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### ECONOMIC COMMISSION FOR EUROPE

COMMITTEE FOR TRADE, INDUSTRY AND ENTERPRISE DEVELOPMENT  
Centre for the Facilitation of Procedures and Practices  
for Administration, Commerce and Transport (CEFACT)  
Item 5 of the provisional agenda  
Fourth session, 14-16 September 1998

#### REPORT OF THE CEFACT RAPPORTEUR FOR ASIA

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Submitted by the CEFACT Rapporteur for Asia \*

In accordance with the terms of reference for the CEFACT Rapporteur for Asia, approved at the March 1998 CEFACT Plenary Session, the Rapporteur has submitted this report on developments in the Asian region. This document is for information and noting.

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## Asian Region

1. The 16th Asia EDIFACT Board meeting was held under the temporary chairmanship of Dr. Mohammad Nahavandian (Iran), due to both the chair and the vice-chair not being able to attend. The meeting took place at the International Conference Center (of the Islamic Republic of Iran Broadcasting) in Tehran, the Islamic Republic of Iran on July 4-8 1998, back to back with the EDICOM '98 Conference. Representatives attended from Chinese Taipei, India, Iran, Japan, Korea, Malaysia, the Philippines, Sri Lanka and Thailand as well as observers from Hong Kong, UK, Canada, Ireland, Netherlands, ECE, ESCAP and member countries. In total 140 members and observers participated in the meeting.
2. Eight AS/EB joint working groups of Financial, Awareness and Education, Customs, Purchasing, Security, Environment Protection, Legal and TAG held one day meetings in parallel on July 6 1998 just before the AS/EB meeting.
3. The Inter-networking Implementation Committee (IIC) was held on Sunday, July 5 1998 and Ms Siti Aminah Abdullah reported on networking activities in the customs sector among member countries.
5. The ASEB Internet homepage is being updated by the Korea EDIFACT Board under the URL <http://aseb.keb.or.kr>. The meeting minutes, members' progress reports, the ASEB Bylaws and the organization structure are available on the homepage.
6. With regard to the re-engineering of AS/EB, the Head of Delegations meeting was held on July 4-5 1998. Messrs. Ray Walker, CSG Chair and Klaus Dieter Naujok, TMWG Chair joined the meeting and provided many valuable suggestions and comments. After intensive discussion among the members, the HoD meeting reached the conclusion as per Annex 1 "Re-engineering Proposal for ASEB" which was approved by the AS/EB Plenary unanimously.
7. The name of the new organization into which ASEB will evolve is **"Asia Council for the Facilitation of Procedures and Practices for Administration, Commerce and Transportation (AFACT)"**.

The following were confirmed:

- The present Working Groups will continue their present tasks until new decisions are made.
- In order to migrate duties from ASEB to AFACT, a Management Team shall be established. The Management Team will commit itself to the tasks and duties of the Steering Committee through the migration period.
- The secretariat of AFACT will be transferred to the next host member just after the Meeting.
- It was also confirmed that, just after this Meeting, the duties of ASEB Secretariat are transferred to the next host, Korea's Secretariat.
- It was confirmed that the first AFACT meeting, scheduled in Seoul, Korea in September 1999, should succeed the 16<sup>th</sup> ASEB Meeting to retain ASEB history. Therefore the next Meeting will be called the 17<sup>th</sup> AFACT Meeting.

- It was also agreed that further discussions on the migration of ASEB to AFACT would take place the afternoon of 8<sup>th</sup> July with the Heads of Delegation, the CEFACT Rapporteur for Asia, the host secretariat, and the ASEB secretariat. The results of that meeting are given in the Annex 2.

8. There are many EDI related projects going on in member countries and economies. Summaries of them are given in the countries' progress reports on the ASEB Homepage.

#### 9. Meeting Schedule

The 17 <sup>th</sup> AFACT	Sept. 1999 (+ EDICOM 1999)	Seoul, Korea
The 18 <sup>th</sup> AFACT	Oct/Nov 2000 (+ EDICOM 2000)	Chinese Taipei

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## **Annex 1**

### **Re-engineering Proposal for ASEB**

#### **(1) Mission Statement**

The Asia Council for the Facilitation of Procedures and Practices for Administration, Commerce and Transport (AFACT) supports in the Asia Pacific region policies and activities dedicated to guide, stimulate, improve and promote the ability of business, trade and administrative organizations from members, to exchange products and relevant services effectively.

Its principal focus is to facilitate international transactions, through the simplification and harmonization of procedures and information flows, and so contributes to the growth of global commerce.

#### **(2) Terms of Reference**

The principles of the mission statements are to be achieved by:

- Analyzing and understanding the key elements of international transactions and working for the elimination of constraints;
- Developing methods to facilitate transactions, including the relevant use of information technologies such as UN/EDIFACT and Electronic Commerce.
- Promoting both the use of these methods, and associated best practices, through channels such as government, industry and service associations;
- Coordinating its work with CEFACT and other relevant international, regional and non-governmental organizations.
- Enhancing the cooperation among the AFACT members and promoting the objectives of the mission statement in the Asia Pacific region.

#### **(3) Proposed Name**

Asia Council for Facilitation of Procedures and Practices in Administration, Commerce and Transport (AFACT)

#### **(4) Organisation Structure**

##### Membership

Existing members and associate members in the present ASEB shall automatically be recognised as full members in the AFACT.

All members shall have a focal point to promote, disseminate and stimulate AFACT work.

Any national focal point or any relevant international and regional organizations from the Asia Pacific is eligible to apply for membership under the AFACT, subject to approval by the Plenary.

#### Secretariat

The hosting member shall serve as the Secretariat for the given year, after the Meeting.

#### Chairman

The hosting member shall also assume the Chairmanship for the given year, after the Meeting.

#### Steering Committee

The Steering Committee shall comprise:

- UN/CEFACT Rapporteur for Asia
- Chair
- Previous Chair
- Chair Elect
- All Chairs of Working Groups

#### Meeting Frequency

The AFACT shall meet at least once a year.

#### Working Group

The name and the number of Working Groups shall be decided by the Plenary.

The Members of each Working Group shall appoint their own Chair for the Working Group.

The appointed Chair for the Working Group shall be responsible for organizing their Working Group Meetings and undertake the secretariat function for that Working Group.

Each Working Group shall submit their own Terms of Reference for approval by the Steering Committee.

### **(5) Transition Scheme**

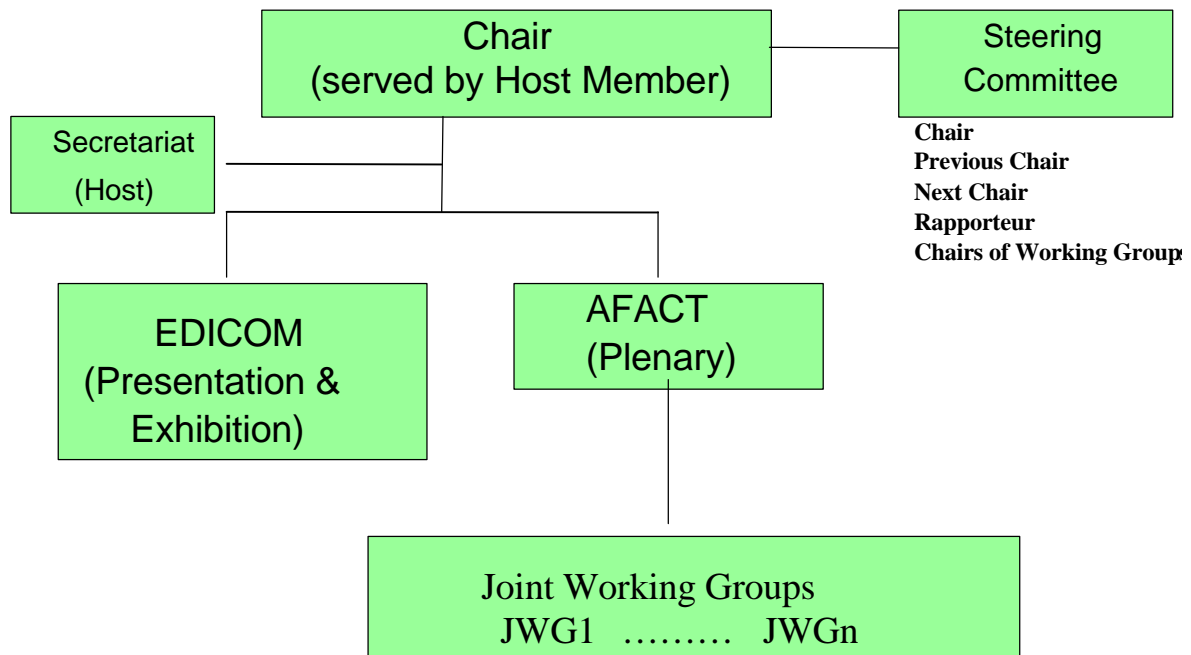
At the 16th ASEB Meeting in Tehran, Iran in July 1998, the ASEB resolves to evolve into the new AFACT structure.

At the 17th ASEB Meeting (in Seoul, Korea in September 1999), the ASEB shall be superseded by the AFACT.

### **(6) Bylaws**

All members are invited to review the current ASEB Bylaws and furnish their proposed amendments to the Bylaws which is adopted for the AFACT at the next meeting.

## AFACT ORGANISATION DIAGRAM



**Annex 2****Minutes of the 16<sup>th</sup> ASEB Closing Meeting**

Date : 8 July 1998  
 Time : 15:30 17:45 hours  
 Present : Head of Delegation of Iran (Chair)  
           IrEC Secretariat  
           ASEB Secretariat  
           CEFACT Rapporteur for Asia  
           Head of Delegation of India  
           Head of Delegation of Japan  
           Head of Delegation of Korea  
           Head of Delegation of Malaysia  
           Head of Delegation of Philippines  
           Head of Delegation of Singapore  
           Head of Delegation of Sri Lanka

**1. Minutes of the 16<sup>th</sup> ASEB Board Meeting**

- 1.1 The Meeting convened at 15:30 hours.
- 1.2 After waiting for almost one hour, the minutes to the 16<sup>th</sup> ASEB Meeting were still not available. The Meeting decided that the ASEB/IrEC Secretariats shall make the minutes available to all Heads of Delegation (including those absent from the 16<sup>th</sup> ASEB Meeting) as soon as possible, preferably, before they leave Tehran.
- 1.3 The Heads of Delegation were requested to revert to the ASEB/IrEC Secretariats with their comments or corrections on the minutes by 17 July 1998 via e-mail.
- 1.4 The Secretariats shall consolidate all the inputs and re-distribute them to the Heads of Delegation by 24 July 1998, for further comments, if any.
- 1.5 The Heads of Delegation were requested to furnish their approval for the minutes by 31 July 1998.

**2 Management Team for Migration of ASEB to AFACT**

- 2.1 The Meeting proceeded to discuss the formation of the Management Team to oversee the migration of ASEB to AFACT.
- 2.2 The Meeting decided that the Management Team shall be composed of:
 

Chair :	Current Chair, i.e. Head of Delegation of Iran
Secretary	<ul style="list-style-type: none"> <li>- ASEB Secretariat with support from</li> <li>- IrEC Secretariat (Current Host Secretariat)</li> <li>- KEB Secretariat (Next Host Secretariat)</li> </ul>

Members                      CEFACT Rapporteur for Asia  
Previous Chair, i.e. Head of Delegation of Sri Lanka  
Chair Elect, i.e. Head of Delegation of Korea  
Heads of Delegation (optional)

- 2.3      The term of this office shall be from the 16<sup>th</sup> ASEB Meeting to the 17<sup>th</sup> AFACT Meeting.
- 2.4      The Meeting decided that there should be a physical meeting of the Management Team prior to the 17<sup>th</sup> AFACT Meeting in Korea. It was decided that the meeting shall be a 2-day meeting and the preferred timeframe for this meeting is in Feb/Mar 1999.
- 2.5      The Head of Delegation of Malaysia and the Head of Delegation of Singapore were invited to consider hosting this meeting. Alternatively, it was proposed to consider having the meeting prior to the CEFACT Meeting scheduled to be held from 15-16 March 1999 in Geneva, because some of the participants would be attending that meeting. The Head of Delegation of Malaysia and the Head of Delegation of Singapore were requested to revert to the ASEB Secretariat before end of July 1998.
- 2.6      Prior to the physical meeting, the Meeting agreed that a couple of virtual meetings would be a good idea. The Chair offered to look into making some facilities available for on-line discussion and he will inform the Meeting in due course.

### **3      Proposed Format for AFACT Meeting**

- 3.1      The Meeting discussed the following proposed format for the AFACT Meeting:
- |                   |   |                              |
|-------------------|---|------------------------------|
| Day 1             | : | Working Groups Meeting       |
| Day 2 am          | : | Steering Committee Meeting   |
| Day 2 pm    Day 3 | : | AFACT Plenary Meeting        |
| Day 4    Day 5    | : | EDICOM Conference/Exhibition |
- 3.2      The Meeting agreed that the format could be further deliberated during the upcoming virtual/physical meetings.

### **4      AFACT Steering Committee Meeting**

- 4.1      The Head of Delegation of Korea who will be the Chair Elect informed that he plan to have virtual meetings with members of the AFACT Steering Committee to discuss various key issues related to the 17<sup>th</sup> AFACT Meeting, a couple of months prior to the physical meeting in Korea.
- 4.2      The Head of Delegation of Korea requested the Meeting to finalize the format for the 17<sup>th</sup> AFACT Meeting, preferably 2 months in advance so that there would be ample time for logistics and administration management.



## **5 Conclusion**

- 5.1 The Meeting adjourned at 17:45 hours.
  - 5.2 The Chair thanked the Meeting for their attendance at the 16<sup>th</sup> ASEB Meeting; and the Meeting also thanked the Chair for hosting the event.
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