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Centre for Trade Facilitation and Electronic Business (UN/CEFACT)

Item 5 of the provisional agenda

Tenth session, 17-19 May 2004

UN/CEFACT CONSOLIDATED GROUP MANDATES AND TERMS OF REFERENCE

APPLIED TECHNOLOGIES GROUP (ATG)

Submitted by the Chairman of the UN/CEFACT Applied Technologies Group (ATG) *

* This document is **for information** and contains part of the consolidated list of group mandates and terms of reference, which the secretariat has prepared for reference purposes. The contents have been previously submitted to the Plenary either in an informal document or as part of a UN/CEFACT Steering Group Report.

Mandate of the Applied Technologies Group (ATG)

1. Objectives

1.1 Purpose

The purpose of the Applied Technologies Group (ATG) is to be responsible for the creation and maintenance of the trade, business and administration document structures that are based on a specific technology or standard. The function of the ATG is the design, assembly and production of syntax specific solutions based on identified business and/or technical requirements from the empowered groups of UN/CEFACT.

1.2 Scope

The activities related to the ATG are within the mission and objectives of UN/CEFACT and its empowered groups. The groups work to produce trade facilitation and electronic business recommendations and technical specifications to advance global commerce.

2. Key Deliverables

The key deliverables of the ATG are:

- Technical assessment and maintenance of syntax specific solutions through the application of Data Maintenance Requests against existing publications (e.g. UN/EDIFACT Directories, Reference libraries, etc.);
- A series of coherent, consistent and normalised syntax solutions that are aligned with domain reference models for publication in a designated UN/CEFACT information repository by the Information Content Management Group (ICG), i.e.:
 - UN/EDIFACT messages and their support directories;
 - XML Schemas
 - UNeDocs
- Procedures for the maintenance of the syntax solutions;
- Mechanisms for ensuring the quality of the syntax solutions;
- Technical specifications detailing the design and production rules, guidelines and checklists, that shall be applied when developing and maintaining the various syntax solutions, including syntax specific UML profiles;
- Proposals, including draft Recommendations for review and approval by the UN/CEFACT Plenary;
- Maintenance of Recommendations/Technical Specifications, in liaison with TC154:
 - UNECE Recommendation 1 (UN Layout Key), maintenance of the technical aspects;
 - ISO 9735 - UN/EDIFACT Syntax.

3. Functional Expertise of Membership

Membership is open to experts with broad knowledge in the area of various implementation syntaxes, protocols and mechanisms for the packaging of data for exchange, the functions of UN/CEFACT, and its groups. In addition Heads of Delegations may invite technical experts from their constituency to participate in the work. Experts are expected to contribute to the work based solely on their expertise and to comply with the UN/CEFACT Code of Ethics. [N.B. This text is subject to approval by the UN/CEFACT Plenary]

4. Geographical Focus

The focus is global.

5. Delegated Responsibilities

The ATG is empowered in accordance with agreed procedures to:

- Establish working-groups and project teams as required;
 - Approve project proposals via the Forum Coordination Team (FCT);
 - Progress designated projects following UN/CEFACT's Open Development Process for Technical Specifications;
 - Collaborate with other UN/CEFACT Groups and the UN/CEFACT Steering Group (CSG) on implementation of its work plan;
 - Present draft proposals and/or recommendations to the UN/CEFACT Plenary;
 - Formal release of any ATG deliverables not requiring UN/CEFACT approval.
 - Cooperate and establish liaisons with other groups and organizations as required.
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Statement of resource requirements

Participants in the ATG shall be required to provide the resources required for their own attendance in the work of the ATG. In order to support the ongoing work of the ATG, the following resources are required to be provided either by the UN/CEFACT Secretariat or by the appointed UN/CEFACT Services Provider:

- Provision of Secretariat for the ATG. To cover consolidation, preparation, distribution and maintenance of official and working documents, including minutes and lists related to the meetings and the work of the group.
- Maintenance of logs and records of membership of the ATG.
- Coordination and distribution of relevant information and documents.
- Establishing and maintaining the ATG public Web site pages with appropriate links, document download facilities, and items of interest.
- Establishing and maintaining the ATG public and private list servers.

Terms of Reference of the Applied Technologies Group (ATG)

Mission

The purpose of the ATG is to create and maintain the United Nations trade, business and administration document structures that are deployed by a specific technology or standard, such as UN/EDIFACT, UN Layout Key, UN e-docs or XML.

The activities of the ATG will cover:

- the design, assembly and production of specific syntax based solutions based on identified business requirements from the International Trade and Business Processes Group (TBG) and utilizing reference libraries maintained by the Information Content Management Group (ICG);
- the design, assembly and production of specific syntax based solutions based on identified technical requirements from the various Groups inside the UN/CEFACT forum;
- maintenance of specific syntax based solutions through the application of Data Maintenance Requests against existing publications;
- development and maintenance of design and production rules and guidelines governing the specific syntax based solutions;
- formation of liaisons with appropriate bodies.

Technical issues

The technical issues that ATG will address include:

- rules for transforming UMM compliant models into specific syntax solutions;
- rules for transforming CC/BIE conformant components into specific syntax solutions;
- UML profile(s) for specific syntax based solutions;
- context application rules including an extension and restriction methodology;
- design rules for creating optimised syntax based solutions;
- management, versioning and maintenance of UN/CEFACT specific syntax based solutions.

Deliverables

The key deliverables of ATG are:

- syntax specific naming conventions and design rules, including context application rules and specific syntax rules for message assembly;
- transformation rules and where appropriate scripts for producing specific syntax based solutions;
- UML profile for modelling specific syntax based solutions;
- specific syntax schemas for message structures and reusable components;
- specific syntax schemas for the Business Process Specification;
- specific syntax schemas for describing Business Process and Information Models, to include Core Components and Business Information Entities, as stored in the Registry/Repository;
- syntax specific expressions of the Core Component Technical Specification context constraint language;
- UN/CEFACT profile for the ebXML CPP/CPA;
- Procedures for processing change requests against specific syntax deliverables;
- Technical Assessment Checklist for specific syntax deliverables;
- Technical Assessment of all specific syntax deliverables.

Membership

All of the rules in this section shall apply to the ATG and any ATG Working Groups, Project Teams, and other ad-hoc groups created.

Membership in ATG requires commitment to attend and participate in the work of the group.

Members

Members are expected to be recognised experts in the field of design practices and technical assessment. Membership resides with the individual. After attending two ATG meetings out of 3, the attendee is eligible for membership. Membership is achieved by written application to the ATG Secretariat. To maintain member status, the participant must attend at least two ATG meetings within the preceding 12 months. Failure to attend at least two ATG meetings per annum may result in forfeiture of membership at the discretion of the Chair.

Observers

Observers (guests) are welcome to attend any ATG meeting, and are encouraged to participate in discussions. However, observers are not considered to be members and therefore will not be allowed to vote.

Administrative Structure

All of the rules in this section shall apply to the ATG and any ATG Working Groups, Project Teams, and other ad-hoc groups created.

The Administrative Team shall consist of the Chair, the Vice Chair and a Secretary, who are elected for a two-year term. The Chair, Vice Chair and Secretary may be re-elected.

Duties of the Chair

1. Call to order and preside over meetings;
2. Assign duties as necessary;
3. Represent the group in its parent body;
4. Communicate the official position of the group;
5. Prepare meeting agendas and organise meeting material.

Duties of the Vice Chair

1. Preside at the meeting in the absence of the Chair;
2. Assume duties of the Chair in the event of resignation;
3. Represent the group in its parent body;
4. Communicate the official position of the group in the absence of the Chair;
5. Assist the Chair in preparing meeting agenda and in organising meeting material.

Duties of the Secretary

1. Maintain the current ATG roster;
2. Record and distribute the official meeting minutes;
3. Maintain ATG records and correspondence;
4. Notify members of meeting information;
5. Maintain written requests for membership;

6. Assemble and distribute all documentation and meeting materials.
7. Other duties as assigned by the Chair

Working Groups and Project Teams

The Group may establish Working Groups and/or Project Teams, as necessary, to accomplish specific work projects.

Chair pro tem

In the absence of the Chair and Vice Chair the members of the meeting may elect a chair pro tem.

Time Scale

ATG will schedule a minimum of 4 meetings per year, 2 of which will occur as part of the UN/CEFACT Forum.

Liaison

The ATG will liaise with external groups as necessary to conduct its work. Liaison will be conducted at the discretion of the Group, who may choose to appoint a member of the team to conduct liaison activities.
