

September 17, 2003

To:

AFACT Steering Committee Members,

HoDs to AFACT Plenary,

Chairs of Joint Working Groups,

Chair of IIC,

Proposal to set-up AFACT-BCF Group under the AFACT

[N.B. This Proposal is subject to approval by the AFACT Plenary]

Draft Mandate

AFACT-BCF (Business Collaboration Framework) Group

1. Objectives

1.1 Purpose

The purpose of the AFACT - Business Collaboration Framework (AFACT-BCF) Group is to provide all AFACT joint working groups and the IIC (Internetworking Implementation Committee) with Meta (base) Business Process specifications, recommendations, promotional and educational materials, and where appropriate, introductory assistance. The AFACT-BCF shall also function as a research group, working with CSG BCF Group, to evaluate innovative information and communication technologies, as well as new techniques and methodologies.

1.2 Scope

The activities related to the AFACT-BCF Group are within the mission and objectives of AFACT. The Group works to promote and stimulate trade facilitation and electronic business by using the Business Collaboration Framework, for sustainable economic growth in the region.

2. Terms of Reference

The AFACT-BCF Group acts under the auspices of AFACT, and in conjunction with the BCF team of UN/CEFACT's Steering Group (CSG)¹ to:

1. Communicate and Promote throughout the AFACT region, the strategy, goals, and advantages of UN/CEFACT's BCF approach;
2. Initiate and guide BCF implementation projects within and between AFACT members;
3. After their completion, report the results and experiences to the AFACT Steering Group and to the CSG BCF team;
4. Where appropriate encourage the development of a national BCF support services such as BCF advisers, facilitators and modelers.

¹ The current members of this team are Klaus-Dieter Naujok, Chair UN/CEFACT's Techniques and Methodologies Group (TMG) and a CSG member, Dave Welsh, Chair TMG Business Process Work Group and the Standards Liaison Rapporteur of UN/CEFACT, Kenji Itoh, UN/CEFACT Vice-Chair and a member of TMG, Santiago Mila, UN/CEFACT Vice-Chair and Chair of UN/CEFACT's Communication and Promotion Group, and Ray Walker, UN/CEFACT Vice Chair and Chairman of the CSG.

3. Functional Expertise of Membership

Membership is open to experts with broad knowledge in the area of existing business processes, information and communication specifications, architecture, as well as current techniques and methodologies used within AFACT and UN/CEFACT, technological developments, and the functions of AFACT and its joint working groups.

4. Geographical Focus

The focus is Asia-Pacific region.

5. Delegated Responsibilities

The AFACT-BCF Group is to:

- Establish working groups and project teams as required;
- Progress designated projects following UN/CEFACT's Open Development Process for Technical Specifications;
- Collaborate with other CSG-BCF Team on implementation of it's work plan;
- Present draft proposals and/or recommendations to the AFACT Plenary;
- Cooperate and establish liaisons with AFACT-IIC, AFACT joint working groups and organizations as required.

6. Administrative Support

To allow a private exchange of views on BCF matters, the AFACT secretariat will provide a closed list server. Each participant country/economy may appoint up to (No.) persons to the list and the CSG BCF team will also be subscribed.

Attachments:

1. BCF document
2. UN/CEFACT's Open Development Process for Technical Specification