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

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Item 2 of the provisional agenda

REPORT OF THE CEFACT STEERING GROUP (CSG) Meeting *
Geneva, 1-4 December 1997

This document has been submitted by the CEFACT Steering Group (CSG) and translation as required under the CEFACT procedures outlined in document TRADE/R.650. If there are any items requiring decisions by the CEFACT Plenary, these will be noted in a separate report from the Chair of the CSG.

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**REPORT OF THE CEFACT STEERING GROUP (CSG) Meeting
Geneva, 1-4 December 1998**

Members Present:

Ray Walker, Chairman
Ray Battersby
Claude Chiaramonti
Ernst Deeg
Alex de Lijster
David Dobbing
David Marsh
Klaus-Dieter Naujok
Irene Navarro
Christina Wallen-Rahlen
Christoph Wolf
Johan Robert Van Kuik

Secretariat Present:

Hans Hansell, Chief of Section
Dae Won Choi
Virginia Cram-Martos

Ex-Officio Members Present:

Santiago Mila
Kenji Itoh

Observers Present:

Thomas Wheel

Apologies From:

Siti Aminah Abdhullah
Dumitrache Dima
Borislav Georgiev
Emile Peeters

INTRODUCTORY NOTE

To encourage the greatest possible openness in the process and input into its decisions and recommendations, the CSG encourages a wide circulation of its reports.

MANDATES FOR APPROVAL AND TERMS OF REFERENCE FOR ENDORSEMENT

The mandate and statement of resource requirements for the UN/EDIFACT permanent working group (EWG), as found in Annex A, was approved for presentation to the March 1998 CEFACT Plenary for final approval.

During its discussions on the EWG mandate, the CSG considered whether or not the UN/EDIFACT directory audit function should be within the CSG or the EWG. It concluded that the audit should be by the EWG, given the vested interest of the EWG and all of its user participants in high-quality UN/EDIFACT directories, as well as the unique knowledge of UN/EDIFACT procedures and content found in the EWG. However, the CSG would supply to the EWG a description of what the audit report submitted to the CSG should contain in order for the CSG to give its approval (as mandated under TRADE/R.650) for directory publication.

The CSG endorsed the TMWG Terms of Reference, as found in Annex B, for presentation to the March 1998 CEFACT Plenary for information.

REPORTS FROM WORKING GROUPS

General

The CSG requested that all working groups co-ordinate among one another in order to ensure that there are no conflicts in meeting dates between the groups. The CSG also recommended that all working groups include statements on what they are currently working on in the announcements about or invitations to their meetings.

Codes Working Group (CDWG)

D. Dobbing announced that the first meeting of the Codes Group had been set for Geneva, on the Thursday and Friday of the CEFACT meeting week, i.e. the 19-20 March 1998.

In the light of what appears to be a widespread misunderstanding as to the CDWG's mandate, especially with regard to UN/EDIFACT Code Lists, the CSG requested that a more detailed explanation of the role and mandate of the CDWG to be published with this report (see Annex C) and distributed with the invitation to the first meeting.

International Trade Procedures Working Group (ITPWG)

R. Battersby informed the CSG that he had been elected Chair of the ITPWG. Draft Terms of Reference had been developed by the ITPWG at their November 1997 meeting and a revised version would be submitted to the January 1998 CSG meeting.

Legal Working Group (LWG)

D. Marsh reported that the Legal Rapporteur's Team had held its last meeting in October and had developed initial drafts for the Terms of Reference and Work Programme for the new LWG. The CSG recommended that the LWG set a date for its first meeting and issue, through the secretariat, an invitation to all heads of delegation.

Techniques and Methodologies Working Group (TMWG)

K-D Naujok reported that he and Mr. Peter Wilson had been elected, respectively, Chair and Vice Chair of the TMWG. The TMWG plans to have three meetings a year, with one being tied to the dates of a JRT. The scheduled meetings for 1998 are: 23-27 March in Washington D.C., the 24-28 August in Brussels and the 30 November to 4 December in Nice. The TMWG also had decided that it would have no meeting reports, but would maintain an issues list, an action list and a work programme.

As requested by the TMWG, the CSG agreed to develop a communication flow diagram, with accompanying procedures, in order to ensure adequate information flows among the working groups as well as between the working groups and the CSG. Also at the request of the TMWG, the CSG reviewed the issue of modelling in the development of UN/EDIFACT messages and, as a result, passed Resolution CSG/1997/1 as found in Annex D.

Electronic Commerce Ad hoc Working Group (ECAWG)

C. Chiaramonti noted that the ECAWG would meet the 5 December 1997 and would make a report to the January 1998 CSG meeting.

UN/LOCODE Ad hoc Working Group

The CSG reviewed the final report from the UN/LOCODE Ad hoc Working Group and noted it for submission to CEFACT at its March 1998 Plenary. It further understood that the Ad hoc working group would be submitting proposals for maintenance of the UN/LOCODE for discussion at the January 1998 CSG meeting.

CEFACT WORK PROGRAMME

The CSG decided to finalize, at its January 1998 meeting, a strategy paper for the CEFACT work programme to be distributed as a Conference Room Paper (CRP) at the March 1998 CEFACT session.

MIGRATION ISSUES

It was agreed that, if CEFACT gave its approval to the UN/EDIFACT Working Group's mandate then the GE.1 in March 1998 should be its last one.

Given new corporate responsibilities and his chairmanship of the TMWG, K-D Naujok announced his resignation as Vice-Chair of GE.1 and as a member of the ESG. The CSG then expressed its thanks to Mr. Naujok for his long-term contributions to both GE.1 and the ESG.

RELATIONSHIPS WITH OTHER INTERNATIONAL ORGANIZATIONS

Other UN Regional Commissions

The secretariat and CSG Chair reported on a successful second mission to the UN Economic and Social Commission for Western Asia (ESCWA). There will be a high level meeting in the region next year where they are interested in investigating the establishment of a regional UN/EDIFACT board.

G7

The G7 will be issuing a report on simplified Customs Procedures by May 1998. The CSG agreed to obtain more information on the G7's overall work on simplified procedures, including that on Customs.

OECD

In light of the November 1997 OECD conference on electronic commerce in Turku, the CSG set up a small group to visit the OECD in Paris in order to determine and discuss the work being undertaken by OECD in the area of electronic commerce and raise their awareness with regard to CEFACT's work in this area.

World Trade Organization

The CSG was informed that the WTO will probably organize a seminar on trade facilitation in late February or early March, where the ECE (i.e. CEFACT) would be invited to speak. The secretariat had also opened discussions with the WTO secretariat on the possibility of organizing a joint WTO/ECE conference during 1998, perhaps on electronic commerce. The CSG asked the secretariat to continue discussions on a joint conference with WTO, but to concentrate its efforts on making the CEFACT contribution to the February/March Trade Facilitation seminar a success. A small ad hoc CSG group consisting of R. Battersby, C. Wallen-Rahlen, A. de Lijster and R. Walker was established to assist the secretariat in developing the CEFACT presentation for that seminar.

International Organization for Standardization (ISO), CALS and the UN/ECE, ISO, IEC MoU

The secretariat informed the CSG that during the September 1997 session the approved parts 4 and 7 of the syntax had been made available to ISO and those documents were being processed.

The CSG discussed the issue of how to evaluate incoming information from a wide-range of standards groups and decide which CEFACT group(s) should follow, participate or provide input to the work in question. This needs to be centralised so that ALL affected groups are informed, international standards organizations have one contact place within CEFACT and so that the CSG, in its coordination role, knows who is communicating with various international organizations and on what topics (WITHOUT the CSG actually doing the communicating themselves). To address this issue, K-D Naujok was appointed, for a maximum of two years, as the standards liaison coordinator for the CSG. The CSG also appointed a support team for him consisting of C. Chiaramonti and

E. Deeg. Draft terms of reference for this function will be submitted by K-D Naujok.

The CSG considered the Liaison Statement from ISO/IEC/SC 30 and wished to confirm to them that CEFACT will follow their lead with regard to formal description techniques for the use of Open-edi. K.D. Naujok, as Standards Liaison Rapporteur, was asked to notify ISO/IEC/SC 30 of this decision.

The CSG then took note of resolution 97/1 from ISO/IEC/SC 30's October 1997 meeting which recommends that "all edi specific standardization activities be combined in a single committee, not necessarily under JTC 1." This topic was then placed on the agenda for the January 1998 meeting.

The CSG also considered resolution 97/9 from ISO/IEC/SC 30's October 1997 meeting which requests a clarification of "the liaison with the UN/ECE in order to permit SC 32 to establish liaison(s) with CEFACT and, if necessary, its substructures so that it can be informed of the work relevant to SC 32." It then requested that the secretariat notify ISO and ISO/IEC/SC 30 that it should continue to consider K-D Naujok as Liaison Rapporteur until CEFACT has notified them of any future changes.

UNCTAD

The CSG expressed concern that UNCTAD could be perceived, by others, to be duplicating the work of the ECE. It then requested that the secretariat provide the January CSG meeting with a paper on co-operation with UNCTAD and problems of perceived or actual duplication.

Other Organizations

Given their long-standing use of ECE Recommendations, and in light of discussions with the WTO, it was decided to contact the International Maritime Organization (IMO), in London, in order to better define its relationship with CEFACT.

The CSG was pleased to learn of the conference being organized in the autumn of 1998 by the IAPH on trade facilitation in Ports and hoped that it would also be possible to have one or more presentations on CEFACT and its work given during that conference.

PROCEDURES, ADMINISTRATION AND REVISIONS TO TRADE/R.650

Given the lack of a quorum which occurred at the beginning and end of this meeting, the CSG expressed concern about attendance, noting that the organizations who nominated CSG members had committed them to attend up to four day meetings per year and that these commitments, in some cases, were not being honoured. They therefore requested that the Chair write to all CSG members reminding them of these commitments and to take appropriate action when there had been no attendance to any meeting of the CSG.

See paragraph 11.

The secretariat was asked to create a resolutions file for continual updating and review at each meeting. The secretariat shall also make available the open TRADE/R.650 amendment file for review at each meeting. It was further agreed that, within the CSG, D. Marsh would remain the focal point for issues related to the eventual amendment of TRADE/R.650.

The CSG noted that, under TRADE/R.650, observer organizations do not have the same privileges as participants. The CSG requested that non-governmental organizations (in CEFACT's case, primarily trade associations and trade facilitation organizations) be invited to participate as observers only if they have submitted an application to ECOSOC for official recognition by the UN or if they are recognized by one or more governments or economies.

PROMOTION

CSG members were asked to review the existing Trade Facilitation WWW site at the address indicated below, as well as a proposal for a new site structure from the secretariat. The secretariat noted that any new structure would be implemented gradually. Nonetheless, an agreed upon structure would provide a framework for the site's evolution and a guide for finding information.

CEFACT WWW address: <http://www.unece.org/trafix/>

After reviewing the CEFACT brochure prepared by the secretariat (with input from the CSG to the text), the CSG requested that the secretariat, in future versions, replace the diagram on the inside centre page and make more prominent mention of administration and transport in the text. CSG members further agreed to investigate the possibility of developing, within their own organizations, graphics for use in CEFACT's brochures and WWW site.

The CSG invited any of its members (or CEFACT delegates) wishing to have a project or seminar sponsored by CEFACT to contact the secretariat for an evaluation as to whether or not this would be appropriate. Agreements for sponsorship would, of course, be given only if there was no cost to CEFACT for the sponsorship.

To support CSG members, officers and others wishing to give presentations on CEFACT and its work, CSG members and officers were requested to forward any relevant slides they might have to the secretariat. The secretariat was then requested to catalogue and make available these slides. All slides should be supplied to the secretariat in Powerpoint 4.0 format.

RESOURCES

The secretariat gave a presentation on the present allocation of resources in the section and expected changes during the first half of 1998. In order to obtain more resources it is necessary both have a clear strategy and vision and to be able to convey those to others via promotion (which in itself requires resources...). The CSG further noted that in order for contributions-in-kind to be found, requests need to be made for very specific items with a clear justification as to why they are needed.

It was noted that contributions-in-kind may also be needed to assist specific work groups with specific projects that are critical to CEFACT objectives.

ANY OTHER BUSINESS,
INCLUDING ROLLING 18 MONTH LIST OF MEETING DATES

UNTDDED

The CSG began a consultative process on how to best address this issue (the alignment of UNTDED and UNTDID). At this point, it was the CSG's view that it would be best to look at this from the perspective of reserving the UNTDED for paper-based applications (i.e. forms and, in particular, forms implementing the UN Layout Key). However, this should be done keeping in mind that much of the data exchanged via UN/EDIFACT (i.e. the UNTDID) eventually ends up printed onto paper -- and aligned forms. This sort of perspective would call, for example, for removing syntax data elements from the UNTDED and separating the presentation of data elements used only on paper and those also used for electronic exchange

Miscellaneous

The secretariat was requested to send the best wishes of CEFACT and, in particular, all members of the CSG, to Gunnar Sunblad, previously of the secretariat and the Swedish delegation, who is very ill.

Meeting dates for the next 18 months:

The following meeting schedule was agreed upon for the next 18 months:.

1997	December 1-4,	Geneva
1998	January 26-29,	Concord, USA
1998	June 15-18,	Geneva
1998	September 16-18	Geneva
1999	January 25-28	Location to be confirmed
1999	June 21-25	Location to be confirmed

Annex A
Draft 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 CEFACT 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 CEFACT 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.

Annex B
Techniques and Methodologies Working Group (TMWG)
Terms of Reference

Techniques & Methodologies Working Group

Terms of Reference

TMWG is a Permanent Working Group of CEFACT with a mandate ¹ to undertake a long-term program of work. The mandate is the agreement between the CEFACT Plenary and the Working Group on overall objectives (scope and purpose), key deliverables and delegated responsibilities.

"The purpose of the Techniques & Methodologies Working Group (TMWG) is to research and identify techniques and methodologies which could be utilised by CEFACT and its working groups to enhance the process by which its deliverables are produced and integrated." ²

TMWG's scope is to issue, publish and present proposals for specific "Techniques and methodologies to support the mission and objectives of CEFACT and its working groups" ³

These Terms of Reference are drafted in accordance with document R.650 ⁴ and cover:

- ▶ a definition of the specific technical issue(s) to be addressed;
- ▶ a detailed description of the proposed deliverables;
- ▶ membership;
- ▶ the administrative team structure of the Group;
- ▶ a time schedule and milestones of its function(s);
- ▶ a proposal for liaison with other Groups and any external organizations.

The requirements for each of the above are as follows:

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

In order to assist CEFACT in its decision to implement modelling, TMWG will provide the following deliverables:

- ▶ An analysis of the current EDI process and the problems
- ▶ The advantages of a modelling approach
- ▶ The organization structure necessary to deliver models
- ▶ The resources
- ▶ The development process

2.) Detailed description of the Proposed deliverables

¹ See document CEFACT/TMWG/97N001 (CEFACT Approved Mandate for TMWG, Sept.1997 Version)

² CEFACT/TMWG/97N001, Section 1.1 (Purpose)

³ CEFACT/TMWG/97N001, Section 1.2 (Scope)

⁴ Page 13, paragraphs 60 to 63 inclusive

See attached CEFACT/TMWG/97N007 "Detailed Project Plan for Modelling and Developing the Next Generation of ED Standards".

3.) Membership

"The TMWG is a group of experts with broad based knowledge of existing techniques and methodologies used within CEFACT, technological developments, and the functions of CEFACT and its sub groups. Each CEFACT head of delegation may designate one or more experts to the TMWG. 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 solely on their expertise." ⁵

There are two types of members:

* Full members

Full membership resides with the individual (rather than their sponsoring organisation) of any CEFACT member body (member states and organizations) interested in the work of TMWG.

Full membership status is achieved by written application to the TMWG secretariat once membership requirements are met.

Full membership requires attendance at two consecutive TMWG meetings.

Absence from two consecutive TMWG meetings relinquishes full membership, and requires readmission as stated above.

* Observers

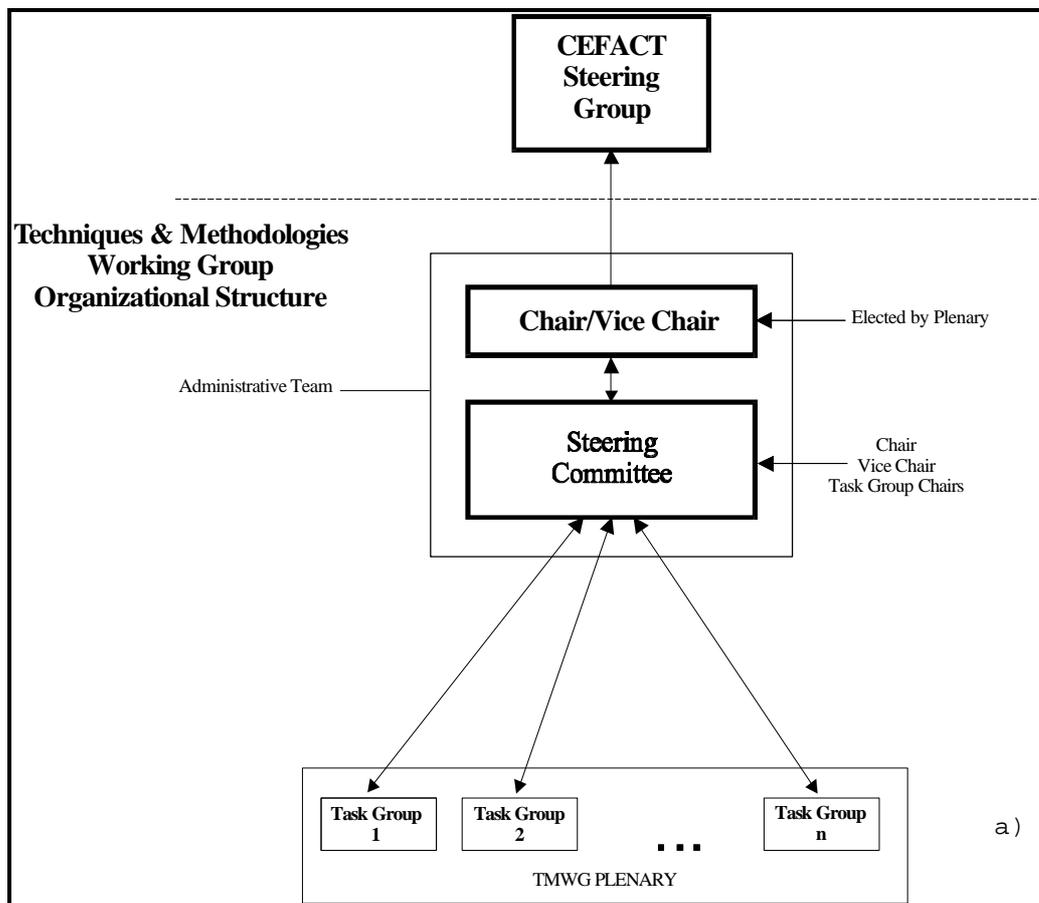
Observers (guests) are welcome to attend any TMWG meeting, and are encouraged to participate.

All members can make contributions and participate in the meetings.

⁵ CEFACT/TMWG/97N001, Section 3 (Functional Expertise of Membership)

4.) Administrative Team Structure

The TMWG Steering Committee (StC) membership will consist of the TMWG



Chair and Vice Chair, the elected TMWG Task Group chairs and immediate past TMWG Chair. To ensure the effective operation of the TMWG process, the StC shall:

a) Oversee the development, maintenance,

and use of a comprehensive and coherent set of rules, guidelines and procedures covering all aspects of the TMWG process, so as to provide input to the CEFACT process in a timely fashion, taking into account available resources and other implementation constraints.

- b) Be accountable to TMWG Plenary for the efficient operation of the TMWG process and will report to each meeting of the TMWG on the group's plans and results.

The role of the Steering Committee is:

- a) To serve as the primary strategic direction setting body of the TMWG. Act as initial arbitrator in situations where individuals, groups, organisations or countries feel that they are being excluded from participation in TMWG.
- b) To provide guidelines to the TMWG Chair for decisions to be taken by the CEFACT and the CEFACT Group Committee (CSG).
- c) To be responsible for making sure the preliminary agenda for the TMWG Plenary is set sufficiently prior to the meeting so attendees can have the agendas prior to attending. Final agendas must be available at the first day of the TMWG Plenary.
- d) To publish at the TMWG Plenary meetings, the work program schedule.

- e) To be the body responsible for instituting new TMWG Task Groups, special ad hoc groups, and other special advisory positions. The StC will be responsible for the terms of reference for these groups or individuals being set prior to the TMWG Plenary. The terms of reference should include purpose, scope and where applicable duration.

V - Time Scale

The urgency of the requirement to implement modelling cannot be underestimated. In this regard TMWG suggests the following time scale:

Dec.97	CSG	Assess TMWG Business Plan, Terms of Reference and Procedures Note: TMWG Business Plan contains a critical milestone which is to adopt modelling for the development of UNSM. If CSG does not back this suggestion and does not set an implementation date (for the above mentioned milestone) for EWG as indicated in TMWG's Business Plan then this plan is no longer valid. Further it may even question the existence of TMWG, since all its current work items are based on the acceptance of modelling by EWG.
Jan.98	CSG	Decision on whether to recommend to EWG to implement modelling. Communicate decision to EWG prior to April meeting.
Mar.98	TMWG	Provide to JRT/MOP and CSG an outline of: <ul style="list-style-type: none"> ▶ An analysis of the current EDI process and the problems ▶ The advantages of a modelling approach ▶ The organisation structure necessary to deliver models ▶ The resources
Apr.98	JRT/ MOP	Review of the above mentioned outlines by JRT/MOP JRT decides on the steps necessary to implement the new organisation structure and procedures
Jun.98	CSG	Assess EWG reactions to the modelling recommendations
Aug.98	TMWG	Start developing the detailed modelling development process(day-to-day process to develop and maintain business models)
Sep.98	EWG/M OP	Receive from TMWG and review the detailed modelling development process

EWG = (UN/EDIFACT Working Group)

MOP = (Mandate Operations and Procedures Group)

VI - Proposals for liaison with other Working Groups and external organisations

Four criteria are established for co-operation with other international organisations and bodies:

- I. Interdependence of work item(s) between TMWG and referenced group [Formal Bi-directional liaison activity];
- II. TMWG work item(s) depend on (is/are linked to) work item(s) of referenced group [Formal TMWG liaison activity];
- III. Referenced group's work item(s) depend on (are linked to) work item(s) of TMWG [Formal liaison activity by referenced group];
- IV. Referenced group's work item(s) are of interest to TMWG's research [Informal TMWG liaison activity];
- V. TMWG's work item(s) may be of interest to referenced group [Informal liaison activity by referenced group];

Organisations and bodies involved in the different aspects of the TMWG and the levels of co-operation with them in accordance with the above-mentioned criteria are indicated as below:

Name of organisation	Level of co-operation
1. CEFACT - EWG1. CEFACT - EWG	I
2. CEFACT - BAWG	III
3. CEFACT - ITPWG	III
4. CEFACT - all other WGs	V
5. JTC1 /SC32 (Open-edi)	I
6. Object Management Group (OMG)	IV
7. Network Management Forum (NMF)	IV + V
8. Internet Engineering Task Force (IETF)	IV
9. CommerceNet	IV
10. JavaSoft (The JAVA Electronic Commerce Framework)	IV
11. Open Application Group (OAG)IV	IV

Annex C
Codes Working Group (CDWG)
Background and Clarification

1. Background

The CEFACT Steering Group established the CDWG in recognition of the key role that code sets and code structures play in the overall CEFACT process. They are an important and fundamental component of the product suite published and maintained by CEFACT.

The objectives of the Code Working Group (CDWG) are to oversee the development, maintenance and use of a coherent set of procedures and underlying processes to govern the production, quality control and publication of CEFACT code sets and code structures. The CDWG's role is one of management and co-ordination to secure the quality, relevance and availability of appropriate code sets and code structures. This will cover both UN/EDIFACT Code Directories and UN Recommendations related to codes.

The CDWG tasks **do not include** the regular maintenance, quality assurance and production of the individual code sets. This activity remains the responsibility of the established working groups and maintenance agencies. The CDWG, however, will review and develop proposals and recommendations on procedures to improve, streamline and integrate the availability of CEFACT published codes. The CDWG will ensure that the requisite administrative processes and maintenance agency functions are consistent and integrated, and minimise any areas of overlap.

The CDWG will act as the focal point for all new UN Recommendations and all revisions to existing UN Recommendations related to codes and code structures. The CDWG, in conjunction with the UN Secretariat, will establish sub-groups to act as the maintenance agencies for the relevant UN Recommendations and will monitor the progress of their work. As part of this process, CDWG will evaluate requests for new UN Recommendations related to codes and will make recommendations to the CSG accordingly.

2. Key Deliverables

The key deliverables of CDWG are:

"proposals on procedures for the effective maintenance and publication of CEFACT code sets"

This will be achieved by reviewing and evaluating the current maintenance procedures for the UN Recommendations related to codes and for the UN/EDIFACT code sets. Based on this analysis, and where appropriate, proposals will be prepared that can effect improvements in the maintenance and publication of these code sets.

"proposals on procedures for the quality control of CEFACT code sets, including procedures for the periodic review of CEFACT code sets to ensure the relevance and consistency of these code sets"

This will be accomplished the CDWG developing and preparing proposals on procedures that ensure the quality of the CEFACT code sets, including where appropriate proposals on the means and instruments to effect close cooperation and coordination across the various maintenance agencies. The CDWG will monitor the relevance of the code sets to the CEFACT community and will develop and prepare proposals to ensure that a high level of consistency and coherency is attained across the numerous code sets.

"proposals, including draft Recommendations, for new code sets and code structures to support business processes and procedures."

The CDWG will evaluate all requests for new code sets and code structures and where appropriate will submit proposals to the CSG for new draft UN Recommendations in accordance with the required business function. Furthermore, subject to the CSG 's approval of a new draft Recommendation, the CDWG will assign the maintenance activity to an existing Maintenance Agency or will establish a new Maintenance Agency and will advise on the maintenance procedures and quality control aspects.

3. CDWG Meetings Schedule

It is expected that the CDWG will have 4 meetings per year, each meeting for a period of not less than 3 days and not more 5 days. The UN Secretariat will be an active participant in the group. The schedule and location of the meetings will be determined at the inaugural meeting of the CDWG:

**Thursday 19 March - Friday 20, 1998
Palais des Nations, Geneva, Switzerland**

4. Existing CEFACT Code Sets and Code Structures

UN/EDIFACT	Code List Directory (UNCL)
UN/EDIFACT	Service Code List Directory (UNSL)
UN Recommendation No. 3	ISO Country Code for Representation of Names of Countries
UN Recommendation No. 5	Abbreviations of INCOTERMS
UN Recommendation No. 7	Numerical Representation of Dates, Time, and Periods of Time
UN Recommendation No. 8	Unique Identification Code Methodology - UNIC
UN Recommendation No. 9	Alphabetical Code for the Representation of Currencies
UN Recommendation No. 10	Codes for Ship 's Names
UN Recommendation No. 16	UN/LOCODE Code for Ports and Other Locations
UN Recommendation No. 17	Payterms
UN Recommendation No. 20	Codes for units of measure used in international trade
UN Recommendation No. 21	Codes for Types of Cargo, Packages and Packaging Materials
UN Recommendation No. 23	Freight Cost Code
UN Recommendation No. 24	Harmonisation of Transport Status Codes

Annex D
CEFACT Steering Group Resolutions

Resolution CSG/1997/1

RESOLUTION ON THE USE OF BUSINESS AND INFORMATION MODELLING

The UN/CEFACT Steering Group (CSG) resolves that business and information modelling is an essential requirement to the future of UN/EDIFACT and that the implementation of business and information modelling is a critical objective of the CEFACT strategy and its attendant work programme. Accordingly, the CSG further resolves that all new United Nations Standard Messages (UNSMs) submitted as a Message in Development (MiD) shall utilise modelling as a condition of submission and approval commencing at a date to be jointly agreed by the CSG and the UN/EDIFACT Working Group (EWG).

In support of this resolution, the CSG requests that the EWG, after considering an analysis and impact study provided by the Techniques & Methodologies Working Group (TMWG), submit their comments, and in consultation with TMWG, a proposed target commencement date to the CSG not later than 1 June 1998.

Resolution CSG/1997/2

RESOLUTION ON ELECTRONIC PARTICIPATION IN WORKING GROUPS

The UN/CEFACT Steering Group (CSG) strongly encourages all working groups to expand participation in their work programme through the use of electronic means to progress their work.
