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GOING FORWARD

**United Nations Centre for Trade Facilitation and Electronic Business
Programme of Work 2010-2011**

Note by the Bureau

This document** contains the draft Programme of Work for 2010 - 2011 of the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT). It has been prepared by the Bureau based on the discussions at the thirteenth session on stakeholder priorities, and building on the Programme of Work 2008 - 2009 that was approved at the Plenary session in 2006 (ECE/TRADE/C/2007/20).

As stated in the Mandate and Terms of Reference of UN/CEFACT, paragraph 17 (TRADE/R.650/Rev.4), and on the basis of this draft, the delegates of the UN/CEFACT Plenary session are invited to **review**, **modify** if necessary, and **adopt** the UN/CEFACT Programme of Work for 2010 - 2011.

* Reissued for technical reasons.

** This document was submitted late owing to resource constraints.

CONTENTS

	Paragraph	Page
I. Background.....	1-5	3
II. Introduction	6-8	4
II. Programme of work 2010-2011	9-10	4
A. Key Work Area 1: Facilitating national and international trading and business transactions and working towards the elimination of constraints		4
B. Key Work Area 2: Engaging in open dialogue to achieve improved coordination and cooperation		7
C. Key Work Area 3: Improving the ability of business, trade, and administrative		8

ANNEX

Draft detailed Programme of Work 2010-2011	10
Activity 1.1: Analyse and document key elements of international processes, procedures and transactions for each trade and business domain	10
Activity 1.2: Identify trade facilitation needs and priorities	10
Activity 1.3: Monitor technological and methodological developments.....	10
Activity 1.4: Bridge the gap between paper and electronic business documents	11
Activity 1.5: Ensure technical quality of recommendations, standards and technical specifications.....	11
Activity 2.1: Trade facilitation within the WTO framework	11
Activity 2.2: Trade facilitation and cross-border transactions	12
Activity 2.3: Work closely with the UNECE Committee on Trade and other parts of the UNECE	12
Activity 2.4: Liaise with other standard setting organisations and agencies	13
Activity 3.1: Build capacity	13
Activity 3.2: Promote	13

I. BACKGROUND

1. The UN/CEFACT vision focuses on simple, transparent and effective processes for global commerce. The global remit of the Centre orients its activities on ways to improve the ability of business, trade and administrative organisations from developed, developing and transitional economies to exchange products and relevant services effectively.¹ The principal goal is the facilitation of national and international transactions, through the simplification and harmonisation of processes, procedures and information flows, thus contributing to the growth of global commerce.

2. UN/CEFACT activities, particularly its framework of recommendations and standards, supports trade facilitation needs by:

(a) Developing and maintaining international trade facilitation instruments in response to the needs of countries and international business;

(b) Identifying opportunities to reduce barriers to trade in goods and services;

(c) Responding to new challenges stemming from cross-border trade, World Trade Organization (WTO) trade facilitation and security;

(d) Spreading the economic benefits of UN/CEFACT achievements, especially for small and medium enterprises and developing and transition economies.

3. The approval of the UN/CEFACT integrated strategy² by the Plenary body provides an important unifying context within which to manage the UN/CEFACT biennial programme of work. The strategic direction reflects the process of input and guidance from stakeholders in countries, sectors and standards development organisations. It is intended to yield a coherent set of practical outcomes that are useful for policy makers and decision-makers within the global community of UN/CEFACT stakeholders. In particular, as a high-level framework, it provides important country guidance for launching and managing the development of increasingly effective instruments in support of trade facilitation and electronic business around the world.

4. The Integrated Framework presents UN/CEFACT work under the three key work areas:

(a) Facilitating national and international trading and business transactions and working towards the elimination of constraints;

(b) Engaging in open dialogue to achieve improved coordination and cooperation;

¹ Mandate, Terms of Reference and Procedures for UN/CEFACT, TRADE/R.650/Rev.4, 25 April 2005.

² Towards and integrated strategy for UN/CEFACT, ECE/TRADE/CEFACT/2006/5, 12 May 2006.

(c) Improving the ability of business, trade and administrative organisations to exchange products and relevant services effectively.

5. Key work programme areas are based on this framework and are to be managed, monitored and reported on regularly.

II. INTRODUCTION

6. The UN/CEFACT programme of work 2008-2009³ was the first collection and classification of the Centre's activities using the Integrated Framework presentation. As such, it was a presentation and structuring of the activities that were already underway.

7. The UN/CEFACT Programme of Work for the 2010-2011 is the first time that the Bureau has used the Integrated Framework as a presentation and management tool. The programme of work is forward looking and the proposed activities take into consideration key trade facilitation policy issues discussed at UN/CEFACT, the UNECE Committee on Trade and UNECE Executive Committee.

8. These activities will be transformed into projects that will be established and allocated to the relevant Permanent Group of UN/CEFACT. The details of these projects are set forth in the annex to this document.

III. PROGRAMME OF WORK 2010-2011

9. The challenge ahead for UN/CEFACT is to ensure that the next generation of recommendations and international standards is available and operational for the end-user community in a timely manner. This will require:

- (a) The analysis and publication of key business processes;
- (b) Broad availability of functional tools for dissemination, such as the Registry.

10. By 2012, it is expected that World Trade Organization (WTO) negotiations on trade facilitation will have matured, leading to the establishment of an oversight body for the implementation of agreed measures. In that context, the challenge for UN/CEFACT is that its instruments are acknowledged and utilised by WTO to the fullest extent possible.

A. Key Work Area 1: Facilitating national and international trading and business transactions and working towards the elimination of constraints

Activity 1.1: Analyse and document key elements of international processes, procedures and transactions for each trade and business domain.

³ ECE/TRADE/C/CEFACT/2007/20.

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.

UN/CEFACT will:

- (a) Publish an integrated and detailed process model of the international supply chain based on the UN/CEFACT Modelling Methodology (UMM). This process model will guide the framework for the domain-specific activities of the UN/CEFACT Forum to achieve harmonisation and facilitation of the business processes;
- (b) As part of the Core Component Library, publish an integrated and detailed data model of the international supply chain supporting the international supply chain business process model;
- (c) Seek funding and resources for an overarching recommendation (like Recommendation 1 for paper trade) that explains to countries and business how the UN/CEFACT business process approach and its instruments (in particular UMM and Core Component Library) benefit trade facilitation, and how countries and business should use these tools.

Activity 1.2: Identify trade facilitation needs and priorities

Description: For each Trade and Business Process Sector, identify trade facilitation needs and priorities of countries and business and then develop suitable instruments to address them.

UN/CEFACT will:

- (a) Collaborate with countries to identify and prioritise trade facilitation needs based on the breadth of their value for countries and other stakeholders. UN/CEFACT will convert these needs into activities and allocate them to the relevant working groups;
- (b) Determine, together with UN/CEFACT stakeholders, the core country, trade and business processes needed to analyse, standardise, and disseminate results to all stakeholders;
- (c) Report regularly on the progress of the Electronic Business for Government and Trade (eBGT) initiative, the use of the eBGT Trust Fund and propose next steps to follow from its achievements;
- (d) Define UN/CEFACT current resources (provided by voluntary work of experts, extra-budgetary contributions by countries, the private sector, other international organisations and the UNECE secretariat); prioritise the programme of work; and allocate these resources accordingly.

Activity 1.3: Monitor technological and methodological developments

Description: Research and evaluate information and communication technologies and techniques, and develop standards and methodologies to assist UN/CEFACT to fulfil its mission.

UN/CEFACT will:

(a) Evaluate and report on the usability and future value of UN/CEFACT Modelling Methodology (UMM), and related specifications and methodologies, to support the work of the business domain groups and trade facilitation implementation;

(b) Develop a list of requirements for technical instruments that meet the needs of its business domain groups (TBGs) and that will drive the work of the methodological groups. The methodological groups will evaluate how to best respond to these needs based on the breadth of their value for business domain groups and, when required, develop new instruments.

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

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

UN/CEFACT will:

(a) Evaluate and report on the usability and future value of syntax-specific solutions to support the work of the business domain groups and trade facilitation implementation (e.g., UN/EDIFACT, XML);

(b) Develop a list of requirements for syntax-specific solutions that meet the needs of UN/CEFACT's business domain groups (TBGs) that will drive the work of all permanent groups. The groups will evaluate how to best respond to these needs based on the breadth of their value for business domain groups and, when required, develop new instruments;

(c) Continue the maintenance and production of core UN/CEFACT standards such as UN/EDIFACT and UN/LOCODE;

(d) Foster the availability of tools for maintaining the UN/CEFACT Core Component Library and its use in data models and the generation of XML syntax solutions. In particular, UN/CEFACT will look into the possibilities offered through commercial market solutions and open source projects, especially when they can be encouraged to be provided on a freely available basis.

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

Description: Ensure highest technical quality of UN/CEFACT standards and recommendations.

UN/CEFACT will:

(a) Build on the Technical Specifications developed under the Programme of Work 2008-2009 to advance availability of a central Registry to ensure the publication of and access to UN/CEFACT instruments;

(b) Provide an efficient, documented and managed production process for regular ongoing development and maintenance (e.g., UN/LOCODE, UN/EDIFACT, codes, Core Components Library).

B. Key Work Area 2: Engaging in open dialogue to achieve improved coordination and cooperation

Activity 2.1: Trade facilitation within the WTO framework

Description: Foster awareness-building about UN/CEFACT instruments so that they can be fully considered in the WTO negotiations on trade facilitation and can be utilised to the fullest extent possible in any related outcome.

UN/CEFACT will:

(a) Analyse the impact on UN/CEFACT instruments of the measures that are expected to be agreed under GATT Articles V, VIII and X;

(b) Work with countries and the WCO to ensure that UN/CEFACT recommendations and standards support the agreed measures of GATT Articles V, VIII and X in the WTO context.

Activity 2.2: Trade facilitation and cross-border transactions

Description: To promote the development of information and documentary standards to support the advance presentation of cargo information. Steps should be taken to explore the needs and requirements of industry and countries for standards related to supply chain security management.

UN/CEFACT will:

(a) Foster efforts with Member States and Inter-Governmental Organisations, such as the World Customs Organization (WCO), the World Trade Organization (WTO), the International Maritime Organization (IMO) and the International Chamber of Commerce (ICC) to identify and secure a coordinated role for UN/CEFACT instruments in information exchange between business, government, and trade;

(b) Ensure that UN/CEFACT governance structure provides an effective institutional dialogue between countries and, in particular, their trade processes in order to achieve consensus on end-to-end interoperability (e.g., for the harmonisation of cross-border transactions);

(c) Ensure that the standard is of practical use for small and medium-size enterprises (SMEs), transition economies and developing countries, and that it fosters the development of appropriate tools and guidelines supporting its implementation.

Activity 2.3: Work closely with the UNECE Committee on Trade and other sectors of the UNECE

Description: To identify areas of 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.

UN/CEFACT will:

(a) Integrate collaborative activities into the UN/CEFACT Programme of Work as agreed by the UN/CEFACT, the Committee on Trade and the UNECE Inland Transport Committee;

Activity 2.4: Liaise with other standards-setting organizations and agencies

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

UN/CEFACT will:

(a) Review the work of the permanent groups to optimise the resources available to UN/CEFACT and avoid duplication of existing work in other organisations;

(b) Identify and monitor the work of other organizations that are relevant to UN/CEFACT work, and, where appropriate, cooperate with such organizations to avoid the duplication of effort and to generate synergies (e.g., with the European Union in the area of e-procurement);

(c) Identify core partners/agencies that are vital to the delivery of UN/CEFACT instruments;

(d) Define, review, and agree upon a division of labour and respective roles and responsibilities;

(e) Develop a mechanism for effective cooperation and delivery.

C. Key Work Area 3: Improving the ability of business, trade, and administrative organizations to exchange products and relevant services effectively

Activity 3.1: Build capacity

Description: Take steps to engage countries in transition, developing and least developed countries in order to foster awareness-building about UN/CEFACT and encourage efforts to make available trade facilitation and e-business knowledge and respond to their requirements.

UN/CEFACT will:

(a) Seek sponsorship and funding to maintain and revise the Trade Facilitation Implementation Guide in response to feedback from countries and changing trade facilitation needs;

(b) Collaborate with countries, in particular from the UNECE region, to develop user guidelines for the implementation of UN/CEFACT standards and instruments and their dissemination in countries;

Activity 3.2: Promote

Description: To develop promotional material and maintain the UN/CEFACT website.

UN/CEFACT will:

(a) Ensure that the UN/CEFACT instruments relevant in the context of WTO, WCO and World Bank implementation are properly referenced;

(b) Develop and publish a communication strategy.

ANNEX

Draft detailed Programme of Work 2010-2011

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

Outputs:

- 1.1.1 Publication of an integrated and detailed process and data model of the international supply chain based on the UN/CEFACT Modelling Methodology (UMM) and the Core Component Library;
- 1.1.2 Recommendations to countries and the private sector on the use of UN/CEFACT business processes and data model to facilitate international trade;
- 1.1.3 Report on the impact of UN/CEFACT instruments implemented by countries and businesses.

Lead groups: FMG

Target Audience: Countries, the private sector and international organisations.

Activity 1.2: Identify trade facilitation needs and priorities

Outputs:

- 1.2.1 Two meetings with countries and international organisations to prioritise the development of UN/CEFACT instruments, taking into consideration the outcome from the Trade Facilitation Implementation Guide Pilot Workshops and any further Workshops conducted as Phase 2 of the Project;
- 1.2.2 Publication of the list of core business, government and trade processes that will be facilitated and harmonised by end 2011 with the appropriate allocation of resources for the delivery of these core processes;
- 1.2.3. Seek sponsorship and funding to conduct a series of regional Workshops based on the successful publication of the Trade Facilitation Implementation Guide.

Lead groups: Bureau

Target Audience: Countries and international organisations

Activity 1.3: Monitor technological and methodological developments

Outputs:

- 1.3.1 Report on the use and impact of UMM, and related specifications and methodologies, for trade facilitation and e-business implementation;
- 1.3.2 Publication of the list of TBG requirements for technical instruments, with priorities for the methodological groups;

- 1.3.3 State of technology" report that analyses the impact of new technologies for the UN/CEFACT Programme of Work. Make recommendations on strategic options for consideration by the UN/CEFACT plenary.

Lead groups: FMG

Target Audience: UN/CEFACT Plenary

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

Outputs:

- 1.4.1 Regular ongoing publication of core UN/CEFACT standards such as UN/LOCODE, UN/EDIFACT, codes and UN CCL;
- 1.4.2 Report on the usability and future value of syntax-specific solutions to support the work of the business domain groups and trade facilitation implementation (e.g., UN/EDIFACT, XML);
- 1.4.3 Publication of the list of requirements of business domain groups for syntax-specific solutions;
- 1.4.4 Foster the development of a tools for UN/CEFACT Core Component Library maintenance and business process and data modelling.

Lead groups: FMG

Target Audience: Users of UN/CEFACT standards

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

Outputs:

- 1.5.1 Regular ongoing maintenance of UN/CEFACT standards and recommendations;
- 1.5.2 Development and implementation the UN/CEFACT Registry;
- 1.5.3 Publication of an efficient, documented and managed production process for regular ongoing development and maintenance (e.g., UN/LOCODE, UN/EDIFACT, codes, UN Core Components Library);
- 1.5.4 Conduct of an quality audit of designated deliverables (e.g. UN/EDIFACT Directories, UN/CEFACT Core Component Library, UN/CEFACT Standard Schemas);

Lead groups: FMG, ICG

Target Audience: Users of UN/CEFACT standards

Activity 2.1: Trade facilitation within the WTO framework

Outputs:

- 2.1.1 Report on the UN/CEFACT instruments that are relevant to the current state of WTO trade facilitation negotiations and implementation;

- 2.1.2 Two workshops on UN/CEFACT instruments with Member States and international organisations represented at the WTO, in cooperation with the UNECE Transport Division.

Lead groups: Bureau

Target Audience: Countries, UNECE Committee on Trade, UNECE Inland Transport Committee

Activity 2.2: Trade facilitation and cross-border transactions

Outputs:

- 2.2.1 Report on new and updated UN/CEFACT standards and recommendations relevant to WCO's programme of work;
2.2.2 Report on the cooperation with WCO and the implementation of UN/CEFACT and other standards for cross-border trade and, in particular, their value for SMEs, transition and least developed economies.

Lead groups: FMG

Target Audience: Countries, UN Regional Commissions, international organisations, and trade-, transport and supply chain-related stakeholder groups

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

Outputs:

- 2.3.1. Report to the UNECE Committee on Trade on joint activities undertaken by the UN/CEFACT Forum Working Groups with the expert groups of the UNECE Inland Transport Committee.

Lead groups: Bureau and FMG

Target Audience: Countries, UN Regional Commissions, UNECE Committee on Trade, UNECE Inland Transport Committee

Activity 2.4: Liaise with other standard setting organisations and agencies

Outputs:

- 2.4.1 Report to the UN/CEFACT Plenary on existing and potential synergies through cooperation with other organisations, with recommendations, where appropriate.

Lead groups: Bureau

Target Audience: Countries and other standards development organisations

Activity 3.1: Build capacity

Outputs:

- 3.1.1 Report to the UN/CEFACT Plenary on the implementation of UN/CEFACT standards and instruments in countries;
- 3.1.2 Report on support provided to the Office of Regional Advisors for the implementation of UN/CEFACT standards and instruments.

Lead groups: FMG

Target Audience: Countries States and in particular countries with economies in transition and least developed countries

Activity 3.2: Promote

Outputs:

- 3.2.1 Documents explaining the use of UN/CEFACT instruments that are relevant to the work programmes of WTO, WCO and the World Bank;
- 3.2.2 Strategy on communications with major stakeholders.

Lead groups: FMG

Target Audience: Countries and international organisations, UN/CEFACT Plenary
