ECONOMIC COMMISSION FOR EUROPE
COMMITTEE FOR TRADE, INDUSTRY AND ENTERPRISE DEVELOPMENT
Centre for Trade Facilitation and Electronic Business (UN/CEFACT)
Item 2 of the provisional agenda
Ninth session, 12 – 13 May 2003

REPORT OF THE UN/CEFACT STEERING GROUP MEETING

28 May 2002

(Second meeting 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.

Common acronyms:

ATG – Applied Technology Group
BPAWG – Business Process Analysis Working Group
CDWG – Codes Working Group
CTIED - Committee for Trade, Industry and
 Enterprise Development
EWG – EDIFACT Working Group
LG – Legal Group
LWG - Legal Working Group
TMG - Techniques and Methodology Group
TMWG – Techniques and Methodology Working
 Group
ebXML – Electronic Business XML initiative
AFACT - Asia Pacific Council for Trade Facilitation
 and Electronic Business
BIO - Business Information Objects
BPIM – Business Process and Information Modelling
BSR - Basic Semantic Register
BSU - Basic Semantic Unit
DMR – Directory Maintenance Request
DTD – Document Type Definition (in XML)
EBTWG – Electronic Business Transition Working
 Group

ECLAC – UN Economic Commission for Latin
 America and the Caribbean
ESCAP – UN Economic and Social Commission for
 Asia and the Pacific
ESCWA – UN Economic and Social Commission for
 Western Asia
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
PDC - Policy Development Council
SLA – Service Level Agreement
SSP – Support Service Provider
TBG – International Trade and Business Processes
 Group
UBL –XML Universal Business Language
UMM - UN/CEFACT Modelling Methodology

Agenda for the meeting

1. The CSG held two sessions on 28 May 2002: one in the morning (during the course of the
    UN/CEFACT Plenary, which had been held the whole day on 27 May 2002 and continued only in
    the afternoon of 28 May) and another one in the evening, after the end of the Plenary. The CSG
    adopted the following **agenda** for its meeting:

    1) Debate at the UN/CEFACT Plenary on the new organizational structure;
    2) Summary of the issues that have to be considered;
        - redraw the diagramme;
        - take into account the Forum Management Team;
        - record the Dutch comment regarding ITPWG;
        - create a PowerPoint presentation for the Plenary;
    3) Prepare a corrigendum.

Discussion of the UN/CEFACT organigramme:

2. The CSG decided to:
        - add the policy and communication groups;
        - rename some of the groups;
        - define the user requirements' profile.

3. The CSG concluded that the Plenary would want to see trade facilitation as its main business and
    focus and would like this to be duly reflected in the diagrams regarding the new structure.
    Projects within a group (i.e. not only cross-group projects) should also be known to the
    UN/CEFACT forum of empowered groups, which reports to the Plenary.
4. The functions of the CSG and the Forum had to be separated. FMT would only look at new

ideas coming through it to see if there was justification for business. Apart from this, the groups would carry on working independently. It was agreed that the Chair should be elected by the Forum.

5. It was noted that the role of the policy group would be to give overall strategic guidance to the management of UN/CEFACT. The role of the CSG would remain to be to carry out the work assigned by the Plenary. The policy group would be a strategic advisory group for the CSG.

The CSG decided to consider changes to R.650 as regards the ex-officio requirements at the CSG meetings.

6. The CSG then discussed the status of pending Recommendations.

7. ebXML had message headers and layout, but no approved content. At the meeting in Barcelona the week before, three of the plenary members and one of the associations involved in the process had signed a statement that they would migrate to any content that UN/CEFACT would eventually approve. This recommendation was widely seen as an EBTWG one, but it was concluded that if it became a UN/CEFACT Recommendation, it would have much greater impact.

8. The core components experts scheduled to hold a meeting two months after the CSG session. The associations had agreed to hand over their work to the UN/CEFACT Forum as soon as the specifications would be ready. A number of such organizations (EAN, SWIFT, OAG, OTA, etc.) had publicly supported the work of UN/CEFACT on ebXML.

9. The specifications were being circulated for pre-public review. By the end of 2002, inputs should be received from some of the groups.

The CSG decided to prepare a press release on the results of the plenary.

The CSG confirmed that it would hold its next meeting on 22-25 July 2002. CSG members would send information whether they were planning to come.

10. The CSG discussed the need to finalize meeting dates for 2002 – 2003. It was largely agreed that the CSG would maintain the October – February rhythm. The CSG decided to explore the possibility of spending a weekend together in Berlin before or after the CSG meeting in October. **The CSG decided that the CEFACT/2002/CS06 "Proposal for Future Structure and Organization of the UN/CEFACT Permanent Working Groups", Revision 12 would be finished by 2002-06-07.**
The CSG decided that CH would represent the CSG at the MoU meeting in July 2002.

11. It was decided that the CSG and the CEFACT Chairmen would start immediate work on the core functions of the secretariat. One of the remaining issues was to define who would manage the UN/CEFACT forum.

12. The following future dates for CSG meetings were confirmed:

21-25 October 2002, Berlin

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