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| **UN/CEFACT Project Proposal** | | | | | |
| Proposed project name: | |  | | | |
| Date submitted: | |  | Project proposed by: | |  |
| Date last updated: | |  |  | |  |
|  | | | | | |
| **1. Project purpose**  ***Required*** | | | | | |
|  | | | | | |
| **2. Project scope**  ***Required***  *NOTE: Specify project scope in terms of in-scope and out-of-scope items within the context of the UN/CEFACT Programme of Work. Include a description indicating the relationship between this project and other UN/CEFACT projects, if known. In the case of a project whose deliverables include proposed Recommendations and Standards, include projects outside of UN/CEFACT of which this project could be considered a duplicate, if any, and explain why it is not.* | | | | | |
|  | | | | | |
| **3. Project deliverables**  ***Required***  *NOTE: Provide name and description of each deliverable.* | | | | | |
| Deliverable 1: | |  | | | |
| Deliverable 2: | |  | | | |
| Deliverable 3: | |  | | | |
| … | |  | | | |
| **4. Exit Criteria**  ***Required***  *NOTE: For each deliverable, list the criteria that, when met, will indicate the deliverable has been completed.* | | | | | |
| Exit Criteria for Deliv. 1: | |  | | | |
| Exit Criteria for Deliv. 2: | |  | | | |
| Exit Criteria for Deliv. 3: | |  | | | |
| Exit Criteria for … : | |  | | | |
| **5. Project Team membership and required functional expertise** | | | | | |
| Membership is open to UN/CEFACT experts with broad knowledge in the area of: | | |  | | |
| 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 Conduct and Ethics and the policy on Intellectual Property Rights. | | | | | |
| **6. HoD support**  *NOTE: At least three HoD support is required for Technical Standards, Business Standards and UNECE Recommendations – and at the request of the UN/CEFACT Bureau. (See annex IV for an optional template).*  *NOTE: Projects that require HoD support must obtain this within 6 months of Bureau provisional approval.* | | | | | |
|  | |  |  | |  |
| **7. Geographical focus** | | | | | |
| The geographical focus of the project is global | | | | | |
| **8. Intial contributions** | | | | | |
| The following contributions are submitted as part of this proposal. It is understood that these contributions are only for consideration by the Project Team and that other participants may submit additional contributions in order to ensure that as much information as possible is obtained from those with expertise and a material interest in the project. It is also understood that the Project Team may choose to adopt one or more of these contributions “as is”. | | | | | |
| ***List any initial contributions:*** | | | | | |
|  | | | | | |
| **9. Ressource requirements** | | | | | |
| Participants in the project shall provide resources for their own participation. The existence and functioning of the project shall not require any additional resources from the UNECE secretariat.  *NOTE: If specialized resources are required to complete the project, and such resources are not available within the Project Team, then those requirements should be clearly identified.* | | | | | |
| Any additional request: |  | | | | |
| **10. Proposed project leadership** | | | | | |
| Proposed: |  | | E-mail: |  | |
| Proposed: |  | | E-mail: |  | |
| **11. Milestones**  *Note: repeat for each deliverable, if different.* | | | | | |

The following are draft milestones of the project.

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| Yes/No\* | ODP Stage | Expected Completion Date  ***(Approval + XX months)*** |
| Yes | Project Inception |  |
|  | Requirements gathering |  |
|  | Draft development |  |
|  | Public Draft Review |  |
| Yes | Project Exit |  |
| Yes | Publication |  |

\* NOTE: The following stages are obligatory: Project Inception, Project Exit and Publication. Public Draft Review is obligatory for recommendations, business standards and technical standards. The presence of “Yes” in the field indicates that the stage is required for the project and an expected completion date should be provided.