



**Economic and Social
Council**

Distr.
GENERAL

ECE/TRADE/CEFACT/2006/9/Add.2
23 May 2006

ENGLISH ONLY

ECONOMIC COMMISSION FOR EUROPE

COMMITTEE ON TRADE

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

Twelfth session

Geneva, 22 – 24 May 2006

Item 10 of the provisional agenda

REVIEW OF THE PROGRAMME OF WORK
Revision of UN/CEFACT draft programme of work 2005-2006
Draft proposal submitted by the Bureau

Addendum

Draft Programme of Work 2007-2008

The Bureau has developed this document for the 12th session of the UN/CEFACT Plenary for discussion.

The document outlines the proposed UN/CEFACT Programme of Work for 2007-2008, based on the Integrated Strategy for UN/CEFACT, document ECE/TRADE/CEFACT/2006/5.

Related documentation:

- ECE/TRADE/CEFACT/2006/9 Revision of the UN/CEFACT Draft Programme of Work, 2005-2006
- ECE/TRADE/CEFACT/2006/9/Add.1 Revision of the UN/CEFACT Draft Project Matrix for the Programme of Work 2005-2006
- ECE/TRADE/CEFACT/2006/5 Towards an Integrated Strategy for UN/CEFACT
- TRADE/R.650/Rev.4/Add.1 Open Development Process

Introduction

1. UN/CEFACT draws up and maintains recommendations, standards and technical specifications for trading and business, and in doing so:
 - applies a *total transaction approach* when working for the elimination of constraints;
 - simplifies procedures and documents, encompassing both border-crossing and other government and commercial processes;
 - captures business knowledge in process and information models;
 - maps these models to new information technologies as they emerge.
2. UN/CEFACTs Programme of Work focuses on the following three key work areas:
 - Facilitating national and international trading and business transactions and working towards the elimination of constraints
 - Engaging in open dialogue;
 - Improving the ability of business, trade and administrative organizations to exchange products and relevant services effectively.
3. UN/CEFACT Recommendations, Standards and Technical Specifications are developed through an Open Development Process. The Open Development Process is designed to involve all interested parties, in the creation and evolution of Standards. UN/CEFACT's goal is to produce Standards and Recommendations that are timely, technically excellent, implementable on any platform, and relevant both to industry participants and to end-user communities.
4. The document, along with the Matrix of all Projects under the ODP (ECE/TRADE/CEFACT/2006/9/Add.1¹), provides the Draft UN/CEFACT Programme of Work within the Integrated Strategy of the Centre. It is a resource for: facilitating coordination among projects, broadening collaboration with external organizations, and promoting review and comment by stakeholder communities for which the specifications are intended.

KEY WORK AREA I: FACILITATING NATIONAL AND INTERNATIONAL TRADING AND BUSINESS TRANSACTIONS AND WORKING TOWARDS THE ELIMINATION OF CONSTRAINTS

5. This is done by developing Recommendations, Standards and Technical Specifications to analyze and capture processes, procedures and transactions, including the relevant use of information technologies.

¹ Revision of the UN/CEFACT Draft Project Matrix for the Programme of Work 2005-2006

Activity 1.1: Analyze and understand key elements of international processes, procedures and transactions for each trade and business domain

6. Description: For each Trade and Business Process Sector, capture and document business and trade facilitation requirements in a format where they can be analysed, generalised, preserved, communicated and transmitted.
7. Deliverables:
 - New draft UN/CEFACT recommendations, implementation guidelines and other relevant instruments for trade facilitation including best practices and implementation guidelines
 - Business and governmental domain definitions
 - Definitions of common business and governmental processes (including reference models);
 - Core Component definitions
 - Cross domain business and governmental projects
 - Standards for electronic documents for trade (UNeDocs)
 - Guide to Trade Facilitation Implementation, and Guide to Trade Facilitation Benchmarking;
 - Validated technical specifications
 - Documentation of business and governmental requirements for changes to syntax solutions
 - Analysis, research and review of legal processes and issues
 - Development, publication and promotion of guidelines supporting best legal practice
 - Maintenance of UN/CEFACT Recommendations:
8. Lead groups: TBG, LG
9. Detailed description:
 - ECE/TRADE/CEFACT/2006/9/ Add.2 Revision of the UN/CEFACT Draft Project Matrix for the Programme of Work 2005-2006

Activity 1.2: Identify trade facilitation needs and priorities

10. Description: For each Trade and Business Process Sector, identify trade facilitation needs and priorities of governments and business and then develop suitable instruments to address them. Assessment of these needs will be done on a regular basis through contacts with both governments and business organizations.
11. Deliverables:
 - Harmonised business and governmental requirements (e.g. harmonisation of cross-domain process models and core components)
 - Identification of constraints to more effective legal processes and procedures
 - Practical proposals for the removal of such constraints

12. Lead groups: TBG, LG
13. Detailed description:
 - ECE/TRADE/CEFACT/2006/9/ Add.2 Revision of the UN/CEFACT Draft Project Matrix for the Programme of Work 2005-2006
 - UN/CEFACT will prepare a programme of work to address problems and develop best practices and standards regarding the legal aspects of trade facilitation around the world. This work will be carried out in association with other relevant international bodies, including the United Nations Commission on International Trade Law (UNCITRAL).
 - UN/CEFACT will work with key strategic partners (WB, WCO, ICC, UN Regional Commissions, etc) to assist selected member States in assessing their need for and approach to the implementation of a Single Window.
 - Based on the outcomes of the 12th Plenary, the Bureau will define the priorities for UN/CEFACT to develop policy papers on Trade Facilitation issues.
 - Develop and publish the UN/CEFACT Guide to Trade Facilitation Implementation that will help developing and transition countries to approach the topic in a manner that is consistent with their own developmental needs, priorities, resources, and international obligations.

Activity 1.3: Monitor technological and methodological developments

14. Description: Research and evaluate information and communication technologies and techniques, and develop standards and methodologies to assist UN/CEFACT to fulfil its mission.
15. Deliverables:
 - UN/CEFACT Modelling Methodology (UMM) Specification
 - Unified Modeling Methodology (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 Catalogue Specification
 - Core Component Technical Specification
 - Core Components Supplementary Documentation
 - Business Reference Information Model Specification
 - eBusiness Architecture Specification
 - Proposals, including draft recommendations, for review and approval by the UN/CEFACT Plenary
16. Lead group: TMG
17. Detailed description:

- ECE/TRADE/CEFACT/2006/9/ Add.2 Revision of the UN/CEFACT Draft Project Matrix for the Programme of Work 2005-2006
- Web Services: Web services are a recent concept for the next generation of e-Business infrastructure technology, providing an internet-based set of specifications and services. UN/CEFACT will expand the e-Business architecture and the UN/CEFACT programme of work for capabilities and business content for web services.

Activity 1.4: Bridge the gap between paper and electronic business documents

18. Description: Create and maintain the trade, business and administration document structures that are based on a specific design, assembly and production of syntax technology or standard.

19. Deliverables:

- Technical assessment and maintenance of syntax specific solutions through the application of Data Maintenance Requests against existing publications
- A series of coherent, consistent and normalised syntax solutions that are aligned with domain reference models for publication, i.e.:
- UN/EDIFACT messages and their support directories;
- XML Schemas
- UNeDocs
- Procedures for the maintenance of syntax solutions
- Mechanisms for ensuring the quality of 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

20. Lead group: ATG

21. Detailed description:

- ECE/TRADE/CEFACT/2006/9/ Add.2 Revision of the UN/CEFACT Draft Project Matrix for the Programme of Work 2005-2006

Activity 1.5: Ensure technical quality of recommendations, standards and technical specifications

22. Description: Ensure highest Technical Quality of UN/CEFACT standards and recommendations.

23. Deliverables:

- A series of coherent, consistent and normalized reference libraries comprising the business requirements, information objects and code lists which are aligned with the domain reference models and serve as the building blocks for the development of standards for implementation
- Validating before release the conformance of technical specifications with the corresponding publication guidelines and the conformance of approved syntax specific information objects and components with their syntax rules
- 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 UN/CEFACT recommendations

Lead group: ICG

24. Detailed description:

- ECE/TRADE/CEFACT/2006/9/ Add.2 Revision of the UN/CEFACT Draft Project Matrix for the Programme of Work 2005-2006
- On-going maintenance and periodical updates of a number of Recommendations related to codes. These include: 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. 8 - Unique Identification Code Methodology - UNIC; UNECE Recommendation No. 9 - Alphabetical Code for the Representation of Currencies; UNECE Recommendation No. 10 - Codes for the Identification of Ships; UNECE Recommendation No. 15 - Simpler Shipping Marks; UNECE Recommendation No. 15 - Simpler Shipping Marks; UNECE Recommendation No. 16 – Locode Code for Trade and Transport Locations; 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 Passengers, Types of Cargo, Packages and Packaging Materials; UNECE Recommendation No. 23 - Freight Cost Code - FCC; UNECE Recommendation No. 24 - Trade and Transport Status Codes; UNECE Recommendation No. 28 - Codes for Types of Means of Transport.
- Twice a year maintenance and publication of UNECE Recommendation 25 - Use of the UN Electronic Data Interchange for Administration, Commerce and Transport Standard (UN/EDIFACT) set of internationally agreed standards, directories and guidelines for electronic data interchange (EDI).

KEY WORK AREA II: ENGAGING IN OPEN DIALOGUE

25. To achieve improved worldwide coordination and cooperation among national and international organizations, to secure coherence in the development of Recommendations and Standard, and to ensure that its instruments are fully considered by trade policy makers and are utilized.

Activity 2.1: Trade Facilitation within the WTO framework

26. Description: Ensure that the Centres' instruments are fully considered in the WTO negotiations on trade facilitation and are utilized to the fullest extent possible in any related outcome.

27. Lead groups: Bureau, TBG

28. Detailed description:

- The Bureau will ensure that UN/CEFACT instruments are fully considered in the WTO negotiations on trade facilitation and are utilized to the fullest extent possible.

Activity 2.2: Trade facilitation and cross-border transactions

29. Description: To promote the development of information and documentary standards to support the advance presentation of cargo information. The needs and requirements of industry and governments for standards related to supply-chain security management could also be explored.

30. Any work emanating from this will be driven by trade requirements and demands and will be coordinated with the World Customs Organization (WCO) and other relevant organizations.

31. Lead groups: Bureau, TBG

32. Detailed description:

- The Bureau will implement the conclusions of the conclusions of the UN/CEFACT Symposium on Single Window Standards and Interoperability (ECE/TRADE/CEFACT/2006/15).
- UN/CEFACT will work with WCO to harmonize and consolidate the WCO Data Model and the UNEDocs Data Model into a Cross-Border Reference Data Model (CBRDM), reflecting the requirements for data exchange across the entire global supply chain.

Activity 2.3: Work closely with the UNECE Committee for Trade and other parts of the UNECE and the UN

33. Description: To identify areas and work under the UNECE Committee on Trade that could be used to reinforce trade facilitation, such as regulatory convergence and the analysis of regional trade agreements and technical barriers to trade. Also to look at the work on agricultural standards where there is domain expertise related to inspection requirements. Stronger links also need to be developed with the UNECE's Inland Transport Committee, which is responsible for the international TIR convention covering the transit of goods across countries as well as the "International Convention on the harmonization of frontier controls of goods". Both are

important trade facilitation areas. Excellent cooperation also needs to be established with the other United Nations Regional Commissions and the UN Conference on Trade and Development (UNCTAD) for the promotion of UN/CEFACT's work and the organization of capacity and technical assistance in countries where they work.

34. Lead group: Bureau

35. Detailed description:

- The Bureau, working together with national trade facilitation promotion organizations and other organizations such as the World Bank and the United Nations Conference on Trade and Development (UNCTAD), will assist selected member States to implement benchmarking activities based on the Guide and Recommendation on Trade Facilitation Benchmarking.
- Trade and Sustainable Development is an important element of UNECE's Trade Development Strategic Action Plan. UN/CEFACT's work in trade facilitation helps to promote sustainable economic and social development by encouraging more efficient use of resources at any given level of trade transactions, primarily in the areas of transport and paper use. This work also enhances the sustainable participation of SMEs in trade by reducing procedural and cost barriers. Therefore, the work contributes to the WSSD goals of enhancing the capacities of developing countries to benefit from liberalized trade opportunities and narrowing the digital divide.
- The Bureau will cooperate with the UNECE Working party on Customs questions affecting transport (WP.30) Ad Hoc Group of Experts on the computerization of the TIR procedure.

Activity 2.3: Liaise with other agencies

36. Description: For the promotion of its work, cooperate with national and international organizations active in trade facilitation, standards development organizations, and regional and sub-regional country groupings.

37. Lead group: Bureau

38. Detailed description:

- Coordination with OASIS under the Memorandum of Understanding between UNECE and OASIS²
- Coordination with IEC, ISO and ITU through the Memorandum of Understanding between IEC, ISO, ITU and UNECE Concerning the Field of Electronic Business²
- Coordination with the International Chamber of Commerce, World Customs Organization, United Nations Conference on Trade and Development, United Nations

² http://www.unece.org/cefact/cf_mou_index.htm

Economic Commission for Europe, United Nations Industrial Development Organization, and the World Bank through the Global facilitation Partnership for Transportation and Trade³.

**KEY WORK AREA III: IMPROVING THE ABILITY OF BUSINESS,
TRADE AND ADMINISTRATIVE ORGANIZATIONS TO EXCHANGE
PRODUCTS AND RELEVANT SERVICES EFFECTIVELY**

39. By promoting both the use of its products and services through channels such as government, industry and service associations for developed, developing and transitional economies.

Activity 3.1: Build Capacity

40. Description: Reach out to countries in transition, developing and least-developed economies, to raise awareness and make available trade facilitation and e-business knowledge and respond to their requirements.

41. Deliverables:

- Forum seminars, presentations and other tools to support awareness and implementation of UN/CEFACT products and services;

42. Lead groups: All

43. Detailed description:

- Through the office of the Regional Adviser for Trade Facilitation, the Trade and Timber Division provides advice to UNECE Member States on trade, trade facilitation and e-business issues, works closely with and actively supports initiatives undertaken by SECI, and the Stability Pact for South Eastern Europe (SP), TTFSE, SPECA, and other organizations/institutions/initiatives
- The Bureau, through the Regional Adviser, will carry out an assessment study of established trade facilitation organizations (PRO organizations) in transition economies in order to determine their current operational status, activity level, resources, funding arrangements. The main purpose of the study will be to identify the lessons learned from current operations and determine future capacity building requirements. Based on the findings, follow-up activities will be implemented to support capacity-building, beginning with a workshop for national trade facilitation organizations that will be held in 2008.
- The Bureau, together with the UN/CEFACT relevant TBGs, will organize capacity-building workshops to promote the UN/CEFACT Guide to Trade Facilitation Implementation and encourage its implementation. One workshop will be held for each of the following regions: Asia Pacific, Latin America, Central and Eastern Europe,

³ <http://www.gfptt.org/>

Middle East. Two workshops will be held in Africa, one in West Africa and one in South Eastern Africa.

- UNDA 4th Tranche Project: Inter-regional trade as an engine of growth: The Bureau and the secretariat will complete in 2007 the capacity Building project to strengthen Trade Facilitation implementation in UN member States. The project includes all five Regional Commissions (ECLAC Lead Agency). Through a series of 15 regional and 2 interregional capacity building workshops, the project will
 - Enhance the knowledge and understanding of governments and business regarding trade facilitation and the role of ICT
 - Enhance the use of ICT by SMEs in trade facilitation, and
 - Build national capacities in trade facilitation negotiations.
 - In addition, the project will develop a tool for the alignment of trade documents using the UN Layout Key. A repository of national aligned trade documents will also be established

Activity 3.2: Promote

44. Description: To develop promotional material and maintain the UN/CEFACT website.
 45. Deliverables:
 - Promotional brochures;
 - UN/CEFACT Registry and Repository;
 - UN/CEFACT web site
 46. Lead groups: All
 47. Detailed description:
 - Through the joint UNECE – Czech Republic project, “Support of trade facilitation measures and UN/EDIFACT implementation in selected Eastern European Countries,” the secretariat cooperates with several CIS countries to promote the implementation of UN/CEFACT instruments.
 - The Bureau and the secretariat will enhance the features and accessibility of the UN/CEFACT Forum web site.
 - The Bureau will develop the project requirements for the establishment of a UN/CEFACT Registry and Repository.
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