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COMMITTEE FOR TRADE, INDUSTRY AND
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Centre for the Facilitation of Procedures and
Practices for Administration, Commerce and Transport
Item 3 of the provisional agenda,
Sixth session, 27-30 March 2000

REPORT OF THE UN/CEFACT STEERING GROUP (CSG) MEETING

Geneva, 21-25 June 1999

(Third meeting 1999)

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Submitted by the UN/CEFACT Steering Group (CSG)

This document has been submitted by the UN/CEFACT Steering Group (CSG) for information as required under the UN/CEFACT procedures outlined in document TRADE/R.650. It is for information only. Items to be decided upon by the UN/CEFACT Plenary will be presented in a separate report from the Chairman to the CSG.

GE.00-

CSG Chair:

Ray Walker, United Kingdom - UN/CEFACT Vice-chair

CSG members present:

David Dobbing, Australia - CDWG Chair
Harry Featherstone, United States
Peter Guldentops, SWIFT
Dariush Haghighi Talab, Islamic Republic of Iran
Tahseen Ahmad Khan, India
Rob van Kuik, Netherlands
Paivi Lehtonen, Finland
Alexander de Lijster, Netherlands
Klaus-Dieter Naujok, Canada - TMWG Chair, Standards Liaison Rapporteur
Emile Peeters, Belgium
Adriana Sirzea, Romania
Christina Wallén-Rahlén, Sweden
Peter Wilson, United Kingdom
Christoph Wolf, Germany

Ex-officio members and Rapporteurs present:

Kenji Itoh, Japan - UN/CEFACT Vice-chair and Asia Rapporteur
Santiago Mila, IAPH/ Spain - UN/CEFACT Vice-chair
Teresa Sorrenti, United States - UN/CEFACT Vice-chair
David Marsh, United Kingdom - Legal Rapporteur

Invitees:

Mike Doran, United Kingdom - BPAWG chair
François Vuilleumier, Switzerland - Chair of ISO TC154

Secretariat present:

Hans Hansell, Head of UN/CEFACT Secretariat
Will Keenan, SECI Regional Advisor
Rocio Cardenas
Tauno Kangur
Jean Kubler
Claudio Meza
Markus Pikart
Niels Rasmussen

Apologies:

Raul Colcher - UN/CEFACT Vice-chair
Pierre Georget, France - CSG Member
Barry Keogh - EWG Chair (Invited by CSG Chair)

Common acronyms:

AFACT - Asia Council for the Facilitation of Procedures and Practices for Administration, Commerce and Transport	ITPWG - International Trade Procedures Working Group
BPAWG - Business Process Analysis Working Group	LWG - Legal Working Group
CDWG - Code Working Group	SECI - Southeast European Cooperative Initiative
EWG - Edifact Working Group	TMWG - Techniques and Methodology Working Group

INTRODUCTORY NOTES

1. To encourage the greatest possible openness in the process and input into its decisions and recommendations, the UN/CEFACT Steering Group (CSG) encourages a wide circulation of its reports. Further information about UN/CEFACT and its Steering Group can be obtained at the following internet site: <http://www.unece.org/cefact>.
2. Ms. Carol Cosgrove-Sacks, Director of the UN/ECE Trade Division, "home" of the UN/CEFACT Secretariat, welcomed the CSG and passed on greetings from Mr. Berthelot, Executive Secretary of the UN/ECE. Ms. Cosgrove-Sacks stated that UN/ECE's most important activity is its contribution to trade facilitation and transportation. An important task will be to promote UN/CEFACT and Ms. Cosgrove-Sacks has personally committed to develop a promotion program. Discussions with WTO and the Organization for Economic Co-operation and Development (OECD) show that there is a great respect for UN/CEFACT but also a lot of ignorance about the Centre's activities. In regard to the UN/EDIFACT Directory maintenance process, Ms. Cosgrove-Sacks stressed that quality input is essential for a smooth process and asked CSG to ensure that that message was delivered to all concerned. Finally Ms. Cosgrove-Sacks reported that as of August 1, 1999 the UN/CEFACT Secretariat will be fully staffed for the first time since she joined the UN/ECE in 1994.
3. The Chair stated that he intended to consistently invite all working group chairs to CSG meetings in order to ensure coordination and cohesiveness of UN/CEFACT's work and expressed the hope that the UN/CEFACT procedural manual, R.650 will be amended to make working group chairs full members of CSG.
4. The Chair reported that he had participated in the June 7-9 meeting of the UN/ECE Committee on Trade Industry and Enterprise Development (CTIED), which is the parent body of UN/CEFACT. The meeting started with a one-day Round Table on "The Polish Experience of Transition: Accomplishments and Problems". This included an interesting presentation on the implementation of electronic commerce in Poland's Central Bank. The subject of next year's CTIED seminar is electronic commerce.
5. At the CTIED meeting proper, the CSG Chair gave a presentation on UN/CEFACT, which was well received. Delegations expressed their support for trade facilitation activities and the serious concern that some of the countries most in need of assistance in this area were unable to

participate in the work due to financial constraints. A particularly important issue discussed at the meeting was Balkan reconstruction. UN/ECE has been requested to investigate how it can contribute to this effort within the limits of its mandate.

Y2K STATEMENT

6. The Steering Group finalized a statement on the year 2000 issue which will be distributed to all Heads of Delegation and working group chairs (Document CEFACT/99CS030). The Chair thanked David Dobbing, CDWG Chair, for the hard work he had put into preparing the statement.

TRANSFER OF SIMPL-EDI AND WEB-BASED EDI (SIMAC) TO THE EDIFACT WORKING GROUP (EWG)

7. At its March 1999 meeting in Atlanta, the Edifact Working Group (EWG) held an open meeting to discuss the Simpl-edi and web-based edi (SIMAC) recommendations and the actions to be taken by EWG. The conclusion was that EWG should focus on message development related aspects of UN/Simpl-edi, such as identifying core data elements. Each message development group will contribute to SIMAC within its sphere of expertise and the overall effort within EWG will be coordinated by Technical Assessment.
8. The Open Meeting concluded that the work of SIMAC must be moved forward with the involvement of other working groups such as Business Process Analysis Working Group (BPAWG) and Techniques and Methodology Working Group (TMWG).
9. The former SIMAC Chair expressed satisfaction with the progress of the work so far but wondered when the result will be made visible. In the ensuing discussion, it was noted that visibility of all UN/CEFACT work is important but that in the case of UN/Simpl-edi many working groups are, or should be, involved and it is therefore difficult to forecast when concrete results will be available. A repeat Open Meeting on SIMAC has been scheduled for the September 1999 Canberra EWG meeting.

NEW METHODS OF WORKING FOR STANDARDIZATION AND GENERAL MATTERS

10. During discussions on how UN/CEFACT could become more efficient it was suggested that working more electronically, would make the process more inclusive in as much as physical presence at meetings would not be needed. To that effect the Group decided to approve the principles contained in the document CEFACT's Open Development Process for Electronic Business Specifications (CEFACT/1999/CS025) and apply them to both standardization and general matters. The Group also decided to develop a substantive proposal for the March 2000 Plenary on how this can be accomplished.

REPORTS FROM MANDATED GROUPS

11. The Code Working Group (CDWG) Chair reported that the core code group consists of about 10 people while approximately 16 people are actively involved in the Group's work through e-mail. A new recommendation on the use of Harmonized System codes will soon be ready for public comments. The recommendation will be posted on the web and a notification to interested parties sent out. It is the Group's intent to present this recommendation at the March 2000 Plenary for approval. Work is also progressing on the revision of Rec. 20, Codes for measurements, and on a new recommendation on Codes for means of transport.
12. The CDWG Chair also reported that in response to a survey regarding the future of codes identified in Rec. 20 with the value "Z", which originally were scheduled for deletion within three years of the publication of the recommendation, the majority felt that most of the codes should be retained. CDWG has established a subgroup to deal with issues related to Rec. 20.
13. The Business Process Analysis Working Group (BPAWG) Chair reported that the Group has decided to start its work with purchasing, expanding the domestic supply chain to the international one, focusing at first on three basic components: BUY-SHIP-PAY. The initial work will be done in the UK because of difficulties in getting people together. The Group is working closely with TMWG, which has provided a draft methodology. BPAWG has reviewed the application of the Unified Modeling Language (UML). The objective in the first phase is to test whether UML actually works. The Group will attempt to submit the purchasing model at the Canberra EWG meeting to see how other groups may dovetail with the BPAWG effort and to solicit participation from the EWG Purchasing Group.
14. The Techniques and Methodology Working Group (TMWG) Chair reported that a number of presentations on TMWG's work and on UML are available on the TMWG website <http://www.unece.org/cefact/> under "working groups"). The next meeting will take place in November 1999 in New Orleans. Resources are a problem for the Group as it is difficult to manage the growing number of requests and deliver results with only 3 meetings per year.
15. On behalf of the Edifact Working Group (EWG) Chair, Harry Featherstone reported that at the Atlanta EWG meeting, message development groups D1 (material management) and D3 (quality data) were consolidated into D1. D7 (architecture, engineering and construction) which had not convened for some time, was de-established and its work moved to D2 which has the responsibility of re-allocating the work within EWG. A new message design group, D15 (environment), was established. 1600 Directory Maintenance Requests (DMR) to the UN/EDIFACT standard were processed and it was decided to publish messages on the web as soon as they were approved. Efforts to streamline the maintenance process have paid off in that the cycle is down from 12 to 4 months. The establishment of a new group, T9 (object oriented EDI), was approved and it will meet for the first time in Canberra in September 1999.

16. The Legal Working Group (LWG) Rapporteur reported that the group met in Barcelona in May and that a new Chair has been elected, Mr. Rob van Esch from the Netherlands. An LWG sub-group has been established in the Asia region and a North American LWG subgroup is being established. LWG will endeavour to establish further sub-groups in other areas of the world as well. LWG's main work item is the E-Commerce Agreement, which has been sent to OECD, WTO, UNCTAD, UNCITRAL, ICC and UN/CEFACT for comments. Other work items include the development of codes of conduct, judicial guidelines for e-commerce and electronic signatures.
17. In regard to reports, the Secretariat appealed for regular written reports from working group chairs, prepared in a clear language such that the reports can be used as background documents for promotional and educational material explaining UN/CEFACT issues, progress and accomplishments to a wider audience.
18. The Head of the UN/CEFACT Secretariat reported that he, on an exceptional basis, had chaired the International Trade Procedure Working Group (ITPWG) meeting in January 1999 in Geneva. The meeting had been successful in that one new and three revised Recommendations had been finalized and subsequently approved by the Plenary. An ITPWG meeting had been scheduled first for April and then for June but had been postponed in both cases. The work of the Group has suffered from not having a Chair. In the Spring the International Road Union (IRU) nominated Mr. Roger Black, United Kingdom as Chair and the Dutch delegation nominated Mr. Alex de Lijster as Vice-chair. ITPWG should have voted on these nominations at its June meeting but, as a result of key ITPWG members wanting ITPWG situation to be discussed by the CSG first, the meeting has been postponed until September 22-24, 1999. The CSG assigned Mr. Rob van Kuik, Netherlands to be the ITPWG "champion" until new officers have been elected.

COORDINATION AND COHESIVENESS BETWEEN MANDATED GROUPS

19. The Chair emphasized that in a voluntary process, such as those of UN/CEFACT, it is important to pursue close and informal links between working groups. However, informal links and contacts are no longer adequate and formal procedures are needed to ensure coordination and cohesiveness between groups. Conflicts between working groups should be resolved by the CSG.
20. It was pointed out that the UN/CEFACT procedural document, R.650, specifies linkages between Working Groups and Plenary and that working groups' work and direction, including terms of reference, shall be reviewed by CSG at least annually. It was also noted that this procedure has not been fully complied with.
21. The CSG decided to adapt the ISO resolution procedure for recording decisions and communicating plans and needs between working groups.

TRADE FACILITATION

22. The Chair noted that UN/CEFACT's work in trade facilitation is global and should include the greatest number of countries possible, both developed, transitional and developing ones and thus be inclusive. Furthermore, UN/CEFACT's work on the UN/EDIFACT standards has resulted in UN/CEFACT's mandate going beyond trade. In the area of trade procedures, services could be included as well.
23. It was pointed out that although many international organizations are involved in trade facilitation and have developed conventions, agreements and/or recommendations in various specific or sectorial fields, UN/CEFACT is special in that it sees trade facilitation as a business process, and has as its objective to be the global focal point for trade facilitation issues and the source of expertise in international trade facilitation matters. UN/CEFACT also brings together government and business in a single forum. Vis-à-vis UNCTAD, UN/CEFACT develops trade facilitation tools and standards whereas UNCTAD provides implementation and capacity building support. Vis-à-vis the WTO, the Chair suggested that UN/CEFACT has a "micro" approach whereas WTO has a "macro" view of international economic and business relationships.
24. The Regional Advisor to the Southeastern Europe Cooperative Initiative (SECI) noted that while he attended the WTO debate on trade facilitation during the first day of the CSG meeting, UNCTAD was mentioned 8 times, WCO 4 times and ECE twice whereas UN/CEFACT was not mentioned at all, suggesting that UN/CEFACT needs to do a better job at "marketing" itself.
25. The Secretariat presented a number of proposals for new work projects that ITPWG might wish to consider, including a project to revise and expand the 1994 Compendium of Trade Facilitation Recommendations. These proposals will be submitted to the ITPWG for consideration at its next meeting.

INTERNATIONAL DEVELOPMENTS

WTO DEVELOPMENTS

26. On the first day of the CSG meeting, WTO held a parallel meeting on trade facilitation, which was attended by several CSG members. The purpose of the WTO meeting was to conclude the series of informal discussions on trade facilitation within WTO. By November 1999, WTO is scheduled to decide whether trade facilitation will be an integral part of the next round of WTO negotiations, the so-called "millenium round".
27. As WTO agreements are mandatory, the issue of including trade facilitation is that that could make certain trade facilitation measures compulsory rather than as now voluntary.
28. The CSG supports the inclusion of trade facilitation measures in the next round of WTO negotiations.
29. An interesting issue being discussed within WTO concerns how to charge Customs duty on goods delivered electronically. In regard to this, the

Chair underlined the particular interest that UN/CEFACT has in closely following WTO initiatives related to electronic business

BALKAN RECONSTRUCTION

30. The Chair reported that all UN bodies have been requested to consider the issue of Balkan reconstruction. The UN/ECE has limited resources, however, and will not attempt to launch a regional initiative, although it might get involved in specific projects in specific countries. The ECE, under UN/CEFACT, provides a Regional Advisor on trade facilitation to the Southeast European Cooperative Initiative.

31. The SECI Regional Advisor reported that 10 of 11 SECI countries have PRO committees based on the UN/CEFACT Recommendation #4. He furthermore suggested that UN/CEFACT may have an interesting opportunity to work closely with these PRO committees through ITPWG and that ITPWG might wish to pro-actively invite participation and comments on its work program from the SECI PRO Committees. He also encouraged CSG to participate in SECI trade facilitation missions and invited members to provide him with their CV, if interested.

OECD

32. The OECD is preparing a new Ministerial Conference on electronic commerce in October in Paris as a follow-up to last year's conference in Ottawa, Canada. UN/CEFACT has been requested to update its previous contribution to the conference. Carol Cosgrove-Sacks, Director of the UN/ECE Trade Division, accompanied by the CSG Chair, will attend and has been invited to give a presentation. The Chair reported that OECD has done important work on electronic commerce framework issues and that WTO has depended heavily on this work.

UNCTAD

33. UNCTAD's role in trade facilitation and electronic commerce is primarily one of capacity building and development for less developed countries, particularly in the areas of trade, Customs and transport. UNCTAD is an active participant in and supporter of UN/CEFACT activities in general and ITPWG in particular. The Group agreed that it was important that the Secretariat monitored UNCTAD's activities in trade facilitation and electronic commerce to ensure synergy and avoid overlap or counter-productive initiatives.

OTHER REGIONS

34. The Head of the Secretariat reported that UN/CEFACT for a long time has maintained excellent links with the Economic and Social Commission for Asia Pacific (ESCAP). Such links have now also been established with the Economic and Social Commission for Western Asia (ESCWA) where the Executive Secretary recently wrote to all member countries encouraging the establishment of PRO committees based on UN/CEFACT Recommendation #4. A PRO committee has been established in Lebanon and it is hoped and expected that it will be a model for the other ESCWA countries. A delegation from the Economic Commission for Africa (ECA) attended the Plenary and is presently planning a trade facilitation training seminar in conjunction

with the Secretariat, UNCTAD and the International Trade Centre (ITC). In order to extend the cooperation with Regional Commissions, ECE has written to the Economic Commission for Latin America and the Caribbean (ECLAC) encouraging the establishment of PRO committees in that region and participation in UN/CEFACT's work.

ASIA COUNCIL FOR THE FACILITATION OF PROCEDURES AND PRACTICES FOR ADMINISTRATION,
COMMERCE AND TRANSPORT (AFAC)

35. The Asia Rapporteur reported that AFAC had held a meeting in Singapore in April and developed by-laws which will be submitted for adoption at its meeting in September in Seoul, Korea. The AFAC by-laws will be circulated to CSG members once adopted. AFAC currently has 12 member countries, of which Chinese Taipei is one, and is being chaired by the delegate for the Islamic Republic of Iran.

XML - EXTENSIBLE MARKUP LANGUAGE

36. Web based electronic business is developing fast and the standard used for this is eXtensible Markup Language. The concern of UN/CEFACT is to ensure that there will be interoperability between UN/EDIFACT and XML developments for electronic business. In this context it is interesting to note that The Economist, in its 26th June 1999 issue states that business-to-consumer electronic commerce (web-based) amounted to about USD 8 billion last year compared with USD 43 billion of business-to-business e-commerce (edi).

37. There was common agreement that UN/CEFACT has to explore possibilities of establishing links with organizations involved with internet standards in order to ensure a strong voice in the XML developments that relate to electronic data interchange with the objective of preserving the UN/EDIFACT semantics. Furthermore, CSG decided to make an announcement in this regard by early September 1999. To that effect an extraordinary CSG meeting may be called on August 31/September 1.

38. The TMWG Chair reported on a recent X12 study regarding XML which concluded that X12 messages cannot be automatically recast into XML. This is also true for UN/EDIFACT messages.

STANDARDIZATION

ECE/IEC/ISO MEMORANDUM OF UNDERSTANDING (MOU) DEVELOPMENTS

39. The Standards Liaison Rapporteur reported that the ISO and IEC Secretariats has expressed a wish for more active participation in the MoU work by the UN/CEFACT Secretariat. He furthermore reported that a subgroup of the MoU on Common Business Objects had met on the Friday prior to the CSG meeting. The meeting had been disappointing in that TC184, Industrial automation systems and integration, was now questioning whether "objects"

should be the focus of the November summit in New Orleans, which is being held back-to-back with the MoU management meeting (which will be chaired by the CSG Chair) A joint paper by CALS-ISO-UN/CEFACT will be prepared and a summit organized on the subject. Agreement was reached on the need for common semantic definitions for tags. This could possibly be done within the BSR project - this however is separate from Common Business Objects.

ISO TC154

40. The Standards Liaison Rapporteur reported that ISO TC154, the ISO Technical Committee on Processes, data elements and documents in commerce, industry and administration, has unblocked the UN/EDIFACT Syntax 9375 part 9 on security. The Joint Syntax Working Group (JSWG) will meet together with TMWG towards the end of February 2000. The Rapporteur mentioned that it is being considered to close down JSWG as its work has been completed.

UNTDDED

41. The Chair introduced Mr. François Vuilleumier, Chair of TC 154, and also of Europro, the Association of committees of simplified procedures for international trade within the European Union and the European Free Trade Association. Mr. Vuilleumier explained that there is a renewed interest in the United Nations Layout Key (UNLK) and the Trade Data Element Directory (TDED).

42. Due to the high investment in Europe in paper forms (estimated at about USD 1 billion) stakeholders are resistant to changes in UNLK and TDED, but at the same times there are inconsistencies between the TDED and the EDIFACT Data Element Directory (EDED) which should be addressed. Mr. Vuilleumier stated that the TDED was basically sound but that about 5-10% of entries needed updating or correction. He also mentioned, as a point of interest, that the G7 countries have established a data alignment group, which is basing its work on the 1973 version of the TDED. CSG established an ad-hoc group to evaluate the substantive inconsistencies between TDED and EDED and to propose a course of action.

EDI SECURITY - DOCUMENT R.1026 VERSUS ISO 9735

43. The Standards Liaison Rapporteur reported that there were inconsistencies in implementations of UN/EDIFACT security measures due to the fact that some implementers were still relying on an outdated paper, R.1026, which had been superseded by security measures specified by the Syntax. In response to this situation, CSG prepared the following three resolutions:

RESOLUTION CSG99-2

The UN/CEFACT Steering Group agreed to clarify the status of the document TRADE/WP.4/R.1026, including its addenda - by restating the purpose of this document as follows:

R.1026 and its addenda were issued for the sole purpose of trialing security features. WP.4 agreed to a trial period of 2 years, after which period R.1026 would no longer be a valid document for implementation. Further, WP.4 stated that any production implementation of UN/EDIFACT security features shall be based on ISO 9375, Version 4.

Therefore, R.1026 is no longer a valid basis for security implementations.
All users are recommended to use ISO 9735 Version 4.

RESOLUTION CSG99-3

The UN/CEFACT Steering Group (CSG) agreed that the CYPHER security message has no official status in the UN/EDIFACT development process. The functionality of "CYPHER" is contained in Part 7 (Security rules for batch EDI - confidentiality) of ISO 9735, Version 4

RESOLUTION CSG99-4

The UN/CEFACT Steering Group (CSG) resolved that there shall be no UN/CEFACT working group activities that support the application of functionality introduced in ISO 9375 Version 4 into ISO 9375 Version 3 either directly or indirectly, i.e. via syntax, security or message implementation guidelines.

As a general rule, the CSG resolved that an integral part of the version/release procedure is that new and enhanced features introduced with one version/release are not retroactively applied to any earlier version/release

UNIFIED MODELING LANGUAGE (UML) REPOSITORY

44. Harry Featherstone introduced a proposal to establish a web-based repository of new and existing business and information models describing business transactions and a specification for such a repository. An offer has been received to finance the acquisition phase of the repository. However, contributions are required for continuing operating and maintenance cost on a fair share basis. In this regard, UN/CEFACT need to establish a policy on contributions in kind. It was confirmed that a UML repository is a necessary pre-requisite for object-oriented edi (oo-edi), which TMWG considers to be the next generation edi standards. He also reported that this effort is supported by the American edi standards organization X12.
45. The Group was very much in support of the repository but expressed concern about obtaining funding. In the past contributions in kind has often been received on a one-to-one basis with no requirement for a generic approach or policy. However, as a result of the scope of the project and the expected closer co-operation with private partners, also in relation to XML, there was agreement that a generic policy on contributions in kind would be useful.
46. The TMWG Chair expressed concern that in spite of UN/CEFACT's commitment to UML modeling several working groups are not using this tool in their work. In response, the CSG prepared the following Resolution:

RESOLUTION CSG99-5

The UN/CEFACT Steering Group (CSG) resolved to confirm its prior decision to implement business and information modeling among all empowered working groups and the Unified Modeling Language (UML) technique, as adopted by the UN/CEFACT Plenary. Recognizing the impact on all working group programs, the CSG further resolves that all working groups shall, at their next meeting, develop a plan for the implementation of UML modeling techniques or utilization of such modeling output, as appropriate. Such plans shall include effective dates, training, resources, and technical requirements which will permit harmonization and coordination among all UN/CEFACT working groups. These plans shall be furnished to the CSG.

UN DATABASE AND AUTOMATION

47. The Head of UN/CEFACT Secretariat presented the Directory Production Report and stressed that due to serious software problems and problems with the data quality, the production team had spent a considerable number of evenings and weekends in order to produce the UN/EDIFACT Directory D99B. In recognition of this effort he officially thanked the production team which was headed by Jean Kubler and included Claudio Meza, Yves Le Marchand and Kauno Tangur of the Secretariat. The automation process will be continued under the new team leader, Markus Pikart, who recently joined the Secretariat. The D99B Directory is in conformance with the syntax version 3.
48. Harry Featherstone reported that user communities are progressing messages with the syntax ISO 9375 Version 4 capabilities and that the supporting Directory was supposed to have been ready by April 1. The CSG Chair summarized the issues as how best to proceed to version 4 and how to avoid the Directory production problems which were the worst ever. The Chair stated that the CSG has a collective responsibility to ensure that this situation is not repeated. However, comments and recommendations from EWG on the situation were needed before further action could be taken.

SECRETARIAT RESOURCES AND ALLOCATION

49. The Head of UN/CEFACT Secretariat reported that over the last year the Secretariat has had less than 50% of its budgeted staff but as of August 1, 1999 the staff will be complete for the first time in many years. The UN/CEFACT Secretariat consists of three parts with Hans Hansell in charge: The UN/EDIFACT support and directory production group of five with Jean Kubler in overall charge and Markus Pikart as the new team leader for the directory production group; the trade procedures group of Rocio Cardenas and Vlasta Macku - the latter joining the Secretariat as of August 1 and scheduled to be in overall charge of the procedures group; the SECI Regional Advisor, Will Keenan, who will shortly be joined by an assistant, and two secretaries. The Agricultural Standards Group, consisting of Tom Heilandt and a secretary, also reports to Hans Hansell.

50. Mrs. Carol Cosgrove-Sacks, director of the Trade Division of which UN/CEFACT is a section, has been required by M. Berthelot, the Executive Secretary to be more involved in representing the ECE and the Division to the outside world. As a result it is expected that Hans Hansell, as deputy director of the Trade Division, will be spending more time on administrative issues relating to the Division as a whole and less on UN/CEFACT matters. The Secretariat will continue to provide support to the Working Groups, as in the past. The Secretariat's main constraint at present, is its very limited travel budget, which makes it very difficult to attend meetings outside of Geneva.

PROMOTION AND AWARENESS

51. The CSG Chair will discuss how to improve the UN/CEFACT website with the Secretariat and the Director of the Trade Division and also consider how to obtain contributions in kind to achieve this.

52. The Promotion Ad-hoc Working Group (PAWG) Chair presented the Identity Manual for UN/CEFACT. The Manual will be the framework for all external communications of the Centre and its working groups and will provide rules for how to use the logo. The PAWG group, as a contribution in kind, obtained professional advice on the logo from a multinational advertisement company. The issue of possibly registering names given to products created by UN/CEFACT was also discussed.

53. The CSG Chair informed the Group that there will be a Round Table in "Electronic Commerce" in conjunction with the CTIED for next June 2000. The CTIED has requested ideas from the CSG for the program and for sponsors of this Conference. The UN/CEFACT Plenary Conference needs to be planned with this in mind. During the ensuing discussions it was suggested that the Conference should last more than 1 day as otherwise many delegations may have difficulties justifying the trip. Also, it was suggested that the target audience for the Conference should be more industry and non-government sector oriented than in the previous Conference.

54. The CSG Member from India offered to help with the printing of the Conference brochure.

COPYRIGHT, OPERATIONAL FINANCING, AND CONTRIBUTIONS IN KIND

55. The CDWG Chair presented the above report which is a proposal to invite contributions for producing and distributing CD's on UN/CEFACT. The Head of UN/CEFACT Secretariat reported that the Secretariat has produced a master CD on the subject and that it is currently with the UN sales department for pricing. He furthermore reported that EFTA has produced a CD on trade facilitation, which will be distributed to CSG Members and Head of Delegations when available.

REVISION OF TRADE/R.650

56. A revision of document TRADE/R.650, UN/CEFACT's procedural manual, is due and should be submitted at the next Plenary for approval. The Group agreed that the revision should include a review of items such as term of office, nominations of Chairs and Vice-Chairs, number of elected members, and the composition of CSG, which should reflect the main areas of the approved work program.

PLANNING FOR THE 2000 MARCH PLENARY

57. The CSG agreed that UN/CEFACT needs to design an agenda that is more interesting and attractive for the Plenary participants both in content and delivery. CSG Chair stressed that the agenda format for the next Plenary was very important, because the same format will be used in the future. It was suggested to have policy issues first and afterwards presentations from Working Groups and information items.

ROLLING EIGHTEEN-MONTH LIST OF MEETING DATES

58. Next meeting dates are as follows:

- 31 August/ 1 September, 1999 - to be confirmed
- 22-25 November, 1999 - Geneva
- 1 April, 2000 - following UN/CEFACT Plenary
- 22-25 May, 2000
- 28-31 August, 2000
- 20-23 November, 2000

ANY OTHER BUSINESS

59. The Preliminary Summary Decision List has been amended in accordance with these Minutes.
