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COMMITTEE FOR TRADE, INDUSTRY AND ENTERPRISE DEVELOPMENT

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

Item 4 of the provisional agenda

Fifth session, 15-17 March 1999

**REPORT FROM THE CEFACT STEERING GROUP (CSG) MEETING
14, 16-17 September 1998, Geneva**

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Submitted by the CEFACT Steering Group (CSG)*

The Centre is invited to:

note this document, for information

* The present document is reproduced in the form in which it was received by the secretariat.

Members Present:

Ray Walker, Chairman
Ray Battersby
Pierre Georget
Peter Guldentops
Ernst Deeg
Alexander de Lijster
David Dobbing
Borislav Georgiev (14 September only)
Klaus-Dieter Naujok
Irene Navarro
David Marsh (14 September only)
Emile Peeters
Adriana Sirzea
Christina Wallen-Rahlen
Christoph Wolf
Johan Robert Van Kuik

Secretariat Present:

Virginia Cram-Martos
Hans Hansell

Ex-Officio Members Present:

Kenji Itoh
Santiago Mila
Raul Colcher

Invited Participants:

Barry Keogh

Apologies From:

Borislav Georgiev (for 16-17 September)
David Marsh (for 16-17 September)

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. Further information about CEFACT and its steering group can be obtained at the following Internet WWW address: <http://www.unece.org/cefact>
2. These minutes cover the CSG meetings held on the morning of Monday, 14 September 1998 immediately prior to the UN/CEFACT Plenary and all day on Wednesday and Thursday 16-17 September 1998.
3. The CSG invited Mr. Barry Keogh to participate in his capacity as chairman of the UN/EDIFACT Working Group (EWG).
4. Apologies were received from Mr. Borislav Georgiev who attended the short CSG meeting prior to the Plenary on 14 September 1998, but who was unable to attend this meeting due to a conflicting meeting of the Southeast European Cooperative Initiative (SECI). Apologies were also received from Mr. David Marsh for the 16-17 September as he was unable to attend due to important meetings in London related to his work.

March 1998 CEFACT Plenary

5. Mr. R. Walker, Mr. K-D Naujok, Mr. R. Colcher, Mr. P. Georget and Mr. H. Hansell to develop a paper by 31 October with a recommendation on how to distinguish between group reports that are submitted to the Plenary for information only and documents which require further consideration and/or approval by the Plenary.
6. The TMWG was requested to review the issue of inter-session communications with Heads of delegations, specifically document distribution and tools for discussion fora and possible approval processes in between plenary sessions.
7. It was agreed that the deadline for nominations by Heads of delegations to the CSG should be 15 January 1999. Heads of delegations can nominate anyone they wish, but before the nomination is accepted the nominees have to confirm that they are able to commit the necessary resources. In its notification to Heads of delegations on this, the secretariat should stress the work expected by and the resources required of anyone elected to the CSG.
8. It was further agreed that amendments to R.650 should be limited, as much as possible, to matters of substance with a minimum of procedural content. It was further agreed that the thoughtful drafting of such amendments would require more time than was available prior to the December 1998 and January 1999 deadlines for March Plenary documents and, therefore, to recommend to Heads of delegations a delay in any revision of TRADE/R.650 until March 2000. Mr. R. Walker agreed to draft a letter to this effect to Heads of delegations.

9. The CSG was informed that, for the March 1999 Plenary, the deadline for documents to be translated would be 26 December 1998, the deadline for official documents (in the source language only) would be 29 January 1999.

Mandated Groups and Coordination

10. It was agreed that coordination between the mandated groups, and moving the CSG from a role of development to one of coordination, would be one of the principal items on the agenda for the January 1999 meeting.

11. The terms of reference for the Legal Working Group (LWG), as found in annex A, were approved by the CSG.

12. The terms of reference for the Business Process Analysis Working Group (BPAWG), as found in annex B, were approved by the CSG.

13. It was agreed that Mr. R. Walker would take on the chairmanship of the Electronic Commerce Ad Hoc Working Group (ECAWG), with E. Peeters and C. Wahlen Rallen as advisors. The group was asked to try to finalize their information paper by the first week in December 1998.

UN/EDIFACT directories, UN database and automation

UN/EDIFACT Directories

14. Based on the clean audit report received, and the request for publication from the Chair of the UN/EDIFACT Working Group, the CSG issued instructions to the secretariat to publish the D.98B UN/EDIFACT directories.

UN database and automation

15. Based on the offers made by two separate companies to produce and maintain the UN/EDIFACT directories, it was decided that Mr. B. Keogh would develop a wider "Request for Expressions of Interest" in order to make any possible selection process open and transparent.

16. The secretariat and the EWG were further requested to begin a trial with the two companies who had already expressed interest. This trial should be based upon the United Nations and the EWG providing to both companies the same information as the United Nations has in order to compare the timeliness and quality of their outputs with that of the United Nations.

17. The secretariat noted that it would soon be able to hire a programmer on a temporary basis to work on the automation project and that the Chairman of the EWG had indicated that he would work with the secretariat as well in order to also obtain assistance on a contribution-in-kind basis.

Relationships with other United Nations Regional Secretariats and other International Organisations

International Organization for Standardization (ISO)

18. Discussions took place on the possibility of the United Nations eventually assuring provision of the ISO TC-154 secretariat (TC-154 being responsible for the EDIFACT syntax as well as the UN Layout Key and joint maintenance of the UN/TDED). Because many items of importance to UN/CEFACT would be discussed at the October 1998 meeting of TC-154 it was further agreed to ensure that someone would go representing UN/CEFACT and having a full understanding of all related political and technical issues.

Organization for Economic Cooperation and Development (OECD)

19. The CSG was informed that Mr. R. Walker and Mr. H. Hansell would be officially representing UN/CEFACT at the October 1998 OECD Ministerial Conference on Electronic Commerce in Ottawa. It was also noted that the secretariat had provided significant input with regard to UN/CEFACT's role to the OECD background paper on who is doing what in electronic commerce.

World Trade Organization (WTO)

20. The CSG was also informed that WTO was planning a series of informal meetings on trade facilitation, the first to take place on 28-29 September 1998. Ms. C. Cosgrove-Sacks, Mr. H. Hansell and Mr. R. Walker had been invited by the WTO secretariat to attend this first meeting.

United Nations Conference on Trade and Development (UNCTAD)

21. Mr. R. Walker and Mr. H. Hansell reported that they had met with Hans Carl, Chief of the UNCTAD Trade Facilitation Section, and had been very pleased with the sharing of information that had taken place. They planned to continue such meetings in the future.

Promotion

22. Since the majority of the promotion group members also participate in the CSG, it was agreed that meetings of the Ad hoc Working Group on Promotion would be held in conjunction with CSG meetings. The next such meeting will take place on the afternoon of Wednesday, 27 January 1999 in Frankfurt.

23. The promotion group was asked to develop a template for UN/CEFACT press releases to be used by the working groups (and the secretariat).

24. The CSG agreed that after every UN/CEFACT Plenary a focussed message should be issued in a press release.

25. The secretariat was requested to contact the Working Groups and ask them to identify their member(s) responsible for promotion in order to make them part of a UN/CEFACT promotion network.

Resources

26. Mr. H. Hansell gave an overview of the staffing situation within the Trade Facilitation Section. In September 1998, there were 4 posts vacant, the two junior posts should be filled by the end of November. For the other two posts, action was being taken to recruit temporary staff to assist with the work during the recruitment process.

Procedures

27. The CSG agreed to the numbering/naming scheme for CSG and Working Group documents as found in annex C. The secretariat will forward this information to all working groups with a request to begin its implementation.

XML-EDI: A repository

28. After an in-depth discussion on the topic of XML, its use and its possible relationships with the CEFACT work programme the following 6 action points were agreed upon:

- 1) To report to the CSG the results of the next SIMAC meeting's discussions on XML. If SIMAC believes it to be appropriate, they will draft a problem statement on XML and submit this to the TMWG for them to work on.
- 2) To draft an opportunity statement identifying areas within CEFACT's strategy where it may be possible to support related objectives using XML. Specific possibilities include documents, electronic versions of documents and SMEs.
- 3) To have reports, for the CSG, on X12 decisions regarding XML and the directions they are taking, with an analysis of what the end developments may be.
- 4) To look at the management issues and make a report, with recommendations to the CSG meeting in Frankfurt in January 1999. This report should include what sort of public statement UN/CEFACT should make regarding XML.
- 5) To request that EEMA draft a problem statement and requirements list in regard to its XML repository proposal. The CSG expects an outline of what problems in the use of current EDI the repository solves and how to measure whether the proposal resolved the stated problems. The draft problem statement should be submitted to the TMWG before its next meeting (i.e. before 20 November 1998) for review and analysis,

for possible recommendations to be passed on to the next CSG meeting in January 1999.

- 6) To place on the January 1999 CSG agenda the response to the Plenary on whether or not to develop an XML repository.

Any other business, including rolling 18 month list of meeting dates

Frankfurt (January 1999) agenda

29. It was agreed to place the following items on the January 1999 agenda, in addition to cooperation between mandated groups: modelling, UNTDED maintenance, promotion and the SIMAC report.

EWG Linguistics Group

30. The CSG requested that Mr. B. Keogh or Mr. P. Georget inform them as to the status of the proposed EWG Linguistics Group and further suggested that a linguistics expert participate in the meetings of the single international technical assessment group in order to assist in ensuring the clarity of the language used, particularly in code names and descriptions.

Rolling 18 month list of meeting dates

31. The current meeting schedule is agreed as follows:

1999 January 25-27	Frankfurt
1999 June 21-25	Geneva
1999 November 22-26	Location to be confirmed

ANNEX A

Legal Working Group (LWG)

Terms of Reference

The purpose of the Legal Working Group (LWG) is to undertake current legal processes and issues within the mission of CEFACT in accordance with its mandate. The strategy is to identify legal constraints that adversely impact on the CEFACT mission and objectives and to propose practical improvements to these legal constraints.

The terms of reference are drafted in accordance with document R.650, paragraphs 60 to 63 inclusive, and cover:-

1. a definition of the specific issues to be addressed;
2. a detailed description of the proposed deliverables;
3. membership;
4. the administrative structure of the group;
5. a time schedule and milestones of its functions;
6. a proposal for liaison with other CEFACT working groups and external bodies as appropriate.

The means of performing each of the above are as follows:-

- 1 **Definition of the specific issues to be addressed**
 - 1.1 Analysis, research and review of legal processes and issues.
 - 1.2 Identification of constraints to more effective legal processes and procedures.
 - 1.3 Practical proposals for the removal of such constraints.
 - 1.4 Draft UN/ECE Recommendations.
 - 1.5 Development, publication and promotion of guidelines supporting best legal practice.
 - 1.6 Contributions to, and where appropriate, efforts to influence related work in other organisations such as UNCITRAL and the ICC.
 - 1.7 Provision, as required, of practical legal advice and assistance to the work being undertaken by other CEFACT permanent and ad hoc working groups and contributions to the formation of the legal aspects of policy.

2 Detailed description of the proposed deliverables

- 2.1 The proposed deliverables are as set out in the work programme of the LWG.
- 2.2 In accordance with its mandate, the LWG will interact with other CEFACT working groups on matters of common interest.
- 2.3 The LWG will review UN/ECE Recommendations and associated activities as listed in the appendix to these terms of reference, every two years and will review other UN/ECE Recommendations as specifically requested by members of CEFACT and other working groups within CEFACT subject to availability of resources.
- 2.4 The LWG will submit an annual report to CEFACT covering its activities undertaken in accordance with its mandate and work programme.
- 2.5 The LWG deliverables will be available through the UN website which will be implemented and maintained by the UN/ECE Secretariat.

3 Membership

Nominations to LWG will be made by heads of delegations on the basis of the functional expertise as described in paragraph 3 of the mandate and external assistance may be sought pursuant to document R.650, paragraph 70.

4 Administrative Team Structure

- 4.1 The LWG will appoint a Chairperson and one or more Vice Chairpersons and may recommend to the CEFACT Plenary the appointment of one or more Legal Rapporteurs pursuant to document R.650, paragraph 24.
- 4.2 Within the LWG structure the CEFACT secretariat will:-
 - 4.2.1 service regular meetings as agreed by the officers, prepare agendas as required and draw up minutes at meetings attended by the secretariat;
 - 4.2.2 establish, use and maintain the LWG web page as the main forum for the transmission of data so that the LWG may undertake its mandate effectively.

5 Time frame

The mandate, terms of reference and work programme will determine the time framework for the activities and deliverables to be completed.

6 Liaison with other Working Groups and External Organisations

6.1 Four different types of co-operation have been identified. These are:-

- 6.1.1 common work (projects) and common tools;
- 6.1.2 complementary work and different methods (co-ordination required);
- 6.1.3 separate work but common tools and methods (co-ordination required);
- 6.1.4 separate work and different methods (interface needed).

6.2 This liaison will be achieved in the following fashion:-

<u>Name of organisation</u>	<u>Level of co-operation</u>			
	level	level	level	level
	1	2	3	4
CEFACT EDIFACT working group (EWG)		✓	✓	
CEFACT Methodologies and Techniques working group (MTWG)		✓	✓	
CEFACT codes working group (CWG)	✓	✓		
CEFACT International Trade Procedures working group (ITPWG)		✓	✓	
UNCITRAL		✓	✓	
UNCTAD			✓	✓
ICC		✓	✓	
EU		✓		
WTO		✓		
National ECA/EDIA bodies	✓	✓		
National trade facilitation bodies	✓	✓		
International Chamber of Shipping (ICS)				✓
International Maritime Organisation (IMO)				✓
National/Regional standardisation bodies				✓

Appendix

LWG Terms of Reference

UN/ECE Recommendations and associated activities to be covered

Rec. 12 - Measures to facilitate maritime transport documents procedures (in conjunction with ITPWG) - 03/93

Rec. 26 - Standard Interchange Agreement

Document R.1096 and resulting work.

ANNEX B

Business Process Analysis Working Group (BPAWG)

Terms of Reference

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

The purpose of the BPAWG is to analyze current functional best business practices/processes, to identify constraints that adversely impact on the mission and objectives of UN/CEFACT, and to propose appropriate changes to those business processes².

BPAWG's scope is the business processes within the mission and objectives of UN/CEFACT and its working groups such as Trade, Finance, Construction, etc³.

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

- A definition of the specific technical issue(s) to be addressed;
- A detailed description of the proposed deliverables;
- Membership;
- The administrative team structure of the Group;
- A time schedule and milestones of its function(s);
- A proposal for liaison with other groups and any external organizations.

The requirements for each of the above are as follows:

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

In order to assist UN/CEFACT in its decision to implement modelling, TMWG will provide the following deliverables:

- An analysis of business processes relevant to the mission and objectives of UN/CEFACT using the common descriptive techniques and methodology agreed within the Centre;
- Identification of constraints to more effective business practices/processes;

See document: Trade/CEFACT/1997/CRP.1 Mandate

Trade/CEFACT/1997/CRP.1 Mandate, Section 1.1 (Purpose)

Trade/CEFACT/1997/CRP.1 Mandate, Section 1.2 (Scope)

Page 13, paragraphs 60 to 63 inclusive

- Proposals, including draft Recommendations, for more effective business practices/ processes;
- Reports on support provided to working groups in understanding approved proposals in order to enable them to develop solutions, based on these proposals, for the migration from existing to new business processes.

2. Detailed Description of the Proposed Deliverables

See attached UN/CEFACT/TMWG/98N064 "Guidelines for UN/CEFACT on the Methodology and Approach to Business Process Analysis"

3. Membership

- The BPAWG is a group of experts with the broad knowledge in the areas of business process relevant to UN/CEFACT and/or in the tools necessary for implementing the common descriptive techniques and methodology agreed within the Centre. Each UN/CEFACT head of delegation may designate one or more experts to the BPAWG. In doing so, they may delegate this task to one or more organizations, which may be national, regional or international. Experts, once designated, are expected to contribute to the work based solely on their expertise.

There are two types of members:

• Full Members

Full membership resides with the individual (rather than their sponsoring organization) of any UN/CEFACT member body (member states and organizations) interested in the work of BPAWG.

Full membership status is achieved by written application to the TMWG secretariat once membership requirements are met.

Full membership requires attendance at two consecutive BPAWG meetings.

Absence from two consecutive BPAWG meetings relinquishes full membership, and requires re-admission as stated above.

• Observers

Observers (guests) are welcome to attend any BPAWG meeting and are encouraged to participate.

All members can make contributions and participate in the meetings.

4. Administrative Team Structure

The BPAWG will consist of a Chairperson, a Vice Chairperson, and Task Group Chairpersons for the various business process analysis projects.

5. Time frame

BPAWG's time scale is provided in the Work Programme document.

6. Proposals for Liaison with Other Working Groups and External Organizations

Five criteria are established for cooperation with other international organizations and bodies:

- I. Interdependence of work item(s) between BPAWG and referenced group (Formal Bi-directional liaison activity);
- ii. BPAWG work item(s) depend on (is/are linked to) work item(s) of referenced group (Formal BPAWG liaison activity);
- iii. Referenced group's work item(s) depend on (are linked to) work item(s) of BPAWG (Formal Liaison activity by referenced group);
- iv. Referenced group's work item(s) are of interest to BPAWG's work (Informal BPAWG liaison activity);
- v. BPAWG's work item(s) may be of interest to referenced group (Informal liaison activity by referenced group).

Organizations and bodies involved in the different aspects of the BPAWG and the levels of cooperation with them in accordance with the above mentioned criteria are indicated as follows:

Name of CEFACT Groups/Organizations	Level of Cooperation
1. CEFACT Techniques and Methodologies Working Group (TMWG)	I, II
2. CEFACT UN/EDIFACT Working Group (UN/EWG)	III
3. CEFACT International Trade Procedures Working Group (ITPWG)	I, III
4. CEFACT - Legal Working Group (LWG)	IV, V
5. CEFACT - All Other Working Groups	V

ANNEX C

Document Numbers and Document File Names

In order to allow electronic distribution, all documents should be made available in an electronic format unless a group explicitly decides to make an exception for an individual document.

Document numbers shall appear in the upper right corner of, at a minimum, the document cover page and should be **CEFACT/CCYY/file name**. Where "CCYY" is the year; for example, 1998, and the "file name" is as described below.

FILE NAMES

File names shall have 8 characters assigned as follows:

Characters 1-2

A two character abbreviation of the group's name, to be assigned by the CSG at the time a group is formed.

Abbreviations for existing groups

CS	CEFACT Steering Group
BP	Business Procedures Analysis Working Group (BPAWG)*
CD	Codes Working Group (CDWG)
IT	International Trade Procedures Working Group (ITPWG)
LG	Legal Working Group (LWG)
TM	Techniques and Methodologies Working Group (TMWG)
ED	UN/EDIFACT Working Group (LWG)
EC	Electronic Commerce Ad hoc Working Group (ECAWG)
SE	SIMPL-EDI and forms and Web-based EDI Ad hoc Working Group (SIMAC)

Characters 3-5

A unique, fixed length alpha-numeric identifier with continuous "numbering" going from 001 to 999, then from A01 to A99, B01 to B99, etc.

Character 6

An optional character identifying revision, corrigendum and addendum

A = addendum
C = corrigendum
R = revision

Characters 7-8

An optional, **fixed length** numeric identifier with continuous numbering going from 01 to 99. This identifier qualifies character 6. For example, if character 6 is A and characters 7-8 are 03, then the file in question contains addendum 3.

FILE EXTENSIONS

File extensions should follow the following standard conventions:

- .doc MS WORD documents
- .pdf Adobe Acrobat documents
- .rtf Rich Text Format documents
- .ppt Powerpoint documents
- .wpf WordPerfect 5.2 or earlier documents
- .wpd WordPerfect 6 or later documents
- .xls EXCEL documents

For documents created using other software, the standard extensions recommended by the software manufacturer should also be used.
