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**ECONOMIC COMMISSION FOR EUROPE**

COMMITTEE FOR TRADE, INDUSTRY AND  
ENTERPRISE DEVELOPMENT

Centre for Trade Facilitation and Electronic Business (UN/CEFACT)

Eleventh session, 22 – 23 June 2005

Item 3 of the provisional agenda

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

**REPORT OF THE UN/CEFACT BUREAU**

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Submitted by the UN/CEFACT Bureau

1. In this document, the UN/CEFACT Bureau reports on the most recent developments.
  2. This document is for information and is presented under agenda item 3 of the provisional agenda. It contains one **item for decision** (please see paragraph 35).

## **Introduction**

1. As indicated in TRADE/R.650/Rev.4, the UN/CEFACT Bureau is required to submit a written report to each session of the Plenary on the Bureau's activities, and on other relevant issues related to the operation of the Centre. Accordingly, this report covers the work of the Bureau since the May 2004 Plenary session. It includes items that provide background to the Plenary's deliberations at its June 2005 session including one item for approval.

## **Bureau Activities**

2. At its first meeting held immediately following the last Plenary, the Bureau agreed on a portfolio of responsibilities of its members. The definitions of the portfolios are shown in figure 1.

Figure 1.



3. The assignment of the portfolios are shown in figure 2. The Chair and Vice Chair of the FMG, who were to be elected at the 5<sup>th</sup> UN/CEFACT Forum in September 2004, were not assigned additional responsibilities as members of the Bureau at this stage.

4. The Bureau then developed its programme of work for the period May 2004 to June 2005 (see Appendix 1). Important developments in respect of the Bureau's activities are given in the following chapters.

Figure 2.



5. The Bureau met once during the intersessional period in Geneva in January 2005. This consisted of a back-to-back meeting with the FMG for a period of three days. The Bureau met informally during the 5<sup>th</sup> UN/CEFACT Forum held in Tyson's Corner near Washington DC, USA, in September 2004, and on the occasion of the 6<sup>th</sup> UN/CEFACT Forum, held in Kuala Lumpur, Malaysia, in March 2005. The Bureau held virtual meetings on a monthly basis by conference call.

### Forum Management Group

6. The Bureau's first important milestone was the organization of the elections of the new Forum Management Group. This took place at the 5<sup>th</sup> UN/CEFACT Forum in September 2004. The elections of the Forum Management Chair & Vice Chair, as well as the elections for the leadership of the UN/CEFACT Permanent Groups (PGs), were held successfully under the supervision of members of the Bureau.

7. The FMG is now operating efficiently. A joint meeting was held in Geneva in January 2005, a joint listserver has been set up and Bureau members have attended both the 5<sup>th</sup> & 6<sup>th</sup> UN/CEFACT Forums. As the Chair and Vice Chair of the FMG are members of the Bureau, communication has no longer been a problem.

8. The Objectives of the UN/CEFACT Forum<sup>1</sup> are outlined under Agenda Item 3 of the Agenda of the 2005 UN/CEFACT Plenary. The Rules of Procedure of the UN/CEFACT Forum<sup>2</sup> and the Open Development Process of UN/CEFACT<sup>3</sup>, are for approval by the Plenary under Agenda Item 3. The UN/CEFACT Forum Progress Reports<sup>4</sup> will be given under Agenda Item 7.

<sup>1</sup> TRADE/CEFACT/2005/3

<sup>2</sup> TRADE/CEFACT/2005/4

<sup>3</sup> TRADE/CEFACT/2005/5

<sup>4</sup> TRADE/CEFACT/2005/12-17

## **Mandate and Terms of Reference of UN/CEFACT**

9. At its 10<sup>th</sup> session the UN/CEFACT Plenary approved the proposed new structure of UN/CEFACT and directed the Bureau to finish TRADE/R.650/Rev.3 so that the constitutional document could be submitted for the approval of Heads of Delegation in an intersessional process prior to the September 2004 UN/CEFACT Forum.

10. The 5<sup>th</sup> UN/CEFACT Forum was held under the terms of TRADE/R.650/Rev.3. A number of delegations made additional suggestions and the final version of TRADE/R.650/Rev.3 was approved in November 2004.

11. In view of the two-stage process which had been followed in the implementation of the new management structure of UN/CEFACT, the Bureau decided that a further update would be required in order to incorporate all of the changes. The Bureau considered that many anomalies existed in previous versions and that the definition of responsibilities of the different areas of UN/CEFACT was not sufficiently clear in some cases. As a consequence a completely reworked version TRADE/R.650/Rev.4 has been completed and is submitted to the Plenary for approval under Agenda Item 3.

## **Trade Facilitation Strategy**

12. The Bureau, after having reviewed existing work on trade facilitation strategy, set up a task force to produce an updated strategy. This document (TRADE/CEFACT/2005/6), together with the e-business strategy document (TRADE/CEFACT/2005/7)), will form the UN/CEFACT future strategy, and is for approval by the Plenary.

13. UN/CEFACT's principal focus is to facilitate international trade transactions, through the simplification and harmonization of processes, procedures and information flows, and so contribute to the growth of global commerce. This is achieved by analyzing and understanding the key elements of international processes, procedures and transactions and working for the elimination of constraints in order to develop methods to facilitate international trade, including the relevant use of information technologies. In short, UN/CEFACT's strategy is to provide "simple, transparent and effective processes for global commerce".

14. At the centre of this strategy are the following elements:

- A holistic approach to the international trade transaction process;
- The identification and elimination of non-tariff barriers to trade;
- Trade security – to address the shift of focus in recent years from the threat to trade to the threat from trade;
- To promote the use of UN/CEFACT instruments to address trade facilitation issues in the WTO Doha Work programme;
- To develop capacity building programmes on trade facilitation implementation

The UN/CEFACT Trade Facilitation Strategy and Action Plan 2005-2007 document (TRADE/CEFACT/2005/6) will be discussed under Agenda Item 4.

## **e-Business Strategy**

15. The Bureau also reviewed the existing e-Business strategy and likewise updated it to support the trade facilitation strategy.

At the centre of this e-Business Strategy are four fundamental elements:

Cross-sectoral analysis (to promote interoperability and supply chain synchronicity);

- Business process and information modelling (to capture user requirements, independent of any specific technology, through the creation of business collaboration models); and
- New technologies as they emerge (e.g., eXtensible Markup Language (XML), Web Services, shared and/or distributed objects, etc.).
- International standards for enabling e-Business systems and interoperability

16. By combining these elements together, along with the important objective of supporting the current UN/EDIFACT standards development and implementation, UN/CEFACT is able to utilize the same business process models and the same information definitions for any language or syntax of the present or the future. The UN/CEFACT eBusiness Strategy (TRADE/CEFACT/2005/7) will be discussed under Agenda Item 4.

## **Digital Documents for International Trade & Transport**

17. During the 5th UN/CEFACT Forum in September 2004 it was agreed that the existing UNeDocs Project work would be brought into the Forum, as had been foreseen at the time of the creation of the Forum in 2002. This decision was taken in order to combine all of the existing work which had been carried out by UNECE, Sitpro Ltd (formerly the Simpler Trade Procedures Board, UK) and others, in order to: facilitate international trade and the electronic transfer of data for cross border trade by developing, publishing and maintaining a coordinated set of international standards including the UN/CEFACT Trade Reference Model (a comprehensive cross-domain data model), UN/EDIFACT and XML document structures, document presentation methodologies and box completion guidelines. UNeDocs is considered to be one of UN/CEFACT's major trade facilitation deliverables which responds to both domestic and international traders' urgent needs.

18. The project was approved by the Bureau and FMG in January 2005 and a new TBG Group (TBG 2 – Digital Paper Working Group) was set up at the 6<sup>th</sup> UN/CEFACT Forum in March 2005, to which this project was assigned.

19. Whilst the project now moves forward, the Bureau and the Secretariat wish to set up a Stakeholder Group to ensure that the different stakeholders needs are addressed in the development of UNeDocs and to oversee the progress of the project team. A call for participation in the Stakeholder Group will be launched at the UNECE Executive Forum 20/21 June 2005. The UNeDocs project proposal, TRADE/CEFACT/2005/27 will be presented under Agenda Item 8.

## **UN/CEFACT Policy on Intellectual Property Rights**

20. The 10th UN/CEFACT Plenary established an Intellectual Property Rights (IPR) Policy Special Contact Group (IPR SCG) at its May 2004 session to promote UN/CEFACT Specifications without the burden of fees or restrictions. The IPR SCG first met at the September 2004 Forum, reviewed the IPR policies of other Standards Development Organizations (SDOs) and established consensus on fundamental principles (IPR SCG N04001)

21. A draft IPR Policy has been circulated for comment to SCG members, the Bureau and the Forum Management Group. There are four key concepts in the draft IPR Policy:

- Waiver
- Disclosure
- Exception Handling
- Warranty

22. The lack of agreement on an acceptable UN/CEFACT IPR Policy is probably the single most important constraint to the success of UN/CEFACT at the present time. The proposed UN/CEFACT Intellectual Property Rights Policy (TRADE/CEFACT/2005/10 and Explanatory note on IPR (TRADE/CEFACT/2005/11) will be discussed under Agenda Item 6.

### **Approval of Recommendations & associated documents**

23. Five Business Requirements Specifications are being submitted for Plenary approval as well as an updated version of UN Recommendation 20 – Units of Measure.

24. Documents for information include, an Overview of UN/CEFACT outputs, UN/CEFACT Recommendation 33 – Single Window, and UNeDocs Project Proposal.

These documents (TRADE/CEFACT/2005/18-27) will be covered under Agenda Item 8.

### **External Relations**

25. The 10<sup>th</sup> UN/CEFACT Plenary was informed that representatives of UN/CEFACT and OASIS had reaffirmed their willingness to continue their cooperation on ebXML. A Cooperation Agreement has been drafted by both parties and is now ready for signature. Further details can be heard in the report of the Standards Liaison Rapporteur under Agenda Item 9.

26. The managements of both organizations have agreed to the principles of a Cooperation Agreement (CA) and priority areas for collaboration. The Bureau and the FMG are working with the Permanent Groups and the OASIS Working Groups to define specific collaboration plans. The CA is under review by the legal counsel of both organizations and will be included in a review package for the UN/CEFACT Plenary

### **The Financing of the UN/CEFACT Forum and Programme of Work**

27. The 10<sup>th</sup> UN/CEFACT Plenary took note of an “External Support Services Project Proposal” (TRADE/CEFACT/2004/26) and requested the Bureau to revise it to take into account the decisions of the 10<sup>th</sup> Plenary and resubmit the revised document to the Plenary for approval in an intersessional process.

28. The Bureau after having studied the proposal in detail came to the conclusion that whilst many of the issues which had been identified by the CSG at the time, were still valid, the estimates for the costs of the acquisition of a technical support service provider (SSP) to supplement the services provided to it by the UNECE secretariat were not realistic.

29. Experience since the last Plenary has shown that better cooperation could be achieved between the Bureau, the FMG and the secretariat. Operations could be further improved by the establishment of a Service Level Agreement (SLA) with the secretariat for the services it has to provide in support of the Plenary, the Bureau, the FMG and the Forum.

30. Additional funding is also required in order to ensure that the UN/CEFACT Forum and Programme of Work can be carried out and in order to ensure that the deliverables produced are both credible and acceptable for adoption worldwide. This need has been identified in the past as essential to UN/CEFACT’s strategy, and has been approved by the Plenary. Proposals on how to achieve the level of funding UN/CEFACT requires can be found in TRADE/CEFACT/2005/9 to be discussed under Agenda Item 5.

### **Promotion of UN/CEFACT Deliverables**

31. This is an area of weakness which continues to hamper UN/CEFACT’s progress. In addition, the restrictions which the UN places on the use of marketing material and, in particular, the use of its logo by other organizations and private companies for promotional purposes creates serious difficulties for the promotion of the Centre’s deliverables in a coherent way. Participants to the UN/CEFACT Forum are sent by their organizations to contribute at their own expense to the development of open interoperable standards and recommendations for the benefit of all. The member States are requested to use their influence to facilitate the better use of the UN logo and other marketing material in order to further the promotion of UN/CEFACT deliverables.

## **A Forward Vision**

32. The Bureau and the FMG are able to report to the 11<sup>th</sup> UN/CEFACT Plenary on a quiet note of optimism as a result of the positive effects of the decisions taken at the 10<sup>th</sup> Plenary concerning the governance of the Centre. This is very much reflected in the new language of UN/CEFACT's Mandate & Terms of Reference (TRADE/R.650/Rev.4), the basic constitutional document of UN/CEFACT. The Bureau and the FMG are working on improving the collaboration with external organizations and the Open Development Process in order to deliver a cohesive set of standards and recommendations, which fulfil the UN/CEFACT mission.

33. Another very important development is the refocusing of UN/CEFACT's strategy to support trade facilitation. It has been noted in the past that electronic business standards development had to a certain extent eclipsed the core activity of UN/CEFACT, which is trade facilitation. This is now in the process of being rectified and is reflected in the strategy documents submitted to the Plenary for approval.

34. Whilst the trade facilitation work in the UN/CEFACT Forum (TBG 15) is centred essentially on trade procedures, the current climate in the evolution of trade facilitation internationally should be seen as an opportunity for UN/CEFACT to revisit the proposal to create a trade facilitation policy group. This would replace the ad hoc policy group which has existed in the past.

35. UN/CEFACT can provide the platform for all trade facilitation stakeholders to meet and consider important policy issues in trade facilitation, particularly in relation to the current agendas of the World Trade Organization (WTO), the World Customs Organization (WCO) and other organizations, as a result of its much broader constituency, on the one hand, and that it produces recommendations as opposed to binding agreements, on the other. The value of such a platform is, in the opinion of the Bureau, well worth pursuing. The Bureau has decided to set up a Trade Facilitation Policy Group under the Bureau. The Bureau will report back to the Plenary in 2006.

36. In conclusion the Bureau considers that whilst much still needs to be done to ensure the longer-term success of UN/CEFACT, a solid basis now exists to permit this.

## APPENDIX 1

### IMPLEMENTATION OF UN/CEFACT 10<sup>TH</sup>. SESSION PLENARY DECISIONS

#### Bureau Topic List

#### TOPIC

#### 1. Organisation and Structure of UN/CEFACT

<b>Objective</b>	To finalize the UN/CEFACT procedure book, including the Forum Management Procedure book and Service Support Provider, taking into account the documentation submitted to the 10 <sup>th</sup> . Plenary and revising them according to the decision taken		
<b>Relevant Plenary Decision</b>	<p><u>Decision 04-17:</u> The plenary approved the structure presented in the Chairman's paper TRADE/CEFACT/2004/MISC.10 for the new structure of UN/CEFACT comprised of a Plenary, a Bureau, a Forum Management Group and five permanent Groups. The Plenary directed the Bureau to finish TRADE/R.650/Rev.3 accordingly as soon as possible but not later than the end of June 2004 so that the constitutional document can be submitted for approval to the Heads of Delegation in an intersessional process before the UN/CEFACT Forum in September 2004. The Plenary decided to limit the review time of the Heads of Delegation to 30 days.</p> <p><u>Decision 04-18:</u> The Bureau will develop and publish a transition plan as soon as possible and work with the secretariat, will communicate it to the Forum by the end of June 2004.</p> <p><u>Decision 04-21:</u> The Plenary noted document TRADE/CEFACT/2004/26 (SSP) and requested the Bureau to revise it taking into account the decisions of the 10<sup>th</sup> plenary and resubmit the revised document (TRADE/CEFACT/2004/26/Rev.1) to the Plenary for approval in an intersessional process.</p> <p><u>Decision 04-06:</u> The Plenary approved the Terms of Reference and Mandate of the Information Content Group (ICG) and noted document TRADE/CEFACT/2004/11 and its additions containing the Terms of Reference and Mandates of all Groups.</p> <p><u>Decision 04-07:</u> The Plenary requested the Forum Management Group to develop joint procedures for all Groups. The Bureau should agree on a deadline for the procedures.</p>		
<b>Tasks</b> <b>04-17</b> <b>R.650/Rev.3</b>	<p><b>Topic</b> <b>Provide draft revised R.650/Rev.3</b></p> <p>Following the intersessional approval of R.650 Rev.3, the Bureau received additional comments by some delegations in August 2004. The Bureau approved the establishment of a Special Contact Group to complete the final editing on TRADE/R.650/Rev.3. The work is completed and revision 4 of the document is submitted to the 11<sup>th</sup>. Session for approval.</p>	<b>Who</b> <b>Bureau</b>	<b>When</b> <b>IMPLEMENTED</b>



<b>04-18</b> <b>Transition plan</b>	<b>Draft document for the Bureau review</b>	<b>Bureau</b>	<b>IMPLEMENTED</b>
<b>04-21</b> <b>SSP document</b>	<p>The Transition Plan document TRADE/CEFACT/2004/MISC.2/Rev.6 was developed by the Bureau, in consultation with the Forum Coordination Team, on 15 July 2004. The document was approved by the Bureau and implemented at the UN/CEFACT Forum in September 2004.</p> <p><b>Support Service Provider document</b></p> <p>The SSP document was reviewed and a new document on the funding of the UN/CEFACT work programme, developed by the FMG is submitted to the 11<sup>th</sup>. Session for information</p>	<b>Bureau</b>	<b>IMPLEMENTED</b>
<b>04-07</b> <b>FMG procedures</b>	<b>Forum Management Group to develop joint procedures for all Groups.</b>	<b>FMG</b>	<b>IN PROGRESS</b>

<b>Due Date</b>		<b>Responsible</b>	M. Doran	<b>Secretariat Focal Point</b>	J. Kubler	
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<b>Team</b>	M. Doran, J. Kubler, M. Palmer
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**TOPIC**                      **2. UN/CEFACT Policies**

<b>Objective</b>	To define the UN/CEFACT Intellectual Property Rights (IPR), including risk & mediation management and liaison policy
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<b>Relevant Plenary Decision</b>	<p><u>Decision 04-15:</u> The Plenary supported the principles contained in the draft IPR policy of the CSG and requested the support of the senior management of the UNECE in resolving the matters related to IPR efficiently. The Plenary recognized the critical importance of having an effective IPR policy in place as soon as possible to respond to user requirements.</p> <p>The Plenary requested the legal Rapporteur and the secretariat to discuss urgently the matter further with the UN Office of Legal Affairs (OLA) in order to make more effective and improve the current wording regarding indemnity in the version suggested by the OLA and to report to the Plenary in September so as to reassure the users as soon as possible.</p> <p><u>Decision 04-26:</u> The Plenary noted and welcomed the Standards Liaison Rapporteur's paper and requested the Bureau to create a UN/CEFACT liaison policy taking into account the report of the Standards Liaison Rapporteur by the end of 2004, provided that an effective IPR policy is in place.</p>
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<b>Tasks</b> <b>04-15</b> <b>UN/CEFACT IPR</b>	<p><b>Topic</b> <b>Development and endorsement by UN/CEFACT and OLA of the UN/CEFACT IPR</b></p> <p>See document TRADE/CEFACT/2005/11 'Progress on Intellectual Property Rights (IPR) Policy'</p>	<b>Who</b> <b>Bureau</b>	<b>When</b> <b>IN PROGRESS</b>
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<b>04-26 Liaison Policy</b>	<b>Review contribution by Standards Liaison Rapporteur and prepare draft Liaison policy</b>			<b>Bureau</b>	<b>IN PROGRESS</b>
	The Bureau agreed to include this work item into the Bureau procedures to be developed				
<b>MoU on Trade Facilitation</b>	<b>Contribute to the development of the Global Facilitation Partnership MoU</b>			<b>Secretariat</b>	<b>IMPLEMENTED</b>
	The GFP MoU document between the World Bank, UNCTAD, WCO, UNIDO, UNECE and OECD was developed in coordination with the Bureau and signed by the UNECE				
<b>Due Date</b>		<b>Responsible</b>	M. Palmer, T. Khan	<b>Secretariat Focal Point</b>	J. Kubler
<b>Team</b>	T. Khan, J. Kubler, D. Marsh, M. Palmer, C. Rahlen				

**TOPIC 3. UN/CEFACT Work Programme**

<b>Objective</b>	To define the UN/CEFACT document that provides a coordinated e-business and trade facilitation vision, strategy and programme of work to facilitate global trade
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<b>Relevant Plenary Decision</b>	<p><u>Decision 04-03:</u> The Plenary noted the report of the Chairman of the UNECE Committee for Trade, Industry and Enterprise Development and decided to take into account the four points that the Chairman raised in the future work of UN/CEFACT.</p> <p><u>Decision 04-10:</u> The Plenary adopted the programmes of work of the Groups but decided that a unified UN/CEFACT Programme of Work should be prepared each year for the Plenary's approval. The Plenary requested the Forum Management Group, in cooperation with the secretariat, to issue documents TRADE/CEFACT/2004/17 – 21 in a single UN/CEFACT Programme of Work by the end of 2004.</p> <p><u>Decision 04-13:</u> The Plenary established a task force to make proposals, in cooperation with the leadership of TBG and TBG15, on how to strengthen UN/CEFACT work on trade facilitation taking into account documents TRACE/CEFACT/2004/30 and 34. The Plenary wishes to see the results presented intersessionally at least at by the end of 2004. The Plenary assigned the lead for this work to the Chairman's Policy Group.</p> <p><u>Decision 04-11:</u> The Plenary requested the Forum Coordination Team (FCT), in cooperation with the Bureau and the secretariat, to summarize this Programme of Work for the update of the UNECE Strategic Action Plan for Trade Development (ECE/TRADE/320) by July 2004.</p> <p><u>Decision 04-09:</u> The Plenary decided to forward the CCTS specification to the fast track approval of the TC154 of the International Standardization Organization (ISO). The Plenary noted the BPSS specification and requested TMG, through its Chair, to circulate the full specification and a scope of BPSS 1.1 to review the comments received from Heads of Delegation by the 19 August 2004 and to inform the Plenary of the outcome of that review.</p>
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	<p><u>Decision 04-14:</u> The Plenary decided to request the FCT to complement the text of the vision with sections on trade facilitation and business focus by the end of July 2004.</p> <p>After this, the vision would be forwarded to the Bureau for any additional comments.</p> <p>After a subsequent intersessional approval process, the vision would be submitted to the signatories the Memorandum of Understanding between the International Electrotechnical Commission (IEC) and the International Organization for Standardization (ISO), the International Telecommunication Union (ITU) and the United Nations Economic Commission for Europe (UNECE), for their comments and alignment.</p>
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Tasks	Topic	Who	When FOR INFORMATION
<b>04-03</b>	<p><b>CTIED points</b></p> <p>The four points by the Chairman are (TRADE/2004/CRP.3):</p> <p>2. In the light of the important discussions, which will take place during the UN/CEFACT session of 17 to 19 May, the Committee requested the Chair of the Committee to inform UN/CEFACT that the Committee wishes to see the following guidelines adequately taken into account in any new structures, terms of reference and procedures:</p> <ul style="list-style-type: none"> <li>• Restoring a balance between non-electronic trade facilitation and electronic business standards;</li> <li>• Stabilizing its organizational structure following the newly adopted guidelines and procedures in document TRADE/2004/2;</li> <li>• The requirements of belonging to the United Nations system;</li> <li>• The need for greater transparency and good governance.</li> </ul>		
<b>04-10</b>	<p><b>UN/CEFACT Programme of work</b></p> <p>A single UN/CEFACT Programme of Work Document (TRADE/CEFACT/2005/8) was reviewed and a draft be circulated to the Bureau for submission and approval by the June 2005 Plenary. The document takes onto account documents CEFACT/2004/17-21 and the new trade facilitation and electronic business strategy documents.</p>	<b>Bureau</b>	<b>IN PROGRESS</b>
<b>04-11</b>	<p><b>Document “Trade Development Subprogramme: Strategic Directions – Sharing the Gains of Globalization” (TRADE/2004/4) published for the 10<sup>th</sup> UN/CEFACT Plenary to be reviewed by the Bureau and the FMG</b></p> <p>The Bureau did not receive any contribution from the FCT. Implementation of decision 04-10 on the single UN/CEFACT Programme of Work will be forwarded for the update of the Strategic Action Plan for Trade Development, 2003 – 2005 (ECE/TRADE/320) once approved by the Plenary.</p>	<b>FCT</b>	<b>IMPLEMENTED</b>
<b>04-09</b>	<p><b>Issues related to the Core Component Technical Specification and the Business Process Schema Specification</b></p> <p>The CCTS document was submitted for ISO Fast-track process on June 1, 2004</p> <p>The development of the BPSS specification is discussed in the TMG in cooperation with OASIS</p>	<p><b>Secretariat</b></p> <p><b>FMG</b></p>	<p><b>IMPLEMENTED</b></p> <p><b>IN PROGRESS</b></p>
<b>04-14</b>	<p><b>e-business vision</b></p> <p>As the Bureau did not receive contributions from the FCT, the Bureau implemented the decision in the e-business strategy document.</p>	<b>Bureau</b>	<b>IMPLEMENTED</b>

<b>04-13</b>	<b>Strengthen UN/CEFACT work in trade facilitation</b>				<b>Bureau</b>	<b>IN PROGRESS</b>
	Work was undertaken by the Strategic Ad Hoc Group established under the Bureau, through the production of the Trade Facilitation strategy document, a background document on UNECE instruments in support of articles V, VIII and X. Further, five capacity-building seminars were organized: - in October 2004 in Geneva, in Moscow in November 2004, at the WTO for the African Group (in cooperation with ECA), at the UN/CEFACT Forum in Malaysia (in cooperation with UNESCAP) and at the WTO Public Symposium in April 2005. The workshop programme can be consulted on the UN/CEFACT web site: <a href="http://www.uncefact.org">http://www.uncefact.org</a>					
<b>Due Date</b>		<b>Responsible</b>	Chair of the Policy Group	<b>Secretariat Focal Point</b>	T. Butterly	

<b>Team</b>	T. Butterly, M. Doran, D. Nickull, M. Palmer, C. Rahlen
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**TOPIC 4. UN/CEFACT Communication/Marketing**

<b>Objective</b>	To promote UN/CEFACT deliverables, monitoring implementation, developing capacity-building and technical cooperation projects The following is a list of proposed work items for the promotion and implementation of UN/CEFACT standards. It is understood that the major contributions/input will come from the UN/CEFACT working groups and Bureau members. The direct input of the UNECE in support of the activity is indicated. The proposed work items cover the period until end 2004.
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<b>Relevant Plenary Decision</b>	<u>Decision 04-08</u> : The Plenary endorsed the outputs of UN/CEFACT. <u>Decision 04-32</u> : The Plenary decided that when presenting and promoting UN/CEFACT work, delegations and Forum members should reflect the overall concept and context of the Centre's programme of work.
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<b>Tasks</b>	<b>Topic</b>	<b>Who</b>	<b>When</b>
1.	<b>Support of the UNECE Capacity Building Workshop</b>	<b>Secretariat</b>	<b>IMPLEMENTED</b>
1.1	UNECE organized a capacity building workshop for Pro Organisations from 18 – 20 October 2004. The workshop programme can be consulted on the UN/CEFACT web site: <a href="http://www.uncefact.org">http://www.uncefact.org</a>		
1.2	<b>Promotion of the UNECE three day Capacity-Building Model</b> Capacity-building workshop held in March 2005, in conjunction with the UN/CEFACT Forum Awareness raising on trade facilitation seminar in Russia, November 2004	<b>Secretariat</b>	<b>IMPLEMENTED IMPLEMENTED</b>
2.	<b>UNeDocs workshops for the implementation of aligned trade documentation</b> The workshop was held in conjunction with the capacity-building workshop in October 2004.	<b>Secretariat</b>	<b>IMPLEMENTED</b>

3.	<b>UNCEFACT conference in June 2005</b>  Organization of a two-day conference prior to the UNCEFACT Plenary in June 2005. See web site: <a href="http://www.unece.org/forums/forum05/welcome.htm">http://www.unece.org/forums/forum05/welcome.htm</a> . The Bureau established an organizing committee and the draft programme was approved.			Bureau	IN PROGRESS
4.	<b>Capacity building programme for UNCEFCAT Core Components</b>  UN/CEFACT is currently developing a first draft of a future Core Component Directory. UN/CEFACT's ICG Working Group has commenced implementation of a special UN/CEFACT Registry/Repository for developing, storing and sharing core components and business information entities. This is one of the single most significant developments in the implementation of the CCTS Technical Specification amongst UN/CEFACT constituents.  In developing countries UN/CEFACT Core Components can significantly contribute to the automation of import and export procedures, the implementation of free trade zones and transit regimes and to cross border facilitation.  <i>To leverage the potential of Core Components for developing countries it is necessary to complement the Core Components directory with capacity building and affordable tools. A first introduction to Core Components was presented at the capacity building workshop in October 2004.</i>			Bureau	IN PROGRESS
5.	<b>Tools for CC Implementation</b>  The use of Core Components for trade facilitation will require tools for data modelling. It is expected that tools with advanced functionality will be provided through the private sector. To ensure wide spread use of the standard a simple search and access tool, should be provided.			FMG	IN PROGRESS
<b>Due Date</b>		<b>Responsible</b>	D. Nickull, T. Kahn	<b>Secretariat Focal Point</b>	Markus Pikart

<b>Team</b>	T. Butterly, M. Doran, T.Kahn, D. Nickull, M. Palmer, M. Vepsalainen
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<b>TOPIC</b>	<b>5. Other</b>
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<b>Objective</b>	To monitor topics identified by the Bureau
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<b>Relevant Plenary Decision</b>	<u>Decision 04-19</u> : The Plenary decided that TRADE/R.650/Rev.3 would be the basis for the elections at the Forum in September 2004. <u>Decision 04-20</u> : After the elections at the Forum in September 2004, the secretariat shall send the list of Group Chairpersons to the Heads of Delegation for ratification as Rapporteurs using an intersessional process.
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	<p><u>Decision 04-22</u>: The Plenary requested the revision of the SSP document to be made available to the Forum in September.</p> <p><u>Decision 04-23</u>: The Plenary noted the reports of the Rapporteur for Asia, the Legal Rapporteur and the Standards Liaison Rapporteur and requested the full report of the Standards Liaison Rapporteur to be circulated among the Forum delegations, amended as requested by ISO.</p>
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Tasks	Topic	Who	When
04-19	Forum September 2004 – TRADE/R.650/Rev.3	Bureau	IMPLEMENTED
04-20	Ratification of September 2004 Forum elections	Secretariat	IMPLEMENTED
	Cooperation with the Organization for the Advancement of Structured Information Standards (OASIS) The cooperation agreement between OASIS and UN/CEFACT Bureau is finalized.	Bureau	IN PROGRESS
04-22	Provide the Plenary with the revised Support Service Provider (SSP) document	Bureau	IN PROGRESS
04-23	Circulate the Standards Liaison Rapporteur document to the Forum Delegations	Secretariat	IMPLEMENTED

Due Date		Responsible	M. Palmer	Secretariat Focal Point	M. Vepsalainen	
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