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DRAFT PROGRAMME OF WORK 2008-2009: WORK ITEMS

Submitted by the Bureau

Summary

This document contains the draft 2008-2009 programme of work of the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT). It is based on the Integrated Strategy for UN/CEFACT (ECE/TRADE/CEFACT/2006/5) and the UN/CEFACT Programme of Work approved by the 12th UN/CEFACT Plenary in 2006 (ECE/TRADE/C/2006/12).

The document outlines in section II the integrated trade facilitation and electronic business strategy for UN/CEFACT to achieve its mission. Section III presents the response of UN/CEFACT following the Reform of the United Nations Economic Commission for Europe (UNECE) and the changing international trade environment. Section IV summarizes activities for 2008-2009 which respond to the Stakeholders needs. Annexes I and II provide the detailed Draft Programme of Work for 2008-2009 and the organizational structure of UN/CEFACT.

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I. INTRODUCTION

1. The Draft UN/CEFACT Programme of Work for 2008-2009 was approved at the 12th plenary session. The Plenary requested the Bureau to submit it for approval to the UNECE Committee on Trade and for subsequent confirmation to the UNECE Executive Committee.

2. To ensure that the UN/CEFACT programme of standards-setting and associated services addresses the needs of both the public and private sectors, the 12th plenary session held Stakeholder sessions and approved an integrated strategy for UN/CEFACT.

3. The Programme of Work should be read in light of the outcome of the Stakeholders sessions and the implications of the integrated strategy. To that end, section II of the document outlines the integrated trade facilitation and electronic business strategy for UN/CEFACT to achieve its mission. Section III presents the response of UN/CEFACT to the UNECE Reform and the changing international trade environment. Section IV summarizes the activities for 2008-2009 which respond to stakeholders' needs.

II. UN/CEFACT INTEGRATED STRATEGY

A. The vision of UN/CEFACT

4. The goal of the Centre for Trade Facilitation and Electronic Business (UN/CEFACT) is to enable simple, transparent, effective processes for international trade.

5. The relevance of UN/CEFACT work can easily be understood in the context of the end-to-end business transaction in international trade, which inevitably involves government administrative requirements. The essence of these transactions involves a buyer and a seller and a series of processes that have to be carried out.

6. The buyer has to:

(a) gather information on suppliers, products and services
(b) establish contracts and place orders with suppliers
(c) pay sellers according to the agreed terms of trade
(d) respond to the requirements of customs/health/government authorities.

7. The seller has to:

(a) provide information on available products, services and trade capabilities
(b) agree to the terms and conditions for delivering products or services
(c) ship products or provide services according to the agreed terms of delivery
(d) respond to customs/health/government authorities.

B. UN/CEFACT Activities

8. UN/CEFACT contributes to improved international trade processes for commerce that enable:

(a) activities between the buyer, seller and relevant authorities that are simple, cost-effective and support automation,
(b) border-crossing procedures and other government, commercial and transport processes that are transparent and effective, reducing as much as possible unforeseen or undue delays or unexpected additional costs,
(c) security considerations during the physical movement of goods that are optimized, and
(d) off-the-shelf software solutions using UN/CEFACT Standards and Recommendations that are available to automate transactions and the flow of information.

C. UN/CEFACT Method of Work

9. UN/CEFACT develops and maintains recommendations, standards and technical specifications for business and trade, fostering a coordinated framework for intra- and inter-governmental administrative processes. In doing so, UN/CEFACT:

(a) applies a total transaction approach when working for the elimination of constraints;
(b) simplifies procedures and documents, encompassing both border-crossing and other government and commercial processes;
(c) captures business knowledge in process and information models;
(d) maps the information models to new information and communication technologies as they emerge.

10. UN/CEFACT Recommendations, Standards and Technical Specifications are developed through an Open Development Process. The Open Development Process is designed to involve all interested parties in the creation and evolution of Standards. The goal of UN/CEFACT is to produce Standards and Recommendations that are timely, technically excellent, implementable on any platform, and relevant both to industry participants and to end-user communities.

III. THE UN/CEFACT RESPONSE TO A CHANGING INTERNATIONAL ENVIRONMENT

11. In response to the UNECE Reform and the changing international trade environment, the UN/CEFACT Bureau dedicated the first part of the 12th Plenary to three interactive stakeholders' sessions. The sessions focused on the perspective of countries, business sectors making use of UN/CEFACT products and services, and the evolving international community of standards development organizations.

A. Countries

12. Participating UNECE member States expressed the need for interoperable, intersectoral standards that help to create information links between different national government agencies and with the private sector. These standards should allow the convergence of multiple existing national standards. Many countries found it crucial that these standards be able to be adapted to national requirements and used in an affordable manner, especially by small and medium-sized enterprises (SMEs).

13. In their view, UN/CEFACT should provide transparent and understandable processes that:

(a) generate products and services in a timely way,
(b) can receive and process external input,
(c) provide cross sectoral coordination and harmonization,
(d) have well-defined relationships with other standards development organizations.

14. Member States acknowledged the broad spectrum of stakeholders and their different needs. These needs should be organized to respond to the requirements of:

(a) government policy-makers,
(b) government agencies and businesses that use the products and services,
(c) businesses that sell services based on the standards,
(d) intermediary organizations such as Automotive Industry Action Group (AIAG), Global Standard 1 (GS1) and Society for Worldwide Interbank Financial Telecommunication (SWIFT).

B. Business sectors

15. The business sector stakeholders emphasized:

(a) the need for complete and consistent sets of implementable standards
(b) the importance of faster delivery of the standards, along with early implementations
(c) and the necessity to engage SMEs and to take into account their specific needs.

16. In their view, UN/CEFACT should also be considered as an organization that provides technical support to other bodies, especially the World Trade Organization (WTO).

C. Standards Development Organizations

17. In the discussions on the role of the international standard-setting community, standards development organizations concluded that there was a growing recognition of the value of the

UN/CEFACT common semantic framework[1]. A strengthened coordinated approach was seen as necessary in order to avoid duplication of work. For this, communications should be strengthened and improved among the plenary delegations and the participants in the UN/CEFACT Forums and with the various standards development organizations.

IV. SUMMARY OF UN/CEFACT ACTIVITIES FOR 2008-2009

18. To respond to the stakeholders' needs, the Draft UN/CEFACT Programme of Work for 2008-2009 will concentrate on the following key work areas:

A. Facilitating national and international trading and business transactions and working towards the elimination of constraints

19. UN/CEFACT will analyse and document key elements of international processes, procedures and transactions for each Trade and Business Domain[2]. The trade facilitation and business requirements will be captured and documented in form of Business Requirements Specifications[3] (BRS). In 2008-2009, UN/CEFACT will publish four releases of the BRS Library and the Electronic invoicing Annex to UN/CEFACT Recommendation on Aligned Invoice Layout Key, develop three new Recommendations[4], and revise the UN/CEFACT Recommendation on Documentary Aspects of the Transport of Dangerous Goods[5].

20. UN/CEFACT will bridge the gap between paper and electronic business documents by developing and maintaining the United Nations trade, business and administration documents. These documents are based on the United Nations Layout Key, UN/EDIFACT and the XML[6] technology. In 2008-2009, UN/CEFACT will develop and revise XML schemas, revise the XML Naming and Design Rules for the revised Core Component Technical Specification, and develop and publish four new Technical Specifications[7].

21. UN/CEFACT will identify trade facilitation needs and priorities for each Trade and Business Process Sector and then develop suitable instruments to address them. Assessment of these needs will be done on a regular basis through contacts with both Governments and business organizations. In 2008-2009, UN/CEFACT will revise the Base Line Study on the implementation of UN/CEFACT products and services, prepare a programme of work to address problems, develop best practices and standards regarding the legal aspects of trade facilitation,

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[1] Core Component Technical Specification, Core Component Library (UN/CEFACT Consolidated Documents Set (ECE/TRADE/CEFACT/2006/10)).

[2] Supply Chain, Electronic Trade Documents, Transport, Customs, Finance, Architecture & Construction, Statistics Collection & Reporting, Insurance, Travel, Tourism and Leisure, Healthcare, Social Services, Accounting & Audit, Environmental Management, Business Process Analysis, International Trade Procedures, Harmonization, Agriculture and eGovernment.

[3] A format where business processes can be analysed, generalized, preserved, communicated and transmitted.

[4] Recommendation on electronic United Nations Layout Key (E-UNLK), Recommendation 34 on Single Window Interoperability and Recommendation 35 on A Legal Framework for Single Windows.

[5] Annex A, Activity 1.1.

[6] Extensible Markup Language.

[7] Annex A, Activity 1.4.

develop and publish the UN/CEFACT Guide to Trade Facilitation Implementation and associated capacity-building workshops[8].

22. UN/CEFACT will continue to research and evaluate information and communication technologies (ICT) and develop standards and methodologies to assist the Centre to fulfil its mission. In 2008-2009, the Centre will review existing technical specifications (Unified Modeling Methodology (UMM), Core Component Technical Specification (CCTS)), develop new technical specifications and procedures and publish the Architecture Vision Document[9].

23. UN/CEFACT will continue to ensure technical quality of recommendations, standards and technical specifications. In 2008-2009, UN/CEFACT will validate and publish[10]:

(a) 4 UN/EDIFACT Directories
(b) 4 Updates of the UN/CEFACT Code for Trade and Transport Locations Recommendation (UN/LOCODE)
(c) 4 Core Components Libraries
(d) 4 UN/CEFACT Schema Libraries
(e) 4 UN/CEFACT Business Requirements Specifications Libraries
(f) the UN/CEFACT Registry Technical Specification and the UN/CEFACT Registry Operational Specification,
(g) the UNCL Migration to syntax neutral specification,
(h) The publication of the UNeDocs Data Model,
(i) The publication of the UNeDocs Core Component based Data Model integrated to the UNTDED-ISO7372

B. Engaging in open dialogue to achieve improved coordination and cooperation

24. UN/CEFACT will take steps to ensure that its instruments are fully considered in the WTO negotiations on trade facilitation. In 2008-2009, UN/CEFACT will publish one report on the development of the WTO Trade Facilitation Negotiations[11].

25. UN/CEFACT will facilitate trade and cross-border transactions by promoting the development of information and documentary standards to support the advance presentation of cargo information. In 2008-2009, the Centre will work with the World Customs Organization (WCO) to harmonize and consolidate the WCO Data Model and the United Nations electronic Trade Documents (UNeDocs) Data Model into a Cross-Border Reference Data Model (CBRDM), reflecting the requirements for data exchange across the entire global supply chain. UN/CEFACT will also implement the conclusions of the UN/CEFACT Symposium on Single

[8] Annex A, Activity 1.2
[9] Annex A, Activity 1.3
[10] Annex A, Activity 1.5
[11] Annex A, Activity 2.1

Window Standards and Interoperability[12] and hold one workshop on Cross-Border Reference Data Model[13].

26. UN/CEFACT will work closely with the UNECE Committee for Trade and other parts of the UNECE and the United Nations to identify areas and work to reinforce trade facilitation. In 2008-2009, the Centre will assist selected member States to implement benchmarking activities based on the Guide and Recommendation on Trade Facilitation Benchmarking. It will publish one report on the development of the cooperation with the UNECE Working Party on Customs questions affecting transport[14].

27. UN/CEFACT will work with other agencies to cooperate with national and international organizations active in trade facilitation, standards development organizations, regional and sub-regional country groupings. In 2008-2009, UN/CEFACT will continue to coordinate the implementation of the Memorandum of Understanding between UNECE and OASIS[15] with regards to the ebXML Framework, participate in two meetings of the Memorandum of Understanding on Electronic Business[16], and participate in four meetings of the Global Facilitation Partnership for Transportation and Trade (GFP[17])[18].

C. Improving the ability of business, trade and administrative organizations to exchange products and relevant services effectively

28. UN/CEFACT will build capacity of member States for its products and services. The Centre will reach out to countries with transition developing and least-developed economies, to raise awareness and to transfer knowledge of its products and services. In 2008-2009, UN/CEFACT will organize six workshops to promote the UN/CEFACT Guide to Trade Facilitation Implementation, one workshop for national trade facilitation organizations in transition economies, publish two reports on the use of standard by the Information Technology for Adoption and Intelligent Design of E-Government project (ITAIDE[19]), develop three implementation/verification of National/Regional customization of the UNeDocs Data Model, and publish a repository of Single Window case studies[20].

29. UN/CEFACT will promote its products and services and develop promotional material. In 2008-2009, it will:

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[12] See document ECE/TRADE/CEFACT/2006/15.
[13] Annex A, Activity 2.2.
[14] (WP.30) Ad Hoc Group of Experts on the computerization of the TIR procedure.
[15] http://www.unece.org/cefact/cf_mou_index.htm
[16] Memorandum of Understanding between IEC, ISO, ITU and UNECE Concerning the Field of electronic business: http://www.unece.org/cefact/cf_mou_index.htm
[17] Global Facilitation partnership between the International Chamber of Commerce, the WCO, the United Nations Conference on Trade and Development, the United Nations Industrial Development Organization, and the World Bank: http://www.gfptt.org/
[18] Annex A, Activity 2.4.
[19] http://www.unece.org/cefact/forum_grps/tbg/tbg2_edocs/docs/tbg2-itaide_projectprop_0306.pdf#search=%22itaide%22
[20] Annex A, Activity 3.1.

(a) publish Quarterly Reports,
(b) develop tools for Governments and trade to demonstrate and promote the use of UN/CEFACT document Standards,
(c) develop a financial resource plan for UN/CEFACT projects (e.g. UN/CEFACT Registry),
(d) maintain the UN/CEFACT website,
(e) publish 1 information brochure on UN/CEFACT products and services,
(f) support the joint UNECE – Czech Republic Trade Facilitation project for Transition Economies.

Annex I
DRAFT PROGRAMME OF WORK 2008-2009

1. It is understood that the Programme of Work[21] covers all mandated activities of the Permanent Groups (PGs), in conformity with their Terms of Reference, as listed in Annex B. The Forum Management Group (FMG) is responsible for executing the programme of work of the Forum approved by the Plenary, ensuring coordination of related work among PGs, preventing any work duplication among PGs and reporting to the Bureau[22].

I. DEVELOPMENT, MAINTENANCE AND APPLICATION OF UNECE STANDARDS

A. Key work area 1: Facilitating national and international trading and business transactions and working towards the elimination of constraints

2. Activity 1.1: Analyse and document key elements of international processes, procedures and transactions for each Trade and Business Domain.

3. UN/CEFACT will:

(i) Develop definitions of business and governmental processes and service capabilities (Business Requirements Specifications (BRS))
(ii) Develop new recommendations
(iii) Review current recommendations
(iv) Develop new technical specifications
(v) Review current BRSs.

Activities:
- 2 annual Plenary meetings
- 4 Forum meetings
- Extensive use of Internet collaborative tools and communication technologies for conference calls

Lead groups: Bureau, FMG

Outputs:
1.1.1 4 releases of the BRS Library, which will include some 15 additional BRSs (this is tied to the review of planned deliverables in the project matrix.)
1.1.2 2 new Recommendations 34 (Single Window Interoperability) and 35 (A Legal Framework for Single Windows)

[21] To achieve its mission, the Plenary established an organizational structure with five Groups meeting biannually in a UN/CEFACT Forum: the International Trade and Business Processes Group (TBG), the Applied Technologies Group (ATG), the Information Content Management Group (ICG), the Legal Group (LG) and the Techniques and Methodologies Group (TMG).
[22] For the Mandate, Terms of Reference and Procedures for UN/CEFACT, see document TRADE/R.650/Rev.4

1.1.3 Electronic invoicing Annex to UN/CEFACT Recommendation 6: Aligned Invoice Layout Key for International Trade
1.1.4 Revision of UN/CEFACT Recommendation 11: Documentary Aspects of the Transport of Dangerous Goods
1.1.5 Draft e-UNLK Recommendation

Lead groups: TBG
Additional Coordination: LG
Target Audience: Governments and international trade sectors and organizations, the private sector

4. Activity 1.2: Identify trade facilitation needs and priorities

5. UN/CEFACT will:

(i) Prepare a programme of work to address problems and develop best practices and standards regarding the legal aspects of trade facilitation around the world,
(i) Work with key strategic partners (World Bank, WCO, the International Chamber of Commerce (ICC), the United Nations regional commissions, etc) to assist selected member States in assessing their need for and approach to the implementation of a Single Window,
(ii) Develop and publish the UN/CEFACT Guide to Trade Facilitation Implementation that will help developing and transition countries to approach the topic in a manner that is consistent with their own developmental needs, priorities, resources, and international obligations.

Outputs:
1.2.1 The UN/CEFACT Guide to Trade Facilitation Implementation and associated capacity-building workshops.
1.2.2 Revised baseline study on the implementation of UN/CEFACT products and services.

Lead groups: TBG
Additional Coordination: LG
Target Audience: Governments and international trade sectors and organizations, the private sector

6. Activity 1.3: Monitor technological and methodological developments

7. UN/CEFACT will:

(i) Expand the e-Business architecture and the UN/CEFACT programme of work for capabilities and business content for web services,
(ii) Review the UN/CEFACT Modelling methodology Specification (UMM),
(iii) Develop and publish a new version of the Core Component Technical Specification (CCTS).

Outputs:

1.3.1 Revised Unified Modeling Methodology Specification - Resource-Event-Agent Unified Modeling Methodology Economic Ontology Specialization Technical Specification
1.3.2 Revised Core Component Technical Specification
1.3.3 Unified Context Methodology Technical Specification
1.3.4 Architecture Vision Document
1.3.5 Message Assembly Technical Specification
1.3.6 Unified Business Agreements and Contracts Technical Specification

Lead groups: TMG
Target Audience: Governments and international trade sectors and organizations, private sector

8. Activity 1.4: Bridge the gap between paper and electronic business documents

9. UN/CEFACT will:

(i) Develop Technical Specifications for developing and maintaining syntax solutions,
(ii) Review existing Specifications.

Outputs:

1.4.1 Revised XML Naming and Design Rules for revised CCTS
1.4.2 Development and revision of XML schemas
1.4.3 Standard Business Document Header Technical Specification
1.4.4 Data Types Technical Specification
1.4.5 XML representation of Core Components Technical Specification
1.4.6 UML to UN/EDIFACT Transformation Rules Technical Specification
1.4.7 Review and approve UN/EDIFACT Data Maintenance Requests
1.4.8 Development and revision of UN/EDIFACT messages

Lead groups: ATG
Target Audience: Governments, international trade sectors and organizations, the private sector

10. Activity 1.5: Ensure technical quality of recommendations, standards and technical specifications

11. UN/CEFACT will:

(iii) Maintain and periodically update recommendations related to codes,
(iv) Maintain and publish UNECE Recommendation 25 - Use of the UN Electronic Data Interchange for Administration, Commerce and Transport Standard, (UN/EDIFACT) set of internationally agreed standards, directories and guidelines for electronic data interchange (EDI)
(v) Validate and publish the Core Components Library,
(vi) Develop the UN/CEFACT Registry Technical Specification.

Outputs:

1.5.1 4 publications of the Core Component Library
1.5.2 4 publications of the UN/EDIFACT Directory
1.5.3 4 publications of the UN/LOCODE Recommendation
1.5.4 4 publications UN/CEFACT Schema Library
1.5.5 4 publications of the Business Requirements Specifications Library
1.5.6 The UN/CEFACT Registry Technical Specification
1.5.7 The UN/CEFACT Registry Operational Specification
1.5.8 UNCL Migration to syntax neutral specification
1.5.9 Publication of the UNeDocs Data Model
1.5.10 Publication of the UNeDocs Core Component based Data Model integrated to the UNTDED-ISO 7372
1.5.11 Revision of UN/CEFACT Recommendations related to codes as required

Lead groups: ICG
Target Audience: Governments and international trade sectors and organizations, the private sector, consumers

II. POLICY FRAMEWORK

12. The UN/CEFACT Bureau is responsible for developing UN/CEFACT strategy and policy and coordinate with other international bodies and standards development organizations[23].

Key work area 2: Engaging in open dialogue to achieve improved coordination and cooperation

13. Activity 2.1: Trade Facilitation within the WTO framework

14. UN/CEFACT will:

(i) Ensure that UN/CEFACT instruments are fully considered in the WTO negotiations on trade facilitation and to the outcome of these negotiations.

Outputs:

2.1.1 1 report on the developments of the WTO Trade Facilitation Negotiations

Lead groups: Bureau
Additional Coordination: TBG, LG
Target Audience: Governments and international trade sectors and organizations

15. Activity 2.2: Trade facilitation and cross-border transactions

[23] For the Mandate, Terms of Reference and Procedures for UN/CEFACT, see document TRADE/R.650/Rev.4.

16. UN/CEFACT will:

(i) Implement the conclusions of the conclusions of the UN/CEFACT Symposium on Single Window Standards and Interoperability (ECE/TRADE/CEFACT/2006/15),
(ii) Work with WCO to harmonize and consolidate the WCO Data Model and the UNeDocs Data Model into a Cross-Border Reference Data Model (CBRDM), reflecting the requirements for data exchange across the entire global supply chain.

Outputs:

2.2.1 1 workshop on the Cross-Border Reference Data Model

Lead groups: Bureau
Additional Coordination: TBG, LG
Target Audience: Governments and international trade sectors and organizations

17. Activity 2.3: Work closely with the UNECE Committee for Trade and other parts of the UNECE and the United Nations

18. UN/CEFACT will:

(i) Assist selected member States to implement benchmarking activities based on the Guide and Recommendation on Trade Facilitation Benchmarking
(ii) Contribute to the goals set by the World Summit on Sustainable Development of enhancing the capacities of developing countries to benefit from liberalized trade opportunities and narrowing the digital divide
(iii) Cooperate with the UNECE Working party on Customs questions affecting transport (WP.30) Ad Hoc Group of Experts on the computerization of the TIR procedure.

Outputs:

2.3.1 1 report on the developments of the cooperation with WP.30

Lead groups: Bureau
Target Audience: Governments and international organizations

19. Activity 2.4: Liaise with other agencies

20. UN/CEFACT will:

(i) Coordinate with IEC, ISO and ITU through the Memorandum of Understanding between IEC, ISO, ITU and UNECE Concerning the Field of Electronic Business[2]
(ii) Coordinate the implementation of the Memorandum of Understanding between UNECE and OASIS[25] with regards to the ebXML Framework

[24] http://www.gfptt.org/
[25] http://www.unece.org/cefact/cf_mou_index.htm

(iii) Coordinate with the ICC, WCC, UNCTAD, UNECE, the United Nations Industrial Development Organization (UNIDO), and the World Bank (WB) through the Global Facilitation Partnership for Transportation and Trade[26]
(iv) Relations with other relevant Standard Development Organizations will be established
(v) Establish relations with Regional Bodies, such as Asia-Pacific Economic Cooperation (APEC) and the European Commission

Outputs:

2.4.1 2 meetings of the MoU on electronic Business
2.4.2 4 meetings of the Global Facilitation partnership (GFP)

Lead groups: Bureau
Target Audience: International organizations and Standards Setting Organizations

III. CAPACITY-BUILDING

Key work area 3: Improving the ability of business, trade and administrative organizations to exchange products and relevant services effectively

21. Activity 3.1: Build Capacity

22. UN/CEFACT will:

(i) Provide advice to UNECE Member States on trade, trade facilitation and e-business issues,
(ii) Support capacity-building for transition economies,
(iii) Organize capacity-building workshops to promote the UN/CEFACT Guide to Trade Facilitation Implementation and encourage its implementation,
(iv) Report on the ITAIDE project implementation.

Outputs:

3.1.1 6 workshops to promote the UN/CEFACT Guide to trade Facilitation Implementation
3.1.2 1 workshop for national trade facilitation organizations in transition economies
3.1.3 2 reports on the use of standards in the ITAIDE project
3.1.4 3 implementation/verification of National/Regional customisation of UNeDocs Data Model
3.1.5 Publication of a repository of Single Window case studies.

Lead groups: All
Target Audience: Governments, international trade sectors and organizations, the private sector

[26] http://www.gfptt.org/

23. Activity 3.2: Promote

24. UN/CEFACT will:

(i) Support of trade facilitation measures and UN/EDIFACT implementation in selected Eastern European Countries through the joint UNECE – Czech Republic project,
(ii) Maintain and enhance the features and accessibility of the UN/CEFACT Forum web site,
(iii) Prepare a financial resource plan for the UN/CEFACT projects (e.g. the UN/CEFACT Registry), which will include the necessary technical documentation.

Outputs:

3.2.1 Quarterly Reports
3.2.2 the UN/CEFACT Registry project
3.2.3 the UN/CEFACT web site
3.2.4 1 Information brochure on UN/CEFACT products and services
3.2.5 1 tool for governments and trade to demonstrate and promote the use of UN/CEFACT document standards

Lead groups: All
Target Audience: Governments, international trade sectors and organizations, the private sector

Annex II
UN/CEFACT ORGANIZATION OF WORK

1. To achieve its mission, the Plenary established an organizational structure with a Bureau, a Forum Management Group (FMG) and five Groups which meet biannually in a UN/CEFACT Forum. The five groups are as follows:

1. International Trade and Business Processes Group (TBG)
2. Applied Technologies Group (ATG)
3. Information Content Management Group (ICG)
4. Legal Group (LG)
5. Techniques and Methodologies Group (TMG).

Mandates of the Groups

2. The International Trade and Business Processes Group (TBG) is 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, harmonization 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,
- Raising awareness of the work of the International Trade & Business Processes Group (TBG).

3. The Applied Technologies Group (ATG) is 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 to design, assemble and produce syntax specific solutions based on identified business and/or technical requirements from the empowered groups of UN/CEFACT.

4. The Information Content Management Group (ICG) ensures the release of quality Technical Specifications for e-business. To achieve this aim, it is responsible for the:

- Management of the UN/CEFACT information repositories and libraries for e-business and Recommendations that fall within its scope,
- Technical conformance and the registration of the UN/CEFACT business requirements specifications,

- Normalization and maintenance of the base syntax neutral information components that serve as the building blocks for the development of standards for implementation,
- Technical conformity and registration of syntax specific information objects and components.

5. The Legal Group (LG) analyses current legal processes and issues within the mission and objectives of UN/CEFACT, identifies legal constraints that adversely affect the mission and objectives of UN/CEFACT, and proposes practical improvements to these legal processes and issues.

6. The Techniques and Methodologies Group (TMG) provides all UN/CEFACT Groups with Meta (base) Business Process, Information and Communications Technology specifications, recommendations and education. The TMG shall also function as a research group evaluating new information and communication technologies (ICT), as well as techniques and methodologies that may assist UN/CEFACT and its groups to fulfil their mandate and vision in Trade Facilitation and e-Business.