

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

International Trade Procedures Working Group (ITPWG) Key Deliverables Activity Work Sheet (last amended 07/07/98)

The key deliverables of the ITPWG as per its Mandate are:

draft trade facilitation Recommendations;
proposals for amendments to existing Recommendations, based on a systematic review and monitoring of their implementation;
the registration, maintenance and, where applicable, development of country-specific international trade scenarios;
contributions to and, where appropriate, efforts to influence related work in other organisations such as WCO and WTO;
relevant educational and promotional material.

These deliverables are collectively grouped into four activities: Procedures, Documentation, Frameworks, and Structure and Liaison activity.

1 - Procedure activity

The objective is the worldwide facilitation of the international trade transaction through the rationalisation and simplification of the related procedures and their information flows.

2 - Documentation activity

The objective is for the main international trade documents to be suitable for reproduction and transmission from electronic and manual systems based on the UN/Layout Key.

3 - Framework activity

The objective is the registration, maintenance and development of country and regional international trade scenarios on the basis of the International Trade Transaction Framework from which evaluation, new Recommendations and presentations can be made.

4 - Structure and Liaison activity

The objective is to contribute to and encourage the establishment of national trade facilitation organisations by revising and setting the framework and structure of such organisations through Recommendation 4. Liaison with appropriate international organisations such as WCO and WTO would be undertaken in accordance with the CEFACT key deliverables and the ITPWG Work programme.

1 - Procedure Activity

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
1 Review/update UN/ECE Recs.8,11,12,15 & 18										
	UN/ECE Rec12 & 15 UN/ECE Rec.8	To review/revise these Recommendations & where appropriate prepare draft Recommendations, for discussion by the ITPWG (latest paper: ITPWG/98N019)	M	11/97	03/99				Revision sub-group Coordinated by SEMPROIT-ALIA, Iran, Sweden, Finland, IFIA, UNCTAD & WCO	Rec 12/15: - At ITPWG mtg 6/98 decision that no need for major modification accepted. Final drafts for 9/98 ITPWG mtg. New Rec. 03/99 Plenary. Rec 8: - wait for Sweden/ Finland implementation exercise to be undertaken, with draft Rec. produced for 03/99 ITPWG mtg.
	1.2 UN/ECE Rec. 11	To commence revision of recommendation 11 (latest paper: ITPWG/98N023)	M	Early 1999	09/2000				ITPWG	Rec.11:- heads of delegation invited to nominate members after 01/99. VCM to establish dangerous goods committee position on Rec.11.

[illegible]

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
		h) Measures related to exit								This section to be completed in conjunction with Kyoto Convention
		i) Measures related to entry and/or transit								This section to be completed in conjunction with Kyoto Convention
	1.4 New CEFACT Recommendations	a) <i>System</i> Audit Based Controls (latest paper: ITPWG/98N013)	H	11/97	03/2000				ITPWG	<i>Draft submitted by SITPRO @ 07/98 ITPWG mtg. Comments sought by 31/10/98 new draft 01/99, pro-forma Rec. for 03/99 Plenary. New Rec for 03/2000.</i>
		b) Pre-Shipment Inspection procedure (latest papers: ITPWG/98N012 & ITPWG/87N021)	H	01/11/97	03/2000				ITPWG	<i>Comments on draft Rec and IFIA's comments req'd by 30/11/98, discussion @ 01/99 ITPWG mtg. Pro-forma Rec 03/99Plenary . New Rec for 03/2000.</i>
		c) Aligned Documents and their electronic equivalents (ElecTra)	M	03/99	To be decided				ITPWG	<i>Potential Rec. to be considered after tests (UK) completed end of 1998</i>

2 - Documentation Activity

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
2 UN/ECE Recs. 1, 2, 6, 22, & related work	2.1 To review/revise existing Recommendations under this general category and prepare draft Recommendations for discussion by the ITPWG.	<i>(latest papers: ITPWG/97N013/Rev.2 ITPWG/98N014 ITPWG/98N018)</i>	M	11/97	end of 1999				<i>Sub group coordinated by ROMPRO, members; Finland, UK, IFIA, AUSTRIA-PRO, Sweden, and Italy</i>	<i>Technical evaluation of N018 by UN/SEC to cross reference with UNTDED. Comments on papers by 31/12/98. New Recs for 03/2000 Plenary.</i>
		a) UN/ECE Rec. 1 and 2 - Status of Work (report to ITPWG)			09/98					----“----
		b) <i>UN/ECE Rec. 6 - to be annexed to Rec.1</i>								yet to commence
		c) <i>UN/ECE Rec. 22 to be annexed to Rec.1</i>								yet to commence
		d) Documentary Credit Application								<i>Comments on ROMPRO paper (98N014) by 30/12/98</i>
		e) Despatch Advice								<i>Comments on ROMPRO paper (97N013/Rev.2) by 30/12/98</i>

3 - Framework Activity

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
3. Update/Register and Analyse Frameworks	3.1 Maintain & develop all electronic ITT frameworks,	a) ensure information within frameworks is accurate & linked where relevant.	H	11/97	on-going				<i>Sub group coordinated by the UK, members; Netherlands, Finland, Poland, AUSTRIA-PRO and UN/SEC</i>	<i>For WWW presentations basic model (based on UK) to be completed (by UK) with links to narrative, hot spots, UN Recs etc. by 09/98 ITPWG mtg.</i> <i>Additional models looking at specific areas within the overall ITT process yet to commence. Suggested area: CROSS BORDER (ROAD) ACTIVITY.</i>
		b) Establish/maintain a register of National/Regional Frameworks		11/97	on-going					
		c) Develop /Analyse National/Regional Cross Border Crossing (Road) Frameworks	H	yet to commence	on-going					
	3.2 Creation of new country & regional F'works	Complete ITT Guidelines to encourage countries/regions to develop their own framework (<i>last paper: ITPWG/97N005.Rev.1</i>)	M	11/97	Completed					
	3.3 Analysis of Frameworks	Identify common problems that could benefit from implementing trade facilitation techniques and from this research, and propose new UN/ECE Recommendation to the ITPWG.	M	yet to commence	on-going					

4 - Structure and Liaison

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
4 Liaison with, and contributions to, other national & international trade facilitation organisations	4.1 to issue new Recommendation 4	<i>(latest paper: ITPWG/97N006.Rev.1)</i>	H	09/97	03/99				ITPWG	<i>Draft Rec presented @ 7/98 mtg of ITPWG comments req'd by 31/08/98. Revised version to HoD by 31/12/98. New Rec for 03/99 Plenary.</i>
	4.2 KYOTO Convention	To review Kyoto Convention and link it with relevant work on Recommendation 18, items 8 & 9	H		awaiting revision of KYOTO convention	CEFACT Secretariat supervision			ITPWG	Report by WCO to the ITPWG at every meeting. To advise CSG as appropriate.
	4.3 Other Work	a) Trade Documents Names and Functions <i>(latest papers: ITPWG/98N017 & ITPWG/98N006/Rev.1)</i>	M	11/97	09/98				ITPWG	<i>Recommendations to 03/99 Plenary</i>
		b) Trade Data Elements Directory (UNTDED)	H	to be decided	to be decided				to be decided	

CEFACT Legal Working Group (LWG) Key Deliverables Activity Work Sheet

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
1 Model Interchange Agreement	Review of UN Recommendation 26 and proposal for new Recommendation	Review of the current Interchange Agreement (Recommendation No 26) in order to propose a new complementary Recommendation to cover electronic commerce and guidelines for the development of technical annexes in a generic electronic commerce environment	H	Oct 97	March 99	12.5 man days	As necessary		Eivind Einersen, David Marsh and Anne Troye	Website to be used as working tool for progressing work and disseminating results
2 UN/EDIFACT Messages	Disclaimer Notice	To prepare disclaimer following the analysis of certain specific UN/EDIFACT messages in the Portia Report commissioned by the European Union	H	June 98	Dec 98	5 man days	As necessary		David Marsh	
3 Electronic authentication	Proposed new UN Recommendation	The inventory of international conventions and agreements contained in Document R.1096 which contains references to signature, writing and document has been reviewed by SITPRO (UK) and that organisation recommends that agreements require revision to allow for electronic equivalents. A Recommendation will be drafted setting out the problem areas and highlighting the need for users to consider the possible implications for domestic legislations	H	In progress	March 99	10 man days	As necessary		Ian Durban and Renaud Sorieul	Secretariat to stimulate and co-ordinate responses from responsible convention owners

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
4 Servicing of Document R. 1096	Update and review	Considering continuing relevance of Document R. 1096 and review in the light of subsequent developments in electronic commerce	Continuous	As soon as possible		10 man days over 2 year period	As necessary		Ian Durban	
5 Model Trusted Third Party/Intermediary Agreement	Proposed new UN Recommendation	To produce a draft form of model trusted third party/intermediary agreement for proposal as a U N Recommendation	M	As soon as possible	End 99		As available		Rob van Esch and Anne de la Presle	
6 Data Protection	Briefing and guidance note	Preparation of a briefing and guidance note on the effect of the European Union Directive on data protection to raise awareness of the provision	M	As soon as possible	To be advised	10 man days	As available		Rob van Esch	Briefing and guidance note to be reviewed and promulgated via the UN website
7 Educational tools and awareness programme	Continuing	To develop educational tools to assist in the understanding of legal aspects regarding electronic commerce generally and UN/EDIFACT specifically	L	Continuing		10 man days	As necessary		David Marsh	To be achieved through conferences, work programmes, and presentations using the UN website where available
8 Possible legal barriers	Analysis of questionnaire	Using resources contributed by UNCITRAL to review responses to questionnaires on perceived national barriers to consider the need for further action	To be agreed	In progress					Renaud Sorieul	Subject to availability of UNCITRAL resources to assist

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
9 Private International law	Research	Research in conjunction with item 1 in relation to the updating of Recommendation 26 on the Model Interchange Agreement	See comments	To be agreed					Rob van Esch	This work to be complimentary to that at work item 1
10 E-Terms Repository	Monitoring	To monitor developments in the ICC E-Terms Repository to consider the international implications of incorporation by reference	L	Continuing					Richard Miller	
11 Liaison	Liaison with other bodies and groups	Liaison at the appropriate levels indicated in the LWG's Terms of Reference at paragraph 6.2	H	Continuing		10 man days	As available		All members	

Techniques and Methodologies Working Group (TMWG) Key Deliverables Activity Worksheet

Activity	Tasks	Description	Priority	Dates		Resources (person days)		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
1. Provide high level overview of Implementation requirements to CSG & EWG			H	97-12-15	98-03-31	none	40	0	TMWG	
	1.1 Analysis of the current EDI process and the problems		H	97-12-15	98-03-31	none	10	0	TMWG	
	1.2 List the advantages of a modelling approach		H	97-12-15	98-03-31	none	5	0	TMWG	
	1.3 Identify the organisation structure necessary to deliver models		H	97-12-15	98-03-31	none	20	0	TMWG	
	1.4 Identify required resources		H	97-12-15	98-03-31	none	5	0	TMWG	
2. Determine modelling methodology			H	97-12-13	98-03-31	none	515	0	TMWG	
	2.1 Complete IDEF modelling of Catalog Order		H	97-12-13	98-03-23	none	100	0	TMWG	
	2.2 Complete Unified Modelling Language (UML) modelling of Catalog Order		H	97-12-13	98-03-23	none	200	0	TMWG	

Activity	Tasks	Description	Priority	Dates		Resources (person days)		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
	2.3 Complete EXPRESS G modelling of Catalog Order		H	97-12-13	98-03-23	none	200	0	TMWG	
	2.4 Select modelling methodology for the prototype		H	97-12-13	98-03-23	none	15	0	TMWG	
3. Review of EWG decision (and possible requests) to implement Business and Information modelling			H	98-05-01	98-06-30	none	15	0	TMWG	EWG needs to review and approve the CSG recommendation to implement B&IM for the development of UNSMs
	3.1 Identify changes requested to the high-level overview implementation requirements from EWG		H	98-05-01	98-06-30	none	15	0	TMWG	
4. Develop detailed process to use B&IM in the development of UNSMs			H	98-07-01	98-09-04	none	100	0	TMWG	
	4.1 Define current structure		H	98-07-01	98-09-04	none	10	0	TMWG	
	4.2 Define new structure		H	98-07-01	98-09-04	none	30	0	TMWG	

Activity	Tasks	Description	Priority	Dates		Resources (person days)		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
	4.3 Conduct analysis of the changes required to move from old to new structure		H	98-07-01	98-09-04	none	20	0	TMWG	
	4.4 Develop detailed development process model		H	98-07-01	98-09-04	none	40	0	TMWG	
5. Review of EWG comments (and possible requests) on the proposed new development process			H	98-09-15	98-10-30	none	5	0	TMWG	EWG needs to review and approve the detailed development process plan for implementing B&IM for the development of UNSMs
	5.1 Identify changes requested to the development process model		H	98-09-15	98-10-30	none	5	0	TMWG	
6. Develop detailed implementation/migration plan to use B&IM in the development of UNSMs			H	98-11-01	99-03-31	none	200	0	TMWG	