



**Economic and Social
Council**

Distr.
GENERAL

ExG/COMP/2004/1
29 January 2004

ENGLISH ONLY

ECONOMIC COMMISSION FOR EUROPE

INLAND TRANSPORT COMMITTEE

Working Party on Customs Questions
affecting Transport

Informal Ad hoc Expert Group on Conceptual and
Technical aspects of Computerization of the TIR Procedure
(1-2 March 2004)

**PROVISIONAL AGENDA FOR THE FOURTH SESSION OF THE
INFORMAL AD HOC EXPERT GROUP ON CONCEPTUAL AND TECHNICAL
ASPECTS OF COMPUTERIZATION OF THE TIR PROCEDURE**

**to be held at the Palais the Nations, Geneva^{*/}
starting at 10.00 hours on Monday, 1 March 2004**

^{*/} In accordance with the accreditation procedures applicable for all meetings held at the Palais des Nations, delegates are requested to fill-in the attached registration form (also available from the website of the UNECE (www.unece.org)) and to transmit the duly filled-in form not later than 23 February 2004 to the UNECE Transport Division, either by fax (+41-22-917-0614) or by e-mail (Artur.Bouten@unece.org). In Geneva, prior to the session, delegates are requested to present themselves at the Pass and Identification Unit of the UNOG Security and Safety Section, located at the Villa Les Feuillantines, 13 Avenue de la Paix (see attached map), for issuance of an identification badge. In case of difficulties, please contact the UNECE secretariat (Int. 72403 or 74030).

1. Adoption of the agenda ExG/COMP/2004/1
2. Activities of the informal ad hoc Expert Group
 - (a) Reference Model of the TIR procedure ExG/COMP/2003/1
Version 1.1.a
 - (0) Introduction
 - (0.1) Background to the document TRANS/WP.30/2004/1
 - (0.2) Introduction to the Reference Model
 - (1) Business Domain Modelling
 - (1.1) Vision ExG/COMP/2004/3
ExG/COMP/2004/4
ExG/COMP/2004/5
ExG/COMP/2004/6
ExG/COMP/2004/7
 - (1.2) TIR Procedure domain
 - (1.3) TIR Carnet system Use cases ExG/COMP/2004/8
 - (1.4) Elaboration of Use Cases ExG/COMP/2004/2
 - (1.5) Entity Classes
 - (1.6) High Level Class Diagrams
 - Annexes ExG/COMP/2004/9
 - (b) Future projects for the Reference Model of the TIR Procedure
3. Other business
4. Date and place of next session
5. Report

* * *

1. ADOPTION OF THE AGENDA

The informal ad hoc Expert Group on Conceptual and Technical Aspects of Computerization of the TIR Procedure (hereafter referred to as: 'Expert Group') may wish to adopt its agenda (ExG/COMP/2004/1).

2. ACTIVITIES OF THE EXPERT GROUP

(a) Reference Model of the TIR Procedure

At its second session, the Expert Group started using the Reference Model of the TIR procedure as a dynamic and interactive way of documenting all relevant information on the project to computerize the TIR procedure (ExG/COMP/2003/1). The secretariat was mandated to update the Reference Model at various intervals, so that it would reflect all decisions taken by the group (ExG/2003/5, para. 12). In line with this mandate, the secretariat has issued version 1.1.a which takes account of decisions 1, 3, 9-12, 15, 16, 18-21, 23, 26-33 and 35, as contained in Annex to the agenda (ExG/COMP/2004/1).

The Expert Group is requested to verify and validate the updated version of the Reference Model.

(0) Introduction

(0.1) Background to the document

At its second session, the Expert Group mandated the secretariat to prepare a document for consideration at the WP.30 2004 spring session (Decisions No. 2 and No. 6). In this document, the Working Party should be asked for clarification with regard to the (a) objectives, (b) approach and (c) title of the Computerization project. The document concerned (TRANS/WP.30/2004/3) has been discussed at the one-hundred-and-sixth session of the Working Party (3-6 February, 2004).

The secretariat will report on the discussion by the Working Party. The Expert Group may wish to take note of the outcome and discuss which repercussions it may have on its work.

(0.2) Background to the Reference Model

The outstanding issue with regard to the possible inclusion of sequence diagrams into the Business Domain of the Reference Model will be discussed when studying the activity diagrams. Sequence diagrams will only be included, in case the Expert Group encounters problems in understanding the activity diagrams (Decision No. 4).

(1) Business Domain Modelling

(1.1) Vision

At its second session, the Expert Group requested the secretariat, in collaboration with the IRU, to amend Chapter 1.1. introducing the so-called “Business Opportunity and Problem Statement” (Decision No. 5), as described in UMM. The IRU circulated a draft text, which was sent to all participants of the Expert Group on 9 September 2003. The secretariat has reproduced this text in document ExG/COMP/2004/3, together with its own proposal, which is based on the problems identified and the opportunities formulated by the Ad hoc Expert Group on Computerization of the TIR Procedure at its first session (TRANS/WP.30/2001/5).

The Expert Group is requested to analyze and discuss both proposals and, possibly, validate the text of the new Chapter.

At the request of the Expert Group, the secretariat has redrafted Chapter 1.1.2. containing the objectives of the TIR Procedure Computerization Project, taking into account proposals submitted by members of the Group (Decision No. 7). The new draft is contained in document ExG/COMP/2004/4.

The Expert Group is requested to discuss and, possibly, validate the draft, submitted by the secretariat. In view of the outcome of the discussion by the Working Party on the subject, the Expert Group may wish to further discuss the contents of this chapter.

At the request of the Expert Group, the secretariat has also redrafted Chapter 1.1.3. containing the boundaries of the TIR Procedure Computerization Project, taking into account proposals submitted by members of the group (Decision No. 8). The new draft is contained in document ExG/COMP/2004/5.

The Expert Group is requested to discuss and, possibly, validate the draft, submitted by the secretariat.

At its second session, the Expert Group mandated the secretariat to redraft Chapter 1.1.5. containing the scope of the TIR Procedure Computerization Project, distinguishing between TIR-related and project-related activities (Decision No. 13).

The Expert Group is requested to discuss and, possibly, validate the draft as contained in document ExB/COMP/2004/6, submitted by the secretariat

Finally, the Expert Group requested the secretariat to clarify the term “constraints” used in Chapter 1.1.6. of the Reference Model (Decision No. 14).

The Expert Group is requested to discuss and, possibly, validate document ExG/COMP/2004/7, reviewing and clarifying the use of the term “constraints”, submitted by the secretariat.

(1.2) TIR Procedure Domain

The secretariat has inserted the issues (Decisions No. 15, 16, 18-21) addressed by the Expert Group at its third session into the updated version of the Reference Model. The Expert Group is requested to validate Chapter 1.2. of the Reference Model.

(1.3) TIR Carnet system use cases

At its second session, the secretariat was requested to redraft Chapter 1.3.1. clarifying the difference(s) between actors and the roles they play and to revise, in cooperation with the IRU, Figure 1.5. (Decisions No. 22 and 24).

The Expert Group is requested to discuss the proposal contained in document ExG/COMP/2004/8 and, possibly, validate the text of Chapter 1.3.

(1.4) The Elaboration of Use Cases

At its second session, the Expert Group decided that it would continue working on Chapter 1.4. outside the session (Decision No. 34). To this end, the Expert Group established small working groups, which would look at the various use cases. The secretariat was requested to compile the work of the working groups.

The Expert Group is requested to discuss, finalize and, possibly, validate the use cases, as contained in document ExG/COMP/2004/2.

(1.5) Entity Classes

Chapter 1.5. of the Reference Model was validated by the Expert Group at its second session, in line with decision No. 36.

(1.6) High level diagrams

At its second session, the Expert Group requested participants to provide the secretariat before 17 October with comments on Chapter 1.6 of the Reference Model (Decision No. 37). So far, the secretariat has not received any contribution.

The Expert Group is requested to finalize and, possibly, validate the text and diagrams of Chapter 1.6.

Annexes

In line with the request of the Expert Group, the secretariat has drafted a more detailed wording of Requirement 25 of Annex 1 (A TIR Transport must be guaranteed) (Decision No. 17) and has amended the Glossary in Annex 2 with the term “transport operator/driver, together with its definition (Decision No. 25). The proposals are contained in document ExG/COMP/2004/9, submitted by the secretariat, for discussion and, possibly, validation by the group.

(b) Future projects for the Reference Model of the TIR Procedure

Under this agenda item the Expert Group may wish to discuss ideas and/or proposals with regard to the next phases to be undertaken within the context of the Reference Model, in light of the outcome of the discussion held by the Working Party on the approach of the TIR Procedure Computerization Project.

3. OTHER BUSINESS

The Expert Group will be informed of activities undertaken by the secretariat in the field of computerization of the TIR procedure.

4. DATE AND PLACE OF NEXT SESSION

The secretariat proposes that the following session be organized before the summer of 2004, towards the end of June. The Expert Group may wish to decide on possible dates.

5. REPORT

In the course of the session, the secretariat will keep track of all issues raised and decisions taken (validated) by the Expert Group. These will be reflected in a list of issues and decisions. The list will be annexed to the report of the session, to be endorsed by the Working Party.

Annex 1 – Issues

No	Subject	Description	Date	Source	Related decision(s)	Solved
1	Whole document	At times, document refers to the computerization of the “TIR Convention”, whereas at other places it refers to the computerization of the “TIR Procedure”.	1-2.Sep.03	ExG (Budapest)	1	✓
2	0.1 Background to the document	The Expert Group (ExG) feels that clarification of its mandate is required.	1-2.Sep.03	ExG (Budapest)	2	
3	0.2 Introduction to the Reference Model	ExG proposes to make reference to the article by Mr. G. Gage.	1-2.Sep.03	ExG (Budapest)	3	✓
4	0.2.1 Phases and workflow	With regard to the deliverables, ExG questions the usefulness of the inclusion of sequence diagrams in the first stages of the work to complement or even replace the current activity diagrams.	1-2.Sep.03	ExG (Budapest)	4	
5	1.1 Vision	ExG proposes to include a Business opportunity statement.	1-2.Sep.03	ExG (Budapest)	5	
6	1.1.1 Project title and abbreviation	ExG points out that the abbreviated project title: “eTIR” could be misleading.	1-2.Sep.03	ExG (Budapest)	6	
7	1.1.2 Objectives	ExG thinks that the objectives need further precision, as a number of them are too general or too vague.	1-2.Sep.03	ExG (Budapest)	7	
8	1.1.3 Boundaries	This part needs further elaboration.	1-2.Sep.03	ExG (Budapest)	8	

No	Subject	Description	Date	Source	Related decision(s)	Solved
9	1.1.3 Boundaries	Figure 1.1, "stakeholders and actors" needs to be updated as follows: <ul style="list-style-type: none"> - Add "Contracting parties" in the list of stakeholders inside the boundaries; - Replace insurance by Guarantee providers; - Replace "Asycuda" by "Asycuda++"; - Add "National computer systems" in the list of stakeholders outside the boundaries; - Replace UNTDED by "UNTDED-ISO7372 Maintenance Agency"; - Delete "Consultants" and "Quality consultants" from the figure. 	1-2.Sep.03	ExG (Budapest)	9	✓
10	1.1.3 Boundaries	Figure 1.2, "stakeholders reponsability" charts needs to be updated as follow: <ul style="list-style-type: none"> - "Consultants" and "quality consultants" should be removed from the Figure; - The transport industry should be indicated as observer in the AC.2. 	1-2.Sep.03	ExG (Budapest)	10	✓
11	1.1.4 References	Lack of references to decisions taken in the past by WP.30.	1-2.Sep.03	ExG (Budapest)	11	✓
12	1.1.5 Scope	References to related decisions by WP.30 should be added.	1-2.Sep.03	ExG (Budapest)	12	✓
13	1.1.5 Scope	Project activities and TIR activities are mixed.	1-2.Sep.03	ExG (Budapest)	13	
14	1.1.6 Constraints	The term 'constraints' may need further clarification.	1-2.Sep.03	ExG (Budapest)	14	

No	Subject	Description	Date	Source	Related decision(s)	Solved
15	1.2.1 TIR procedure package diagram (pd)	ExG questions the inclusion of the Risk Analysis package in the TIR Carnet package since the Business Domain Modelling refers only to the "as-is" situation.	1-2.Sep.03	ExG (Budapest)	15	✓
16	1.2.1 TIR procedure pd	The relationship between the dependency arrows and the requirements is not visible in Figure 1.3.	1-2.Sep.03	ExG (Budapest)	16	✓
17	Requirements list	Requirement 25 is not precise enough.	1-2.Sep.03	ExG (Budapest)	17	
18	1.2.2 TIR procedure pd description	In the list of "actors", the term "insurance" has to be replaced by "Guarantee chain".	1-2.Sep.03	ExG (Budapest)	18	✓
19	1.2.2 TIR procedure pd description	In the "performance goal", add "of goods" after "international transport".	1-2.Sep.03	ExG (Budapest)	19	✓
20	1.2.2 TIR procedure pd description	According to ExG, the implementations of the TIR system (associations, insurance contracts, ...) should also be regarded as a precondition to the procedure.	1-2.Sep.03	ExG (Budapest)	20	✓
21	1.3 TIR Carnet System uc	The term "TIR Carnet system" is not clear.	1-2.Sep.03	ExG (Budapest)	21	✓
22	1.3.1 Actors	The roles of the actors are not clearly defined.	1-2.Sep.03	ExG (Budapest)	22	
23	1.3.1 Actors	Figure 1.4 should be updated as follows: <ul style="list-style-type: none"> - Replace "Consignee" by "Authorized Consignee"; - Add brackets around the authorised Consignee to indicate that this subject is still under discussion and not yet part of the Convention. 	1-2.Sep.03	ExG (Budapest)	23	✓
24	1.3.1 Actors	Figure 1.5 needs further elaboration in view of the roles played by the national associations.	1-2.Sep.03	ExG (Budapest)	24	

No	Subject	Description	Date	Source	Related decision(s)	Solved
25	1.3.1 Actors	The term "Transport operator (Driver)" used in Figure 1.6 is missing from the Glossary.	1-2.Sep.03	ExG (Budapest)	25	
26	1.3.1 Actors	Consignee is missing in Figure 1.6.	1-2.Sep.03	ExG (Budapest)	26	✓
27	1.3.1 Actors	Only the holder should be mentioned in Figure 1.6.	1-2.Sep.03	ExG (Budapest)	27	✓
28	1.3.2 TIR Carnet ucd	In accordance with decision 15, the risk analysis use case should be removed from Figure 1.7.	1-2.Sep.03	ExG (Budapest)	28	✓
29	1.3.2 TIR Carnet ucd	ExG questions the role of Customs authorities in the issuance and return use cases.	1-2.Sep.03	ExG (Budapest)	29	✓
30	1.3.2 TIR Carnet ucd	ExG questions the inclusion of a use case on risk analysis by the issuing association prior to issuance of the TIR Carnet.	1-2.Sep.03	ExG (Budapest)	30	✓
31	1.3.2 TIR Carnet ucd	"Authorities along the way" should be included in the TIR Transport use case.	1-2.Sep.03	ExG (Budapest)	31	✓
32	1.3.2 TIR Carnet ucd description	In accordance with resolution 31, "Authorities along the way" should be added to the "actors" list.	1-2.Sep.03	ExG (Budapest)	32	✓
33	1.3.2 TIR Carnet ucd description	In the scenario, any reference to risk analysis should be removed.	1-2.Sep.03	ExG (Budapest)	33	✓
34	1.4 Elaboration of uc	The risk analysis use case diagram and description should be deleted and a new diagram and description on the discharge of a TIR operation should be added.	1-2.Sep.03	ExG (Budapest)	35	✓

Annex 2 – Decisions

Decision. No	Issue No ¹	Description	Date	Source	Version ²
1	1	The references made to the computerization of the “TIR Convention”, will be replaced by computerization of the “TIR Procedure" in the whole Reference Model.	1-2.Sep.03	ExG (Budapest)	1.1a
2	2	ExG requests the secretariat to prepare a document for the Febuary 2004 meeting of WP30.	1-2.Sep.03		
3	3	Reference to the article " IS architecture artistry. G. Gage, IDG Communication Publication, July 1991" will be made.	1-2.Sep.03	ExG (Budapest)	1.1a
4	4	Possible inclusion of sequence diagrams will be discussed when studying the activity diagrams and will be included only if ExG encounter problems in understanding the activity diagrams.	1-2.Sep.03	ExG (Budapest)	
5	5	ExG requests the secretariat, in collaboration with the IRU, to draft a proposal for a "Business opportunity statement" for the forthcoming session of ExG.	1-2.Sep.03	ExG (Budapest)	
6	6	ExG requests the secretariat to prepare a document for the Febuary 2004 meeting of WP30 (see decision 2).	1-2.Sep.03	ExG (Budapest)	
7	7	ExG is requested to submit concrete proposals to the secretariat in order to amend the objectives chapter. The secretariat will present the revised version at the forthcoming meeting.	1-2.Sep.03	ExG (Budapest)	
8	8	ExG is requested to submit concrete proposals to the secretariat in order to amend the boundaries chapter. The secretariat will present the revised version at the forthcoming meeting.	1-2.Sep.03	ExG (Budapest)	

¹ The issue number is in bold when the resolution solves the issue.

² This column indicates in which version the results of the decision are included for the first time.

Decision. No	Issue No¹	Description	Date	Source	Version²
9	9	The proposal is accepted by ExG.	1-2.Sep.03	ExG (Budapest)	1.1a
10	10	The proposal is accepted by ExG.	1-2.Sep.03	ExG (Budapest)	1.1a
11	11	References to relevant reports should be added in the reference chapter.	1-2.Sep.03	ExG (Budapest)	1.1a
12	12	The tasks identified in the scope of the project should be complemented with the WP.30 decisions concerned.			1.1a
13	13	The secretariat is mandated to redraft the scope chapter distinguishing between TIR-related and project-related activities.	1-2.Sep.03	ExG (Budapest)	
14	14	ExG requests the secretariat to draft a clarification of the term ‘constraints’.	1-2.Sep.03	ExG (Budapest)	
15	15	ExG decides to keep the Risk analysis package but to place it outside of the TIR Carnet System package. It requests the secretariat to harmonize the dependency arrows accordingly	1-2.Sep.03	ExG (Budapest)	1.1a
16	16	ExG requests the secretariat to add the requirement number to the dependency arrows in order to increase the readability of Figure 1.3.	1-2.Sep.03	ExG (Budapest)	1.1a
17	17	ExG requests the secretariat to draft a more detailed wording of Requirement 25.	1-2.Sep.03	ExG (Budapest)	
18	18	The proposal is accepted by ExG.	1-2.Sep.03	ExG (Budapest)	1.1a
19	19	The proposal is accepted by ExG.	1-2.Sep.03	ExG (Budapest)	1.1a

Decision. No	Issue No¹	Description	Date	Source	Version²
20	20	ExG decides to add "Implementation of the TIR system" as a precondition.	1-2.Sep.03	ExG (Budapest)	1.1a
21	21	ExG decides to replace the term "TIR Carnet system" by the "TIR Carnet life cycle" in the whole document.	1-2.Sep.03	ExG (Budapest)	1.1a
22	22	ExG requests the secretariat to redraft chapter 1.3.1, identifying differences between the actors and the roles and drafting clear definitions.	1-2.Sep.03	ExG (Budapest)	
23	23	The proposal is accepted by ExG.	1-2.Sep.03	ExG (Budapest)	1.1a
24	24	ExG requests the secretariat, in collaboration with IRU, to draft a revised Figure 1.5 for the forthcoming session.	1-2.Sep.03	ExG (Budapest)	
25	25	ExG requests the secretariat to insert the term "Transport operator (driver)", together with a draft definition, in the glossary.	1-2.Sep.03	ExG (Budapest)	
26	26	ExG decides not to integrate the "Consignee" in Figure 1.6 because he does not act on behalf of the holder.	1-2.Sep.03	ExG (Budapest)	
27	27	ExG decides not to change the list of actors as mentioned in Figure 1.6.	1-2.Sep.03	ExG (Budapest)	
28	28	The proposal is accepted by ExG.	1-2.Sep.03	ExG (Budapest)	1.1a
29	29	ExG decides that Customs authorities are not directly involved in the use cases, because the issuance use case finishes and the return use case starts with the holder.	1-2.Sep.03	ExG (Budapest)	
30	30	ExG feels that the term "risk analysis" used in issue no. 30 is not appropriate, because, at the moment of issuance, the issuing association is actually performing a "risk assesment". It decides not to include this in the use case.	1-2.Sep.03	ExG (Budapest)	

Decision. No	Issue No¹	Description	Date	Source	Version²
31	31	The proposal is accepted by ExG.	1-2.Sep.03	ExG (Budapest)	1.1a
32	32	The proposal is accepted by ExG.	1-2.Sep.03	ExG (Budapest)	1.1a
33	33	The proposal is accepted by ExG.	1-2.Sep.03	ExG (Budapest)	1.1a
34	-	In order to verify and complement the use cases in part 1.4, ExG requests secretariat to organize working groups which should report to the secretariat not later than 17 October 2003. The secretariat is requested to compile the work of the working groups.	1-2.Sep.03	ExG (Budapest)	-
35	34	The proposal is accepted by the group.	1-2.Sep.03	ExG (Budapest)	1.1a
36	-	ExG validates chapter 1.5.	1-2.Sep.03	ExG (Budapest)	-
37	-	ExG decides that the secretariat should be provided with comments on part 1.6 before 17 October 2003 for compilation in preparation of the forthcoming session.	1-2.Sep.03	ExG (Budapest)	-

Annex 3 – Conference registration form



**UNECE WP.30 Fourth Session of the Informal ad hoc
Expert Group on Conceptual and Technical Aspects of
Computerization of the TIR Procedure
1-2 March 2004, Geneva**

Conference Registration Form

Please Print

Title of the Conference

Date 1-2 March 2004, GENEVA

UNECE-WP.30 Fourth Session of the Informal ad hoc Expert Group

Delegation/Participant of Country, Organization or Agency

Participant

Mr. Family Name First Name
Mrs.
Ms.

Participation Category

<u>Head of Delegation</u> <input type="checkbox"/>	Are you based in Geneva as a representative of your permanent mission ? YES NO (<i>delete non</i>)	Observer Organization <input type="checkbox"/>
Delegation Member <input type="checkbox"/>		NGO (ECOSOC Accred.) <input type="checkbox"/>
Observer Country <input type="checkbox"/>		Other (Please Specify Below) <input type="checkbox"/>
...		
From 1 March 2004	Participating <u>From / Until</u>	Until 2 March 2004

Document Language Preference English French Other _____

Official Occupation (in own country) Passport or ID Number Valid Until

Official Telephone N°. Fax N°. E-mail Address

Permanent Official Address

Address in Geneva

Accompanied by Spouse Yes No

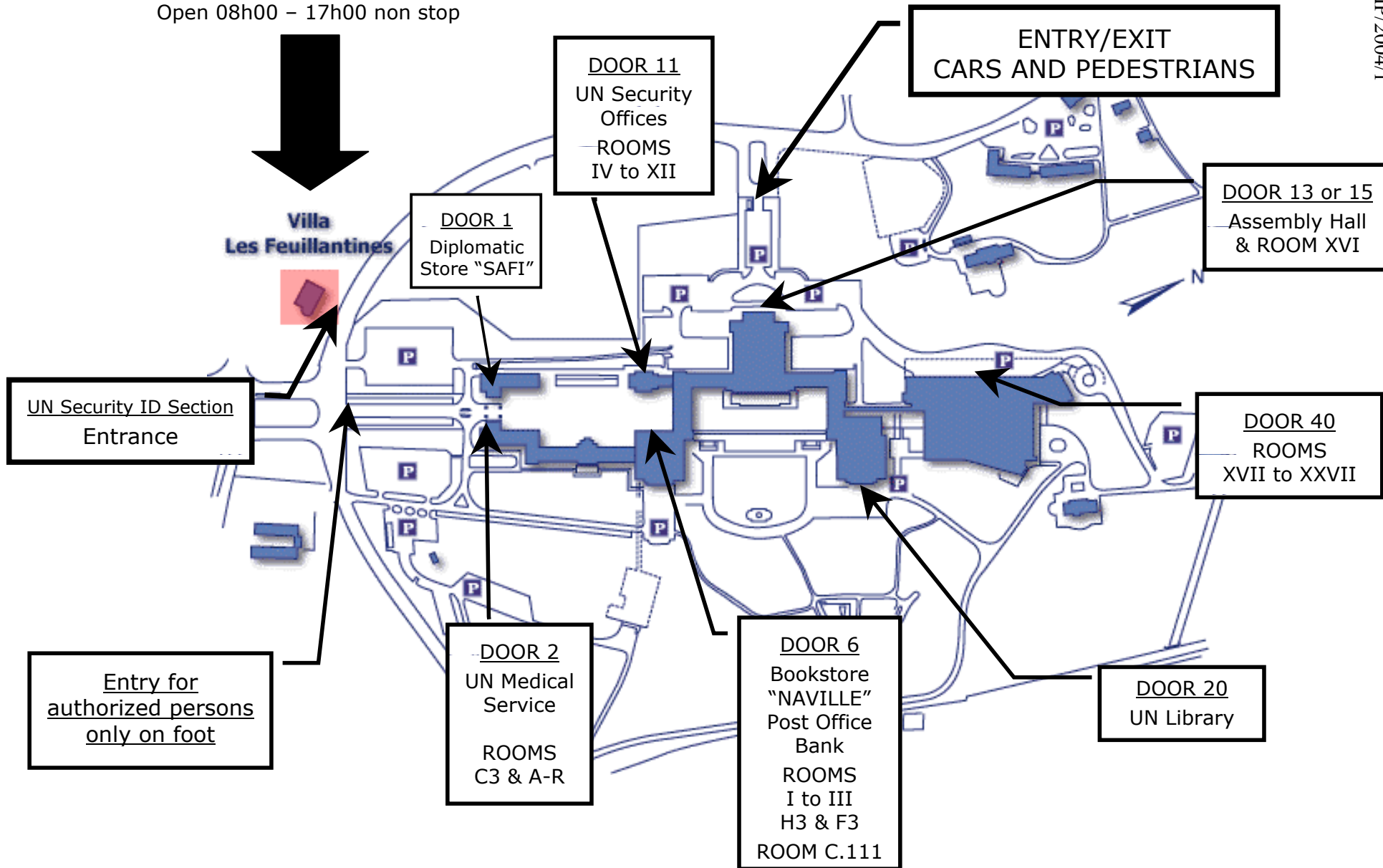
Family Name (Spouse) First Name (Spouse)

Please return the duly filled-in form at the latest on **23 February 2004** to the UNECE Transport Division, by fax (+41-22-917.06.14) or by e-mail (artur.bouten@unece.org)

Annex 4 - Map

SECURITY IDENTIFICATION SECTION

Open 08h00 – 17h00 non stop



UN Security ID Section Entrance

Entry for authorized persons only on foot

DOOR 1
Diplomatic Store "SAFI"

DOOR 2
UN Medical Service
ROOMS C3 & A-R

DOOR 11
UN Security Offices
ROOMS IV to XII

DOOR 6
Bookstore "NAVILLE"
Post Office
Bank
ROOMS I to III
H3 & F3
ROOM C.111

ENTRY/EXIT
CARS AND PEDESTRIANS

DOOR 13 or 15
Assembly Hall
& ROOM XVI

DOOR 40
ROOMS XVII to XXVII

DOOR 20
UN Library