

# **PROPOSED “GUIDELINES FOR RECOMMENDATION DEVELOPMENT IN THE FRAMEWORK OF UN/CEFACT”**

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Meeting Room: E.1056

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# Why Propose Such a Guideline?

- To provide organizational guidance to
  - Project Leaders
  - Editors
  - Experts
- Such a guideline has not yet been developed
- ITPD's role within UN/CEFACT is to develop and maintain Recommendations
  - There are Recommendation projects being proposed outside of ITPD and which may be following different logic and different organization



# UN/CEFACT Recommendation Purpose

- Assist **high level decision makers** to take decisions concerning the subject of the recommendation
- Support activities dedicated to improving the ability of business, trade and administrative organizations, from developed, developing and transition economies, to exchange products and relevant services effectively



# Recommendation Organization

- Part I: The recommended practice
- Part II: Guidelines on how to implement the recommended practice
- Relevant annexes which can cover a number of subjects:
  - case studies,
  - repositories,
  - technical definitions,
  - technical implementations



# Recommendation Organization

- Introduction (giving the context)
- **Part I: The recommended practice**
  - Scope
  - Benefits
  - Use of International Standards (if applicable)
  - Recommendation (recommended practice)
- Suggested length: 1-3 pages max.
- Target audience: high level decision makers



# Recommendation Organization

- **Part II: Guidelines on how to implement the recommended practice**
  - More detail on the basic elements
  - What needs to be considered in order to implement the recommended practice
- Suggested length: 2-15 pages
- Target audience:
  - high level decision makers
  - their high-level management
  - NOT necessarily technical experts
    - So the content must allow all readers to gully grasp the main elements with no technical background required



# Recommendation Organization

- **Annexes**

- Terminology and definitions (if it is decided to separate these from Part II)
- Further elements to assist in the decision making
  - Repository
  - Bench-marking tool
- Technical Details for implementation
  - Target audience: those actually implementing the recommended practice insofar as these details do not modify the decision making procedure
  - **These technical details MUST NOT contradict or reinterpret Part I & Part II**



# Editing Considerations

- Each individual paragraph should contain a single principle idea
- Avoid using jargon and specific technological terms
- Avoid abusive use of abbreviations
- CEN/CLC Guide 17:2010 suggests the following language Help Box:

- use the verbs in the active voice rather than the passive;
- use simple, meaningful and intelligible words;
- be assertive by using commands rather than weaker forms;
- use action verbs rather than abstract nouns;
- speak directly to users rather than saying what they might do;
- use lists where appropriate;
- define technical terms and abbreviations at first occurrence;
- use terms consistently throughout the text





# Technology Neutrality

- Technology neutrality means that the proposed recommended practice **does not depend on and does not presuppose** the use of any particular type of technology.
  - Technological neutrality is particularly important in view of speed of technological innovation and helps to ensure that legislation remains capable of accommodating future developments and does not become obsolete too quickly.
  - Accordingly, carefully avoid any reference to particular technical methods of transmission or storage of information, for example.

Source: UNCITRAL, “Promoting Confidence in Electronic Commerce”, page 37, paragraph 85



# Project Lead's Role

- **Coordinate** all work related to the project, offer guidance as to how it should take form, eventually delegate any work points to experts, follow the project through all of the steps of ODP...
- **Coordinate** all contributions from experts, actively solicit expert participation...
- **Assist** experts with all UN/CEFACT administrative formalities
- **Take into consideration contributions** from experts in the project's field as well as the guidance offered from the Program Development Area vice-chair that his project depends, the International Trade Procedures Domain Coordinator, the UN/CEFACT Bureau and the UNECE Secretariat.
- **Seek active participation** of other relevant international organizations. Insofar as possible, the project lead should ensure that the recommendation is compliant with the main outputs of these organizations.
- **Organize** regular meetings and conference calls in order to allow experts to express their opinions on the development of the recommendation.
- **Present** the works of the project team and the principles of the recommendation when required or requested.



# Project Editor's Role

- Be a **native English speaker**
  - The working language of UN/CEFACT is English
- Draft the recommendation text **based on** the working group meetings, or edit the proposals for the recommendation text which were developed in the framework of the regular meetings and/or conference calls.
- Should ensure that the recommendation text **follows the guideline's editing fundamentals** as closely as possible.



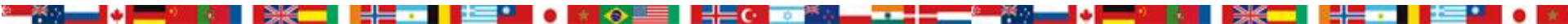
# Project Experts Role

- **Be registered** with the UNECE secretariat and their HoD.
- **Accept** the UN/CEFACT Code of Conduct.
- **Accept** the UN/CEFACT Intellectual Property Rights guidelines.
- Contribute to Working Groups in view of **promoting facilitating** national and international transactions through the simplification and harmonization of processes, procedures and information flow.
- Try to **look beyond** their governments', their industries', their companies' ... own interests and try to consider the larger picture of national and international trade.
- Any costs occurring when being a project expert would be borne by each expert respectively.



# Project Lead & Project Editor

- A **Checklist** is suggested for
  - Project Lead
  - Project Editor



# Conduct of Regular Meetings

- Organize meetings **during Forums**
- Organize **regular conference calls** (at least one between each Forum meeting)
  - Announce subjects to be discussed
  - Allow experts who cannot join to send in comments which will be presented during the meeting
- Organize meetings **up to** the Project Exit of the ODP



# Conduct of Regular Meetings

- Decisions should be made in a **collegial effort**
  - Project Lead should be able to justify that the decisions result from such a collegial effort
- Recommendation process should be an **open and transparent** process
  - Make available (on Confluence, for example):
    - Meeting minutes (which include attendance)
    - Project outputs and background material
- **Evolution** of the project should be visible
  - Identify (with a different color or “Tracking Modifications”) all changes in draft text
- **Comment log** (or equivalent is obligatory during ODP Public Review)
  - May facilitate work during drafting



# Comments & Discussion

- **Thank you for your attention.**
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