



**Economic and Social  
Council**

Distr.  
GENERAL

TRADE/CEFACT/2003/3  
27 February 2003

Original : ENGLISH

**ECONOMIC COMMISSION FOR EUROPE**  
**COMMITTEE FOR TRADE, INDUSTRY AND ENTERPRISE DEVELOPMENT**  
Centre for Trade Facilitation and Electronic Business (UN/CEFACT)  
Item 3 of the provisional agenda  
Ninth session, 12 – 13 May 2003

**REPORT OF THE UN/CEFACT STEERING GROUP MEETING**  
**21 – 24 October 2002**

Submitted by the UN/CEFACT Steering Group (CSG)\*

\*This document has been submitted by the UN/CEFACT Steering Group for information. Items for decisions will be presented in a separate report from the CSG Chairman.

**Attendance:**

**CSG Chairman:**

Ray Walker (RW), United Kingdom - UN/CEFACT Vice-Chairman

**CSG members present:**

Harry Featherstone (HF), United States  
Christian Frühwald, Chairman of UN/CEFACT  
Pierre Georget (PJG), France – Standards Rapporteur  
Peter Guldentops (PG), ICC  
Dariush Haghighi-Talab (DHT), Islamic Republic of Iran  
Kenji Itoh (KI), Japan - UN/CEFACT Vice-Chairman  
Tahseen Ahmad Khan (TAK), India – Rapporteur for Asia  
Päivi Lehtonen (PL), Finland  
Alexander de Lijster (AdL), Netherlands – TBG15/ITP Chairman  
Santiago Milà (SM), IAPH/ Spain - UN/CEFACT Vice-Chairman  
Klaus-Dieter Naujok (KDN), Canada – TMG Chairman  
Grazyna Rzymkowska (GR), Poland

Teresa Sorrenti (TS), United States - UN/CEFACT Vice-Chairperson  
Christina Rahlén (CR), Sweden  
Christoph Wolf (CW), Germany

**Secretariat present:**

Carol Cosgrove-Sacks (CCS), Director of the UNECE Trade Division  
Mika Vepsäläinen (MV)

**Apologies:**

Dumitru Anca (DA), Romania  
David Dobbing (DD), Australia – ICG Vice Chairman  
Jostein Fromyr, (JF) Norway  
Dietmar Jost (DJ), WCO  
David Marsh (DM), United Kingdom – LG Vice-Chairman and Legal Liaison Rapporteur  
Johnson Jubulu Olumekun (JJO), Nigeria - UN/CEFACT Vice-Chairman  
Maxence Orthlieb (MO), Trade Facilitation, UNCTAD  
Peter Wilson (PW), United Kingdom

**Common acronyms:**

ATG – Applied Technology Group  
CTIED - Committee for Trade, Industry and Enterprise Development  
LG – Legal Group  
TMG - Techniques and Methodology Group  
ebXML – Electronic Business XML initiative  
AFACT - Asia Pacific Council for Trade Facilitation and Electronic Business  
BIO - Business Information Objects  
DMR – Directory Maintenance Request  
DTD – Document Type Definition (in XML)  
HOD – Head(s) of Delegation (to UN/CEFACT)  
ICG – Information Content Group  
IPR - Intellectual Property Rights

JCC – Joint Coordination Committee (between UN/CEFACT and OASIS)  
JTC1 – Joint Technical Committee (JTC) of ISO/IEC dealing with information technology  
MoU - Memorandum of Understanding  
MT – Management Team  
ODP – Open Development Process in UN/CEFACT  
OLA – Office of the Legal Adviser  
SSP – Support Service Provider  
TBG – International Trade and Business Processes Group  
UBL –XML Universal Business Language  
UMM - UN/CEFACT Modelling Methodology

**AGENDA ITEM 1 – WELCOME, APOLOGIES AND ADMINISTRATIVE ARRANGEMENTS**

1. Apologies had been received from Messrs Anca, Dobbing, Fromyr, Jost, Marsh, Olumekun, Orthlieb and Wilson.
2. The Chairman of the UN/CEFACT, the CSG and the Director of the Trade Development and Timber Division welcomed the CSG to its last meeting in 2002. The UN/CEFACT Chairman and the Director of the Division participated in the meeting to moderate the discussion on the SSP arrangements and the policy and communications groups during the first two days.
3. The Chairman thanked Mr. Christian Wolf and the Association of German Chambers of Industry and Commerce (DIHK) for hosting the meeting and for the social programme and reception organized for the participants on Sunday evening.

**AGENDA ITEM 2 – ADOPTION OF THE AGENDA, AND IDENTIFICATION OF ADDITIONAL ITEMS**

4. The Agenda was adopted with the amendments suggested by the Chairman.

**AGENDA ITEM 3 – APPROVAL OF THE MINUTES AND THE REPORT FROM THE FEBRUARY AND MAY 2002 MEETINGS**

The minutes of the second meeting in 2002 were reconfirmed. They had been made available on the UN/CEFACT website and had been circulated through the list server.

**AGENDA ITEM 4 – REVIEW THE SITUATION WITH THE APPOINTMENT OF A SUPPORT SERVICE PROVIDER**

The CSG reviewed the note of the secretariat on the organization of support services for the March 2003 UN/CEFACT Forum. The CSG decided to pursue option III based on contributions in kind and to prepare a document on the core activities of the United Nations secretariat that would be sent to the Heads of Delegation requesting them to communicate their positions to the secretariat.

**AGENDA ITEM 5 – POLICY AND PROMOTION GROUPS OF UN/CEFACT**

The CSG accepted a proposal of the secretariat regarding a baseline study on the implementation of the UN, UNECE and UN/CEFACT recommendations in the member States.

The CSG discussed the tasks of the policy group based on the terms of reference adopted by the Plenary Session in May 2002 and the paper submitted by the secretariat and requested the secretariat to finalize the mandate and a programme of work for the policy group for the CSG's review at its meeting in February 2003.

The CSG decided to finalize the mandate and a programme of work for the Communications Group for its review at its meeting in February 2003.

**AGENDA ITEM 6 – ISSUES STEMMING FROM THE FIRST UN/CEFACT FORUM HELD IN GENEVA 9 – 13  
SEPTEMBER 2002**

The CSG accepted the urgent request of the iFCT for websites for the new Groups and the CSG would prepare a proposal to the Director of the Trade Development and Timber Division of the UNCE to this end. The Chairman of the TMG would prepare the technical specifications required for the request of 5 new websites for the Forum groups.

After a discussion on databases, the CSG requested the secretariat to immediately inform the CSG of the secretariat's possibility of mainlining project databases.

The CSG agreed to the following procedure for directory production and audit:

1. TBG submits data maintenance requests (DMRs) to ATG
2. ATG having reviewed those requests passes the approved output to the UNECE Secretariat, with copy to the ICG, for inclusion in the draft directory.
3. The UNECE Secretariat will generate the next version of the UN/EDIFACT directory set, including the change log, and passes it to the ICG.
4. The ICG reviews the draft directory to perform the technical compliance check. On completion of that check the ICG will forward the draft directory to the TBG.
5. The TBG reviews the draft directory to ensure that the business requirements have been met and incorporated into the directory.
6. The TBG confirms, with an audit statement to the CSG, that the directory has been produced following the relevant procedures and reflects the business requirements.
7. The CSG, on receipt of the audit statement, will confirm to the UNECE secretariat that a clean audit report has been received. This confirmation shall allow the UNECE secretariat to publish the directories.

The CSG adopted the final versions of the mandates that the Groups had adopted at their first Plenary Sessions during the first UN/CEFACT Forum in September 2002.

The CSG noted the status of the organization of the second UN/CEFACT Forum, which will be organized on the west coast, North America, starting 10 March 2003.

**AGENDA ITEM 7 – REVIEW OF R.650**

The CSG received an interim report on the progress of the work of the revision group on a proposal for a revised R.650. The CSG comments were passed to the revision group with a request for the proposal to be submitted to the meeting of the CSG in February 2003.

**AGENDA ITEM 8 – TRADE FACILITATION**

The CSG considered the Chairman's paper on the programme of work in the area of trade facilitation in the light of the need to offer guidance to countries at various stage of development; and to take account of the increasing focus on security and trade facilitation that is occurring through the increasing incidents of cross border crime and the threat of terrorism.

**AGENDA ITEM 9 – REVIEW UN/CEFACT'S POLICY TOWARDS INTELLECTUAL PROPERTY RIGHTS IN  
ITS STANDARDS WORK**

The CSG reviewed and adopted the draft version 1.2 of the IPR policy, which had been recommended to it by one of the Legal Rapporteurs, Mr. David Marsh, and his colleagues.

**AGENDA ITEM 10 – REVIEW THE DEVELOPMENT OF EB XML AND RELATIONSHIP WITH OASIS**

The CSG emphasized that it was important to define clearly the scope of work and position the resulting standards vis-à-vis other work. The CSG reconfirmed the decision of the TMG made at the first Forum that, while in general the specification of core components remains with TMG and the content is developed by TBG, if UBL joined, the TMG would agree to transfer all related work done in the UN/CEFACT context to the ATG, as it could be seen as applied technology.

**AGENDA ITEM 11 – COORDINATION**

The CSG reviewed the organizational relationships between the Policy and Communication Groups, the CSG and the FCT and considered how these could be more effective in the short term and what sort of a structure was required in the longer term, based on a proposal to be prepared by the group reviewing the R.650, following the CSG guideline.

The CSG acknowledged that the FCT was in charge of the logistics of the Forum as there was no SSP in place and thus, it could not devote time to larger coordination issues related to the Forum. This would, the CSG expected, be improved once an SSP would be in place.

The CSG took note that elections of both the CSG itself and the UN/CEFACT Chairman would take place at the 9th UN/CEFACT Plenary Session in May 2003.

**AGENDA ITEM 12 – PREPARATIONS FOR THE UN/CEFACT PLENARY ON 12-13 MAY 2003 AND PROMOTION OF UN/CEFACT AT THE INTERNATIONAL FORUM ON TRADE FACILITATION ON 14-15 MAY 2003**

The CSG requested the secretariat to prepare an agenda for the review by HODs in early December. In the agenda, “group reports” should include a report by the CSG Chairman as well as the Chairpersons of the Groups. A separate agenda item would need to be added for reports of empowered groups.

**AGENDA ITEM 13 – REPORTS FROM EMPOWERED GROUPS**

Mr. A. Khan, the UN/CEFACT Rapporteur for Asia, presented a report on work carried out in the region.

The Chairman of the TMG had circulated a report to the CSG.

The members on the CSG list servers would also need to be surveyed. A proposal was made to include the FCT in a wider CSG-FCT consultative list.

**AGENDA ITEM 14 – DEVELOPMENTS IN STANDARDIZATION****13.1 ISO-IEC-ITU-UNECE MANAGEMENT TEAM REPORT, MEMBERSHIP AND MEETING SCHEDULE**

The CSG received a detailed report from the Standards Liaison Rapporteur on work undertaken and ongoing.

The CSG strongly stressed that the MoU arrangement had been made in order to provide a forum for the coordination of work programmes and avoiding overlapping. The CSG requested a greater concentration on coordinating work programmes.

**AGENDA ITEM 15 – DEVELOPMENTS IN RECOMMENDATIONS AND OTHER DELIVERABLES**

There will be two recommendations for the 9th Plenary Session to consider. The Chairman will coordinate the submission of ebXML specifications, as appropriate.

**AGENDA ITEM 16 – DEVELOPMENTS WITH OTHER INTERNATIONAL ORGANIZATIONS**

The International Chamber of Commerce was interested in circulating among its constituency some UN/CEFACT documentation for comments and views. The CSG invited ICC representatives to participate in the work of UN/CEFACT through the list servers or through participation in meetings.

**AGENDA ITEM 17 – ANY OTHER BUSINESS**

The draft report of the first UN/CEFACT Forum had been circulated on 21 October 2002.

The CSG took note of the WP.6 documents that the secretariat had circulated for information.

The CSG decided that the Chairman would send an email to the FCT, all group list servers including the CSG – where it would be specified that CSG expected all chairs to ensure that their groups followed the ODP.

The CSG approved the development of a Code of Ethics and assigned the initial drafting work to the Chairman of the TMG for the CSG meeting in February 2003.

The CSG decided that CSG contact data would always be circulated as an appendix of the minutes.

Mr. Mike Doran was nominated as representative of UN/CEFACT at the meeting of the Bureau of the CTIED that would take place on 31 October 2002.

The CSG decided to request a provision for the use of the Tuesday morning for the Plenary Session, too.

The CSG would organize its first meetings in 2003 as follows:

- 4 – 7 February
  - 13 – 17 May, during the Plenary
  - 14 – 18 July, Geneva
  - 20 – 23 October
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