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COMMITTEE FOR TRADE, INDUSTRY AND
ENTERPRISE DEVELOPMENT

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

INTERNATIONAL TRADE AND BUSINESS PROCESSES GROUP (TBG)

Submitted by the Chairman of the UN/CEFACT International Trade and
Business Processes Group (TBG) *

* 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.

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Mandate of the International Trade and Business Processes Group (TBG)

1. Objectives

1.1 Purpose

The purpose of the International Trade & Business Processes Group (TBG) is to be responsible for the simplification of international trade procedures, business and governmental process analysis, and best practices, using the UN/CEFACT Modelling Methodology where appropriate to support the development of trade facilitation and electronic business solutions. This purpose is demonstrated through:

- Identification, simplification, harmonisation and alignment of public and private sector practices, procedures and information flows relating to international trade transactions both in goods and related services;
- Specification of common business and governmental processes and reference models;
- Harmonization of cross-industry business and governmental processes;
- Documentation of business and governmental requirements;
- Raise awareness of work of the International Trade & Business Processes Group (TBG).

1.2 Scope

The activities related to the TBG are within the mission and objectives of UN/CEFACT and its groups.

2. Key Deliverables

The key deliverables of the TBG Group are:

- Draft UN and UNECE Recommendations, implementation guidelines and other relevant instruments for trade facilitation including best practices and implementation guidelines;
- Business and governmental domain definitions;
- Common business and governmental processes (including reference models);
- Core Component definitions;
- Cross domain business and governmental projects;
- Harmonised business and governmental requirements e.g. harmonisation of cross-domain process models and core components;
- Validated technical specifications;
- Documentation of business and governmental requirements for changes to syntax solutions, e.g. EDIFACT messages;
- Forum seminars, presentations and other artefacts to support awareness of the TBG activities.

3. Functional Expertise of Membership

Members of this group primarily are process, procedure and modelling experts in the international trade and e-business arenas. The group combines business domain and information experts to ensure cross-domain harmonization, especially at the industry implementation level.

4. Geographical Focus

The focus is global.

5. Delegated Responsibilities

The TBG is empowered in accordance with agreed procedures to:

- Establish working-groups and supporting teams as required;
- Approve project proposals via the Forum Coordination Team (FCT);
- Follow UN/CEFACT Open Development Process;
- Collaborate with other UN/CEFACT Groups and the CSG on implementation of the TBG work plan;
- Present draft proposals and/or recommendations to the UN/CEFACT plenary;
- Cooperate and establish liaisons with other groups and organizations as required.

6. Statement of resource requirements

Participants in the working group shall provide resources for their own participation. The existence and functioning of the working group shall not require any additional resources from the UN/ECE secretariat, except for secretarial resources, website support and maintenance of the various web-servers, which will be made available by the UN/CEFACT secretariat, or by the Service Provider appointed by the UNECE.

Participants in the TBG shall be required to provide the resources required for their own attendance in the work of the TBG. In order to support the ongoing work of the TBG, 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 TBG. 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 TBG;
- Coordination and distribution of relevant information and documents;
- Establishing and maintaining the TBG public Web site pages with appropriate links, document download facilities, and items of interest;
- Establishing and maintaining the TBG public and private list servers.

Terms of Reference of the International Trade and Business Processes Group (TBG)

1. Document Purpose

The purpose of this document is to outline the terms of references for the International Trade & Business Processes Group.

2. International Trade & Business Processes Group (TBG)

TBG is a permanent Group of UN/CEFACT for the purpose of undertaking a long-term program of work as outlined in the mandate. The mandate is an agreement between the UN/CEFACT Plenary and the Group on overall objectives (scope and purpose), key deliverables and delegated responsibilities.

The purpose of the International Trade & Business Processes Group (TBG) is to be responsible for the simplification of international trade procedures, business and governmental process analysis, and best practices, using the UN/CEFACT Modelling Methodology where appropriate to support the development of trade facilitation and electronic business solutions.¹

TBG activities are within the mission and objectives of UN/CEFACT and its Groups.²

These Terms of Reference are drafted in accordance with document R.650/Rev2³ 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 mechanism for reporting regularly to the UN/CEFACT Steering Group (CSG) and UN/CEFACT Plenary on the progress of the Group;
7. A proposal for liaison with other Groups and any external organisations.

3. Business plan

The requirements for each of the above items are as follows:

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

The specific technical issues that will be addressed primarily by the TBG are:

- UN and UNECE Recommendations, implementation guidelines and other relevant instruments for trade facilitation including best practices and implementation guidelines;
- Business and governmental domain definitions;
- Development and maintenance of common business and governmental processes (including reference models);
- Development and maintenance of Core Component definitions;
- Harmonised business and governmental requirements e.g. harmonised cross-domain process models and core components;
- Identification of factors constraining more effective business practices/processes;
- Analyse international trade procedures and identify barriers/constraints;
- Create and maintain a Master International Trade Transaction (ITT) Framework;

¹ UN/CEFACT/TBG/N001 TBG Mandate, Section 1.1 Purpose

² UN/CEFACT/TBG/N001 TBG Mandate, Section 1.2 Scope

³ Page 12, paragraphs 60 to 63 inclusive

- Validation of technical specifications;
- Documented business and governmental requirements for changes to syntax solutions;
- Improvement of the grammatical quality of the deliverables including a controlled vocabulary.

3.2 Detailed description of the proposed deliverables

The key deliverables of the TBG are:

- Draft UN and UNECE Recommendations, implementation guidelines and other relevant instruments for trade facilitation including best practices and implementation guidelines;
- Business and governmental domain definitions;
- Common business and governmental processes (including reference models);
- Core Component definitions;
- Cross domain business and governmental projects;
- Harmonised business and governmental requirements e.g. harmonisation of cross-domain process models and core components;
- Validated technical specifications;
- Documentation of business and governmental requirements for changes to syntax solutions;
- Forum seminars, presentations and other documentation to support awareness of the TBG activities.

The detailed descriptions of the TBG deliverables from each of the TBG WGs are found in the TBG Work and Project Plan.

3.3 Membership

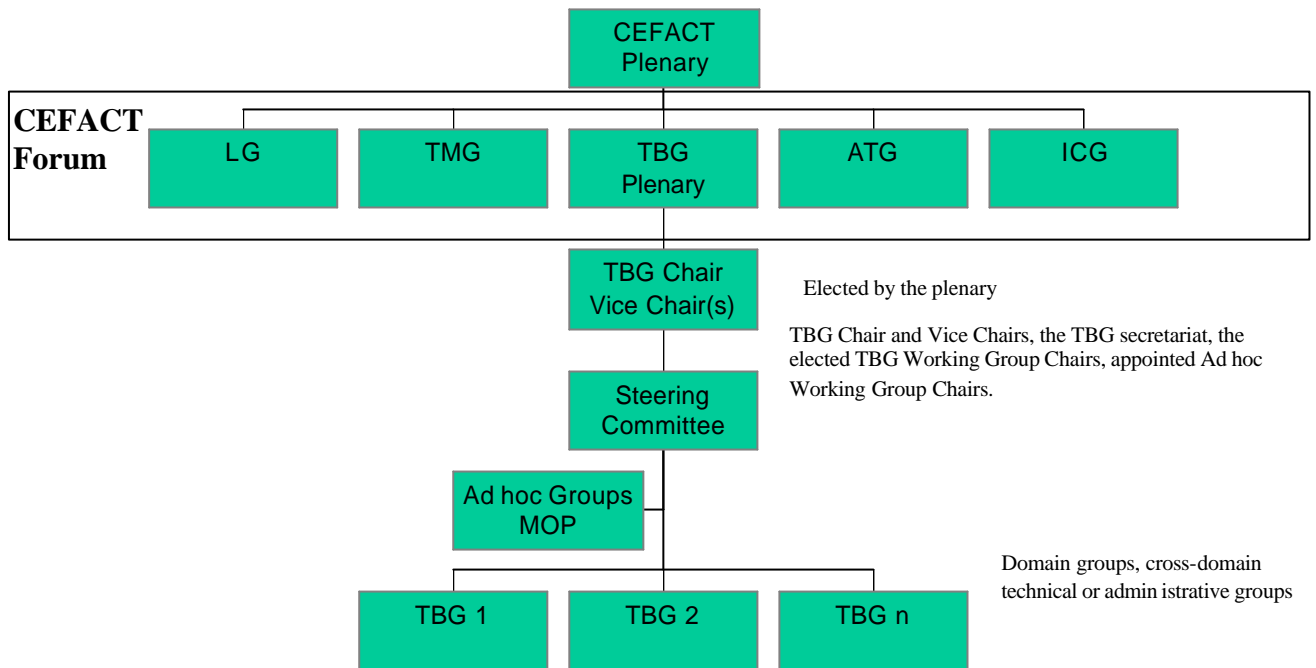
Members of TBG are primarily process, procedure and modelling experts in the international trade, governmental and e-business arenas. The group combines business domain and information experts to ensure cross-domain harmonization, especially at the industry implementation level.

There are three ways of obtaining TBG membership:

1. Each UN/CEFACT Head of delegation may designate expert(s) to the TBG Working Group(s). Members are registered with the TBG Secretariat.
2. Experts that are registered as members of any standing TBG Working Group are automatically members of the TBG. TBG Working Groups report at least twice a year their membership to the TBG Secretariat.
3. In addition membership is open to any other experts meeting the profile for membership as specified in section 3.1 of the TBG Procedures and Organisation and who wish to register their membership with the TBG Secretariat. An expert shall become a member of TBG by sending by mail notice of intention to participate, and the Domain Working Group they desire to affiliate with, to the TBG Secretariat that shall notify the TBG leadership (Chair and Vice Chairs) of this request. Membership begins immediately after the TBG Secretariat has acknowledged this notice.

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

3.4 Administrative Team Structure



The Steering Committee (StC) membership will consist of the TBG Chair and Vice Chairs, the TBG Secretariat, the elected TBG Working Group Chairs, appointed Ad hoc Working Group Chairs.

The role of the StC is described in detail in the TBG Organisation and Procedures⁴

3.5 Time Scale

For detailed time scales see TBG Work and Project Plan.

3.6 Reporting to the CSG and UN/CEFACT Plenary

The Chair of TBG is responsible for delivering a written report to the annual UN/CEFACT Plenary of the progress of TBG Work and Projects.

In addition, the Chair of TBG is responsible for reporting to each CSG meeting and ensuring that the TBG is represented at these meetings. In the absence of the Chair, the Vice Chairs shall assume that responsibility.

3.7 Proposals for liaison with other Groups and external organisations

The TBG shall co-operate and establish liaisons with all of the UN/CEFACT Forum Groups and ad hoc groups as required. This is primarily done through the Forum Coordination Team.

In addition, TBG shall establish liaisons with other organisations as required.

⁴ See section 8 of UN/CEFACT/TBG/N003 Organisation and Procedures