

**AFACT 2010**

**ad hoc meeting**

**Draft Minutes**

**JAPAN**

**Venue: Miel Parque Yokohama, Yokohama, Japan**

**November 26, 2010**



- Date: November 25, 2010
- Venue: Mielparque Yokohama, Yokohama, Japan
- Moderator : Mr. Sangwon Lim
- Attendance

### **Steering Committee Members**

<b>Designation</b>	<b>Name</b>	<b>Country/ Economy</b>	<b>Organization</b>
Chairperson	Mr. K. Hirai	Japan	JASTPRO
Vice Chairperson	Mr. Jyh-Sheng Ke (Absent)	Chinese Taipei	Institute for Information Industry
Vice Chairperson	Mr. T. A. Khan Absent	India	
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:

14:00 – 15:30	<i>ad hoc</i> meeting with ESCAP Moderator: Mr. Sangwon Lim Note: Officers of AFACT and the Executive Secretary are invited: Any other members are welcome to attend
15:30 – 16:00	<b>Coffee Break</b>
16:00 – 16:40	Joint Meeting of BDC/CSC Moderator Mr. K. Hirai, Chairperson AFACT Note: Following after the Session with ESCAP, the identity, and strategic direction of AFACT Single Window will be discussed.
16:40 – 17:00	Review of the meeting Minutes and the report to the Plenary

1 Minutes:

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3 **1. ad hoc meeting with ESCAP**

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5 Mr. Hirai welcomed Mr. Sangwon Lim of ESCAP, who was formerly the UN/CEFACT Rapporteur for  
 6 Asia, to Yokohama for the ad hoc AFACT meeting with ESCAP.

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8 Mr. Lim presented the UNNExT initiative of UN/ESCAP, explaining that UNNExT attempted to fill in  
 9 the gaps in implementing paperless trading, between national and subregional single window and  
 10 paperless trading initiatives and international standards and tools. The UNNExT initiative was launched  
 11 in 2009, and consists of the UNNExT Secretariat provided by ESCAP in cooperation with UNECE,  
 12 together with a core expert group and national focal points. In addition to this there is an advisory  
 13 committee and also UNNExT collaborators, which includes organizations such as WCO and UNCITRAL.

14

15 Mr. Lim described the UNNExT activities, which include developing tools and guides for existing  
 16 standards developed by UN/CEFACT and ISO in an easy to understand format (business process analysis  
 17 guide, data harmonization guide), carrying out capacity building, knowledge sharing (UNNExT Briefs,  
 18 online working groups & databases, Asia Pacific Trade Facilitation Forum), a regional advisory service,  
 19 and performing research and analysis.

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21 Mr. Lim explained that countries can contribute to UNNExT by identifying experts and institutions to be  
22 involved in TFs, while experts can contribute to the knowledge base, and donors can contribute through  
23 providing financing.

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25 The floor was then opened for questions and discussion. The CSC Chair asked whether the UNNExT  
26 deliverables, such as the guides and the UNNExT brief series, could be shared with AFACT to be posted  
27 on the AFACT website, and whether the guides were completed. Mr. Lim stated that the materials are  
28 open as they are produced under the UN, and explained that the data harmonization guide was around  
29 70% complete. He also stated that there would be a guide on development of messages, whether XML or  
30 EDI.

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32 The CSC Chair asked if it would be possible to establish a formal program between AFACT and  
33 UNNExT to jointly organize workshops at least once per year. Mr. Lim replied that the best way to  
34 proceed would be for AFACT to become a UNNExT collaborator, and then once a formal relationship is  
35 established AFACT can make a formal proposal for specific activities. Mr. Lim suggested writing a  
36 formal letter to UNNExT requesting recognition as a collaborator and perhaps explaining the possible  
37 areas for collaboration. He noted however that there are difficulties in finding resources for activities, as  
38 UNNExT can only allocate its resources to least developed countries. The CSC Chair noted that when  
39 requesting an expert to visit a country it was normal for the receiving country to pay for local  
40 accommodation and transportation, and asked how this would work for UNNExT experts. Mr. Lim  
41 replied that costs for experts could only be covered for their dispatch to least developed countries.

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43 The Chair asked if there is a document explaining the qualifications to become a UNNExT collaborator.  
44 Mr. Lim stated that there were no specific requirements or qualifications to become a UNNExT  
45 collaborator other than sharing some common agenda, but he suggested that AFACT should still pursue  
46 official recognition as an NGO in addition to becoming a UNNExT collaborator.

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48 It was noted that for UN/ESCAP the national focal point is the Ministry of Foreign Affairs in each country,  
49 but in the case of AFACT it is the recognized organization for facilitation of trade, and the Chair asked  
50 whether an application to become the UNNExT national focal point for Japan would have to be made via  
51 the Ministry of Foreign Affairs. Mr. Lim suggested that for UNNExT, since JASTPRO is well recognized  
52 as the organization for facilitation of trade in Japan it should not be necessary to go through the channel  
53 of seeking approval of the Ministry of Foreign Affairs for the application to be the Japanese national focal  
54 point for UNNExT.

55

56 The BDC Chair noted that a link to the PAA website was included on the UNNExT website, and asked  
57 whether PAA was a collaborator. Mr. Lim stated that PAA is not yet a collaborator, but is included on the



58 website as a useful link. Mr. Masuda of the PAA stated that he would report to the next meeting of the  
59 PAA about the link. The BDC Chair asked for a link to AFACT to be included on the UNNExT website as  
60 soon as possible following the meeting. He also asked UNNExT to share information on national focal  
61 points with AFACT in order to try to standardize the national focal points. Mr. Lim agreed that this was a  
62 useful area for cooperation.

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64 The Chair noted that Saudi Arabia is not an Asia-Pacific country, and asked whether they would be able to  
65 register a country focal point. Mr. Lim explained that they would fall under UN/ESCWA, and therefore  
66 could not be a formal member of UN/ESCAP or UNNExT, but that they could nevertheless participate  
67 informally in the activities of UNNExT. The Chair noted that it may also be useful to have some  
68 involvement of African countries through a PAA-like organization that had been established in the  
69 African region. Mr. Lim noted that this organization would also be welcome to join UNNExT as a  
70 collaborator.

71

72 Mr. Lim stated that it would be very useful for AFACT to be a collaborator, as this would allow for some  
73 joint development of guides by AFACT and UNNExT, noting that Mr. Sugamata is an expert member of  
74 both AFACT and UN/ESCAP. The Chair asked who would provide funding if for example Mr. Sugamata  
75 is requested to provide training in a foreign country. Mr. Lim explained that this would depend on  
76 whether the request from the recipient country was made to UN/ESCAP or to Japan.

77

78 The AFACT Secretariat asked if AFACT became a collaborator it would then be eligible for a place on the  
79 UNNExT Advisory Committee. Mr. Lim explained that the UNNExT Advisory Committee is selected  
80 from experts, not based on collaborators or country members.

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## 82 **2. AFACT Bylaws Revision Confirmation - Corrigendum**

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84 The Chair reported that the AFACT Bylaws had been revised to clarify the names of leaders of  
85 committees and groups, and to clarify the relative positions of the plenary, StC and EC related to WGs.  
86 The TMC Chair explained that as the TMC deals with standards or proposals to standards, there are  
87 concerns about IPR, and thus an addition had been made to the AFACT Bylaws stating that the copyright  
88 of deliverables belongs to AFACT. The BDC Chair proposed that the clauses be reviewed by a legal  
89 expert. The Chair noted that the revision of the bylaws would have to be ratified by the plenary the  
90 following day, and therefore there was very little time to seek a legal review. The TMC Chair explained  
91 that the same text had been used for the eAC, and members had reviewed the legal aspects of the clauses.  
92 The Chair recommended that the new clauses be included, and if there is any problem identified later the  
93 clauses could be revised at the following year's plenary. The revised Bylaws were agreed.

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95 Additionally, Article 7.2 was amended to include a clause specifying that a letter of permission from a  
96 specific organization should be submitted to AFACT by a member planning to host the AFACT meetings.  
97 The Chair pointed out that UN/CEFACT has no such clause in their ToR, but they have a rule that a  
98 similar procedure be carried out, and that this is also an option that can be considered. The CSC Chair  
99 asked the officials of member countries present at the meeting how difficult this request to provide a letter  
100 of permission within three months would be. Thailand noted that if a permanent secretary has sent a letter  
101 of agreement or permission then this would ensure that the funds would be made available. Vietnam  
102 stated that if a state agency makes a promise for the future then this is sufficient guarantee. The CSC  
103 Chair suggested that the process should be formalized with a letter of invitation and request for  
104 willingness to be sent from the AFACT Chair to the potential host country, which would elicit a letter of  
105 response that would provide a record of the host country's agreement. In the interest of time, the Chair  
106 suggested delegating the issue to the next Chair, Chinese Taipei, and removing it from the corrigenda to  
107 the Bylaws, and this was agreed by members.  
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### 109 **3. Joint Meeting of BDC/CSC**

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111 eCOO working group project. the CSC Chair stated that the CSC would need to perform a survey with a  
112 well-defined scope to discover who is doing what among participating members, and what IT  
113 infrastructure is in place for issuing and transmitting COOs in each member. Finally, what specific  
114 elements each concerned authority need in order to accept eCOOs needs to be identified, and what kind of  
115 security measures are required for acceptance of eCOOs. It was noted that ASEAN had already collected  
116 eCOO documents, and this information would provide a superset of data elements. The CSC Chair  
117 explained that the minutes of the meeting were recorded and would be sent to the Chair.  
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### 119 **4. Closing remarks and housekeeping of 2<sup>nd</sup> and 3<sup>rd</sup> day**

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121 The second day was brought to a close, with agreement to start the plenary the following day at 9:00.  
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No	Mr Ms Dr	First Name	Last Name	Titile 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	Ms.	Yi-Yuan	Yueh	Delegate	General Director	Institute for Information Industry	CHINESE TAIPEI
5	Ms.	Mei Li	Chen	Delegate	section manager	Institute for Information Industry	CHINESE TAIPEI
6	Ms.	Victoria (Ts-Yin)	Lee	Delegate	Project Manager	Institute for Information Industry	CHINESE TAIPEI
7	Mr.	CHIN KUO	KUO	Delegate	Engineer	Chunghwa Telecom	CHINESE TAIPEI
8	Mr.	Chung Ming (James)	Su	Delegate	Project Manager	Institute For Information Industry	CHINESE TAIPEI
9	Mr.	Hwang-Hsi	HOU	Delegate	Systems Coordinator	Directorate General of Customs , MOF	CHINESE TAIPEI
10	Mr.	Karlson	Hsia	Delegate	Associate Section Manager	Institute for Information Industry	CHINESE TAIPEI
11	Mr.	Kuang-Shun	Lin	Delegate	Technical Specialist	Methodology and Inspection (BSMI)	CHINESE TAIPEI
12	Mr.	Mu_Jung	CHEN	Delegate	Senior Auditor	Directorate General of Customs , MOF	CHINESE TAIPEI
13	Mr.	RAJ KUMAR	ARORA	Delegate	Ministry of Commerce & Industry, Govt. of India.	Room No. 560, Udyog Bhawan	INDIA
14	Ms.	Anupam	Srivastava	Delegate	Department of Commerce	NIC Computer Centre, Room No. 264, Udyog Bhawan	INDIA
15	Mr.	Mahmood	Zargar	Head of Delegation	General Secretary of AFACT Secretariat	AFACT Permanent Secretariat	IRAN
16	Mr.	Hemmat	Veyci	Delegate	Deputy of General Manager of the 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.	Kazumi	Hirai	Head of Delegation	Chairperson of AFACT	JASTPRO	JAPAN
18	Mr.	Kenji	Itoh	Delegate	Director for Asian Operation	Illumonus, LLC	JAPAN
19	Mr.	AKIO	SUZUKI	Delegate	chairperson of UN/CEFACT Japan Committee	Org. for Travel, Tourism and Leisure	JAPAN
20	Mr.	Hisanao	Sugamata	Delegate	Secretary General	JEDIC	JAPAN
21	Mr.	Daijirou	Yamauchi	Delegate	Senior Executive Director	JASTPRO	JAPAN
22	Mr.	Hiroaki	Masuda	Delegate	Senior Expert	PAA	JAPAN
23	Ms.	Ryoko	Sakai	Delegate	Staff	Processing Development Corporation (JIPDEC)	JAPAN
24	Mr.	Toshihirao	Suzuki	Delegate	Senior Director	Oralce Japan	JAPAN
25	Mr.	Sang TA	Lee	Delegate	Manager	National IT Industry Promotion Agency (NIPA)	KOREA
26	Mr.	Seok-Koo Ji	Ji	Head of Delegation	Vice President	National IT Industry Promotion Agency (NIPA)	KOREA
27	Dr	Youngkon	Lee	Delegate	Associate professor	Korea Polytechnic University	KOREA
28	Mr.	Eswaran	Sankaranarayanan	Delegate	HEAD	DAGANG NET TECHNOLOGIES	MALAYSIA
29	Ms.	CHONG	YOKE CHING	Delegate	MANAGER	DAGANG NET TECHNOLOGIES	MALAYSIA
30	Mr.	Rachael (Lay Ping)	Khor	Delegate	Senor Director	Crimson Logic Pte Ltd.	SINGAPORE
31	Ms.	Pagdanganan	Oscar Lopez	Delegate	Senior Systems Analyst	Crimson Logic Pte Ltd.	SINGAPORE
32	Mr.	Ajin	Jirachiefpattanna	Head of Delegation	Executive Director	Ministry of ICT	THAILAND



No	Mr Ms Dr	First Name	Last Name	Titile in the Delagation	Title in respective organization	Company / Organization	Country
33	Mr.	Sang Won	Lim	Delegate	Economic Affairs Officer	United Nations ESCAP	UN/ESCAP
34	Mr.	Nguyen Manh	Quyem	Head of Deleg	Deputy Director General	Ministry of Industry and Trade	VIET NAM
35	Mr.	Dinh	Tuan Anh	Delegate	Expert	Ministry of Industry and Trade	VIET NAM