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UN/CEFACT structure, mandate, terms of reference, and procedures

UN/CEFACT Project Review and Support Draft Terms of Reference with project proposal checklist

Progress summary report

Submitted by the UN/CEFACT Bureau

Summary

This working draft in progress outlines responsibilities, terms of reference and procedures for activities concerning Project Review and Support – within the Bureau Programme Support Area – which aims to provide a central point of assistance for UN/CEFACT's project initiation, reporting and oversight.

This document is for information.



Part one: Introduction

1. Foreword

1. This note outlines responsibilities, terms of reference and procedures for activities concerning Project Review and Support – within the Bureau Programme Support Area – which aims to provide a central point of assistance for UN/CEFACT’s project initiation, reporting and oversight.
2. The Project Proposal Checklist is a document produced by the Project Review and Support Group in order to:
 - increasing the likelihood of procedural compliance of project proposals;
 - decrease the lead time for project initiation;
 - provide help and guidance to submitters of project proposals; and
 - facilitate the review of project proposals by the Bureau.

2. References

3. This document is based on the following reference documents:
 - ECE/TRADE/C/CEFACT/2010/24/Rev.2 UN/CEFACT Open Development Process
 - ECE/TRADE/CEFACT/20xx/xx Integrated Strategy for UN/CEFACT
 - ECE/TRADE/C/CEFACT/20xx/xx Programme of work 2014 – 2015
 - ECE/TRADE/C/CEFACT/2010/20/Rev.2 UN/CEFACT IPR Policy
 - ECE/TRADE/C/CEFACT/2010/18/Rev.1 UN/CEFACT Code of Conduct

3. Structure of the document

4. The document outlines the terms of reference of the Project Review and Support Group, followed by Annexes with checklists to assist with the inception of a project or its management after being approved.

Part two: Terms of Reference

5. UN/CEFACT has a project-oriented structure which calls for considerable attention to the transparent and orderly initiation and performance of projects, contributing to the timely completion of deliverables to advance trade facilitation and electronic business around the world. A key Plenary-approved document entitled the “Open Development Process” outlines project-oriented procedures and fosters relevant good practices.
6. There are currently two functions in the Bureau relating to the project support; one for non-technical guidance material, including UNECE Recommendations and one for technical material, including standards.

7. Project management of all UN/CEFACT projects should include all of the following points:
- **Assist those interested in launching a project** with respect to transparency, good practices and formal procedures, e.g. the UN/CEFACT Open Development Process.
 - **Provide early confirmation of alignment** with UN/CEFACT's mission and Programme of Work.
 - **Improve timeliness** in the formal Bureau approval processes, as project proposals will have had initial guidance on their preparation.
 - **Assist project leaders** in principles and processes for updating project status and for any special reporting and actions that may be requested by the Bureau.
 - **Provide summary information** on a recurring basis to the Bureau on the status of projects to foster transparency.
 - **Enhance coherence** in the recurring Bureau review of project developments, which may involve consideration of possible adjustments in project scope, exit criteria and deliverables.
8. Normally activities within UN/CEFACT are initiated with a project proposal (ODP stage 1). However, some ideas for projects may benefit from discussion before the actual project proposal is created can be communicated to the office function in order to be channelled to the appropriate function(s) within or outside UN/CEFACT. The project function can only advise and will not approve or reject the project idea.
9. All project proposals should be submitted to the UNECE Secretariat's entry point function, who will log the proposal and channel it to the appropriate Vice Chair responsible for Project Review and Support. In parallel it will be sent to the Bureau for review of the contents of the proposal.
10. The Vice Chairs responsible for Project Review and Support should review proposals with submitters and, if required, facilitate coordination with others as needed (e.g., Vice Chairs responsible for Programme Development Areas, Coordinators of Domains, UNECE secretariat).
11. In some cases, in order to foster awareness and participation in discussions concerning the proposal's formulation at an early stage, information may be communicated to Heads of Delegation and may be posted on the UN/CEFACT website.
12. Each proposal will be reviewed to ensure it is conformant with the, Programme of Work and Open Development Process. A standard checklist will be used (see Annex 1. In particular, the Vice Chairs responsible for Project Review and Support will review and suggest, where necessary, any ODP steps which would need to apply to the project and will make sure that the proposed exit criteria are reasonable, coherent with the deliverables and the scope of the Project.
13. Once the checklist items have been completed in cooperation with the submitter, the project proposal can be formally transmitted – by the candidate Vice Chair of the appropriate Programme Development Area or project domain – to the Bureau for review and approval.
14. The primary responsibility for oversight of individual projects remains with the designated Vice Chair
15. Project Leaders, supported by the designated Vice Chair, need to provide a summary report on progress at least every six months to the Project Review and Support area, using a standard format (see Annex 2. In some cases, greater frequency of reporting may be

warranted. All progress reports will be reviewed and a summary will be provided to the Bureau.

16. On an ongoing basis, Project Leaders need to ensure that all project documentation is kept up to date on the Confluence web site on the UNECE site (see Annex 3).

17. Additionally provide input to the Bureau of possible updating of the Open Development Process and guidance on related Bureau activities.

Annex 1 Project Proposal Checklist

1. When creating a Project Proposal questions should be answered with Y(es) or N(o) and the answer placed in the accompanying check list box. Note that *some* questions that are conditioned, notably those that begin with "If ...", may not be applicable and should be denoted with (NA) – Not Applicable.
2. If any box is "N", then the project proposal WILL NOT pass the technical assessment process.

N#	Structural / Administrative Points	Source	Y/N/NA
S1	Is the project proposal form submitted in English?	tbc	
S2	Does the project proposal comply with the format provided in Annex III of the ODP?	ODP p.12-13	
S3	For development intended for Plenary approval or notification, is the type of publication which is intended clearly indicated?	ODP §7	
S4	Is there a clear, attainable goal (purpose)?	ODP §17 + p12	
S5	Is there a clear, reasonable scope?	ODP §17 + p12	
S6	Is there a clear list of deliverables?	ODP §17 + p12	
S7	Is there a “Publication” clearly defined?	ODP §65	
S8	Is the “Project Exit” clearly defined?	ODP §17 + p12	
S9	Is there one table of Milestones per deliverable?	ODP §5 + p13	
S10	Are the expected completion dates within the Milestones reasonable? (sufficient time provided per stage / not too much delay between stages)	ODP §20 + p13	
S11	Is the project submitter a Plenary delegation, an existing Project Team, or a member of the Bureau?	ODP §16	
S12	Are the proposed project lead(s) and proposed editor(s) registered as experts, nominated by their corresponding HoD?	IPR §2	
S13	If additional documents are indicated as being provided (as well as initial contributions), are they attached?	ODP §27-29	
S14	If additional documents/initial contributions are presented as links to webpages, are the intended contributions clearly identifiable on the webpage?	ODP §27-29	
S15	Are the three required ODP stages indicated?	ODP § 4	
S16	Are all ODP stages required for this project indicated?	ODP § 3	
Comments from the project submitter:			
Comments from the designated Vice Chair:			

Comments from the Project Review Vice Chair:

N#	Compliance Points	Source	Y/N/NA
C1	Does the Project Proposal support the Programme of Work?	PoW	
C2	To the knowledge of the project submitter, is the Project Proposal free of IPR claims or, if not, IPR disclosure provided?	IPR	
C3	Are proposed use of specific technologies and/or external standards clearly stated within the Project Proposal?		
C4			

Comments from the project submitter:

Comments from the PDA Vice Chair:

Comments from the Project Review Vice Chair:

Annex 2 proposition: Project Review and Support

Project Progress Summary Report

Project Name	
PDA	
Date of summary report	
Current ODP stage	
Date of last summary report	
ODP stage at last summary report	
Progress since last summary report	
List of Conference Calls or other meetings held	
Any difficulties since last summary report	
Any request for assistance	
Other comments from Project Team	
Comments from Project Review and Support Vice Chair	
Other Comments from the Bureau / Secretariat	

Annex 3 proposition: Project Review and Support

Ensuring visibility of the project work

1. Keeping the Confluence webpage up to date:
 - Store meeting minutes, reference documents and draft development documents as PDF documents, when feasible otherwise as plain text.
 - Store documents on the Confluence website under the top page's attachments (under Page Operations) to facilitate finding the material.
 - If child pages are created under the main page, store the associated attachments under the top page's attachments rather than under the child page's attachments (to facilitate finding all reference material in one place).
 - When possible, create links to the most recent and active material on the project's top page under the appropriate ODP stage.
 - Encourage participants within the project to use their confluence account (they must first be registered as a UN/CEFACT expert) and to 'join the project' by clicking on the appropriate button on the top page.
 2. Having regular meetings:
 - Project teams are encouraged to hold regular working group meetings (at least monthly) with all project experts in order to encourage exchanges and expert participation.
 - The meetings should be documented and published in a transparent manner.
 - It is suggested to include within such minutes the names of participants, the major points which were discussed and any decisions which were made.
 3. Try to respect the calendar of progression as defined within the Project Proposal's Milestones.
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