

# **Bilateral and Multilateral Processing of International Transactions in Europe**

## **Change Management**

18/06/2008

Version 1.0

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**Contents**

1 Introduction..... 1

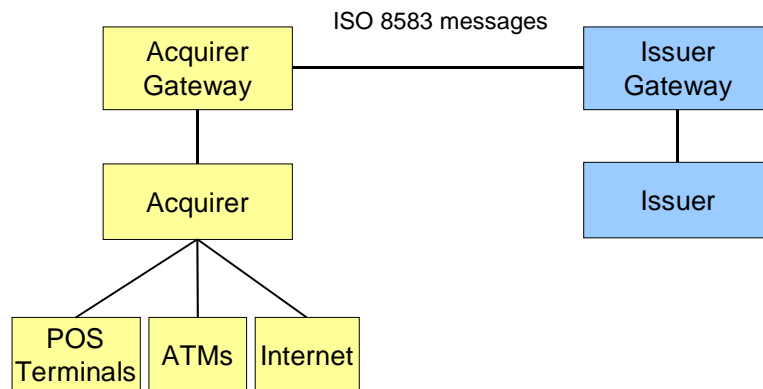
2 Change Management Procedure ..... 2



## 1 Introduction

The Berlin Group standard defines an interface to process international bank card originated debit transactions between issuing and acquiring processor. These processors are named acquirer gateway and issuer gateway in the Berlin Group standard.

Here, the acquirer gateway receives authorisation messages and clearing data from acquirers that process card based transactions originating from ATMs, POS terminals or the internet. The acquirer gateway communicates with the issuer gateway to receive an online authorisation from the issuer of the card and to perform clearing and settlement. An overview on this infrastructure is given in the following diagram.



**Figure 1: Infrastructure for bilateral and multilateral processing of international transactions**

Both, authorisation and clearing base on the ISO 8583:1993 standard.

This document gives a current overview on the change management process for the Berlin Group standard.

## **2 Change Management Procedure**

The Berlin Group Change Management foresees slightly different processes for minor and major changes. Minor changes are changes on technical details which might for example arise from implementation projects implementing a Berlin Group feature for the first time. Major Changes are functional features which are new within the standard or changes with a high impact on the running systems.

### **Precondition**

Change requests for the Berlin Group standard must be defined using the Berlin Group Change Request Form (see attached document). The change request should consider business needs for a minor change and must consider it if it is a major change. Change requests can be asked by each Berlin Group member.

### **Minor Changes**

Minor change requests should be sent to the Task Force responsible for the related specification or document. It is up to the Task Force or the Chair Person of the Task Force to decide whether it is mandatory to ask the Plenary for the confirmation to work on this change request.

After a confirmation of the Plenary (if applicable) the Task Force then is working on a solution for this change request and is reporting about the work to the Plenary. After the work of the Task Force is finished, the Task Force is submitting the change request with a solution proposal to the Plenary which decides on an adoption within the standard.

### **Major Changes**

Major change requests must be sent to the Berlin Group Plenary. It is up to the Plenary to decide whether the request is accepted, which Task Force has to work on it and which priority is given to it.

After a delegation by the Plenary the Task Force responsible for the related specification or document then is working on a solution for this change request and is reporting about the work to the Plenary. After the work of the Task Force is finished, the Task Force is submitting the change request with a solution proposal to the Plenary which decides on an adoption within the standard.

### **Role of the Implementation Task Force**

If the change request is dealing with matters of the Berlin Group specifications already implemented in the field, then the change request and its solution is sent not only to the Plenary, but also in copy to the Implementation Task Force. The Implementation Task Force then may comment the change request regarding to the implementation impact. These comments then are reported to the Plenary.

For each accepted change request the Implementation Task Force has to define migration paths.

The Implementation Task Force maintains the "Berlin Group Reference Manual". This document describes the status of agreed change requests between two releases, e.g. "decided, available 200X" or complete specification of a new feature. The Reference Manual should be used as an information about further developments of the standards and should be published on the web-site.

### **Members of the Implementation Task Force**

Organizations, which use the standard for implementation or have a clear interest on implementation participate in the Implementation Task Force and are thus integrated in the current standard interpretation. The participation of the Implementation Task Force depends on a Plenary's decision.

### **Role of the Plenary**

A major change request must be accepted by the Plenary, before the work on it starts within the corresponding Task Force.

A minor change request must be accepted by the Plenary, before the work on it starts within the corresponding Task Force, if this Task Force is voting for such an acceptance.

The Plenary shall decide in each case whether or not to accept change requests for integration into the standard, when the work is finalized in the corresponding Task Force. Finalized change requests are published as soon as accepted by the Plenary.

The Plenary can decide on the start of work on change requests and on accepting finalized change requests during a Plenary Meeting or by e-mail. The period of answering e-mails in this behalf is two weeks. Decision by e-mail must be unanimous. Nil returns will be registered as affirmations at the end of the two week period.

**Berlin Group Change Request – Nxxx**

<b>Raised By</b>	<b>From</b>	<b>Number</b>	<b>Major/Minor</b>

**Status of Change Request**

- Accepted to work on by Plenary
- On work within Task Force
- Implementation Impact considered
- Submitted to Plenary
- Published by Plenary

**Description & Justification for Change** (continue on attached sheet if required)

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**Specific Amendment – by page** (continue on attached sheet if required)

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**Implementation Impact**

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