
Secretariat support to UN/EDIFACT

I. COLLECTING CHANGE REQUESTS

UN/EDIFACT Entry Point: Manages the collection of any change requests (DMRs)

Overall Responsible Role: UNECE as UN/EDIFACT Entry Point

- Publish the Data Maintenance Requests (DMRs) templates, prepared and maintained by the UN/EDIFACT Maintenance team, on the UNECE-UN/CEFACT website.
- Receive all new DMRs submitted by Requesters.
- Undertake initial assessment to ensure completeness of the information contained in the submitted DMRs.
- Acknowledge receipt and notify the Requester of DMRs status: i.e. DMR complete (correctly filled-in form) or not.
- If the DMR is not complete, the secretariat will ask the Requester to make corrections and resubmit the DMR.
- Record complete DMRs (issue log number and date)
- All valid DMRs will be published in a special section on UNECE-UN/CEFACT website.
- Ensure that all DMRs received 6 weeks before the UN/CEFACT Forum^{1/} (in electronic format i.e. MS Word) will be transposed in a suitable database format and transmitted to the UN/EDIFACT Maintenance team before each Forum. DMRs received less than 6 weeks before the UN/CEFACT Forum will be postponed for assessment until the following Forum.
- DMRs transferred to the UN/EDIFACT Maintenance team together with UN log numbers and UN registration date.

NB! The above steps cover the entry point tasks (box “Collect DMRs” in below chart).

As shown in the flowchart below UNECE secretariat is also responsible for producing new directories, submitting them to validation team, communicating with both maintenance and validation teams during the validation process and at the end of the process publishing them and announcing on UN/CEFACT and UN/EDIFACT websites (plus informing by mail the TC154 secretariat).

Flow Chart of Maintenance Procedures

