



**Economic and Social
Council**

Distr.
GENERAL

TRADE/CEFACT/FORUM/2002/3
26 July 2002

ENGLISH ONLY

ECONOMIC COMMISSION FOR EUROPE

COMMITTEE FOR TRADE, INDUSTRY AND ENTERPRISE DEVELOPMENT

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

UN/CEFACT Forum, 9-13 September 2002

Item 2 of the provisional agenda

Draft Mandate

**Information Content Management Group
(ICG)**

Submitted by the Information Content Management Group (ICG)

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This draft document is based on the content of the proposal for future structure and organization of the UN/CEFACT permanent working groups, TRADE/CEFACT/2002/8/Rev.1. It is submitted to the Forum for discussion and noting.

1. Objectives

1.1 Purpose

The purpose of the Information Content Management Group (ICG) is to be responsible for the management, categorization and normalization of the common business process definitions and base information components that serve as the building blocks for the development of standards for implementation. These building blocks are independent of technology considerations. The purpose of the ICG is demonstrated through:

- Maintaining the reference library of Common Business Processes;
- Maintaining the reference library of Business Information Entities;
- Maintaining the reference library of Core Components;
- Maintaining the reference library of Code Lists;
- Maintaining the reference library of Technical Specifications;
- Maintaining the United Nations Trade Data Element Directory;
- Ensuring the consistency and integrity of the contents of the libraries;
- Adopting the UN/CEFACT Open Development Process for the maintenance of the libraries;
- Managing the library maintenance processes and procedures to support the availability and publication of the libraries through a designated UN/CEFACT information repository.

1.2 Scope

The activities related to the ICG are within the mission and objectives of UN/CEFACT and its groups.

2. Key Deliverables

The key deliverables of the ICG are:

- A series of coherent, consistent and normalized reference libraries comprising the common business process definitions and base information components that are aligned with domain reference models and serve as the building blocks for the development of standards for implementation;
- Processes and procedures for the maintenance of the libraries;
- Mechanisms for ensuring the quality of the library contents;
- Production of the UN/CEFACT code lists.

3. Functional Expertise of Membership

Members of the ICG primarily comprise semantic and information modelling experts in the application of technology neutral and reusable design practices, in the development of meta standards, and in the areas of codification.

4. Geographical Focus

The focus is global.

5. Delegated Responsibilities

The ICG is empowered in accordance with agreed procedures to:

- Establish working groups and project teams as required;

- Approve project proposals via the Forum Coordination Team (FCT);
- Progress designated projects following UN/CEFACT's Open Development Process for Technical Specifications;
- Collaborate with other UN/CEFACT groups and the CSG on implementation of the ICG work plan;
- Present draft proposals and/or recommendations to the UN/CEFACT plenary;
- Cooperate and establish liaisons with other groups and organizations as required.

6. Statement of resource requirements

Participants in the ICG shall be required to provide the resources required for their own attendance in the work of the ICG. In order to support the ongoing work of the ICG, the following resources are required to be provided either by the UN/CEFACT secretariat or by the appointed UN/CEFACT Services Provider:

- Provision of secretariat for the ICG 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 ICG;
 - Coordination and distribution of relevant information and documents;
 - Establishing and maintaining the ICG public web site pages with appropriate links, document download facilities, and items of interest;
 - Establishing and maintaining the ICG public and private list servers
 - Establishing and maintaining a web-based registry and repository capable of supporting the separate availability of the ICG library content at both a public and a group level.
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