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**COMMITTEE FOR TRADE, INDUSTRY AND ENTERPRISE DEVELOPMENT**

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

Item 4 of the provisional agenda  
Fifth session, 15-19 March 1999

**REPORT OF THE UN/CEFACT STEERING GROUP (CSG) CHAIR  
TO THE UN/CEFACT PLENARY**

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Submitted by the Chairman of the UN/CEFACT Steering Group (CSG) \*

This report was prepared in accordance with the requirements for the UN/CEFACT Steering Group Chair to submit a report to each Plenary, as outlined in TRADE/R.650.

The Centre is invited to: review and approve this document.

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\* This document has been published without formal editing

### Introduction

1. As indicated in TRADE/R.650, the Chair of the UN/CEFACT Steering Group (CSG) is required to submit a written report to each session of the Plenary on the Steering Group's activities, and on other relevant issues related to the operation of the mandated working groups. Accordingly, this report covers the work of the CSG since the last session and includes a number of items which require Plenary action or approval. These items are highlighted in the following text.

2. The CSG has had two meetings following the September 1998 Plenary. This report covers the key issues discussed during these meetings. More details can be found in document TRADE/CEFACT/1999/17 which covers the September 1998 meeting and TRADE/CEFACT/1999/CRP.3 which covers the January 1999 meeting.

3. The CSG is now coming to the end of its two-year term of office and elections will be held for the 15 members during this session under item 3 of the Plenary agenda. The majority of current members have indicated that they are prepared to stand again, and have the resources to do so. The Chair believes that this is a very helpful development that will allow for continuity and build on the experience of the first two years.

4. Over the last 6 months, two resignations from the CSG have been received from Mr. Ray Battersby (UK) and Ms. Irene Navarro (USA) who will be replaced during this election. The Chair warmly thanks them for their contributions to the work of UN/CEFACT. Following the resignation of Mr. Battersby, the post of Chair of the International Trade Procedures Working Group (ITPWG) is vacant and, in conjunction with the secretariat, action is being taken to fill this post.

### Ongoing work

#### **Permanent Working Groups**

5. UN/CEFACT has the following 6 permanent working groups:

BPAWG	Business Process Analysis Working Group
CDWG	Codes Working Group
EWG	UN/EDIFACT Working Group
ITPWG	International Trade Procedures Working Group
LWG	Legal Working Group
TMWG	Techniques and Methodologies Working Group

6. Most of these groups are now well into their work programmes and are generating significant results. Annex A contains a summary of the most important items under development by each group along with reference and contact information. Heads of Delegation are invited to use this list for reference and are strongly encouraged to nominate experts to these groups.

### Plenary action:

**Under agenda item 5, to note Annex A.**

7. Of particular note is the work on Trade Facilitation Recommendations which is summarized below.

**Recommendations**

Group	Recommendation	Status	Action
ITPWG	Recommendation 4, National Trade Facilitation Bodies	Revised	for approval
	Recommendation 12, Measures to Facilitate Maritime Transport Document Procedures	Revised	for approval
	Recommendation 15, Simpler Shipping Marks	Revised	for approval
	Preshipment Inspection	New	for approval
Codes Working Group	Harmonized system for the coding of goods and commodities	New	for review as a CRP

**Plenary action:**

Under agenda item 9 to approve or review, as indicated, the above Recommendations.

### **Other significant developments**

8. For a number of reasons, the Business Process Analysis Working Group (BPAWG) has not been able to progress as quickly as expected. However, a new chair has now been appointed, Mr. Michael Doran (UK). In addition, the ITPWG has unanimously agreed to transfer the work on the International Trade Transaction Model to the BPAWG. This will give BPAWG a work item at the focus of our mandate and will ensure a consistent approach in the area of modelling.

9. The group will be holding a back to back meeting with the TMWG group in February 1999 (in Boulder, Colorado, USA) and it is hoped that this will lead to a significant increase in the group's activities.

### **Ad hoc Working Groups**

10. UN/CEFACT has the following 3 ad hoc working groups:

ECAWG	Electronic Commerce Ad hoc Working Group
SIMAC	SIMPL-EDI and forms and web-based EDI ad hoc group
PROMO	Promotion Advisory Group

11. The mandate of the ECAWG is to place the work of UN/CEFACT in context with the wider area of electronic commerce. To this end, an information paper is being developed as a Plenary paper. It is expected that a CRP containing the first draft will be available at the March 1999 Plenary session. Once the final paper has been published, the CSG recommends that the group be dissolved. However, because of the importance of the subject from a policy and technical viewpoint, the CSG will keep an active watch on developments.

12. The SIMAC, under the chairmanship of Mr. Alex de Lijster (Netherlands) has been working intensively over the last 6 months and has now produced its final report (TRADE/CEFACT/1999/7). The report contains a number of important recommendations to encourage the development of simple standard processes supported by simple UN/EDIFACT messages. Many of these recommendations apply to work being undertaken by more than one group.

13. The CSG now considers SIMAC's work to be completed and recommends that it be dissolved. However, to ensure that the impetus behind these recommendations is not lost and the work on SIMPL-EDI is carried forward, the CSG has established a small internal group under the chairmanship of Peter Guldentops (S.W.I.F.T.) consisting of Alex de Lijster, Pierre Georget (France), Klaus-Dieter Naujok (Canada). This group will present its findings in a CRP to the March 1999 Plenary.

14. The mandate of the PROMO group is to prepare a promotion and communication plan for CEFACT, including recommendations for implementation. This is discussed further below under Promotion and Awareness.

### **XML in the context of EDI**

15. At the September 1998 Plenary, the CEFACT Steering Group (CSG) was requested to review and evaluate the information on XML/EDI which had been provided to the Plenary. To this end, the CSG has had a wide ranging discussion and an in-depth presentation on the issues. There is no doubt that for Web based applications, XML is a significant standards development. EDI based on XML is a specific XML development which is currently the focus of much media attention. Depending upon its application, it appears to present potential opportunities and advantages and, sometimes, considerable disadvantages. To enable a wider discussion on the subject, the CSG has asked the TMWG to identify the issues, including those surrounding the possible development of a repository, in order that an overview can be produced in layman's language. It is expected that this overview will be available as a CRP for the March 1999 Plenary.

#### UN/CEFACT Rapporteurs

16. With the completion of the migration from WP.4 to UN/CEFACT, the mandate of the existing Legal Rapporteurs has come to a conclusion. The new, empowered structure of the Legal Working Group (LWG), which replaces the previous Rapporteurs' structure, is beginning to work well. However, they believe that there is an important need for UN/CEFACT to be officially represented at meetings of key external organizations such as UNCITRAL, ICC, and OECD. Therefore, they have recommended to the CSG the appointment of two UN/CEFACT Legal Liaison Rapporteurs for this purpose. This request is supported by the CSG and is timely in view of the new Recommendation for an electronic commerce agreement being developed by the LWG. The proposed mandate for the Legal Liaison Rapporteurs can be found in Annex B.

#### Plenary action:

**Under agenda item 7, to approve the mandate for two Legal Liaison Rapporteurs as found in Annex B and, if approved, to appoint those Rapporteurs.**

#### Promotion and Awareness

17. Now that UN/CEFACT and all of its permanent working groups are fully established, the work programme is agreed and its implementation are underway, it is important that we explain to all parties the wider mission of UN/CEFACT (simple, transparent, effective processes for global commerce) and the value of its work. In a world where knowledge is increasing exponentially, a lack of information or awareness can easily lead to a duplication of efforts or, at worst, an undervaluation of an institution's worth. Therefore, as UN/CEFACT develops, the issue of promotion and awareness becomes more and more important.

18. Consequently, the CSG and the secretariat have taken every opportunity to explain our role and work to other organizations such as the World Trade Organization (WTO), the Organization for Economic Cooperation and Development (OECD), the International Organization for Standardization (ISO) and UNCTAD. The Promotion Advisory group under the

chairmanship of Santiago Mila (IAPH) has been developing a communication plan for UN/CEFACT and promotion guidelines for use by the working groups. Their immediate priority is to build up the guidelines for the use of the UN/CEFACT logo and promote the use of the web site for communication and promotion activities. However, there is a need for extra resources in this area and Heads of delegations are invited to support these efforts both nationally and internationally and encouraged to nominate experts to the promotion group.

19. In addition, the CSG has taken two specific initiatives in order to further awareness of UN/CEFACT at the international level. As a first step to explaining our role and some of our activities to a wider audience, the CSG has organized an open symposium targeted to the international community in Geneva and UN/CEFACT delegations. This will take place on Monday, 15 March 1999 and it is expected that similar events will be organized in conjunction with future Plenaries, but targeted to a much wider audience.

20. The second initiative is to encourage the development and implementation of the UN/CEFACT Internet World Wide Web (WWW) site (<http://www.unece.org/CEFACT>). Because much of the information on our work is time sensitive, it needs to be communicated as quickly as possible. Therefore, the CSG considers the WWW to be one of the primary methods for communicating UN/CEFACT's activities to the wider world.

21. A large amount of the information related to UN/CEFACT's work is generated at the working group, and not at the Plenary level, or it is developmental and requires quick response. Therefore, the CSG believes that a primary objective should be to make as much information about its work available as quickly as possible. In order to achieve this and as a result of new UN rules under consideration, we need a mandate from UN/CEFACT to place information on the WWW in the source language in which it is submitted, prior to any translation (and even if no translation will take place).

**Plenary action:**

**Under agenda item 6, to give a mandate to the secretariat to place UN/CEFACT information on the WWW in the source language in which it is submitted, prior to any translation (and even if no translation will take place).**

**Cooperation with other international organizations**

**WTO**

22. The discussions being carried out in WTO on trade facilitation and, in the near future electronic commerce, are of fundamental importance to UN/CEFACT. We, therefore, have continued to maintain a close working relationship with the WTO secretariat and, in addition, have had a significant presence at all of these WTO discussions. Further, to respond to the evolving WTO discussions, the CSG has established a small internal group, under the chairmanship of Christina Wallen-Rahlen (Sweden), to

coordinate the preparation of a possible role for UN/CEFACT as a provider of technical expertise.

#### **OECD**

23. As forecast in the previous report (TRADE/CEFACT/1998/13), the CSG Chair and the Chief of the Trade Facilitation Section attended and contributed to the OECD Ministerial conference on global electronic commerce held in Ottawa during October 1998. A particularly useful document (the Report on International and Regional Bodies: Activities and Initiatives in Electronic Commerce), adopted at the conference, outlined the roles of the various organizations working in electronic commerce, including that of UN/CEFACT. The CSG Chair believes that the relationship with OECD should be further strengthened and is encouraging the secretariat to increase communications and contacts with the OECD secretariat.

#### **UNCTAD**

24. The CSG Chair and the Chief of the Trade Facilitation Section have had a number of constructive discussions with the Chief of the UNCTAD Trade Facilitation Section, Mr. Hans Carl, and are pleased to report substantive input into the procedural activities of UN/CEFACT from UNCTAD. Further, the CSG Chair participated in a significant session chaired by Mr. Boutros Boutros-Ghali, former Executive Secretary of the UN, at UNCTAD's Partners for Progress conference in Lyon, France in November 1998.

#### **Cooperation with International Standardization Organizations**

##### **International Organization for Standardization (ISO), International Electrotechnical Commission (IEC)**

25. The new Memorandum of Understanding (MoU) between UN/ECE, ISO and IEC (TRADE/CEFACT/1998/22) was signed by the heads of all three organizations in November 1998. The first meeting of the MoU management group took place in September 1998 and was chaired, under the practice of rotating chairmanship, by the CSG Chair. The UN/CEFACT team was led by the Standards Liaison Rapporteur, Klaus-Dieter Naujok (Canada).

26. The second meeting took place in Concord, California, USA in January 1999 and UN/CEFACT was represented by a strong team led by the Standards Liaison Rapporteur and including D. Dobbing (Australia), P. Georget (France), K. Itoh (Japan) and the CSG Chair. From UN/CEFACT's perspective, this meeting achieved significant progress. It recommended that a number of sections (5, 6, 7 and 9) of the version 4 of the EDIFACT syntax (ISO 9735) which had been blocked for procedural reasons, be released. This will be of considerable assistance to the UN/EDIFACT user community.

27. Another key point was the establishment of a small project group to review current developments in the area of common business objects, taking into special consideration the future potential for semantic harmonization

and integration. UN/CEFACT will be represented in this group by the Chair of TMWG. A high-level meeting of experts to discuss this key point will be convened on 13-15 November 1999 in New Orleans, Louisiana, USA.

#### **Proposal for New Standards Development Process**

28. The CSG has discussed the need for a new, open development process for standards to support trade facilitation and electronic business. It believes that the principles of openness, worldwide participation, speed and technical excellence are the key to any new process. UN/CEFACT's experience suggests that the best way to develop specifications that meet these principles is to start with a small editing group and have them write a first draft in close consultation with experts and industry leaders that have a deep understanding of the relevant business requirements. Consensus is then built using an iterative, electronic review process which is open to the largest possible audience. Using these electronic techniques, it is estimated that new standards could be released within 6 to 12 months.

29. A more detailed document describing this approach has been developed for discussion within the permanent working groups and a CRP on this will be available during the Plenary. Once the discussion has been completed, a substantive paper will be put to the Plenary in March 2000.

#### **Plenary action:**

Under agenda item 4, to note this development.

#### **Procedural Matters**

30. There are three procedural matters which need to be considered by the Plenary. They are related to: the revision of UN/CEFACT's mandate as found in TRADE/R.650 (Recommendations for the establishment of CEFACT); the move from biannual to annual Plenary sessions; and a proposal for information reports.

#### **Revision of TRADE/R.650**

31. UN/CEFACT's mandate, as defined in TRADE/R.650, proposes a review of the mandate by the Plenary, after two years of operation and particularly that part of the mandate dealing with the Steering Group. In addition, over the last two years, the secretariat has maintained a file of proposed amendments to TRADE/R.650. The CSG, having reviewed the consequences of amending TRADE/R.650, do not believe that any revision is urgently required. This is particularly so given the recent completion of the migration process as well as the concern by some heads of delegations that too much time has been spent on procedural rather than substantive topics. Therefore, they recommend that no change in TRADE/R.650 should take place this year and the matter should be reviewed by the Plenary in March, 2000.

#### **Plenary action:**

**Under agenda item 4, to accept the recommendation that no change in TRADE/R.650 should take place this year and the matter should be reviewed by the Plenary in March, 2000.**

#### **Move from biannual to annual sessions**

32. Meeting once a year creates a situation where ongoing work which has reached a level of quality and stability that would allow it to be published for approval may be unnecessarily delayed for many months. To avoid this situation, the CSG proposes the introduction of a new procedure to cover such documents. The proposal is that documents approved by working groups for submission to the UN/CEFACT Plenary for approval may be approved by a new procedure, if submitted up to 5 months before the Plenary. In summary, the procedure would involve the circulation of the document to all Heads of Delegation for a two-month comment period and, if at the end of that period, no negative comments have been made or substantive changes requested, the document would be deemed to be approved for publication. In an annual cycle of meetings, the adoption of this procedure will improve efficiency.

#### **Plenary action:**

**Under agenda item 4, to agree to the development of a detailed procedure to cover the intercessional approval of documents.**

33. UN/CEFACT has a number of important recommendations which cover codes and code lists. While revisions to the explanatory text of existing Recommendations or the approval of new Recommendations should clearly be a matter for Plenary approval, the code lists supporting the Recommendations require more immediate actions. Code lists are dynamic and need to be maintained on a frequent basis in order to meet user needs. Having considered the issue, the CSG recommends that the approval of revisions to the code lists should be the responsibility of the Codes Working Group (CDWG).

#### **Plenary action:**

**Under agenda item 4 to approve the CSG recommendation to delegate the authority for maintenance of the code lists associated with UN/CEFACT Recommendations to the CDWG.**

#### **Information Reports**

34. Currently, the plenary receives two types of documents for review: UN/CEFACT documents and Conference Room Papers (CRPs). With the move to annual meetings of the Plenary, the CSG and the secretariat propose a third category of documents called, "Information reports". The thought behind the proposal is to allow the Plenary to receive the latest reports and information from empowered groups while better distinguishing between those documents requiring substantive discussion and those which are purely informative.

35. If agreed, Information reports would be made available, but would not be for decision or review at the Plenary. As now, documents requiring

a decision by the Plenary would be circulated as UN/CEFACT documents or as CRPs. However, in line with current practice, CRPs would only be considered for decision if there was a consensus in the Plenary to do so.

**Plenary action:**

**Under agenda item 4 to agree to the use of information reports as described above.**

**UN/CEFACT Secretariat Resources**

36. The CSG is aware that as a result of promotion and other factors over the last 6 months, the secretariat has been significantly understaffed and under considerable strain. They are pleased that two new staff members have come on board since November and one temporary staff member has been recruited. In addition, once the current recruitment exercise has been completed the secretariat will be, for the first time in many years, fully staffed. The CSG looks forward to this situation being reached as soon as possible. However, the CSG wish to express serious concern at the level of other funding available, particularly to support the participation of the secretariat in key external meetings. They recommend to the Executive Secretary that this should be reviewed as a matter of priority.

**Other matters****Future CSG meeting dates**

37. The current meeting schedule is agreed as follows:

1999 June 21-25	Geneva
1999 November 22-26	Location to be confirmed
2000 March 27-31	Geneva (CEFACT Plenary)
2000 July 31- August 4	Location to be confirmed
2000 November 20-24	Location to be confirmed

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ANNEX A**UN/CEFACT Working Groups - Contacts and Meeting Dates**

Working Group	Contacts		Next Meetings
<u>BPAWG</u> - Business Process Analysis Working Group	<p><u>Chair</u>: Mr. Michael Doran CEO Sitpro 151 Buckingham Palace Rd London SW1 9SS - United Kingdom</p> <p>Tel: +44 171 215 0843 Fax: +44 171 215 0824 e-mail: michael.doran@sitpro.org.uk</p>	<p><u>Secretary</u>: Mr. Jean Kubler UN/CEFACT, room 446 Palais des Nations CH-1211 Geneva 10 - Switzerland</p> <p>Tel: +41 22 917 2774 Fax: +41 22 917 0037 e-mail: jean.kubler@unece.org</p>	<p>22-26 February, 1999 Boulder, CO. USA</p> <p>19-23 July, 1999 Vienna, Austria</p> <p>08-12 November, 1999 New Orleans, LA. USA</p>
<u>CDWG</u> - Code Working Group	<p><u>Chair</u>: Mr. David Dobbing Data Logistics 505 Darling Street Balmain, Sydney - Australia</p> <p>Tel: +61 2 9555-9914 Fax: +61 2 9555-1589 e-mail: ddobbing@attmail.com</p>	<p><u>Secretary</u>: Mr. Tauno Kangur UN/ECE Trade Division Palais des Nations CH-1211 Geneva 10 - Switzerland</p> <p>Tel: +41 22 917-2774 Fax: +41 22 917-0037 e-mail: tauno.kangur@unece.org</p>	<p>10-12 March, 1999 Geneva, Switzerland</p> <p>17-19 November, 1999 Geneva, Switzerland</p>
<u>EWG</u> - EDIFACT Working Group	<p><u>Chair</u>: Mr. Barry Keogh Tradegate ECA 2/28 Clarendon St. South Melbourne, Victoria - Australia</p> <p>Tel: +61 3 9645 9566 Fax: +61 3 9645 9599 e-mail: talbar@mail.att.net</p>	<p><u>Secretary</u>: Mr. Jean Kubler UN/CEFACT, room 446 Palais des Nations CH-1211 Geneva 10 - Switzerland</p> <p>Tel: +41 22 917 2774 Fax: +41 22 917 0037 e-mail: jean.kubler@unece.org</p>	<p>22-26 March, 1999 Atlanta, USA</p> <p>20-24 September, 1999 Canberra, Australia</p> <p>27-31 March, 2000 Paris, France</p>

<p><u>ITPWG</u> - International Trade Procedures Working Group</p>	<p><u>Chair</u>: Vacant</p>	<p><u>Secretary</u>: Ms. Rocio Cardenas UN/ECE Trade Division Palais des Nations CH-1211 Geneva 10 - Switzerland</p> <p>Tel: +41 22 917 1178 Fax: +41 22 917 0037 e-mail: rocio.cardenas@unece.org</p>	<p>14-16 April, 1999 Geneva, Switzerland</p> <p>15-17 September, 1999 Geneva, Switzerland</p>
<p><u>LWG</u> - Legal Working Group</p>	<p><u>Convenor</u>: Mr. David Marsh Needham &amp; Grant 14 Lincoln Inn Fields London WC2 3BP - United Kingdom</p> <p>Tel: +44 171 242 5866 Fax: +44 171 831 8254 e-mail: djmarsh@netcom.co.uk</p>	<p><u>Contact</u>: Mr. Niels Rasmussen UN/ECE Trade Division Palais des Nations CH-1211 Geneva 10 - Switzerland</p> <p>Tel: +41 22 917 3031 Fax: +41 22 917 0037 e-mail: niels.rasmussen@unece.org</p>	<p>17-21 May, 1999 (prel.) Barcelona, Spain</p>
<p><u>TMWG</u> - Techniques and Methodologies Working Group</p>	<p><u>Chair</u>: Mr. Klaus Naujok Harbinger Corporation 4410 Deermeadow Way Antioch, CA 94509 United States</p> <p>Tel: +1 925 602 2000 Fax: +1 925 825 9184 e-mail: klaus@templar.net www.harbinger.com/resource/klaus/tmwg</p>	<p><u>Secretary</u>: Mr. Christian Huemer IAII Leibiggasse 4 A-1010 WIEN Austria</p> <p>Tel: + 43 1 403 73 43 Fax. + 43 1 406 01 97 e-mail: ch@ifs.univie.ac.at</p>	<p>22-26 February, 1999 Boulder, CO. USA</p> <p>19-23 July, 1999 Vienna, Austria</p> <p>08-12 November, 1999 New Orleans, LA. USA</p>

### UN/CEFACT Working Groups - Key Priorities

Working Group	Key Priorities
<u>BPAWG</u> - Business Process Analysis Working Group	Pilot implementation of a methodology for UN/CEFACT business process analysis based on the International Trade Transaction model
<u>CDWG</u> - Code Working Group	<ol style="list-style-type: none"> <li>1) Progression with the development of Recommendation 30 (Harmonized System for the coding of Goods and Commodities)</li> <li>2) Approval and release of the next versions of the code lists for:               <ul style="list-style-type: none"> <li>- Rec. 16 - UN/LOCODES,</li> <li>- Rec. 21 - Codes for types of Cargo, Packages and Packaging,</li> <li>- Rec. 24 - Harmonization of Transport Status Codes</li> </ul> </li> <li>3) Approval of the text version of Rec. 20 - Codes for Unit of Measurement used in International Trade, and its submission to ISO TC154 for ISO "Fast Track Approval"</li> </ol>
<u>EWG</u> - EDIFACT Working Group	<ol style="list-style-type: none"> <li>1) To maintain the efficient and timely production of accurate directories containing messages, segments, data elements and codes as prescribed by the business community.</li> <li>2) To ensure the relevance of UN/EDIFACT in the business community by evaluating, selecting and utilising emerging technologies, techniques and methodologies in collaboration with all UN/EDIFACT Working Groups and the information technology industry.</li> <li>3) To promote the successes and achievements of the UN/EDIFACT process and its deliverables and to make the business community aware of the forward thinking of UN/EDIFACT through simplification and harmonisation of messages, its ability and willingness to embrace change to protect investment already made and add value to the outcomes.</li> </ol>

<p><u>ITPWG</u> - International Trade Procedures Working Group</p>	<p>1) Complete the revision of</p> <ul style="list-style-type: none"> <li>- Rec. 1 - United Nations Layout Key for Trade Documents</li> <li>- Rec. 8 - Unique Identification Code Methodology (UNIUC)</li> <li>- Rec. 11 - Documentary Aspect of of the International Transport of Dangerous Goods</li> <li>- Rec. 18 - Facilitation Measures Related to International Trade Procedures</li> </ul> <p>2) Prepare new Recommendations on System Audit Based Controls</p> <p>3) Improve the participation in and dessimination of the Grup's work through electronic means</p>
<p><u>LWG</u> - Legal Working Group</p>	<p>1) New draft Recommendation for e-commerce agreement.</p> <p>2) New draft Recommendation regarding existing international conventions based on Document R. 1096</p> <p>3) Liaison with UNCITRAL, WTO, ICC and OECD on legal e-commerce issues, focussing on the possible development of an e-commerce international convention on legal issues.</p>
<p><u>TMWG</u> - Techniques and Methodologies Working Group</p>	<p>1) Progression of defining the methodology and processes in support to implement Business Process Model for the use by UN/EDIFACT's working groups.</p> <p>2) Prepare a report in response to the CSG request to review the information on XML as it may relate to Electronic Business. The report shall address the findings of the SIMAC report, as well as expand on the TMWG recommendations and be presented as an overview of the issues in lay-man's language.</p> <p>3) Participate in the work of the new EWG Validation Group on OO-edi. In addition to the work items under 1) above, this would require close cooperation with EWG members in order to implement the newly developed methodology and processes.</p> <p>4) Develop EWG specific procedures based on the concept called "Open Development Process for Business Specification"</p>

**ANNEX B**

**Draft Mandate for Legal Liaison Rapporteurs**

The UN/CEFACT Legal Liaison Rapporteurs shall:

- where appropriate represent, or ensure the representation, of UN/CEFACT's interests and views in other relevant work being carried out internationally especially in UNCITRAL, UNCTAD and the ICC;
- recommend and monitor other external liaisons for either the Plenary or the Legal Working Group (LWG) relevant to UN/CEFACT's interest in legal matters;
- act as ex-officio members of the LWG Steering Committee and actively participate and contribute to the work of the LWG.

**Reporting Relationships**

The Rapporteurs shall serve as the UN/CEFACT focal points for information about these liaisons to the Plenary, CSG and the Legal Working Group and shall provide to the CSG regular reports regarding relevant external developments. The Rapporteurs, if not CSG members, shall be entitled to attend the CSG as observers.

In addition, the Rapporteurs shall submit a summary report of their activities to each Plenary session of UN/CEFACT.

**Duration of Appointment**

Initially for three years, thereafter renewable every two years.

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