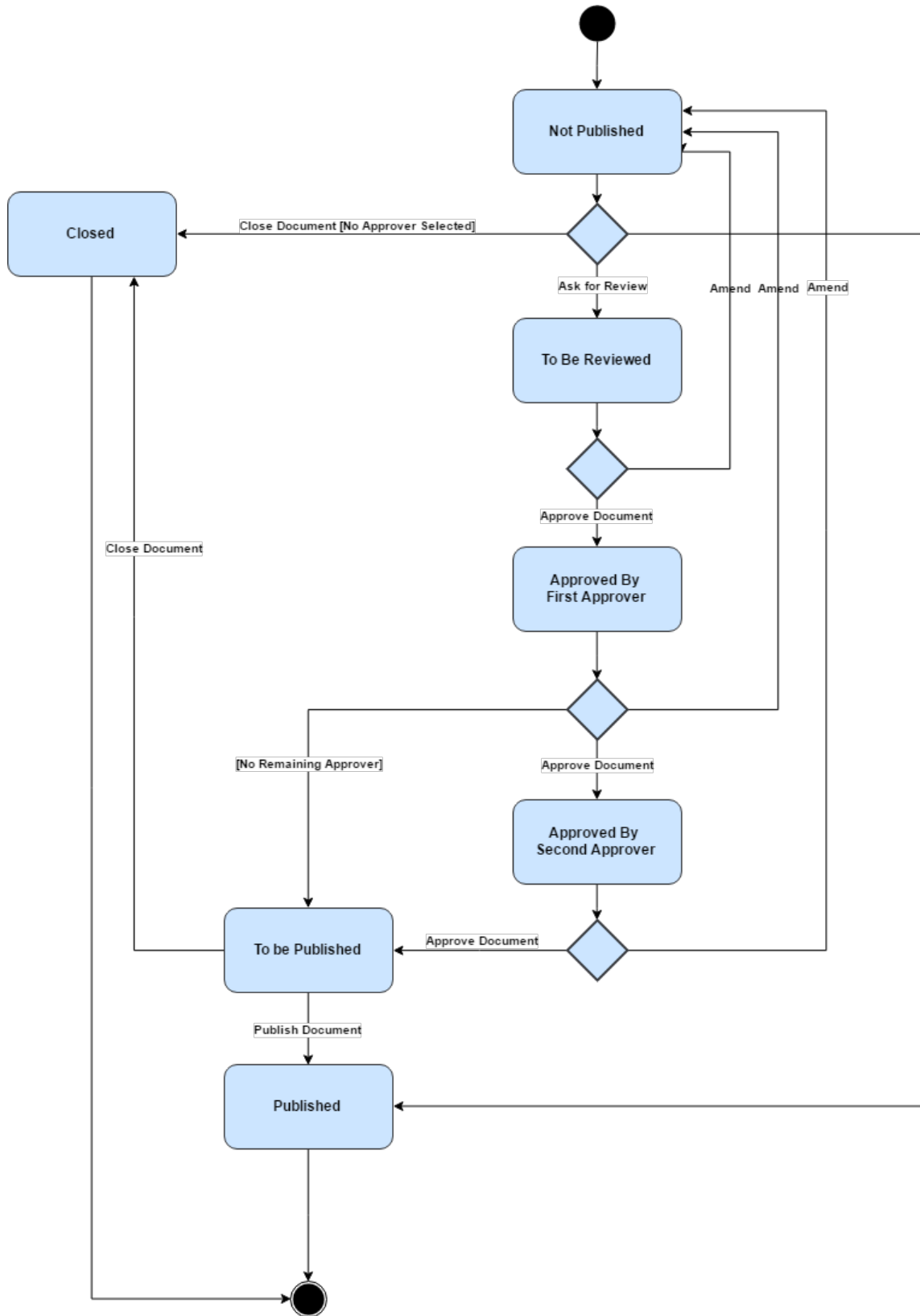


Please note, that the process may be a bit more complex

11.2 State Diagram

11.2.1 Document

The following diagram shows the different status through which a document can go from its creation to its publication:



The initial status of a document is **Not Published**. If it does not require approval, then it can be either **Published** or **Closed**.

If it requires approval, then it can go up to three approval steps. No matter the number of approval steps to be performed, once the last approval has been given, the document becomes **To be Published**. Once the document is published, its status is updated to **Published**.

Please note that some complex cases may result from the update of a document.

E.g. A document should undergo two approvals. After the first approval, it is deemed that the second approval is not required anymore. In such a case, the Approver 2 field is emptied. This should trigger the update of the status to **To be Published** since there are no remaining approver.

In case, an additional approval step is required then, the status of the document may also have to be updated e.g. from **To be Published** to **Approved by First Approver** or **Approved by Second Approver**.





Once a document has been closed or published, the cycle stops even if additional versions of the document are created and published afterwards. These operations are deemed to be minor adjustments that do not require the document to go through the approval process.


11.3.3.2 Page: Committee

The following mock-up presents an example of the page: Committee in read only-mode:

My Tasks	Committees	Documents	User Management	General Settings	Personal Settings
Committee - [Committee English Name]					
General Information					
Committee English Name	New Customs Valuation Initiative				
Committee French Name	Nouvelle Initiative Douanes Valeur				
Document Code	w/				
Directorate	Valuation				
Status	Active				
Default Approver					
Default Approver					
Agenda Document Template					
Last Document					
Meetings					
Number	Start Date	End Date	Agenda Manager	Status	
0					Paging
General Documents					
Document Number	Status	Published On			
0					Paging

From this page, it is possible:

- To go back to the list of committees: .
- To add a new meeting or a new general document: .
- To edit the committee: .
- To delete the committee: .

If there was an unpublished general documents, then it would be possible to publish it by using: .



When editing a committee, the following information must be updatable:



- Committee English Name.
- Committee French Name.
- Directorate.
- Status.

All of them are mandatory.

11.3.3.3 Page: Add New Committee

The following mock-up presents an example of the page: Add New Committee:

My Tasks	Committees	Documents	User Management	General Settings	Personal Settings
Add New Committee  					
General Information					
Committee English Name	<input type="text" value="New Customs Valuation Initiative"/>				
Committee French Name	<input type="text" value="Nouvelle Initiative Douanes Valeur"/>				
Document Code	<input type="text" value="V"/>				
Directorate	<input type="text" value="Valuation"/>				
Default Approver	<input type="text"/>				
Default Approver	<input type="text"/>				
Agenda Document Template	<input type="text"/>				

From here, it is possible to save it:  or cancel its creation: .

11.3.4 Epic 3: Manage Meetings






11.3.4.1 Page: Meeting


This page opens when I click on a meeting line in the page: Committee.

The following mock-up presents an example of the page: Meeting in read-only mode:

My Tasks	Committees	Documents	User Management	General Settings	Personal Settings
Committee - [Committee English Name] - Meeting - [Number]					
General Information					
Number	1-2				
Double Session	Yes				
Start Date	4/09/2017				
End Date	8/09/2017				
Type	Session				
Agenda Manager	Agenda Manager				
Status	Published				
Documents					
Document	Status	Document type			
0					Paging
Notes					
Date	Creator	Note			
0					Paging

From this page, it is possible to:

- Go back to the parent committee: .
- Add a new meeting document, presentation, or note: .
- Edit the meeting details: .
- Delete the meeting: .
- Publish the meeting information or all presentations: .

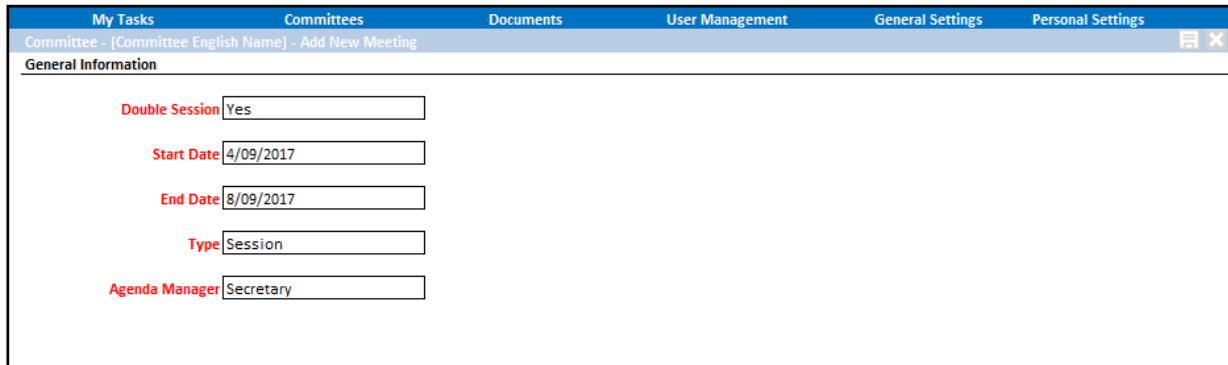
On top of that for each meeting document and presentation, it is also possible to publish them individually: .

When editing the meeting, the following information can be edited:



- Start Date.
- End Date.
- Type.
- Agenda Manager.

11.3.4.2 Page: Add New Meeting

The following mock-up presents an example of the page: Add New Meeting:



My Tasks	Committees	Documents	User Management	General Settings	Personal Settings
Committee - [Committee English Name] - Add New Meeting					
General Information					
Double Session	<input type="text" value="Yes"/>				
Start Date	<input type="text" value="4/09/2017"/>				
End Date	<input type="text" value="8/09/2017"/>				
Type	<input type="text" value="Session"/>				
Agenda Manager	<input type="text" value="Secretary"/>				

From here, it is possible to save it:  or cancel its creation: .



11.3.5 Epic 4: Manage Documents




11.3.5.1 Document



The following mock-up presents an example of the page: Document in read-only mode:

My Tasks	Committees	Documents	User Management	General Settings	Personal Settings
Committee - [Committee English Name] - Document - [Document Number]					
General Information					
Document Number/Name	VX0004E				
Document Title					
States	Not Published				
Document Type	Official Document				
Language	English				
Originator	Secretary				
Approval Information					
Approver 1					
Approver 2					
Approver 3					
Time Limit					
Translation Arabic	No				
Translation Bilingual	No				
Translation English	No				
Translation French	Yes				
Translation Multilingual	No				
Translation Portuguese	No				
Translation Russian	No				
Translation Spanish	No				
Comment					
Versions					
Version Number	Created By	Created On	Published On		
01	Secretary	23/05/2017			
1					Paging
Annexes					
Version Number	Language	Published On			
0					Paging
Translations					
Version Number	Language	Published On			
0					Paging


From this page, it is possible to:

- Go back to the the context from which the document was opened (committee, meeting, or document list): 
- Add a new version, new annex, new translation: 

- Edit the document details: .
- Delete the document: .
- Ask for Review (if there is at least one approver): .

For each version, annex, translation, it is possible to publish it:  and download it: .

If the document is to be reviewed and I am his reviewer, then I could also approve it:  or amend it: .

If the document is not published yet and I am a secretary, then I could also close it: .

When editing the meeting, the following information can be edited:

- Document Title.
- Document Type.
- Originator.
- All fields of the group: Approval Information.

11.3.5.2 Add New Document

The following mock-up presents an example of the page: Add New Document for a totally new document:

My Tasks	Committees	Documents	User Management	General Settings	Personal Settings
Committee - [Committee English Name] - Meeting - [Number] - Add New Agenda Item Document ⌵ ✕					
General Information					
New Document	<input type="text" value="Yes"/>				
Document Title	<input type="text"/>				
Auto Document	<input type="text" value="Yes"/>				
Type	<input type="text" value="Official Document"/>				
Language	<input type="text" value="English"/>				
Originator	<input type="text"/>				
Upload Document					
Click to select or Drag and Drop your file(s) here					
Uploaded Documents					
Document ⌵					
Approval Information					
Approver 1	<input type="text" value="Approver 1"/>				
Approver 2	<input type="text"/>				
Approver 3	<input type="text"/>				
Time Limit	<input type="text" value="4/08/2017"/>				
Translation Arabic	<input type="text" value="No"/>				
Translation Bilingual	<input type="text" value="No"/>				
Translation English	<input type="text" value="No"/>				
Translation French	<input type="text" value="Yes"/>				
Translation	<input type="text" value="No"/>				
Translation	<input type="text" value="No"/>				
Translation Russian	<input type="text" value="No"/>				
Translation Spanish	<input type="text" value="No"/>				
Comment	<input type="text"/>				

11.3.5.3 Add Reference Document

The following mock-up presents an example of the page: Add New Document for a reference document:

My Tasks	Committees	Documents	User Management	General Settings	Personal Settings
Committee - [Committee English Name] - Add New Document					
General Information					
New Document <input type="text" value="No"/>					
Reference Document <input type="text" value="VX0004E"/>					
Document Title <input type="text"/>					
Originator <input type="text" value="Meeting Creator"/>					
Approval Information					
Approver 1 <input type="text"/>					
Approver 2 <input type="text"/>					
Approver 3 <input type="text"/>					
Time Limit <input type="text"/>					
Translation Arabic <input type="text" value="No"/>					
Translation Bilingual <input type="text" value="No"/>					
Translation English <input type="text" value="No"/>					
Translation French <input type="text" value="Yes"/>					
Translation Multilingual <input type="text" value="No"/>					
Translation Portuguese <input type="text" value="No"/>					
Translation Russian <input type="text" value="No"/>					
Translation Spanish <input type="text" value="No"/>					
Comment <input type="text"/>					


11.3.5.4 Add New Version

The following mock-up presents an example of the pop-up: Add New Version

My Tasks	Committees	Documents	User Management	General Settings	Personal Settings
Committee - [Committee English Name] - Meeting - [Number] - Document - [Document Number] - Add New Version					
General Information					
New Version <input type="text" value="Yes"/>					
Upload Document					
Click to select or Drag and Drop your file(s) here					
Uploaded Documents					
Document <input type="text"/>					

11.3.5.5 Add New Annex/Translation

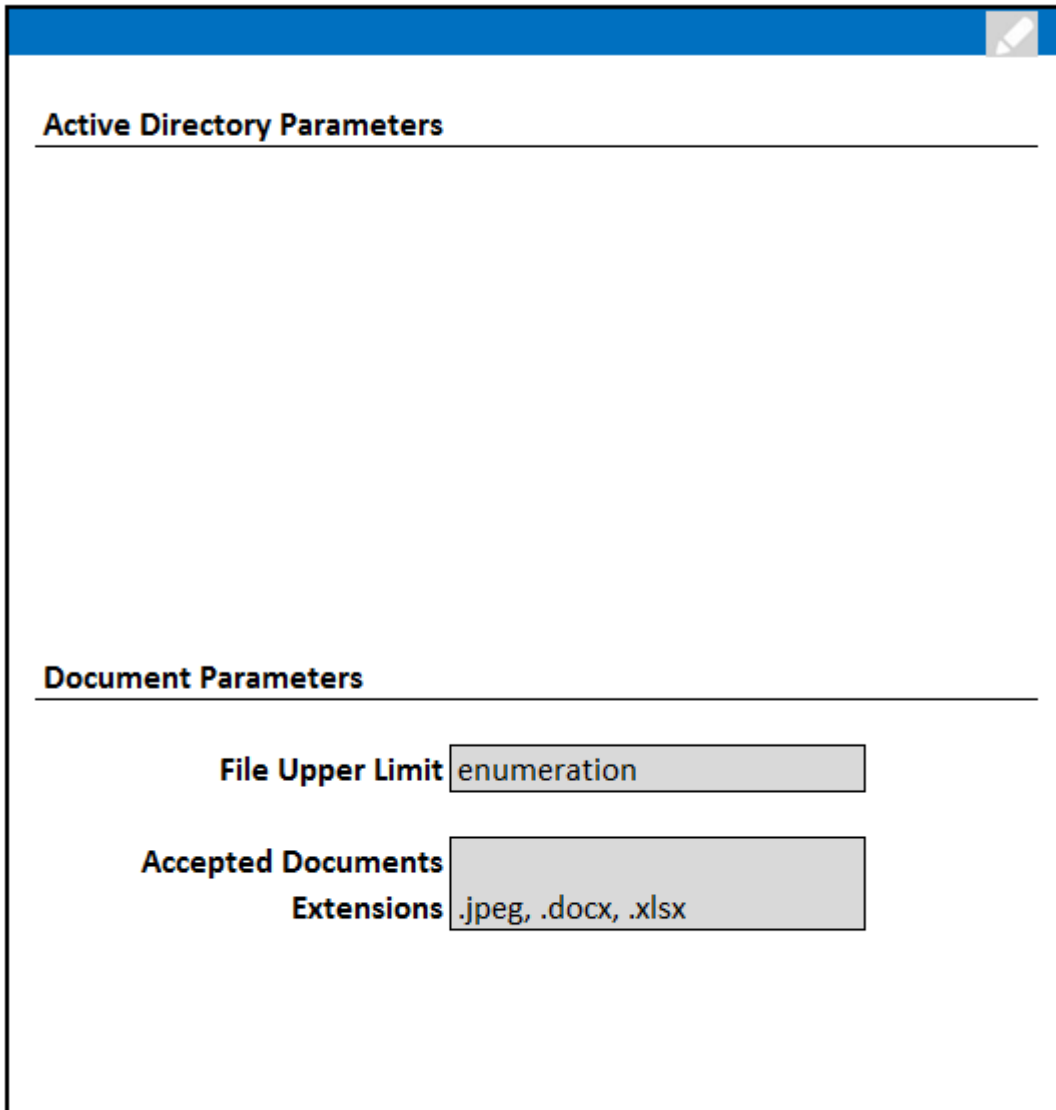
The following mock-up presents an example of the pop-up: Add New Translation

My Tasks	Committees	Documents	User Management	General Settings	Personal Settings
Document - [Document Number] - Approve/Amend					
Upload Document					
Click to select or Drag and Drop your file(s) here					
Uploaded Documents					
Docume 					
Translation & Comments					
Translation Arabic <input type="text" value="No"/>					
Translation Bilingual <input type="text" value="No"/>					
Translation English <input type="text" value="No"/>					
Translation French <input type="text" value="Yes"/>					
Translation Multilingual <input type="text" value="No"/>					
Translation Portuguese <input type="text" value="No"/>					
Translation Russian <input type="text" value="No"/>					
Translation Spanish <input type="text" value="No"/>					
Comment <input type="text" value="Minor Adjustments"/>					
<input type="button" value="Cancel"/>			<input type="button" value="OK"/>		

11.3.7 Epic 6: Manage Application

11.3.7.1 Page: Application Settings

The following mock-up presents an example of the page: Application Settings:



Active Directory Parameters

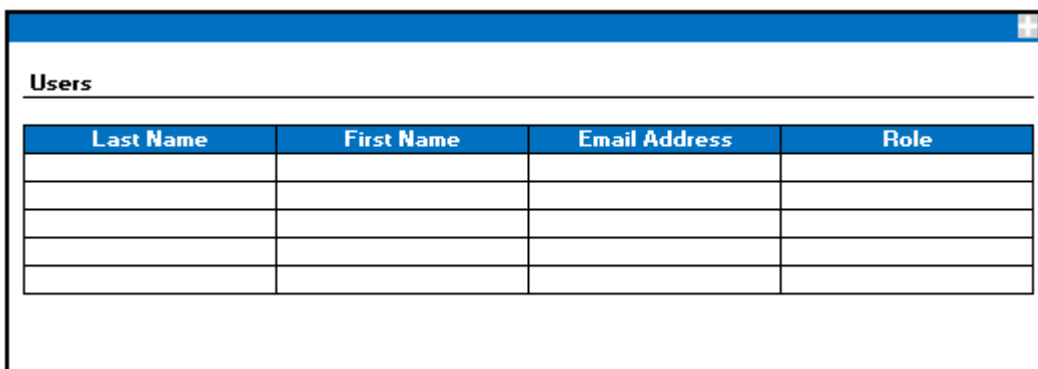
Document Parameters

File Upper Limit

Accepted Documents Extensions

11.3.7.2 Page: Users List

The following mock-up presents an example of the page: Users List:

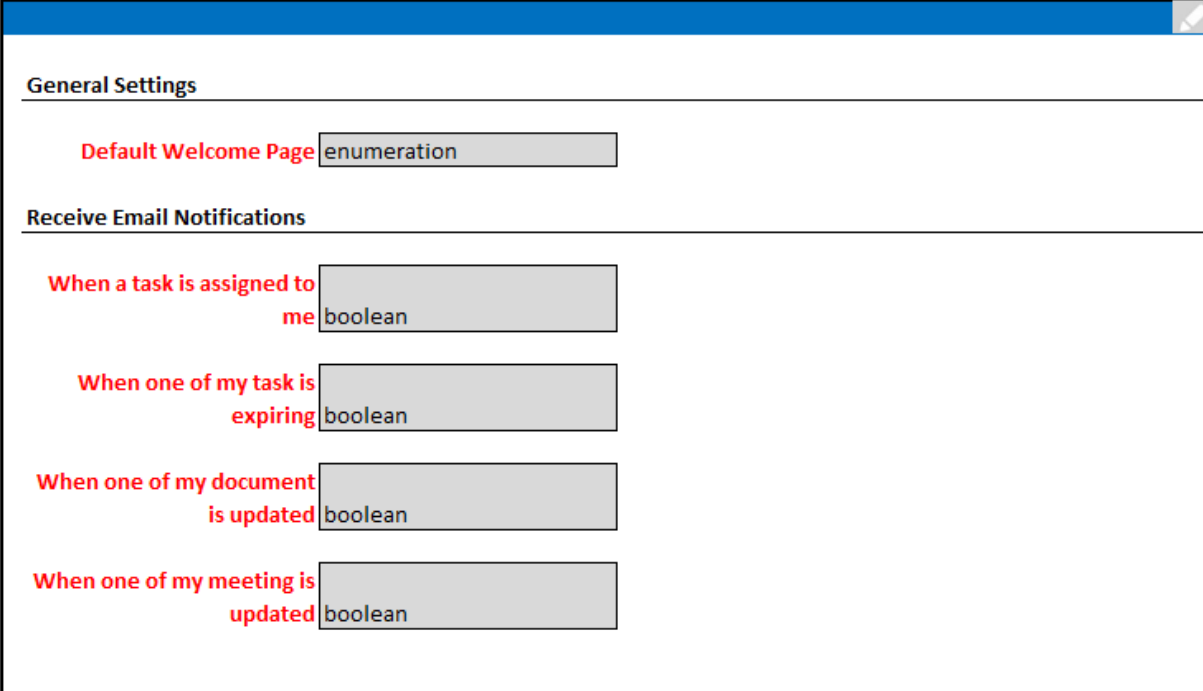


Users

Last Name	First Name	Email Address	Role

11.3.8 Epic 7: Personal Settings

The following mock-up presents an example of the page: Personal Settings:



The mock-up shows a web interface for 'Personal Settings'. It features a blue header bar with a close button in the top right corner. Below the header, the page is divided into two sections: 'General Settings' and 'Receive Email Notifications'. The 'General Settings' section contains a single setting: 'Default Welcome Page' with a dropdown menu currently showing 'enumeration'. The 'Receive Email Notifications' section contains four settings, each with a dropdown menu currently showing 'boolean': 'When a task is assigned to me', 'When one of my task is expiring', 'When one of my document is updated', and 'When one of my meeting is updated'.

Section	Setting Name	Value
General Settings	Default Welcome Page	enumeration
Receive Email Notifications	When a task is assigned to me	boolean
	When one of my task is expiring	boolean
	When one of my document is updated	boolean
	When one of my meeting is updated	boolean

11.3.9 Flow Sample

The following embedded file illustrates a flow of mockups from the login to the publication of a document:



SC_Meeting
Management System

11.4 Document Naming Convention

11.4.1 Directorate Indicator

The following table presents all directorate indicators:

Code	Language
E	Enforcement/Compliance
H	HRDS
N	Nomenclature and Classification
O	Origin
P	Facilitation / Procedures
S	Secretary General & Administration
V	Valuation

11.4.2 Committee Indicator

The following table presents all committee indicators:

Code	Directorate	Language
A	Enforcement / Compliance	Icon / Défis Joint Customs / Business WG
C	Enforcement / Compliance	Regional Intelligence Liaison Offices Meeting
C	Enforcement / Compliance	CEN Management Meeting
C	Enforcement / Compliance	Global Information and Intelligence Strategy Project Group
C	Enforcement / Compliance	Enforcement Committee
L ¹	Enforcement / Compliance	Letters / Faxes
M	Enforcement / Compliance	Money Laundering & Financial Assets WG
P	Enforcement / Compliance	IPR Joint Customs/Business WH
² R	Enforcement / Compliance	Working Group on Revenue Compliance and Fraud
R ³	Enforcement / Compliance	WCO Counterfeiting and Piracy Group
W	Enforcement / Compliance	WCO/CITES WG
X	Enforcement / Compliance	External Documents
Y	Enforcement / Compliance	Cyber / Cyber Crime
C	HRDS	Capacity Building Committee
E	HRDS	Enforcement Training Expert Group
G	HRDS	General
I	HRDS	Integrity Sub-Committee
L	HRDS	Letters / Faxes
S	HRDS	Training System Devel. WG
T	HRDS	Training Advisory Group
X	HRDS	External Documents
C	Nomenclature and Classification	HS Committee / Harmonized System Committee

¹ Attention, documents belonging to the letters / faxes committee start with FL even though they are related to the enforcement / compliance directorate.

² Attention, documents belonging to the Working Group on Revenue Compliance and Fraud starts with CR even though they are related to the enforcement / compliance directorate.

³ Attention, documents belonging to the WCO Counterfeiting and Piracy Group committee start with TR even though they are related to the enforcement / compliance directorate.

Code	Directorate	Language
G	Nomenclature and Classification	General / Harmonized System Committee
L	Nomenclature and Classification	Letters / Faxes
R	Nomenclature and Classification	HS Review Sub-Committee
S	Nomenclature and Classification	Scientific Sub-Committee
C	Origin	Technical Committee / Techn Comm Rules Origin
L	Origin	Letters / Faxes
A	Facilitation / Procedures	Istanbul Convention & ATA Convention
A ⁴	Facilitation / Procedures	Air Cargo
B	Facilitation / Procedures	Container Convention
C	Facilitation / Procedures	Permanent Technical Committee
F ⁵	Facilitation / Procedures	SAFE
I	Facilitation / Procedures	Technical Working Group on NII
M	Facilitation / Procedures	IMSC / PTC Info. Manag. Sub-Committee
M ⁶	Facilitation / Procedures	Working Group on E-Commerce
O	Facilitation / Procedures	RKC
S	Facilitation / Procedures	API / PNR
T	Facilitation / Procedures	TFA
U	Facilitation / Procedures	UPU Contact / WCO / UPU Contact Committee
A	Secretary General & Administration	Audit Committee
C	Secretary General & Administration	Council
F	Secretary General & Administration	Finance Committee
G	Secretary General & Administration	Documents General Topics / General Secretariat
L	Secretary General & Administration	Letters/Emails General Topics / General Secretariat
P	Secretary General & Administration	Policy Commission
G	Valuation	General / Tech Comm Customs Valuation
L	Valuation	Letters / Faxes

⁴ Attention, documents associated to the committee air cargo starts with FA even though they are related to the facilitation / procedures directorate.

⁵ Attention, documents associated to the committee SAFE starts with LF even though they are related to the facilitation / procedures directorate.

⁶ Attention, documents associated to the committee working group on E-commerce starts with EM even though they are related to the facilitation / procedures directorate.

Code	Directorate	Language
T	Valuation	Technical Committee / Techn Comm Customs Valuation

11.4.3 Language Indicator

The following table presents all language indicators:

Code	Language
A	Arabic
B	Bilingual (French - English)
E	English
F	French
M	Multilingual
P	Portuguese
R	Russian
S	Spanish