



Business Domain Committee (BDC) Charter

Committee Name

The name of the Committee shall be designated as “AFACT Business Domain Committee”.

Committee Membership

The Business Domain Committee shall comprise of a Chair, Vice-Chair and Secretary at minimum; and preferably each of these persons holding office are actual trade practitioners or generally well-versed in the area of international trade transactions (ITT) and are familiar with ITT terminology as documented by UN/CEFACT.

Language

The English language shall prevail as the lingua franca of this Committee and any documents or communications produced by this Committee shall also be in English.

Duration of Charter

The expiration date of this charter is 31 December 2009.

Purpose

The purpose of the AFACT Business Domain Committee is to ascertain:

- a) the continuance of existing specialized and focused AFACT Working Groups based on their existing Terms of Reference;
- b) the ratification of transitioned specialized and focused AFACT Working Groups; and
- c) the endorsement of new specialized and focused AFACT Working Groups

Decision-taking on dissolution of existing specialized and focused) AFACT Working Groups without work programmes and work plans shall also be within the ambit of this Committee.



Scope

At every Plenary, AFACT Working Groups are expected to meet (with stipulated minimum participation) and to recommend work programmes and work plans for a forthcoming 3 years.

The Business Domain Committee shall then assess the work programmes and plans submitted by the AFACT Working Group to ensure these shall be executed in accordance with the stipulated Terms of Reference. The Committee shall also ensure that there is no duplication of work programmes or work plans amongst AFACT Working Groups.

In addition to the above, the Business Domain Committee may also make recommendations for Joint Working Group work programmes and work plans to be the path forward, so that productivity and resources amongst AFACT Working Groups are always optimized.

Deliverables

The deliverables of the Business Domain Committee recommendations to the AFACT Steering Committee:

1. Confirmation of AFACT Working Groups (new, transitioned and dissolved)
2. Confirmation of AFACT Working Groups/Joint Working Groups work programmes and work plans that have not been executed

Committee participation

Effective participation is expected to consume at least one day per calendar quarter via teleconferencing

To be successful, it is expected that the Committee to have the minimum 3 persons throughout the duration of the Charter. It is also expected that the Steering Committee Members will participate in the mailing list discussions.

Meetings

The Business Domain Committee also expects to hold one or two face-to-face meetings.



Communication

The Business Domain Committee will utilize a Member mailing list. The “public” mailing list, with its wider audience at the Steering Committee level, exists to promote openness and is the preferred channel of communication.

Confidentiality

The proceedings of this Committee Group are public to the AFACT Steering Committee at all times, without any exceptions.