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9 September 1998

CEFACT

**REPORT
FROM THE CEFACT STEERING GROUP (CSG) MEETING**

Geneva, 15-18 June 1998

SOURCE: CSG
STATUS: COMMITTEE REPORT
ACTION: FOR INFORMATION, fourth session of CEFACT,
14-16 September 1998, Agenda Item 3

REPORT
CEFACT STEERING GROUP (CSG) MEETING
GENEVA: 1998, 15-18 June

Members Present:

Ray Walker, Chairman
Ray Battersby
Pierre Georget
Ernst Deeg
Alexander de Lijster
David Dobbing
David Marsh
Klaus-Dieter Naujok
Irene Navarro
Emile Peeters
Christina Wallen-Rahlen
Christoph Wolf
Johan Robert Van Kuik

Secretariat Present:

Virginia Cram-Martos
Hans Hansell

Ex-Officio Members Present:

Kenji Itoh
Santiago Mila

Apologies From:

Siti Aminah Abdhullah
Andriana Sirzea
Borislav Georgiev

INTRODUCTORY NOTE

1. To encourage the greatest possible openness in the process and input into its decisions and recommendations, the CSG encourages a wide circulation of its reports. The majority of the decisions made during the meeting in Concord were recorded in the Report of the Chair of the CSG to the CEFACT Plenary (TRADE/CEFACT/1998/13). When this is the case, reference is made to that report, but the text of items contained in the report are not duplicated here. The report of the Chair can be obtained at the following Internet WWW address: <http://www.unece.org/trade/untdid/sessdocs/>

Apologies

2. Apologies were received from Sita Amina Abdhullah and Adriana Sirzea and Borislav Georgiev. The CSG expressed its continued concern about members who are consistently unable to attend meetings, therefore making it more difficult to maintain a quorum and undertake the required work.

Reports from Mandated Groups

3. The CSG was informed that Barry Keogh had been elected chair of the EWG and Pierre Georget, Vice-Chair. The next meeting of the EWG will be from 7-11 September 1998 in Brussels. Meeting locations for 1999 were still being investigated. With regard to the timing of meetings, the EWG management team had decided to place an emphasis on the need to maintain a full 6 months between meetings.

4. In response to the CSG's resolution of January 1998 requesting that the EWG establish a date for implementation of modelling in its work, the EWG had decided during its Miami meeting that this would be **no later** than March 2001, although it could be earlier.

5. The CSG, noting the need to maintain one approach to modelling within UN/CEFACT and the high probability that other groups, such as the BAWG, would have adopted the recommended modelling technique before 2001, encouraged the EWG to revisit this issue and consider agreeing to an earlier implementation date.

6. The CSG approved the EWG terms of reference as found in annex A. The CSG further encouraged the EWG to undertake strong participation in the Internet Engineering Task Force (IETF) since they do not have the concept of liaison (and, therefore, were not included in the ToR as an organization with whom the EWG should establish a liaison relationship).

7. The CSG also noted the EWG procedures as found in annex B.

8. The CSG was informed that the Codes Working Group (CDWG) had elected David Dobbing as its chair and Alex de Lijster as its vice-chair. During their first meeting they had set priorities and developed their terms of reference, procedures and work programme. The CSG was also informed that the CDWG was looking for a secretariat.

9. The CSG approved the CDWG terms of reference as found in annex C. The CSG also noted the CDWG procedures as found in annex D.

10. A report was received from the first meeting of the Business Analysis Working Group (BAWG), where they had decided to begin by modelling the procurement process. As reflected in the Report of the CSG Chair to the Plenary, the group had requested an extension of six months to the deadline for submitting their terms of reference in order to better develop a number of new concepts. Further, and importantly, the group had requested a change in their name to the Business Process Analysis Working Group (BPAWG) in order to better reflect the nature of their work. The CSG supported this change and the extension of the deadline for submitting their terms of reference.

11. A first draft of terms of reference for the Legal Working Group (LWG) was reviewed [a revised version will be submitted to the September 1998 CSG meeting, following the next LWG meeting].

12. The Chair of the ITPWG presented the report from their March 1998 meeting and noted the progress being made on both new and revised Recommendations. He noted the need for other groups and, particularly, the BAWG to look at Recommendation 18 and provide comments to the ITPWG on the proposed revision. The group was also concerned about how to better promote existing Recommendations, such as number 8.

13. The CSG was informed that the Techniques and Methodologies Working Group (TMWG) had decided to recommend UML (Uniform Modelling Language) as the modelling technique for use within UN/CEFACT. They were also investigating the possibilities of obtaining contributions in kind in the form of UML software licenses for UN/CEFACT groups. They would be looking at how groups could best implement electronic membership/participation during their August 1998 meeting.

14. The CSG reviewed two documents submitted by the UN/LOCODE ad hoc working group, these being: Mandate for a UN/LOCODE working group and Guidelines (ToR) for a UN/LOCODE Maintenance Agency. Since the strategic management of UN/CEFACT's code lists had already been mandated to the Codes Working Group (CDWG), the CSG did not approve the establishment of such groups at the permanent working group level. It did, however, request that the secretariat submit both of these documents to the CDWG for consideration by the CDWG and its sub-group responsible for the UN/LOCODE.

15. The CSG reviewed the status of the Electronic Commerce Working Group (ECAWG) given that the Chair, Mr. Chiaramonti, had resigned following his retirement. The group agreed that the production of a good information paper by that group was very important. R.Walker undertook to find a new Chair for the group and Ms. Wallen-Rahlen accepted the position of Vice-chair.

Promotion

16. The CSG approved terms of reference for an Ad hoc working group on promotion, which can be found in the Report of the Chair to the Plenary (TRADE/CEFACT/1998/13).

17. To ensure that CEFACT is consistently recognised as UN body with a global remit, the CSG decided to strongly recommend to the Plenary and all participants that the Centre should always be referred to as UN/CEFACT.

18. The CSG also approved two, alternate, logos for use in promoting UN/CEFACT. Both of these are annexed to the Report of the Chair to the Plenary (TRADE/CEFACT/1998/13) and are available in various machine readable formats from the secretariat.

19. The secretariat gave a report on progress on the Web site and the new, UN/CEFACT, home page (<http://www.unece.org/cefact/>).

20. Because of their often preliminary and, sometimes, confidential nature, the CSG decided that the working group documents placed on the Internet WWW pages for each working group should be approved by the Chair of that group.
21. The CSG requested K-D Naujok, S. Mila and L. De Lijster to develop Internet site guidelines for groups who want to maintain their own sites, but with a link from the UN web site.
22. The possibility of holding a conference in conjunction with the March 1999 CEFACT Plenary session was discussed and conditional approval of the idea was given.
23. The CSG decided to develop a short policy paper for an audience consisting of other organizations and Heads of Delegation.

Relationship with other UN Regional Secretariats and other International Organisations

Liaison Rapporteur

24. The CSG approved, for submission to the CEFACT Plenary, terms of reference for a Standards Liaison Rapporteur to coordinate liaison work across working groups and provide guidance to working groups in this area. The Rapporteur would also, where necessary, provide a single liaison point with other standards organizations. These terms of reference can be found in the UN/CEFACT Plenary document: TRADE/CEFACT/1998/17.

ISO

25. The CSG approved the revised ISO MoU and appointed a new MoU management team as reported in the Report of the Chair to the Plenary (TRADE/CEFACT/1998/13), they also asked the secretariat to take whatever steps were necessary, in coordination with the ISO central secretariat, in order to have the MoU signed by the Executive Secretary of the ECE.
26. Parts 1,2, 3 and 8 of version 4 of the UN/EDIFACT syntax had, or soon would be approved by ISO and, therefore, could be published for the March 1999 session. It was the CSG's understanding that parts 5, 6, 7 and 9 were being held up because of objections from ISO/IEC JTC 1. It was decided to contact ISO on this issue and to place it on the agenda for the MoU management team in September 1998.

WTO

27. The group was informed of the WTO's plans to organize a series of informal talks on trade facilitation beginning in September 1998 in preparation for the 1999 ministerial conference. The CSG noted that it was very important for both them and the secretariat to provide analyses and input to these talks.

OECD

28. The secretariat reported that the ECE had been invited as an official observer to the OECD conference on electronic commerce to be held in Ottawa in October 1998.

UNCTAD

29. The secretariat distributed information on UNCTAD's November 1998, Partners for Development Conference and informed the CSG that UNCTAD had indicated that they would include speakers from UN/CEFACT. The secretariat and R. Walker undertook to develop a list of speakers for UNCTAD.

Others

30. The secretariat reported on the status of relationships with the various UN Regional Commissions. K-D Naujok reported on the June 1998 Commercenet meeting.

Work Programme: Strategy, Activity Work Sheets, Related Issues

31. The CSG was requested to submit a set of work programme priorities for UN/CEFACT to the ECE Committee for Trade, Industry and Enterprise Development (CTIED) which was meeting in parallel with the CSG. This request was a result of the ECE's asking all of its Principal subsidiary bodies to establish work programme priorities. A set of priorities was developed, in consultation (by e-mail or in person) with the chairs of the permanent working groups and submitted. The CSG further agreed to submit the resulting document to the CEFACT Plenary as information [see TRADE/CEFACT/1998/21].

UN Trade Data Elements Directory (UNTDDED)

32. D. Dobbing reported that the CDWG would be looking at the UNTDED with respect to the codes.

33. The CSG requested that D. Dobbing develop a proposal for UNTDED priorities and asked that he ensure the follow up, by others, on related issues.

The September 1998 CEFACT Session

34. A draft agenda for the Plenary session was reviewed and the secretary was requested to finalize and publish this document after incorporating the recommended changes.

35. The secretariat was also asked to write to Heads of Delegation as soon as possible to request nominations for the open Vice Chair and CSG positions.

36. For the March 1999 elections where most of the management positions within CEFACT would be up for election, or re-election, R. Walker undertook to write draft procedures. It was noted that these procedures needed to be open and that Heads of Delegation needed to be involved in their development.

37. In order to make the meetings more interesting and relevant to the average delegate, it was decided to incorporate approximately two presentations into each CEFACT Plenary on topics of interest. To begin, these would cover an in-depth report from one permanent working group and one international organization at each session. For the September 1998 session, D. Marsh was asked to make a presentation on the Legal working group and the secretariat was asked to investigate the possibility of inviting someone another international organization with important trade facilitation related activities.

38. All working group chairs who were requested to submit reports for the CEFACT Plenary.

Procedures, Elections and Amendments to TRADE/R.650

Naming of Sub-Groups

39. The CSG agreed that the term “sub-groups” was used in TRADE/R.650 to indicate the structural location of these groups (i.e. within a working group), but that this term did not need to be incorporated into the names of such subsidiary groups. It was further agreed that in any future revision of TRADE/R.650 this term should be changed to “subsidiary groups”. K-D Naujok, P. Georget and V. Cram-Martos were requested to develop one paragraph of guidance to working groups on the naming of sub-working groups. This paragraph follows:

The term "sub-group" is used in TRADE/R.650 to indicate a group's structural position, i.e. within a working group, but this term does not need to be incorporated into the names of such groups. To clarify this, the CSG has decided that in the next revision of TRADE/R.650 this term should be changed to "subsidiary group". A working group is free to name its subsidiary groups as it pleases. However, to clearly indicate the position of such subsidiary groups within UN/CEFACT, their names should be preceded by the acronym of the group they are subsidiary to. For example, the Code Working Group will have a subsidiary group responsible for the UN/LOCODE, which they may choose to call the UN/LOCODE group. However, when referring to that group in reports or documents they should call it the "CDWG UN/LOCODE group".

Coordination

40. It was decided to use resolutions as a mechanism for ensuring effective communications across the permanent working groups. The secretariat was requested to develop a procedure in support of their use which can be found in the Report of the CSG Chair to the Plenary (TRADE/CEFACT/1998/13). The secretariat was also asked to put in place a list server for the CSG and working group “administrative teams” (meaning the Chairs, Vice-Chairs and secretariats).

Documentation: rules for submission, use of UN Logo and copyrighted documents, numbering

41. Rules as to what papers could be submitted for publication or decision by CEFACT were decided upon and can be found in the Report of the CSG Chair to the Plenary (TRADE/CEFACT/1998/13).

42. The CSG also decided that working group papers should not carry the UN logo unless the secretariat had given permission for this to be done. This was done in order to prevent working documents or information papers from being misinterpreted by “outsiders” as official UN documents.

43. Copyrighted papers will not be accepted as input to either working groups or the UN/CEFACT plenary

44. K-D Naujok and V. Cram-Martos agreed to come up with a document numbering and file naming scheme using continuous numbers for use by the CSG and all UN/CEFACT working groups. This was needed to prevent the current confusion between documents such as 97N001 and 98N001, including the fact that more than one group may have a document numbered 98N001.

Meetings

45. It was agreed that if decisions were made during a CSG meeting when a quorum was not present, then the CSG would request that those decisions be confirmed. Confirmation shall be done either by the next meeting of the CSG with a quorum present, or by the CEFACT Plenary, whichever being first.

Other

46. It was agreed to add to the TRADE/R.650 file an amendment (to paragraph 60) allowing the CSG to extend, one time, for 6 months, the deadline for permanent working groups to submit terms of reference to the CSG.

Rolling 18 month list of meeting dates

47. The current meeting schedule is agreed as follows:

1998 September 16-17	Geneva
1999 January 25-27	Frankfurt
1999 June 21-23	Location to be confirmed

ANNEX A**UN/EDIFACT Working Group (EWG)****TERMS OF REFERENCE****(document CEFAC/EWG/N002/Rev.3)**

The UN/EDIFACT Working Group (EWG) is a Permanent Working Group of CEFAC with a mandate¹ to undertake a long-term program of work. The mandate is the agreement between the CEFAC Plenary and the Working Group on overall objectives (scope and purpose), key deliverables and delegated responsibilities.

“The purpose of the UN/EDIFACT Working Group (EWG) is to develop and maintain UN/EDIFACT, provide the tools and administrative support necessary for the development of UN/EDIFACT, develop and maintain guidelines and proposals that support harmonisation of UN/EDIFACT implementations, develop and maintain guidelines and proposals that improve the grammatical quality of the deliverables in the working language and thereby facilitate the multilingual interpretation by external parties and promote the global use of UN/EDIFACT.”²

EWG’s scope is “UN/EDIFACT within the mission and objectives of CEFAC and its working groups.”³

These Terms of Reference are drafted in accordance with document R.650⁴ and cover:

1. a definition of the specific technical issue(s) to be addressed;
2. a detailed description of the proposed deliverables;
3. membership
4. the administrative team structure of the Group;
5. a time schedule and milestones of its function(s);
6. a proposal for liaison with other Groups and any external organisations.

¹ See document CEFAC/EWG/97N001 (JRT Approved Mandate for EWG, Sept. 1997 Version)

² CEFAC/EWG/97N001, Section 1.1 (Purpose)

³ CEFAC/EWG/97N001, Section 1.2 (Scope)

⁴ Page 13, paragraphs 60 to 63 inclusive

The requirements for each of the above are as follows:

I - Definition of the specific technical issue(s) to be addressed

The specific technical issues that will be addressed primarily by the EWG all relate to the EDI Protocol in an electronic communication infrastructure. (See Figure 1.)

They are:

- development and maintenance of the United Nations Standard Messages, their segments, (composite) data elements and code lists;
- maintenance and auditing of the UN/EDIFACT directories
- automation of the maintenance process (Data Maintenance Requests)
- maintenance of the EDIFACT syntax, in accordance with the process defined by the ISO, IEC and UN/ECE Memorandum of Understanding, and its supporting Syntax Implementation Guides;
- definition and implementation of security requirements at EDI level, in consultation with the Joint Syntax Working Group;
- maintenance of the Message Design Rules;
- harmonisation of UN/EDIFACT implementations, by means of Message Implementation Guidelines;
- integration of EDI Associated Objects;
- improvement of the grammatical quality of the deliverables.

In order to promote the (global) use of UN/EDIFACT the EWG will also address, where possible in close co-operation with related Working Groups in- and/or outside CEFACT, issues such as:

- business and information modelling including Business Application Protocols (scenarios);
- interfacing with the Application Layer and the Transport Layer;
- EDI and Security;
- EDI and the Internet (and other new technologies);
- EDI for small and medium sized enterprises, including Lite / Simple / Forms based EDI;
- Interactive EDI.

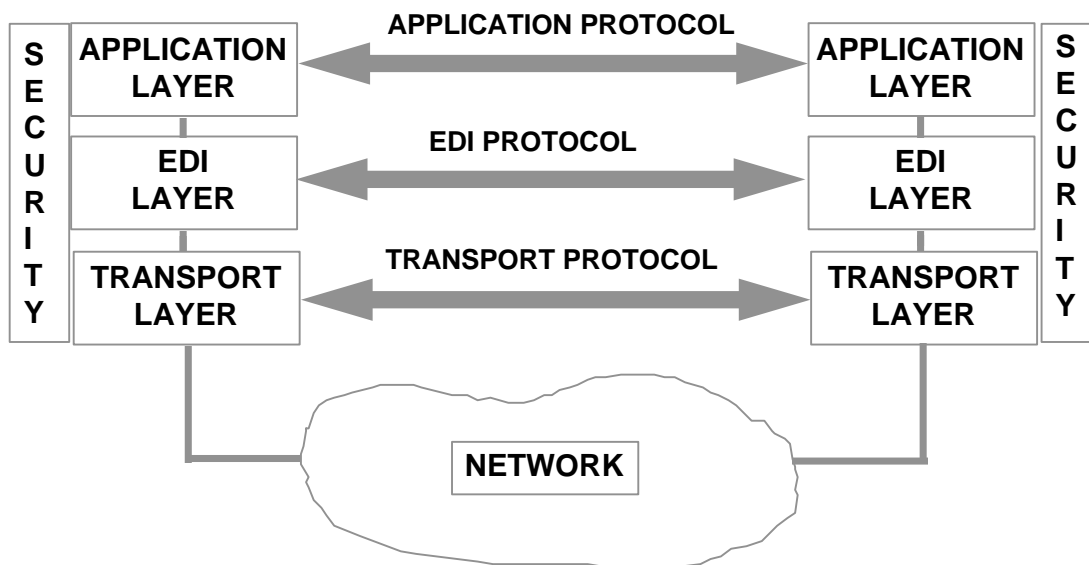


Figure 1. Electronic Communication Infrastructure

II - Detailed description of the proposed deliverables

The key deliverables of the EWG are:

- UN/EDIFACT messages, their supporting directories, and their audit;
- publication of the UN/EDIFACT messages and their supporting directories after confirmation by the CEFACST Steering Group;
- the EDIFACT syntax in accordance with the process defined by the ISO, IEC and UN/ECE MoU;
- the UN/EDIFACT message design rules;
- guidelines and proposals to support harmonisation of UN/EDIFACT implementations;
- guidelines and proposals that improve the grammatical quality of the deliverables;
- promotion and awareness of UN/EDIFACT.

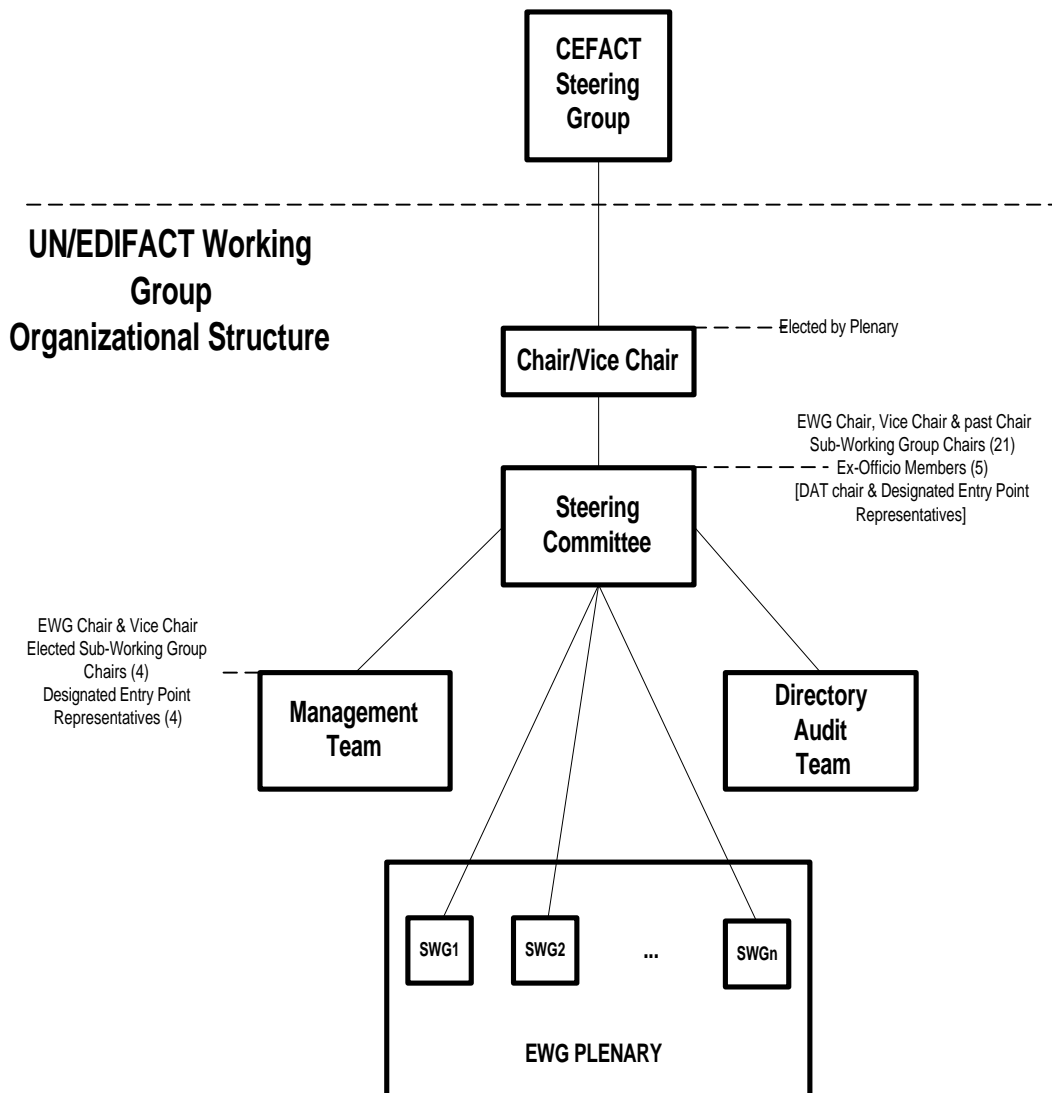
The detailed descriptions of the EWG deliverables from each of the SWGs are in the EWG Project Plan (CEFACT/EWG/N004).

III - Membership

The EWG is a group of experts in the areas of: UN/EDIFACT, business processes and associated tools. Each CEFACST Head of delegation may designate one or more experts to the EWG. In doing so, they may delegate this task to one or more organisations, which may be national, regional or international. Experts (members as registered with the UN/CEFACT secretariat) are expected to contribute to the work based on their knowledge and experience.⁵ Observers (guests) are welcome to attend EWG meetings, and are encouraged to participate.

⁵ CEFACST/EWG/97N001, Section 3 (Functional Expertise of Membership)

IV - Administrative Team Structure



The EWG Steering Committee (StC) membership will consist of the EWG Chair and Vice Chair, the elected EWG Sub Working Group Chairs and the immediate past EWG Chair. In addition, the StC will include the following ex-officio members: representatives from the Entry Points⁶ and the Chair of the Directory Audit Team (DAT).

The role of the Steering Committee is to:

- Oversee the development, maintenance, and use of a comprehensive and coherent set of rules, guidelines and procedures covering all aspects of the EWG process, so as to provide input to the CEFACT process in a timely fashion, taking into account available resources and other implementation constraints.

⁶ EWG has currently identified four Entry Points: ASC X12/Data Interchange Standards Association (DISA), European Board for EDI standardisation (EBES), Japan Association of International Trade Procedures (JASPRO) and Tradegate ECA.

- b) Be accountable to EWG Plenary for the efficient operation of the EWG process and will report to each meeting of the EWG on the group's plans and results.
- c) Serve as the primary strategic direction setting body of the EWG. Act as initial arbitrator in situations where individuals, groups, organisations or countries feel that they are being excluded from participation in EWG.
- d) Provide guidelines to the EWG Chair for decisions to be taken by the CEFACCT and the CEFACCT Steering Group (CSG).
- e) Be responsible for making sure the preliminary agenda for the EWG Plenary is set sufficiently prior to the meeting so attendees can have the agendas
- f) prior to attending. Draft EWG agendas must be available to the EWG members one (1) month before any scheduled EWG meeting.
- g) Publish at the EWG Plenary meetings, the work program schedule.
- h) Be the body responsible for instituting new EWG Sub Working Groups, special ad-hoc groups, and other special advisory positions. The StC will be responsible for the terms of reference for these groups or individuals being set prior to the EWG Plenary. The terms of reference should include purpose, scope and where applicable duration.
- i) Establish the level of EWG meeting registration fees necessary in order to secure the support required for the meeting.

The Management Team (MT) shall be composed of the Steering Committee Chair, Vice Chair, four (4) Steering Committee voting members elected by the Steering Committee and one representative from each of the designated Entry Points.

To ensure the effective operation of the EWG process between meetings, the Management Team shall:

- a) Support the work of the Steering Committee in managing the business of the EWG between EWG meetings.
- b) Administratively manage and address the range of issues and work items which will be brought before the Steering Committee at EWG meetings.
- c) Develop recommendations for consideration and decision by the Steering Committee on matters under the purview of the Steering Committee.

V - Time Scale

UN/EDIFACT Directories shall be published twice a year.

For detailed time scales see CEFACCT/EWG/N004, EWG Project Plan.

VI - Proposals for liaison with other Working Groups and external organisations

The EWG shall co-operate and establish liaisons with all of the CEFAC Working Groups and ad hoc groups as required.

In addition, EWG shall establish liaisons with other organisations as required, for example:

- International Organisation for Standardisation (ISO)
- International Telecommunications Union (ITU)
- World Wide Web Consortium (W³C)
- International Electrotechnical Commission (IEC)
- International Chamber of Commerce (ICC).

ANNEX B

UN/EDIFACT Working Group (EWG)

PROCEDURES

(document CEFACT/EWG/N003/Rev.5)

Organisation

1. UN/EDIFACT Working Group (EWG)

EWG is a Permanent Working Group of CEFACT with a mandate⁷ to undertake a long-term program of work. The mandate is the agreement between the CEFACT Plenary and the Working Group on overall objectives (scope and purpose), key deliverables and delegated responsibilities.

“The purpose of the UN/EDIFACT Working Group is to develop and maintain UN/EDIFACT, provide the tools and administrative support necessary for the development of UN/EDIFACT, develop and maintain guidelines and proposals that support harmonisation of UN/EDIFACT implementations, develop and maintain guidelines and proposals that improve the grammatical quality of the deliverables in the working language and thereby facilitate the multilingual interpretation by external parties and promote the global use of UN/EDIFACT.”⁸

EWG’s scope is “UN/EDIFACT within the mission and objectives of CEFACT and its working groups.”⁹

2. EWG Membership

The EWG is a group of experts in the areas of: UN/EDIFACT, business processes and associated tools. Each CEFACT Head of delegation may designate one or more experts to the EWG. In doing so, they may delegate this task to one or more organisations, which may be national, regional or international. Experts (members as registered with the UN/CEFACT secretariat) are expected to contribute to the work based on their knowledge and experience.¹⁰

Observers (guests) are welcome to attend EWG meetings, and are encouraged to participate.

3. EWG Chair

EWG Chair is an elected position, and is not subject to approval or agreement by the UN or any governments. The position of Chair rests with the individual person rather than their sponsoring organisation.

⁷ See document CEFACT/EWG/97N001 (CEFACT Approved Mandate for EWG, Sept. 1997 Version)

⁸ CEFACT/EWG/97N001, Section 1.1 (Purpose)

⁹ CEFACT/EWG/97N001, Section 1.2 (Scope)

¹⁰ CEFACT/EWG/97N001, Section 3 (Functional Expertise of Membership)

3.1 Requirements for the position of EWG Chair

The nominee for the position of EWG Chair shall meet the following requirements:

- a) have been an active EWG member for the proceeding 12 months,
- b) be a member in good standing of the CEFAC member body,
- c) have commitment of adequate time to perform the duties and responsibilities required of the chair,
- d) have commitment of an adequate travel budget for the duration of his/her term,
- e) commit to attend all EWG meetings during his/her term of office.

3.2 Duties of the EWG Chair

The duties of the EWG chair include, but are not limited to:

- a) Calling and presiding over EWG Plenary and Steering Committee meetings,
- b) Appointing convenors for proposed Sub Working Groups,
- c) Assigning duties as necessary to advance the work of the EWG,
- d) Communicating the official position of the EWG,
- e) Preparing meeting agendas and organising meeting programs in accordance with the prepared agenda,

4. EWG Vice Chair

EWG vice chair is an elected position, and is not subject to approval or agreement by the UN or any governments. The position of Vice Chair rests with the individual person rather than their sponsoring organisation.

4.1 Requirements for the position of EWG Vice Chair

The nominee for the position of EWG Vice Chair shall meet the following requirements:

- a) have been an active EWG member for the proceeding 12 months,
- b) be a member in good standing of the CEFAC member body,
- c) have commitment of adequate time to perform the duties and responsibilities required of the chair,
- d) have commitment of an adequate travel budget for the duration of his/her term,
- e) commit to attend all EWG meetings during his/her term of office.

4.2 Duties of the EWG Vice Chair

The duties of the EWG vice chair include, but are not limited to:

- a) Assuming all duties of the Chair, in the event that the Chair is absent from, or can not attend a meeting;

- b) Assuming all duties of the Chair, in the event that the Chair resigns or can not perform his/her duties, until a new election can be held,
- c) Performing EWG required duties as delegated by the Chair.

5. Election of EWG Officers

The following rules and requirement apply to the election of EWG Chair and EWG Vice Chair.

5.1 General

- a) Nomination and voting for the positions of Chair and Vice Chair shall be performed independently. No one person shall hold more than one of these positions or any other prime position. Prime positions are: Chair, Vice Chair, and Sub Working Group Chairs.
- b) Nominations and elections shall occur separately. Nominations will be made in accordance with Section 5.2.
- c) Election of these positions shall be by a simple majority of votes cast by the members of the EWG present at the election.
- d) Elected chair and vice-chair shall not be from the same organisation, company or sector.
- e) The term of office shall be for a period of 2 years.
- f) Interim replacement of elected positions shall take place at the earliest scheduled meeting following notification of the vacancy. Nominations and elections shall be held to fill the vacated position. The interim officer will serve for the unexpired term of his/her predecessor.
- g) In normal circumstances, notification of the date/ time for the election shall be made at a minimum of 30 days in advance of the election

5.2 Nominations

- a) The nominating committee will be appointed by the Chair. The nominating committee shall consist of EWG members each from different CEFAC member bodies. The same person may be nominated for multiple positions, but if elected can only serve in one.
 - * Candidates for Chair/Vice Chair must meet all requirements set forth in Section 3.1/4.1. above.
- b) Any EWG member meeting the positional requirements set forth in this section above is eligible for nomination to any of the elected positions.
- c) Requests for nominations shall be announced no less than 120 calendar days prior to the elections. All nominations must be received by the Nominating Committee at least 30 calendar days before the election. The final list of nominees is distributed to the EWG membership as part of the package containing the meeting agenda.

- d) No nominations will be accepted from the floor.
- e) Any EWG member may submit any number of nominations according to the guidelines set above for any or all of the elected positions.

5.3 Balloting

- a) Selection for elected positions shall be by secret ballot. Separate ballots shall be submitted for each position. Balloting for Chair and Vice Chair shall be held sequentially, in that order.
- b) Counting and tabulation of ballots shall be conducted by the EWG Secretariat.
 - * The EWG Secretariat will count and tabulate the ballots to determine if a candidate has received a simple majority of the eligible votes cast, or if a runoff is necessary.
 - * In the event of a runoff, it shall be conducted in accordance with Section 5.3.d.
- c) Each EWG member may cast one vote during each ballot.
 - * Voting by proxy is not permitted.
- d) In the event that no candidate receives a simple majority of the eligible votes cast on a ballot, another ballot shall be taken on a reduced slate. The slate shall be reduced by eliminating one-third (rounded down) of the candidates having the least number of votes. Two successive tied votes with the same number of names on the ballot will be resolved via a coin flip by the EWG Secretariat.

6. Removal of EWG Officers

Officers elected under 1.3./1.4. may be removed from office for cause by a 2/3 vote of all EWG members.

7. EWG Secretariat

The EWG Secretariat is a volunteer position provided by an EWG member. The selection of the position is via the EWG Steering Committee. The EWG Secretariat provides the administrative support to the EWG. This service is identified as "Secretariat" throughout this document.

7.1 Scope

The Secretariat of the EWG has duties related to internal organisational support, and external support activities. The Secretariat is the focal point for all communications, proposals, recommendations or any other documents between the EWG members, CEFAC Secretariat, CEFAC Working Group Secretariats and any other interested parties regarding EWG matters. All submissions and communications relative to EWG work program are handled by

the Secretariat. Additional support may also be provided through CEFAC member bodies secretariats, at the discretion of the CEFAC member body.

7.2 Internal Organisational Support

The Secretariat will be responsible for, but not limited to, the following duties in consultation with the chair:

- a) consolidating, preparing, and distributing EWG and Steering Committee meetings minutes, and presiding as secretary at these meetings,
- b) maintaining logs and records of written requests for membership and member status,
- c) maintaining mailing lists of EWG members,
- d) maintaining a list of roll call votes by date and subject,
- e) maintaining a log of all EWG documents/proposals,
- f) maintaining and distributing the current agenda,
- g) maintaining key process dates relative to EWG Procedures (current edition), and insuring that all EWG Sub Working groups are kept apprised of these dates and deadlines,
- h) providing all acknowledgements and communications with external parties interfacing with EWG,
- i) performing any other records-keeping or administrative duties as the Chair or EWG may determine necessary,

7.3 External Support

The Secretariat will be responsible for, but not limited to, the following duties relative to EWG support for external relationships:

- a) tracking of correspondence, documents, etc. between CEFAC working groups and Secretariats,
- b) presiding as secretary at EWG meetings, responsible for all minutes, lists, and meeting documents,
- c) co-ordinating EWG meeting dates and locations,
- e) distributing all EWG documents as outlined in EWG Procedures (current edition),
- f) performing any other duties determined necessary by the EWG or Chair.

8. EWG Steering Committee (StC)

The StC membership will consist of the EWG Chair and Vice Chair, the elected EWG Sub Working Group chairs and immediate past EWG Chair. In addition, the StC will include the following ex-officio members: representatives from the Entry Points¹¹ and the Chair of the Directory Audit Team (DAT).

The role of the Steering Committee is to:

- a) Oversee the development, maintenance, and use of a comprehensive and coherent set of rules, guidelines and procedures covering all aspects of the EWG process, so as to provide input to the CEFAC process in a timely fashion, taking into account available resources and other implementation constraints.
- b) Be accountable to EWG Plenary for the efficient operation of the EWG process and will report to each meeting of the EWG on the group's plans and results.
- c) Serve as the primary strategic direction setting body of the EWG. Act as initial arbitrator in situations where individuals, groups, organisations or countries feel that they are being excluded from participation in EWG.
- d) Provide guidelines to the EWG Chair for decisions to be taken by the CEFAC and the CEFAC Steering Group (CSG).
- e) Be responsible for making sure the preliminary agenda for the EWG Plenary is set sufficiently prior to the meeting so attendees can have the agendas prior to attending. Draft EWG agendas must be available to the EWG members one (1) month before for any scheduled EWG meeting.
- f) Publish at the EWG Plenary meetings, the work program schedule.
- g) Be the body responsible for instituting new EWG Sub Working Groups, special ad-hoc groups, and other special advisory positions. The StC will be responsible for the terms of reference for these groups or individuals being set prior to the EWG Plenary. The terms of reference should include purpose, scope and where applicable duration.
- h) Establish the level of EWG meeting registration fees necessary in order to secure the support required for the meeting.

9. Management Team

The Management Team (MT) shall be composed of the Steering Committee Chair, Vice Chair, four (4) Steering Committee voting members elected by the Steering Committee and one senior management representative from each of the designated Entry Points.

¹¹ EWG has currently identified four Entry Points: ASC X12/Data Interchange Standards Association (DISA), European Board for EDI Standardisation (EBES), Japan Association of International Trade Procedures (JASPRO) and Tradegate ECA.

9.1 Duties and Responsibilities of the Management Team

To ensure the effective operation of the EWG process between meetings, the Management Team shall:

- a) Support the work of the Steering Committee in managing the business of the EWG between EWG meetings.
- b) Administratively manage and address the range of issues and work items which will be brought before the Steering Committee at EWG meetings.
- c) Develop recommendations for consideration and decision by the Steering Committee on matters under the purview of the Steering Committee.

9.2 Election of Steering Committee members to the EWG Management Team

The following rules and requirement apply to the election of StC members (Sub Working Group Chairs) to the EWG Management Team.

- a) Nominations may be made by any voting member of the Steering Committee. Election shall be based upon simple majority of the votes cast by voting members of the Steering Committee.
- b) Election of the Management Team members shall be conducted at the meeting which coincides with the election of the Chair and Vice Chair. Elected members shall assume their Management Team positions at the first Management Team meeting following their election.
- c) Management Team members, other than the Chair and Vice Chair, may be removed by a two-thirds simple majority vote by the Steering Committee.
- d) If any Management Team member resigns, becomes incapacitated or is replaced in his/her capacity as a Steering Committee member, an election for the vacated position will occur at the next regularly scheduled Steering Committee meeting.
- e) The Chair and Vice Chair shall assume their Management Team positions at the first Management Team meeting following their election. The Past Chair shall assume his/her Management Team position at the first Management Team meeting following the end of his/her term as Chair.

10. Formal decision taking

The objective within the EWG is to achieve consensus¹². In absence of consensus, then, and only then, shall a vote be taken and a decision made by a 2/3 majority of the members present.

EWG has two methods to take formal decisions¹³.

- The first is during a plenary meeting, in which case a quorum must be present. A quorum shall consist of at least 50 percent of the registered members of EWG being present at the beginning of the meeting.
- The second method is via electronic means involving consultation of all members.

An EWG Sub Working Group may apply more restrictive rules.

11. EWG Sub Working Groups

All EWG Sub Working Groups (SWGs) shall be open to all EWG members. SWGs shall be established by the StC. Each SWG shall have terms of reference and procedures which have been agreed by the StC and endorsed by the EWG Plenary. A SWG shall only be dissolved by the EWG Plenary on the recommendation of the Steering Group.

11.1 SWG Operating Rules

11.1.1 SWG Officers

Each EWG Sub Working Group shall have a chair and vice-chair(s), elected by the members of the SWG.

The officers elected shall be members of the EWG and have experience in the operation of the EWG and CEFACT process and the relevant subject area.

All Officers are elected for a 2 years term. They may be re-elected by the relevant SWG. In case of resignation of an officer, the SWG will be informed by the officer of his/her intention.

It is essential that the nominee have the necessary resources and administrative support to carry out their responsibilities.

11.1.2 SWG Membership

Membership of Sub Working Groups is open to any EWG member. The SWG procedures shall determine how this representation is organised.

¹² Consensus: general agreement, characterised by the absence of sustained opposition to substantial issues by any important part of concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. Consensus needs not to imply unanimity. [ISO Directives, Part 1]

¹³ Decisions may be taken on: a) EWG documents; b) Official Communications with external parties; c) actions on items which affect more than on EWG Sub Working Group.

SWGs shall have representation from at least two CEFAC member bodies.

The objective within the SWGs is to achieve consensus (see footnote in Section 9 for the definition). In the absence of consensus, then, and only then, shall the voting procedure be brought into play and a decision made by a 2/3 majority of the voting members.

11.2 SWG Secretariat

A SWG shall have an identified secretariat.

ANNEX C

CODES Working Group (CDWG)

TERMS OF REFERENCE

(document CEFAC/CDWG/98N005/Rev.1)

The CDWG is a Permanent Working Group of CEFAC with a mandate to undertake a long-term program of work. The mandate is the agreement between the CEFAC Plenary and the Working Group on overall objectives (scope and purpose) key deliverables and delegated responsibilities. In accordance with the approved CEFAC Mandate (September 1997), the purpose of the CDWG is to:

secure the quality, relevance and availability of code sets and code structures to support the objectives of CEFAC, including managing the maintenance of UN/ECE Recommendations related to codes

The scope of the CDWG covers:

Code sets and code structures within the mission and objectives of CEFAC and its working groups

A code set is defined as the complete set of code values that individually represent a named instances of a single data item (e.g. Recommendation No. 20, Codes for Units of Measure used in international trade). A code structure is defined as a methodology for defining the structure of a code value (eg. Recommendation No. 8, Unique Identification Code Methodology - UNIC).

These Terms of Reference are drafted in accordance with document R.650 and cover:

1. a definition of the specific technical issue(s) to be addressed;
2. a detailed description of the proposed deliverables;
3. membership;
4. the administrative team structure of the Group;
5. a time schedule and milestones of its function(s);
6. a proposal for liaison with other Groups and any external organisations.

The requirements for each of the above are as follows:

1. Definition of the specific technical issue(s) to be addressed

- review and evaluation of existing maintenance and publication procedures and processes covering:
 - UN/TDED UN Trade Data Element Directory (in relation to codes)
 - UN/EDIFACT Code Lists UNCL and UNSL
 - 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
- identification of potential enhancements to existing maintenance and publication procedures and processes, including the use of Internet access,
 - establishing uniform quality control and version/release criteria and policy,
 - reviewing the timeliness and relevance of existing code related Recommendations and evaluation of requirements for any new code related Recommendations.

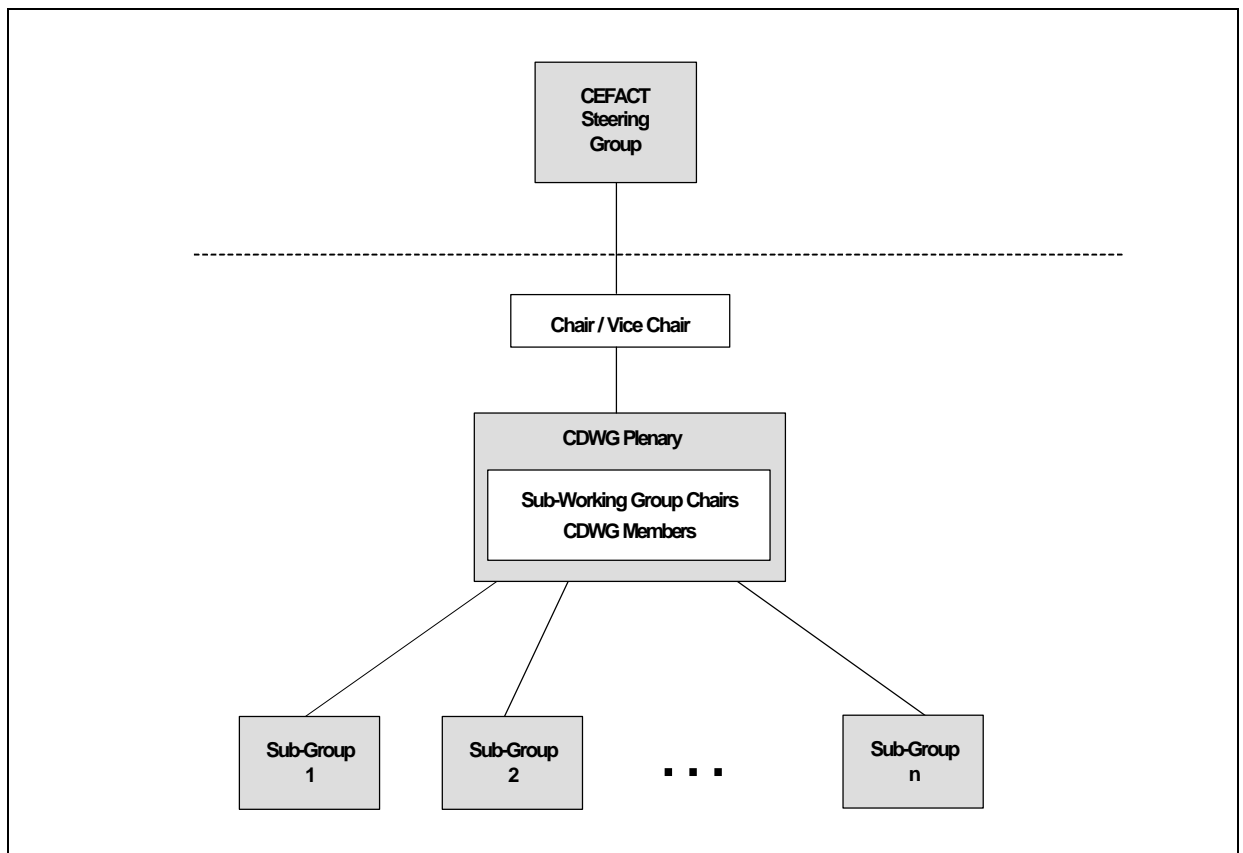
2. Detailed description of the proposed deliverables

- a set of procedures for the effective maintenance and publication of all CEFAC code sets,
- proposals for automating and streamlining the maintenance and availability of the CEFAC code sets,
- a set of rules and guidelines to ensure the quality and consistency of code names and definitions,
- establishment of or establishing liaison points with, appropriate maintenance agencies,
- a set of procedures for the quality control and version/release of the CEFAC code sets and code structures, including procedures for the periodic review of CEFAC code sets to ensure their relevance and consistency;
- proposals, including draft Recommendations, for new code sets and code structures to support on-going business processes and procedures,
- current work programme.

3. Membership

The CDWG is a group of experts in the areas of coding techniques and terminology. Each CEFAC Head of delegation may designate one or more experts to the CDWG. In doing so, they may delegate this task to one or more organisations, which may be national, regional or international. Experts (members as registered with the UN/CEFAC Secretariat) are expected to contribute to the work based on their knowledge and experience. The UN/CEFAC Secretariat is expected to contribute to this work, and as such is designated as a member of the CDWG. Observers are welcome to attend CDWG meeting, and are encouraged to participate in the proceedings.

4. Administrative Team Structure



The CDWG Plenary membership will consist of the CDWG Chair and Vice Chair, the elected CDWG Sub Working Group chairs, the immediate past CDWG Chair, and members of the CDWG.

The role of the CDWG Plenary is to:

- a) Oversee the development, maintenance, and use of a comprehensive and coherent set of rules, guidelines and procedures covering all aspects of the CDWG process, so as to provide input to the CEFACT process in a timely fashion, taking into account available resources and other implementation constraints.
- b) Serve as the primary strategic direction setting body of the CDWG. Act as initial arbitrator in situations where individuals, groups, organisations or countries feel that they are being excluded from participation in CDWG.
- c) Provide guidelines to the CDWG Chair for decisions to be taken by the CEFACT and the CEFACT Steering Committee (CSG).
- d) Be responsible for ensuring that the preliminary agenda for the CDWG Plenary is set sufficiently prior to the meeting so attendees can have the agendas prior to attending. Final agendas must be available on the first day of each CDWG Meeting.
- e) Update and publish at each CDWG Plenary, the CDWG Work Programme.

- f) Be the body responsible for instituting new CDWG Sub Working Groups, maintenance agencies, special ad-hoc groups, and other special advisory positions. The CDWG Plenary shall be responsible for the approval of the terms of reference for these groups. The terms of reference should include purpose, scope and where applicable duration.

4. Time Scale

The CDWG Work Programme shall detail the time scales for all CDWG activities and tasks.

5. Proposals for liaison with other Working Groups and external organisations

The CDWG shall co-operate and establish liaison points with other CEFAC Working Groups and Ad Hoc groups as required.

In addition the CDWG shall establish liaison points with other organisations as required. In particular, this shall cover the joint publication of certain code sets (eg. Recommendation No. 20, Codes for Units of Measure used in international trade) with the International Organisation for Standardisation (ISO).

ANNEX D

CODES Working Group (CDWG)

PROCEDURES

(document CEFAC/CDWG/98N004/Rev.1)

1. Introduction

The CDWG is a Permanent Working Group of CEFAC with a mandate to undertake a long-term program of work. The mandate is the agreement between the CEFAC Plenary and the Working Group on overall objectives (scope and purpose) key deliverables and delegated responsibilities. In accordance with the approved CEFAC Mandate (September 1997), the purpose of the CDWG is to:

secure the quality, relevance and availability of code sets and code structures to support the objectives of CEFAC, including managing the maintenance of UN/ECE Recommendations related to codes

The scope of the CDWG covers:

Code sets and code structures within the mission and objectives of CEFAC and its working groups

2. Membership

The CDWG is a group of experts in the areas of coding techniques and terminology. Each CEFAC Head of delegation may designate one or more experts to the CDWG. In doing so, they may delegate this task to one or more organisations, which may be national, regional or international. Experts (members as registered with the UN/CEFAC Secretariat) are expected to contribute to the work based on their knowledge and experience. The UN/CEFAC Secretariat is expected to contribute to this work, and as such is designated as a member of the CDWG.

Membership resides with the individual (rather than their sponsoring organisation) of any CEFAC member body (member states and organisations) interested in the work of CDWG. Membership requires attendance at two consecutive CDWG meetings. Absence from two consecutive CDWG meetings relinquishes membership, and requires re-admission as stated above.

Observers are welcome to attend CDWG meeting, and are encouraged to participate in the proceedings.

3. CDWG Chair

CDWG Chair is an elected position, and is not subject to approval or agreement by the UN or any governments. The position of Chair rests with the individual person rather than their sponsoring organisation.

3.1 Requirements for the position of CDWG Chair

Nominee for the position of CDWG Chair shall meet the following requirements:

- a) have been an active CDWG member for the proceeding 12 months,
- b) be a member in good standing (individually or through his/her organisation) of the CEFAC member body,
- c) have commitment of adequate time to perform the duties and responsibilities required of the chair,
- d) have commitment of an adequate travel budget for the duration of his/her term,
- e) commit to attend all CDWG meetings during his/her term of office.

3.2 Duties of the CDWG Chair

The duties of the CDWG chair include, but are not limited to:

- a) Calling and presiding over CDWG Plenary meetings,
- b) Appointing convenors for all Sub-Groups,
- c) Assigning duties as necessary to advance the work of the CDWG,
- d) Communicating the official position of the CDWG,
- e) Preparing meeting agendas and organising meeting programs in accordance with the prepared agenda,

4. CDWG Vice-Chair

CDWG vice chair is an elected position, and is not subject to approval or agreement by the UN or any governments. The position of Vice Chair rests with the individual person rather than their sponsoring organisation.

4.1 Requirements for the position of CDWG Vice Chair

Nominees for the position of CDWG Vice Chair shall meet the following requirements:

- a) have been an active CDWG member for the proceeding 12 months
- b) been a member in good standing (individually or through his/her organisation) of the CEFAC member body,
- c) have commitment of an adequate travel budget for the duration of his/her term,
- d) commit to attend all CDWG meetings during his/her term of office.

4.2 Duties of the CDWG Vice Chair

The duties of the CDWG vice chair include, but are not limited to:

- a) Assuming all duties of the Chair, in the event that the Chair is absent from, or cannot attend a meeting;
- b) Assuming all duties of the Chair, in the event that the Chair resigns or cannot perform his/her duties, until a new election can be held,
- c) Performing CDWG required duties as delegated by the Chair.

5. Election of CDWG Officers

The following rules and requirement apply to the election of CDWG Chair and CDWG Vice Chair.

5.1 General

- a) Nomination and voting for the positions of Chair and Vice Chair shall be performed independently. No one person shall hold both positions.
- b) Nominations and elections shall occur separately.
- c) Elections will be held at a CDWG Plenary meeting.
- d) Election of these positions shall be by a simple majority of votes (i.e. greater than 50%) cast by the members of the CDWG present. In the case of no candidate receiving this majority, a run-off vote will take place between the top candidates.
- e) The term of office for the CDWG Officers shall be for a period of 2 years.
- f) Interim replacement of elected positions shall take place at the earliest scheduled CDWG Plenary meeting following notification of the vacancy. Nominations and elections shall be held to fill the vacated position. The interim officer will serve for the unexpired term of his/her predecessor.

5.2 Nominations

- a) Requests for nominations shall be announced by the UN/CEFACT Secretariat no less than 120 calendar days prior to the elections. All nominations must be received by the UN/CEFACT Secretariat at least 30 calendar days before the election.
- b) Any CDWG member meeting the requirements of the position (set forth in sections 3 and 4) is eligible for nomination.
- c) The election shall be
- d) No nominations will be accepted from the floor.
- e) Any CDWG member may submit any number of nominations according to the guidelines set above for any or all of the elected positions.

5.3 Balloting

- a) Selection for elected positions shall be by secret ballot when there are more than two candidates for the position. The first ballot shall be for the Chair and the second ballot shall be the Vice Chair.
- b) Counting and tabulation of ballots shall be conducted by the CDWG Secretariat.
 - The Secretariat will count and tabulate the ballots to determine if a candidate has received a simple majority of the eligible votes cast (greater than 50%), or if a runoff is necessary.
 - In the event of a runoff, it shall be conducted between the top two candidates.
 - A tied vote between two candidates will be resolved via a coin flip by the CDWG Secretariat.
- c) Each CDWG member may cast one vote during each ballot.
- d) Voting by proxy is not permitted.

6. Removal of CDWG Officers

CDWG Officers may be removed from office for cause by a 2/3 vote at a CDWG Plenary by the CDWG members present.

7. CDWG Secretariat

The CDWG Secretariat is a position provided by the individual by either a CDWG member or the UN/Secretariat. The CDWG Secretariat provides the administrative support to the CDWG.

7.1 Scope

The Secretariat of the CDWG has duties related to internal organisational support, and external support activities. The Secretariat is the focal point for all communications, proposals, recommendations or any other documents between the CDWG members, UN/CEFACT Secretariat, CEFACT Working Group Secretariats and any other interested parties regarding CDWG matters. All submissions and communications relative to CDWG Work Programme are handled by the Secretariat. Additional support may also be provided through CEFACT member bodies secretariats, at the discretion of the CEFACT member body.

7.2 Internal Organisational Support

The Secretariat will be responsible for, but not limited to, the following duties in consultation with the chair:

- a) consolidating, preparing, and distributing CDWG Plenary meetings minutes, and presiding as secretary at these meetings,
- b) maintaining logs and records of written requests for membership and member status,
- c) maintaining mailing lists of CDWG members,
- d) maintaining a list of roll call votes by date and subject,
- e) maintaining a log of all CDWG documents/proposals,
- f) maintaining and distributing the current agenda,
- g) maintaining key process dates relative to CDWG Procedures (current edition), and insuring that all CDWG task groups are kept apprised of these dates and deadlines,
- h) providing all acknowledgements and communications with external parties interfacing with CDWG,
- i) performing any other records-keeping or administrative duties as the Chair or CDWG may determine necessary,

7.3 External Support

The Secretariat will be responsible for, but not limited to, the following duties relative to CDWG support for external relationships:

- a) tracking of correspondence, documents, etc. between CEFACT working groups and Secretariats,
- b) presiding as secretary at CDWG meetings, responsible for all minutes, lists, and meeting documents,
- c) co-ordinating CDWG meeting dates and locations,
- d) distributing all CDWG documents as outlined in CDWG Procedures (current edition),
- e) performing any other duties determined necessary by the CDWG or Chair,

8. CDWG Plenary

The CDWG Plenary membership will consist of the CDWG Chair and Vice Chair, the elected CDWG Sub Working Group chairs, the immediate past CDWG Chair, and members of the CDWG.

The role of the CDWG Plenary is to:

- a) Oversee the development, maintenance, and use of a comprehensive and coherent set of rules, guidelines and procedures covering all aspects of the CDWG process, so as to provide input to the CEFAC process in a timely fashion, taking into account available resources and other implementation constraints.
- b) Serve as the primary strategic direction setting body of the CDWG. Act as initial arbitrator in situations where individuals, groups, organisations or countries feel that they are being excluded from participation in CDWG.
- c) Provide guidelines to the CDWG Chair for decisions to be taken by the CEFAC and the CEFAC Steering Committee (CSG).
- d) Be responsible for ensuring that the preliminary agenda for the CDWG Plenary is set sufficiently prior to the meeting so attendees can have the agendas prior to attending. Final agendas must be available on the first day of each CDWG Meeting.
- e) Update and publish at each CDWG Plenary, the CDWG Work Programme.
- f) Be the body responsible for instituting new CDWG Sub Working Groups, maintenance agencies, special ad-hoc groups, and other special advisory positions. The CDWG Plenary shall be responsible for the approval of the terms of reference for these groups. The terms of reference should include purpose, scope and where applicable duration.

9. Resolution and formal decision-making

The objective within the CDWG is to achieve consensus.

Consensus is defined as general agreement, characterised by the absence of sustained opposition to substantial issues by any important part of concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. Consensus need not to imply unanimity. [ISO Directives, Part 1].

In case of doubt concerning consensus, then, and only then, will a vote be taken and a decision made by a 2/3 majority of the CDWG members present.

CDWG has two methods to draft resolutions and take formal decisions. The first is during a Plenary meeting, in which case a quorum must be present. A quorum shall consist of at least ½ of the CDWG members being present. The second method is via electronic means involving consultation of all CDWG members. A Sub-Group may apply a more restrictive rule.

10. CDWG Sub-Working Groups

Each CDWG Sub-Working Group (SWG) shall be open to members of CDWG. Each SWG shall be proposed and shall have terms of reference agreed and approved, by the CDWG Plenary. A SWG may only be disbanded by the CDWG Plenary.

10.1 SWG Officers

Each SWG shall have a chair and vice-chair, elected by the members of the SWG.

The officers elected should, if possible, be active members of the CDWG and have experience in the operation of the CDWG and CEFACT process and the relevant subject area.

All Officers are elected for a 2 years term. They may be re-elected by the relevant SWG.

In case of resignation of an officer, the SWG will be informed by the officer of his/her intention to resign with advanced notice, whenever practicable.

It is essential that the nominees have the necessary resources and administrative support to carry out their responsibilities.

10.2 SWG Membership

Membership of Sub-Groups is open to any CDWG member. The SWG procedures shall determine how this representation is organised.

Each SWG shall have representation from at least two CEFACT member bodies.

The objective within each SWG is to achieve consensus. In case of doubt concerning consensus, then, and only then, will the voting procedure be brought into play and a decision made by a 2/3 majority of the SWG members.

10.3 SWG Secretariat

A SWG shall have an identified secretariat. Secretariat may be provided by industry groups, individual companies, or the CDWG Secretariat.
