

CEFACT WORK PROGRAMME
Activity Planning Worksheets
for Working Group Key Deliverables

Introduction:

Following comments made at the September 1997 CEFACT Plenary, the CEFACT Steering Group (CSG) has developed a uniform, practical approach to the work programme approved by the Committee for Trade, Industry and Enterprise Development (ECE/TRADE/210).

This approach is based on activity planning worksheets that break down the approved work programme into high-level activities and then indicate the required supporting tasks with descriptions, priorities, dates, resources and status. All permanent mandated groups have been requested to indicate their forward work programme using these activity planning worksheets. A first, incomplete version of this document was published as TRADE/CEFACT/1998/CRP.3 for the March 1998 CEFACT Plenary session.

It is the intention of the CSG to ensure that these activity planning worksheets are updated and published on a regular basis.

List of Permanent Working Groups

BAWG	Business Analysis Working Group
CDWG	Codes Working Group
EWG	UN/EDIFACT Working Group
ITPWG	International Trade Procedures Working Group
LWG	Legal Working Group
TMWG	Techniques and Methodologies Working Group

WORKSHEET KEY:**Heading**

The heading of each activity planning worksheet shows the initials of the Working Group and the name of the key deliverable as identified in the mandate of the group.

Columns

Activity: Name of the activities identified by the working group related to the key deliverable.

Tasks: Name of tasks required to complete the activity.

Description: If required, used to describe in greater level the detail of the Task.

Priority: Code to identify the level of priority, High (H), Medium (M), Low (L)

Dates: Start – identifies the start of the task (future or past)
End – identifies the planned completion of the task

Resources: Secretariat – person days needed
Working Group – person days needed

Status: % - percentage of task completed
Responsible Party – Name of Workgroup/Sub Group
Comments – additional information

Business Analysis Working Group (BAWG) Activity Planning Worksheets for Key Deliverables

The BAWG will prepare the activity planning worksheets for its key deliverables during its September 1998 meeting. These will then be reviewed by the CSG meeting and included in the next version of this document.

In accordance with its mandate, the key deliverables of the BAWG are:

- analyses of business processes relevant to the mission and objectives of CEFACT using the common descriptive techniques and methodology agreed within the Centre;
- identification of constraints to more effective business processes;
- proposals, including draft Recommendations, for more effective business processes;
- assistance to other working groups in understanding approved proposals in order to enable them to develop solutions, based on these proposals, for the migration from existing to new business processes.

Codes Working Group (CDWG) Activity Planning Worksheets for Key Deliverables

1. Introduction

The key deliverables of the CDWG in accordance with its Mandate are detailed in the following Work Programme work sheets:

- Sheet 1 Proposals on procedures for the effective maintenance and publication of CEFACT code sets;
- Sheet 2 Proposals on procedures for the quality control and version/release of the CEFACT code sets and code structures, including procedures for the periodic review of CEFACT code sets to ensure their relevance and consistency;
- Sheet 3 Proposals, including draft Recommendations, for new code sets and code structures to support business processes and procedures.

2. UN Recommendations

UN Recommendations for code sets and code structures cover:

- UN Recommendation No. 3 ISO Country Code for Representation of Names of Countries
- UN Recommendation No. 5 Abbreviations of INCOTERMS
- UN Recommendation No. 7 Numerical Representation of Dates, Time, and Periods of Time
- UN Recommendation No. 8 Unique Identification Code Methodology - UNIC
- UN Recommendation No. 9 Alphabetical Code for the Representation of Currencies
- UN Recommendation No. 10 Codes for Ship's Names
- UN Recommendation No. 15 Simpler Shipping Marks
- UN Recommendation No. 16 UN/LOCODE Code for Ports and Other Locations
- UN Recommendation No. 17 Payterms
- UN Recommendation No. 19 Codes for Modes of Transport
- UN Recommendation No. 20 Codes for units of measure used in international trade
- UN Recommendation No. 21 Codes for Types of Cargo, Packages and Packaging Materials
- UN Recommendation No. 23 Freight Cost Code
- UN Recommendation No. 24 Harmonisation of Transport Status Codes

Sheet 1. Proposals on procedures for effective maintenance and publication of CEFACT Code Sets

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secret.	Working Group	%	Resp. Party	Comments
1.1 Review and evaluate existing maintenance and publication procedures			H	03/98		5 days				
	1.1.1 UNTDDED in relation to codes		H						FV, SP	
	1.1.2 UN Recommendation No. 3		L						FV, SP	
	1.1.3 UN Recommendation No. 5		L						Open	
	1.1.4 UN Recommendation No. 7		L						FV, SP	
	1.1.5 UN Recommendation No. 8		L						HV, SP, KZ, AV	
	1.1.6 UN Recommendation No. 9		L						FV, SP	
	1.1.7 UN Recommendation No. 10		L						HV, SP, KZ, AV	
	1.1.8 UN Recommendation No. 15		L						HV, SP, KZ, AV	
	1.1.9 UN Recommendation No. 16		H						All	
	1.1.10 UN Recommendation No. 17		L						SM	
	1.1.11 UN Recommendation No. 19		L						HV, SP, KZ, AV	
	1.1.12 UN Recommendation No. 20		H						AV, DD	
	1.1.13 UN Recommendation No. 21		M						AV,	

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secret.	Working Group	%	Resp. Party	Comments
	1.1.14 UN Recommendation No. 23		L						HV, SP, KZ, AV	
	1.1.15 UN Recommendation No. 24		H						HV, SP, KZ, AV	
	1.1.16 UNTDID UNCL		L						DD	
	1.1.17 UNTDID UNSL		L						DD	
1.2 Identify and propose potential enhancements to maintenance and publication procedures						3 days				
	1.2.1 Analyse and determine potential enhancements to maintenance and publication procedures		M	05/98					KZ, AV, DD	
	1.2.2 Prepare proposals for enhancements to maintenance and publication procedures		M	05/98					KZ, AV	

Sheet 2. Proposals on procedures for the quality control and version/release of CEFACT codes

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
2.1 Establish Quality Control criteria and policy			H	03/98	09/98	0.5 day	CDWG		All	
2.2 Prepare proposals on Quality Control procedures			H	09/98	03/99	3 days	CDWG		All	

Sheet 3. Proposals, including draft Recommendations, for new code sets and code structures to support business processes and procedures

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
3.1 Review currency and relevance of existing code- related Recommendations			H	03/98	09/98	3 days	CDWG		All	
3.2 Review existing liaison and Maintenance Agency arrangements for code- related Recommendations			H	03/98		1 day	CDWG		All	
3.3 Evaluate requirements for new code- related Recommendations			H	Ongoing			CDWG		All	
3.4 Establish required sub-groups to act as Maintenance Agencies for code- related Recommendations			H	Ongoing			CDWG		All	