

**APPROVED MINUTES FROM FMG MEETINGS DURING THE 14<sup>TH</sup> UN/CEFACT FORUM  
ROME 19 – 24 APRIL 2009**

**Participants:** Chair: Mike Doran, Mary Kay Blantz, Mike Conroy, Gordon Cragge, Mark Crawford, Michael Dill, David Dobbing, Anders Grangard, Chris Hassler, Scott Hinkelman, Christian Huemer, Bill Luddy, Natasha Pottier, Jim Wilson, Tom Butterly

**Excused:** Bill Luddy, Jim Wilson

**Recorded by:** Mika Vepsäläinen/Tom Butterly

| <b>ITEM</b>                        | <b>DISCUSSION</b>   | <b>ACTION AGREED/<br/>Person(s) Responsible</b> | <b>Action<br/>Item<br/>Number</b> |
|------------------------------------|---|---|-----------------------------------|
| Meeting                            | 19 April  |   |                                   |
| 1. Approval of previous minutes    | Comments on outstanding minutes from 14 April should be sent to Mika V  |   | 792                               |
| 2. Code of Conduct                 | There was a need for rules on appropriate behaviour in email communications and, in particular on list servers. This work would need to be initiated in the Bureau as part of the overall update of the UN/CEFACT Code of Conduct |   |                                   |
| 3. FMG items during the Forum week | Mike D would distribute items on the FMG agenda over the week. There would be a short one-hour FMG meeting every day immediately after the Forum sessions at 17 – 18 hours.   |   |                                   |
| 4. Rome room allocations           | The FMG reviewed and fine-tuned the room allocation that Mike D had prepared in cooperation with the host country organizers and the secretariat.   |   |                                   |
| Meeting                            | 20 April  |   |                                   |
| 5. TMG Vice Chair                  | The first session of the TMG had elected Scott Hinkelman as TMG Vice Chair. The FMG requested the secretariat to submit the election result to  |   | 793                               |

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|  | an intersessional approval by the Heads of Delegation  |  |     |
| 6. UNEDocs Stakeholder Session             | Peter A reported on the first stakeholder session on UNEDocs which had been well attended with over 30 people present. There had been no clear one message but the BSP/UNEDocs meant different things to different stakeholders. A strategic prioritization would be explored in further sessions on 21 and 23 April.  | ATG, ICG and TMG were invited to attend in order to be fully informed of the future issues where their work could be affected. | 794 |
| Meeting 21 April                           |  |  |     |
| 7. FMG minutes 30 March and 14 April       | The minutes from 30 March were approved.<br>Mika V to send the minutes from 14 March to the FMG list server  | FMG review of the minutes from 14 April by 24 April  | 795 |
| 8. CCTS 3.0 NDR 3.0                        | <ul style="list-style-type: none"> <li>- Comments had been received from 3 sources and these were being adopted. NDR 3.0 would be finished within 3 weeks.</li> <li>- There was a question about if CII qualifies for implementation verification, i.e. if it is 1 or 3 transactions. Mark C would provide BIEs as CCTS 3.0 component within a month.</li> <li>- There will be a Lunch &amp; Learn on Common Methodology Specifications v3. CCTS 3.0, NDR 3.0, DT3.0 and UPCC 3.0 by Mark Crawford, Mike Rowell and Philip Liegl on 22 April.</li> </ul> <p>Mark C will provide a draft in 6 weeks with a proposal on an alternative publication process. ATG will inform UN/CEFACT when this is underway.</p> |  |     |
| 9. UNEDocs Stakeholder session on 21 April | Peter A briefed the FMG on the discussions held. The meeting had mapped what stakeholders believed would need to be the UNEDocs deliverables. There was a clear message that went throughout the interventions. Some requirements, such as technical specifications and guidelines, were important statements that should also be heard in the PGs and these were invited to the final session on 23 April at 2 hours PM.  | ATG, ICG and TMG to nominate a representative to the final UNEDocs stakeholder session on 23 April.                            | 796 |
| 10. Trade facilitation implementation      | Gordon C briefed the FMG on the latest developments in the TFIG project. Two meetings of the team had been held as there was a growing disquiet among the team, in particular, related to the lack of depth in the   | The project team would meet in Rome in the morning on 24 April.  | 797 |

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| guide (TFIG)                      | <p>descriptions. A meeting in Geneva in January had requested changes in the structure and content of the guide. The contractor had been present and had agreed to these points.</p> <p>There was another meeting in London in March where concerns about the quality of the guide were still voiced. Now, a new structure had been agreed for the guide. There would be a guide and toolkit as a printed matter and a separate website and CD-ROM for interactive work. A development website had been received from the contractor. The deadline was in June but some more time might be necessary to allow the contractor to finish the work.</p> <p>Anders G enquired if the PGs had been involved as references to these were scarce in the current draft. Mike D and Tom B informed the FMG that requests for comments and input had been circulated among the TBG working groups and inputs had been received from some of them.</p> | Tom B will circulate the TBG working group list that have been asked to review the current draft.                                     | 798                   |
| 11. APEC data harmonization       | <p>Mike D informed the FMG that the APEC data harmonization report and handbook had been submitted to UN/CEFACT for comments. These were financed by the APEC e-Commerce Steering Group. After the Extended Bureau meeting in Basel in February 2009, the Bureau had asked that the handbook be suspended until a UN/CEFACT contribution had been submitted. The report had also been submitted to the APEC Subcommittee on Customs. APEC had requested a UN/CEFACT review now.</p> <p>Sangwon L reminded the FMG that APEC needed the comments urgently as there will be a meeting of the APEC in July and the comments will need to be submitted for the meeting by the end of June.</p>  | <p>Mika V to circulate the APEC data harmonization report to the FMG list server</p> <p>FMG to nominate a review team by 24 April</p> | <p>780</p> <p>781</p> |
| 12. WCO                           | Mats Wicktor will be invited to the FMG meeting on 23 April.  | FMG discussion on WCO   | 782                   |
| 13. Concept of framework messages | Anders G was looking for a document on the concept of framework messages. He would send details to the secretariat.   | Anders G to inform the secretariat  | 783                   |
| 14. GS1 presentation              | Mr. Mark D'Adostini of GS1 will be invited to the FMG meeting on 23 April to give an update on GS1 standards progress.  |   |                       |

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| Meeting 22 April                       |   |  |                |
| 15. Minutes from 30 March and 14 April | The FMG approved the minutes from 30 March and 14 April.  |  |                |
| 16. CII v 2.0                          | Several meetings had been held on 22 April. Progress was being made according to the plan.  |  |                |
| 17. Architecture                       | Christian H made a presentation on the outcomes of a meeting on architecture. An architecture group should be established. The FMG should decide if it should be a project under TMG or directly under FMG. A face-to-face meeting would be necessary to launch the project. AG said that the old project proposal should be revised first, then the principles of architecture should be defined. Possibly, the title should be, e.g. "UN/CEFACT's cross-group system integrity", "UN/CEFACT reference model" or similar. This should be defined when the project proposal would be ready. | AG and Ch will draft a project proposal.<br><br>FMG will discuss the proposal in its next conference call.               | 784<br><br>785 |
| 18. FPT                                | David D presented the current status of the work on the FPT. David and Jim W had distributed a description to the FMG list server on 20 April. Comments were awaited from Alain D.  | Comments on the 20 April draft to David D by Monday 27 April COB<br><br>Next conference call on FPT on 29 April at 5 PM. | 786<br><br>787 |
| 19. OAGi                               | David Conelly of the Open Applications Group (OAGi) had been invited to brief the FMG on current issues related to the use of the CCTS and the harmonized CCL. These were in use in several industries. The next generation work at OAGi would involve the transition of OAGi formats to CCTS/CCL. Remodelling would be finished under 3.0 shortly.   |  |                |
| 20. R.650                              | The Terms of Reference and Mandate of UN/CEFACT (R.650, currently Revision 4) would be discussed on 19 April at the FMG meeting. The secretariat will inform the FMG of the submission dates so that the revised document can be submitted to translation for the 15 <sup>th</sup>  | R.650/Rev.5 to be submitted to translation not later than 21 August.   | 788            |

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|                          | Plenary in November 2009. A small working group would need to be established to progress the work. Given the importance of the revision of R.650, ODP and related key documents, sufficient time for the processing and translation at the secretariat should be allowed.  |   |                       |
| 21. Rome press release   | PG chairs to sent key items for the Rome press release to Tom B by 3 PM on Thursday 23 April.  | PG chairs to send press release items to Tom B by 15 hours CET on 23 April  | 789                   |
| Meeting 23 April         |  |   |                       |
| 22. WCO<br>Mats Wicktor  | <ul style="list-style-type: none"> <li>- WCO had submitted GOVCBR to TBG1. A presentation had been made in Saly after which a project proposal had been submitted and sufficient interest had been raised. WCO wanted to follow UN rules in project submission but needed guidance on details. Mike D replied that a formal response should be given to WCO.</li> <li>- It was noted that there were no provisions in ODP about submissions by external organizations</li> <li>- The FMG would revise internal rules regarding project/item submissions by external organizations to take account of issues, such as possible overlapping activities in the PGs, a potential TBG sponsor (in the case of GOVCBR, TBG4) etc.</li> <li>- A formal response would be given to WCO after the FMG meeting on 24 April.</li> </ul> | <p>Gait B will look into ODP issues and report to the FMG on 24 April.</p> <p>FMG to make a formal decision about the GOVCBR submission by WCO on 24 April.</p> | <p>790</p> <p>791</p> |
| 23. Mark D'Agostini, GS1 | <p>Mr D'Agostini of GS1 was invited to make a short intervention on GS1's views. He urged UN/CEFACT to</p> <ul style="list-style-type: none"> <li>- clarify its strategy and deliverables and also how partners could better benefit from investment in UN/CEFACT</li> <li>- analyse how community resources could be best used through improved track monitoring, transparent decision-making criteria and a solid platform for collaboration in a neutral facilitation environment</li> <li>- review the costs of meetings</li> </ul> <p>A long-term change management strategy had also proved useful in many organizations.</p>  |   |                       |

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| 24. CCMA                                  | Chris H enquired if a formalization of the spreadsheet that Mark C had provided was actually required and if so, who would carry out the work. There was no formal project proposal available.  |   |                |
| Extended Bureau & FMG meeting<br>24 April |   |   |                |
| 24. UBL                                   | Critical tasks:<br>- Final dates for convergence agreed. Tim to consolidate and sent them out to all PGs<br>- Need to send out to Heads of Delegation and Memorandum of Understanding Partners  | Tim to finish the consolidation and send out to PGs<br><br>FMG send out to HoDs & MoU | 792<br><br>793 |
| 25. Joint meeting of TBG 14 and 15        | There was a concern regarding the name of a project (web based info tool) to develop a web tool for trade facilitation that could be in competition with the Trade Facilitation Implementation Guideline project.   | Secretariat to contact the parties  | 794            |
| 26. R.650                                 | R.650/Rev.5 to include a Code of Conduct, ODP and the mandates of the Permanent Groups.   | PGs to provide input to the Bureau  | 795            |
| 27. Next steps in eBGT                    | The eBGT team reported on progress. Stuart F described the idea of eBGT to the extended FMG.<br>Chris H reported on the gap analysis that was underway.<br>The CCL09A library would be provided by mid May. TBGs to verify the correctness of information in each RSM and to ensure that the root level message assembly is included, in order to assist ICG in targeting a six week period for the audit of the CCL. |   |                |
| 28. APEC Data Harmonization Handbook      | Comments should be submitted to the UNeDocs Review Team   | Comments by the end of May  | 796            |
| 29. Press release                         | Topics for the press release should be sent to Tom B  | PGs to send press release issues to TB  | 797            |
| 30. Forum report                          | A report on the Forum should be finished and sent to Heads of   | Mike D to finish a report   | 798            |

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|               | Delegation              | Secretariat to send the report to HoDs | 799 |
| 31. Next call | Next FMG call on 11 May | Secretariat to book a call             | 800 |