

EN Procedure: Trading Partner Agreements on the Exchange Network

Procedure No.: 001
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Version: 1.1

Subject:	Trading Partner Agreements (TPAs) on the Exchange Network (EN)
Purpose:	The purpose of this Procedure is to define the appropriate use and content of Trading Partner Agreements on the Exchange Network.
Background:	<p>Trading Partner Agreements define, in writing, for specific data exchanges, the participating partners' individual and joint responsibilities in stewardship, security, and other items essential for the effective exchange of information between two or more trading partners on the Exchange Network. The core value of developing TPAs is to encourage partners to clarify the appropriate and agreed upon use, ownership, type, quality, and frequency of data exchanged between and among partners. This process leads to an improvement in the reliability, utility, and security of sharing data on specific exchanges over the EN and helps meet partners' business objectives and obligations.</p> <p>TPAs focus primarily on the information being exchanged, while other materials such as Flow Configuration Documents cover the technical means of the exchange.</p> <p>TPAs are one of several potential types of agreements governing data access and exchange on the EN. They are most appropriate for data exchanges among identified partners with clear rules and expectations informing data ownership and use and the timeliness of submissions.</p> <p>Many EN Partners have developed model TPAs for programmatic data exchanges to outline partner information management responsibilities. The responsibilities in these TPAs are not specifically covered in other documents, such as Performance Partnership Agreements (PPAs).</p> <p>A TPA that complies with this Procedure satisfies the <i>EN Data Access and Exchange Policy</i> (Network Policy 001) requirement that "Whenever possible, data owners must...ensure that all data access and exchange relationships are governed by agreements that meet partners' legal and programmatic obligations." Some types of data exchanges, such as those that rely on data publishing to share data with unspecified partners, however, may be covered by agreements other than TPAs. These other types of agreements will have their own Procedures.</p>
Procedure:	When two or more partners wish to exchange data, they must come to an agreement on whether or not to use a TPA. TPAs should generally

include the elements listed in the guidance document *Trading Partner Agreements Analysis and Best Practices*, available at:
<http://www.exchangenetwork.net/trading-partner-agreements/>.

If existing agreements, such as PPAs and Memoranda of Understanding, individually or together cover these elements, then a separate, stand-alone TPA is unnecessary. When other agreements cover only some of the components, partners should develop a TPA covering the rest; in these situations, the TPAs should also include references to the components covered by other agreements. Additional components may be included in TPAs as necessary.

Audience:

Authorities:

Roles and Responsibilities:

Definitions:

Related Documents:

EN Partners

The authority to ensure ease and security of data access and exchange is contained in the mandate of the *Charters of the Exchange Network Leadership Council, Network Technology Board, and Exchange Network Coordination Team*, which includes the dual responsibility to “align Network activities with the Network vision and business needs of partners.” The *Charter* is available at:
<http://www.exchangenetwork.net/about/network-management/>

Exchange Network Leadership Council (ENLC):

- Ensure compliance with this Procedure.

Exchange Network Coordinating Team:

- Ensure that supporting materials (e.g., model TPAs) and related resources are available to encourage EN Partners to develop and use TPAs.
- Answer EN Partner questions on data exchange agreements.
- Provide supporting materials to EN Partners, such as templates for statements to be used in lieu of developing TPAs.

Network Technology Board (NTB):

- Participate in and encourage the development of model TPAs through work with data exchange workgroups.

Trading Partners:

- Discuss the scope of and expectations for each data exchange and develop a TPA as necessary.
- Maintain a copy of the TPA, and modify the TPA as needed and appropriate.

Definitions for general EN terminology can be found in Appendix A of the *Exchange Network Policy Framework Implementation Policy* (Network Policy # 000), available at:

<http://www.exchangenetwork.net/about/network-management/network-policy-framework/>

A comprehensive list of documents, including Procedures, Standards, and Guidance related to this Procedure, is presented in Appendix A and

at: <http://www.exchangenetwork.net/trading-partner-agreements/>.

All relevant Procedures and Standards are mandatory and must be followed to ensure compliance with this Procedure.

Trading partners may use or adapt the sample TPA presented at <http://www.exchangenetwork.net/trading-partner-agreements/>. Trading partners may choose to modify these samples depending on the complexity of the exchange, the unique issues for the exchange, the existence of other agreements, and the relationship between or among the trading partners.

Waivers:

Compliance with this Procedure is mandatory unless a waiver is obtained and documented as described in the waivers section of the *Exchange Network Policy Framework Implementation Policy (000)*.

Re-approval

Date:

Every two years, the ENLC will review this Procedure, make changes if necessary, and re-approve it in its current or modified form or repeal it if appropriate.

Contact:

Exchange Network Coordinator. Contact information is available at: <http://www.exchangenetwork.net/about/contacts/>

Appendix A to Exchange Network Procedure [#001] (Trading Partner Agreements on the Exchange Network)—Related Documents

This appendix identifies the Procedures, Standards, and Guidance that specifically implement the TPA Procedure.

Title	Last Updated
<i>Guidance</i>	
Trading Partner Agreements: Analysis and Best Practices http://www.exchangenetwork.net/trading-partner-agreements/	May 14, 2004