

VERTICAL COVER PAGE



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 completing 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

JM 1 Material Management

Work plan

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
Support migration of existing implementations of United States X12 standard to UN/EDIFACT	DELFOR Message	Solve open issues of the migration of material management messages. Resolve differences in terminology.	1	Apr 97	Sep 2000			25	All members of the group	
	DELJIT Message	same	1	Sep 97	Sep 2000			25	All members of the group	
	DESADV Message	same		Sep 97	Sep 2000			25	All members of the group	
Prepare background material for data models of Material Management Messages	Develop a high-level business scenario model	For the materials management function, including related messages in other areas, develop basis for business models. Bring available message scenario documentation as input to this work.		Sep 97	Sep 98			50	All members of the group	
PROSRV	Message development	Review work completed to date. Expect to request joint development with JM2		May 98	Apr 99			0	Open item to be started at next EWG	

JM2 - Purchasing**Work Plan**

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
1. Federal and Defence procurement	1.1 Develop new UNSM	Develop messages and DMRs required for public (federal) and defence procurement	H	1997	2000			tbd	S. Luster M. Conroy	JUPREQ, CNTCND, PRIDAT
	1.2 Present DMRs to enhance existing messages									
2. After sales service	2.1 Develop new UNSM	Develop messages and DMRs required for the After Sales Service	H	1997	1999			tbd	M. El-Khoury	PRSRV, RPCALL
	2.2 Present DMRs to existing code lists									
3. Develop new price structures to meet new requirements	3.1. Develop DMRs to alter price segments for several messages	Develop DMRs and amend messages	H	1997	1999			tbd	H. Hermes	Several messages
4. Enhance trade messages to meet EURO requirements	4.1 Develop DMRs and support material for implementation of the EURO	Develop DMRs and support documentation for implementing the new European Monetary Unit	H	1998	2000			tbd	G. Owens	Several messages
5. Update Trading partner relationship messages	5.1 Develop DMRs to PARTIN message	Develop DMRs and amend messages	H	1997	1999			tbd	A. Virgilie S. Luster	PARTIN
6. Telecommunication service order	6.1 Develop new UNSM	Develop UNSM to automate the ordering of telecom. Services.	L	1999				tbd	L. Newerla	SERORD
7. Lease credit application	7.1 Develop new UNSM	Develop UNSMs for the lease credit	M	1999				tbd	S. Luster	EQLCRD

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
8. Maintenance of SWGP messages	8.1 Develop DMRs of SWGP messages to enhance functionality	Develop DMRs	H		On-going				all participants	
9. Liaison	9.1 Liaise with other groups	Liaison with other EWG groups and external groups as relevant	H		On-going					

JM3 - Product & Quality Data

Work Plan

Activity	Tasks	Description	Priority	Dates		Resources (person days)		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
0. General planning	Define matters where JM3 is involved		H	97-07		None	10/ year		JM3SWG	
	0.1 Plan new activities		H	97-07		None	10/ year		JM3SWG	
	0.2 Review scheduled activities	Evaluate requirements for JM3 SWG	H	98-04		None	10/ year		JM3SWG	
	0.3 Study new inputs for activities	Evaluation and take into consideration new inputs or opportunities	H	98-04		None	10/ year		JM3SWG	

Activity	Tasks	Description	Priority	Dates		Resources (person days)		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
	0.4 Provide updated work plan	For EWG harmonisation	H	98-06		0.01	10/ year		JM3SWG	
1. Organise meeting for STEP EDIFACT Harmonisation	Define if this activity could be performed within JRT WG	Presentation of UN request for harmonisation	H	97-07	98-05	None	40	20	JM3SWG	
	1.1 Request for STEP attendance		H	97-10	98-05	None	10	10	JM3SWG	
	1.2 Define work plan		H	97-10	98-03	.001	40	20	JM3SWG	
	1.3 Perform 1 st Meeting for strategy implementation		H	98-05	98-05	.001	10	10	JM3SWG	
2. Implement Study case for STEP EDIFACT cooperation	Define the scope for this feasibility study		H	97-12-	98-09-11	None	40	20	JM3SWG	
	2.1 Define Data Model		H	97-12-15	98-09-11	None	10	10	JM3SWG	
	2.2 Map requested Data		H	97-12-15	98-09-11	None	40	20	JM3SWG	
	2.3 Establish the potential links		H	97-12-15	98-09-11	None	40	20	JM3SWG	
	2.4 Prepare work presentation		H	97-12-15	98-09-11	None	10	10	JM3SWG	
	2.5 Prepare open presentation		H	97-12-15	98-09-11	None	20	10	JM3SWG	
	2.6 Draft follow on actions		H			None	20			

Activity	Tasks	Description	Priority	Dates		Resources (person days)		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
	2.7 Prepare open presentation		H	97-12-15	98-09-11	None	30	10	JM3SWG	
3- Messages development	Organize JM3 Messages work Plan		H	97-12-15	98-09-11	None	40	20	JM3SWG	
	3.1 Review actions and priorities for JM3 Messages		H	97-12-15	98-09-11	None	10	10	JM3SWG	
	3.2 QISPEC review		H	97-12	98-09	None	100	20	JM3SWG	
	3.21 Review business needs and functionality		H	97-12	98-09	None	50	10	JM3SWG	
	3.22 Define Model Data		H	98-09	99-09	None	50	0	JM3SWG	
	3.23 Review regional comments to be included		H	96-01	01-05	None	30	10	JM3SWG	
	3.24 Propose review design Message to fulfil business requirements		H	99-05	01-05	None	300	0	JM3SWG	
	3.24 Provide boilerplate for New UNSM Message		H	00-01	01-05	0.01	50	0	JM3SWG	
	3.3 PRDSRC review		H	98-09	99-05	None	50	0	JM3SWG	
	3.31 Propose new design to handle the business requirements		H	99-05	00-05	None	50	0	JM3SWG	

Activity	Tasks	Description	Priority	Dates		Resources (person days)		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
	3.32 Provide boilerplate to be proposed for inclusion in the directory		H	00-05	01-05	0.01	20	0	JM3SWG	
	3.4 PROLST review		M	98-09	00-09	None			JM3SWG	
	3.41 Provide Entities & Data links		M	98-09	00-09	None			JM3SWG	
	3.42 Provide boilerplate to be proposed for inclusion in the directory		M	99-09	00-09	0.01			JM3SWG	

JM4 - Transport**Work Plan**

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
1. New message development	1.1. Revise documentation for BERMAN message				June 98				EEG2 Europe	
	1.2. Request BERMAN for MID				Sept 98				EEG2 Secretariat	
	1.3. Request TPFREP move to UNSM				June 98				EEG2 Secretariat	
	1.4. Request Traffic/Travel messages move to UNSM				June 98				EEG2 Secretariat	
	1.5. Request IFTMCA move to UNSM				June 98				EEG2 Secretariat	
	1.6. Changes to BMISRM				Sept 98				EEG2 Secretariat	
2. DMR's	2.1. Extend charges capability of IFTMCS				June 98				S.P.	
	2.2. Align IFTM and IFCSUM messages				June 98				S.P.	
	2.3. Align TDT Group across messages				June 98				H.W.	
	2.4. Submit DMR's to accommodate rail requirements in IFTSAI				June 98				EEG2 Secretary	

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
	2.5. Change to the boiler plate for the COXXX (containers) messages				Sept 98				EEG2 Secretary	
	2.6. Register of outstanding DMR's				June 98				EEG2 Secretary	
	2.7. Extend the function of VESDEP to allow reporting of vessel arrival				June 98				ITTIG Secretary	
3. Organization / Cooperation with other Groups	3.1. Coordinate with EAN to resolve DMR's issues related to Transport messages				Sept 98				EEG2 Europe	
	3.2. Letter to EAN Chief Executive to reinforce cooperation				June 98				SWG4 Chair	
	3.3. Formally invite IATA to participate in ITIGG work				June 98				SWG4 Chair	
	3.4. SWG4 Terms of Reference				Sept 98				SWG4 Secretary + Chair/Vice Chair	
	3.5. SWG4 work plan - 1st draft - final draft				May 98 Sept 98				SWG4 Secretary + Chair/Vice Chair	

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
4. ITIGG : Implementation Guidelines	4.1. Version 2.0 P x R (Principles and Rules documents) for the: - IFTMxx / IFCSUM messages (all transport modes) - Equipment messages (containers)				Dec 98				ITIGG Sub-Group <i>Additional working meeting in Seattle late June 98</i>	
	4.2. Procedure for quality review of ITIGG documents				Sept 98				ITIGG Quality Control Group	
	4.3. Examine Standards Electronic forms design issues (Light EDI) for Transport				On-going				All	
	4.4. Consider implications of XML/EDI				On-going				All	
	4.5. Finalise ITIGG Promotion Plan				Sept 98				ITIGG Promotion Sub Group	

JM 5 - Customs and Taxation

Work Plan

[illegible]

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
	2.1 Inquire about new techniques, such as XML and .HTML	Institute a dialogue with persons or organisations with technical knowledge of the new facilities	M	On-going					Sub Working Group 5 members	

JM 6 Finance

Work Plan

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
Documentary Credits	Preparation of business information models, message development and message implementation guidelines in the documentary credits area		H	On-going					Documentary Credits Task Force	
Message Flow	Recommendations on EDIFACT message usage in business scenarios, definition of service message flows		H	02/98					Message Flow Task Force	

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
Security	Specify security recommendations for financial EDIFACT messages, including use of AUTACK		H	04/98					Security Task Force	
Securities	Development of new EDIFACT securities messages and mapping of ISO 15022 into EDIFACT		H	11/97					Securities Task Force	
Will Receive and Money Market/Foreign Exchange Confirmation	Investigation of will receive and money market/foreign exchange confirmation messages		H	08/97					Will Receive and Money Market/Foreign Exchange Confirmation Task Force	
Marketing of Financial EDI	Using marketing tools to extend and broaden the awareness and implementation of financial EDIFACT across as wide an audience as possible		H	03/97					Marketing of Financial EDI Task Force	
Maintenance	Maintenance of financial EDIFACT implementations		H	Ongoing					Maintenance Group	
Just-in-Time Financing	Preparation of business information models, message development and message implementation guidelines in the just-in-time financing sector.		H	08/97					Just-in-Time Financing Task Force	

JM 8 - Statistics**Work Plan**

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Sub-Working Group	%	Responsible Party	Comments
Review CLASET DMRs with JTAG			H	9/98	9/98	0	1			
Review and comment on EEG6 awareness activities for RDRMES	<ul style="list-style-type: none"> • production of leaflets • production of easy-to-read doc • demonstrator 		M M M	04/98	12/98	0	0			
CUSPED message, joint development with JM5	<ul style="list-style-type: none"> • business Specification for statistics • Joint meetings EEG6/MD3 • Joint meetings JM8/JM5 		L L L	not started		0	0			
Development of CUSPED profile to transmit statistics	<ul style="list-style-type: none"> • business specification • draft MIG 		L L	not started		0	0			
CLASET user guide	review and comment		H	9/98	4/99	0	1			
Object Management Group	set up liaison		H	6/98	6/98	0	1			
XML/EDI group	set up liaison		H	9/98	9/98	0	1			
Review GESMES DMRs with JTAG			H	4/99	4/99	0	1			
Review BOOPXXX DMRs with JTAG			H	4/99	4/99	0	1			

JM9 - Insurance**Work Plan**

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
1. Communications	1.1 WWW-Site		H	05/98	30.09.				Suzie	
	1.2 Links to each others WWW-Sites		H	05/98	30.09.				Suzie	
	1.3 Creation of filing cabinet on net		H	05/98	30.09.				Suzie	
	1.4 Joint interim meetings		M	05/98	06/99				Nigel	
2. Message Development	2.1 Information Exchanges		M	05/98					All	
	2.2 resolve joint development of PCPRDR / ICASRP		H	05/98	30.6.				Nigel, Beth	
	2.3 produce a global insurance data model		M	05/98						
	2.4 sharing existing models		M	05/98					Maria, Nigel, Beth, Suzie	

JM 10 - Travel, Tourism And Leisure**Work Plan**

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
1a Compile business requirements for database update message	Develop matrix of business requirements		H	1998					Whole group	
1b Compile business requirements for ticketing message	Develop matrix of business requirements		H	1998					Whole group	
1c Develop data model for database update message	Identify entities and attributes from matrix elements		M	1998					Whole group	
1d Develop data model for ticketing message	Identify entities and attributes from matrix elements		M	1998					Whole group	
1e Develop scenario diagram for database update activities	Document all business functions involved in update activity		M	1998					Whole group	
1f Develop scenario diagram for ticketing activities	Document all business functions involved in ticketing activity		M	1998					Whole group	
1g Evaluate new message proposals	Prioritize messages to be developed		L	1998					Whole group	

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
2a Evaluate and agree on proposed changes to segments in existing messages	Determine whether new elements need to be created or if existing elements can be utilized		H	1998					Whole group	
2b Evaluate and agree on proposed new segments for existing messages	Determine whether new segments need to be created or if existing segments in batch directory can be adopted		H	1998					Whole group	
2c Evaluate and agree on code list submissions	Determine whether code exists on U.N. code list or if new code should be created		H	1998					Whole group	
2d Update new activities in existing data model	Document new functions on data model		H	1998					Whole group	
3a Develop Reservation implementation guide for D97B	Compile usage notes and examples for each sector		M	1998					Whole group	
3b Develop Availability implementation guide for D97B	Compile usage notes and examples for each sector		M	1998					Whole group	
3c Develop Availability implementation guide for D98A	Compile usage notes and examples for each sector		M	1998					Whole group	
4a Develop overview of TT&L EDI goals	Document purpose of the group and list all activities		L	1998					Whole group	

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
4b Compile a glossary of TT&L terminology	Define terms and phrases unique to the travel and tourism industry		L	1998					Whole group	
4c Compile matrices for existing UNSM/UNSIM's	Document business requirements submitted for each sector		L	1998					Whole group	
4d Compile matrices for MID's	Document business requirements submitted for each sector		L	1998					Whole group	
4e Publish future development plans	List all message development proposals by priority		L	1998					Whole group	

JM 11 - Healthcare**Work Plan**

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
EWG-SWG11 Organisation	Draft Terms of reference, procedures and organisation of the group		H	98.04.01	98.09.11				Chair and Vice Chairs	
	Set up the web site of the group									
Message development	Progress IHCLME for MID request	Co-ordinate user requirements with other regions and other batch and interactive messages	H	97.09.29					US and other regions	
	Progress IHCEBI for MID request	Co-ordinate user requirements with other regions and other batch and interactive messages	M						US and other regions	
	Progress IHCEBR for MID request	Co-ordinate user requirements with other regions and other batch and interactive messages	M						US and other regions	
	Progress MEDRUC UNSM for Rev 2	Clarify the segment usage for patient transfer and map Australian requirements in the message	H						Australian and European delegates	

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
	Comments on MEDPRE proposal for UNSM request	Comments expected from JM11 delegates	H	98.04.30	98.05.15				Australian and US delegates	
	Progress MEDPRE for UNSM request		H	98.05.15					EEG9	
	Progress MEDAUT for MID request	Distribute MEDAUT boiler plate to delegates for comments after agreement from EEG9	H						EEG9 and JM11 delegates	
	Joint development of Insurance contract message with JM9 (MEDHIC - IPPOAD)		H						Australian delegates	
	Progress MEDDIS, MEDREF for MID request		L							
Other matters	Progress healthcare messaging glossary of terms		M	On-oing					All delegates	
	Progress code DMRs		H						All delegates	

JM 12 - Social Security, Employment And Education

Work Plan

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
1. Trans-border social security	Move SSCLDE and SSDREQ to UNSM	Message development	M	12/98	09/99					
	DMRs to modify SSREGW, SSIMOD and SSRECH	Maintenance	M	12/98	09/99					
	Study security and security related issues that concern the exchange of messages in transborder social security	Research	L	09/97	09/98					
2. Domestic	Move COPAYM to UNSM	Message development	H	12/97	09/98					
	Move SOSREC to MiD	Message development	H	07/98	03/99					
	Move MESGEV to MiD	Message development	M	09/98	03/99					
	Study security and security related issues that concern the exchange of messages in social security at domestic level	Research	L	09/97	09/98					
3. Employment policy	Review as necessary	Maintenance	L	Ongoing						

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
4. Education	Discuss ENROLM, EXAMEN, PROGDT, RESULT, STUREC and SUBRES with interested partners in other countries	Message development		09/96	?					EBES/EEG10 has developed these messages for the exchange of information related to education. EBES/EEG10 intends to co-operate closely with experts within the US.

Work Plan

[illegible]

SWG 14 - Accounting, Auditing, Registration & Financial Information Services**Work Plan**

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
1.1 Develop BALANC to UNSM status	Possible need for some additional code values	Published in D98A Three Implementation Guides (Levels 1, 2, and 3) available from EDIFICAS France (currently in French only)	M					90		
1.2 Develop BUSCRD to UNSM status	Prepare for DMR review at 9/98 meeting	Based on new MDR (R840, Rev. 5) not yet approved Code value DMRs submitted for regional review Aug./Nov. 1997 On track for UNSM ICIA members and Information Companies have expressed interest for joint development of BUSCRD Issue to be solved by EWG/SWG 14 at 9/98 meeting	H							

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
1.3 Develop CHACCO to UNSM status	Possible need for some additional code values	Published in D98A Two Implementation Guides (Levels 1 and 3) available from EDIFICAS France (currently in French only) Level 2 Imp. Guide Work in progress DMR approved 4/98 for table correction	M					90		
1.4 Develop CHAMAP to UNSM status		MiD approved 9/97	M					30		
1.5 Develop DEMDOC to UNSM status		NMR in preparation Used to request accounting related document/information	L					5		
1.6 Develop ENTREC to UNSM status	Possible need for some additional code values	Two Imp. Guides (Levels 1 and 3) available from EDIFICAS France (currently in French only) Level 2 Imp. Guide Work in progress DMR approved 4/98 to correct table	M					90		
1.7 Develop INFENT to UNSM status		Published in D97B For Imp. Guide details, contact EDIFICAS Europe	M					90		

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
1.8 Develop LEDGER to UNSM status	Prepare for DMR review at 9/98 meeting or the next ITAG session	MiD approved 9/97 EBES TAG approved UNSM DMRs 3/98 Future SWG 14 work item	M					70		
1.9 Develop PRODOS to UNSM status		NMR in preparation Used to provide characteristics of accounting file	L					5		
1.10 Develop REGENT to UNSM status		MiD status UNSM Work in progress - future SWG 14 work item	M					50		

T1 - Technical Assessment

Work Plan

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
1. Organisation and management	1.1 Terms of reference 1.2 Work plan 1.3 Internal work items 1.4 Internal issues list 1.5 Meeting schedule	Develop internal management documents for consistent, efficient operation of SWG.	M	9/98	TBD			N/A	All	

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
2. DMR processing procedures	2.1 Identify existing draft/published procedure documents (including JTAG papers on procedural recommendations, processing DMRs for non JM organisations, etc.) 2.2 Model the process 2.3 Identify implications of electronic submissions 2.4 Identify implications of modelled standards 2.5 Define criteria for electronic processing 2.6 Draft & publish procedures	Prepare comprehensive DMR processing procedures replacing JRT-oriented guidance. Provide to MOP and Steering Committee for approval.	H	9/98	TBD			N/A	All	
3. Single international TAG	3.1 Draft interim procedures 3.2 Respond to ESG issues 3.3 Prepare revised "JTAG procedures" & supporting documentation requirements	Develop procedures and implement single international TAG at earliest date.	H	4/98	6/99			25	All	

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
4. DMR automation	4.1 Publish implementation guidelines for DMRDEF/ DMSTAT 4.2 Co-ordinate requirements with Entry Points, UN Secretariat, DPT, DAT 4.3 Milestone plan	Automate entire DMR submission and progression process.	M	2/98	TBD			N/A	All	
5. Document editing responsibility	5.1 Identify existing draft/published documents 5.2 Develop proposal for MOP & Steering Committee 5.3 Currency review 5.4 Update documents	Determine which EWG operating documents for which TASWG should be the editor and implement capability.	L	9/98	TBD			N/A	All	
6. TAC & I-TAC	6.1 Publish TAC 6.0 6.2 Confirm I-TAC 1.1 current 6.3 Update TAC/I-TAC based on Syntax Version 4 changes 6.4 Monitor 6.5 Republish as required	Ensure the availability of an accurate and comprehensive set of guidelines for the assessment of DMRs.	H	4/98	3/99			65	All	

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
7. Process DMRs	7.1 Process all DMRs for publication in each directory 7.2 Reduce approval time 7.3 Increase awareness for improved standards design 7.4 Improve electronic processing at EWG. 7.5 Increase DMR quality	Continuous improvement of the DMR progression and assessment process.	H	4/98	TBD			N/A	All	

T4 - Security Advisory Group

Work Plan

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
1. Promote awareness	1.1 Tutorial 1.2 Survey 1.3 Presentations 1.4 Prepare documents 1.5 Web site 1.6 Workshop 1.7 Road show	Encourage awareness and understanding of EDIFACT security	H	1998				n/a	tbd tbd tbd tbd T Dosdale tbd tbd	
2. Review and production of implementation guides	2.1 MIGs 2.2 Programmer's guides 2.3 Modelling	Develop documents describing the detailed use of EDIFACT security	H	1998	2000			tbd	tbd tbd tbd	
3. Liaisons with other groups	3.1 RFCs 3.2 Meet with other EWG groups 3.3 Communicate with external groups	Liaise with internal and external groups to understand their position and work status relating to security and to explain our own	H	1998				n/a	T Dosdale All All	
4. Review new technologies	4.1 Internet 4.2 EDI variations	Review the security implications of new technologies relevant to EDIFACT	M	1998				n/a	All All	
5. Solicit business requirements	5.1 Survey 5.2 Meetings	Gather the business requirements for security from EWG groups	H	1998				n/a	tbd All	

T7 - EDI Associated Objects

Work Plan

Activity	Tasks	Description	Priority	Dates		Resources (person days)		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
1. Define how UNSM's should be used in connection to EAO.			H	97-12-15	98-09-11		40	20	EAOSWG	
	1.1 Define guidelines for when to use a single or multiple messages.		H	97-12-15	98-09-11		10	10	EAOSWG	
	1.2 Review the boilerplates of the CONDRA and CONDRO messages.		H	97-12-15	98-09-11		10	0	EAOSWG	
	1.3 Give guidelines Message Design groups on the inclusion of the EFI segment group into the PRICAT and PRODAT messages.		H	97-12-15	98-09-11		20	0	EAOSWG	
2. Define a unique method for referencing EAO information.			H	97-12-13	99-05-01		80	0	EAOSWG	
	2.1 Review ISO/9735, ver 4, Part 8		H	97-12-13	98-09-11		20	0	EAOSWG	

Activity	Tasks	Description	Priority	Dates		Resources (person days)		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
	2.2 Liaise with other involved groups.		H	97-12-13	99-05-01		60	0	EAOSWG	
3. Promote EAO solutions within EWG by producing suitable technical and awareness documentation and guidelines			H	98-05-01	98-09-09		50	0	EAOSWG	EWG needs to review and approve the CSG recommendation to implement B&IM for the development of UNSMs
	3.1 Create an overview document to be circulated to sub working groups within EWG.		H	98-05-01	98-09-09		50	0	EAOSWG	
4. Rationalise the EAO requirements to maintain a clear statement of these.			H	98-07-01	98-09-04		50	0	EAOSWG	
	4.1 Compile recommendations.		H	98-07-01	98-09-11		20	0	EAOSWG	
	4.2 Propose changes to Message Design Rules.		H	98-07-01	98-09-11		30	0	EAOSWG	

T8 - Implementation Harmonisation

Work Plan

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
1. Harmonisation of use of data elements, codes, qualifiers and segments	1.1 Collection of input from SWGs 1.2 Collation of material 1.3 Compiling of draft semantic rules 1.4 Obtaining agreement from SWGs 1.5 Publication of results as EWG documents		H	1998						
2. Analysis of cross-sectoral implementation issues	2.1 Consider key messages in turn <ul style="list-style-type: none"> • DESADV • INVOIC • IFTMIN • PAYMUL • CUSDEC 2.2 Collect variety existing migs from more than one sector 2.3 Produce comparison document 2.4 Compile issue list 2.5 Develop suggested solutions		M	1998						

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
3. Contribute to activities of TASWG	3.1 contribute to work of ad hoc MDRv4 advice group 3.2 contribute to DMR review for cross-sectoral issues		H	1998						
4. Promotion	4.1 Publish T8 documents on CEFACT web-site		H	1998						
5. Liaison with other groups	5.1 CEFACT groups CDWG, SIMAC 5.2 UN/ECE 5.3 ISO/BSR 5.4 Others as appropriate		H	1998						
6. Migs	6.1 Investigate mig contents standardisation 6.2 Investigate benefits/ feasibility of building worldwide registration of migs 6.3 Investigate automatic mig formats/processes e.g. IMPDEF		L	?						

G2 - Promotion Advisory Team (PAT)

Work Plan

Activity	Tasks	Description	Priority	Dates		Resources (person days)		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
Update presentation module for Newcomer Orientation Session NOR	Maintenance of tools for the orientation of newcomers at the beginning of each EWG session	The existing Power - point presentation module has to be updated each time between EWG sessions.	H	05/98	08/98		5 10	100	PAT	1)
Interviews with EWG Subgroups during and after each EWG session	Secure flow of information from SWGs to PAT and - through PAT - between the SWGs and to the outer world.	Use of PAT checklist for individual interviews by PAT members with SWG chairs or persons delegated by the SWG chairs	H	On-going			10 20	25	PAT	
Evaluation of interviews	Input to EWG website		H	On-going			20 40	0	PAT	

Activity	Tasks	Description	Priority	Dates		Resources (person days)		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
Organise special events, e.g. presentations by a number of SWGs and of national representatives or Corporates, including general discussions	Prepare for each session 4 or 5 special events of general interest, such as presentations by SWGs of major achievements relevant for other SWGs or the outer world, discussions on topics of high actuality	Contact all SWGs and many individual participants between Sessions and elaborate for each EWG session, in cooperation with the Secretariats' Group, an event schedule (fixed time slots)	M	On-going			3 6	0	PAT	
Collect data for an EWG website	Design and maintain a separate www home-page for EWG	Propose to EWG the home-page contents that should be available to the general public for viewing and/or downloading; design and regularly up-date an EWG homepage with data on SWGs (ToRs, Chairs and vice-chairs names and e-mail addresses, minutes, agenda, highlights of SWG interviews, s.item 5, etc.)	H	On-going		10 20	10 20	0	PAT + Secretariats' Group	

Activity	Tasks	Description	Priority	Dates		Resources (person days)		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
Information pool	List of speakers on interesting subjects relevant for the work of the EWG	Establish, up-date and maintain a list of EWG members or observers who are competent speakers and prepared to be guest speakers at national events	L	On-going		1 2	5 10			
Preparation of PAT meetings during each EWG session	Secure and optimise organisation and administrative support of each PAT meeting	Prepare annotated agenda, cater for meeting room requirements, presentations such as the Newcomer Orientation, etc.	H	On-going		1 2	2 4	20	PAT + Secretariats Group	

Work Plan

[illegible]

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
	1.5 Interface with appropriate Entry Point senior representative on policy matters			On-going						
	1.6 Evaluate DMSTAT/DMRDEF against Entry Point Requirements									
	1.7 Determine impact of Technical Assessment Sub Working Group (TASWG) procedures on Entry Point Operations									
2. Provide input into EWG procedures	2.1 Provide input into the MOP group	Participate in MOP meetings and provide secretarial assistance		On-going			10 days/ per year			
	2.2 Provide input into the TASWG procedures									
	2.2.1 Evaluate impact of Single International TAG									
3. Foster efficient EWG meeting organisation	3.1 Evaluate existing EWG Organiser's Checklist		H							
	3.1.1 Update document to reflect transition from JRT to EWG			05/10	5/15		2 days	100	Spadin	

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