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**UNITED NATIONS CENTRE FOR TRADE FACILITATION AND ELECTRONIC BUSINESS
(UN/CEFACT)**

INTERNATIONAL TRADE & BUSINESS PROCEDURES GROUP (TBG)

Report to the UN/CEFACT Plenary and Programme of Work

The present document is submitted by the International Trade & Business Procedures Working Group (TBG) and is for distribution to the UN/CEFACT Plenary and the UN/CEFACT Steering Group (CSG).

PART I – REPORT TO THE UN/CEFACT PLENARY

1. General

The purpose of the International Trade & Business Processes Group (TBG) is to be responsible for the simplification of international trade procedures, business and governmental process analysis, and best practices, using the UN/CEFACT Modelling Methodology where appropriate to support the development of trade facilitation and electronic business solutions.

The TBG convened during both of the UN/CEFACT Forum (September 2002 and March 2003). This group combined elements of the work plan of the former Business Process Analysis Working Group (BPAWG), International Trade Process Working Group (ITPWG), and EDIFACT Working Group (EWG).

The first action of the TBG was to elect its leadership. Mr. Ralph Berwanger (United States) was elected as the TBG Chair. Mrs. Sue Probert (United Kingdom) and Mr. Mike Doran (Switzerland) were elected as TBG Vice Chair.

Seventeen working groups were defined within the TBG. All the work plan of the former ITPWG was placed within a working group. The former BPAWG projects were assigned to another working group. The domain groups of the former EWG comprise fourteen working groups. Additionally a working group focused on harmonization of business processes/core components was established. During the March 2003 meeting, the Material Management Working Group (TBG1) and Purchasing Working Group (TBG2) were merged into a single Supply Chain Working Group. The union of this two working groups reduced the total number of domain groups to thirteen.

2. Guiding Documents

The TBG Steering Committee approved their *Mandate* during the September 2002 meeting. The TBG *Operations and Procedure* document and *Terms of Reference* were approved during the March 2003 meeting. Copies of the documents are attached to the report.

3. Liaison

The TBG identified requirements to establish close liaison with various external activities. The OASIS Universal Business Language (UBL) Technical Committee is making progress on the delivery of their technical specification. The components defined by UBL are expected to be used within TBG business processes. The TBG has established a liaison with UBL.

Technical Committee 204 (TC 204) of the Organization for International Standards (ISO) is engaged in work similar to work being performed by the TBG Transport Working Group (TBG3). Members of TC 204 met with members of TBG3 during the March 2003. Given the similarity of the work of these two groups, continued liaison between TC 204 and the TBG must continue.

Two representatives of the OASIS eGovernment Technical Committee (TC) met with various members of the TBG during the March 2003 meeting. Mr. John Borrás (United Kingdom), the eGovernment TC Chair, was surprised to find that the TBG was engaged in a wide variety of activities related to the eGovernment TC. He stated that his TC would focus on identifying the requirements for eGovernment activities. These requirements would then be forwarded to other standards bodies for action. The TBG has established liaison with the eGovernment TC and will continue to promote UN/CEFACT as the primary provider of electronic business solutions for government.

4. Inter-group processes

Members from ATG, ICG and TBG met to define general workflow procedures. A final draft of the procedures was completed during the March 2003 Forum. The procedures ensure the timely processing of work items and publication of CEFACT directories. Those who drafted the procedures were careful to include audit and oversight elements. The audit procedures will be used for the production of the D.03A directory. The TBG thanks Mr. Mike Conroy, ICG Chair, for his significant contribution to the development of the draft workflow procedures.

5. Current Projects

A matrix of all current and proposed TBG projects was produced during the March 2003 Forum. The matrix contains 38 projects. The majority of these projects were transferred into TBG from the former EWG. The TBG leadership believes that a set of projects currently belonging to the Supply Chain Working Group (TBG1) may be realigned under a single project—reducing the number of projects by five. The realignment will simplify management of the project but will not reduce the actual work that must be accomplished. Also the Statistics, Collection, and Reporting Working Group (TBG7) project is of special note. This is the ‘EU INSTAT Intrastat Reporting Business Process Modeling and XML Schema’ Project. The TBG is proposing that this contribution from EUROSTAT be used to validate the draft workflow procedures that were developed during the March 2003 Forum.

The following table lists all projects of the TBG. The table indicates the status of each project. The TBG has decided to track all projects with a status code equivalent to the UN/CEFACT Open Development Process (ODP). It is noted that the ODP was designed for development of technical specifications and not all these projects are technical specifications. Many of the projects will not follow the ODP; however, using the ODP milestones to manage all projects provides everyone with a common reference for understanding the status of individual projects. The status of some projects is being challenged. Those projects are marked with a ‘?’.

Domain Group		Projects	External Liaisons	Status		Leader	Editor
TBG1	Supply Chain	Product Data BP Modeling and Core Components	X12H	I	2	Mary Kay Blantz	Freddy De Vos
TBG1	Supply Chain	Steel Industry Scheduling Cycle	Eurofer	I	3	Eurofer	Freddy De Vos
TBG1	Supply Chain	Steel Industry Shipping Cycle	Eurofer	I	3	Eurofer	Freddy De Vos
TBG1	Supply Chain	Steel Industry Quotation Process	Eurofer	I	3	Eurofer	Freddy De Vos
TBG1	Supply Chain	Steel Industry Purchase Order Process	Eurofer	I	3	Eurofer	Freddy De Vos
TBG1	Supply Chain	Steel Industry Sales List Process	Eurofer	I	3	Eurofer	Freddy De Vos
TBG1	Supply Chain	Steel Industry Order Status Process	Eurofer	I	3	Eurofer	Freddy De Vos

TBG1	Supply Chain	Supply Chain BP Modeling and Core Components	EAN International	I	2	Alice Aguemon	Danny De Zutter
TBG1	Supply Chain	Customer Switching in the Energy Industry	ebIX	I	1	ebIX	Ove Nesvik
TBG3	Transportation & Logistics	Transport BP Modeling	UBL EAN TC204	I	?	Henk van Maaren	Henk van Maaren
TBG3	Transportation & Logistics	Transport Core Components	UBL EAN TC204	I	?	Henk van Maaren	Henk van Maaren
TBG4	Customs	Customs Core Components and BP Modeling	WCO	A	?	Dietmar Jost	Ger Diepens
TBG5	Finance	Financial Business Modeling Task Force	SWIFT X12F TC68 ECBS	3	?	Mike Adcock	SWIFT
TBG5	Finance	Financial Core Component Task Force	SWIFT X12F TC68 ECBS	3	?	Stig Korsgaard	Hendrik Muus
TBG6	Architecture & Construction	AEC Core Components		I	4	Bernard Longhi	Anders Grangard & Shigehiro Shimano
TBG6	Architecture & Construction	AEC e-Tendering ebXML Standards Project		I	4	Jun-Ichi Yamashita	Shigehiro Shimano
TBG6	Architecture & Construction	AEC Catalog Product Data ebXML Transactions		I	4	Bernard Longhi	Shigehiro Shimano
TBG7	Statistics Collection & Reporting	EU INSTAT Intrastat reporting BP modelling and XML Schema	EUROSTAT, SDMX	I	3	Sylvie Colas	Anders Grangard
TBG8	Insurance	Insurance Core Components	ACORD CSIO EEG7	3	3	Jan Vrijenhoek	Nigel Wooden
TBG9	Travel, Tourism and Leisure	TT&L Core Components	OTA	2	2	Paula Heilig	Akio Suzuki
TBG11	Social Services	SS Social Security Core Components		I	?		
TBG11	Social Services	SS Standardization of XML - Acknowledgement and Control Requirements		I	?		

TBG11	Social Services	SS Standardization of XML - Signing and Security Requirements		I	?		
TBG12	Accounting & Audit	A&A Core Components	XBRL	I	2	Michel Lesourd	Robert Lemense
TBG12	Accounting & Audit	A&A Financial Information Services Core Components	XBRL	P	?		
TBG13	Environmental	Environmental - Waste Disposal Project	CEC NAFTA EUDIN	I	3	Glenn Miller	Allan Adair
TBG14	Business Process Analysis	BP Catalog - Test of concept		I	3	Nita Sharma	Nenad Isevic
TBG14	Business Process Analysis	Catalog Project		I	3	Nita Sharma	Nenad Isevic
TBG15	International Trade procedures	ITPWG - Development of Single Window Recommendation		I	?		
TBG15	International Trade procedures	ITPWG - Performance Measurement of TF Measures		I	?		
TBG15	International Trade procedures	ITPWG - Update of Recommendation 12 (Legal issues in maritime transport)	World Bank, UNCTAD	I	?		
TBG15	International Trade procedures	ITPWG - Electronic Signature		I	?		
TBG15	International Trade procedures	ITPWG - Guide on Trade Facilitation		I	?		
TBG15	International Trade procedures	ITPWG - XML Standards for Sanitary & Phytosanitary Certificates		A	?		
TBG17	Harmonisation	Harmonisation - Business Neutral Core Component Library	OAG TC154 OASIS UBL	3	?	Alan Stitzer/ Nigel Wooden	Fred van Blommestein
TBG17	Harmonisation	Harmonisation - Documentation	OAG TC154 OASIS UBL	3	?	Stig Korsgaard	Mike Adcock

Submitted by:

Ralph Berwanger
Chair, UN/CEFACT TBG

TBG Mandate

1. Objectives

1.1 Purpose

The purpose of the International Trade & Business Processes Group (TBG) is to be responsible for the simplification of international trade procedures, business and governmental process analysis, and best practices, using the UN/CEFACT Modelling Methodology where appropriate to support the development of trade facilitation and electronic business solutions. This purpose is demonstrated through:

- ?? Identification, simplification, harmonisation and alignment of public and private sector practices, procedures and information flows relating to international trade transactions both in goods and related services;
- ?? Specification of common business and governmental processes and reference models;
- ?? Harmonization of cross-industry business and governmental processes;
- ?? Documentation of business and governmental requirements;
- ?? Raise awareness of work of the International Trade & Business Processes Group (TBG).

1.2 Scope

The activities related to the TBG are within the mission and objectives of UN/CEFACT and its groups.

2. Key Deliverables

The key deliverables of the TBG Group are:

- ?? Draft UN and UNECE Recommendations, implementation guidelines and other relevant instruments for trade facilitation including best practices and implementation guidelines;
- ?? Business and governmental domain definitions;
- ?? Common business and governmental processes (including reference models);
- ?? Core Component definitions;
- ?? Cross domain business and governmental projects;
- ?? Harmonised business and governmental requirements e.g. harmonisation of cross-domain process models and core components;
- ?? Validated technical specifications;
- ?? Documentation of business and governmental requirements for changes to syntax solutions, e.g. EDIFACT messages;
- ?? Forum seminars, presentations and other artefacts to support awareness of the TBG activities.

3. Functional Expertise of Membership

Members of this group primarily are process, procedure and modelling experts in the international trade and e-business arenas. The group combines business domain and information experts to ensure cross-domain harmonization, especially at the industry implementation level.

4. Geographical Focus

The focus is global.

5. Delegated Responsibilities

The TBG is empowered in accordance with agreed procedures to:

- ?? Establish working-groups and supporting teams as required;
- ?? Approve project proposals via the Forum Coordination Team (FCT);
- ?? Follow UN/CEFACT Open Development Process;
- ?? Collaborate with other UN/CEFACT Groups and the CSG on implementation of the TBG work plan;
- ?? Present draft proposals and/or recommendations to the UN/CEFACT plenary;
- ?? Cooperate and establish liaisons with other groups and organizations as required.

6. Statement of resource requirements

Participants in the working group shall provide resources for their own participation. The existence and functioning of the working group shall not require any additional resources from the UN/ECE secretariat, except for secretarial resources, website support and maintenance of the various web-servers, which will be made available by the UN/CEFACT secretariat, or by the Service Provider appointed by the UNECE.

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

TBG Procedures and Organisation

1. Document Purpose

The purpose of this document is to outline the organisation and procedures under which the International Trade & Business Procedures Group operates and manages its work.

2. International Trade & Business Procedures Group (TBG)

TBG is a permanent Group of UN/CEFACT for the purpose of undertaking a long-term program of work as outlined in the mandate. The mandate is an agreement between the UN/CEFACT Plenary and the Group on overall objectives (scope and purpose), key deliverables and delegated responsibilities.

The purpose of the International Trade & Business Processes Group (TBG) is to be responsible for the simplification of international trade procedures, business and governmental process analysis, and best practices, using the UN/CEFACT Modelling Methodology where appropriate to support the development of trade facilitation and electronic business solutions.¹

TBG activities are within the mission and objectives of UN/CEFACT and its Groups.²

3. TBG Membership

3.1 Functional Expertise of Membership

Members of TBG are primarily process, procedure and modelling experts in the international trade, governmental and e-business arenas. The group combines business domain and information experts to ensure cross-domain harmonization, especially at the industry implementation level.³

3.2 Obtaining TBG Membership

There are three ways of obtaining TBG membership:

1. Each UN/CEFACT Head of delegation may designate expert(s) to the TBG Working Group(s). Members are registered with the TBG Secretariat.
2. Experts that are registered as members of any standing TBG Working Group are automatically members of the TBG. TBG Working Groups report at least twice a year their membership to the TBG Secretariat.
3. In addition, membership is open to any other experts meeting the profile for membership as specified in section 3.1 and who wish to register their membership with the TBG Secretariat. An expert shall become a member of TBG by sending by mail notice of intention to participate, and the Domain Working Group they desire to affiliate with, to the TBG Secretariat that shall notify the

¹ UN/CEFACT/TBG/N001 TBG Mandate, Section 1.1 Purpose

² UN/CEFACT/TBG/N001 TBG Mandate, Section 1.2 Scope

³ UN/CEFACT/TBG/N001 TBG Mandate, Section 3 Functional Expertise of Membership

TBG leadership (Chair and Vice Chairs) of this request. Membership begins immediately after the TBG Secretariat has acknowledged this notice.

Observers (guests) are welcome to attend TBG meetings, and are encouraged to participate.

Experts are expected to contribute to the work based solely on their knowledge and experience. Membership resides with the individual rather than their sponsoring organization.

Once having obtained TBG membership, an expert is eligible to become a voting member of any permanent TBG Working Groups subject to meeting their membership criteria. TBG Working Groups may apply more restrictive membership requirements to the obtaining of voting rights however these requirements shall not contravene the principles of UN/CEFACT membership.

3.3. Termination of TBG Membership

A member shall be considered to have resigned from TBG upon receipt by the TBG Secretariat of notification of resignation by mail from the member, the TBG Working Group or by the UN/CEFACT Head of Delegation that designated the expert to TBG.

Termination of membership of TBG shall automatically end voting membership in any working group or project created by the TBG.

4. TBG Officers

The TBG leadership shall consist of a Chair and two Vice Chairs and Steering Committee. The Chair and Vice Chairs shall be individuals who are members in good standing of TBG.

4.1 TBG Chair

TBG Chair is an elected position, and is not subject to approval or agreement by the UN or any governments. The position of Chair rests with the individual person rather than their sponsoring organisation.

4.2 Requirements for the position of TBG Chair

The nominee for the position of TBG Chair shall meet the following requirements:

- a) Has been an active TBG member for the preceding 12 months.
- b) Has commitment of adequate time to perform the duties required of the Chair.
- c) Has commitment of an adequate travel budget for the duration of his/her term.
- d) Has commitment to attend all UN/CEFACT Forum/FCT/TBG meetings during his/her term of office.
- e) Has commitment to attend all CSG and UN/CEFACT plenary meetings during his/her term of office.

4.3 Duties of the TBG Chair

The duties of the TBG Chair include, but are not limited to:

- a) Calling and presiding over TBG and Steering Committee (StC) meetings.
- b) Appointing convenors for proposed Working Groups.
- c) Assigning duties as necessary to advance the work of the TBG.
- d) Communicating the official position of the TBG.

- e) In cooperation with the StC preparing meeting agendas and organising meeting programs in accordance with the prepared agenda.

4.4. TBG Vice Chairs

TBG Vice Chair is an elected position, and is not subject to approval or agreement by the UN or any governments. The position of Vice Chair rests with the individual person rather than their sponsoring organisation.

4.5 Requirements for the position of TBG Vice Chair

The nominees for the position of TBG Vice Chair shall meet the following requirements:

- a) Has been an active TBG member for the preceding 12 months.
- b) Has commitment of adequate time to perform the duties required of the Vice Chair.
- c) Has commitment of an adequate travel budget for the duration of his/her term.
- d) Has commitment to attend all UN/CEFACT Forum/FCT/TBG meetings during his/her term of office.

4.6 Duties of the TBG Vice Chair

The duties of the TBG Vice Chairs include, but are not limited to:

- a) Assuming all duties of the Chair, in the event that the Chair is absent from, or cannot attend a meeting.
- b) Assuming all duties of the Chair, in the event that the Chair resigns or cannot perform his/her duties, until a new election can be held.
- c) Performing TBG required duties as delegated by the Chair.

5. Election of TBG Officers

The following rules and requirement apply to the election of TBG Chair and TBG Vice Chairs.

5.1 General

- a) Nomination and voting for the positions of Chair and Vice Chairs shall be performed independently. No one person shall hold more than one of these positions or any other prime position. Prime positions are: Chair, Vice Chair, and Working Group Chair in all UN/CEFACT Groups.
- b) Nominations and elections shall occur separately. Nominations will be made in accordance with Section 5.2.
- c) Election of these positions shall be by a simple majority of votes cast by the members of the TBG present at the election.
- d) Elected Chair and Vice Chairs shall not be from the same organisation, company or sector.
- e) The term of office shall be for a period of 2 years. The Chair and Vice Chairs shall assume their positions immediately after they are elected.
- f) Interim replacement of elected positions shall take place at the earliest scheduled meeting following notification of the vacancy. Nominations and elections shall be held to fill the vacated position. The interim officer will serve for the un-expired term of his/her predecessor.
- g) Notification of the date/ time for the election shall be made at a minimum of 30 days in advance of the election

5.2 Nomination procedures

- a) The Steering Committee will appoint a nominating committee. The nominating committee shall be constituted before the announcement for nominations is made and consist of 3 TBG members not representing the same Working Group and not running as candidates.
- b) If a member of the nominating committee is subsequently nominated and chooses to accept this nomination, that person shall immediately be replaced on the nominating committee.
- c) Any TBG member meeting all the positional requirements for Chair/Vice Chair set forth in Section 4.2/4.5 is eligible for nomination and can be candidates to any of the elected positions.
- d) TBG Chair candidates who are not elected may be included as candidate for Vice Chair during the same election circle that they were candidates for the Chair position.
- e) Requests for nominations shall be announced no less than 90 calendar days prior to the elections. The nominating committee must receive all nominations at least 30 calendar days before the election. Nominations shall be posted on the TBG web site as they are received up to the cut-off date for receiving nominations. The final list of nominees is distributed to the TBG membership no later than 20 calendar days before the meeting as part of the package containing the meeting agenda.
- f) No nominations will be accepted from the floor.
- g) Any TBG member may submit any number of nominations not including self nominations according to the guidelines set above for any or all of the elected positions.
- h) Nominations shall be made by e-mail to the TBG Secretariat. The nominations will be forwarded to the nominating committee upon receipt.
- i) The nominating committee will confirm with all candidates if they are willing to stand.

5.3 Voting Procedures

- a) Selection for elected positions shall be by secret ballot. Separate ballots shall be submitted for each position. Balloting for Chair and Vice Chairs shall be held sequentially, in that order.
- b) The TBG Secretariat and nominating committee will count and tabulate the ballots to determine if a candidate has received a simple majority of the eligible votes cast, or if a runoff is necessary.
- c) In the event of a runoff, it shall be conducted in accordance with Section 5.3.g and h.
- d) All eligible members of the TBG may cast one vote for the TBG Chair balloting and two votes for the TBG Vice Chairs balloting. A TBG member is eligible to vote provided they were registered as TBG members prior to the closing of the nomination period and present at the meeting.
- e) The Vice Chairs' balloting will be made on one ballot stating all the candidates' names. The eligible voters may then cast their votes for two candidates on the ballot. In the event that only one vote is cast, the missing vote shall be counted as a blank and not be added to the total number of votes possible to be cast.
 - ~~Example~~ 100 eligible to vote. = 200 votes
 - ~~20~~ 20 votes with only one vote, 5 fully blanks and 10 not voting at all.
 - ~~Total~~ Total votes 200-20-10-20=150 votes - Simple majority = 75 – One-third = 50.
- f) Voting by proxy is not permitted.
- g) In the event that no candidate for TBG Chair receives a simple majority of the eligible votes cast on a ballot, another ballot shall be taken on a reduced slate.
 - ~~Eliminating~~ Eliminating all but the two candidates having the most votes reduces the slate for TBG Chair.
 - ~~In the event~~ In the event that these two candidates are equal the election will be resolved by the decision of the TBG StC.
- h) In the event that two candidates for TBG Vice Chairs each receive more than one-third of the eligible votes cast on a ballot, these candidates are elected.

- i) In the event that only one candidate for TBG Vice Chairs receive one-third of the eligible votes cast on a ballot, the candidate is elected and another ballot shall be taken for the remaining position on a reduced slate.
 - ✍✍Eliminating all but the two remaining candidates having the most votes reduces the slate for TBG Vice Chairs.
 - ✍✍If this vote with the reduced number of names on the ballot is equal the election will be resolved by the decision of the TBG StC.
- j) In the event that no candidates for TBG Vice Chairs receive one-third of the eligible votes cast on a ballot, another ballot shall be taken on a reduced slate.
 - ✍✍Eliminating all but the three candidates having the most votes reduces the slate for TBG Vice Chairs.
 - ✍✍If this vote with the reduced number of names on the ballot is equal the election will be resolved by the decision of the TBG StC.

5.4 Removal of Officers

Officers elected under Section 5.1-5.3 may be removed from office for cause by a 2/3 vote of all TBG members present at any TBG meeting with 30 days advanced notice.

6. TBG Secretariat

The TBG Secretariat is a volunteer position for no less than a two-year term by a TBG member or an UN/CEFACT approved service provider to some or all its Groups. The selection of the position is via the TBG Steering Committee (StC). The TBG Secretariat is responsible for providing the administrative support to TBG leadership and StC. This service is defined as “TBG Secretariat” throughout this document.

6.1 Responsibilities

The TBG Secretariat has responsibilities related to both internal organisational and external support activities. The TBG Secretariat is the focal point for all communications, proposals, recommendations or any other documents between TBG members, UN/CEFACT Secretariat, UN/CEFACT Groups Secretariats and other interested parties regarding TBG matters. The TBG Secretariat handles all submissions and communications relative to the TBG work program. Additional support may also be provided through other TBG members and the TBG Secretariat may reassign some of its responsibilities subject to approval by the TBG StC. (See section 6.3).

6.2 Specification of TBG Secretariat Duties

The TBG Secretariat will be responsible for, but not limited to, the following duties in consultation with the Chair and/or Vice Chairs.

- ✍✍Consolidating, preparing, and distributing TBG and StC meeting minutes and meeting documents, and presiding as secretary of these meetings responsible for all minutes, lists and meeting documents.
- ✍✍Maintaining logs and records of written requests for membership and member status.
- ✍✍Maintaining mailing lists of TBG members.
- ✍✍In connection with UNECE maintaining and operating a list server for the complete TBG group.
- ✍✍Maintaining a list of roll call votes by date and subject.
- ✍✍Maintaining an electronic log of all TBG documents/proposals.
- ✍✍Maintaining and distributing the current agenda.

- ✍✍Co-ordinating TBG meeting dates, locations and organisation.
- ✍✍Maintaining key process dates relative to TBG Procedures and Terms of Reference (current editions), and ensuring that all TBG Working Groups are kept apprised of these dates and deadlines.
- ✍✍Providing all acknowledgements and communications with external parties interfacing with TBG including tracking of correspondence, documents, etc. between UN/CEFACT Groups and Secretariats.
- ✍✍Performing any other records-keeping or administrative duties as determined necessary by the Chair, Vice Chairs and/or TBG StC.

6.3 Reassignment of TBG Secretariat Duties

In the event where UNECE or several members of the TBG wish to contribute to the TBG Secretariat a reassignment of TBG Secretariat Duties may occur subject to the approval of the TBG StC. Only one TBG member may hold the official TBG Secretariat. In the case of reassignment of responsibilities the TBG Secretariat still maintain the overall responsibility for performing all duties as determined in the previous section.

Duties, which may be reassigned, are the following:

- ✍✍Distributing all TBG documents as outlined in TBG Procedures (current edition).
- ✍✍Maintaining mailing lists of TBG members.
- ✍✍Maintaining and operating a list server for the complete TBG group.
- ✍✍Maintaining an electronic log of all TBG documents/proposal.
- ✍✍Tracking of correspondence, documents, etc. between UN/CEFACT Groups and Secretariats.
- ✍✍Performing any other records-keeping or administrative duties as determined necessary by the Chair, Vice Chairs and/or TBG StC.

7. TBG Plenary

The TBG Plenary shall be composed of all TBG members who are registered with the TBG Secretariat as members as of 30 days prior to the meeting.

A quorum for the plenary shall consist of at least 85% of the members of TBG being present.

8. TBG Steering Committee (StC)

The StC membership will consist of the TBG Chair and Vice Chairs, the TBG Secretariat, the elected TBG Working Group Chairs, appointed Ad-Hoc Working Group Chairs. In the absence of a Working Group Chair a designated replacement shall be provided.

The role of the Steering Committee is to:

- a) Oversee the development, maintenance, and use of a comprehensive and coherent set of rules, guidelines and procedures covering all aspects of the TBG process, so as to provide input to the UN/CEFACT process in a timely fashion, taking into account available resources and other implementation constraints.
- b) Be responsible for the efficient operation of the TBG process and will report to each meeting of the TBG on the group's plans and results.
- c) Serve as the primary strategic direction setting body of the TBG.
- d) Act as initial arbitrator in situations where individuals, groups, organisations or countries feel that they are being excluded from participation in TBG.

- e) Provide guidance to the TBG Chair for decisions to be taken by the UN/CEFACT Plenary, the UN/CEFACT Steering Group (CSG) and the Forum Co-ordination Team (FCT).
- f) Be responsible for making sure the preliminary agenda for the TBG meeting is set sufficiently prior to the meeting so attendees can have the agendas in good time. Draft TBG agendas must be available to the TBG members one (1) month before any scheduled TBG meeting.
- g) To ensure the availability of the current TBG work program schedule at each meeting.
- h) Be responsible for instituting new TBG Working Groups, special ad-hoc groups, and other special advisory positions. The StC will be responsible for the terms of reference for these groups or individuals being set prior to the TBG Plenary. The terms of reference should include purpose, scope and where applicable duration.
- i) Be responsible for handling new Project Proposals and assigning them to Working Groups.

9. Formal decision taking

The objective within the TBG is to achieve consensus⁴. In absence of consensus, then, and only then, shall a vote be taken and a decision made by a 2/3 majority of the TBG StC quorum.

TBG has one method to take formal decisions.

In the Steering Committee either through electronic means or meetings. In both cases a quorum shall be defined as consisting of at least 80 percent of the Steering Committee members.

A TBG Working Group may not apply more restrictive rules.

10. TBG Working Groups

The StC shall establish and dissolve TBG WGs. Each TBG WG shall have terms of reference and procedures, which have been agreed by the StC and are in accordance with the TBG ToR and Procedures and Organisation.

In the following the minimum TBG WG Operating Rules are described.

10.1 TBG WG Officers

Each TBG Working Group shall have a Chair and Vice Chair(s), elected by the members of the TBG WG. The officers elected shall be members of the TBG and have experience in the operation of the TBG and UN/CEFACT process and the relevant subject area.

All Officers are elected for a 2 years term. They may be re-elected by the relevant TBG WG. In case of resignation of an officer, the officer will inform the TBG WG of his/her intention. It is essential that the nominee have the necessary resources and administrative support to carry out their responsibilities.

10.2 TBG WG Membership

A TBG membership is eligible to become a voting member of any permanent TBG Working Groups subject to meeting their membership criteria. TBG Working Groups may apply more restrictive membership requirements to the obtaining of voting rights however these requirements shall not contravene the principles of UN/CEFACT membership.

⁴ Consensus: general agreement characterised by the absence of sustained opposition to substantial issues by any important part of concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. Consensus needs not to imply unanimity. [ISO Directives, Part 1]

TBG Working Groups shall have representation from at least two UN/CEFACT member bodies. The objective within the TBG WGs is to achieve consensus. In the absence of consensus, then, and only then, shall the voting procedure be brought into play and a decision made by a 2/3 majority of the voting members.

10.3 TBG WG Secretariat

A TBG WG shall have an identified Secretariat.

11. Changes to TBG Terms of Reference and Procedures and Organisation

Changes to either Terms of Reference or Procedures and Organisation can be made at any given time. Any TBG member can submit change proposals to the TBG Secretariat. The change proposal shall include a revised draft version of the document to be changed with detailed explanations of, and reasons for, the change. The TBG Secretariat shall forward the change proposal to the TBG Steering Committee within no more than 10 days of receipt and at least 90 days before the intended approval date.

The TBG Steering Committee shall review the proposal within 30 days of.

Upon completion of the TBG Steering Committee review process, the final approval can be during a meeting or electronically in conformance with the options outlined in Section 9 above

The revised version of the document will be sent for final approval to the parent level.

TBG Terms of Reference

1. Document Purpose

The purpose of this document is to outline the terms of references for the International Trade & Business Procedures Group.

2. International Trade & Business Procedures Group (TBG)

TBG is a permanent Group of UN/CEFACT for the purpose of undertaking a long-term program of work as outlined in the mandate. The mandate is an agreement between the UN/CEFACT Plenary and the Group on overall objectives (scope and purpose), key deliverables and delegated responsibilities.

The purpose of the International Trade & Business Processes Group (TBG) is to be responsible for the simplification of international trade procedures, business and governmental process analysis, and best practices, using the UN/CEFACT Modelling Methodology where appropriate to support the development of trade facilitation and electronic business solutions.⁵

TBG activities are within the mission and objectives of UN/CEFACT and its Groups.⁶

These Terms of Reference are drafted in accordance with document R.650/Rev2⁷ and cover:

1. A definition of the specific technical issue(s) to be addressed;
2. A detailed description of the proposed deliverables;
3. Membership;
4. The administrative team structure of the Group;
5. A time schedule and milestones of its function(s);
6. A mechanism for reporting regularly to the UN/CEFACT Steering Group (CSG) and UN/CEFACT Plenary on the progress of the Group;
7. A proposal for liaison with other Groups and any external organisations.

3. Business plan

The requirements for each of the above items are as follows:

3.1 Definition of the specific technical issue(s) to be addressed

The specific technical issues that will be addressed primarily by the TBG are:

- UN and UNECE Recommendations, implementation guidelines and other relevant instruments for trade facilitation including best practices and implementation guidelines;
- Business and governmental domain definitions;

⁵ UN/CEFACT/TBG/N001 TBG Mandate, Section 1.1 Purpose

⁶ UN/CEFACT/TBG/N001 TBG Mandate, Section 1.2 Scope

⁷ Page 12, paragraphs 60 to 63 inclusive

- Development and maintenance of common business and governmental processes (including reference models);
- Development and maintenance of Core Component definitions;
- Harmonised business and governmental requirements e.g. harmonised cross-domain process models and core components;
- Identification of factors constraining more effective business practices/processes;
- Analyse international trade procedures and identify barriers/constraints;
- Create and maintain a Master International Trade Transaction (ITT) Framework;
- Validation of technical specifications;
- Documented business and governmental requirements for changes to syntax solutions;
- Improvement of the grammatical quality of the deliverables including a controlled vocabulary.

3.2 Detailed description of the proposed deliverables

The key deliverables of the TBG are:

- Draft UN and UNECE Recommendations, implementation guidelines and other relevant instruments for trade facilitation including best practices and implementation guidelines;
- Business and governmental domain definitions;
- Common business and governmental processes (including reference models);
- Core Component definitions;
- Cross domain business and governmental projects;
- Harmonised business and governmental requirements e.g. harmonisation of cross-domain process models and core components;
- Validated technical specifications;
- Documentation of business and governmental requirements for changes to syntax solutions;
- Forum seminars, presentations and other documentation to support awareness of the TBG activities.

The detailed descriptions of the TBG deliverables from each of the TBG WGs are found in the TBG Work and Project Plan.

3.3 Membership

Members of TBG are primarily process, procedure and modeling experts in the international trade, governmental and e-business arenas. The group combines business domain and information experts to ensure cross-domain harmonization, especially at the industry implementation level.

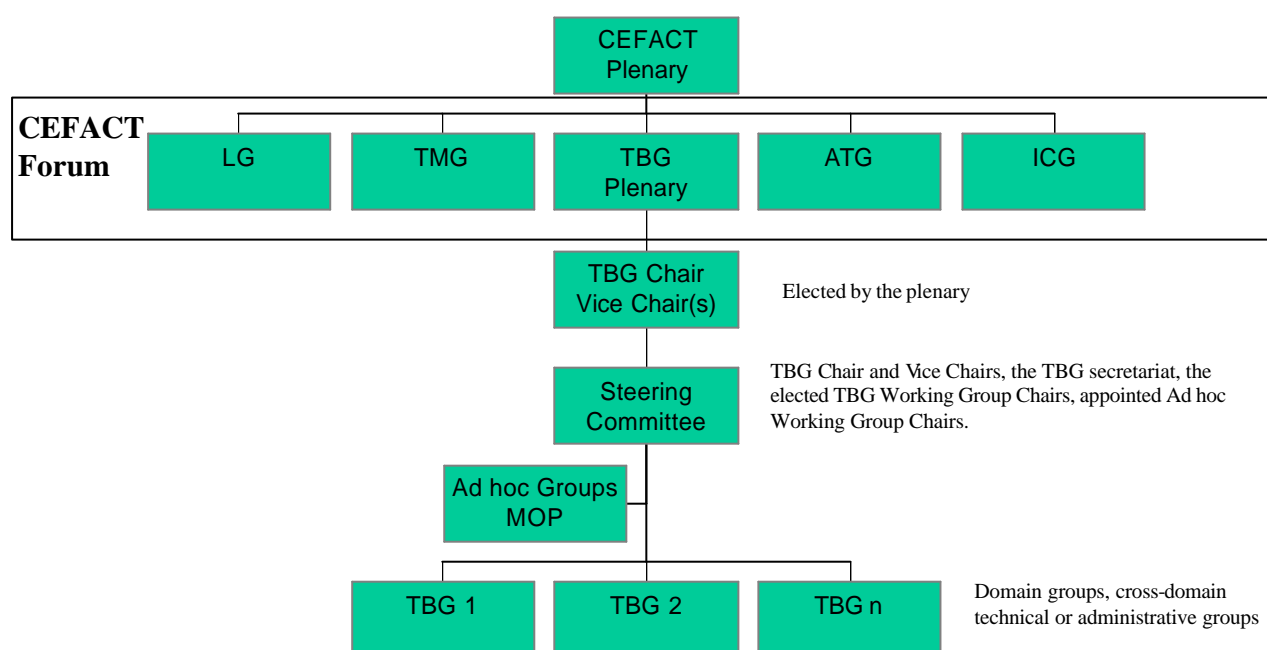
There are three ways of obtaining TBG membership:

1. Each UN/CEFACT Head of delegation may designate expert(s) to the TBG Working Group(s). Members are registered with the TBG Secretariat.
2. Experts that are registered as members of any standing TBG Working Group are automatically members of the TBG. TBG Working Groups report at least twice a year their membership to the TBG Secretariat.

3. In addition membership is open to any other experts meeting the profile for membership as specified in section 3.1 of the TBG Procedures and Organisation and who wish to register their membership with the TBG Secretariat. An expert shall become a member of TBG by sending by mail notice of intention to participate, and the Domain Working Group they desire to affiliate with, to the TBG Secretariat that shall notify the TBG leadership (Chair and Vice Chairs) of this request. Membership begins immediately after the TBG Secretariat has acknowledged this notice.

Observers (guests) are welcome to attend TBG meetings, and are encouraged to participate.

3.4 Administrative Team Structure



The Steering Committee (StC) membership will consist of the TBG Chair and Vice Chairs, the TBG Secretariat, the elected TBG Working Group Chairs, appointed Ad hoc Working Group Chairs.

The role of the StC is described in detail in the TBG Organisation and Procedures⁸

3.5 Time Scale

For detailed time scales see TBG Work and Project Plan.

⁸ See section 8 of UN/CEFACT/TBG/N003 Organisation and Procedures

3.6 Reporting to the CSG and UN/CEFACT Plenary

The Chair of TBG is responsible for delivering a written report to the annual UN/CEFACT Plenary of the progress of TBG Work and Projects.

In addition, the Chair of TBG is responsible for reporting to each CSG meeting and ensuring that the TBG is represented at these meetings. In the absence of the Chair, the Vice Chairs shall assume that responsibility.

3.7 Proposals for liaison with other Groups and external organisations

The TBG shall co-operate and establish liaisons with all of the UN/CEFACT Forum Groups and ad hoc groups as required. This is primarily done through the Forum Coordination Team.

In addition, TBG shall establish liaisons with other organisations as required.

PART II – PROGRAMME OF WORK

1. Summary of Programme

The purpose of the International Trade & Business Processes Group (TBG) is to be responsible for the simplification of international trade procedures, business and governmental process analysis, and best practices, using the UN/CEFACT Modelling Methodology where appropriate to support the development of trade facilitation and electronic business solutions. Within the context of the about responsibilities, the projects in the following table represent the current Programme of Work for the TBG.

The majority of the projects listed below were transferred from the former EDIFACT Working Group (EWG) into the TBG. The work was in various stages of development. There also are a significant number of projects that were introduced in the September 2002 and March 2003 Forum. The former EWG projects were incorporated into the TBG work plan with notification to the Forum Coordinating Team (FCT). All projects proposed since the establishment of the CEFACT Forum were approved by the TBG Steering Committee and forwarded to the FCT for further ratification.

The TBG Steering Committee attempted to define all projects using the steps of the UN/CEFACT Open Development Process. In some cases, significant work has been completed; however, since specific requirements of the ODP have not been fulfilled the project is being reported in a very early stage of development. The TBG Steering Committee is working hard to ensure that all projects are compliant with the ODP. This should ensure proper project management and allow external observers to monitor progress.

The TBG wants to clarify a small item related to the organization of specific work items. Several projects proposed and approved within the TBG1 (Supply Chain) domain are very closely related. The TBG Steering Committee is considering the consolidation of these projects under a single project to simplify the overall management.

The 'Status' value in the table is coded using the ODP Steps. There are eight (8) steps in the ODP. Since none of the TBG projects have progressed past step 4, a brief definition of the first four (4) steps follows:

- ?? 1 - Project proposed and approved, the project leader and editor have been designated
- ?? 2 - Source documents are being compiled for the project
- ?? 3 - The first draft is being written
- ?? 4 – Internal review

Some projects are reported with a status of '0'. These projects are either new projects that were very recently approved and assigned to a domain-working group or they are projects transferred into the TBG from another working group and the status cannot be accurately reported. The TBG will provide status updates to these projects as data becomes available.

Domain Group		Projects	External Liaisons	Status	Leader	Editor
TBG1	Supply Chain	Product Data BP Modeling and Core Components	X12H	2	Mary Kay Blantz	Freddy De Vos
TBG1	Supply Chain	Steel Industry Scheduling Cycle	Eurofer	3	Eurofer	Freddy De Vos
TBG1	Supply Chain	Steel Industry Shipping Cycle	Eurofer	3	Eurofer	Freddy De Vos
TBG1	Supply Chain	Steel Industry Quotation Process	Eurofer	3	Eurofer	Freddy De Vos
TBG1	Supply Chain	Steel Industry Purchase Order Process	Eurofer	3	Eurofer	Freddy De Vos
TBG1	Supply Chain	Steel Industry Sales List Process	Eurofer	3	Eurofer	Freddy De Vos
TBG1	Supply Chain	Steel Industry Order Status Process	Eurofer	3	Eurofer	Freddy De Vos
TBG1	Supply Chain	Supply Chain BP Modeling and Core Components	EAN International	2	Alice Aguemon	Danny De Zutter
TBG1	Supply Chain	Customer Switching in the Energy Industry	ebIX	1	ebIX	Ove Nesvik
TBG3	Transportation & Logistics	Transport BP Modeling	UBL EAN TC204	2	Henk van Maaren	Henk van Maaren
TBG3	Transportation & Logistics	Transport Core Components	UBL EAN TC204	2	Henk van Maaren	Henk van Maaren
TBG4	Customs	Customs Core Components and BP Modeling	WCO	2	Dietmar Jost	Ger Diepens
TBG5	Finance	Financial Business Modeling Task Force	SWIFT X12F TC68 ECBS	3	Mike Adcock	SWIFT
TBG5	Finance	Financial Core Component Task Force	SWIFT X12F TC68 ECBS	3	Stig Korsgaard	Hendrik Muus
TBG6	Architecture & Construction	AEC Core Components		4	Bernard Longhi	Anders Grangard & Shigehiro Shimano
TBG6	Architecture & Construction	AEC e-Tendering ebXML Standards Project		4	Jun-Ichi Yamashita	Shigehiro Shimano

Domain Group		Projects	External Liaisons	Status	Leader	Editor
TBG6	Architecture & Construction	AEC Catalog Product Data ebXML Transactions		4	Bernard Longhi	Shigehiro Shimano
TBG7	Statistics Collection & Reporting	EU INSTAT Intrastat reporting BP modelling and XML Schema	EUROSTAT, SDMX	3	Sylvie Colas	Anders Grangard
TBG8	Insurance	Insurance Core Components	ACORD CSIO EEG7	3	Jan Vrijenhoek	Nigel Wooden
TBG9	Travel, Tourism and Leisure	TT&L Core Components	OTA	2	Paula Heilig	Akio Suzuki
TBG11	Social Services	SS Social Security Core Components		0		
TBG11	Social Services	SS Standardization of XML - Acknowledgement and Control Requirements		0		
TBG11	Social Services	SS Standardization of XML - Signing and Security Requirements		0		
TBG12	Accounting & Audit	A&A Core Components	XBRL	2	Michel Lesourd	Robert Lemense
TBG12	Accounting & Audit	A&A Financial Information Services Core Components	XBRL	0		
TBG13	Environmental	Environmental - Waste Disposal Project	CEC NAFTA EUDIN	3	Glenn Miller	Allan Adair
TBG14	Business Process Analysis	BP Catalog - Test of concept		3	Nita Sharma	Nenad Isevic
TBG14	Business Process Analysis	Catalog Project		3	Nita Sharma	Nenad Isevic
TBG15	International Trade procedures	ITPWG - Development of Single Window Recommendation		0		
TBG15	International Trade procedures	ITPWG - Performance Measurement of TF Measures		0		

Domain Group		Projects	External Liaisons	Status	Leader	Editor
TBG15	International Trade procedures	ITPWG - Update of Recommendation 12 (Legal issues in maritimetransport)	World Bank, UNCTAD	0		
TBG15	International Trade procedures	ITPWG - Electronic Signature		0		
TBG15	International Trade procedures	ITPWG - Guide on Trade Facilitation		0		
TBG15	International Trade procedures	ITPWG - XML Standards for Sanitary & Phytosanitary Certificates		0		
TBG17	Harmonisation	Harmonisation - Business Neutral Core Component Library	OAG TC154 OASIS UBL	3	Alan Stitzer/ Nigel Wooden	Fred van Blommestein
TBG17	Harmonisation	Harmonisation - Documentation	OAG TC154 OASIS UBL	3	Stig Korsgaard	Mike Adcock

Submitted by:

Ralph Berwanger
Chair, UN/CEFACT TBG