ECONOMIC COMMISSION FOR EUROPE

COMMITTEE FOR TRADE, INDUSTRY AND ENTERPRISE DEVELOPMENT

Centre for the Facilitation of Procedures and Practices for Administration, Commerce and Transport (CEFACT)

Item 3 of the provisional agenda

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PERMANENT WORKING GROUP MANDATES FOR APPROVAL:

UN/EDIFACT WORKING GROUP MANDATE

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Submitted by the CEFACT Steering Group (CSG) *

This mandate was approved for submission to the CEFACT Plenary during the CSG meeting of 1-4 December 1997. The CEFACT Plenary is expected to: approve this document.

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GE.98-
Mandate & Statement of Resource Requirements
UN/EDIFACT Working Group (EWG)

Mandate

1. Objectives

1.1 Purpose

The purpose of the UN/EDIFACT Working Group (EWG) is to:

- develop and maintain UN/EDIFACT;
- provide the tools and administrative support necessary for the development of UN/EDIFACT;
- develop and maintain guidelines and proposals that support harmonization of UN/EDIFACT implementations;
- develop and maintain guidelines and proposals that improve the grammatical quality of the deliverables in the working language and thereby facilitate the multilingual interpretation by external parties;
- promote the global use of UN/EDIFACT.

1.2 Scope

UN/EDIFACT within the mission and objectives of CEFACT and its working groups.

2. Key Deliverables

The key deliverables of the EWG are:

- UN/EDIFACT messages, their supporting directories, and their audit;
- publication of the UN/EDIFACT messages and their supporting directories after confirmation by the CEFACT Steering Group;
- the EDIFACT syntax in accordance with the process defined by the ISO, IEC and UN/ECE Memorandum of Understanding (MoU);
• the UN/EDIFACT message design rules;
• guidelines and proposals to support harmonization of UN/EDIFACT implementations;
• guidelines and proposals that improve the grammatical quality of the deliverables;
• promotion and awareness of UN/EDIFACT.

3. Functional Expertise of Membership

The EWG is a group of experts in the areas of: UN/EDIFACT, business processes and associated tools. Each CEFACHT Head of delegation may designate one or more experts to the EWG. In doing so, they may delegate this task to one or more organizations, which may be national, regional or international. Experts are expected to contribute to the work based on their knowledge and experience.

4. Geographical Focus

The focus is global.

5. Delegated Responsibilities

The EWG is empowered in accordance with agreed procedures to:

• establish sub-groups and supporting teams;
• produce and forward for publication by the UN/ECE, after confirmation by the CEFACHT Steering Group, the UN/EDIFACT directories;
• produce:
  • the EDIFACT Syntax (ISO 9735),
  • the UN/EDIFACT message design rules,
  • guidelines to support harmonization of UN/EDIFACT implementations,
  • guidelines and proposals that improve the grammatical quality of the deliverables.
• develop proposals for draft UN Recommendations for consideration by CEFACT.
**Statement of Resource Requirements**

The EWG will require the same level of CEFACT resources as those presently available from the equivalent GE.1 activities, subject to review of this requirement every 12 months. This resource will be required to ensure the appropriate CEFACT Secretariat support for EWG and the implementation and achievement of the Terms of Reference.

Additional extra-budgetary resources may be required. A committee has been appointed to study future resource requirements.