		ECE/TRADE/C/CEFACT/2010/MISC.1
		Distr.: Restricted 12 December 2010 Original: English only

Economic Commission for Europe

Committee on Trade

Centre for Trade Facilitation and Electronic Business
Sixteenth session
Geneva, 8-10 December 2010

The way forward

By the Bureau

THE WAY FORWARD

8 - 10 December 2010
UN/CEFACT Sixteenth session
Palais des Nations, Geneva, Switzerland

In looking to the way forward, the UN/CEFACT Bureau, on behalf of the Plenary, starts from UN/CEFACT's mandate as an intergovernmental body within the framework of the United Nations.

The diagrams that follow illustrate the cascade of organisational arrangements relating to this framework.

UNITED NATIONS

GENERAL ASSEMBLY

ECONOMIC AND SOCIAL COUNCIL

ECONOMIC COMMISSION
FOR EUROPE
(Executive Committee)

COMMITTEE ON TRADE

CENTRE FOR TRADE FACILITATION
AND ELECTRONIC BUSINESS

United Nations Economic Commission for Europe
United Nations Centre for Trade Facilitation and Electronic Business
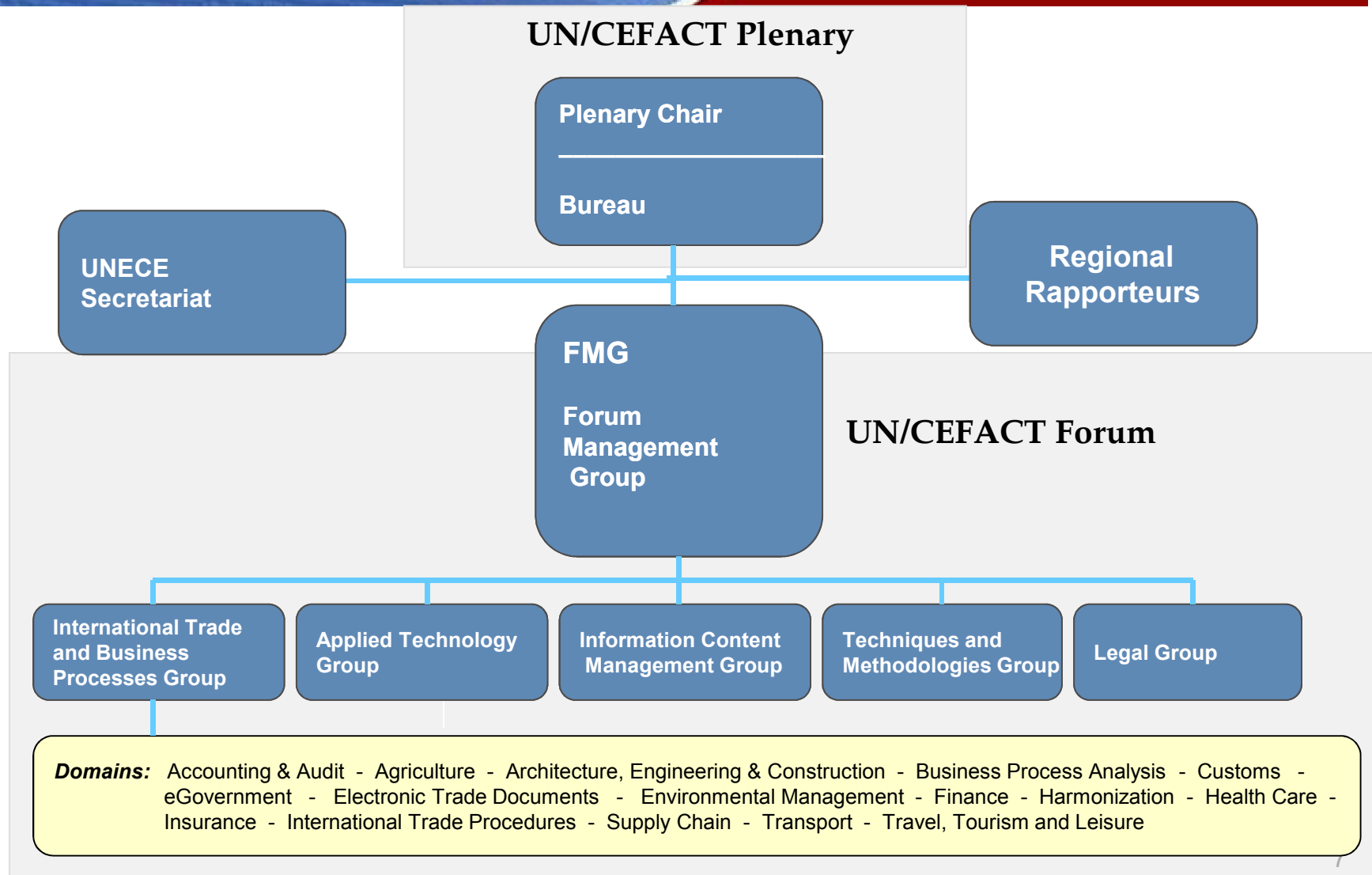
UN/CEFACT

Mandate

- Intergovernmental
- Public-private sector collaboration
- Global remit
- Multidisciplinary
- Consensus-driven
- Recommendations / Standards
- Real-world solutions-oriented
- Free to participate / to use outcomes

- Public sector

- Private sector

- Standards development organisations

- International organisations

- Others

United Nations Economic Commission for Europe
United Nations Centre for Trade Facilitation and Electronic Business

UN/CEFACT

Current structure

UN/CEFACT Plenary

Plenary Chair

Bureau

UNECE Secretariat

Regional Rapporteurs

FMG

Forum Management Group

UN/CEFACT Forum

International Trade and Business Processes Group

Applied Technology Group

Information Content Management Group

Techniques and Methodologies Group

Legal Group

Domains: Accounting & Audit - Agriculture - Architecture, Engineering & Construction - Business Process Analysis - Customs - eGovernment - Electronic Trade Documents - Environmental Management - Finance - Harmonization - Health Care - Insurance - International Trade Procedures - Supply Chain - Transport - Travel, Tourism and Leisure

- Recommendations from UNECE Executive Committee
- Requirement to review permanent group mandates
- More timely availability of deliverables
- Opportunities to benefit from stakeholder developments in other institutions and to extend collaboration
- Outreach to stakeholders / questionnaires
- Gap analyses
- Maturity of experience / lessons learned

Main themes in going forward

- Outreach and meeting strategic stakeholder needs
- Reducing duplication of effort
- Creating value-added benefits through specialisation
- Fewer layers of management
- Encouraging cross-domain initiatives
- Preventing resource-gridlock
- Improving timeliness of deliverables
- Addressing communication challenges

Following inputs and consultations since the 17th UN/CEFACT Forum in Geneva, the Bureau's proposal for change continues to focus on a streamlined management structure, greater engagement and outreach with other institutions and experts and more procedural flexibility to achieve more timely completion of deliverables.

Steps have also been taken to follow up on Forum discussions by showing more fully the ways in which continuity of domain expertise can be addressed.

Essentially the Plenary Bureau takes a more active and continuous role in formulating and addressing:

United Nations Economic Commission for Europe
United Nations Centre for Trade Facilitation and Electronic Business

UN/CEFACT

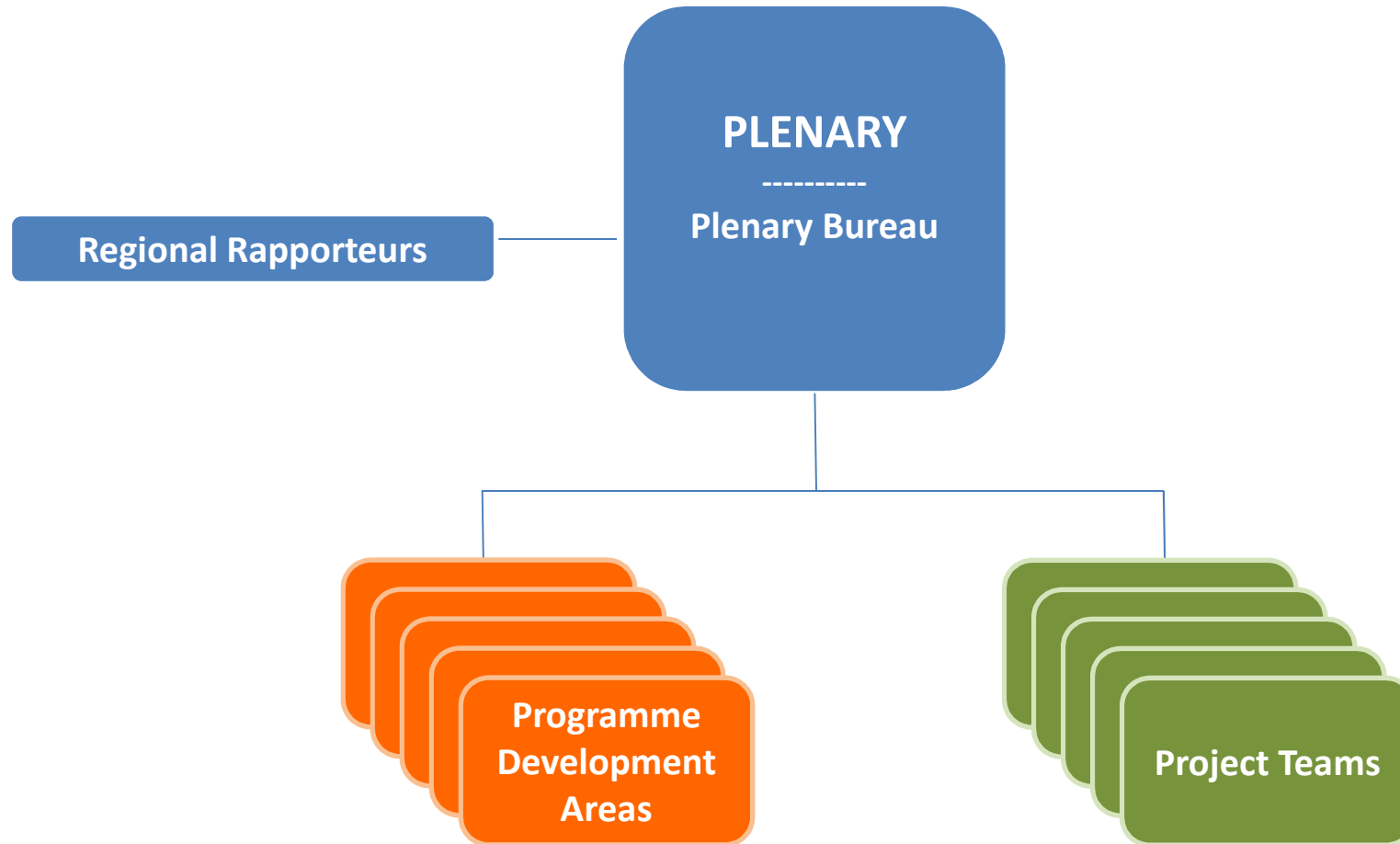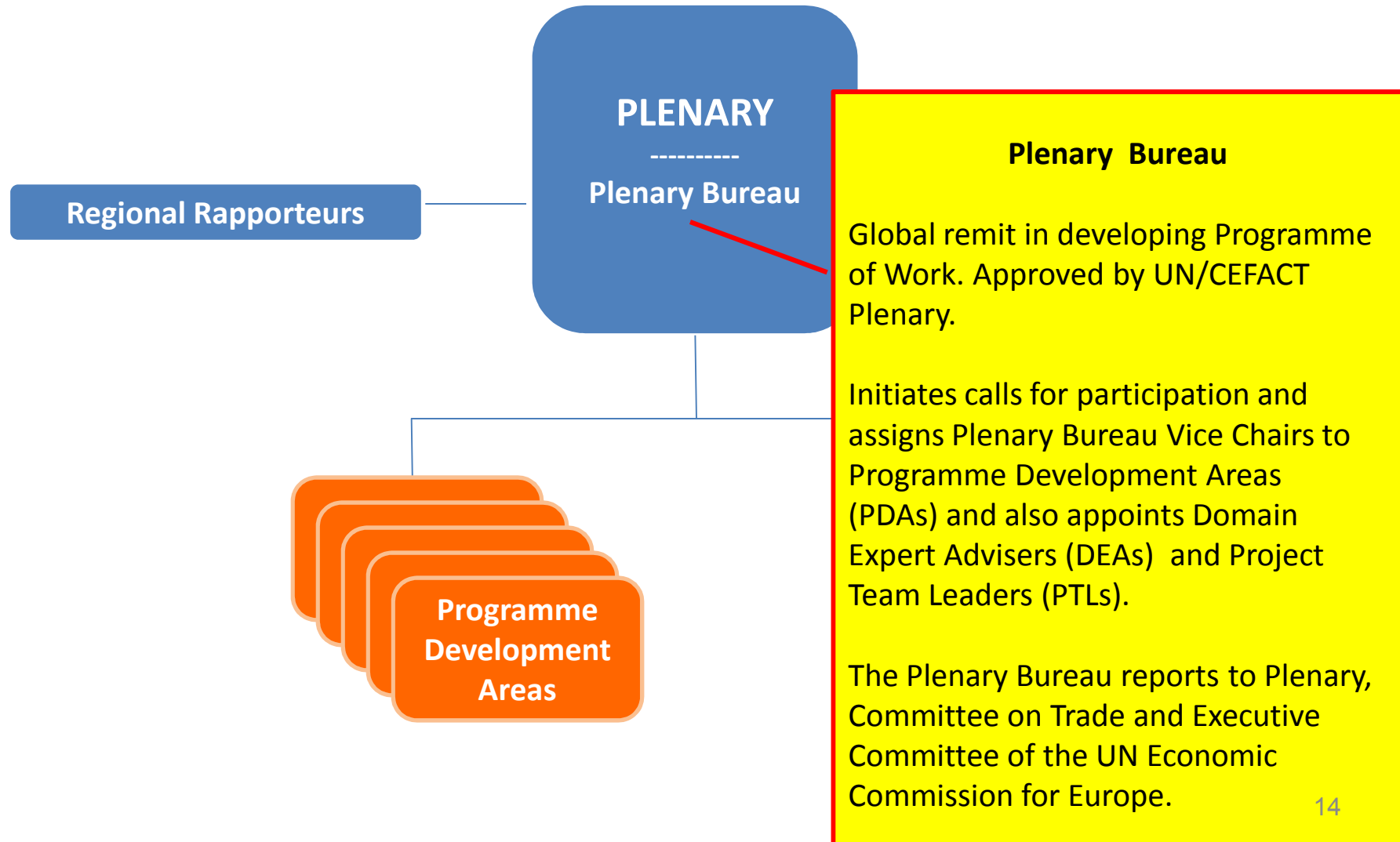**Plenary Bureau focal points**

- UN/CEFACT's Plenary-approved <u>Programme of Work</u> (PoW)

- <u>Projects</u> approved by the Plenary Bureau within the PoW that follow:

  - The Open Development Process (revised proposal)
  - Including the three-country rule indicating member State support

- More specifically, this involves two key focal points for activities with experts:

  - <u>Programme Development Areas </u>to help shape proposed work
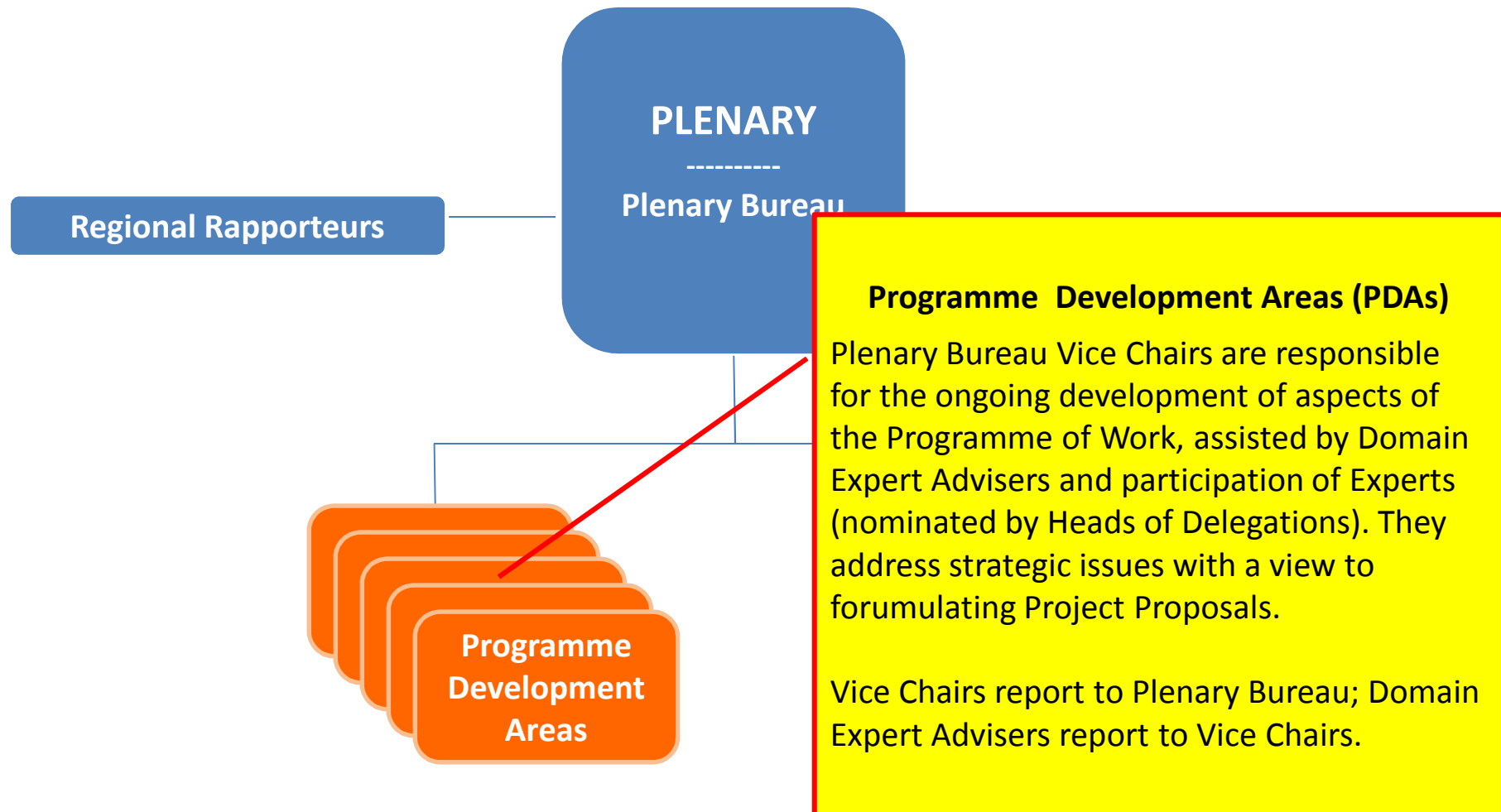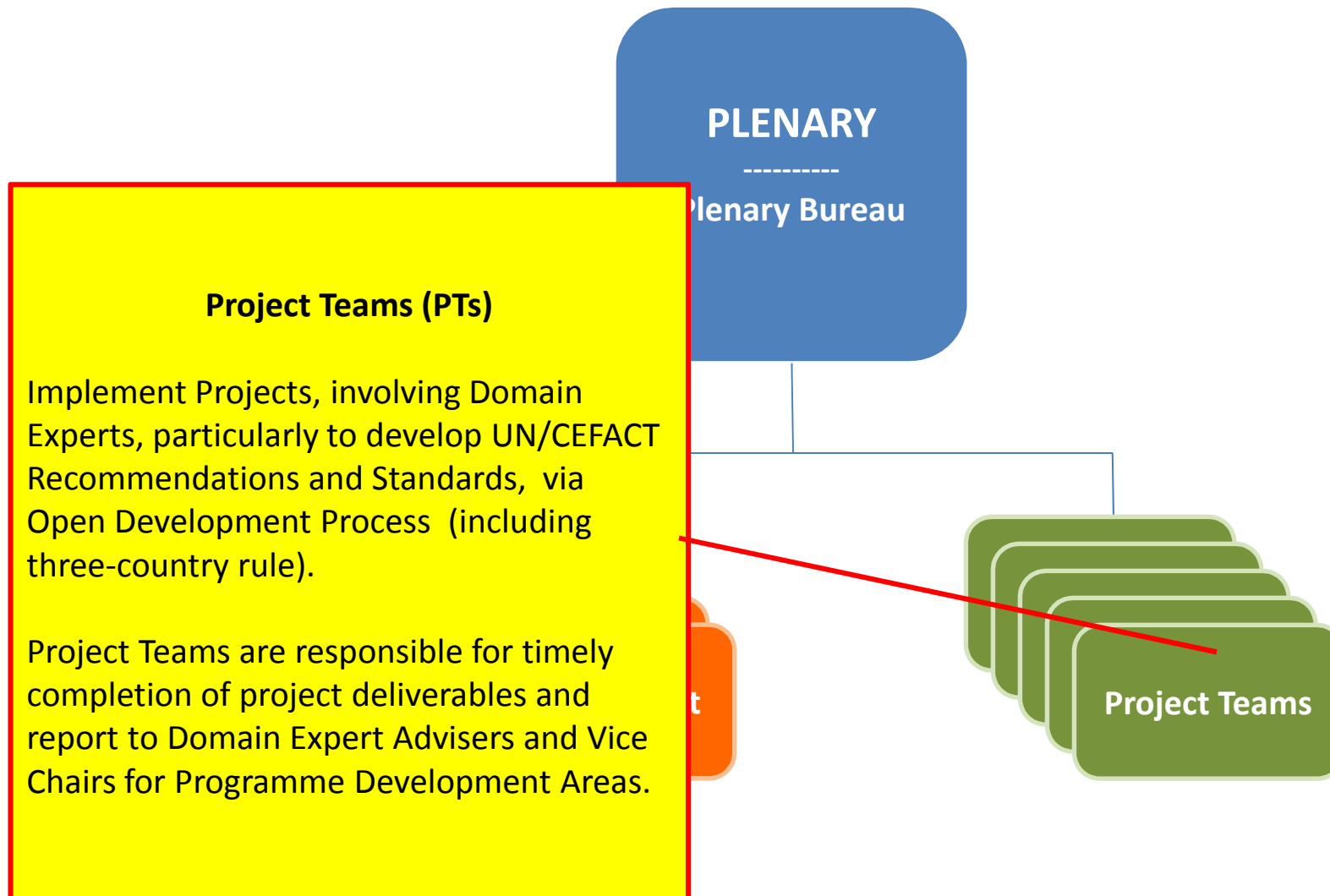 - <u>Project Teams </u>to do the work as timely as possible

Notes for the diagram that follows

- The UNECE secretariat has suggested that, consistent with other organisational charts of UNECE intergovernmental bodies which are also provided with secretariat support, it does not need to appear on the diagram.

- References to Teams of Specialists are replaced by Programme Development Areas, which are under the responsibility of Plenary Bureau Vice Chairs.

PLENARY

Plenary Bureau

Regional Rapporteurs

Programme Development Areas

Project Teams

PLENARY

Plenary Bureau

Regional Rapporteurs

Programme Development Areas

Plenary Bureau

Global remit in developing Programme of Work. Approved by UN/CEFACT Plenary.

Initiates calls for participation and assigns Plenary Bureau Vice Chairs to Programme Development Areas (PDAs) and also appoints Domain Expert Advisers (DEAs) and Project Team Leaders (PTLs).

The Plenary Bureau reports to Plenary, Committee on Trade and Executive Committee of the UN Economic Commission for Europe.

14

PLENARY

Plenary Bureau

Regional Rapporteurs

Programme Development Areas

Programme Development Areas (PDAs)

Plenary Bureau Vice Chairs are responsible for the ongoing development of aspects of the Programme of Work, assisted by Domain Expert Advisers and participation of Experts (nominated by Heads of Delegations). They address strategic issues with a view to forumulating Project Proposals.

Vice Chairs report to Plenary Bureau; Domain Expert Advisers report to Vice Chairs.

PLENARY

Plenary Bureau

Project Teams (PTs)

Implement Projects, involving Domain Experts, particularly to develop UN/CEFACT Recommendations and Standards, via Open Development Process (including three-country rule).

Project Teams are responsible for timely completion of project deliverables and report to Domain Expert Advisers and Vice Chairs for Programme Development Areas.

Project Teams

16

Ensuring Continuity of Domains and Domain Leadership

Three initiatives associated with the new formal framework will foster continuity in the critical role of experts, domains and domain leadership as well as providing greater transparency of participation and contacts to encourage greater awareness about UN/CEFACT developments:

- **UN/CEFACT Roster of Volunteer Domain Experts**

- **List of UN/CEFACT Domains and Domain Expert Advisers**

- **Plenary Bureau Coordination Support**

UN/CEFACT ROSTER OF VOLUNTEER EXPERTS

The Roster* facilitates transparency of those participating in the work of UN/CEFACT and identifies experts interested in supporting various activities in Programme Development Areas, Project Teams and the Plenary Bureau.

- **Alphabetical**

- **Country / NGO / International Organisation**

- **Skill**

* Volunteer experts are nominated by Plenary Heads of Delegation and are invited to be listed in the Roster of Experts, which contains information in order to facilitate awareness of their skills, without endorsement by UN/CEFACT or UNECE.

- Government administrators
- Trade procedures specialists
- Business analysts and managers
- Semantic harmonisers
- Technologists
- Solution providers

- Standards-setting methodologists

- Auditors

- Editors

- Project managers

- Marketers / communications specialists

List of UN/CEFACT Domains and Domain Expert Advisers

The List will facilitate transparency of latest domain coverage within UN/CEFACT and access to information. Domain Expert Advisers will be focal points for domain consideration of issues and outreach to potential new participants.

Accounting & Audit

Agriculture

Architecture, Engineering & Construction

Business Process Analysis

Customs

e-Government

Environmental Management

Finance

Harmonization

Health Care

Insurance

International Trade Procedures

Methodology

Supply Chain

Technology

Transport

Travel/Tourism

Designated pool of experts volunteering to support the Plenary Bureau Chair and Vice Chairs in a range of "as needed" coordination support tasks*, relating especially to Programme Development Areas and Project Teams, e.g.,

- **programme of work coordination**
- **project monitoring**
- **audit / quality assurance**
- **directories**
- **core component harmonization and maintenance**
- **syntax development and maintenance (UN/EDIFACT and XML)**
- **legal issues**
- **communication**
- **events**
- **liaison**

These activities are tactical in nature, relating to the day-to-day operations of UN/CEFACT.

* following documented guidelines and checklists

Staff and infrastructure resources allocated to support the UN/CEFACT Programme of Work, under the responsibility of the Executive Secretary of the UN Economic Commission for Europe.

Summary

Plenary Bureau Chair

Responsible to Plenary for UN/CEFACT strategy and communications and involves consultations with Heads of Delegations, UNECE management and external organisations.

Plenary Bureau Vice Chairs

Responsible for specific areas supporting development and deliverables of the UN/CEFACT Programme of Work. Report to Plenary Bureau.

Summary (2)

Domain Expert Advisers

Appointed by Plenary Bureau and reporting to Vice Chairs responsible for Programme Development Areas, to serve as contact points for UN/CEFACT domain activities, to facilitate awareness of ongoing and envisaged domain activities with respect to PDAs and Projects, to foster greater participation, to provide domain guidance in PDAs and to Project Teams, to arrange meetings of Domain Experts in support of Programme Development Areas as needed.

Project Team Lead(s)

Responsible for timely completion of project deliverables, reports for guidance to Domain Expert Advisers who report to Vice Chairs for PDAs.

Domain Experts

Members of Project Teams and Programme Development Areas.

Summary (3)

Plenary Bureau Coordination Support
Volunteer Experts designated by Plenary Bureau to support "as needed" tasks that involve coordination, especially to support Programme Development Areas and Project Teams, e.g., Programme Coordination, Project monitoring, Audit/Quality Assurance, Library Maintenance, Schema Development, Legal, Communication, Events, Liaison.

Regional Rapporteurs
Responsible for regional activities and coordination in trade facilitation and eBusiness standards development.

UNECE Secretariat
Support based on agreed list of activities relating to the Programme of Work, e.g., arranging teleconferencing for meetings, minutes, event planning, capacity building under the responsibility of the UNECE Executive Secretary.

<u>Example</u> set of Programme Development Areas

- Focuses on how transitional arrangements could map to current groups and projects.

- Developed following discussions during and since the 17th UN/CEFACT Forum and allows for further consultations on what might an effective initial set of Programme Development Areas, especially in the months leading up to and then during the 18th UN/CEFACT Forum in Spring 2011.
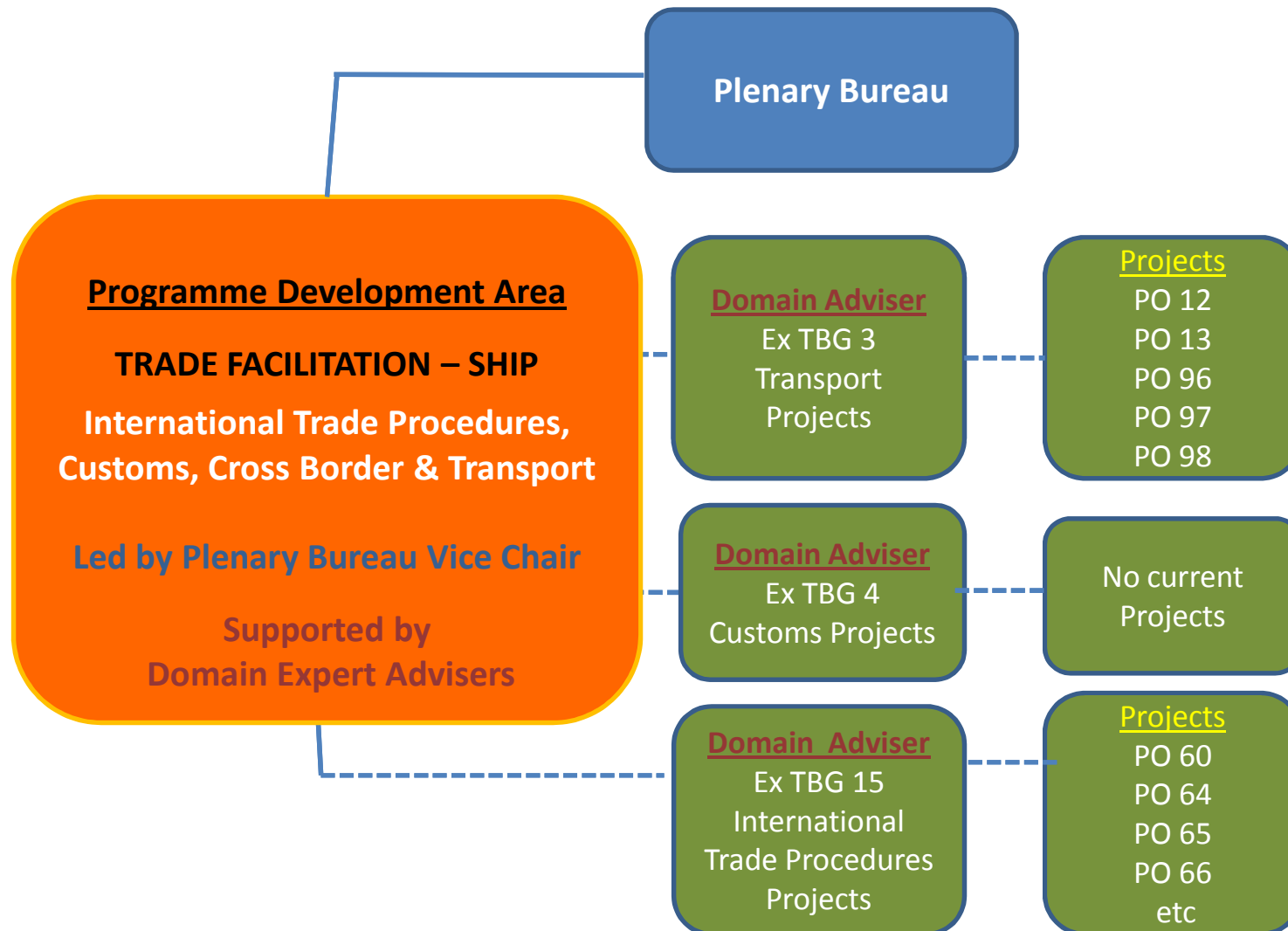
TRADE FACILITATION – BUY
Supply Chain and e-Procurement

TRADE FACILITATION – SHIP
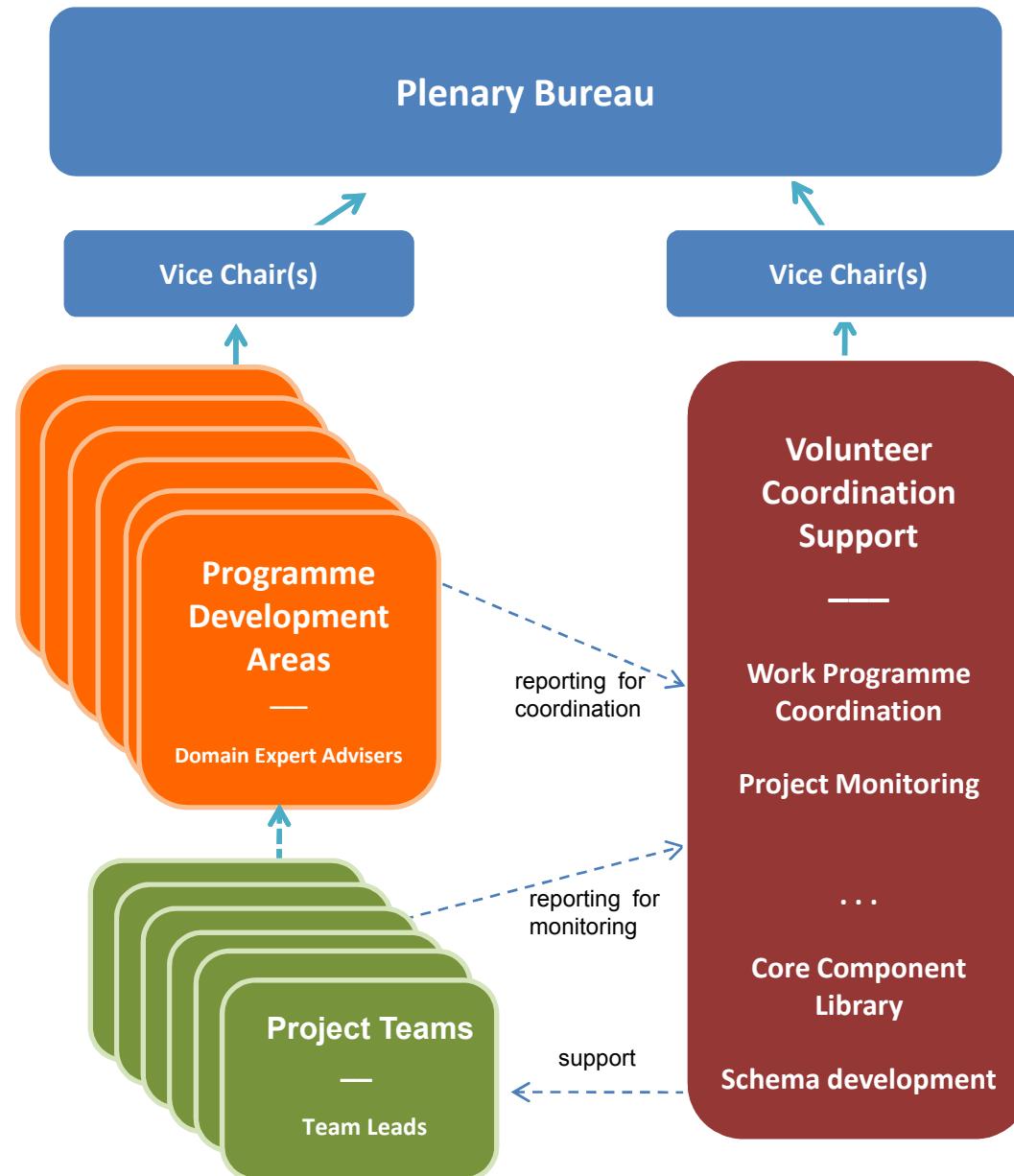*International Trade Procedures, Transport & Customs*

TRADE FACILITATION – PAY
International Payments & Financial Services

DOMAIN SPECIFIC
Accounting & Audit, Agriculture, Environmental Management, e-Government, Healthcare, Insurance, Travel & Tourism

eBUSINESS STANDARDS and TECHNICAL ARCHITECTURE
Core Components, Reference Data Models and Implementations, Standards Architecture

Plenary Bureau

Programme Development Area

TRADE FACILITATION – SHIP

International Trade Procedures, Customs, Cross Border & Transport

Led by Plenary Bureau Vice Chair

Supported by Domain Expert Advisers

Domain Adviser
Ex TBG 3
Transport
Projects

Projects
PO 12
PO 13
PO 96
PO 97
PO 98

Domain Adviser
Ex TBG 4
Customs Projects

No current
Projects

Domain Adviser
Ex TBG 15
International
Trade Procedures
Projects

Projects
PO 60
PO 64
PO 65
PO 66
etc

Programme Development Areas, Project Teams and Plenary Bureau Coordination Support

Plenary Bureau

Vice Chair(s)

Vice Chair(s)

Programme Development Areas

———

Domain Expert Advisers

Volunteer Coordination Support

———

Work Programme Coordination

Project Monitoring

. . .

Core Component Library

Schema development

reporting for coordination

Project Teams

———

Team Leads

reporting for monitoring

support

Project Inception

Requirements gathering

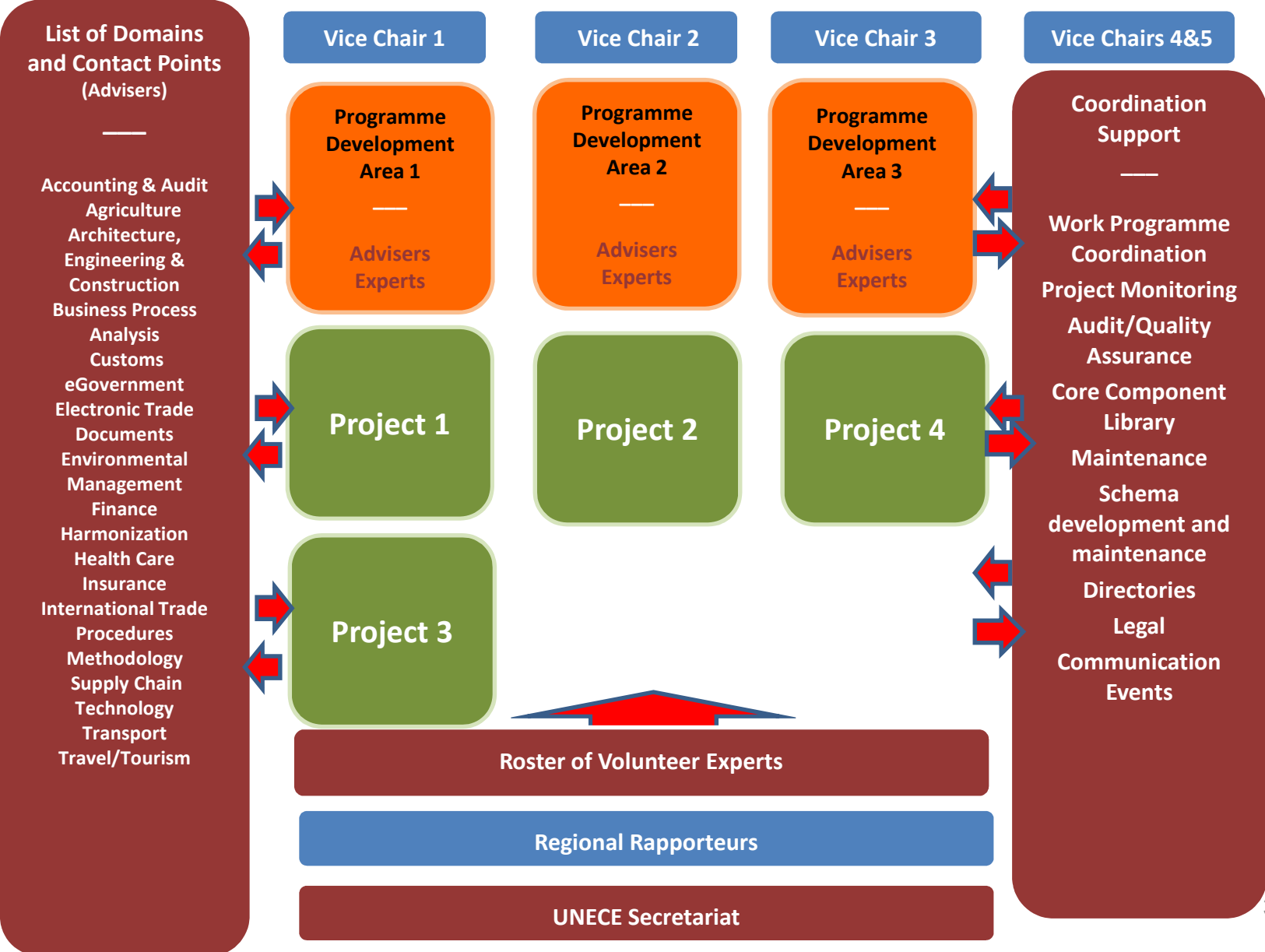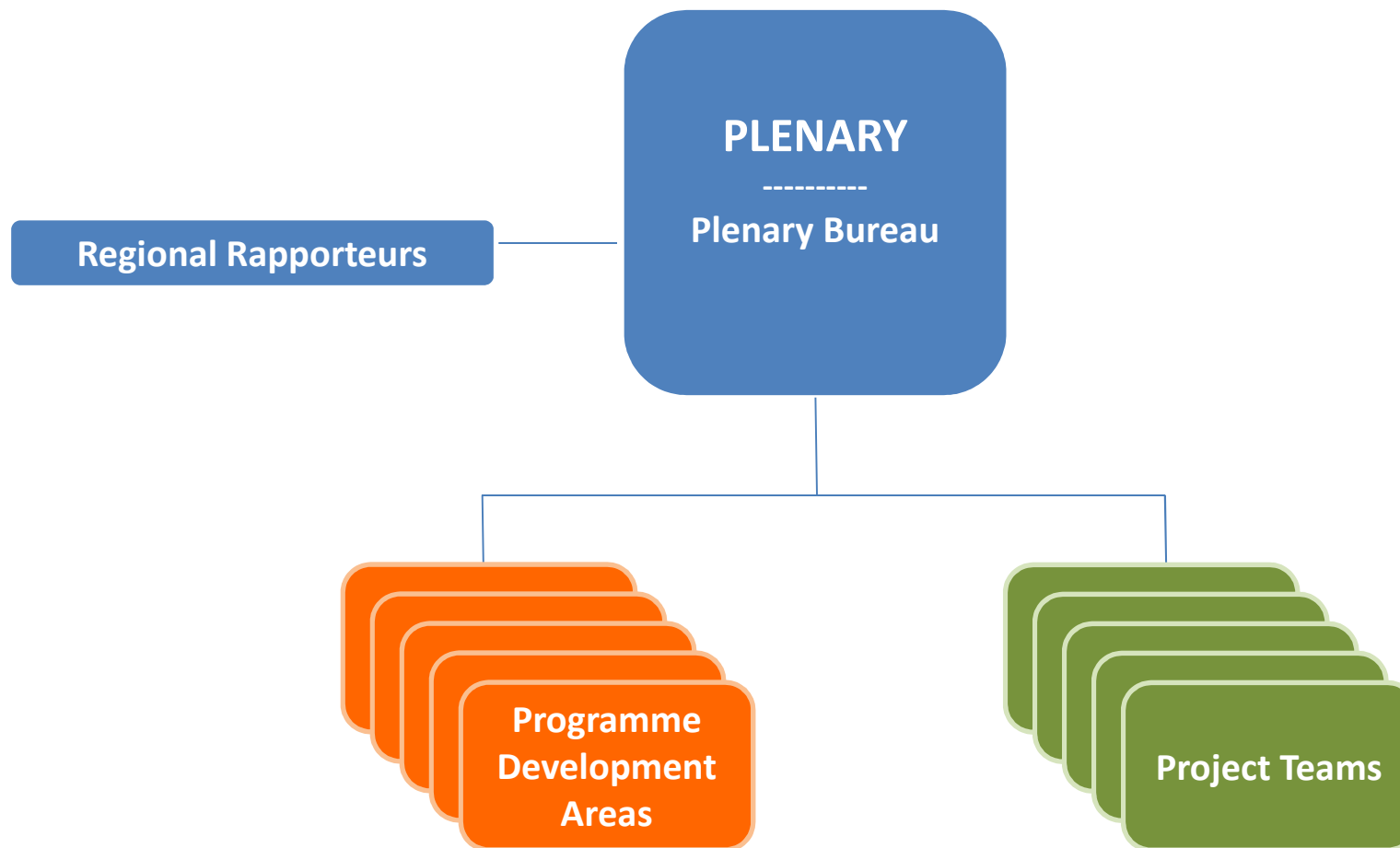Draft development

Public Draft Review

Project Exit

Publication

Maintenance

Supporting the Development of the Programme of Work and Completing Project Deliverables
a conceptual diagram

List of Domains and Contact Points
(Advisers)

——

Accounting & Audit
Agriculture
Architecture, Engineering & Construction
Business Process Analysis
Customs
eGovernment
Electronic Trade Documents
Environmental Management
Finance
Harmonization
Health Care
Insurance
International Trade Procedures
Methodology
Supply Chain
Technology
Transport
Travel/Tourism

Vice Chair 1

Programme Development Area 1

——

Advisers
Experts

Project 1

Project 3

Vice Chair 2

Programme Development Area 2

——

Advisers
Experts

Project 2

Vice Chair 3

Programme Development Area 3

——

Advisers
Experts

Project 4

Vice Chairs 4&5

Coordination Support

——

Work Programme Coordination
Project Monitoring
Audit/Quality Assurance
Core Component Library
Maintenance
Schema development and maintenance
Directories
Legal
Communication Events

Roster of Volunteer Experts

Regional Rapporteurs

UNECE Secretariat

PLENARY

Plenary Bureau

Regional Rapporteurs

Programme Development Areas

Project Teams

33

United Nations Economic Commission for Europe
United Nations Centre for Trade Facilitation and Electronic Business

UN/CEFACT

Timetable and Next Steps

- **8-10 December 2010** (Geneva)

  UN/CEFACT Plenary discussion and decision on key documents, with a view to achieving endorsement of change and agreement to re-submit key documents for intersessional approval so that details can be worked through to and during Spring Forum 2011

- **16 December 2010** (Geneva)

  UNECE Executive Committee to be briefed on UN/CEFACT Plenary discussion and decision on key documents.

- **Plenary Intersessional Approval of Key Documents**

- **28 March – 1 April 2011** (Washington, D.C.)
  UN/CEFACT Forum arranged on the basis of Plenary decisions, focusing in particular on forumulation of Programme Development Areas.

- **4 – 5 July 2011** (Geneva)
  UN/CEFACT Plenary to review developments and to elect members of the Plenary Bureau.

Example

–

PDAs - More Details

EXAMPLE

Overview of Programme Development Areas

Trade Facilitation – Buy, Ship, Pay

Buy – Supply Chain & eProcurement
Ship – International Trade Procedures, Customs, Cross Border & Transport
Pay – International Payments & Financial Services

Domain Specific

Accounting, Agriculture, Environmant, eGovernment, Healthcare, Insurance, Travel & Leisure

eBusiness Standards and Technical Architecture

Core Components
Reference Data Models and Implementations
Standards Architecture

Programme Development Area
TRADE FACILITATION – BUY
Supply Chain & eProcurement

GOAL/PURPOSE
Within UN/CEFACT's integrated strategy, identify projects and implementation issues in the Supply Chain and eProcurement areas to ensure that the development of current and future UN/CEFACT recommendations and standards respond to user needs

ACTIVITIES
- **meetings (former TBGs 1, 6 & 19)**
- **workshops**
- **communication / website / publications**
- **recommendations to Bureau (e.g. strategy/projects)**
- **maintenance topics such as errata and simple code updates**

Programme Development Area
TRADE FACILITATION – SHIP
International Trade Procedures, Customs, Cross Border & Transport

GOAL/PURPOSE

Within UN/CEFACT's integrated strategy, identify projects and implementation issues in the international trade transaction process, transport, cross border & customs areas, in order to ensure that growth in trade can be supported by current and future UN/CEFACT recommendations and standards projects

ACTIVITIES
- **meetings (former TBGs – 3, 4, 15 & 18 eCert)**
- **workshops**
- **communication / website / publications**
- **recommendations to PBureau (e.g. strategy/projects)**
- **maintenance such as errata and simple code updates**

Programme Development Area
TRADE FACILITATION – PAY
International Payments & Financial Services

GOAL/PURPOSE

Within UN/CEFACT's integrated strategy, identify projects and implementation issues in the International Payment & Financial Services areas to ensure that the development of current and future UN/CEFACT recommendations and standards respond to user needs

ACTIVITIES

- **meetings (former TBG 1, 5 + international payment experts)**
- **workshops**
- **communication / website / publications**
- **recommendations to Bureau (e.g. strategy/projects)**
- **maintenance topics such as errata and simple code updates**

Programme Development Area
Domain Specific

GOAL/PURPOSE

Within UN/CEFACT's integrated strategy, identify projects and implementation issues in Specific Domains to ensure that the development of current and future UN/CEFACT recommendations and standards respond to user needs in specific domain areas

ACTIVITIES

- **meetings (former TBGs 8, 9, 12, 13, 18, 19)**
- **workshops**
- **communication / website / publications**
- **recommendations to Bureau (e.g. strategy/projects)**
- **maintenance topics such as errata and simple code updates**

<u>Programme Development Area</u>
eBusiness Standards and Technical Architecture
Core Components, Reference Data Models and Implementations & Standards Architecture

GOAL/PURPOSE

To exchange views on strategic and process issues concerning a variety of domain and cross-domain processes, with a view to identifying ways that growth in trade can be supported by current and future UN/CEFACT recommendations and standards and respond to user needs

ACTIVITIES

- **meetings (former TBG 14, 16, 17; TMG, ATG, ICG)**
- **workshops**
- **communication / website / publications**
- **recommendations to Bureau**
  - **Technical strategy**
  - **Audit and harmonization procedures**
  - **Technical specifications**
- **maintenance topics such as errata**

- **8-10 December 2010** (Geneva)

  UN/CEFACT Plenary discussion and decision on key documents, with a view to achieving endorsement of change and agreement to re-submit key documents for intersessional approval so that details can be worked through to and during Spring Forum 2011

- **16 December 2010** (Geneva)

  UNECE Executive Committee to be briefed on UN/CEFACT Plenary discussion and decision on key documents.

- **Plenary Intersessional Approval of Key Documents**

- **28 March – 1 April 2011** (Washington, D.C.)
  UN/CEFACT Forum arranged on the basis of Plenary decisions, focusing in particular on forumulation of Programme Development Areas.

- **4 – 5 July 2011** (Geneva)
  UN/CEFACT Plenary to review developments and to elect members of the Plenary Bureau.