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DRAFT PROGRAMME OF WORK, 2008 -2009: WORK ITEMS*

Note by the Bureau of UN/CEFACT

Addendum

UN/CEFACT Programme of Work

This document contains the 2007 – 2008 programme of work of UN/CEFACT, as approved by the 12th UN/CEFACT Plenary, 22 – 24 May 2006. The programme of work is based on the Integrated Strategy for UN/CEFACT (ECE/TRADE/CEFACT/2006/5) that was approved at the 12th session. The UN/CEFACT Project Matrix (ECE/TRADE/CEFACT/2006/9/Add.1), relevant to the programme of work, is maintained by the Forum Management Group of UN/CEFACT as a tool for facilitating coordination among projects, broadening collaboration with external organizations, and promoting review and comment by stakeholder communities for which the specifications are intended.

* Submitted on the above date after approval of the programme of work at the UN/CEFACT plenary session in May 2006.

INTRODUCTION

1. UN/CEFACT draws up and maintains recommendations, standards and technical specifications for trading and business, and in doing so:

- applies a *total transaction approach* when working for the elimination of constraints;
- simplifies procedures and documents, encompassing both border-crossing and other government and commercial processes;
- captures business knowledge in process and information models;
- maps these models to new information technologies as they emerge.

2. UN/CEFACT Programme of Work is framed within the UN/CEFACT Integrated Strategy. It focuses on the following three key work areas:

- I. Facilitating national and international trading and business transactions and working towards the elimination of constraints
- II. Engaging in open dialogue;
- III. Improving the ability of business, trade and administrative organizations to exchange products and relevant services effectively.

3. UN/CEFACT Recommendations, Standards and Technical Specifications are developed through an Open Development Process. The Open Development Process is designed to involve all interested parties in the creation and evolution of Standards. UN/CEFACT's goal is to produce Standards and Recommendations that are timely, technically excellent, implementable on any platform, and relevant both to industry participants and to end-user communities.

4. It is understood that the Programme of Work¹ covers all mandated activities of the Permanent groups, in conformity with their Terms of Reference, as listed in Annex I. The detailed description of deliverables may not reproduce these activities, but highlights new or important work items.

5. In relation to Draft Programme of Work, 2008-2009: Work Items of the Committee on Trade (document ECE/TRADE/C/2006/12), UN/CEFACT key work areas correspond to:

- Key work area I: Section 1 - Development, maintenance and application of UNECE Standards
- Key work area II: Section 2 - Policy Framework, and
- Key work area III: Section 3 - Capacity-building

¹ To achieve its mission, the Plenary established an organizational structure with five Groups meeting biannually in a UN/CEFACT Forum: International Trade and Business Processes Group (TBG), Applied Technologies Group (ATG); Information Content Management Group (ICG); Legal Group (LG); Techniques and Methodologies Group (TMG).

KEY WORK AREA I: FACILITATING NATIONAL AND INTERNATIONAL TRADING AND BUSINESS TRANSACTIONS AND WORKING TOWARDS THE ELIMINATION OF CONSTRAINTS

6. This is done by developing Recommendations, Standards and Technical Specifications to analyze and capture processes, procedures and transactions, including the relevant use of information technologies.

Activity 1.1: Analyze and understand key elements of international processes, procedures and transactions for each Trade and Business Domain

Description: For each Trade and Business Process Sector, capture and document business and trade facilitation requirements in a format where they can be analyzed, generalized, preserved, communicated and transmitted.

Deliverables:

- New draft UN/CEFACT recommendations, implementation guidelines and other relevant instruments for trade facilitation including best practices and implementation guidelines
- Business and governmental domain definitions
- Definitions of common business and governmental processes (including reference models)
- Core Component definitions
- Cross domain business and governmental projects
- Standards for electronic documents for trade (UNeDocs)
- Guide to Trade Facilitation Implementation, and Guide to Trade Facilitation Benchmarking
- Validated technical specifications
- Documentation of business and governmental requirements for changes to syntax solutions
- Analysis, research and review of legal processes and issues
- Development, publication and promotion of guidelines supporting best legal practice
- Maintenance of UN/CEFACT Recommendations.

Lead groups: TBG, LG

Detailed description:

- ECE/TRADE/CEFACT/2006/9/Add.1 Revision of the UN/CEFACT Draft Project Matrix for the Programme of Work 2005-2006

Target Audience: Governments and international trade sectors and organizations

Activity 1.2: Identify trade facilitation needs and priorities

Description: For each Trade and Business Process Sector, identify trade facilitation needs and priorities of governments and business and then develop suitable instruments to address them. Assessment of these needs will be done on a regular basis through contacts with both governments and business organizations.

Deliverables:

- Harmonised business and governmental requirements (e.g. harmonisation of cross-domain process models and core components)
- Identification of constraints to more effective legal processes and procedures
- Practical proposals for the removal of such constraints.

Lead groups: TBG, LG

Detailed description:

- ECE/TRADE/CEFACT/2006/9/Add.1 Revision of the UN/CEFACT Draft Project Matrix for the Programme of Work 2005-2006
- UN/CEFACT will prepare a programme of work to address problems and develop best practices and standards regarding the legal aspects of trade facilitation around the world. This work will be carried out in association with other relevant international bodies, including the United Nations Commission on International Trade Law (UNCITRAL)
- UN/CEFACT will work with key strategic partners (WB, WCO, ICC, UN Regional Commissions, etc) to assist selected member States in assessing their need for and approach to the implementation of a Single Window
- Based on the outcomes of the 12th Plenary, the Bureau will define the priorities for UN/CEFACT to develop policy papers on Trade Facilitation issues
- Develop and publish the UN/CEFACT Guide to Trade Facilitation Implementation that will help developing and transition countries to approach the topic in a manner that is consistent with their own developmental needs, priorities, resources, and international obligations.

Target Audience: Governments and international trade sectors and organizations

Activity 1.3: Monitor technological and methodological developments

Description: Research and evaluate information and communication technologies and techniques, and develop standards and methodologies to assist UN/CEFACT to fulfil its mission.

Deliverables:

- UN/CEFACT Modelling Methodology (UMM) Specification
- Unified Modeling Methodology (UMM) User Guide
- UMM Introductory Presentation
- Business Collaboration Patterns and Monitored Commitments Specification
- Business Collaboration Protocol Specification
- Business Entity Library Specification
- Business Process Information Model Exchange Schema Specification
- Business Process Schema Specification
- Common Business Process Catalogue Specification
- Core Component Technical Specification
- Core Components Supplementary Documentation
- Business Reference Information Model Specification

- eBusiness Architecture Specification
- Proposals, including draft recommendations, for review and approval by the UN/CEFACT Plenary.

Lead group: TMG

Detailed description:

- ECE/TRADE/CEFACT/2006/9/Add.1 Revision of the UN/CEFACT Draft Project Matrix for the Programme of Work 2005-2006
- Web Services: Web services are a recent concept for the next generation of e-Business infrastructure technology, providing an internet-based set of specifications and services. UN/CEFACT will expand the e-Business architecture and the UN/CEFACT programme of work for capabilities and business content for web services.

Target Audience: Governments and international trade sectors and organizations

Activity 1.4: Bridge the gap between paper and electronic business documents

Description: Create and maintain the trade, business and administration document structures that are based on a specific design, assembly and production of syntax technology or standard.

Deliverables:

- Technical assessment and maintenance of syntax specific solutions through the application of Data Maintenance Requests against existing publications
- A series of coherent, consistent and normalised syntax solutions that are aligned with domain reference models for publication, i.e.:
 - UN/EDIFACT messages and their support directories;
 - XML Schemas
 - UNeDocs
- Procedures for the maintenance of syntax solutions
- Mechanisms for ensuring the quality of syntax solutions
- Technical specifications detailing the design and production rules, guidelines and checklists, that shall be applied when developing and maintaining the various syntax solutions, including syntax specific UML profiles
- Proposals, including draft recommendations, for review and approval by the UN/CEFACT Plenary.

Lead group: ATG

Detailed description:

- ECE/TRADE/CEFACT/2006/9/Add.1 Revision of the UN/CEFACT Draft Project Matrix for the Programme of Work 2005-2006.

Target Audience: Governments, international trade sectors and organizations, private sector

Activity 1.5: Ensure technical quality of recommendations, standards and technical specifications

Description: Ensure highest Technical Quality of UN/CEFACT standards and recommendations.

Deliverables:

- A series of coherent, consistent and normalized reference libraries comprising the business requirements, information objects and code lists which are aligned with the domain reference models and serve as the building blocks for the development of standards for implementation
- Validating before release the conformance of technical specifications with the corresponding publication guidelines and the conformance of approved syntax specific information objects and components with their syntax rules
- Processes and procedures for the maintenance of the libraries
- Mechanisms for ensuring the quality of the library contents
- Proposals, including draft Recommendations for review and approval by the UN/CEFACT Plenary
- Maintenance of UN/CEFACT recommendations.

Lead group: ICG

Detailed description:

- ECE/TRADE/CEFACT/2006/9/Add.1 Revision of the UN/CEFACT Draft Project Matrix for the Programme of Work 2005-2006
- On-going maintenance and periodical updates of a number of Recommendations related to codes.
- Twice a year maintenance and publication of UNECE Recommendation 25 - Use of the UN Electronic Data Interchange for Administration, Commerce and Transport Standard (UN/EDIFACT) set of internationally agreed standards, directories and guidelines for electronic data interchange (EDI).

Target Audience: Governments and international trade sectors and organizations, private sector, consumers

KEY WORK AREA II: ENGAGING IN OPEN DIALOGUE

7. To achieve improved worldwide coordination and cooperation among national and international organizations, to secure coherence in the development of Recommendations and Standard, and to ensure that its instruments are fully considered by trade policy makers and are utilized.

Activity 2.1: Trade Facilitation within the WTO framework

Description: Ensure that the Centres' instruments are fully considered in the WTO negotiations on trade facilitation and are utilized to the fullest extent possible in any related outcome.

Lead groups: Bureau, TBG

Detailed description:

- The Bureau will ensure that UN/CEFACT instruments are fully considered in the WTO negotiations on trade facilitation and are utilized to the fullest extent possible.

Target Audience: Governments and international trade sectors and organizations

Activity 2.2: Trade facilitation and cross-border transactions

Description: To promote the development of information and documentary standards to support the advance presentation of cargo information. The needs and requirements of industry and governments for standards related to supply-chain security management could also be explored.

Any work emanating from this will be driven by trade requirements and demands and will be coordinated with the World Customs Organization (WCO) and other relevant organizations.

Lead groups: Bureau, TBG

Detailed description:

- The Bureau will implement the conclusions of the conclusions of the UN/CEFACT Symposium on Single Window Standards and Interoperability (ECE/TRADE/CEFACT/2006/15)
- UN/CEFACT will work with WCO to harmonize and consolidate the WCO Data Model and the UNeDocs Data Model into a Cross-Border Reference Data Model (CBRDM), reflecting the requirements for data exchange across the entire global supply chain.

Target Audience: Governments and international trade sectors and organizations

Activity 2.3: Work closely with the UNECE Committee for Trade and other parts of the UNECE and the UN

Description: To identify areas and work under the UNECE Committee on Trade that could be used to reinforce trade facilitation, such as regulatory convergence and the analysis of regional trade agreements and technical barriers to trade. Also to look at the work on agricultural standards where there is domain expertise related to inspection requirements. Stronger links also need to be developed with the UNECE's Inland Transport Committee which is responsible for the international TIR convention covering the transit of goods across countries as well as the "International Convention on the harmonization of frontier controls of goods". Both of which are important trade facilitation areas. Excellent cooperation also needs to be established with the other United Nations Regional Commissions and the UN Conference on Trade and Development (UNCTAD) for the promotion of UN/CEFACT's work and the organization of capacity and technical assistance in countries where they work.

Lead group : Bureau

Detailed description:

- The Bureau, working together with national trade facilitation promotion organizations and other organizations such as the World Bank and the United Nations Conference on Trade and Development (UNCTAD), will assist selected member States to implement benchmarking activities based on the Guide and Recommendation on Trade Facilitation Benchmarking
- Trade and Sustainable Development is an important element of UNECE's Trade Development Strategic Action Plan. UN/CEFACT's work in trade facilitation helps to promote sustainable economic and social development by encouraging more efficient use of resources at any given level of trade transactions, primarily in the areas of transport and paper use. This work also enhances the sustainable participation of SMEs in trade by reducing procedural and cost barriers. Therefore, the work contributes to the WSSD goals of enhancing the capacities of developing countries to benefit from liberalized trade opportunities and narrowing the digital divide
- The Bureau will cooperate with the UNECE Working party on Customs questions affecting transport (WP.30) Ad Hoc Group of Experts on the computerization of the TIR procedure.

Target Audience: Governments and international organizations

Activity 2.3: Liaise with other agencies

Description: For the promotion of its work, cooperate with national and international organizations active in trade facilitation, standards development organizations, and regional and sub-regional country groupings.

Lead group: Bureau

Detailed description:

- Coordination with OASIS under the Memorandum of Understanding between UNECE and OASIS²
- Coordination with IEC, ISO and ITU through the Memorandum of Understanding between IEC, ISO, ITU and UNECE Concerning the Field of Electronic Business²
- Coordination with the International Chamber of Commerce, World Customs Organization, United Nations Conference on Trade and Development, United Nations Economic Commission for Europe, United Nations Industrial Development Organization, and the World Bank through the Global facilitation Partnership for Transportation and Trade³.

Target Audience: International organizations and Standards Setting Organizations

² http://www.unece.org/cefact/cf_mou_index.htm

³ <http://www.gfptt.org/>

KEY WORK AREA III: IMPROVING THE ABILITY OF BUSINESS, TRADE AND ADMINISTRATIVE ORGANIZATIONS TO EXCHANGE PRODUCTS AND RELEVANT SERVICES EFFECTIVELY

8. By promoting both the use of its products and services through channels such as government, industry and service associations for developed, developing and transitional economies.

Activity 3.1: Build Capacity

Description: Reach out to countries in transition, developing and least-developed economies, to raise awareness and make available trade facilitation and e-business knowledge and respond to their requirements.

Deliverables:

- Forum seminars, presentations and other tools to support awareness and implementation of UN/CEFACT products and services;

Lead groups: All

Detailed description:

- Through the office of the Regional Adviser for Trade Facilitation, the Trade and Timber Division provides advice to UNECE Member States on trade, trade facilitation and e-business issues, works closely with and actively supports initiatives undertaken by SECI, and the Stability Pact for South Eastern Europe (SP), TTFSE, SPECA, and other organizations/institutions/initiatives
- The Bureau, through the Regional Adviser, will carry out an assessment study of established trade facilitation organizations (PRO organizations) in transition economies in order to determine their current operational status, activity level, resources, funding arrangements. The main purpose of the study will be to identify the lessons learned from current operations and determine future capacity building requirements. Based on the findings, follow-up activities will be implemented to support capacity-building, beginning with a workshop for national trade facilitation organizations that will be held in 2008
- The Bureau, together with the UN/CEFACT relevant TBGs, will organize capacity-building workshops to promote the UN/CEFACT Guide to Trade Facilitation Implementation and encourage its implementation. One workshop will be held for each of the following regions: Asia Pacific, Latin America, Central and Eastern Europe, Middle East. Two workshops will be held in Africa, one in West Africa and one in South Eastern Africa.
- UNDA 4th Tranche Project: Inter-regional trade as an engine of growth: The Bureau and the secretariat will complete in 2007 the capacity Building project to strengthen Trade Facilitation implementation in UN member States. The project includes all five Regional Commissions (ECLAC Lead Agency). Through a series of 15 regional and 2 interregional capacity building workshops, the project will:

- Enhance the knowledge and understanding of governments and business regarding trade facilitation and the role of ICT
- Enhance the use of ICT by SMEs in trade facilitation, and
- Build national capacities in trade facilitation negotiations.
- In addition, the project will develop a tool for the alignment of trade documents using the UN Layout Key. A registry of national aligned trade documents will also be established.

Target Audience: Governments, international trade sectors and organizations, private sector, consumers

Activity 3.2: Promote

Description: To develop promotional material and maintain the UN/CEFACT website.

Deliverables:

- Promotional brochures
- UN/CEFACT Registry
- UN/CEFACT web site.

Lead groups: All

Detailed description:

- Through the joint UNECE – Czech Republic project, “Support of trade facilitation measures and UN/EDIFACT implementation in selected Eastern European Countries,” the secretariat cooperates with several CIS countries to promote the implementation of UN/CEFACT instruments
- The Bureau and the secretariat will enhance the features and accessibility of the UN/CEFACT Forum web site
- The secretariat, together with the Bureau and the Information Content management Group (ICG), will prepare a financial resource plan for the UN/CEFACT Registry, which will include the necessary technical documentation.

Target Audience: Governments, international trade sectors and organizations, private sector, consumers

ANNEX ORGANIZATION OF WORK

To achieve its mission, the Plenary established an organizational structure with five Groups meeting biannually in a UN/CEFACT Forum. The five groups are as follows:

- International Trade and Business Processes Group (TBG)
- Applied Technologies Group (ATG)
- Information Content Management Group (ICG)
- Legal Group (LG)
- Techniques and Methodologies Group (TMG).

Mandates of the Groups

International Trade and Business Processes Group (TBG)
(document TRADE/CEFACT/2004/11/Add.4)

The purpose of the International Trade and Business Processes Group (TBG) is to be responsible for the simplification of international trade procedures, business and governmental process analysis, and best practices, using the UN/CEFACT Modelling Methodology where appropriate to support the development of trade facilitation and electronic business solutions. This purpose is demonstrated through:

- Identification, simplification, harmonisation and alignment of public and private sector practices, procedures and information flows relating to international trade transactions both in goods and related services
- Specification of common business and governmental processes and reference models
- Harmonization of cross-industry business and governmental processes
- Documentation of business and governmental requirements
- Raise awareness of work of the International Trade & Business Processes Group (TBG).

Applied Technologies Group (ATG) (document TRADE/CEFACT/2004/11/Add.1)

The purpose of the Applied Technologies Group (ATG) is to be responsible for the creation and maintenance of the trade, business and administration document structures that are based on a specific technology or standard. The function of the ATG is the design, assembly and production of syntax specific solutions based on identified business and/or technical requirements from the empowered groups of UN/CEFACT.

Information Content Management Group (ICG) (document TRADE/CEFACT/2004/11/Add.2)

The purpose of the Information Content Management Group (ICG) is to ensure the release of quality technical specifications for e-business. To achieve this aim it will be responsible for the:

- Management of the UN/CEFACT information repositories and libraries for electronic business and Recommendations that fall within its scope as listed in section 2
- Technical conformance and the registration of the UN/CEFACT business requirements specifications
- Normalization and maintenance of the base syntax neutral information components that serve as the building blocks for the development of standards for implementation
- Technical conformity and registration of syntax specific information objects and components.

Legal Group (LG) (document TRADE/CEFACT/2004/11/Add.3)

The purpose of the Legal Group (LG) is to analyse current legal processes and issues within the mission and objectives of UN/CEFACT, to identify legal constraints that adversely affect the mission and objectives of UN/CEFACT, and to propose practical improvements to these legal processes and issues.

Techniques and Methodologies Group (TMG) (document TRADE/CEFACT/2004/11/Add.5)

The purpose of the Techniques and Methodologies Group (TMG) is to provide all UN/CEFACT Groups with Meta (base) Business Process, Information and Communications Technology specifications, recommendations and education. The TMG shall also function as a research group evaluating new information and communication technologies (ICT), as well as techniques and methodologies that may assist UN/CEFACT and its groups to fulfil their mandate and vision in Trade Facilitation and e-Business.
