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**ECONOMIC COMMISSION FOR EUROPE
COMMITTEE FOR TRADE, INDUSTRY AND ENTERPRISE DEVELOPMENT**
Centre for Trade Facilitation and Electronic Business (UN/CEFACT)

Item 12 of the provisional agenda

Ninth session, 12 – 13 May 2003

APPROVAL OF THE MANDATES OF THE GROUPS

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

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* The present document is submitted in the form in which it was received by the secretariat.

Mandate

[name] Group (xxG)

1. Objectives

1.1 Purpose

The purpose of the [name] Group (xxG) is to...

1.2 Scope

The activities related to the xxG are within the mission and objectives of UN/CEFACT and its empowered groups. The groups work to produce trade facilitation and electronic business recommendations and technical specifications to advance global commerce.

2. Key Deliverables

The key deliverables of the xxG are:

- ...
- Proposals, including draft Recommendations for review and approval by the UN/CEFACT Plenary; and
- Maintenance of Recommendations:
 - UNECE Recommendation No. X - Name

3. Functional Expertise of Membership

Membership is open to experts with broad knowledge in the area of ..., and the functions of UN/CEFACT and its groups. In addition Heads of Delegations may invite technical experts from their constituency to participate in the work. Experts are expected to contribute to the work based solely on their expertise and to comply with the UN/CEFACT Code of Ethics. [N.B. This text is subject to approval by the UN/CEFACT Plenary]

4. Geographical Focus

The focus is global.

5. Delegated Responsibilities

The xxG is empowered in accordance with agreed procedures to:

- Establish working groups and project teams as required;
 - Approve project proposals via the Forum Coordination Team (FCT);
 - Progress designated projects following UN/CEFACT's Open Development Process for Technical Specifications;
 - Collaborate with other UN/CEFACT Groups and the UN/CEFACT Steering Group (CSG) on implementation of its work plan;
 - Present draft proposals and/or recommendations to the UN/CEFACT Plenary;
 - Formally release any xxG deliverables not requiring UN/CEFACT approval;
 - Cooperate and establish liaisons with other groups and organizations as required.
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Statement of resource requirements

Participants in the xxG shall be required to provide the resources required for their own attendance in the work of the xxG. In order to support the ongoing work of the xxG, the following resources are required to be provided either by the UN/CEFACT Secretariat or by the appointed UN/CEFACT Services Provider:

- Provision of Secretariat for the xxG. To cover consolidation, preparation, distribution and maintenance of official and working documents, including minutes and lists related to the meetings and the work of the group;
- Maintenance of logs and records of membership of the xxG;
- Coordination and distribution of relevant information and documents;
- Establishing and maintaining the xxG public Web site pages with appropriate links, document download facilities, and items of interest;
- Establishing and maintaining the xxG public and private list servers.

ANNEX I**Mandate of the Techniques and Methodologies Group (TMG)****1. Objectives****1.1 Purpose**

The purpose of the Techniques and Methodologies Group (TMG) is to provide all UN/CEFACT Groups with Meta (base) Business Process, Information and Communications Technology specifications, recommendations and education. The TMG shall also function as a research group evaluating new information and communication technologies (ICT), as well as techniques and methodologies that may assist UN/CEFACT and its groups to fulfil their mandate and vision in Trade Facilitation and e-Business.

1.2 Scope

The activities related to the TMG are within the mission and objectives of UN/CEFACT and its empowered groups. The groups work to produce trade facilitation and electronic business recommendations and technical specifications to advance global commerce.

2. Key Deliverables

The key deliverables of the TMG are:

- UN/CEFACT Modelling Methodology (UMM) Specification;
- UMM User Guide;
- UMM Introductory Presentation;
- Business Collaboration Patterns and Monitored Commitments Specification;
- Business Collaboration Protocol Specification;
- Business Entity Library Specification;
- Business Process Information Model Exchange Schema Specification;
- Business Process Schema Specification;
- Common Business Process Catalog Specification;
- Core Component Technical Specification;
- Core Components Supplements Documentation;
- Business Reference Information Model Specification;
- eBusiness Architecture Specification;
- Proposals, including draft Recommendations for review and approval by the UN/CEFACT Plenary.

3. Functional Expertise of Membership

Membership is open to experts with broad knowledge in the area of existing business process, information and communications specifications, architecture, as well as current techniques and methodologies used within UN/CEFACT, technological developments, and the functions of UN/CEFACT and its groups. In addition Heads of Delegations may invite technical experts from their constituency to participate in the work. Experts are expected to contribute to the work based solely on their expertise and to comply with the UN/CEFACT Code of Ethics.

4. Geographical Focus

The focus is global.

5. Delegated Responsibilities

The TMG is empowered in accordance with agreed procedures to:

- Establish working groups and project teams as required;
 - Approve project proposals via the Forum Coordination Team (FCT);
 - Progress designated projects following UN/CEFACT's Open Development Process for Technical Specifications;
 - Collaborate with other UN/CEFACT Groups and the UN/CEFACT Steering Group (CSG) on implementation of it's work plan;
 - Present draft proposals and/or recommendations to the UN/CEFACT Plenary;
 - Formally release any TMG deliverables not requiring UN/CEFACT approval;
 - Cooperate and establish liaisons with other groups and organizations as required.
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Statement of resource requirements

Participants in the TMG shall be required to provide the resources required for their own attendance in the work of the TMG. In order to support the ongoing work of the TMG, the following resources are required to be provided either by the UN/CEFACT secretariat or by the appointed UN/CEFACT Services Provider:

- Provision of secretariat for the TMG. To cover consolidation, preparation, distribution and maintenance of official and working documents, including minutes and lists related to the meetings and the work of the group;
- Maintenance of logs and records of membership of the TMG;
- Coordination and distribution of relevant information and documents;
- Establishing and maintaining the TMG public Web site pages with appropriate links, document download facilities, and items of interest;
- Establishing and maintaining the TMG public and private list servers.

ANNEX II

Mandate of the Information Content Management Group (ICG)

1. Objectives

1.1 Purpose

The purpose of the Information Content Management Group (ICG) is to ensure the release of quality technical specifications for e-business. To achieve this aim it will be responsible for the:

- Management of the UN/CEFACT information repositories and libraries for electronic business and Recommendations that fall within its scope as listed in section 2;
- Technical conformance and the registration of the UN/CEFACT business requirements specifications;
- Normalization and maintenance of the base syntax neutral information components that serve as the building blocks for the development of standards for implementation;
- Technical conformity and registration of syntax specific information objects and components.

1.2 Scope

The activities related to the ICG are within the mission and objectives of UN/CEFACT and its empowered groups. The groups work to produce trade facilitation and electronic business recommendations and technical specifications to advance global commerce.

2. Key Deliverables

The key deliverables of the ICG are:

- A series of coherent, consistent and normalized reference libraries comprising the business requirements, information objects and code lists that are aligned with the domain reference models and serve as the building blocks for the development of standards for implementation;
- Validating the conformance of technical specifications with the corresponding publication guidelines and for the release of approved syntax specific information objects and components;
- Processes and procedures for the maintenance of the libraries;
- Mechanisms for ensuring the quality of the library contents;
- Proposals, including draft Recommendations for review and approval by the UN/CEFACT Plenary;
- Maintenance of Recommendations:
 - UNECE Recommendation No. 3 - ISO Country Code for Representation of Names of Countries;
 - UNECE Recommendation No. 5 - Abbreviations of INCOTERMS;
 - UNECE Recommendation No. 7 - Numerical Representation of Dates, Time, and Periods of Time;
 - UNECE Recommendation No. 81 - Unique Identification Code Methodology – UNIC;
 - UNECE Recommendation No. 9 - Alphabetical Code for the Representation of Currencies;
 - UNECE Recommendation No. 10 - Codes for Ship's Names;
 - UNECE Recommendation No. 15 - Simpler Shipping Marks;
 - UNECE Recommendation No. 16 - United Nations Code for Trade and Transport Locations (UN/LOCODE);
- UNECE Recommendation No. 17 – Payterms;

1 In cooperation with the International Trade and Business Processes Group (TBG)

- UNECE Recommendation No. 19 - Codes for Modes of Transport;
- UNECE Recommendation No. 20 - Codes for units of measure used in international trade;
- UNECE Recommendation No. 21 - Codes for Types of Cargo, Packages and Packaging Materials;
- UNECE Recommendation No. 23 - Freight Cost Code;
- UNECE Recommendation No. 24 - Trade and Transport Status Codes;
- UNECE Recommendation No. 28 - Codes for Types of Means of Transport.

3. Functional Expertise of Membership

Membership is open to experts with broad knowledge in the area of the functions of UN/CEFACT, and its groups, as well as:

- Semantics of business practices and codification;
- Information modeling in the application of reusable design practices; and/or
- Syntax conversant with the rules defined for the syntax solutions supported by UN/CEFACT.

In addition Heads of Delegations may invite technical experts from their constituency to participate in the work. Experts are expected to contribute to the work based solely on their expertise and to comply with the UN/CEFACT Code of Ethics.

4. Geographical Focus

The focus is global.

5. Delegated Responsibilities

The ICG is empowered in accordance with agreed procedures to:

- Establish working groups and project teams as required;
- Approve project proposals via the Forum Coordination Team (FCT);
- Progress designated projects following UN/CEFACT's Open Development Process for Technical Specifications;
- Collaborate with other UN/CEFACT Groups and the UN/CEFACT Steering Group (CSG) on implementation of its work plan;
- Present draft proposals and/or recommendations to the UN/CEFACT Plenary;
- Formally release any ICG deliverables not requiring UN/CEFACT approval;
- Cooperate and establish liaisons with other groups and organizations as required.

Statement of resource requirements

Participants in the ICG shall be required to provide the resources required for their own attendance in the work of the ICG. In order to support the ongoing work of the ICG, the following resources are required to be provided either by the UN/CEFACT secretariat or by the appointed UN/CEFACT Services Provider:

- Provision of secretariat for the ICG. To cover consolidation, preparation, distribution and maintenance of official and working documents, including minutes and lists related to the meetings and the work of the group;
- Maintenance of logs and records of membership of the ICG;
- Coordination and distribution of relevant information and documents;
- Establishing and maintaining the ICG public Web site pages with appropriate links, document download facilities, and items of interest;
- Establishing and maintaining the ICG public and private list servers;
- Establishing and maintaining a Web based registry and repository capable of supporting the separate availability of the ICG library content at both a Public and an ICG level.

ANNEX III

Mandate of the Legal Group (LG)

1. Objectives

1.1 Purpose

The purpose of the Legal Group (LG) is to analyse current legal processes and issues within the mission and objectives of UN/CEFACT, to identify legal constraints that adversely affect the mission and objectives of UN/CEFACT, and to propose practical improvements to these legal processes and issues.

1.2 Scope

The activities of the LG are the legal processes and issues within the mission and objectives of UN/CEFACT and its empowered groups. The groups work to produce trade facilitation and electronic business recommendations and technical specifications to advance global commerce.

2. Key Deliverables

The key deliverables of the LG are:

- Analysis, research and review of legal processes and issues;
- Identification of constraints to more effective legal processes and procedures;
- Practical proposals for the removal of such constraints;
- Development, publication and promotion of guidelines supporting best legal practice;
- Contributions to and, where appropriate, efforts to influence related work in other organizations such as UNCITRAL, UNCTAD, WTO, OECD and the ICC;
- Provision, as required, of practical legal advice and assistance to the work being undertaken by other UN/CEFACT permanent and ad hoc working groups and contributions to the formation of the legal aspects of policy;
- Proposals, including draft Recommendations for review and approval by the UN/CEFACT Plenary;
- Maintenance of Recommendations:
 - UNECE Recommendation No. 131 - Facilitation of Identified Legal Problems in Import Procedures;
 - UNECE Recommendation No. 14¹ - Authentication of Trade documents other than by signature;
 - UNECE Recommendation No. 26 - The commercial use of Interchange Agreement for EDI;
 - UNECE Recommendation No. 31 - Electronic Commerce Agreement;
 - UNECE Recommendation No. 32 - E-Commerce Self-Regulatory Instruments (Codes of Conduct).

3. Functional Expertise of Membership

Membership is open to experts with broad knowledge in the area of legal issues arising within the work programme of UN/CEFACT and the functions of UN/CEFACT and its groups. In addition Heads of Delegations may invite technical experts from their constituency to participate in the work. Experts are expected to contribute to the work based solely on their expertise and to comply with the UN/CEFACT Code of Ethics.

4. Geographical Focus

The focus is global.

¹ In cooperation with the International Trade and Business Processes Group (TBG)

5. Delegated Responsibilities

The LG is empowered in accordance with agreed procedures to:

- Establish working-groups and project teams as required;
 - Approve project proposals via the Forum Coordination Team (FCT);
 - Progress designated projects following UN/CEFACT's Open Development Process for Technical Specifications;
 - Collaborate with other UN/CEFACT Groups and the UN/CEFACT Steering Group (CSG) on implementation of it's work plan;
 - Present draft proposals and/or recommendations to the UN/CEFACT Plenary;
 - Formally release any LG deliverables not requiring UN/CEFACT approval;
 - Cooperate and establish liaisons with other groups and organizations as required; and
 - Issue, publish and present:
 - Analyses of existing legal processes and procedures;
 - Reports on constraints to more effective legal processes;
 - Proposals, to UN/CEFACT and other organizations, for more effective legal processes and procedures;
 - Guidelines for better business practice within the area of the mandate.
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Statement of resource requirements

Participants in the LG shall be required to provide the resources required for their own attendance in the work of the LG. In order to support the ongoing work of the LG, the following resources are required to be provided either by the UN/CEFACT secretariat or by the appointed UN/CEFACT Services Provider:

- Provision of secretariat for the LG. To cover consolidation, preparation, distribution and maintenance of official and working documents, including minutes and lists related to the meetings and the work of the group;
- Secretariat Attendance, at no travel or accommodation cost to the UNECE, at meetings of the LG held outside Geneva;
- Maintenance of logs and records of membership of the LG;
- Coordination and distribution of relevant information and documents;
- Establishing and maintaining the LG public Web site pages with appropriate links, document download facilities, and items of interest;
- Establishing and maintaining the LG public and private list servers.

ANNEX IV

Mandate of the International Trade & Business Processes Group (TBG)

1. Objectives

1.1 Purpose

The purpose of the International Trade and Business Processes Group (TBG) is to be responsible for business and governmental business requirements and content. This is achieved by initiating developments in the areas of process analysis, best practices, and international trade procedures. Where appropriate the UN/CEFACT Modeling Methodology is used to support the development of trade facilitation and electronic business solutions.

This is achieved through:

- Publication of recommendations and best practices related to international trade facilitation;
- Specification of common business processes and reference models;
- Harmonization of cross-industry business processes;
- Documentation of business requirements.
-

1.2 Scope

The activities related to the TBG are within the mission and objectives of UN/CEFACT and its empowered groups. The groups work to produce trade facilitation and electronic business recommendations and technical specifications to advance global commerce.

2. Key Deliverables

The key deliverables of the TBG are:

- Development of trade facilitation best practices;
- Identification & definition of business domains;
- Business Process Analysis;
- Catalog of Common Business Processes (including reference models);
- Core Component Identifications;
- Cross Domain Business Models;
- Maintenance of the Global Supply chain reference model;
- Harmonization of business requirements;
- Documentation of business requirements for changes to syntax solutions, eg UN/EDIFACT, ebXML messages;
- Proposals, including draft Recommendations for review and approval by the UN/CEFACT Plenary;
- Maintenance of Recommendations:
 - UNECE Recommendation No. 11 - United Nations Layout Key for Trade Documents;
 - UNECE Recommendation No. 2 - UNLK for Trade Documents – Guidelines for Application Informative Annex to UNECE Recommendation No.1;
 - UNECE Recommendation No. 4 - National Trade Facilitation Organizations;
 - UNECE Recommendation No. 6 - Aligned Invoice Layout Key for International Trade;
 - UNECE Recommendation No. 82 - Unique Identification Code Methodology;
 - UNECE Recommendation No. 11 - Documentary Aspects of the Int. Transport of DG's;
 - UNECE Recommendation No. 12 - Measures to Facilitate Maritime Transport Document Procedures;

1 In cooperation with the Applied Technologies Group (ATG)

2 In cooperation with the Information Content Management Group (ICG)

- UNECE Recommendation No. 133 - Facilitation of Identified Legal Problems in Import Procedures;
- UNECE Recommendation No. 14³ - Authentication of Trade documents other than by signature;
- UNECE Recommendation No. 15 - Simpler Shipping Marks;
- UNECE Recommendation No. 18 - Facilitation Measures related to International Trade Procedures;
- UNECE Recommendation No. 22 - Layout Key for Standard Consignment Instructions;
- UNECE Recommendation No. 25 - Use of UN/EDIFACT;
- UNECE Recommendation No. 27 - Pre-shipment inspection.

3. Functional Expertise of Membership

Membership is open to experts with broad knowledge of processes, procedures and modeling in the international trade and e-business arenas, and the functions of UN/CEFACT, and its groups. In addition Heads of Delegations may invite technical experts from their constituency to participate in the work. Experts are expected to contribute to the work based solely on their expertise and to comply with the UN/CEFACT Code of Ethics.

4. Geographical Focus

The focus is global.

5. Delegated Responsibilities

The TBG is empowered in accordance with agreed procedures to:

- Establish working groups and project teams as required;
- Approve project proposals via the Forum Coordination Team (FCT);
- Progress designated projects following UN/CEFACT's Open Development Process for Technical Specifications;
- Collaborate with other UN/CEFACT Groups and the UN/CEFACT Steering Group (CSG) on implementation of its work plan;
- Present draft proposals and/or recommendations to the UN/CEFACT Plenary;
- Formally release any TBG deliverables not requiring UN/CEFACT approval;
- Cooperate and establish liaisons with other groups and organizations as required.

Statement of resource requirements

Participants in the TBG shall be required to provide the resources required for their own attendance in the work of the TBG. In order to support the ongoing work of the TBG, the following resources are required to be provided either by the UN/CEFACT secretariat or by the appointed UN/CEFACT Services Provider:

- Provision of secretariat for the TBG. To cover consolidation, preparation, distribution and maintenance of official and working documents, including minutes and lists related to the meetings and the work of the group;
- Maintenance of logs and records of membership of the TBG;
- Coordination and distribution of relevant information and documents;
- Establishing and maintaining the TBG public Web site pages with appropriate links, document download facilities, and items of interest;

³ In cooperation with the Legal Group (LG)

- Establishing and maintaining the TBG public and private list servers.

ANNEX V

Mandate of the Applied Technologies Group (ATG)

1. Objectives

1.1 Purpose

The purpose of the Applied Technologies Group (ATG) is to be responsible for the creation and maintenance of the trade, business and administration document structures that are based on a specific technology or standard. The function of the ATG is to design, assemble and produce syntax specific solutions based on identified business and/or technical requirements from the empowered groups of UN/CEFACT.

1.2 Scope

The activities related to the ATG are within the mission and objectives of UN/CEFACT and its empowered groups. The groups work to produce trade facilitation and electronic business recommendations and technical specifications to advance global commerce.

2. Key Deliverables

The key deliverables of the ATG are:

- Technical assessment and maintenance of syntax specific solutions through the application of Data Maintenance Requests against existing publications (e.g. UN/EDIFACT Directories, Reference libraries, etc.);
- A series of coherent, consistent and normalized syntax solutions that are aligned with domain reference models for publication in a designated UN/CEFACT information repository by the Information Content Management Group (ICG);
- Advice on the technical specification of UNeDocs;
- Procedures for the maintenance of the syntax solutions;
- Technical specifications detailing the design and production rules, guidelines and checklists, that shall be applied when developing and maintaining the various syntax solutions, including syntax specific UML profiles;
- Proposals, including draft Recommendations for review and approval by the UN/CEFACT Plenary;
- Maintenance of Recommendations/Technical Specifications:
 - UNECE Recommendation No. 11 - United Nations Layout Key for Trade Documents, maintenance of the technical aspects;
 - ISO 97352 - Electronic data interchange for administration, commerce and transport (EDIFACT) — Application level syntax

3. Functional Expertise of Membership

Membership is open to experts with broad knowledge in the area of various implementation syntaxes, protocols and mechanisms for the packaging of data for exchange and the functions of UN/CEFACT and its groups. In addition Heads of Delegations may invite technical experts from their constituency to participate in the work. Experts are expected to contribute to the work based solely on their expertise and to comply with the UN/CEFACT Code of Ethics. [N.B. This text is subject to approval by the UN/CEFACT Plenary].

1 In cooperation with the International Trade and Business Processes Group (TBG)

2 In coordination with the Joint Syntax Development Group (JSWG)

4. Geographical Focus

The focus is global.

5. Delegated Responsibilities

The ATG is empowered in accordance with agreed procedures to:

- Establish working-groups and project teams as required;
 - Approve project proposals via the Forum Coordination Team (FCT);
 - Progress designated projects following UN/CEFACT's Open Development Process for Technical Specifications;
 - Collaborate with other UN/CEFACT Groups and the UN/CEFACT Steering Group (CSG) on implementation of its work plan;
 - Present draft proposals and/or recommendations to the UN/CEFACT Plenary;
 - Formally release any ATG deliverables not requiring UN/CEFACT approval;
 - Cooperate and establish liaisons with other groups and organizations as required.
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Statement of resource requirements

Participants in the ATG shall be required to provide the resources required for their own attendance in the work of the ATG. In order to support the ongoing work of the ATG, the following resources are required to be provided either by the UN/CEFACT Secretariat or by the appointed UN/CEFACT Services Provider:

- Provision of Secretariat for the ATG. To cover consolidation, preparation, distribution and maintenance of official and working documents, including minutes and lists related to the meetings and the work of the group;
 - Maintenance of logs and records of membership of the ATG;
 - Coordination and distribution of relevant information and documents;
 - Establishing and maintaining the ATG public Web site pages with appropriate links, document download facilities, and items of interest;
 - Establishing and maintaining the ATG public and private list servers.
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