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COMMITTEE FOR TRADE, INDUSTRY AND ENTERPRISE DEVELOPMENT

Centre for the Facilitation of Procedures and Practices
for Administration, Commerce and Transport (CEFACT)

Fourth session, 14-16 September 1998

Item 5 of the provisional agenda

DRAFT MANDATE FOR A UN/CEFACT STANDARDS LIAISON RAPPORTEUR

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Submitted by the Cefact Steering Group (CSG) *

Following the conclusion of negotiations on the new Memorandum of Understanding between the UN/ECE, ISO, and the IEC, the CSG wishes to recommend the appointment of a UN/CEFACT Rapporteur to: advise the Plenary on Standardization matters, where appropriate, represent UN/CEFACT in other standardization organizations, and coordinate the various standards liaison activities of the working groups.

* This document is for approval.

DRAFT MANDATE FOR A UN/CEFACT STANDARDS LIAISON RAPPORTEUR

The UN/CEFACT Standards Liaison Rapporteur shall:

- provide strategic advice and guidance to the Plenary on matters relating to formal or de facto standards, or Publically Available Specifications, in the area of electronic commerce, electronic business or EDI, that are part of, or related, to the CEFACT work programme(the area of interest);
- coordinate the representation, of UN/CEFACT's interests and views in any relevant work being carried out internationally, especially in the ISO,IEC,and ITU ;
- identify and recommend formal or informal liaisons for the Plenary, the CSG, or Empowered Working Groups, that are relevant to UN/CEFACT's area of interest and where liaison has been established a)develop the process necessary to manage and maintain them b) in conjunction with the relevant CEFACT Group,monitor and maintain, any required communications and c) periodically review established liaisons;

The Rapporteur shall ex-officio be a member of the ISO/IEC/ECE MoU Management Committee and the Leader of the CSG team for MOU matters.

Reporting Relationships

The Rapporteur shall serve as the UN/CEFACT focal point for information about these liaisons to the Plenary, CSG and the Empowered Working Groups and shall provide to the CSG regular reports regarding relevant external developments. The Rapporteur, if not a CSG member, shall be entitled to attend the CSG as an observer.

In addition,the Rapporteur shall submit a summary report of their activities to each Plenary session of UN/CEFACT.

Duration of Appointment

Initially for three years, thereafter renewable every two years.
