



AFACT 2010

Steering Committee Meeting

Draft Minutes

JAPAN

Venue: Miel Parque Yokohama, Yokohama, Japan

November 24, 2010



- Date: November 24, 2010
- Venue: Mielparque Yokohama, Yokohama, Japan
- Chairperson: Mr. Kazumi Hirai
- Attendance

Steering Committee Members

Designation	Name	Country/ Economy	Organization
Chairperson	Mr. K. Hirai	Japan	JASTPRO
Vice Chairperson	Mr. Jyh-Sheng Ke		Institute for Information Industry
Vice Chairperson	Absent		
Elected HoD also AFACT Secretariat	Mr. Mahmood Zargar	Iran	Deputy Ministry for Planning and Economic affairs Ministry of Commerce
Elected HoD	Dr. Nguyen Manh Quyen	Vietnam	Vietnam E-commerce and Information Technology Agency Ministry of Industry and Trade (MOIT)

Other Participants (country wise in alphabetical order):

Please refer to the Appendix – A to this minutes



Meeting Agenda:

1	09:30 – 09:35 “FUJP” Room on 2nd Floor	Inaugural Address Mr. K. Hirai, Chairperson AFACT StC in 2010 Director JASTPRO Self-introduction by the members attended All the StC members will be asked to make brief self-introduction
2	09: 35 – 09:45	Adoption of the Agenda Mr. K. Hirai, Chairperson AFACT StC in 2010
3	09:45 – 10:00	Adoption of the 28th Session of StC Midterm meeting held 29th-30th June 2010 in Tokyo Mr. K. Hirai, Chairperson AFACT StC in 2010
4	10:00 – 10:45	Organizational Matters (Part 1) a) Plan for 29th AFACT Meeting & eASIA Award to be organized by Chinese Taipei in 2011 Dr. Yueh Yi-Yuen, as the Delegate of Chinese Taipei for and on behalf of Chinese Taipei HoD within 10 minutes Note: 1. Dr. Yueh Yi-Yuen Eva will address the revised e-ASIA Award and its implementation. 2. The Secretariat will prepare a draft for the classification on developed economies, developing and transient economies to be applied for candidates, which is subject to ratification by the StC. b) Plan for 30th AFACT Meeting to be organized by Iran in 2012 (within 10 minutes) Dr. Mahmood Zargar, as the Iranian HoD Note: Dr. Zargar will brief his plan within 10 minutes. c) Plan for 31st AFACT Meeting to be organized by Viet Nam in 2013 Note: The Viet Nam HoD will confirm the intent to host the meetings within 5 minutes. Host economies after 2013 Note: The Chairperson will ask the intent to host by other HoDs than above economies.
	10:45 – 11:15	Official Photo Taking + Coffee Break
5	11:15 – 11:35	Organizational Matters (Part 2) d) Revision of AFACT Bylaws Mr. K. Hirai, Chairperson AFACT StC in 2010 Note: Mr. Hirai will address major points to revise the Bylaws.
6	11:35 – 11:45	e) Election of Elected HoD Mr. K. Hirai, Chairperson AFACT StC in 2010 Note: As the term of office for current Elected HoD (Iran and Viet Nam) expires, StC need to elect new Elected HoD. f) Recommendation of UN/CEAFCT Rapporteur for Asia to



		<p>UN/CEFACT</p> <p>Mr. K. Hirai, Chairperson AFACT StC in 2010</p> <p>Note: As UN/CEFACT Rapporteur for Asia is now in vacancy for more than a year, AFACT should recommend the Rapporteur after Mr. Sangwon Lim.</p>
7	11:45 – 11:45	<p>UN/CEFACT Progress Update</p> <p>Mr. Tahseen Khan, Vice Chairperson, UN/CEFACT</p> <p>Mr. K. Hirai, Chairperson AFACT StC in 2010</p> <p>Note: If Mr. Khan will be able to attend online, he will speak by himself, otherwise Mr. Hirai will address it on his behalf.</p> <p>They will mainly explain about the reform of UN/CEFACT to be adopted by 15th UN/CEFACT Plenary held in December 2010.</p>
8	11:45 – 13:20	<p>AFACT Status Report & Performance review</p> <p>Dr. Mahmood Zargar, AFACT Executive Secretary</p> <p>Note:</p> <ol style="list-style-type: none"> 1. The Executive Secretary will report Asia-Pacific Trade Facilitation Forum (APTFF) 2010 held 5th-6th Oct. in KL, Malaysia to which he attended to propagate AFACT 2. Activities done by the secretariat for the project AFACT as NGO recognized by ECOSOC. The program toward 2011 will also be discussed. 3. The Secretariat will report about the publication of AFACT Yearbook 2010
	13:20 – 14:15	Lunch Break
9	14:15 – 16:00	<p>Strategic Directions and the Way forward (Part I)</p> <ol style="list-style-type: none"> a) Briefing of on the provisional agenda for BDC/CSC/TMC meeting on 25th November by each Convener (5 minutes each) b) Survey of Maturity Level of Trade Facilitation - Dr. Yueh Yi-Yuen, the CSC Convener (10 minutes) c) Survey of the Demand and Supply of Training and Consulting for the Capacity Building - Dr. Yueh Yi-Yuen, the CSC Convener (10 minutes) d) AFACT Single Window - Mr. Mahmood Zargar, Iranian HoD (30 minutes) <p>Note: The mandate, roles and function of BDC/CSC/TMC concerning this project should be reconfirmed.</p> <ol style="list-style-type: none"> e) Collaboration with UN/ESCAP and other international organization on Paperless/Single Window (10 minutes) <p>Mr. K. Hirai, Chairperson AFACT StC in 2010</p> <p>Note: The Chairperson will brief the discussion made by the con calls before the StC meeting</p>
	16:00-16:30	Coffee Break



10	16:30 – 17:30	<p>Strategic Directions and the Way forward (Part II)</p> <p>g) New TFT Note: Finalization of the membership, ToR, and the Program of Works will be discussed.</p> <p>h) Organizing new working group under BDC Moderator: Mr. Eswaran Sankaranarayanan, the Candidate to the BDC Convener</p> <ul style="list-style-type: none">● Presentation of Tourism Group – Mr. Akio Suzuki, the Candidate to the Convener of the Tourism Group Note: Mr. Suzuki will make a proposal to establish a new working group, which has cleared the three country rule under the Bylaws to be revised.● Presentation of e-COO project – Dr. Zargar Iranian HoD Note: Based on the presentation and the document to be submitted by Dr. Zargar, the alignment of this project will be discussed, i.e. to be a new WG or a project directly under BDC or else.● Expression of intent to renew the Financial WG in 2011 Mr. K. Hirai for and on behalf of Mr. Javed Naushahi Pakistan HoD Note: If Javed Naushahi will be able to attend online he will speak by himself about his intent. <p>i) Report on renewal of Transport Group now under planning Note: James Su, ex Chairperson of Transport JWG will brief his plan to reform the working group under the Bylaws to be revised.</p> <p>j) Conclusion on the transition plan of ex JWG Mr. K. Hirai, Chairperson AFACT StC in 2010 Note: The completion of the restructuring and a way forward will be Discussed.</p>
11	17:30 – 18:25	Review of the 28th Session of AFACT StC minutes
12	18:25-18:30	Closing remarks and housekeeping of 2nd and 3rd day Mr. K. Hirai, Chairperson AFACT StC in 2010



1 Minutes:

2

3 **1. Inaugural address**

4 Mr. Kazumi Hirai, Chairperson of the AFACT StC 2010 welcomed the members to the meeting, and
5 participants introduced themselves.

6

7 **2. Adoption of the Agenda**

8 The provisional agenda was adopted with no comments.

9

10 **3. Adoption of the 28th Session of StC Midterm meeting held 29th-30th June 2010 in Tokyo**

11 The draft minutes were adopted with no comments.

12

13 **4. Organizational Matters (Part 1)**

14 **4.1 Plan for 29th AFACT Meeting & eASIA Award to be organized by Chinese Taipei in 2011**

15 Dr. Yueh gave a report on the Plan for the 29th AFACT Meeting to be held in Chinese Taipei on 3-4
16 May 2011 in Kaohsiung Software Technology Park, the largest industrial center in Chinese Taipei and
17 one of the leading harbors in the world. The AFACT Plenary/EDICOM will be held on 11-14 Oct 2011
18 in Nangang Software Park or ITeS Building, Taipei City. During this period, from 11-13 October 2011,
19 the StC/Committee/Plenary AFACT meetings will be held in Nangang Software Park or the ITeS
20 Building.

21

22 The 2011 eASIA Award schedule was presented, with steps including finalizing the manual by 31
23 January 2011, forming the evaluation committee and making the announcement of the awards by 1
24 March, submission of recommended projects by 20 July 2011, semifinal evaluation by 20 August 2011,
25 announcement of semifinalists by 1 September 2011. The evaluation criteria include innovative
26 application and operations, outstanding performance, and creativity and systematic approach. The
27 sectors include trade facilitation, electronic business in the public sector, comprising government-
28 initiated eIndustry program or G2G, G2B, and G2C programs, electronic business in the private sector,
29 and bridging digital divide.

30 Korea asked for further explanation of the categories, and also asked whether travel to Kaohsiung
31 required a flight from Taipei. Chinese Taipei pointed out that Kaohsiung has an international airport,
32 but that if a direct flight to Kaohsiung is not available then there is a high-speed rail link from Taipei,
33 and stated that detailed logistical information would be provided for travel to Kaohsiung.

34 Chinese Taipei then explained that trade facilitation is intended to recognize outstanding performance
35 for simplifying trade procedures. Chinese Taipei explained that for outstanding performance,
36 measurable benefits needed to be supplied to the evaluation committee, or a revolution in simplifying,
37 harmonizing, and automating the procedures, or scalable improvement in reducing documentation and
38 increasing transparency.

39 For electronic business in the public sector, Chinese Taipei explained that the evaluation criteria would
40 be different from government-initiated e-Industry programs or G2G, G2B, and G2C programs, although
41 some criteria would be the same for both.



42 For electronic business in the private sector, projects from private companies are eligible, and the
43 evaluation criteria are once again different.

44 For bridging digital divide, Chinese Taipei explained that projects would be evaluated in terms of
45 increase of popularization of digital applications.

46 Chinese Taipei explained that there is also the special honorary category for the person, group,
47 organization or governmental unit which makes a major contribution to improving the development of
48 trade facilitation, eBusiness, and international collaboration.

49 Chinese Taipei noted that in order to improve participation from members who rarely participate, an
50 award for a group of members designated as Group 3 was being considered. Group 3 would include
51 Afghanistan, Cambodia, Indonesia, Mongolia, Philippines, Saudi Arabia, and Sri Lanka. For each
52 category there would then be at least two awardees, one from Group 1 and 2, and one from Group 3.
53 Each member would still be able to recommend two projects in each category, but they would be
54 competing with projects from other countries in the same group in order to encourage participation.

55 Thailand suggested that Group 3 countries could compete with the other groups if different criteria
56 were applied to the countries in different groups. Chinese Taipei said that a handicap points system had
57 also been discussed in the past, but that the StC felt that keeping a separate award for Group 3 would be
58 simpler and cause less conflict during the evaluation process.

59 Afghanistan suggested that there should be some differentiation in the naming of the two classes of
60 award.

61 The delegate from Malaysia noted that Australia had been missing from AFACT meetings, and that
62 they should therefore be differentiated in some way. Chinese Taipei explained that when categorizing
63 members two factors were taken into account: level of development, and level of participation in
64 AFACT. On the basis of level of development, Australia belongs in Group 1.

65 Afghanistan suggested naming Groups 2 and 3 as Emerging Markets and Newly Emerging Markets.

66 The delegate from Malaysia asked if the StC would decide on applications for new member countries
67 or economies.

68 Thailand asked if a Group 3 country such as Saudi Arabia had an application or project which they
69 were proud of and felt could compete with the Group 1 and 2 countries, if they would be able to choose
70 to compete at the higher level. It was agreed that countries/economies could choose to compete at the
71 higher level. It was also agreed that there would be only two groups, one combining the Group 1 and 2
72 countries and tentatively called the eAsia Award Group, and one tentatively called the Newly Emerging
73 Markets Group.

74

75 **4.2 Plan for 30th AFACT Meeting to be organized by Iran in 2012**

76 Iran presented the plan for AFACT meetings in 2012 in Iran. For the mid-term meetings in May, Iran
77 explained that there were three options. The first, Esfahan, is in central Iran, and the mid-term meeting
78 had been held there in 1998. A second is Shiraz, slightly in the south, about one hour by plane from the
79 capital. The third option is Kish Island, which is a free trade zone and also a popular tourist location,
80 but it may be a little hot during the daytime. The plenary meetings and EDICOM will be held around
81 October in the capital, Tehran.

82

83



84 **4.3 Plan for 31st AFACT Meeting to be organized by Viet Nam in 2013**

85 Vietnam stated that approval had been received from the Ministry of Industry and Trade for hosting the
86 meeting in Vietnam in 2013.

87

88 **4.3 Host economies after 2013**

89 The Chairperson asked other countries to start proactively considering hosting the meetings after 2013.

90

91 **5 Organizational Matters (Part 2)**

92 **5.1 Revision of AFACT Bylaws**

93 The Chairperson explained that the major objectives of the 28th AFACT Annual Meetings were to
94 finalize the pending issues concerning the recommendations by the Roadmap TFT brought forward
95 from the 27th session, such as revision of the Bylaws, restructuring of ex JWG to BDC/CSC/TMC, and
96 to set out a strategic direction to revitalize AFACT.

97

98 The Chairperson then explained the changes made to the latest draft of the AFACT Bylaws which had
99 been updated according the latest UN/CEFACT ToR and also to include new details for the organization
100 of Permanent Committees and Working Groups, and to include the assignment of Iran as the permanent
101 secretariat. The Chairperson then opened the floor for comments and questions.

102

103 Korea asked if it was true that Saudi Arabia is not an Asian country. Japan explained that Saudi Arabia is
104 not a member of UNESCAP which covers the Asia Pacific region. Korea asked if there was any
105 connection to Saudi Arabia's decision to cancel the hosting of the meeting in the current year. The
106 Chairperson replied that Saudi Arabia had cancelled owing to their organizational problem. Korea
107 suggested that there should be a tool to avoid last minute changes to hosting of meetings. Chinese Taipei
108 suggested changing Article 7.2 to read hosting secretary instead of hosting secretariat. Also, in Article 9.2
109 Chinese Taipei noted that to form a WG requires at least three endorsements from different member
110 countries/economies, and that this should be included in the list of items to be submitted.

111

112 Thailand asked whether a HoD commits to host the AFACT meetings individually or on behalf of an
113 authority of the country/economy. The Chairperson stated that added a clause requiring a commitment by
114 an authority could make the organization of the StC rather inflexible, and suggested instead evaluating the
115 stability of the country/economy by the StC.

116 Chinese Taipei suggested adding a statement to Article 7.2 stating that hosting member's focal point
117 should obtain permission in writing from a specific authority to assure the commitment of hosting.

118 Korea stated that the committees in Article 9 should not be referred to as permanent committees because
119 this would make the structure inflexible. The Chairperson stated that he had used the wording of
120 permanent committees to distinguish these committees from other committees formed in the future, and
121 also noted that Article 9.3 highlighted that the permanent committees are subject to the requirement to



122 termination if it is inactive for three years. Dr. Ke, the Vice Chairperson from Chinese Taipei, suggested to
123 change the wording “permanent committee” to “executive committee.” This was agreed.

124

125 The delegate from Malaysia stated that in Article 8, the term UN/CEFACT Rapporteur for Asia was used,
126 and asked whether in light of the conversation on geography of the AFACT, this title was correct. Japan
127 explained that there were six rapporteurs covering different regions, and that the title was decided by
128 UN/CEFACT. It was suggested that a recommendation could be made to UN/CEFACT to change the title
129 to UN/CEFACT Rapporteur for AFACT in next year.

130

131 **6. Election of Elected HoD for StC**

132

133 The Chairperson asked Mr. Ji of Korea to consider being the Elected HoD to the StC for 2011-2012. It
134 was noted that the term of appointment is for two years, but that Vietnam would be Vice Chair from 2012
135 as they would host the AFACT meetings in 2013. It was suggested that a replacement HoD could be
136 elected the following year when Vietnam was required to step down when they become Vice Chairperson.
137 The Chairperson explained that there were three nominations for Elected HoD: Vietnam, Korea, and
138 Pakistan. It was suggested that Singapore could also be considered for the role. Singapore stated that they
139 would discuss internally after the meeting and report back on whether they could be more active. Chinese
140 Taipei suggested that the Elected HoD should be decided within the current meeting so that it could be
141 ratified by the plenary. It was suggested that Vietnam and Korea be elected HoDs, and this was
142 unanimously agreed.

143

144

145

146 **Recommendation of UN/CEFACT Rapporteur for Asia to UN/CEFACT**

147

148 The HoD of Thailand submitted his intent to be Rapporteur for Asia, but there has been no consultation
149 yet with UN/CEFACT on this issue. The Chairperson noted that the StC could make a recommendation,
150 but the UN/CEFACT would not appoint the Rapporteur for Asia according to the recommendation by
151 AFACT, and therefore it is normal to consult with UN/CEFACT in advance of making a recommendation.
152 Thailand stated that he felt it was important that AFACT did not miss out on the right to propose the
153 Rapporteur for Asia. The AFACT Secretariat reported that three calls for recommendations had been
154 issued, but that the only complete candidate application had come from Mr. Ajin from Thailand. The
155 Chairperson pointed out that the Rapporteur for Asia would be required to attend many UN/CEFACT
156 meetings during the year. Korea asked for more details of the required qualifications for the UN/CEFACT
157 Rapporteur for Asia role. The AFACT Secretariat presented the process leading up to the current meeting,
158 noting that three calls for candidates had been made, but that Mr. Ajin had been the only valid candidate



159 proposed for the role. The delegate from Malaysia suggested delaying the decision on this item. The
160 Chairperson suggested asking the plenary meeting to delegate the final decision on this issue to the StC.

161

162 **7. UN/CEFACT Progress Update**

163

164 Skipped to be discussed at the plenary meeting.

165

166 **8. AFACT Status Report & Performance review**

167

168 The AFACT Secretariat gave an update of the status of the AFACT membership, structure, StC Members,
169 committee chairs, and hosting members. It was noted that Mr. Eswaran is not yet ratified as the
170 Chairperson of the BDC. The AFACT Secretariat then gave an overview of AFACT activities, including
171 conference calls carried out between meetings, applications for registration of AFACT as a NGO
172 accredited by UN/ECOSOC, preparation of the AFACT 2010 Year Book, creation and printing of an
173 AFACT brochure, attending the 17th UN/CEFACT Forum, attending the Asia-Pacific Trade Facilitation
174 Forum 2010, and design and update of the AFACT website.

175

176 For the registration with ECOSOC, it was noted that a copy of the most recent financial statement and
177 annual report was required. It is also necessary that the organization cannot be governmental, but can be
178 supported by the government. Members were requested to prepare documents showing that they are non-
179 governmental, but they can be supported by governments. The AFACT Secretariat proposed that they
180 would negotiate with ECOSOC to obtain a template to be distributed to members for them to complete.

181

182

183 At the 17th UN/CEFACT Forum, AFACT attended TBG15 International Trade Procedures, and the
184 Chairperson of TBG15 was asked for cooperation on Single Window Interoperability.

185

186 The AFACT Secretariat also reported that at the Asia-Pacific Trade Facilitation Forum 2010, held 5-6
187 October in Kuala Lumpur, Malaysia, AFACT had sought collaboration with ADB and UNESCAP for
188 supporting AFACT. AFACT also had a booth at which AFACT brochures and information were shared to
189 promote the brand of AFACT. On 7-8 October there was a workshop organized by WCO on data model,
190 which was very useful for the eCOO project.

191

192 The TMC Chairperson reported on the UNNExT meeting held at the same time as the Asia-Pacific Trade
193 Facilitation Forum 2010.

194

195 **9. Strategic Directions and the Way forward (Part I)**

196 **9.1 Briefing of on the provisional agenda for BDC/CSC/TMC meeting on 25th November by each**



197 **Convener**

198

199 Mr. Eswaran reported that the BDC would hold a meeting on the following day, and that there were three
200 WGs that had put forward expression of intent, namely travel and tourism, eCOO, and financial WG. The
201 Chairperson explained that there would also be an ad-hoc meeting with UNESCAP on the afternoon of
202 the following day.

203

204 The agenda for the CSC meeting and TMC meetings on the following day were then introduced by the
205 CSC Chairperson Taipei and the TMC Chairperson respectively.

206

207 **9.2 Survey of Maturity Level of Trade Facilitation - Dr. Yueh Yi-Yuan, the CSC Convener (10**
208 **minutes)**

209

210 The Chairperson noted that there are very few members who have exact knowledge about the state of
211 implementation of SW in each member economy, and the lack of common understanding between
212 members eventually prevents AFACT from envisaging its strategy, and therefore the most important issue
213 is to learn about the state of implementation and the issues faced by each economy.

214

215 The CSC Chairperson explained that in APEC there had already been a project conducted between Japan
216 and Chinese Taipei and they already developed a form to find the status level of implementation of single-
217 window in APEC. The WCO has asked to use the APEC form to carry out a global survey on the status of
218 implementation and operating of national single window, and the CSC Chairperson suggested using the
219 results from APEC and also waiting for the survey by the WCO to be carried out in the early part of the
220 following year. The CSC Chairperson explained that SW comprised paperless trading, cross border, and
221 collaboration and interoperability. She added that many research projects had already been carried out,
222 and AFACT needs to consider what it can do to complement this existing work. The original purpose of
223 the project was to carry out research for the BDC single window project, and the CSC Chairperson
224 therefore asked whether the purpose of the BDC single window project would be to work on technical
225 interoperability, business process integration, or legal interoperability, as this would affect the direction of
226 the survey. The CSC Chairperson noted that the scope of trade facilitation is too broad to be efficiently
227 evaluated. It was proposed that the survey may be entitled "survey on the practice of single window
228 mechanism carried out in a port", with the aim of finding out best practices on single window in smart
229 ports and to benchmark, as well as developing business opportunities for various types of service vendors.

230

231 Thailand asked if WCO would develop only the data format, or whether there would be also
232 implementation guidelines. The CSC Chairperson stated that there was a plan in the WCO to develop
233 implementation guidelines, but that so far she had not seen any implementation guideline yet. The CSC
234 Chairperson stated that TBG15 was calling for participation in a project to study implementation
235 guidelines for single window. Vietnam stated that a few economies had implemented SW or national SW



236 successfully, but that he wished to know more about the results of SW. Vietnam stated that the legal
237 interoperability was perhaps more important than technical interoperability, because this would be the
238 biggest challenge for cross-border systems. He suggested that initial attempts at collaboration should be
239 carried out by small groups rather than a large group. The CSC Chairperson replied that this could be
240 discussed by BDC, but that the survey needed to know the BDC plan to create the survey to find out
241 appropriate information for the BDC project. Singapore asked how they could participate in TBG15. The
242 CSC Chairperson stated that this was openly published on the website.

243

244 Thailand suggested that CSC could create a knowledge base for sharing by members. Japan noted that the
245 Recommendation No. 33 was the bible for implementation of SW, and that when Japan first launched SW
246 three systems were integrated. The second generation system launched in 2008 was more integrated,
247 based on various B2G systems connected to each other. He therefore stated that there could not be a
248 single plan for implementation but that it would depend upon the current status of the country.

249

250 The AFACT Secretariat stated that there were two aspects to be considered, one is national SW in each
251 country, and also the SW for cross-border and exchange of documents between countries. He noted that
252 some aspects of exchange between countries required special guidelines for each country. Chinese Taipei
253 suggested sharing the experience on different SW implementations between countries. Japan stated that
254 SW should cover all B2G procedures, including customs clearance, port clearance, and inspection and
255 quarantine, and should not be limited in its scope.

256

257

258

259 **9.3 Survey of the Demand and Supply of Training and Consulting for the Capacity Building - Dr.**
260 **Yueh Yi-Yuen, the CSC Convener**

261

262 The CSC Chairperson presented the results of the status survey of demand and supply of training and
263 consulting for capacity building, carried out from 2 July to 10 August 2010. Unfortunately there were
264 very few responses to the survey, from Thailand and Mongolia for resources needed, and from Chinese
265 Taipei and Iran for resources provided.

266

267 Resources provided to AFACT members for capacity building can be from experts from AFACT
268 members, UN/CEFACT, WCO, or UNNExT. In particular, UNNExT has tools, guidelines, and training
269 materials and programs, as well as training-of-trainers programs. However, the survey highlighted
270 funding issues for training programs as experts require compensation for time spent for training. It was
271 therefore suggested that training could be provided online, but that assistance would be required from the
272 AFACT Secretariat to set up online training.



273

274 Vietnam explained that they had benefited from a visit by Dr. Zargar, and noted that they also agreed with
275 the proposal for e-learning, but asked about the procedure for contributing to the e-learning and who
276 would be the key person or group responsible for building the content for e-Learning. The CSC
277 Chairperson explained that the website would be the AFACT website provided by the Secretariat, and all
278 experts are encouraged to provide materials for the site, in order to promote their organizations and create
279 business opportunities in future. The CSC Chairperson also explained that CSC would support the
280 AFACT Secretariat in editing and aggregating contents for the training website. Thailand asked if
281 statistical data would be collected on usage of the training programs by different member
282 countries/economies. The CSC Chairperson replied that it was still to be discussed whether the training
283 programs would be open to all visitors to the AFACT website or only members. The AFACT Secretariat
284 explained that there was already an effort to include links to all sites with training materials such as
285 UNNEExT and UN/CEFACT.

286

287 **9.4 AFACT Single Window**

288

289 Dr. Zargar, HoD of Iran, suggested that there should be several subprojects for SW, to be selected by joint
290 meetings of BDC/CSC/TMC. One of these subprojects would be eCOO. For eCOO he suggested that
291 BDC would need to select the document for the first border transaction, as there are many different COOs
292 in use. TMC will provide technical support for data modeling, data flow, procedures, and process and
293 policy of e-Authentication and Security. Meanwhile CSC will carry out training and capacity building
294 programs for eCOO as well as the survey for maturity levels.

295

296 Dr. Zargar noted that a representative of Dagang Net in Malaysia was responsible for SW in TBG15 and
297 therefore Mr. Eswaran was asked to obtain information on the status of this project.

298

299 The TMC Chairperson noted that TMC would never originate data models and data flows as they are
300 originated by business, but that technical support could be provided once these have been created.

301

302 Korea asked for more information on the eCOO project. It was stated that further explanation of the
303 project would be given on the following day.

304

305 The CSC Chairperson noted that eCOO could be used as a initial project to test for interoperability, but
306 that the scope of these eCOO trials would be small.

307

308 The Chairperson suggested that in the sessions on the following day there needed to be some milestones
309 set, based on setting an initial direction.



310

311 Chinese Taipei suggested that the name of the project should change back to its original name of
312 Paperless Trade and Single Window Interoperability (PTSWI), as there are wider issues to be addressed.

313

314 **9.5 Collaboration with UN/ESCAP and other international organization on Paperless/Single**
315 **Window**

316 The Chairperson skipped this agenda item as it was discussed in the preceding session.

317

318

319 **10. Strategic Directions and the Way forward (Part II)**

320 **10.1 New TFT**

321

322 The basic idea of organizing Task Force Teams (TFT) is to invite experts, as the membership of the StC is
323 somewhat fixed. Chinese Taipei suggested that the convener of the TFT should be proposed by the
324 Chairperson of AFACT, rather than being the Chairperson. Chinese Taipei proposed that a TFT should
325 only support the AFACT Secretariat in a very specific subject, such as a preliminary study to define the
326 scope for the AFACT project on Single Window. Chinese Taipei proposed Dr. Quyen HoD of Vietnam to
327 lead the TFT, and also suggested that if members of the TFT do not participate in the TFT meetings for
328 three consecutive meetings that their name would be deleted from the TFT list of members. Dr. Zargar
329 and the Chairperson supported Chinese Taipei's proposals.

330

331 **10.2 Organizing new working groups under BDC**

332

333 Mr. Akio Suzuki explained the proposal to form a Travel, Tourism and Leisure WG under the BDC, with
334 the participation of Japan, Korea and Chinese Taipei. He welcomed participants who wished to work with
335 the group to join their meeting on the following day.

336

337 **10.3 Report on renewal of Transport Working Group now under planning**

338

339 Chinese Taipei explained that members would be consulted by e-mail and a proposal would be made the
340 following year for the Transport Working Group.

341

342 **10.4 Conclusion on the transition plan of ex JWGs**

343

344 The Chairperson noted that the purpose of the reorganization of the JWGs was not to eliminate them but
345 to reactivate their activities. The AFACT Secretariat gave a report on the transition of ex JWGs, noting
346 that new WGs need to prepare ToR and a work plan for the next three years.

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348 The TMC Chairperson asked what the role of the permanent/executive committee would be once the
349 working groups are created. Chinese Taipei replied that the responsibility of the Chairman of the
350 executive committee is to facilitate and supervise the working groups under the committee. The TMC
351 Chairperson noted that the proposals for WGs were made directly to the plenary and also reported directly
352 to the plenary, so it was not clear what the role of the Chairperson of the executive committee would be. It
353 was suggested that it should be the role of the executive committee chair to evaluate to ratify the creation
354 of related WGs.

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356 **11. Review of the 28th Session of AFACT StC minutes**

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358 The minutes of the meeting were reviewed by the members and will be circulated to the StC members by
359 the Hosting Secretariat.

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361 **12. Closing remarks and housekeeping of 2nd and 3rd day**

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363 The Chairperson outlined the activities for the following day, and closed the meeting at 18:40.

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365

No	Mr Ms Dr	First Name	Last Name	Titlle in the Delagation	Title in respective organization	Company / Organization	Country
1	Mr.	Mohammad	Malyar Jabarkhel	Head of Delegation	ASCUDA Project Manager	Ministry of Finance	AFGHANISTAN
2	Mr.	Mozammil	Shinwari	Delegate	Director General	Ministry of Commerce and Industry	AFGHANISTAN
3	Ms.	Vesna	Stojanovic	Delegate	Project Manager	United Nations Office for Project Services	AFGHANISTAN
4	Mr.	Jyh-Sheng	Ke	Head of Delegation	Senior Fellow and Board Director	Institute for Information Industry	CHINESE TAIPEI
5	Ms.	Yi-Yuan	Yueh	Delegate	General Director	Institute for Information Industry	CHINESE TAIPEI
6	Ms.	Mei Li	Chen	Delegate	section manager	Institute for Information Industry	CHINESE TAIPEI
7	Ms.	Victoria (Ts-Yin)	Lee	Delegate	Project Manager	Institute for Information Industry	CHINESE TAIPEI
8	Mr.	Chang-cheng (Frank)	Lin	Delegate	President	Gcom Information Service Co.,Ltd.	CHINESE TAIPEI
9	Mr.	CHIN KUO	KUO	Delegate	Engineer	Chunghwa Telecom	CHINESE TAIPEI
10	Mr.	Chung Ming (James)	Su	Delegate	Project Manager	Institute For Information Industry	CHINESE TAIPEI
11	Mr.	Dyan	Wen	Delegate		Lion Travel Group / Lion Technology	CHINESE TAIPEI
12	Mr.	Hwang-Hsi	HOU	Delegate	Systems Coordinator	Directorate General of Customs , MOF	CHINESE TAIPEI
13	Mr.	Karlson	Hsia	Delegate	Associate Section Manager	Institute for Information Industry	CHINESE TAIPEI
14	Mr.	Kuang-Shun	Lin	Delegate	Technical Specialist	Bureau of Standards, Methodology and Inspection (BSMI)	CHINESE TAIPEI
15	Mr.	Mu_Jung	CHEN	Delegate	Senior Auditor	Directorate General of Customs , MOF	CHINESE TAIPEI
16	Mr.	Mahmood	Zargar	Head of Delegation	General Secretary of AFACT Secretariat	AFACT Permanent Secretariat	IRAN

No	Mr Ms Dr	First Name	Last Name	Titile in the Delagation	Title in respective organization	Company / Organization	Country
17	Mr.	Hemmat	Veyci	Delegate	Deputy of General Manager of the AFACT Secretariat	AFACT Permanent Secretariat	IRAN
18	Mr.	Kazumi	Hirai	Head of Delegation	Chairperson of AFACT	JASTPRO	JAPAN
19	Mr.	Kenji	Itoh	Delegate	Director for Asian Operation	Illumonus, LLC	JAPAN
20	Mr.	AKIO	SUZUKI	Delegate	chairperson of UN/CEFACT Japan Committee	Japanese EC Promotion Org. for Travel, Tourism and Leisure	JAPAN
21	Mr.	Hisanao	Sugamata	Delegate	Secretary General	JEDIC	JAPAN
22	Mr.	Daijirou	Yamauchi	Delegate	Senior Executive Director	JASTPRO	JAPAN
23	Mr.	Hideto	Horiuchi	Delegate	Director	JASTPRO	JAPAN
24	Mr.	Hiroaki	Masuda	Delegate	Senior Expert	PAA	JAPAN
25	Ms.	Ryoko	Sakai	Delegate	Staff	Development Corporation (JIPDEC)	JAPAN
26	Mr.	Eiichi	Sakai	Delegate	Vice Chairperson	Organization for Travel, Tourism and Leisure	JAPAN
27	Mr.	Shingo	Hamada	Delegate	Program Officer	Consulting Trilogia	JAPAN
28	Mr.	Shinya	Fujioka	Delegate	Auditor	Organization for Travel, Tourism and Leisure	JAPAN
29	Mr.	Tadashi	Ishihara	Delegate	Chairperson	Organization for Travel, Tourism and Leisure	JAPAN
30	Mr.	Takayuki	Ishizaki	Delegate	Director	Suave Hotels Corp.	JAPAN
31	Mr.	Yutaka	Yagi	Delegate	President	Suave hotels Corp.	JAPAN
32	Mr.	Sang TA	Lee	Delegate	Manager	National IT Industry Promotion Agency (NIPA)	KOREA

No	Mr Ms Dr	First Name	Last Name	Titile in the Delagation	Title in respective organization	Company / Organization	Country
33	Mr.	Seok-Koo Ji	Ji	Head of Delegation	Vice President	National IT Industry Promotion Agency (NIPA)	KOREA
34	Dr	Youngkon	Lee	Delegate	Associate professor	Korea Polytechnic University	KOREA
35	Mr.	Eswaran	Sankaranarayanan	Delegate	HEAD	DAGANG NET TECHNOLOGIES	MALAYSIA
36	Ms.	CHONG	YOKE CHING	Delegate	MANAGER	DAGANG NET TECHNOLOGIES	MALAYSIA
37	Mr.	Rachael (Lay Ping)	Khor	Delegate	Senor Director	Crimson Logic Pte Ltd.	SINGAPORE
38	Ms.	Pagdanganan	Oscar Lopez	Delegate	Senior Systems Analyst	Crimson Logic Pte Ltd.	SINGAPORE
39	Mr.	Ajin	Jirachiefpattanna	Head of Delegation	Executive Director	Ministry of ICT	THAILAND
40	Mr.	Nguyen Manh	Quyem	Head of Delegation	Deputy Director General	Ministry of Industry and Trade	VIET NAM
41	Mr.	Dinh	Tuan Anh	Delegate	Expert	Ministry of Industry and Trade	VIET NAM
42	Ms.	Nguyen Thi Minh	Huyen	Delegate	Chief of Office	Ministry of Industry and Trade	VIET NAM