



Community Support Committee

28th AFACT Plenary

25 November 2010



1st CSC Meeting

Date: 25 November 2010

Venue: Room YURI, Mielparque Hotel Yokohama, Yokohama, Japan

Chairperson: Dr. Eva Yi-Yuan Yueh, Chinese Taipei (Chair)

Participant List:

Name	Organization	Member Country/ Economy	AFACT Position	e-Mail address
Mr. Shingo HAMADA	Consulting Trilogia	Japan	Delegate	sh.sseu@gmail.com
Ms. Victoria LEE	Institute for Information Industry	Chinese Taipei	Delegate	victoria@server.iii.org.tw
Dr. Eva Yi-Yuan YUEH	Institute for Information Industry	Chinese Taipei	CSC Chair	yyyueh@iii.org.tw

Minutes:

1. Keeping in mind the fact of lack of budget for funding the travel expense of experts, and few responses to the survey of capacity building, CSC proposes the following actions to be taken in 2011 jointly with AFACT Secretariat.

Item	Work	Responsible party
C a p a e-Learning Database	Strengthen the database of digital contents for e-Learning including power-point presentation materials, research papers, standards and specifications, UN/CEFACT recommendations, conference DVDs, and other types of	<ul style="list-style-type: none"> ■ AFACT Secretariat ■ CSC



c i t y B u i l d i n g		existing training materials	
	Social Media Networking	Forming 3 Special Interest Groups (SIGs) in the subject of Tourism, eCOO/Single Window, and Core Component Library/data harmonization , which are basically composed of members of Travel, Tourism and Leisure WG, eCOO WG, and TMC respectively.	AFACT Secretariat
		Using the mechanism of Social Media Networking and its development by web 2.0 communication tools aggregated on netvibes, a customized English webpage will be designed suited for distance instruction and professional peer learning specific to SIG members like eCOO/SW, BDC Tourism, and CCL/data harmonization. An example may be demonstrated by a C2C communication articulation for Tourism 2.0 (globe trotters).	Shingo Hamada By end of March, 2011.
	Net Conferencing	Setting up a quality facility of net conferencing and test for accessibility between some specified countries/economies where SIG members are from.	AFACT Secretariat
		Coordinating at least one net conference for SIG members and bloggers.	CSC
S i n g l e W i n d	Survey	eCOO related information 1. Value chain of role players for COO 2. Data elements required in COO 3. Specific countries/economies where, and specific goods for which a COO document is needed when importing goods 4. Legal issues involved in eCOO, e.g. authentication, digital signature, etc. 5. Security issues involved and level of IT security required by AFACT member countries/economies.	CSC Sending out by 30 December 2010, return by 20 January 2011.



O W		<p>6. IT infrastructure for issuing, transmitting, and archiving, e.g., web based application and issuing, message transmitting, etc.</p> <p>7. Intention from the authority concerned to exchange eCOO with other counties/economies, which countries/economies are on the high priority list.</p> <p>8. A form of COO collected from all participating AFACT members (Refer to the ASEAN archive)</p>	
Promotion		Promoting to both private and public sectors in the field of AFACT subject projects so that vendors, solution providers, suppliers may put advertising on AFACT pertinent web pages.	AFACT Secretariat



Appendix 1

Community Support Committee (CSC) Terms of Reference

25 November 2010

1. Committee Name

The name of the Committee is designated as “Community Support Committee (hereinafter referred to as the CSC).”

2. Purpose

The purpose of the AFACT CSC is to provide necessary support to AFACT community directly, in consultation with the Steering Committee, on survey of status with respect to electronic business and trade facilitation, capacity building, awareness and promotion of standards and specifications developed by UN/CEFACT and other related international standard bodies in the areas of electronic business and trade facilitation.

3. Scope of Function

The functions of CSC are:

- a. To be the driver for awareness and promotional activities to the AFACT community, and to serve as a focal point of AFACT for awareness & education of Trade Facilitation and Electronic Business.
- b. To work with the AFACT Secretariat to develop the capacity building programs such as training, seminar, workshop, road-show, etc.



- c. To assist the AFACT Secretariat in enriching AFACT information resources in the AFACT website.
- d. To conduct surveys in order to provide background information needed by the subject projects of AFACT.
- e. To assist the editing of the AFACT Year Book undertaken by the AFACT Secretariat.
- f. To assist in maintaining the contents of the eASIA Award Manual.

4. Deliverables

The deliverables of the CSC recommendations to the AFACT Steering Committee are:

- a. A set of relevant training curriculum and course materials coordinated for AFACT members based on the provided materials by experts from AFACT or from other relevant organizations.
- b. Training programs, in consultation with the Steering Committee, in AFACT member countries or economies which express interests, subject to necessary funding available;
- c. Analyzed findings of surveys.

5. Organization

A chairperson was nominated by the StC and ratified by the Plenary to fulfill the organization requirement of AFACT Transitional Plan in 2009. The chairperson will be elected by members since the 2nd term. A vice chair is elected and a secretary appointed, if deemed necessary by the CSC chair.

The CSC can come into existence only if at least three member countries or economies submit written interest of participation to the Steering Committee



and express desire to continue throughout the duration of this ToR.

6. Duration of Term

The normal duration of this ToR is 2 years. The ToR should be reviewed by the CSC for re-adoption or amendment upon its expiration date. The CSC may amend the ToR anytime, if deemed necessary.

7. Committee Meetings

For effective participation, the CSC should meet at least once face-to-face in conjunction with Plenary, and hold a virtual meeting every calendar quarter.

8. Communication

The CSC will use its member's mailing list. The "public" mailing list, with possible wider audience at the level of AFACT Steering Committee, exists to promote openness and is the preferred channel of communication.

9. Confidentiality

The proceedings of the CSC are public to the AFACT community at all times, without any exceptions.

10. Official Language

English



Work Programs in 2010~2011

■ Work Programme 1:

The survey of needs for training/consultancy in e-Business and trade facilitation, and resources to provide in the AFACT Community

- Survey A: Resources Needed for Training/Consulting and Conducted by Overseas Experts
- Survey B: Resources Provided to Member Countries/Economies and Arranged by AFACT Secretariat

Purpose:

1. To find out the need from respective AFACT members for capacity building in e-Business and trade facilitation, and any other domain specific practices such as REACH.
2. To match make the needs to the experts who could provide resources in terms of training and consulting with respect to lecturing and courseware.

Actions to be taken after the Training Survey

1. AFACT Secretariat designs an e-Learning webpage on the AFACT Website, which contains relevant materials with respect to e-Business, paperless trading, and trade facilitation from varied sources including UN/CEFACT, UN/ESCAP, UNNExT, APEC, ASEAN, etc.
2. CSC develops a social networking mechanism on AFACT Website to facilitate interaction with specialized bloggers or professionals throughout the world and to encourage peer learning.
3. Negotiate with UN/ESCAP and set up a formal cooperative pattern after AFACT being registered as UNNExT Collaborator to conduct training programs.

a. Work Programme 2

The Survey of Status on eCOO Implementation in the AFACT Community



Purposes:

1. To find out the status of IT infrastructure and business environment with respect to the subject project which AFACT is launching.
2. To find out future plan for conducting the project in eCOO in particular for some AFACT members in order to develop business opportunities.
3. To support implementation of AFACT eCOO project.

Aspects of Subject Questions

1. Value chain of role players for COO
2. Data elements required in COO
3. Specific countries/economies where, and specific goods for which a COO document is needed when importing goods
4. Legal issues involved in eCOO, e.g. authentication, digital signature, etc.
5. Security issues involved and level of IT security required by AFACT member countries/economies.
6. IT infrastructure for issuing, transmitting, and archiving, e.g., web based application and issuing, message transmitting, etc.
7. Intention from the authority concerned to exchange eCOO with other countries/economies, which countries/economies are on the high priority list.