



1 Community Support Committee (CSC) Charter

2 **Committee Name**

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

5 **Committee Membership**

6 The CSC shall elect a chair and optionally vice-chair(s) and/or secretary,
7 depending on the committee requirements and resources.

8 **Duration of Charter**

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

12 **Purpose**

13 The purpose of the AFACT CSC is to provide necessary support to AFACT
14 community, in consultation with the Steering Committee, on capacity-building,
15 awareness and promotion of standards and specifications developed by
16 UN/CEFACT, and guidelines developed by TMC or BDC in the areas of
17 electronic business and trade facilitation.

18 **Scope**

19 The functions of CSC are:

- 20 a. To be the driver for awareness and promotional activities to the AFACT
21 community, and to serve as a focal point of AFACT for promotion of Trade
22 Facilitation and Electronic Business.



- 23 b. To work with the AFACT Secretariat to develop the capacity building
24 programs such as training, seminar, workshop, road-show, etc, if deemed
25 necessary.
- 26 c. To assist the AFACT Secretariat in enriching AFACT information resources on
27 the AFACT website.
- 28 d. To assist in the publication of the AFACT Year Book by the AFACT
29 Secretariat.
- 30 e. To assist in maintaining the contents of the eASIA Award Manual by the
31 request from eASIA Award hosting member.

32 **Deliverables**

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

- 35 1. Training Road shows, in consultation with the Steering Committee, in AFACT
36 member countries or economies who express interest, with necessary funding
37 available;
- 38 2. Results analyzed from collected survey forms when conducting a survey in
39 support of TMC or BDC.
- 40 3. Other deliverables based on the need specified by the joint meeting with TMC
41 or BDC.

42 **Committee participation**

43 For effective participation, if deemed necessary, the CSC could meet once every
44 half year, preferably by teleconferencing.

45 The CSC can come into existence only if at least three member
46 countries/economies submit written interest of participation to the Steering
47 Committee and express desire to continue throughout the duration of this
48 Charter.



49 **Meetings**

50 The CSC will hold at least one face-to-face meeting and several virtual
51 conferencing sessions separately or jointly with TMC or BDC.

52 **Communication**

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

56 **Confidentiality**

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

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