



Economic and Social Council

Distr.: General
10 February 2016

Original: English

Economic Commission for Europe

Executive Committee

Centre for Trade Facilitation and Electronic Business

Twenty-second session

Geneva, 21-22 April 2016

Item 8 of the provisional agenda

UN/CEFACT structure, mandate, terms of reference, and procedures

UN/CEFACT Project Review and Support Terms of Reference – with Project Proposal Checklist

Submitted by the UN/CEFACT Bureau

Summary

This document outlines the responsibilities, terms of reference, responsibilities and procedures for the Project Review and Support function within UN/CEFACT. This operates within the Bureau Programme Support Area which aims to provide a central point of assistance for UN/CEFACT's project initiation, reporting and oversight.

This version incorporates comments received on informal document ECE/TRADE/C/CEFACT/2015/Misc. 2, (presented to the Plenary at its twenty-first session), and is for noting*.

* This document is submitted in line with the Programme of work of the UN/CEFACT for 2015-2016
ECE/EX/2015/L.14



Part one: Introduction

1. Foreword

1. This note outlines the terms of reference, responsibilities and procedures for the Project Review and Support function within UN/CEFACT. This operates within the Bureau Programme Support Area which aims to provide a central point of assistance for UN/CEFACT's project initiation, reporting and oversight.
2. The document also includes a Project Proposal Checklist in Annex I in order to:
 - Increase the likelihood of procedural compliance of project proposals;
 - Decrease the lead time for project initiation;
 - Provide help and guidance to submitters of project proposals; and
 - Facilitate the review of project proposals by the Bureau.

2. References

3. This document is based on the following reference documents:
 - ECE/TRADE/C/CEFACT/2010/24/Rev.2:
UN/CEFACT Open Development Process
 - ECE/TRADE/C/CEFACT/2015/7:
A strategic framework for UN/CEFACT activities
 - ECE/TRADE/C/CEFACT/2015/8:
Programme of work 2015-2016
 - ECE/TRADE/C/CEFACT/2010/20/Rev.2:
UN/CEFACT Intellectual Property Rights Policy
 - ECE/TRADE/C/CEFACT/2010/18/Rev.1:
UN/CEFACT Code of Conduct

3. Structure of the document

4. The document outlines the terms of reference of the Project Review and Support Group, followed by Annexes with checklists to assist with the inception of a project and its management after being approved.

Part two: Terms of Reference

5. UN/CEFACT has a project-oriented structure which calls for considerable attention to the transparent and orderly initiation and performance of projects, contributing to the timely completion of deliverables in order to advance trade facilitation and thus electronic business around the world. A key Plenary-approved document entitled the “Open Development Process” outlines project-oriented procedures and fosters relevant good practices.

6. Project management support for UN/CEFACT projects should include all of the following:

- **Assistance to those interested in launching a project** with respect to transparency, good practices and formal procedures, e.g. the UN/CEFACT Open Development Process.
- **Early confirmation of a project’s alignment** with UN/CEFACT’s mission and Programme of Work.
- **Support for improved timeliness** in the formal Bureau approval processes, as project proposals will have had initial guidance on their preparation.
- **Assistance to project leaders** with principles and processes for updating project status and for any special reporting and actions that may be requested by the Bureau.
- **Provision of summary information** on a recurring basis to the Bureau on the status of projects in order to foster transparency.
- **Enhanced coherence** in the recurring Bureau review of project developments, which may involve requesting the consideration of possible adjustments in project scope, exit criteria and deliverables.

7. Normally, activities within UN/CEFACT are initiated with a project proposal (ODP Stage 1). However, some ideas for projects may benefit from discussions before the actual project proposal is created; these can be communicated to the Project Review and Support Function in order to be channelled to the appropriate area(s) within or outside UN/CEFACT. The project review and support function can only advise and will not approve or reject any project ideas.

8. All project proposals should be submitted to the UNECE secretariat’s entry point function (UNCEFACT@unece.org), which will log the proposal and channel it to the Project Review and Support function. In parallel, the project proposal will be sent to the Bureau for review of the contents of the proposal.

9. The Project Review and Support function should review proposals with submitters and, if required, facilitate coordination with others as needed (e.g., Vice-Chairs responsible for Programme Development Areas, Domain Coordinators, UNECE secretariat).

10. In some cases, in order to foster awareness and participation in discussions concerning the proposal’s formulation at an early stage, information may be communicated to Heads of Delegation and may be posted on the UN/CEFACT website.

11. Each proposal will be reviewed to ensure that it conforms with the Programme of Work and Open Development Process. A standard checklist will be used (see Annex I). In particular, the Project Review and Support function will review and suggest, where necessary, any ODP steps which would need to apply to the project and will make sure that the proposed exit criteria are reasonable and coherent with the deliverables and the scope of the project.

12. Once the checklist items have been completed in cooperation with the submitter, the project proposal can be formally transmitted – by the Vice-Chair of the appropriate Programme Development Area or project Domain – to the Bureau for review and approval.
13. The primary responsibility for oversight of individual projects remains with the designated Vice-Chair.
14. Project Leaders, supported by the designated Vice-Chair, need to provide a summary report on progress at least every six months to the Project Review and Support Function, using a standard format (see Annex II). In some cases, greater frequency of reporting may be warranted. All progress reports will be reviewed by the Project Review and Support Function and a summary will be provided to the Bureau.
15. On an ongoing basis, Project Leaders need to ensure that all project documentation is kept up to date on the Confluence website on the UNECE website. The Project Review and Support Function will work with Project Leaders to ensure that the project implementation guidelines found in Annex III are followed.
16. Additionally, this function will provide input to the Bureau when it is believed that the Open Development Process may need updating or clarification and will give guidance on related Bureau activities.

Annex I: Project Proposal Checklist

1. When creating a Project Proposal, questions should be answered with Y(es) or N(o) and the answer placed in the accompanying checklist box. Note that some questions that are conditional, notably those that begin with "If ...", may not be applicable and, should be marked as in that case, (NA) – Not Applicable.
2. If any box is marked “N”, then the project proposal will not pass the technical assessment process.

N#	Structural / Administrative Points	Source	Y/N/NA
S1	Is the project proposal form submitted in English?		
S2	Does the project proposal comply with the format provided in Annex III of the ODP?	ODP p.12-13	
S3	Is the intended publication clearly indicated?	ODP §7	
S4	Is there a clear, attainable goal (purpose)?	ODP §17 + p12	
S5	Is there a clear, reasonable scope?	ODP §17 + p12	
S6	Is there a clear list of deliverables?	ODP §17 + p12	
S7	Is there a "Publication" clearly defined?	ODP §65	
S8	Is the "Project Exit" clearly defined?	ODP §17 + p12	
S9	Is there one table of Milestones per deliverable?	ODP §5 + p13	
S10	Are the expected completion dates within the Milestones reasonable? (sufficient time provided per stage / not too much delay between stages)	ODP §20 + p13	
S11	Is the project submitter a Plenary delegation, an existing Project Team, or a Member of the Bureau?	ODP §16	
S12	Are the proposed Project Lead(s) and proposed Editor(s) registered as experts, nominated by their corresponding HoD?	IPR §2	
S13	If additional documents are indicated as being provided (as well as initial contributions), are they attached?	ODP §27-29	
S14	If additional documents/initial contributions are presented as links to webpages, are the intended contributions clearly identifiable on the webpage?	ODP §27-29	
S15	Are the three required ODP stages indicated?	ODP § 4	
S16	Are all ODP stages required for this project indicated?	ODP § 3	
Comments from the project submitter:			
Comments from the designated Vice-Chair:			

Comments from the Project Review function:

--

N#	Compliance Points	Source	Y/N/NA
C1	Does the Project Proposal support the Programme of Work?	PoW	
C2	To the knowledge of the project submitter, is the Project Proposal free of IPR claims or, if not, is IPR disclosure provided?	IPR	
C3	Are proposed use(s) of specific technologies and/or external standards clearly stated within the Project Proposal?		

Comments from the project submitter:

--

Comments from the designated Vice-Chair:

--

Comments from the Project Review and Support function:

--

Annex II: Project Progress Summary Report

Project Name	
PDA	
Date of summary report	
Current ODP stage	
Date of last summary report	
ODP stage at last summary report	
Progress since last summary report	
List of conference calls or other meetings held	
Any difficulties since last summary report	
Any request for assistance	
Other comments from Project Team	
Comments from Project Review and Support function	
Other Comments from the Bureau / secretariat	

Annex III: Project Implementation Guidelines

Ensure visibility of the project's work

1. Have regular meetings:
 - Project Teams are encouraged to hold regular working group meetings (at least monthly) with all project experts in order to encourage exchanges and expert participation.
 - The meetings should be documented and reports published in a transparent manner.
 - It is suggested to include within such reports the names of participants, the major points which were discussed and any decisions which were made.
 2. Try to respect the calendar of progression as defined within the Project Proposal's Milestones. When this is not possible, deviations should be explained in the Project's reports.
 3. Keep the Confluence webpage up to date:
 - Store meeting minutes, reference documents and draft development documents as PDF documents when feasible, otherwise as plain text.
 - Store documents on the Confluence website under the main page's attachments (under Page Operations) to facilitate finding the material.
 - If child pages are created under the main page, store the associated attachments under the top page's attachments rather than under the child page's attachments (to facilitate finding all reference material in one place).
 - When possible, create links to the most recent and active material on the project's main page under the appropriate ODP stage.
 - Encourage participants within the project to use their Confluence account (they must first be registered as a UN/CEFACT expert) and to 'join the project' by clicking on the appropriate button on the top page.
-