

## Terms of reference (TOR) - EUROTRACE User Community

*(final – 17 Feb 2016)*

### Purpose and scope of work

1. *EUROTRACE* - The EUROTRACE software package that was originally developed by Eurostat as generic data management system, but it is now used mostly by trade statisticians to compile International Merchandise Trade Statistics (IMTS). It is composed of two main software modules: a data editor (EUROTRACE Editor) and a data base management system (EUROTRACE DMBS). The package was released as open source software<sup>1</sup> in March 2014.

2. *Coordination.* As an open source software, EUROTRACE can be improved and deployed by various stakeholders without specific request for permission. However, this can lead to multiple versions, especially when two or more organisations working on similar modules. Therefore, it's important for the EUROTRACE User Community to coordinate closely among each other, in order to avoid duplication of efforts and increase re-usability of components. Furthermore, it's crucial that features of EUROTRACE to strike the balance between the needs of countries and global programme on trade statistics.

3. *Clarifications on the scope of work.*

- (a) The EUROTRACE User Community (EUROTRACE-UC) aims to identify common issues and agree on setting the priority on features for improvement or addition.
- (b) The User Community further maintains the list of issues (issues log) including updating the status of resolution.
- (c) In order to fulfill the needs for training and capacity building in countries, the User Community may pool the available resources to address those requests.

### Governance, structure and work arrangements

4. *Composition of the user community and work arrangements.* The User Community has open membership to those currently using or planning to use EUROTRACE in the foreseeable future and/or to those that are seriously interested in its development; however, international organisations such as UNSD, COMESA, ECOWAS, AUC, ASEAN, EUROSTAT, CARICOM, and UNCTAD will be acting as catalysts to ensure continuous improvement of EUROTRACE and active participation of the user community. The user community will take its decisions in the spirit of consensus and cooperation.

5. *Secretariat.* The secretariat of EUROTRACE-UC will be decided by the members of User Community and will rotate every two years. The first secretariat starting in 2016 will be UNSD. The secretariat serves to provide support for well-functioning coordination among the members, such as conducting regular meetings,

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<sup>1</sup> <https://joinup.ec.europa.eu/software/eurotrace/description>

maintaining issues log, and establishing communication with relevant stakeholders, etc.

6. *Time frame.* The User Community will identify the main milestones involved in improvement of EUROTRACE, and will provide a time frame for their completion, taking into account availability of resources and complexity of the methodology.

8. *Organization and methods of work.* The User Community will decide on its detailed work plan and organization of work (who is doing what and when), its communication and coordination with other groups and with countries, and its methods of work, also taking advantage of the experiences made in the development of other IMTS data compilation systems. The User Community will consist of two sub-groups, namely a Technical sub-group consisting of members with specialization in the technical issues involved, and an Organizational sub-group, which will focus on issues such as capacity building and training. The chair/secretariat will provide support and ensure the progress of work. The User Community is expected to conduct most of its work through a web-based collaboration platform and joint meetings of the Technical and Organization sub-groups via phone and web; however, face-to-face meetings will be held as needed and subject to availability of resources.

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