



**Economic and Social
Council**

Distr.
GENERAL

ECE/TRADE/C/CEFACT/2007/15
20 June 2007

ENGLISH ONLY

ECONOMIC COMMISSION FOR EUROPE

COMMITTEE ON TRADE

Centre for Trade Facilitation and Electronic Business

Thirteenth session
Geneva, 14-16 May 2007
Item 3 of the provisional agenda

**UN/CEFACT CONSOLIDATED GROUP MANDATES AND TERMS OF REFERENCE
INTERNATIONAL TRADE AND BUSINESS PROCESSES GROUP (TBG)**

Submitted by the Chairman of the International Trade and Business Processes Group (TBG)

Summary

At its thirteenth Plenary in May 2007, UN/CEFACT took note of the report of the Forum Management Group (FMG) and reports from the permanent groups and requested the FMG to update the mandates and terms of reference of the permanent groups immediately after the Plenary so that they can be submitted for intersessional approval.

This document implements the decision for the International Trade and Business Processes Group (TBG)

This document is submitted by the FMG for intersessional approval

I. MANDATE OF THE INTERNATIONAL TRADE AND BUSINESS PROCESSES GROUP (TBG)

A. Objectives

Purpose

1. The purpose of the International Trade and Business Processes Group (TBG) is to be 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, harmonisation 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 work of the International Trade and Business Processes Group (TBG).

Scope

2. The activities related to the TBG are within the mission, objectives and Programme of Work of UN/CEFACT and its groups.

B. Key Deliverables

3. The key deliverables of the TBG are:
- Draft UN and UNECE Recommendations and other relevant instruments for trade facilitation including best practices and implementation guidelines;
 - Business and governmental domain definitions;
 - Common business and governmental processes (including reference models);
 - Core Component definitions;
 - Cross domain business and governmental projects;
 - Harmonised business and governmental requirements e.g. harmonisation of cross-domain process models and core components;
 - Validated technical specifications;
 - Documentation of business and governmental requirements for changes to syntax solutions, e.g. EDIFACT messages;
 - Forum seminars, presentations and other artefacts to support awareness of the TBG activities.

C. Functional Expertise of Membership

4. Members of this group primarily are process, procedure and modelling experts in the international trade and e-business arenas. The group combines business domain and information experts to ensure cross-domain harmonization, especially at the industry implementation level. In addition Heads of Delegations may invite technical experts from their constituency to participate in the work. Experts are expected to contribute to the work based solely on their expertise and to comply with the UN/CEFACT Code of Conduct (TRADE/R.650/Rev.4 Annex II Section VIII).

D. Geographical Focus

5. The focus is global.

E. Delegated Responsibilities

6. In accordance with agreed procedures, the TBG may:
- Propose the establishment of working groups and project teams;
 - Approve project proposals via the FMG;
 - Progress designated projects following UN/CEFACT's Open Development Process;
 - Collaborate with other UN/CEFACT Groups, the Forum Management Group and the Bureau on implementation of its work plan;
 - Present draft proposals and/or recommendations to the UN/CEFACT Plenary;
 - Release any TBG deliverables not requiring UN/CEFACT approval.
 - Cooperate and establish liaisons with other groups and organizations as required.
7. All decisions taken by the TBG shall be properly minuted and communicated to the FMG for approval, as appropriate.

F. Statement of resource requirements

8. Participants in the TBG shall be required to provide the resources required for their own attendance in the work of the TBG. In order to support the ongoing work of the TBG, the following resources are required to be provided by the UN/CEFACT secretariat:
- Provision of secretariat for the TBG to cover consolidation, preparation, distribution and maintenance of official and working documents, including minutes and lists related to the meetings and the work of the group.
 - Maintenance of logs and records of membership of the TBG.
 - Coordination and distribution of relevant information and documents.
 - Establishing and maintaining the TBG public Web site pages with appropriate links, document download facilities, and items of interest.
 - Establishing and maintaining the TBG public and private list servers.

II. TERMS OF REFERENCE OF THE INTERNATIONAL TRADE AND BUSINESS PROCESSES GROUP (TBG)

A. Mission

9. The purpose of the International Trade and Business Processes Group (TBG) is to be 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.

10. TBG activities are within the mission and objectives of UN/CEFACT and its Groups.

B. Technical issues

11. The technical issues that TBG will address include:

- UN and UNECE Recommendations, implementation guidelines and other relevant instruments for trade facilitation including best practices and implementation guidelines;
- Business and governmental domain definitions;
- Development and maintenance of common business and governmental processes (including reference models);
- Development and maintenance of Core Component definitions;
- Harmonised business and governmental requirements e.g. harmonised cross-domain process models and core components;
- Identification of factors constraining more effective business practices/processes;
- Analyse international trade procedures and identify barriers/constraints;
- Create and maintain a Master International Trade Transaction (ITT) Framework;
- Validation of technical specifications;
- Documented business and governmental requirements for changes to syntax solutions;
- Improvement of the grammatical quality of the deliverables including a controlled vocabulary.

C. Deliverables

12. The key deliverables of TBG are:

- Draft UN and UNECE Recommendations and other relevant instruments for trade facilitation including best practices and implementation guidelines;
- Business and governmental domain definitions;
- Common business and governmental processes (including reference models);
- Business Requirement Specifications (BRS) and Requirement Specification Mapping (RSM) documents;
- Core Component and Business Information Entities definitions;
- Cross domain business and governmental projects;
- Harmonised business and governmental requirements e.g. harmonisation of cross-domain process models and core components;
- Validated technical specifications;
- Documentation of business and governmental requirements for changes to syntax solutions;
- Forum seminars, presentations and other documentation to support awareness of the TBG activities.

D. Membership

13. All of the rules in this section shall apply to the TBG and any TBG Working Groups, Project Teams, and other ad-hoc groups created.

14. Membership in TBG requires commitment to attend and participate in the work of the group.

Members

15. Members of TBG are primarily process, procedure and modelling experts in the international trade, governmental and e-business arenas. The group combines business domain and information experts to ensure cross-domain harmonization, especially at the industry implementation level.

16. Membership resides with the individual. After attending two TBG meetings out of 3, the attendee is eligible for membership. Membership is achieved by written application to the TBG secretariat. To maintain member status, the participant must attend at least two TBG or TBG Working Groups meetings within the preceding 12 months. Failure to attend at least two TBG or TBG Working Groups meetings per annum may result in forfeiture of membership at the discretion of the Chair after consultation with the TBG Steering Committee.

Observers

17. Observers (guests) are welcome to attend any TBG meeting, and are encouraged to participate in discussions. However, observers are not considered to be members and therefore will not be allowed to vote.

E. Administrative Structure

18. All of the rules in this section shall apply to the TBG and any TBG Working Groups, Project Teams, and other ad-hoc groups created.

19. The Steering Committee (StC) will consist of the TBG Chair and Vice Chairs, the TBG secretariat, the elected TBG Working Group Chairs and appointed Ad hoc Working Group Chairs.

20. The role of the Steering Committee is to:

- (i) Oversee the development, maintenance and use of a comprehensive and coherent set of rules, guidelines and procedures covering all aspects of the TBG process, so as to provide input to the CEFACT process in a timely fashion, taking into account available resources and other implementation constraints;
- (ii) Be accountable to the TBG Plenary for the efficient operation of the TBG process and report to TBG on the Group's plans and results.

- (iii) Serve as the primary body setting strategic directions for TBG and act as initial arbitrator in situations where individuals, groups, organizations or countries feel that they are being excluded from participation in TBG.
- (iv) Provide the TBG chair with guidelines for decisions to be taken by the CEFACT Plenary, the Bureau and the FMG.
- (v) Ensure that the agenda for any TBG Plenary meeting is available to TBG members one month before the meeting.
- (vi) Maintain and publish schedules related to the TBG programme of work.
- (vii) Establish new TBG working groups, special ad hoc groups, and other advisory positions. The Steering Committee is responsible for timely preparation of the terms of reference for these groups or individuals prior to the TBG Plenary.
- (viii) Review new project proposals and assign them to working groups.

21. Duties of the Chair

- (i) Call to order and preside over meetings;
- (ii) Assign duties as necessary;
- (iii) Represent the group in its parent body;
- (iv) Communicate the official position of the group;
- (v) Prepare meeting agendas and organise meeting material.
- (vi) Prepare a written report for delivery to the annual UN/CEFACT Plenary on the TBG Programme of Work, Projects & Deliverables:
- (vii) Report to the FMG, Bureau & UN/CEFACT Plenary.

22. Duties of the Vice Chair

- (i) Preside at the meeting in the absence of the Chair;
- (ii) Assume duties of the Chair in the event of resignation;
- (iii) Represent the group in its parent body;
- (iv) Communicate the official position of the group in the absence of the Chair;
- (v) Assist the Chair in preparing meeting agenda and in organising meeting material.

23. Duties of the Secretary

- (i) Maintain the current TBG roster;
- (ii) Record and distribute the official meeting minutes;
- (iii) Maintain TBG records and correspondence;
- (iv) Notify members of meeting information;
- (v) Maintain written requests for membership;
- (vi) Assemble and distribute all documentation and meeting materials.
- (vii) Other duties as assigned by the Chair

F. Working Groups and Project Teams

24. The Group may propose the establishment of working groups and/or project teams to accomplish specific work projects.

G. Chair pro tem

25. In the absence of the Chair and Vice Chair the members of the meeting may elect a chair pro tem.

H. Time Scale

26. TBG will schedule a minimum of 2 meetings per year which will occur as part of the UN/CEFACT Forum. Each TBG Working Group is encouraged to organise additional interim meeting at its own discretion.

I. Liaison

27. The TBG will liaise with external groups as necessary to conduct its work. Liaison will be conducted, through the FMG and in line with the UN/CEFACT Liaison Policy, at the discretion of the Group, who may choose to appoint a member of the team to conduct liaison activities.
