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COMMITTEE FOR TRADE, INDUSTRY AND INTERPRISE DEVELOPMENT

Centre for the Facilitation of Procedures and Practices for
Administration, Commerce and Transport
Sixth session, 27-30 March 2000
Item 3 of the provisional agenda

**REPORT OF THE UN/CEFACT STEERING GROUP (CSG) CHAIR
TO THE UN/CEFACT PLENARY**

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Submitted by the Chairman of the UN/CEFACT Steering Group (CSG) *

This report was prepared in accordance with the requirements for the UN/CEFACT Steering Group Chair to submit a report to each Plenary, as outlined in TRADE/R.650.

The Centre is invited to review and approve this document.

* This document has been published without formal editing

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Introduction

1. As indicated in TRADE/R.650 (R.650), the Chair of the UN/CEFACT Steering Group (CSG) is required to submit a written report to each session of the Plenary on the Steering Group's activities, and on other relevant issues related to the operation of the mandated working groups. Accordingly, this report covers the work of the CSG since the last session and includes a number of items which require Plenary action or approval. These items are highlighted in the following text.
2. The current CSG was elected at the March 1999 Plenary and started quickly to work in an effective and cohesive manner. There have been three meetings during this period and the CSG Chair would like to thank all the members for their commitment and enthusiasm. This report covers the key issues discussed during these meetings and, in order to assist delegations, it is structured in the order of the Plenary agenda. More details can be found in document TRADE/CEFACT/2000/3 which covers the March 1999 meeting, document TRADE/CEFACT/2000/4 which relates to the June 1999 meeting and TRADE/CEFACT/2000/5 which covers the November 1999 meeting.

THE PROGRAMME OF WORK (agenda item 4)

3. The current programme of work was approved by the Plenary at its March 1998 meeting. It is being delivered through the activities of the permanent and ad hoc working groups and through initiatives agreed by the CSG.

Permanent Working Groups

4. UN/CEFACT has the following 6 permanent working groups:

BPAWG	Business Process 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

5. Most of these groups are now well into their part of the work programme and are generating significant results. Annex A contains a summary of the most important items under development by each group along with contact and meeting information. Heads of Delegations are invited to use this list for reference and are strongly encouraged to nominate experts to these groups.

Plenary action:

Under agenda item 4, to note Annex A.

6. During the year, the ITPWG has been re-structured and new officers elected. Mr. Roger Black (IRU) is the Chair and Mr. Alex de Lijster (NL) is the Vice Chair. The group has also re-focussed and re-prioritised its work programme. Details of these changes can be found in document TRADE/CEFACT/2000/6. The group has also revised its mandate. The CSG has given its approval of the revised mandate and it is attached in Annex B. R.650 requires that the CSG's provisional approval be confirmed by the Plenary.

Plenary action:

Under agenda item 4, to approve the revised mandate of the ITPWG, attached in Annex B.

Ad hoc Working Groups

7. UN/CEFACT has the following 2 ad hoc working groups:

ECAWG Electronic Commerce Ad hoc Working Group
PROMO Promotion Advisory Group

8. The mandate of the ECAWG was to place the work of UN/CEFACT in context with the wider area of electronic commerce. To this end, an information paper has been developed as a Plenary paper TRADE/CEFACT/2000/9. The CSG now recommends that the group be dissolved but because of the importance of the subject from a policy and technical viewpoint, the CSG will keep an active watch on developments.
9. The mandate of the PROMO group is to prepare a promotion and communication plan for UN/CEFACT, including recommendations for implementation. This is discussed further below under the Promotion of UN/CEFACT.

Plenary action:

Under agenda Item 4, to note the document TRADE/CEFACT/2000/9 and the dissolution of ECAWG.

New work items - the ebXML initiative

10. The March 1999 Plenary agreed on the need to move much closer to the World Wide Web community. In particular, it discussed the significance of XML (eXtensible Markup Language) and received, as a conference room paper, the draft recommendations of the Techniques and Methodologies Working Group (TMWG). (Since then the final report of the TMWG on XML has been circulated to Heads of Delegations).
11. At the June 1999 CSG meeting, taking into account the comments of the UN/EDIFACT community, the CSG had a further substantive discussion on XML and identified the pressing need for the development of a common technical framework for XML business specifications. Without such a framework, the CSG felt that the many, often competing, efforts underway worldwide to develop XML specifications for global business exchanges, would lead to considerable confusion and duplication among users. As a result, the opportunities that XML offers to the market and especially to SMEs, developing countries, and countries in transition, would not be realised.
12. Therefore, the CSG felt that it would be in the interest of the UN/EDIFACT community of users and all other potential users of XML based information exchanges, to launch an initiative to bring all of the various strands of business specifications together. The CSG envisaged a sharply focussed project aimed at producing an open, international specification that would allow the inter-operability of XML information exchanges in electronic business. However, the CSG also recognized that to be successful, any effort to develop a single technical framework would require the support of the XML community and the relevant parts of the information technology industry.
13. Consequently, the CSG established a small team led by the Standards Liaison Rapporteur and including the Chair of the UN/EDIFACT Working Group (EWG), to evaluate the possibilities of closer co-operation with the XML community and to consider the potential for developing a common framework. After careful consideration, the team identified the Organisation for the Advancement of Structured Information Standards (OASIS) to be the most appropriate partner to develop such a specification with.

14. OASIS is a not-for-profit organisation dedicated to technical interoperability and the market awareness of structured information standards. Many of its members have also been closely involved with the development of XML. More information on OASIS can be found at their Web site www.oasis-open.org.
15. At the EWG meeting in Canberra, in a joint announcement with OASIS, a major initiative was launched to develop a single technical framework which would support the interoperability of XML based electronic business. Known as the ebXML initiative, a joint ad hoc working group has been established which is being led by the Standards Liaison Rapporteur - Mr. Klaus-Dieter Naujok - as Chair of the group with the Vice Chair coming from OASIS - Dr. Robert Sutor. The working group is project-based and expected to last between 15 to 18 months. The Terms of Reference of the group have been circulated to Heads of Delegations.
16. The first meeting of the Group was held in San José, USA, in November 1999 and the second meeting is being held in Orlando, USA, in early February 2000. The next meeting will be held in Brussels, May 8-12, 2000. TRADE/CEFACT/2000/CRP.1 contains a report from the first two meetings and fully details the project. Further information can also be found on the ebXML web site www.ebXML.org.

Plenary action:

Under agenda Item 4, to note the document TRADE/CEFACT/2000/20 and to approve the direction of the joint project with OASIS.

UN/CEFACT's Strategy for Electronic Business

17. In July 1999, the CSG circulated to Heads of Delegations an aide-mémoire called UN/EDIFACT in context, which explained the various strands of UN/CEFACT's strategy towards electronic business exchanges. The aide-mémoire pointed out that UN/EDIFACT's 'jewel in the crown' is the business data definitions as represented by the data element and code directories. No other organization worldwide can claim the same level of expertise in attributing definitions to business data. Collectively, hundreds of person/years of business analysis effort is encapsulated in these data definitions which are linked to the original UN Layout Key. The aide-mémoire also covered the relationship between UN/EDIFACT, Simpl-EDI, and Object Oriented-edi (OO-edi) and emphasized that the data definition contained in UN/EDIFACT and in the UN Trade Data Elements Directory form the core of all these transfer methods. As a consequence, the investment in the data definitions can be preserved and the use of alternative techniques and methodologies can be supported. This aide-mémoire has now been revised to take account of the ebXML initiative and re-named. (UN/CEFACT's Strategy for Electronic Business). It is contained in document TRADE/CEFACT/2000/21. Delegations are encouraged to circulate this paper as widely as possible and it will also be posted to the UN/CEFACT web site.

Plenary action:

Under item 4, to approve the document TRADE/CEFACT/2000/21.

New methods of working

18. At the March 1999 Plenary, it was reported that the CSG was considering a proposal for a new standards development process that would be based on electronic working and would be considerably faster than current methods. After discussion with the working Groups, a substantive paper TRADE/CEFACT/2000/22, has been developed based on the principles of openness, worldwide participation and technical excellence. A similar process, employing electronic working, can also be easily applied to

UN/CEFACT's general work and, if TRADE/CEFACT/2000/22 is accepted, a version of the paper will be developed for general use.

Plenary Action

Under item 4, to approve TRADE/CEFACT/2000/22 for adoption by the working groups.

RECOMMENDATIONS (agenda item 5)

19.UN/CEFACT Recommendations are made to Governments and constitute the highest level of Plenary action. The Centre inherited from its predecessor, WP.4, a large number of Recommendations many of which are in the coding area. The Codes Working Group is proposing a number of revisions to existing Recommendations. They are Recommendation No. 5, Abbreviations of INCOTERMS (TRADE/CEFACT/2000/10) and Recommendation No. 24, Harmonization of Transport Status Codes (TRADE/CEFACT/2000/11). They are also proposing one new Recommendation No. 30 on the Harmonized Commodity Description and Coding System for the Coding of Goods and Commodities (TRADE/CEFACT/2000/12). The Legal Working Group has also been developing a new Recommendation No. 31, Electronic Commerce Agreement, which takes full account of the demands of electronic commerce and open-edi in the relation to contract formation. It augments and envelopes Recommendation 26, the interchange agreement. The work is has now been completed and a new draft Recommendation is contained in TRADE/CEFACT/2000/25.

Plenary action:

Under agenda item 5, to approve the proposals of the Codes Working Group and the Legal Working Group for new or revised Recommendations.

THE PROMOTION OF UN/CEFACT (agenda item 6)

20.TRADE/CEFACT/2000/13 (A strategy for the promotion of UN/CEFACT's objectives) is a paper developed with input from the Promotion Advisory Group, the CSG and the Secretariat. It proposes a new logo and identity for the Centre, developed through a generous contribution-in-kind from the Port of Barcelona, and a new name for the Centre - The Centre for Trade Facilitation and Electronic Business. The paper analyses, from a marketing perspective, the strengths and weaknesses of UN/CEFACT and suggests that if the strengths can be leveraged and the weaknesses minimised, then the Centre can implement an effective global promotion strategy to support its objectives.

21.Under the leadership of Mr. Santiago Mila (IAPH) the new identity, based on the UN logo, has been professionally developed to cover all aspects of the Centre's activities and is a major step forward. It provides the keystone for the implementation of the strategy. Consistently applied and disseminated, it will provide UN/CEFACT with a unique and easily recognisable identity.

22.Another very important element in the strategy is the quality and appearance of the Website, which now has its own URL: www.uncefact.org Over the past few months, significant effort has gone into reorganising the internal structure of the Website and into the implementation of efficient software tools for Website management. To facilitate access to important documents, a search engine has been developed. Following another contribution-in-kind, this service is being hosted by the German company, GEFEG. The reorganisation of the Website will finally lead to a redesign of the UN/CEFACT home page.

23. The paper also suggests that awareness of the Centre's activities can be raised through the consistent dissemination of carefully prepared policy statements on major issues affecting the implementation of trade facilitation and electronic business techniques such as the needs of developing countries and economies in transition for capacity building in their telecommunications structure. Another proposal is to strengthen the Centre's direct links with industry and commerce by creating Business Advisory Council. This would allow the Centre to benefit from the direct advice of business leader's who share the vision of *"simple, transparent, effective processes for global commerce"*.
24. The proposal to change the name of the Centre - but not the acronym - arises because the current title - The Centre for the Facilitation of Procedures and Practices for Administration, Commerce and Transport - is an awkward and cumbersome title and from an external perception, gives no understanding of the real focus of the Centre's work. By comparison, "The Centre for Trade Facilitation and Electronic Business" accurately reflects the main areas of UN/CEFACT's work and is much more meaningful and focussed. The acronym, however, has gained in recognition and it would now be wrong to change it. Further from a marketing perspective there is no issue in keeping the acronym but changing the name.

Plenary action

Under agenda item 6, to approve the change in the name of the Centre, to adopt the new identity and logo and to discuss the proposals for increasing awareness outlined in TRADE/CEFACT/2000/13, and mandate the CSG and the PROMO group to develop the ideas further.

THE REVISION OF TRADE/R.650 (agenda item 7)

25. For UN/CEFACT, TRADE/R.650 is equivalent to a constitution and it has proved to be an effective document. However, in the light of the experience of the last three years and of the decisions the Plenary has taken, the document now needs to be revised. The proposed substantive changes are detailed, showing both the current and suggested text, in the document TRADE/CEFACT/2000/27 (Proposed changes to TRADE/R.650) For ease of understanding these changes have then been applied to produce document TRADE/R.650/Rev.1. The changes include the proposed change of name of the Centre and amendments to encourage electronic working. The CSG is recommending the approval of this revision and if it is approved, it will be submitted to the Committee on Trade, Industry and Enterprise Development at their June 2000 session for their endorsement.

Plenary action:

Under agenda item 7, to approve the revisions to TRADE/R.650 contained in documents TRADE/CEFACT/2000/27 and TRADE/R.650/Rev. 1.

UN/CEFACT RAPPORTEURS (agenda item 8)

26. UN/CEFACT has appointed Rapporteurs for three areas of its activities: Asia, International Standards and Legal Aspects. As their reports demonstrate, the Plenary is extremely well served by all its Rapporteurs who bring to the role a unique blend of expertise, experience and commitment. Therefore, it is a significant loss when a Rapporteur steps down as in the case of Mr. Klaus-Dieter Naujok (Canada), the Standards Liaison Rapporteur, who has recently announced that he is resigning from that role at the forthcoming Plenary session. On behalf of the CSG, the CSG chair would like to thank Mr. Naujok for

his outstanding commitment and contribution to UN/CEFACT in this area over many years. Mr. Naujok's resignation means that a new Rapporteur needs to be appointed at the March Plenary and nominations to the Secretariat are requested.

Plenary Action:

Under agenda item 8 to note the reports of the Rapporteurs and to appoint a new Standards Liaison Rapporteur (the Mandate for the Standards Liaison Rapporteur is unchanged).

REGIONAL INITIATIVES (agenda item 9)

27. Apart from supporting and encouraging the successful regional initiatives that are being undertaken by UN/ECE's regional advisers such as the establishment of SECIPRO, the Centre working through its secretariat, maintains excellent relationships with the other UN regional Commissions and especially those for Asia Pacific (ESCAP) and Western Asia (ESCWA). In addition, in Asia, the Centre has also appointed a Rapporteur (Mr. Kenji Itoh - Japan) who has been instrumental in the establishment of the regional body, AFACT. (Full details of AFACT can be found in Mr. Itoh's report to the Plenary TRADE/CEFACT/2000/16) The CSG chair has also had the privilege of attending and contributing to AFACT management and plenary meetings and feels that the flexible organisational structure developed by AFACT, which now has 13 members, could be used as a role model to extend cooperation with other regions such as Latin America or Africa. In particular, the ideas developed in the Legal Working Group, of having sub-groups for specific regions such as AFACT or North America could be a very effective way of encouraging greater participation in, and knowledge about, UN/CEFACT's work.

COOPERATION WITH OTHER INTERNATIONAL ORGANIZATIONS (agenda item 10)

WTO & UNCTAD

28. Despite the lack of general progress at the Seattle meeting of the WTO, any discussions being carried out in WTO on trade facilitation and electronic commerce are still of fundamental importance to UN/CEFACT. Consequently, the Centre should continue to maintain a close working relationship with the WTO secretariat and be prepared to make a significant contribution to any new initiatives in these areas. However, UN/CEFACT's work was not, and is not, dependent on the outcome of Seattle, and the Centre should continue its important work to develop and assist in the implementation of practical trade facilitation measures. In that respect a closer working relationship with UNCTAD, particularly considering the advantages to developing countries and economies in transition of effective trade facilitation policies, could prove to be very beneficial. Therefore, the Chief of Trade Facilitation and the CSG chair have had useful discussions with the Chief of the UNCTAD Trade Facilitation Section, Mr. Hans Carl. These will be continued after the UNCTAD X conference in Bangkok. UNCTAD also continues to make a significant contribution to the work of the ITPWG.

OECD

29. OECD's work in electronic commerce framework issues continues to be complementary to the standards and legal work of UN/CEFACT. To that end the CSG Chair accompanied the Director of Trade to OECD's Electronic Commerce forum in Paris in October 1999, which provided a very useful overview of OECD's activities in this area. The CSG Chair welcomes the growing relationships between the two organisations.

WCO

30. UN/CEFACT has always had a close and productive relationship with the WCO and WCO have nominated a member to the CSG (Mr. Rob van Kuik). However, it has now been suggested that it would be advantageous to develop a Memorandum of Understanding between the two organisations covering their various joint interests. As this is likely to be developed after the forthcoming Plenary session, the CSG Chair wishes to seek a broad mandate from the Plenary so that discussions can take place between the CSG and the WCO on a formal basis without undue delay. When the text of a MoU has been developed it will be circulated to all Heads of delegations for their comments, before any ratification.

Plenary action;

Under agenda item 10, to authorise the CSG to enter into discussions with the WCO and to develop a draft MoU for inter-sessional consideration by the Plenary.

Cooperation with International Standardization Organizations

International Organization for Standardization (ISO), International Electrotechnical Commission (IEC)

31. The Memorandum of Understanding (MoU) between UN/ECE, ISO and IEC (TRADE/CEFACT/1998/22) continues to be of significant value to UN/CEFACT. The CSG Chair had the privilege to Chair the latest meeting of the MoU management group which was held in New Orleans, USA, in November 1999. Unfortunately, because of the proximity of the first ebXML meeting, the participation from UN/CEFACT was quite small and because of restrictions in travel budget, the secretariat was also unable to attend. (The secretariat forms part of the joint secretariat with ISO). The highlight of the meeting was the announcement by the International Telecommunications Union (ITU) of their intention to sign the MoU probably in the spring of 2000. As it has always been the objective of the founding organisations to extend the MoU to other standardisation organisations and, in particular, the ITU this was most welcome news. Terms of Reference for Common Business Object summit to be held in Geneva in May 2000 were also agreed and a sub group to increase general awareness about standardisation was established.
32. Of particular interest was the development within ISO/TC154 of a possible revision of UNTDED. Apart from being an integral part of UNTDID, UNTDED also directly supports the UN Layout Key (UNLK) and the many harmonised documents that are in use in international trade that are based on the UNLK. Therefore, TC154 were invited not to take any action to begin to revise UNTDED until UN/CEFACT completes a survey of its user base to ascertain user views on any revisions.

UN/CEFACT SECRETARIAT RESOURCES

33. The CSG is very pleased that for the first time in over 5 years the Secretariat is fully staffed. Obviously it takes a little time to knit together a new team but there have been some very promising developments in all areas. However, as in last years report, the CSG Chair wishes to express serious concern at the level of other funding available, particularly to support the participation of the secretariat in key external meetings. The CSG recommends to the Executive Secretary that this should be reviewed as a matter of priority.

FUTURE CSG MEETING DATES

31 March 2000	Geneva (UN/CEFACT Plenary)
22-25 May 2000	Geneva
28-31 August 2000	Geneva
20-23 November 2000	Location to be confirmed
31 March 2001	Geneva (UN/CEFACT Plenary)
21-24 May 2001	Location to be confirmed

ANNEX A

UN/CEFACT Working Groups - Contacts and Meeting Dates

Working Group	Contacts		Next Meetings
BPAWG - Business Process Analysis Working Group	<p>Chair: Mr. Michael Doran CEO SITPRO 151 Buckingham Palace Rd London SW1 9SS - United Kingdom</p> <p>Tel: +44 171 215 0843 Fax: +44 171 215 0824 E-mail: michael.doran@sitpro.org.uk</p>	<p>Secretary: Mr. Jean Kubler UN/CEFACT, room 446 Palais des Nations 1211 Geneva 10 - Switzerland</p> <p>Tel: +41 22 917 2774 Fax: +41 22 917 0037 E-mail: jean.kubler@unece.org</p>	<p>20-22 March 2000 Paris, France</p> <p>26 May 2000 Geneva, Switzerland</p> <p>4-8 September 2000 Taiwan Province of China</p>
CDWG - Codes Working Group	<p>Chair: Mr. David Dobbing Data Logistics 505 Darling Street Balmain, Sydney - Australia</p> <p>Tel: +61 2 9555-9914 Fax: +61 2 9555-1589 E-mail: ddobbing@attmail.com</p>	<p>Secretary: Mr. Tauno Kangur UN/ECE Trade Division Palais des Nations 1211 Geneva 10 - Switzerland</p> <p>Tel: +41 22 917-1474 Fax: +41 22 917-0037 E-mail: tauno.kangur@unece.org</p>	<p>15 May 2000 (UN/LOCODE) Geneva, Switzerland</p> <p>16-18 May 2000 Geneva, Switzerland</p> <p>27 November 2000 (UN/LOCODE) Geneva, Switzerland</p> <p>28-29 November 2000 Geneva, Switzerland</p>
EWG - EDIFACT Working Group	<p>Chair: Mr. Barry Keogh Tradegate ECA 2/28 Clarendon St. South Melbourne, Victoria Australia</p> <p>Tel: +61 3 9645 9566 Fax: +61 3 9645 9599 E-mail: bjkeogh@tradegate.org.au</p>	<p>Secretary: Mr. Jean Kubler UN/CEFACT, room 446 Palais des Nations 1211 Geneva 10 - Switzerland</p> <p>Tel: +41 22 917 2774 Fax: +41 22 917 0037 E-mail: jean.kubler@unece.org</p>	<p>20-24 March 2000 Paris, France</p> <p>4-8 September 2000 Taiwan Province of China</p> <p>19-23 March 2001 New Orleans, USA</p>

ITPWG - International Trade Procedures Working Group	<p>Chair: Mr. Roger Black 22-23 Great Tower Street London EC3R 5AQ United Kingdom</p> <p>Tel: +44 171 283 1001 Fax: +44 171 283 0768 E-mail: rogerblack@mdbl.freereserve.co.uk</p>	<p>Secretary : Ms. Rocio Cardenas UN/ECE Trade Division Palais des Nations 1211 Geneva 10 - Switzerland</p> <p>Tel: +41 22 917 1178 Fax: +41 22 917 0037 E-mail: rocio.cardenas@unece.org</p>	<p>3-5 April 2000 Geneva, Switzerland</p> <p>4-6 September, 2000 Geneva, Switzerland</p> <p>6-8 December 2000 Geneva, Switzerland</p>
LWG - Legal Working Group	<p>Chair: Mr. Rob E. Van Esch Rabobank Nederland Directoraat Juridische en Fiscale Zaken Croeselaan 18 P.O.Box 17100 3521 CB UTRECHT Netherlands</p> <p>Tel:+31 30 216 32 98 Fax:+31 30 216 19 68 E-Mail: r.e.esch@rn.rabobank.nl</p>	<p>Contact: Ms. Vlasta Macku UN/ECE Trade Division Palais des Nations 1211 Geneva 10 - Switzerland</p> <p>Tel: +41 22 917 6227 Fax: +41 22 917 0037 E-mail: vlasta.macku@unece.org</p>	<p>6-7 March 2000 Geneva, Switzerland</p>
TMWG - Techniques and Methodologies Working Group	<p>Chair: Mr. Klaus Naujok Harbinger Corporation 4410 Deermeadow Way Antioch, CA 94509 United States</p> <p>Tel: +1 925 602 2000 Fax: +1 925 825 9184 E-mail: klaus@templar.net www.harbinger.com/resource/klaus/tmwg</p>	<p>Secretary: Mr. Christian Huemer IAII Leibiggasse 4 1010 WIEN Austria</p> <p>Tel: + 43 1 403 73 43 Fax. + 43 1 406 01 97 E-mail: ch@ifs.univie.ac.at</p>	<p>28 Feb.-3 March, 2000 London, United Kingdom</p> <p>17-21 July, 2000 Minneapolis, USA</p> <p>30 Oct.-3 Nov., 2000 Tokyo, Japan</p>

UN/CEFACT Working Groups - Key Priorities

Working Group	Key Priorities
BPAWG - Business Process Analysis Working Group	Pilot implementation of a methodology for UN/CEFACT business process analysis based on the International Trade Transaction model
CDWG - Code Working Group	<ol style="list-style-type: none"> 1. Progression with the development of Recommendation 30 (Harmonized System for the coding of Goods and Commodities) 2. Approval and release of the next versions of the code lists for: <ul style="list-style-type: none"> - Rec. 16 - UN/LOCODE, - Rec. 21 - Codes for types of Cargo, Packages and Packaging, - Rec. 24 - Harmonization of Transport Status Codes 3. Approval of the text version of Rec. 20 - Codes for Unit of Measurement used in International Trade, and its submission to ISO TC154 for ISO "Fast Track Approval"
EWG - EDIFACT Working Group	<ol style="list-style-type: none"> 1. To maintain the efficient and timely production of accurate directories containing messages, segments, data elements and codes as prescribed by the business community. 2. To ensure the relevance of UN/EDIFACT in the business community by evaluating, selecting and utilising emerging technologies, techniques and methodologies in collaboration with all UN/CEFACT Working Groups and the information technology industry. 3. To promote the successes and achievements of the UN/EDIFACT process and its deliverables and to make the business community aware of the forward thinking of UN/EDIFACT through simplification and harmonisation of messages, its ability and willingness to embrace change to protect investment already made and add value to the outcomes.

ITPWG - International Trade Procedures Working Group	<ol style="list-style-type: none"> 1. Complete the revision of Recommendation 18 (Facilitation Measures Related to International Trade Procedures). 2. Complete the revision of the Compendium of Trade Facilitation Recommendations. 3. Revise the guidelines for the application of the UN Layout Key (Rec. 1, 6 and 22) in the design of trade documents. 4. Expand the membership in the Working Group with a view to properly reflecting the priorities of the user community in ITPWG's work. 5. Improve the dissemination of information about the results of ITPWG's work, in particular through electronic means.
LWG - Legal Working Group	<ol style="list-style-type: none"> 1. New draft Recommendation for e-commerce agreement. 2. Prepare a draft Recommendation for a Model Intermediary Agreement. 3. To consider the possibility of supporting the present work in ECP.NL Netherlands for the development of a code of conduct for e-commerce activities. 4. To explore the possibility of the establishment, in co-operation with UNCITRAL and other relevant UN and international bodies, of an international convention on electronic signatures.
TMWG - Techniques and Methodologies Working Group	<ol style="list-style-type: none"> 1. Progression of defining the methodology and processes in support to implement Business Process Model for the use by UN/CEFACT's working groups. 2. Prepare a report in response to the CSG request to review the information on XML as it may relate to Electronic Business. The report shall address the findings of the SIMAC report, as well as expand on the TMWG recommendations and be presented as an overview of the issues in lay-man's language. 3. Participate in the work of the new EWG Validation Group on OO-edl. In addition to the work items under 1) above, this would require close cooperation with EWG members in order to implement the newly developed methodology and processes. 4. Develop EWG specific procedures based on the concept called "Open Development Process for Business Specification"

ANNEX B

MANDATE AND TERMS OF REFERENCE OF THE ITPWG

1.1. Purpose

The purpose of the International Trade Procedures Working Group (ITPWG) is to identify, simplify, harmonize and align public and private sector practices, procedures and information flows relating to international trade transactions both in goods and related services.

1.2. Scope

International trade procedures within the mission and objectives of UN/CEFACT and its working groups.

2. Key Deliverables

The key deliverables of the ITPWG are:

- development of relevant instruments and recommendations for trade facilitation, and proposals for revision, amendment or abolition of these recommendations, in co-operation with the other working groups;
- evaluation of the state and progress in the implementation of trade facilitation measures;
- systematic review and monitoring of the implementation of trade facilitation Recommendations;
- notification to other working groups of constraints identified in the field of international trade procedures;
- contributions in support of and to influence related work in other relevant intergovernmental and non-governmental organizations;
- provision of relevant know-how, educational and promotional material.

3. Functional Expertise for Membership

The ITPWG is a group of experts whose knowledge collectively provides a detailed and proven expertise in trade facilitation and international trade procedures relating to administration, commerce and transport.

Each UN/CEFACT head of delegation may designate one or more experts to the ITPWG. In doing so, they may delegate this task to one or more organisations, which may be national, regional or international. Experts, once designated, are expected to contribute to the work based solely on their expertise.

4. Geographical Focus

The focus is global.

5. Delegated Responsibilities

The ITPWG is empowered in accordance with agreed procedures to:

- establish sub-groups and supporting teams as required;
- issue, publish and present, in the area of procedures and information flows within international trade transactions: a) analyses, b) reports on constraints, and c) proposals, to UN/CEFACT and other organizations;
- promote best practices in the area of trade facilitation;
- propose amendments to or abolition of existing UN/CEFACT Recommendations, as identified in the ITPWG work programme;
- draft new UN/CEFACT Recommendations as appropriate;
- co-operate and establish liaisons with other groups and organisations as appropriate.

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Statement of Resource Requirements

The ITPWG will require approximately 2 staff per year, including support for 4 one-week meetings, subject to review of this requirement every 12 months. This resource will be required to ensure the appropriate secretariat support for the ITPWG and the implementation and achievement of the Terms of Reference, including support for co-ordination with other organisations. As necessary, resources will also be needed to support meetings held outside Geneva.

THE CEFACT MISSION AND MANDATE (To Accompany all Working Group Mandates)

Mission Statement

The United Nations, through UN/CEFACT, supports activities dedicated to improving the ability of business, trade and administrative organizations, from developed, developing and transitional economies, to exchange products and relevant services effectively. Its principal focus is to facilitate international transactions, through the simplification and harmonization of processes, procedures and information flows, and so contribute to the growth of global commerce.

This is achieved by:

- analysing and understanding the key elements of international processes, procedures and transactions and working for the elimination of constraints;
- developing methods to facilitate processes, procedures and transactions, including the relevant use of information technologies;
- promoting both the use of these methods, and associated best practices, through channels such as government, industry and service associations;
- co-ordinating its work with other international organizations such as WTO, WCO, OECD, UNCITRAL and UNCTAD; and
- securing coherence, especially in electronic business (e-business) standards, by co-operating with other interested parties, such as ISO and ITU, in recognition that its work has broad application in the areas beyond global commerce.

Mandate

Trade facilitation is central to the remit of the United Nations Economic Commission for Europe (UN/ECE) which acts as the focal point within the United Nations on these matters. Trade facilitation is a vital factor in the development of world trade. To achieve improved world-wide co-ordination of trade facilitation, the ECE has established UN/CEFACT. The Centre is mandated to develop and undertake a programme of work that meets current and future demands as required by its mission.

The Centre will report to the Committee for Trade, Industry and Enterprise Development (CTIED) and, if requested, directly present reports on its activities to the Economic Commission for Europe.
