



Call for Participation – Reporting Processes Working Group

19th November, 2008 - This is a call to anyone who is interested in discussing and sharing best practices for reporting processes of XBRL projects.

The XBRL International Best Practices Board (BPB) wants to establish the "Reporting Process" Practice Working Group (RP PWG). All members are encouraged to step up and declare their interest and their intent to involve themselves in the work of this new XBRL International Working Group. More information on the planned work products of this Working group can be found [here](#).

If the subject of Reporting Processes in XBRL driven projects is sufficiently important to your organisation, it is appropriate that your organisation contribute to the establishment of guidelines to facilitate this.

This Call for Participation is provided in accordance with the BPB charter and the Draft Processes and Procedures document for BPB PWG.

How to join the RP PWG?

Specific instructions on how to join as well as the draft charter for this Practice Working Group are to be found below. Also provided below is detailed description of the initial work products to be produced by the PWG.

Members supporting the RP PWG

The following XBRL International members support the proposal of establishing the Reporting Processes Practice Working Group (RP PWG) and are committed to the Charter and projected PWG Meeting schedule.

Member	e-mail	Affiliation
Frank, Ralf	rf@dvfa.de	DVFA/EFFAS
Hamscher, Walter	walter@hamscher.com	Standard Advantage
Hoffman, Charles	CharlesHoffman@olywa.net	UB Matrix
Schnitzer, Mark	mark.schnitzer@microsoft.com	Microsoft
Verbeure, Stefaan	sverbeure@deloitte.com	Deloitte Consulting Belgium
Observer	e-mail	Affiliation

Organiser and suggested chairs of the RP PWG

The BPB member Ralf Frank, DVFA/EFFAS has volunteered to take the Chair of the officially chartered RP WG for the first annual 12 months period. He is the current organiser of the RP WG.

Chartering and governing a PWG under the BPB

The BPB has set out minimum criteria that are believed to be necessary for a Practice Working Group to function effectively. These are documented in detail in the Draft Processes and Procedures document. This document has been distributed for comment and is available at

<http://www.xbrl.org/BPBoardDocs/BPB-WG-Processes-Draft-2008-05-30.htm> (login required).

If these criteria are not met then it will NOT BE POSSIBLE TO START THE WORK OF THE RP PWG AT THIS TIME – which means that any output relating to this topic will be stopped or delayed until the PWG can be established.

Information channels

In line with the processes that are being put in place, an eGroup mailing list with the mailing address of INT-Interest-RP@xbrl.org is being created where XBRL Participants may discuss their interest in this PWG, the draft charter and deliverables (see section 4.2 of the Draft Process document). To subscribe to this mailing list please visit <http://www.xbrl.org/GroupsList/> and follow the instructions on that page. This mailing list will be open for a maximum period of 90 days - it may be closed earlier if sufficient interest to start the work of the RP PWG has been declared sooner.

PWG membership

Membership of XII Working Groups is restricted to XBRL Participants (essentially employees of XBRL member organisations). If

you are not eligible under this criterion then consider having your employer join your local jurisdiction of XBRL International or, if there is not a local jurisdiction, as a Direct Member (see <http://www.xbri.org/HowToJoin/> for more information).

How to Join

Once you have decided that you are willing and able to participate in the RP Working Group please send an e-mail to the XBRL International WG Administrator, at WGAdmin@xbri.org indicating the following information:

- 1) Your Full Name.
- 2) Your acknowledgement of and agreement to the conditions in the [XBRL International Intellectual Property Policy](#).
- 3) Your XBRL membership credentials as an employee or designee of an XBRL Member Organisation (including educational bodies in the case of Academic members):
 - i) The name of your Organisation;
 - ii) The name of the Jurisdiction to which your Organisation belongs (or state "Direct Member" if appropriate);
 - iii) Your confirmation that you have the permission of that Organisation to participate in the Working Group;
 - iv) Name of the Primary Representative of your Organisation as registered in the records of XBRL International Inc. or the relevant XBRL jurisdiction.
Your representative will receive notification of your participation, including a copy of your acknowledgement of and agreement to the conditions in the XBRL International Intellectual Property Policy.

or, if you are an individual member of an XBRL Jurisdiction:

- i) The Jurisdiction of which you are an individual member.
- 4) Your anticipated participation in the Working Group as Observer or Member (with or without voting rights) in the Working Group (see section 4.2 in the draft Process and Procedures document).
- 5) Any initial contribution of Intellectual Property you or the XBRL Member Organisation of which you are an employee or designee will make to the Working Group (under the provisions of the XBRL International Intellectual Property Policy).
- 6) Any additional information such as willingness to participate as a document editor, recording secretary, or other leading role in the PWG.

Provided your submission as member of the RP PWG adequately addresses the above, your name will be added to the list of PWG participants as soon as the PM PWG Administrator can acknowledge it.

If you have any questions about providing this information, please feel free to ask them by e-mailing WGAdmin@xbri.org.

Draft Charter of the RP PWG (Subject to further change)

Purpose

The Best Practices Board (BPB) Reporting Processes (RP) Practice Working Group seeks to improve the business value of XBRL projects by developing a vocabulary and structure for classifying and categorizing XBRL projects describing in detail the reporting processes that are the necessary complements of XBRL taxonomies. Broader understanding of these processes will help to leverage XBRL across many organizations in a "supply chain" and also serve to identify potential areas of completion, taking into consideration all aspects of data exchange.

Scope

A set of critical topics has been assembled by the BPB, a team that includes the authoritative insights of several regulatory and internal reporting process project leaders. Critical topics are a) those that have historically resulted in unmet business needs, b) processes requiring further reengineering, c) generally unanticipated costs and d) analysis and integration of user needs as well as preparer constraints. Several areas have emerged from the analysis of these topics:

1. Market intelligence: capitalise on experience from current XBRL projects by categorizing projects in terms of reporting process deliverables and As-is/future process improvements
2. Processes and standards for identifying users and process improvement opportunities incl. best practices and processes for analysing and mapping user needs
3. Processes and standards for identifying filers and filings
4. "First and last mile" process design shortfalls and implications for intermediate processing steps (which is where the solutions are).
5. Open and closed reporting processes i.e. implications and rules for extensions and taxonomy modifications
6. Practices for exporting XBRL from existing ERP systems and applications
7. Instances as archival or transmission documents
8. Pre- and Post-XBRL validation
9. Versioning policies

Deliverables

The focus of RFC and Note work products will be on addressing the topics as listed above as within scope. Therefore a set of deliverables is:

1. Classification of current global XBRL project population both in operation and under construction in terms of underlying supply chain process: 2009 Q1.
2. Processes and standards for identifying filers and filings: Overview RFC 2009 Q1; NOTE 2009 Q4.
3. Open and closed reporting processes: Overview RFC 2009 Q2; NOTE 2010 Q1.
4. Practices for exporting XBRL from existing ERP systems and applications (tbd)
5. Pre- and Post-XBRL validation: Overview RFC 2009 Q2; NOTE 2009 Q4.
6. Versioning policies: RFC 2009 Q2.

Audience and Users of Deliverables

The primary audience for the RFC and Note work products will be business stakeholders, process and technology architects who are currently designing, or considering, XBRL enabled reporting processes.