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COMMITTEE FOR TRADE, INDUSTRY AND ENTERPRISE DEVELOPMENT

Centre for Trade Facilitation and Electronic Business (UN/CEFACT)

Seventh session, 26-29 March 2001

Item 7 of the provisional agenda

WORK PLAN OF THE UN/EDIFACT WORKING GROUP (EWG)

Submitted by the Chair of the EWG*

Please note that the Work Plan of EWG can be downloaded from the following address:

<http://www.unece.org/cefact/docum/download/EWGworkplan.htm>

This document is submitted to the Centre for information and noting.

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EWG Steering Committee

Work plan

Activity	Tasks	Description	Priority	Dates		Resources		Status	
				Start	End	Secretariat	Working Group	%	Responsible Party
1. Publish and maintain the UN/EDIFACT messages and their supporting directories.			II	3/98	Ongoing				
	1.1 Develop and approve all UN/EDIFACT messages and supporting directories.					UN/ECE Secretariat EP Secretariats	All		EWG Chair
	1.2 Integrate the activities of the UN/sec & DAT in processing all DMRs through the directory production and audit cycles.					UN/ECE Secretariat EP Secretariats	DAT		EWG Chair
	1.3 Provide the necessary resources (staff, travel, hardware, and software) to support the full range of directory development and production requirements.					UN/ECE Secretariat			UN/ECE Secretariat
	1.4 Establish the directory production, audit and publication schedule.					UN/ECE Secretariat	DAT		EWG Chair
	1.5 Publish UN/EDIFACT directory after confirmation by the CSO.					UN/ECE Secretariat			EWG Chair UN/ECE Secretariat

Activity	Tasks	Description	Priority	Dates		Resources		Status	
				Start	End	Secretariat	Working Group	%	Responsible Party
	1.6 Establish the UN/EDIFACT message and supporting directory publication format, rules, and methodology.					UN/ECE Secretariat	T1 SWG DAT		EWG Chair
	1.7 Coordinate with the JSWG regarding the content of the UN/EDIFACT syntax.						T1 JSWG Chair		T1 Chair
	1.8 Maintain the UN/EDIFACT standards data base, including a repository of the current and all past directories and DMRs.					UN/ECE Secretariat			UN/ECE Secretariat
	1.9 Collect, process and distribute DMRs according to EWG procedures.					UN/ECE Secretariat EP Secretariats	T1 SWG All D SWGs		T1 Chair
	1.10 Provide technical and meeting support to the T1 SWG by logging decisions regarding DMRs and processing the results.					UN/ECE Secretariat EP Secretariats			UN/ECE Secretariat EP Secretariats
	1.11 Implement DIRDEF, DMRDEF, DMSTAT, and IMPDEF and coordinate all activity with the UN/ECE and EP Secretariats					UN/ECE Secretariat EP Secretariats	T1 SWG		T1 Chair
	1.12 Coordinate DMR referrals to other maintenance agencies and maintain the status of implementation for each DMR.					UN/ECE Secretariat	T1 SWG		UN/ECE Secretariat

Activity	Tasks	Description	Priority	Dates		Resources		Status	
				Start	End	Secretariat	Working Group	%	Responsible Party
2. Oversee development, maintenance and use of operating rules, guidelines and procedures.			II	3/98	Ongoing				
	2.1 Publish & maintain EWG operating procedures.					UN/ECE Secretariat	All		EWG Chair
	2.2 Publish and maintain the Message Design Rules.					UN/ECE Secretariat	T2 SWG		EWG Chair
	2.3 Publish guidelines to support harmonisation of UN/EDIFACT implementations.					UN/ECE Secretariat	T8 SWG		EWG Chair
	2.4 Publish guidelines to improve the grammatical quality of deliverables.					UN/ECE Secretariat	T1 SWG		EWG Chair
	2.5 Develop and publish a policy for the adoption of modelling with the standards development process.						All		EWG Chair
3. Be accountable to EWG Plenary for the efficient operation of EWG.			II	3/98	Ongoing				
	3.1 Maintain and publish EWG agendas.					UN/ECE Secretariat	All		EWG Chair
	3.2 Publish EWG work program schedule.					UN/ECE Secretariat	All		EWG Chair
	3.3 Plan and arrange all EWG and Management Team meetings; establish the level of EWG meeting registration fees.					UN/ECE Secretariat E-P Secretariats	All		EWG Chair

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
	3.4 Ensure adequate secretariat support is provided to meet meeting requirements.					UN/ECE Secretariat EP Secretariats	All		EWG Chair	
	3.5 Continuously seek to reduce standards development time frames.					UN/ECE Secretariat	All		EWG Chair	
	3.6 Continuously seek to reduce procedure and guideline development time frames.					UN/ECE Secretariat EP Secretariats	All		EWG Chair	
	3.7 Establish and maintain EWG web sites and list servers to advance the work of the EWG.					UN/ECE Secretariat EP Secretariats	All		EWG Chair	
	3.8 Publish and maintain EWG membership lists.					UN/ECE Secretariat EP Secretariats	All		EWG Chair	
	3.9 Maintain an information source for communication with the public.					UN/ECE Secretariat EP Secretariats	All		EWG Chair	
	3.10 Assist in the preparation and dissemination of press release information.					UN/ECE Secretariat EP Secretariats	All		EWG Chair	
	3.11 Prepare and distribute meeting minutes.					UN/ECE Secretariat EP Secretariats	All		EWG Chair	
	3.12 Identify annual support requirements to support UN/ECE Secretariat budget development and planning.					UN/ECE Secretariat	All		EWG Chair	

Activity	Tasks	Description	Priority	Dates		Resources		Status	
				Start	End	Secretariat	Working Group	%	Responsible Party
	3.13 Ensure all Secretariat functions specified in the EWG Procedures, not otherwise stipulated herein, are performed.	Establish performance requirements for Secretariat support. Review performance of UN/ECE Secretariat and I/P Secretariats in meeting performance expectations. Look to alternative sources of support when not provided by existing secretariats.					EWG MT		EWG Chair
4. Set the strategic direction for the EWG.			II	3/98	Ongoing				EWG Chair
	4.1 Seek to establish and maintain a world class standards development environment. 4.2 Continuously evaluate evolving technology and the potential alignment within the context of UN/EDIFACT.					UN/ECE Secretariat I/P Secretariats	All		EWG Chair
	4.3 Develop a financial management policy which will support the full range of EWG operations.						All		EWG Chair
							EWG MT		EWG Chair

Activity	Tasks	Description	Priority	Dates		Resources		Status	
				Start	End	Secretariat	Working Group	%	Responsible Party
5. Set guidelines for EWG Chair for decisions to be taken to CEFACT and the CSO.			L	3/98	Ongoing				
	5.1 Identify, as necessary, any decisions which must be developed for approval by CEFACT and the CSO.						EWG Steering Committee		EWG Steering Committee
	5.2 Define, as necessary, any boundaries on the discretionary decisions to be taken by the Chair, Vice Chair, and Management Team.						EWG Steering Committee		EWG Steering Committee
6. Establish new Sub Working Groups, special ad hoc groups and other special advisory positions.			H	3/98	Ongoing				
	6.1 Continuously pursue promotion and awareness of EWG operations.					UN/ECE Secretariat EP Secretariats	All		EWG Chair
	6.2 Actively seek new business areas for inclusion in the EWG.					UN/ECE Secretariat EP Secretariats	All		EWG Chair
	6.3 Approve terms of reference for all new groups.						EWG Steering Committee		EWG Chair
	6.4 Continuously evaluate the need for organisational units which have completed their work program.						EWG Steering Committee		EWG Chair

EWG Management Team

Work plan

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
I. Support the work of the Steering Committee in managing the EWG between meetings.			11	3/98	Ongoing					
	I.1 Meet as required between EWG meetings (either physically or conduct electronic meetings) to review the issues and work items which will be brought before the Steering Committee at EWG meetings.					UN/ECE Secretariat	EWG MT		EWG Chair	
	I.2 Plan EWG meeting schedules and locations; develop meeting agendas; ensure all meeting facilities and requirements are satisfied.					UN/ECE Secretariat I-P Secretariat	EWG MT		EWG Chair	
	I.3 Develop recommendations for Steering Committee decision.					UN/ECE Secretariat	EWG MT		EWG Chair	

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
	1.4 Track the status of all ongoing EWG work items, action items, and Resolutions.					UN/ECE Secretariat	EWG MT		EWG Chair	
	1.5 Review the status of service provided by the UN/ECE and EP secretariat.	Make recommendations to the Steering Committee regarding performance levels and alternative sources of support if required.					EWG MT		EWG Chair	
2. Identify and monitor the status of projects initiated to improve overall EWG operations.			11	3/98	Ongoing					
	2.1 Develop an EWG Financial Plan proposal.						EWG MT		EWG Chair	
	2.2 Monitor the ongoing status of UN/EDIFACT directory production.					UN/ECE Secretariat	EWG MT		EWG Chair	
	2.3 Monitor the status of DIRDEF, DMRDEF, DMSTAL, and IMPDEF implementation.					UN/ECE Secretariat EP Secretariats	EWG MT		EWG Chair	
	2.4 Prepare an annual EWG Performance Report.					UN/ECE Secretariat	EWG MT		EWG Chair	
3. Coordinate activities with all UN/CEFACT Working Groups and the CSG.			11	3/98	Ongoing	UN/ECE Secretariat	EWG MT		EWG Chair	

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
4. Provide assistance to newly established SWGs to ensure smooth transition into the EWG.			11	3/98	Ongoing					
	4.1 Ensure a consistent program of promotion and awareness to facilitate access to EWG for new business areas.					UN/ECE Secretariat E/P Secretariats G2	EWG MT		EWG Chair	
	4.2 Establish and maintain a Mentoring Program for new SWGs.						EWG MT		EWG Chair	
	4.3 Review all new SWG TORs and make recommendations to the Steering Committee.						EWG MT		EWG Chair	

D1 Material Management Sub Working Group

Work plan

	Action	Who	Due date	Date finalised
	<i>Items completed</i>			
13	Check need for Q1 SPEC message Priority 2 Submit DMR to remove message Request advise on how we can liaise with STEP Priority 3 Removed item from work plan No members participate in this area	MMC	SEP 2000	SEP 2000
14	Attend BP/AVG Learning Sessions at next EWG Meeting. Priority 1	III	SEP 2000	SEP 2000
19		ALL	SEP 2000	SEP 2000
	<i>Open Items</i>			
3	Develop a high-level business scenario model for the materials management function, including related messages in other areas. Bring available message scenario documentation as input to this work. Priority 2	ALL	On Going	

		ALL	On Going	In Progress
4	Review D1 message boilerplate documents to - Change tags of referenced segments, composites and data elements (whenever changed) - Align segment group references to updated structures (whenever numbering has changed) - Update boilerplates to replace segments marked for deletion by actual ones Priority 2			
7	Remove explicit naming of referenced data elements and composites by using the TAGS (e.g. 2005). Priority 3 D1 shall distribute homework to D1 members to complete this work item	ALL	APR 2001	
8	Update boilerplate chapter 4.1 to provide specific business functional usage of the purpose and intent of each segment in D1's respective messages. (see segments GIS in INVOIC message). Priority 2	ALL	On Going	
10	Revise and present final joint Work Plan, Terms of Reference, Voting Procedures and General Procedures for the consolidated D1 group. ToR completed. Priority 1	PT	MAR 2001	
11	Check messages containing GEI segment, insure that the appropriate qualifier values are included in data element 9649. Priority 2	III	MAR 2001	
12	Verify that the changes proposed in completed work plan items 5 & 6 have been finalised through the DMR process. 5. Review D1 message boilerplate documents to change 'xynmddt'/'hhmm' to 'ccymmddt'/'hhmm' 6. Review the D99B message listing and note the messages that are the responsibility of the D1/D3 work group. Priority 1 Check with D.01A directory whether changes have been applied	ALL	APRIL 2001	
15	Insure PRODAT functional description distinguishes it clearly from the PRICAT Priority 1	ALL	APRIL 2001	

17	Check all message boilerplate descriptions to insure they do not reference specific segment group numbers. Priority 2	2 members per message	Ongoing	
18	(Limited) Development of eBCV for DELFOR as a pilot. Priority 2	111	MAR 2001	
20	Provide training on how UML has to be used by D1. Priority 1	Chair persons	APRIL 2001	

D2, WORK PLAN Purchasing

			Pri ori ty	Start	End	Secreta riat	Working Group	%	Responsible Party	Comments
1. Federal and Defense procurement	1.1 Develop new UNSM	Develop messages and DMRs required for public (federal) and defense procurement	11	1997	ongoing		Task forces	TBD	S. Lister M. Conroy	migration of X12 251 transaction set (PRISUP)
	1.2 Present DMRs to enhance existing messages									
2. After sales service	2.1 Develop new UNSM	Develop messages and DMRs required for the After Sales Service	11	1997	1999		Task Force	TBD	M. El-Khouy	RPC/ALL
	2.2 Present DMRs to existing code lists									
3. Develop new price structures to meet new requirements	Develop DMRs to alter price segments for several messages	Develop DMRs and amend messages	11	1997	2001		Task Force	TBD	M. Conroy	Several messages
	4. Maintenance of SWGIP messages	Develop DMRs of SWGIP messages to enhance functionality	11		On going		Whole group		all	
5. Ediel power sector	Power market model	Develop model	11	2000	2001		Task Force	TBD	Ove Nesvik	
	6. Lanson groups	Lanson with other EWG groups and external groups as relevant	11		on- going		Whole group			

7. Develop model with finance group to exchange information with banks		Develop model	M	1999	2000	Can work on debit or credit side as initiated by either the buyer or the seller	Whole group	TBD	13-K-hourly	
8. PROTEST		Develop message	11	1999	2001			TBD	Henson	PROTEST
9. Simple FDI		Develop message subsets	M	1999	2001			TBD	All	
10. Model international supply chain	Prepare simple use case description		11	2000	2001				All	
11. cbsXMI		Education	11	2000	2001			TBD	A. Gungörd	

D4 Transport Sub Working Group

Activity		Project description	Start	End	Frequency	Responsible
1. New messages development	1.1. Request Traffic/Travel messages for UNSM			Sep 00		D4 Secretary
	1.2. Forward IFTMBP as Generic Freight Movement Message			Sep 00		D4 Secretary
	1.3. Consider Generic Equipment Message			Sep 00		D4 subgroup
	1.4. Study Generic Equipment Message			Apr 00		D4 Secretary
2. DMR's	2.1. Enter DMR's according to D4 DMR list			Jun 00		D4 Secretary
	2.2 Adapt IFTSTA for trucking industry			Sep 00		Hans Wieting
	2.3 Adapt BAPLIE for trainconsist			Sep 00		D4 subgroup
	2.4 Merge VESDEP and CALINF			Sep 00		D4 subgroup
3. Organization/ Administration/ Management/ Cooperation with other	3.1. Coordinate with EAN to make next version of EANCOM ITIGG compliant			Dec 00		D4

	Groups										D4 Secretary + Chair / Vice Chair	
	3.2. D4 Work plan - update						Sep 00					
	3.3 D4 input into EWG Website						Mar 00				D4 Chair	
4. ITIGG : Implementation Guidelines	4.1. Version 2.0 P x R (Principles and Rules documents) for the : IFTMxx / IFCSUM messages (all transport modes) Equipment messages (containers)						Sep 00				ITIGG Sub-Group	
	4.2. New version of General Recommendations						Sep 00				ITIGG	
	4.3. Examine Standards Electronic forms design issues (Light EDI) for Transport						On-going				All	
	4.4. Consider implications of XML/EDI						On-going				All	
	4.5. Finalize ITIGG Promotion Plan						Sep 00				ITIGG Promotion Sub Group	
	4.6. Common Dictionary for XML/EDI tags for transport						Sep 00				D4 subgroup	
5. ebXML and UML	5.1. Follow ebXML and UML developments and decide on D4 goals and workplan						Dec 00				D4	

D5 Customs and Taxation Sub Working Group

Work Plan

Activity	Task	Description	Pri ori ty	Dates		Resources		Status	
				Start	End	Secretariat	Working Group	%	Responsible Party
Maintenance of the Customs messages	1.1 Representing the Customs interests in the UN/EDIFACT process (maintenance of UN/EDIFACT, of the procedures, FWC mandate and Terms of Reference)	Review and Evaluate DMRs for Customs messages	II	Ongoing					Representative from D5
	1.2 Promoting and developing a liaison and cooperation with international organizations such as WCO, IATA, EAN, IFCC		II	Ongoing					D5 members
	1.3 Promoting exchange of information among the D5 participants		II	Ongoing					D5 members
Investigate the use of UN/EDIFACT with the facilities of new technologies	2.1 Inquire about new techniques, such as XML and XML and OO-edi	Institute a dialog with persons or organizations with technical knowledge of the new facilities	II	Ongoing					D5 members
Attend and participate in horizontal FWC group meetings	3.1 D5 members to attend as appropriate	Contribute to other relevant processes	M	Ongoing					D5 members

D6 Finance Sub Working Group

Work Plan

Action Items		Who	Date	Status	Deadline	Comments
Strategic Plan	To prepare specific action plans and reports	Task Forces	20/6/00	Pending	November 2000	
MIGs	To send out all MIGs to D6 members and to E:DFrance for publication in the website.	Secretariat	6/9/00	New	October 2000	
BIG/SUE	To send to Josef Votava and Dirk Wahlen a proposal for including the procedures, areas, number of participants, number of days, etc..	SWIFT	6/9/00	New	October 2000	
Marketing	To send a message to Martine Goubert with the e-mails of those interested in joining the Marketing group.	Secretariat	6/9/00	New	October 2000	
Annual Report	To review the contents of the Annual Report and suggest changes/improvements, etc	All	6/9/00	New	November 2000	
Documentary Credit messages	To submit DMRs to delete DOC messages with category Message in Development.	Secretariat	6/9/00	New	October 2000	
Bolero	To take a copy of the resolution, with a cover letter to Bolero at Sibos.	Renato Polo	6/9/00	New	Immediate	
	Resolution and cover letter to be mailed directly from the EWG to Bolero.	Renato Polo	6/9/00	New	Immediate	
	To report back to D4 of what happened at Sibos.	Yves Gailly	6/9/00	New	September 2000	

Electronic IPI	To write a paper for the Purchasing group explaining why we would like to work together on this.	João Cruz	6/9/00	New	November 2000	
ECBS data dictionary	To lobby to include EDIFACT information in the data dictionary.	All	6/9/00	New	November 2000	
SWIFT Code lists	SWIFT to provide an official answer at the next meeting of D6.	SWIFT	6/9/00	New	November 2000	
ISO 9796	To write a paper for discussion and revision	Dirk Wahlen	6/9/00	New	November 2000	
T8	To write a proposal to update the comment in the Recommended Flow. To prepare a one-pager explaining the issues that D6 faces with this decision, eg, that the numbering of the ISO code lists consists of at least 4 characters, whereas DE1131 only allows three characters.	João Cruz	6/9/00	New	November 2000	
UML/XML	To answer the following questions: Do we need a permanent organisation to define data, secure reusability and a same approach? What is Oasis' opinion?	Maintenance group All	6/9/00	New	November 2000	

D8 Statistics Sub Working Group

Ref	Work Item	Working Group	Expected Completion Date	Completed on:
JM8/002	CLASSET Status 1	EEG6	October 98	April 99
JM8/004	Joint activities with T4 (Security)	D8	ongoing process	
JM8/005	Joint activities with D5 (Customs)	D8	ongoing process	
JM8/009	Joint activities with T4 (Transport)	D8	ongoing process	
JM8/012	Study of the requirement for other statistical messages or improvement of existing ones	D8	ongoing process	
JM8/013	Awareness activities: documentation, demos, Open sessions, leaflets, pilots	EEG6	ongoing process	
JM8/015	Development of User Guides	D8	ongoing process	
JM8/016	Open-EDI activities: development of SGML versions of the main D8/EDIFACT messages and Object-oriented versions of the generic messages Look into XML: possibility of implementations	EEG6	1998-1999	CLASSET Dec '97 RDRMES: Oct 98

** dates of message status indicate when they should be published
Work items that are outside the scope of UN/EDIFACT but concerns the statistics community, such as UML and XML, are handled by EEG6. A list of work items is available on the [EEG6 home page](#).

D9 Insurance Sub Working Group

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
1. Communications	1.1 WWW-Site		II						Howard	1.1 to 1.3 complete, Howard to check status
	1.2 Links to each others WWW-Sites		II						Howard	
	1.3 Creation of filing cabinet on net		II						Howard	
	1.4 D9 EWG web page		II						Beth	
2. Message Development	2.1 ICASRP Insurance claims assessment and reporting		II	27/3	9/2000				Nigel	Submit as a UNSM
3. Message Maintenance	3.1 IPPOAD									
4. D9 XML Feasibility Study	4.1 Style sheets		M	03/00					John	
	4.2 ebXML co-ordination		M						John	
5. EB/XML	5.1 Participate in development		II	11/99	05/00				Nigel, Andreas, Henrik, Beth, Brian	Provide input and review output and tools as available

6. Cargo Object Oriented EDI Project	6.1 Project plan 6.2 Product a UML model 6.3 Product OO-EDI objects		II II II	11/99	TBD				John John John	03/00 - Draft project plan complete, Stage Vision complete
7. Country Reports	7.1 Information sharing on country developments, strategies, direction as it relates to Insurance electronic commerce		II	On going					All	
8. New Project "Global Harmonisation"	8.1 Develop Terms of Reference starting with Scope and problem statement - draft for review by group 8.2 Prepare draft detailed plan		II	22/03/00	15/04/00				Adam Beth	
9. Marketing Issue	9.1 Letter from Chair of D9 to insurance Companies 9.2 PowerPoint presentation 9.3 Regular newsletters		II II II	22/03/00 22/03/00 22/03/00	15/04/00 15/05/00 on going				Beth Beth/Adam Nigel	Distribute through insurance associations

D10 Travel, Tourism And Leisure Sub Working Group

The Travel, Tourism and Leisure SWG is responsible for the development of UN/EDIFACT messages which are used to communicate with or between travel and tourism organizations. The key deliverables of this group are:

1. Produce UNSIM's for the travel and tourism industry
2. Maintenance of messages for the travel and tourism industry
3. Develop Message Implementation Guides
4. Develop Orientation Manual
5. Provide requirements for development of Interactive Security Syntax

Activity	Tasks	Pri ori ty	Dates		Resources		Status		Comments
			Start	End	Secretariat	Working Group	%	Responsible Party	
1a. Compile business requirements for ticketing message	Develop matrix of business requirements	H	1998	1999		Whole group	100	Whole group	All known requirements have been compiled
1b. Develop database update message	Identify entities and attributes from matrix elements	H	1998	2000		Whole group	100	Whole group	UNSIM's for TUPRE/OTURSP have been approved
1c. Develop UMM for ticketing message	Identify entities and attributes from matrix elements	M	1998	2000		Whole group	0	Whole group	

Activity	Tasks	Priority	Dates		Resources		Status		
			Start	End	Secretariat	Working Group	%	Responsible Party	Comments
1d Develop scenario diagram for database update activities	Document all business functions involved in update activity	II	1998	2000		Whole group	0	Whole group	
1e Develop scenario diagram for ticketing activities	Document all business functions involved in ticketing activity	II	1998	2000		Whole group	50	Whole group	
1f Evaluate new message proposals	Prioritize messages to be developed	I	1998	N/A		Whole group	N/A	Whole group	Done each time a message proposal is submitted.
1g Develop ticketing message	Develop matrix of business requirements	II	1999	2000		Whole group	50	Whole group	
1h Develop function to negotiate database updates	Identify requirements and review PASR/Q and PASRSP messages to see how these requirements can be added	II	1999	2000		Whole group	100	Whole group	Required message changes approved for 1000A
2a Evaluate and agree on proposed changes to segments in existing messages	Determine whether new elements need to be created or if existing elements can be utilized	II	1998	N/A		Whole group	N/A	Whole group	Ongoing at each meeting

Activity	Tasks	Priority	Dates		Resources		Status	
			Start	End	Secretariat	Working Group	%	Responsible Party
2b Evaluate and agree on proposed new segments for existing messages	Determine whether new segments need to be created or if existing segments in batch directory can be adopted	H	1998	N/A		Whole group	N/A	Whole group
2c Evaluate and agree on code list submissions	Determine whether code exists on UN code list or if new code should be created	H	1998	N/A		Whole group	N/A	Whole group
2d Update existing data model	Document new functions on data model	H	1998	N/A		Whole group	N/A	Whole group
2e Update new activities in existing scenario diagram	Document new functionality on scenario diagram	H	1998	N/A		Whole group	N/A	Whole group
3a Develop Reservation implementation guide for new versions of the directory	Compile usage notes and examples for each sector	M	1998	N/A		Whole group	100	Whole group
3b Develop Availability implementation guide for new versions of directory	Compile usage notes and examples for each sector	M	1998	N/A		Whole group	100	Whole group

Activity	Tasks	Priority	Dates		Resources		Status		Comments
			Start	End	Secretariat	Working Group	%	Responsible Party	
3. Develop IICRFO (Travel Industry Interactive Information) implementation guide for 1999A	Compile usage notes and examples for each sector	L	1999	2000		Whole group	25	Whole group	
3d Develop IICRSP implementation guide	Compile usage notes and examples for each sector	L	1999	2000		Whole group	25	IECR	
3c Develop IASRI (TPASRSP) implementation guide	Compile usage notes and examples for each sector	L	1999	2000		Whole group	50	U.S. IT&L	
3f Develop SKDIP1/TSDDIP/SKDRFQ implementation guide	Compile usage notes and examples for each sector	L	1999	2000		Whole group	75	IECR	
4a Review newcomer's guide for compliance with new rules and syntax	Document purpose of the group and list all activities	M	1998	2000		Whole group	50	Whole group	
4b Review and update glossary for possible inclusion in URM models	Define terms and phrases unique to the travel and tourism industry	M	1998	N/A		Whole group	50	Whole group	Ongoing
4c Publish future development plans	List all message development proposals by priority	M	1998	2000		Whole group	N/A	Whole group	Ongoing at each meeting

Activity	Tasks	Pri ori ty	Dates		Resources		Status		Comments
			Start	End	Secretariat	Working Group	%	Responsible Party	
5a. Provide security requirements	Conduct internal analysis of business case(s) to determine requirements	11	1999	2000		Whole group	100	Whole group	No requirements at this time
5b. UML modeling project with 19	Model ticketing to validate TMWG methodology	11	1999	2000		Whole group	20	Whole group	

D11 Healthcare Sub Working Group

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
EWG-D11 Healthcare SWG Organisation	Update the web site of the group		II	98/09/11	ongoing				Mark will get password Bertrand will look for a resource to populate the web site	We will be migrating from the current site maintained by Kopa
	Message development	Co-ordinate changes according to the message design rule (Rev 5) and the current directory	M	March 2000	June 2000				D Bechtel to draft the boiler plate and distribute it to the delegates	This message has been included in HCTH
	Progress HCTH for UNSM request	Develop MID proposal	L	98/09/11	Sept 2000				Edgar Cluck	Delegates to send comments on MEDDIS proposal to E Cluck
	Progress MEDDIS, MEDREF for MID request	Develop the MID proposal and take through T1 in April and June	II	March 2000	June 2001				K Zibeldia	
	Progress development of SCRIPT to MID request	Finalise the boiler plate and submit MID request to JHS Entry point	II	Ongoing	Sept 2000				Mark Mynott	
Other matters	Progress international flowchart of electronic messages in Healthcare	On the basis of the updated IEC9 European flowchart, add Australian, USA and Colombia data flows	M	Ongoing	Sept 2000				M Mynott, D Bechtel	Support document for ISO TC 215 activities
	Progress DMIRs for codes C11	Finalize the code list and submit relevant DMIR	II	March 2000	June 2000				B Poisson 18	Will recast definition of C11
Lanson	III 7	Develop a MoU between D11 and III 7	II	March 2000	ongoing				M Mynott, D Bechtel	
Education and Awareness	UME Model Education	Develop a program to educate the D11 members	II	March 2000	ongoing				M Mynott	
Review D11 ToR and Procedure		Review these documents for impact on D11 caused by ebXML	II	March 2000	Sept 2000				All delegates	

D12 Social Security, Employment And Education Sub Working Group

Work Plan

Activity	Tasks	Description	Priority	Dates		Resources		Status	
				Start	End	Secretariat	Working Group	%	Responsible Party
1. Trans-border social security	Move SSC LDE and SSDREQ to UNSM	Message development	M	12/98	09/99				
	DMRs to modify SSREGW, SSIMOD and SSRECH	Maintenance	M	12/98	09/99				
	Study security and security related issues that concern the exchange of messages in transborder social security	Research	L	09/97	09/98				
2. Domestic	Move COPAYM to UNSM	Message development	H	12/97	09/98				
	Move SOSREC to MiD	Message development	H	07/98	03/99				
	Move MESGEV to MiD	Message development	M	09/98	03/99				
	Study security and security related issues that concern the exchange of messages in social security at domestic level	Research	L	09/97	09/98				
3. Employment policy	Review as necessary	Maintenance	L	Ongoing					

Activity	Tasks	Description	Priority	Dates		Resources			Status	
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
4. Education	Discuss ENROL.M, EXAMEN, PROGDT, RESULT, STUREC and SUBRES with interested partners in other countries	Message development		09/96	?					EBES/ELG10 has developed these messages for the exchange of information related to education. EBES/ELG10 intends to co-operate closely with experts within the USA.

D13 - Directory And Management Support Services Sub Working Group

Work Plan

Activity	Tasks	Description	Priority	Dates		Resources		Status	
				Start	End	Secretariat	Working Group	%	Responsible Party
1. Promote awareness	1.1 Presentations	Continue to solicit help and participation in the Work Group's tasks.	High	May 1998	Sept. 1998				
2. Review and production of implementation guides	2.1 MIG'S 2.2 Programmer's guides	IMPDEF, DIRDEF	Normal	Sept. 1998					
3. New Message Development	3.1 DATRAK	Data Tracking. A message which will be able to solicit and report on the status of messages in transit.	Normal	Sept. 1998					
4. Liaisons with other groups	4.1 X12	X12G Government	High	June 1998					
5. Review new technologies	5.1 Internet 5.2 EDI variations								
6. Solicit business requirements.	6.1 Survey 6.2 Meetings								

D14 - Accounting, Auditing, Registration & Financial Information Services Sub Working Group

(last update 22 Sept. 2000)

WORKSHEET KEY:

Heading

The heading of each activity planning worksheet shows the initials of the Working Group and the name of the key deliverable as identified in the mandate of the group.

Columns

Name of the activities identified by the working group related to the key deliverable.

Activity

Name of tasks required completing the activity

Tasks

If required used to describe in greater level the detail of the Task

Description

Code to identify the level of priority, High (H), Medium (M), Low (L)

Priority

Start - identifies the start of the task (future or past)

Dates

End - identifies the planned completion of the task

Resources

Secretariat - person days needed

Resources

Working Group - person days needed

Resources

% - percentage of task completed

Status

Responsible Party - Name of Workgroup/Sub Group

Comments - additional information

The EWG/SWG 14 prepared the first draft of its activity planning worksheets for its key deliverables during its first meeting in April 1998. These will then be reviewed by the June 1998 CSG meeting and included in the next version of this document

In accordance with its mandate, the key deliverables of the SWG 14 are

• analyses of business processes relevant to the development of messages (NMR, MID, UNSM)

• review of Data Maintenance Requests relevant to messages in its domain.

Activity	Tasks	Desc.	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
1.1 Develop BALANC to UNSM status	Possible need for some additional code values			3/94	9/97			100	EWG/D14	Published in D98A 3 Implementation Guides (Level 1, Level 2, Level 3) available from EDIFC/AS France (currently in French only)
1.2 Develop BUSCRD to UNSM status	Possible need for additional code values			2/96	3/99			100	EWG/D14	Based on new MDR (R840, Rev 5) approved 9/98. Reference Group of Experts for Fin. Inf. Sys. need to establish industry guid.
1.3 Develop CHACCO to UNSM status	Possible need for some additional code values			3/94	4/98			100	EWG/D14	
1.4 Develop CHAMAP to UNSM status			L	3/97				30	EWG/D14	MD approved 9/97
1.5 Develop ENTREC to UNSM status	Possible need for some additional code values			3/94	1/98			100	EWG/D14	2 Implementation Guides (Level 1, Level 3) available from EDIFC/AS France (currently in French only)
1.6 Develop INFENT to UNSM status	Revision DMRs required for taxation authorities			3/94	4/97			100	EWG/D14	Level 2 Imp. Guide Work in progress For Implementation Guide details, contact EDIFC/AS, France
1.7 Develop LEDGER to UNSM status	Possible need for some additional code values			3/97	3/99			100	EWG/D14	

Activity	Tasks	Desc.	Priority	Dates		Resources		Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments
1.8 Develop REGENT to UNSM status				3/94	3/99			100	EWG/D14	Level 2 Imp. Gid. available from EDFICAS, France
1.11 Harmonise ICIA/IXB code lists for use in BUSCRD			II	11/98	12/00			99	EWG/D14/GRE	Full access database was developed during the Taper EWG meeting
1.12 Design subset & develop Imp. Gid. for generic BUSCRD inquiries			II	12/98	07/00			100	EWG/D14/GRE	Deliverable - GINQ001
1.13 Design subset & develop Imp. Gid. for generic BUSCRD responses			II	4/99	07/00			100	EWG/D14/GRE	Deliverable - GANSQ001
1.14 Create FIS Web site			II	12/99	3/00			100		See http://www.greifs.org
1.15 Design business models for industry relationships between Credit Insurers and Information providers			II	11/00	12/01			0	EWG/D14/GRE	
1.15 Reengineer BUSCRD subsets into component oriented subsets			II	01/01	12/01			0%	EWG/D14/GRE	Product - Enable the customer to request for specific data elements or set of data elements (components)

Activity	Tasks	Desc.	Priority		Dates		Resources			Status		
			Start	End	Start	End	Secretariat	Working Group	%	Responsible Party	Comments	
											Precipitate: Business modelling	

D15 Environmental Management and Safety Sub Working Group

Activity	Tasks	Description	Priority	Dates		Resources			Status		
				Start	End	Secr.	Working Group	%	Responsible Party	Comments	
1. E/D Standards for Environmental Documentation in Import/Export Transactions	1.1 Refine business model for US/EPA-required notifications associated with import/export of environmentally controlled substances (ECS).	The model will de-scribe both existing media/program-specific paper processes and possible structures for their integration in unified electronic (set of) document(s).	Medium	March, 2000	TBD				US/EPA	The model will have to account for inter-face with Customs and Trans-port docu-mentation.	
	1.1.1 Develop detailed business model for notifications associated with import/export of hazardous waste	The model will focus on notifications under US and Chinese Taipei (CT) hazardous waste regulations, with consideration of import/export involving the US, CT and other selected economies.	High	Sept., 2000	March, 2001				US/EPA, CT EPA	The model will have to account for inter-face with Customs and Trans-port docu-mentation	

Activity	Tasks	Description	Priority	Dates		Resources			Status	
				Start	End	Secr.	Working Group	%	Responsible Party	Comments
	1.1.2 Develop detailed business model for notifications associated with import/export of pesticides	The model will focus on notifications under US and Chinese Taipei (CT) hazardous waste regulations, with consideration of import/export involving the US, CT and other selected economies.	High	Sept., 2000	March, 2001				US/EPA, CT EPA	The model will have to account for inter-face with Customs and Transport documentation
	1.2 Document relevant code-harmonization issues	The task is to document the various national/international coding schemes for ECSSs, and then identify potentially relevant Customs and Transport coding schemes and their possible cross-references with the ECSS codes.	High	March 2000	TBD				US/EPA, Chinese Taipei (CT) EPA, GRIP	This task is the first step toward harmonizing ECSS codes with customs and transport codes
	1.3 Amend and expand 1.1 product to cover corresponding transactions in other economies	The goal is a model generally applicable to EWG participants. It must reflect applicable international agreements/conventions/standards, as well as various levels of govt. involved in environmental regulation of trade.	Medium	TBD	TBD				D15 members	

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secr.	Working Group	%	Responsible Party	Comments
	1.4 Develop Phase I standards development strategy.	The strategy will consider the business model, existing EDIFACT standards, and opportunities offered by XML developments	Medium	TBD	TBD				USEPA with advice of D15 members	
	1.5 Develop Standards (new message sets or amendments to existing).	Approach will be determined by strategy	Medium	TBD	TBD				TBD	
	1.6 Develop Implementation Guideline(s).	The goal will be to implement no later than 2004	Low	TBD	TBD				TBD	
2. EDI for Material Safety Data Sheets (MSDS)	2.1 Evaluate existing message sets, especially SAFHAZ, for purposes of supporting the business processes involving the MSDS.	This will be a preliminary evaluation to determine what, if any, D15 work is needed in this area.	Low	TBD	TBD				D15 members	D15 will seek to involve national and inter-national occupational health/safety organizations
	2.2 Evaluate current efforts to develop XML versions of the MSDS		Low	TBD	TBD		D15 members			Same as above
3. EDI for Inter-governmental Exchange of Environmental Compliance and Enforcement Data	3.1 Develop Business Model of transactions necessary to implement G8 Nations Law Enforcement Project on Environmental Crime	The focus of analysis will be data exchanges beyond formal law enforcement channels such as INTERPOL.	Medium	Oct , 1999	TBD				USEPA	USEPA will seek to involve other G8 environmental agencies.

Activity	Tasks	Description	Priority	Dates		Resources			Status	
				Start	End	Secr.	Working Group	%	Responsible Party	Comments
	3.2 ff. TBD, based on whether the Business Model indicates standards development or only the need to focus on implementation.		TBD	TBD	TBD					
4. D15/EMS Outreach	4.1 Maintain EMS Web Site	The Web Site would post EMS documents, provide links to CEFACT and environmental sites, and support community discussion threads	High	on-going	ongoing				CT EPA	EMS web-site will be incorporated into an environmental portal site for easier access by the environmental community
	4.2 Recruit Other National and International Environmental Agencies for D15		High						D15 members	
Activity	Tasks	Description	Priority	Dates		Resources			Status	
				Start	End	Secr.	Working Group	%	Responsible Party	Comments
5. Best Practices for Security and Authentication of Environmental Data Exchange Transactions	5.1 Develop Draft Best Practices Document	The document would address issues related to the legal status of environmental compliance documents, and the risks they may pose, e.g. for confidential business data	High	March, 2000	Sept., 2002				USEPA CT EPA	D15 members will be involved in review of this document.

Activity	Tasks	Description	Priority	Dates		Resources		Status		
				Start	End	Secr.	Working Group	%	Responsible Party	Comments
6. Standard XML Tagging for APEC-VC web-site postings.	6.1 Develop semantic model of APEC-VC postings	The model would attempt to reflect the structure of information categories in APEC-VC postings as a precursor to developing an XML tagging standard	Low	TBD	TBD				TBD	This work would be performed under a proposed agreement with APEC-VC

T1 - Technical Assessment Sub Working Group

Activity	Tasks	Description	Dates		Resources		Status	
			Start	End	Secretariat	Working Group	%	Responsible Party
1. Process DMRs		Continuous improvement of the DMR progression and assessment process.						
	1.1 Process all DMRs for publication in each directory		4/98	On-going	UN	EP sec. T1	-	Chair
	1.2 Reduce approval time		4/98	On-going	UN	EP sec. T1	-	Chair
	1.3 Increase awareness for improved standards design		4/98	On-going	UN	EP sec. T1	-	Chair
	1.4 Improve electronic processing at EWG.		4/98	On-going	UN	EP sec. T1	-	Chair
	1.5 Increase DMR quality		4/98	On-going	UN	EP sec. T1	-	Chair
2. Organization and manage		Develop internal management documents for consistent, efficient						

SIT implemented 1/99.
DMR processing time
frames reduced to maximum
of 4 months.

Activity	Tasks	Description	Dates		Resources		Status		
			Start	End	Secretariat	Working Group	%	Responsible Party	Comments
Management		operation of SWG.							
	2.1 Terms of reference		9/98	3/99		T1	100	JS	Finished.
	2.2 Work plan		9/98	On-going		T1	-	JF	Revised TOR approved by EWG; 9/99.
	2.3 Internal work items		9/98	On-going		All	-	Vice Chair	
	2.4 Internal issues list		9/98	On-going		All	-	Vice Chair	
	2.5 Meeting schedule		9/98	On-going		All	-	Vice Chair	
3. DMR processing procedures		Prepare comprehensive DMR processing procedures replacing JRT-oriented guidance. Provide to MOP and Steering Committee for approval.	11						
	3.1 Draft and publish procedures based on existing draft/published procedure documents (including JTAG papers on procedural recommendations, processing DMRs for non JM organisations, etc.).		9/98	9/99		T1 EP sec.	100	JS	Finished. Revised procedures approved by EWG 9/99.
	3.2 Model the process		1/99	3/2000	UN	T1	5	11F	

Activity	Tasks	Description	Dates		Resources		Status	
			Start	End	Secretariat	Working Group	%	Responsible Party
						EP sec.		
	3.3 Identify implications of electronic submissions		1/99	1/2000	UN	EP sec.	40	HF
	3.4 Identify implications of modelled standards		1/99	On-going		T1	-	JM
	3.5 Define criteria for electronic processing through the full publication and audit process		1/99	On-going		T1	-	JF
	3.6 Identify implications of new technologies on existing standards		4/99	On-going		T1	-	Vice Chair
	3.7 MADRAS Project (consistent renaming of data element IAW MDRs)		9/98	9/99		T1/T8	100	Vice Chair
	3.8 MADRAS TDEF/TDID reconciliation project		6/99	3/00		T1/T8	50	SP
	4. Single international TAG	Develop procedures and implement single international TAG at earliest date.	11				100	
								Comments
								DMRDEF & DMRSTAT MIGs revised.
								..
								Finished.
								Data element renaming project approved by EWG 9/99. DMRs approved for inclusion in D.00A
								Finished.
								SIT concept now embedded in overall T1 procedures.

Activity	Tasks	Description	Dates		Resources			Status	
			Start	End	Secretariat	Working Group	%	Responsible Party	Comments
	4.1 Draft interim procedures		4/98	9/98	UN	T1 EP sec.	100	IIF	Finished.
	4.2 Respond to ESG issues		4/98	6/99		T1	100	IIF	Finished
	4.3 Prepare revised "TAG procedures" & supporting documentation requirements		4/98	6/99		T1	100	IIF	Finished
	4.4 Co-ordinate organisation of T1 meetings		9/98	6/99	UN	T1 EP sec.	100	IIF	Finished
5. DMR automation		Automate entire DMR submission and progression process.							
	5.1 Publish implementation guidelines for DMRDEF/DMSTAT		2/98	1/00	UN	EP sec.	95	IIF/MP	Final draft sent to Steering Committee for approval following EWG 9/99. Once approved responsibility will be transferred to G05.
	5.2 Co-ordinate requirements with Entry Points, UN Secretariat, DPT, DAT		9/98	On-going	UN	EP sec. T1 DPT DAT	-	MP	
	5.3 Milestone plan		9/98	3/99	UN	EP sec.	100	MP	Finished

Activity	Tasks	Description	Dates		Resources		Status	
			Start	End	Secretariat	Working Group	%	Responsible Party
	5.4 Implement		9/98	3/2000	UN1 ⁽¹⁾	All	65	MP
	5.5 Model the architecture for expanding the status capability for DMSTAT		3/00	3/2001	UN	EP sec	0	MP
6. Document editing responsibility	6.1 Update existing draft/published documents as needed	Documents maintained by T1 includes: TAC MACH R.1023 DMR Procedures	9/98	On-going		T1	-	Vice chair

T8 Implementation Harmonisation Sub Working Group

Activity	Tasks	Priority	Dates		Resources			Status	
			Start	End	Secr	Working Group	%	Responsible Party	Comments
1. Harmonisation of use of data elements, codes, qualifiers and segments and comparison between their batch and interactive use	1.1 Collection of input from SWGs	HI	1998						
	1.2 Collation of material								
	1.3 Compiling of draft semantic rules								
	1.4 Obtaining agreement from SWGs								
	1.5 Publication of results as EWG documents								
2. Analysis of cross-sectoral implementation issues	2.1 HIG/D5	M	2000						
	2.2 HIG/D8								
	2.3 HIG/D9								
	2.4 HIG/D16								
	2.5 HIG/D17								
3. Contribute to activities of FASWG and ebXML	3.1 contribute to work of adhoc MDRv4 advice group	HI	1998						
	3.2 contribute to DMR review for cross-sectoral issues								
	3.3 contribute to ebXML Core Components activities								
4. Promotion	4.1 Publish T8 documents on CEFACT web-site	HI	1998						

[illegible]

T9 Object Oriented EDI Sub Working Group

Activity	Tasks	Description	Priority	Dates		Resources (person days)		%	Status	
				Start	End	Secretariat	Working Group		Responsible Party	Comments
1. Define and implement training for all affected EWG members				00-03-24	01-03-23	none	thp	0	OO-SWG	
		Includes UML and UMM, as appropriate.	11							
	1.1 Produce training plan	Joint work with TMWG	11	00-03-24	00-07-21	none	thp	0	OO-SWG	
	1.2 Tutorial for self studies	Joint work with TMWG	11	00-03-24	00-09-08	none	thp	0	OO-SWG	
2. Two pilot projects	1.3 Training completed	Joint work with TMWG	11	00-03-24	01-03-23	none	thp	0	OO-SWG	
		Joint work with D9 and D11	11	99-09-24	00-08-03	none	thp	0	OO-SWG	
	2. Complete pilot projects		11	99-09-24	00-08-03	none	thp	0	OO-SWG	
	2. Evaluation reports from pilot projects		11	99-09-24	00-08-03	none	thp	0	OO-SWG	
3. Implement UMM (N090) in EWG			11	00-03-24	00-09-08	none	thp	0	OO-SWG	
	3.1 Circulate the document to EWG		11	00-03-21	00-03-24	none	2	100	OO-SWG	
	3.1 EWG to sign-off N090		11	00-03-24	00-09-08	none	thp	0	OO-SWG	
4. UML to EDIFACT			11	00-03-24	01-01-30	none	thp	0	OO-SWG	

Activity	Tasks	Description	Priority	Dates		Resources (person days)			Status		
				Start	End	Secretariat	Working Group	%	Responsible Party	Comments	
mapping											
	4.1 Develop rules/guidelines on how to map UML models to EDIFACT Structures		II	00-03-24	01-01-30	none	tbp	0	OO-SWG		
	4.2 Identify required changes to current EDIFACT Message Design Rules	Joint work with T2	II	00-03-24	01-01-30	none	tbp	0	OO-SWG		
	4.3 Produce Technical Assessment Checklist for model		II	00-03-24	01-01-30	None	tbp	0	OO-SWG		
5. New organisational structure in place			II	00-03-24	01-03-23	None	tbp	0	OO-SWG		
	5.1 Produce Resource plan	Joint work with TMWG	II	00-03-24	00-07-21	None	tbp	0	OO-SWG		
	5.2 New organisational structure in place		II	00-03-24	01-03-23	None	tbp	0	OO-SWG		
6. Tools	6.1 Modelling tools available for use	Joint work with TMWG	II	00-03-24	00-09-08	None		0	OO-SWG		
	6.2 Repository in place	Joint work with TMWG	II	00-03-24	01-03-23	None		0	OO-SWG		

G2 - Promotion Advisory Team Sub Working Group

(last update 5 Sept. 2000)

Actions	who	when	done
items completed			
Realisation of EWG web site	G2		oct. 99
Meeting Press release	G2 + UN Secretariat	ongoing	
Newcomers session	G2	ongoing	
Newcomers survey	G2	ongoing	
Open items			
Maintenance of EWG web site	G2	ongoing	
Meeting press release	G2 + UN Secretariat	ongoing	
Newcomers session	G2	ongoing	
Newcomers survey evaluation	G2 + EWG Chairs + Steering Comm.	ongoing	
Promotion mesures for UN/Edifact	G2 + UN Secretariat + EWG Chairs	ongoing	
Monitoring of UN/Cefact and Traflix homepages	G2 + G5	ongoing	

G5 Secretariats Sub Working Group

Activity	Tasks	Description	Priority	Dates		Resources		Status	
				Start	End	Secretariat	Working Group	Responsible Party	Comments
I Coordinate DMR Automation	1.1.1 X12/EDISA Co-ordinate DMR Automation							Spudis	
	1.1.1 Identify steps in current process needed to implement automation			4/10/98	5/1/98				complete
	1.1.2 Identify hardware and software requirements			5/10/98	6/10/98				complete
	1.1.3 Perform required modifications to current data base			5/15/98	6/10/98				complete
	1.1.4 Install hardware and software			6/15/98	7/1/98				complete
	1.1.5 Test implementation with IN/ECT Secretariat			11/30/2000	12/30/2000	UN	DISA		
	1.2 EBES Co-ordinate DMR Automation					UN	EBES	Dechamps	
	1.3 JASTPRO Co-ordinate DMR Automation					UN	JAST-PRO	Sakamoto	
	1.3.1 Identify steps to implement automation			6/98	1/00				
	1.3.2 Identify hardware and software requirements			6/98	1/00				
	1.3.3 Install hardware and software			6/98	1/00				

Activity	Tasks	Description	Priority	Dates		Resources		Status	
				Start	End	Secretariat	Working Group %	Responsible Party	Comments
	1.3.4 Test implementation with UN/EDIFACT			7/2000					
	1.4 Tradegate Co-ordinate DMR Automation						Tradegate	Pemberton	complete
	1.5 Interface with appropriate Entry Point senior representative on policy matters			9/98	On-going				Complete
	1.6 Evaluate DMSIA/DMRDEF against Entry Point Requirements			9/98	On-going				Complete
	1.7 Determine impact of Technical Assessment Sub Working Group (TASWG) procedures on Entry Point Operations			9/98	3/00				Complete
2 Provide input into EWG procedures	2.1 Provide input into the MOP group	Participate in MOP meetings and provide secretarial assistance		Ongoing			10 days/ per year		Complete
	2.2 Provide input into the TASWG procedures								Complete
	2.2.1 Evaluate impact of Single International TAG								Complete
3 Foster efficient EWG meeting organisation	3.1 Evaluate existing EWG Organiser's Checklist		HI						complete
	3.1.1 Update document to reflect current best practice			9/98	9/98		2 days	Spadin	complete
	3.1.2 Update document after each EWG meeting, if required		IM	9/98	On-going		2 days	Chan	
	3.2 Assist EWG Host Secretariats in meeting				On going				

Activity	Tasks	Description	Priority	Dates		Resources		Status	
				Start	End	Secretariat	Working Group %	Responsible Party	Comments
	organisation								
	3.2.1 Host Secretariats provide meeting statistics to next Host Secretariat				On-going		2 days	Organiser	
4. Promote UN/EDIFACT in co-ordination with PAL SWG	4.1. Provide input to PAL SWG for EWG Newcomers Presentation				On-going				
	4.2. WWW presence								
	4.2.1 Maintain Web pages for own Entry Point, if feasible, linking to appropriate UN pages				On-going				
	4.3. Development of UN/EDIFACT Glossary						G2, G5		
5. Maintain implementation guides	5.1 DMRDEF								
	5.1.1 Co-ordinate with T1 in production of MIGs for each DMR type			3/00	4/00		T1, G5	Chair	Complete
	5.1.2 Validate MIGS		High	3/00	4/00		T1, G5	Chair	Seek approval Sept 2000
	5.2 DMSTAT			3/00	4/01		T1, G5		
	5.2.1 Co-ordinate with T1 for DMSTAT architecture			3/00	3/01		T1, G5	Chair	
	5.2.1 Co-ordinate with T1 in production of MIG			3/01	4/01		T1, G5	Chair	
	5.2.2 Validate MIG								

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