TELEBIB2

The UN/EDIFACT inspired standard for exchange of information within the Belgian Insurance industry.

Manual
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Content

0. Terminology.

TELEBIB : the older, Insurance-activity-domains oriented standard for the exchange of information between insurers and intermediairies, as published in 1986 by the CMP/GCP (Commission Mixte de Productivité / Gemengde Commissie Productiviteit) (in English the "joint committee on productivity").

TELEBIB-code : the four characters code which identifies an information element within TELEBIB.

TELEBIB2 : the new, object-oriented, standard for the exchange of information in the insurance industry, as published in 1996 by the CMP/GCP (Commission Mixte de Productivité / Gemengde Commissie Productiviteit) (in English the "joint committee on productivity") which shortly afterwards became the CMS/GOC (Commission Mixte de Suivi / Gemengde OpvolgCommissie) (in English the "joint observation committee").

UN/EDIFACT (United Nations / Electronic Data Interchange for Adminstration, Commerce and Transport) : the, by the United Nations in 1987 approved international standard for Electronic Data Interchange (EDI).

Repertory : technical description of the different levels of grouping of information. These grouping levels are : collections, segment groups, segments, and data.

Data element: functional designation of the smallest unit of information.

Simple data element : technically synonymous with data element. A simple data element has an identifier of four positions and where the first position is an "X".

Composite data element : a technical grouping of simple data elements. A composite data element has an identifier of four positions and where the first position is a "C".

Segment : technically, a limited and identifiable group of simple and / or composite data elements. De content of a segment is defined by a data element with a specific role, named the qualifier. This data element is always the first within the segment.

Segment tag : a three letter code which identifies a segment.

Segment group : a functional grouping of information based on mutual relations. Examples are party, risk-object, guarantee, event, … A segment group can contain another segment group.

Rubric : technically synonymous with segment group.

Collection : a functional description of some general Insurance function, with, per function, the information and the generic segment groups which belong to it.

Examples are contract or policy, claim notification, discharge note, …

Exchange unit : technically synonymous with collection.

Qualifier : a data element which defines the content of a segment.

List of values : a list of the possible values a data element can have.

1. Introduction.

1.0. General.

TELEBIB2, the standard for the exchange of information in the Insurance industry, is owned by the "Commission Mixte de Suivi / Gemengde Opvolg Commissie" ("Joint Observation Committee"), a committee within Assuralia where representatives of the insurers and of the intermediairies work together to come to recommendations with the purpose to improve the productivity within the industry.
Formerly, this committee was known as the "Commission Mixte de Productivité / Gemengde Commissie Productiviteit" (Joint Committee on Productivity).

1.1. From TELEBIB to TELEBIB2.

The session of the Joint Committee on Productivity of may 19th 1994 decided that TELEBIB, existing already since 1986, was in an urgent need of revision. It was stated that an object-oriented structuring would be a far better alternative to the insurance domains structuring, which had been the basis of TELEBIB and which was no longer corresponding with the evolution of the systems witin the industry. This new TELEBIB has since that moment been named TELEBIB2

For the realisation of TELEBIB2, the session of june 16th 1994 installed a working group. That group is made up of representatives of the insurers, of the intermediairies, and of ASSURNET. The intermediairies asked for, and obtained, the presence of representatives of their software suppliers. Their main role is to procure the intermediairies with the necessary technical support.
Assurnet, now (2009) Portima is the organisation, owned by the insurers, which runs the sectoral platform.

The activities of the working group are co-ordinated by the TELEBIB-Co-ordinator who reports on all activities of the working group at the Joint Observation Committee.

1.2. Purpose of the manual.

The purpose of this manual is to assist the users of TELEBIB2 in the implementation.

1.3. Other necessary documents.

The manual is part of a set of documents offered to the users, and which complete each other.

The other documents that exist and which must be kept available to the reader are : - the TELEBIB2 syntax,
- the repertories of the collections and of the segment groups,
- the repertory of the segments,
- the repertories of the composite and of the simple data elements, and
- the repertory of the values of the coded data elements.

Temporarily it is also still necessary to have access to TELEBIB and to the conversion table from TELEBIB to TELEBIB2.

2. Principles.

2.1. Based on UN/EDIFACT.

For the realization of TELEBIB2, the working group found inspiration at UN/EDIFACT. The result will be familiar to those who have already knowledge of that international standard.

It must be pointed out that TELEBIB2 does not conform to UN/CEFACT for the full one hundred percent. To be able to respond in the best way to the needs of the Belgian insurance industry, some components have been interpreted in a specific way. In the repertories, only some of the UN/CEFACT segments have been adopted, and a series of new segments have been added, either in replacement of existing ones which did not really respond to the Belgian needs, either denoting concepts not present in UN/CEFACT.

Nonetheless can be argued that the differences from UN/CEFACT do not lock out the handling of TELEBIB2 in a pure EDIFACT environment. Companies that already use UN/EDIFACT will have to adapt their existing environment only to a small extent. On the other hand one could argue that companies which implement TELEBIB2 actually build an even broader basis they eventually can use when moving into UN/EDIFACT for their electronic information exchanges with trading partners from other industries.

2.2. Genericity.

2.2.1. Definition

In accordance with the mission, the working group delivered generic results. This means that the collections and the segment groups in TELEBIB2 can be used for different specific uses. The collection "contract" for example, can be used for the exchange of information, either about policies from different Insurance-domains (branches), either about policies covering different branches, and either about all actions that can possibly occur upon a policy. In that same mindset, the generic segment group "risk-object" can be used for the exchange of information about either a vehicle, or either a building.

2.2.2. Motivation

This generic approach was chosen because the working group has the idea that TELEBIB2 must only be a structure where a sending application can deposit and identify data. It is up to the application in itself to decide what data are to be delivered. On the other hand it is up to the receiving application to retrieve in that same structure the necessary data. And here too it is up to the receiving application to decide which data it needs.

In TELEBIB2, no messages are being defined. Meaning, it is up to the exchanging partners to agree on the information to be exchanged.

The only binding agreement in TELEBIB2 is about the relations in between the distinct levels of information, and is about the order in which the distinct types of information must be present on those distinct levels.

2.3. Basic principle for information-exchange.

Information is to be understood as a collective, as a generic name for data. In a TELEBIB2 exchange every data (element) will be individually identified. Such identification happens on the basis of distinct concepts.

For a data (element) to be exchanged, it is placed in a segment. The choice of the segment is made with respect to the content of the data (element). Example given, if the data is a date, then it must be placed in a DTM segment, is the data an amount, then it must be placed in a MOA segment.

Every segment is being identified by a segment tag. Examples are DTM and MOAVoorbeelden hiervan zijn DTM en MOA. In a segment, a data (element) is being further defined by a qualifier. Example given, a qualifier will indicate that a date is a date of birth or a date effective, orthat an amount is a premium or an insured value. Aside from the qualifier and from the explicit value of the data (element) other

information about the data (element) can be present within the segment. For an amount the currency can be added, for a date the format as expressed can be added. All bits of information about a data (element) are being placed in data elements which have their specific position in the segment. In some cases, and this purely for technical reasons, data elements are grouped in composite data elements. Data elements which are not placed in composite data elements are called simple data elements.

A complete description of the segments, of the composite and of the simple data elements can be found in the respective repertories. To point out these are technical concepts, these segments, composite and simple data elements received names in English.

2.4. Cohabitation of TELEBIB and TELEBIB2

In accordance with the recommendation of the joint committee on productivity to guarantee the upward compatibility in between TELEBIB and TELEBIB2, the working group used the content of TELEBIB as a basis for its proceedings. As a result, the generic collections do at least permit the exchange of all data of TELEBIB.

To help the user when converting the identification of some data by its TELEBIB code to the identification of that same data in TELEBIB2, a conversion table per collection has been added tot TELEBIB2.

Such table contains :
- the TELEBIB code
- the segment tag of the segment where the data must be placed when in TELEBIB2
- the qualifier defining such data within the segment.
Segment tag and qualifier can exist on four different levels. They indicate the level of the data (element) within a collection.

The working group managed to transpose all lists of values from TELEBIB into TELEBIB2. That is why in TELEBIB2 the TELEBIB codes, of the data that relate to a list of values, are used to retrieve such list of values in TELEBIB. The way this is achieved is explained in the description of the special role of the qualifiers of the segments ATT, BIN, GIS and QRS.

The transposition of the lists of values from TELEBIB does not mean that TELEBIB must persist. Following some not yet defined period, the lists of values will be the only component of TELEBIB still in use. As these have been transposed into TELEBIB2, TELEBIB will phase out. The said conversion table will no longer be of any use and will disappear too.

3. Components of TELEBIB2.

By analogy with UN/EDIFACT, TELEBIB2 is an assembly of distinct components. These are the repertories and the syntax.

For the sake of completeness should be added that there also exist rules for the design of collections and segment groups. These do only matter to the working group and are not being published.

3.1. The repertories.

TELEBIB and the already mentioned repertories are available by means of a relational database (MS ACCESS).

3.1.1. Repertory of collections.

This repertory contains per collection :
- the acronym, of six characters, indicating the collection,
- the version number of the collection,
- the name of the collection,
- the conceptual model which depicts the relations in between the segment groups within the collection,
- the description of the content, by means of a sorted list of segments and segment groups, and
- for each segment and each segment group :
  - the segment tag and name,
  - the indication whether the usage of the segment or segment group is mandatory (M) or conditional (C),
  - the indication of the single or multiple usage of the segment or segment group (see 3.1.7.).

3.1.2. Repertory of segment groups.

This repertory contains per segment group :
- the name of the segment group,
- the description of the content, by means of a sorted list of segments and eventually segment groups, and
- for each segment and each segment group :
  - the segment tag and name,
  - the indication whether the usage of the segment or segment group is mandatory (M) or conditional (C) in such segment group,
  - the indication of the single or multiple usage of the segment or segment group (see 3.1.7.).

3.1.3. Repertory of segments.

This repertory contains per segment :
- the segment tag,
- the name of the segment,
- the description of the function of the segment,
- the description of the content by means of a sorted list of simple and / or composite data elements, and
- for each data element :
    - the technical properties of simple data elements (see the description of the repertory of data elements),
    - the indication whether the usage of the data element within the segment is mandatory (M) or conditional (C),
    - the indication of the single or multiple usage of the data element in the segment (see 3.1.7.).

Example :

ADR   ADDRESS

Contains an address.

X001	*Address qualifier*	*a*	*3*	*Q*	*M*	*1*
C001	*Address*				*C*	*1*
	X002 Street	*a*	*30*		*C*	*1*
	X003 House number	*a*	*5*		*C*	*1*
	X004 Box number	*a*	*4*		*C*	*1*
	X005 Bus/boîte indicator	*a*	*1*	*Q*	*C*	*1*
X006	*Postal code*	*a*	*7*		*C*	*1*
X007	*City name*	*a*	*24*		*C*	*1*
X008	*Country, coded*	*a*	*3*		*C*	*1*
X009	*Country name*	*a*	*35*		*C*	*1*

3.1.4. Repertory of composite data elements.

This repertory contains per composite data element :
- the identifier code,
- the name of the composite data element,
- the description of the content by means of a sorted list of simple data elements, and
- for each data element :
    - the technical properties of simple data elements (see the description of the repertory of data elements),
    - the indication whether the usage of the simple data element within the composite data element is mandatory (M) or conditional (C),
    - the indication of the single or multiple usage of the simple data element in the composite data element (see 3.1.7.).

Example :

C001 Address

X002	*Street*	*a*	*30*		*C*	*1*
X003	*House number*	*a*	*5*		*C*	*1*
X004	*Box number*	*a*	*4*		*C*	*1*
X005	*Bus/boîte indicator*	*a*	*1*	*Q*	*C*	*1*

3.1.5. Repertory of simple data elements.

This repertory contains per simple data element :
- the identifier code,
- the name of the simple data element, and
- the technical properties of the simple data element :
  - o the indication of the format of the content of the simple data element (alphanumeric, numeric, …),
  - o the indication of the maximum length of the simple data element,
  - o the indication whether a list of values is connected to the simple data element (Q).

Example :

X001 Address qualifier *a* *3* *Q*

3.1.6. Repertory of lists of values.

This repertory contains per list of values :
- the identifier code of the simple data element where the list of values is connected to,
- the name of the simple data element where the list of values is connected to,
- the technical properties of the data element, and
- per value :
  - o the value,
  - o the meaning of such value in text,
  - o the description or definition of such meaning.

These lists of values are versionned.

3.1.7. Observation.

The indication whether a segment group, a segment, a composite data element or a simple data element is multiple or not, is done by means of a number.

"One" indicates there is no multiplicity (or repetition).

A number indicates the number of repetitions. The figure "nine" is an indication by agreement, meaning the segment or element can be repeated an unspecified number of times.

(30.03.2009 : in our database we still use that figure 9 with such meaning. In our web pages we replace that figure 9 from now on with the indication "n".)

3.2. Syntax.

This is the definition of the format in which the exchanges must be represented.

The syntax contains :
- the description of the characters to be used, and where it matters their specific funtionality,
- the description of the structuring of the exchange, and
- rules for optimum usage.

The syntax is defined in the document "The TELEBIB2 Syntax".

4. Usage

4.1. Putting information into segments.

The segment where some information will be stored is to be chosen carefully, and with respect to the nature of the information. For new users it is important to gain sound knowledge of all existing segments. The study of the repertory of segments is strongly advised.

Those who are acquainted with the TELEBIB codes can use the conversion table towards the TELEBIB2 identifiers. This table indicates for the existing TELEBIB code in which segment the information is to be placed, which is the defining qualifier value, and on which level the information is present.

The way the data must be arranged in the segments is defined in the syntax.

4.2. Segment qualifiers.

4.2.1. General.

Every qualifier has its list of values. Exeption made for some special cases, the value of such a qualifier is three postions long, alphanumeric, from a TELEBIB2 list of values present in the repertory of list of values.

4.2.2. Special cases.

4.2.2.1. ATT-, BIN-, GIS- and QRS-qualifier

The qualifiers of the segments Attribute (ATT), Boolean Indicator (BIN), Processing Indicator (GIS) and Declaration (QRS) are actually TELEBIB-codes. That is why the format of such qualifiers is four positions, alphanumeric.

As all qualifiers, these TELEBIB codes give some significance to the content of the segment. That content in itself is represented by some value from some list of values, and that list of values is a TELEBIB list of values.

example :

> *ATT+A124+1' (see the repertory of the segments for the description of ATT)*
> *ATT   indicates it is about some attribute of something,*
> *A124 (an existing TELEBIB code) defines the attribute as "gender",*
> *1   the value in the TELEBIB list of values representing "male".*

4.2.2.2. ICD-, IDD-, IFD- and ISD-qualifier

In the case of the qualifiers of the segments Guarantee (ICD), Cover (IDD), Formula (IFD) and Subguarantee (ISD) the usage of company specific lists of values is allowed. This can be achieved as explained in 4.3.1. below.

4.3. The usage of X901 "Code list identifier" and X902 "Code list responsible agency, coded".

The usage of list of values makes it necessary in some cases to indicate which is the actual list of values being used and who manages such list of values. This is made possible by using the data elements X901 "Code list identifier" and X902 "Code list responsible agency, coded".

4.3.1. Indicating a company-specific list of values, as an alternative for an existing TELEBIB list of values.

In some cases exchanging partners can decide for a company-specific list of values in stead of the standard TELEBIb list of values. The data elements X901 and X902 are used as defined in the previous paragraph.

example :

> *IFD+572:xxx:0079' (see the repertory of the segments for the description of IFD)*
> *IFD indicates the data being a formula*
> *572 is the value identifying the formula in the company specific list of values*
> *xxx contains the identifier of the company specific list of values in the annex to TELEBIB2*
> *0079 indicates the list being owned by company 0079*

4.3.2. Observation regarding "filters"

Filters are subsets of values of existing lists of values. These were not managed in TELEBIB and will not be managed in TELEBIB2.

The usage of filters is specific to the usage of TELEBIB2 in Assurnet2 and is defined in an Assurnet2 document.

5. Representation of numeric data element values

5.1. Decimal mark

Unlike the current EDIFACT standard, the decimal mark shall continue to not be used in interchange.
The number of decimal positions shall be specified in another data element and shall be counted when computing the maximum field length of the numeric data element.
In a numeric data element n..9 (2 decimals), '12,50' shall be transmitted as '1250'.

5.2. Triad separator

Triad separators shall not be used in interchange.
Allowed: 2500000
Not allowed: 2,500,000 or 2.500.000 or 2 500 000.

5.3. Sign

If the value of a numeric data element is to be indicated to be negative, it shall be immediately preceded by a minus sign (e.g. '-12' in a data element defined as n..5 (and not '-..12')).

Unlike the EDIFACT standard, the minus sign shall be counted as a character of the value when computing the maximum field length of a data element (e.g. n..4 accepts values from -999 until 9999).

Contact:

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