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COMMITTEE ON TRADE

Centre for Trade Facilitation and Electronic Business

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Item 6 of the provisional agenda

OPEN DEVELOPMENT PROCESS

Changes to the UN/CEFACT Open Development Process

Revised Mandate, Terms of Reference and Procedures for UN/CEFACT

Draft proposal by the Chair of the Forum Management Group[*]

Addendum

This document is for approval. At its 12th session, the UN/CEFACT[1] Plenary took note of the current status of the update to the Open Development Process (document TRADE/R.650/Rev.4/Add.1). It requested the Forum Management Group and the Bureau to complete the process description. The production of the present document implements that decision.

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[*] Submitted on the above date due to processing delays.

I. INTRODUCTION

A. The Mission of UN/CEFACT

1.   The mission of UN/CEFACT is to support activities dedicated to improving the ability of business, trade, and administrative organizations from developed, developing, and transitional economies to effectively exchange products and services[2].

2.   The principal focus of UN/CEFACT is facilitating national and international transactions through the simplification and harmonization of processes, procedures and information flows, and in so doing to contribute to the growth of global commerce.

3.   One way in which UN/CEFACT fulfils this mission is by publishing standards, specifications, recommendations and user guides (collectively referred to as "publications" in this document).

B. Publication Types

4.   UN/CEFACT produces the following four types of publications:

    (a) <u>UN/CEFACT Technical Specifications</u>: Specifications established by consensus within the UN/CEFACT Forum to establish how one or more Business Standards and/or Recommendations shall be developed.

    (b) <u>UN/CEFACT Business Standards</u>: Specifications established by consensus within the Forum that provide rules, guidelines and/or principals related to activities in the context of trade facilitation or electronic business.

    (c) <u>UNECE Recommendations</u>: Trade facilitation or electronic business standards that provide formal guidance to Governments, the private sector and the business community.

    (d) <u>UN/CEFACT Implementation Guides</u>: Informative (in contrast to normative) documents and/or audio/video productions that provide guidance to publication implementers.

5.   Other publication types exist and more will likely emerge. This document does not address these publication types. Examples of such publications include:

    (a) <u>CEFACT Glossary (maintained by the Techniques and Methodologies Group (TMG))</u>

    (b) <u>CEFACT eBusiness Architecture (maintained by TMG)</u>

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[1] United Nations Centre for Trade Facilitation and Electronic Business.
[2] See TRADE/R.650/Rev.4.

C.   UN/CEFACT Publication Production Process

6.   UN/CEFACT produces initial versions of publications by executing a process called "The Open Development Process" (ODP). This document specifies the ODP.

D.   Open Development Process Requirements

7.   Project teams executing their project according to the ODP must:

   (a) Welcome participation by anyone designated as an expert by a Head of Delegation to UN/CEFACT;

   (b) Encourage global input;

   (c) Work quickly;

   (d) Avoid incorporating specific hardware or operating system requirements or any other proprietary software tool into their processes and publications;

   (e) Understand, agree to be subject to, and abide by the UN/CEFACT Intellectual Property Rights (IPR) policy[3].

E.   UN/CEFACT Activity Initiation

(i)   A stakeholder expresses a need: The UN/CEFACT Activity Request

8.   A stakeholder is a person or organization that would like UN/CEFACT to do something for them. Stakeholders may initially express their need in any written form and consider it officially submitted once it has been delivered to any Forum Management Group (FMG) member or to TBG16. The need, once written and delivered, is called a CEFACT Activity Request (CAR).

(ii)   UN/CEFACT addresses a stakeholder's need

9.   When an FMG member receives a CAR, they will immediately forward it to TBG16 where initial processing occurs. TBG16 reviews the CAR, categorizes it as a Simple CAR or a Project CAR, and assigns the CAR to the appropriate permanent group.

10.   Simple CARs are generally requests for minor revisions to existing publications (i.e., maintenance). They include, but are not limited to:

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[3] See http://www.cen.eu/uncefactforum/FMG/Documents/IPR_CEFACT.pdf.

(a) Errata;

(b) Requests for rules and/or guidelines that do not significantly impact multiple groups and/or business processes;

(c) Requests to add a single Business Information Entity into the Core Component Library;

(d) Requests to include existing UN/EDIFACT Segments/Data Elements that do not significantly impact business processes;

(e) Requests to add values to a code list.

11.   Project CARs include, but are not limited to:

(a) Requests that would result in new publication production (not revisions);

(b) Requests that would result in revised publication production where the revisions would likely have a major impact on implementers;

(c) Requests that require considerable resources, leadership, coordination among UN/CEFACT groups, or expert engagement.

12.   The assigned Permanent Group processes Simple CARs according to a self-defined process. The Open Development Process (i.e., this document) specifies Project CAR processing.

II.   OPEN DEVELOPMENT PROCESS OVERVIEW

A.   Introduction

13.   Each publication type may have unique development-process requirements and as a result, each has its own ODP section. This section's intent is to provide those unfamiliar with the ODP a general understanding of it without requiring an understanding of the details of each publication-type-specific ODP. It also serves as a starting point for each publication-type-specific ODP, which must generally align with the process steps set forth in this section.

14.   Each of the following ODP steps is described in a following subsection:

(a) ODP1: Project Proposal and Team Formation;

(b) ODP2: Requirements Gathering;

(c) ODP3: Internal Draft Development;

(d) ODP4: Internal Review;

(e) ODP5: Public Review;

(f) ODP6: Implementation Verification;

(g) ODP7: Publication;

(h) ODP8: Maintenance.

B.   Key Terms: Artefact and Publication

15.   Two terms, artefact and publication, are used extensively throughout the remainder of this document. An artefact is any piece of information collected or created during an ODP process. Artefacts include, but are not limited to:

(a) Project CAR;

(b) Project proposal;

(c) Call for participation;

(d) Initial submissions;

(e) Requirements document;

(f) Team e-mails;

(g) Draft documents;

(h) UML models;

(i) Diagrams;

(j) Comment log;

(k) Final work product (the artefact that UN/CEFACT publishes).

16.   A publication is a UN/CEFACT project's final work product as specified by the project proposal and published by UN/CEFACT. All publications are artefacts, but not all artefacts are part of a publication (e.g., team e-mails). Some artefacts may be made available on the UN/CEFACT website but would not be considered part of a publication (e.g., comment logs).

C.   Open Development Process 1: Project Proposal and Team Formation

(i)   Activities

17.   An instance of the ODP officially begins when a Permanent Group (PG) chairperson submits a project proposal to the Forum Management Group (FMG). The FMG will consider the proposal and either approve it or reject it. The FMG will assign approved project proposals to the appropriate PG for execution (almost certainly the submitting PG). Some projects are regarded as cross-domain, i.e. successful project execution depends upon the expertise of contributors to two or more Permanent Groups. In such cases, the FMG will designate one PG the host group. The host group is then accountable for the project. Multiple Working Groups within a PG may also need to cooperate on a project. The same procedures apply, except that it is handled by the PG's Steering Committee.

18.   The FMG will report rejected projects to the UN/CEFACT Plenary for potential further consideration.

19.   The team-formation process includes an activity called a "call for participation", which is an announcement to interested parties regarding the intent to execute a project and an invitation to contribute. Regardless of the method by which the project team is formed, it is acceptable that the team could be composed entirely of a small number of editors.

20.   Some CARs may include contributions from the submitting stakeholder regarding a proposed solution. Such contributions are called initial contributions. Initial contributions are set aside for consideration in ODP2 and/or ODP3.

21.   If major changes occur during the project that result, or would result, in a significant departure from the project proposal, a revised project proposal must submitted to the FMG for approval.

(ii)   Artefacts

22.   Typical artefacts produced by ODP1 include:

   (a) Project proposal

   (b) Call for participation

   (c) Initial contributions

D.   Open Development Process 2: Requirements Gathering

(i)   Activities

23.   The project team engages stakeholders and domain experts to document the requirements. A comment log may serve as the requirements document for projects that change existing publications.

(ii)   Artefacts

24.   Typical artefacts produced by ODP2 include:

(a) Requirements document;

(b) Comment log.

E.   Open Development Process 3: Internal Draft Development

(i)   Activities

25.   The project team writes an Internal Draft while continuing to engage project stakeholders and domain experts as required. This draft must be substantially content-complete, but need not be polished.

(ii)   Artefacts

26.   Typical artefacts produced by ODP3 include:

(a) Internal Draft;

(b) Comment log.

F.   Open Development Process 4: Internal Draft Review

(i)   Activities

27.   The parent PG circulates the Internal Draft within the group, to other PGs as appropriate, and among project stakeholders and contributing domain experts, inviting comments. The project team logs and processes comments and circulates updated Internal Drafts. The comment/update/circulation cycle continues until the PG approves a project team recommendation to conclude ODP4. While the criteria, evaluation, and ultimate decision to conclude ODP4 is left to the PG, the PG must ensure that the project team has met all comment processing requirements (see Annex I). The draft resulting from this step is called a Public Draft.

(ii)   Artefacts

28.   Typical artefacts produced by ODP4 include:

(a) Public Draft;

(b) Comment log.

G.   Open Development Process 5: Public Review

(i)   Activities

29.   The UNECE secretariat provides links on the UNECE website to the Public Draft and related information. The FMG notifies Heads of Delegation and various e-mail distribution list subscribers that the Public Draft is available for review and provides them with review-process details. The project team processes comments and posts updated Public Drafts and comment logs to the PG website or the UNECE website (through the Secretariat). The comment/update/posting cycle continues until the PG approves a project team recommendation to conclude ODP5. While the criteria, evaluation, and ultimate decision to conclude ODP5 is left to the PG, the PG must ensure that the project team has met all comment processing requirements (see Annex I). The draft resulting from this step is called an Implementation Draft.

(ii)   Artefacts

30.   Typical artefacts produced by ODP5 include:

(a) Implementation Draft;

(b) Comment log.

H.   Open Development Process 6: Implementation Verification

(i)   Activities

31.   The UNECE secretariat provides links on the UNECE website to the implementation. The FMG notifies Heads of Delegation and various e-mail distribution list subscribers that the Implementation Draft is available for implementation verification and provides them with details regarding the process for submitting comments. The project team processes comments and posts updated Implementation Drafts and comment logs to the PG website or UNECE website (through the secretariat). The comment/update/posting cycle continues until at least two independent implementations have been confirmed and the PG approves a project team recommendation to conclude ODP6. While the criteria, evaluation, and ultimate decision to conclude ODP6 is left to the PG, the PG must ensure that the project team has met all comment processing requirements (see Annex I).

32.   If comments are received that require substantial revisions of the artefact the project goes back to ODP3.

33.   The draft resulting from this step is called a Final Draft.

(ii)   Artefacts

34.   Typical artefacts produced by ODP6 include:

(a) Final Draft;

(b) Comment log.

I.   Open Development Process 7: Publication

(i)   Activities

35.   The UNECE Secretariat updates the Final Draft to meet UNECE requirements (e.g., add copyright statement, modify headers and footers, modify formats) and publishes the result (called *publication*) to the UNECE website. The FMG notifies Heads of Delegation and various e-mail distribution list subscribers that the publication is available for implementation.

(ii)   Artefacts

36.   Typical artefacts produced by ODP7 include:

(a) Publication.

J.   Open Development Process 8: Maintenance

37.   During ODP8, organizations implement the release. Implementers may offer comments. The PG that oversaw the release's development will process all comments. If artefact stakeholders determine that a revision project is required, they may initiate such a project at ODP1.

III.   OPEN DEVELOPMENT PROCESS FOR TECHNICAL SPECIFICATIONS

38.   The ODP for Technical Specification exactly matches the ODP Overview described in Section 2.

IV.   OPEN DEVELOPMENT PROCESS FOR UNECE RECOMMENDATIONS

A.   Open Development Process 1: Project Proposal and Team Formation

(i)   Activities

39.   An instance of the ODP officially begins when a PG chairperson submits a project proposal to the FMG. The FMG will consider the proposal and either approve it or reject it. The FMG will assign approved project proposals to the appropriate PG for execution (almost certainly the submitting PG) and notify the UN/CEFACT Plenary. Some projects are regarded as cross-domain, i.e. successful project execution depends upon the expertise of contributors to two or more Permanent Groups. In such cases, the FMG will designate one PG the host group. The host group is then accountable for the project. Multiple Working Groups within a PG may also need to cooperate on a project. The same procedures apply except that it is handled by the PG Steering Committee.

40.   The FMG will report rejected projects to the UN/CEFACT Plenary for potential further consideration.

41.   The team-formation process includes an activity called "call for participation", which is an announcement to interested parties regarding the intent to execute a project and an invitation to contribute. Regardless of the method by which the project team is formed, it is acceptable that the team could be composed entirely of a small number of editors.

42.   Some CARs may include contributions from the submitting stakeholder regarding a proposed solution. Such contributions are called "initial contributions". Initial contributions are set aside for consideration in ODP2 and/or ODP3.

43.   If major changes occur during the project that result, or would result, in a significant departure from the project proposal, a revised project proposal must submitted to the FMG for approval.

(ii)   Artefacts

44.   Typical artefacts produced by ODP1 include:

(a) Project proposal;

(b) Call for participation;

(c) Initial contributions.

B.   Open Development Process 2: Requirements Gathering

(i)   Activities

45.   The project team engages stakeholders and domain experts to document requirements. A comment log may serve as the requirements document for projects that change existing publications.

(ii)   Artefacts

46.   Typical artefacts produced by ODP2 include:

(a) Requirements document;

(b) Comment log.

C.   Open Development Process 3: Internal Draft Development

(i)   Activities

47.   The project team writes an Internal Draft while continuing to engage project stakeholders and domain experts as required. This draft must be substantially content-complete, but need not be polished.

(ii)   Artefacts

48.   Typical artefacts produced by ODP3 include:

(a) Internal Draft;

(b) Comment log.

D.   Open Development Process 4: Internal Draft Review

(i)   Activities

49.   The parent PG circulates the Internal Draft within the group, to other PGs as appropriate, and among project stakeholders and contributing domain experts, inviting comments. The project team logs and processes comments, and circulates updated Internal Drafts. The comment/update/circulation cycle continues until the PG approves a project team recommendation to conclude ODP4. While the criteria, evaluation, and ultimate decision to conclude ODP4 is left to the PG, the PG must ensure that the project team has met all comment processing requirements (see Annex I). The draft resulting from this step is called a Public Draft.

(ii)   Artefacts

50.   Typical artefacts produced by ODP4 include:

(a) Public Draft;

(b) Updated comment log.

E.   Open Development Process 5: Public Review

(i)   Activities

51.   The UNECE secretariat provides links on the UNECE website to the Public Draft and related information. The FMG notifies Heads of Delegation and various e-mail distribution list subscribers that the Public Draft is available for review and provides them with review-process details. The project team processes comments and posts updated Public Drafts and comment logs to the PG website or the UNECE website (through the secretariat). The comment/update/posting cycle continues until the PG approves a project team recommendation to conclude ODP5. While the criteria, evaluation and ultimate decision to conclude ODP5 is left to the PG, the PG must ensure that the project team has met all comment processing requirements (see Annex I). The draft resulting from this step is called a "proposed UNECE Recommendation".

(ii)   Artefacts

52.   Typical artefacts produced by ODP5 include:

(a) Proposed UNECE Recommendation;

(b) Comment log.

F.   Open Development Process 6: UN/CEFACT Plenary Approval

(i)   Activities

53.   The Project Team submits the Proposed UNECE Recommendation to the UNECE secretariat. The UNECE secretariat presents the Proposed UNECE Recommendation to the UN/CEFACT Plenary for approval.

(ii)   Artefacts

54.   Typical artefacts produced by ODP6 include:

(a) Final Draft;

(b) Comment log.

G. Open Development Process 7: Publication

(i)   Activities

55.   The UNECE secretariat updates the Final Draft to meet UNECE requirements (e.g., by adding copyright statement, modifying headers and footers or formats) and publishes the result (called "publication") to the UNECE website. The FMG notifies Heads of Delegation and various e-mail distribution list subscribers that the publication is available for implementation.

(ii)   Artefacts

56.   Typical artefacts produced by ODP7 include:

(a) Publication

H. Open Development Process 8: Maintenance

57.   During ODP8, organizations implement the release. Implementers may offer comments. The PG that oversaw the release's development will process all comments. If artefact stakeholders determine that a revision project is required, they may initiate such a project at ODP1.

V. OPEN DEVELOPMENT PROCESS FOR BUSINESS STANDARDS

A. Open Development Process 1: Project Proposal and Team Formation

(i)   Activities

58.   An instance of the Open Development Process officially begins when a Permanent Group (PG) chairperson submits a project proposal to the FMG. The FMG will consider the proposal and either approve it or reject it. The FMG will assign approved project proposals to the appropriate PG for execution (almost certainly the submitting PG). Some projects are regarded as cross-domain, i.e. successful project execution depends upon the expertise of contributors to two or more Permanent Groups. In such cases, the FMG will designate one PG the host group. The host group is then accountable for the project. Multiple Working Groups within a PG may also need to cooperate on a project. The same procedures apply except that it is handled by the PG Steering Committee.

59.   The FMG will report rejected projects to the UN/CEFACT Plenary for potential further consideration.

60.   The team-formation process includes an activity called a "call for participation", which is an announcement to interested parties regarding the intent to execute a project and an invitation to contribute. Regardless of the method by which the project team is formed, it is acceptable that the team could be composed entirely of a small number of editors.

61.   Some CARs may include contributions from the submitting stakeholder regarding a proposed solution. Such contributions are called "initial contributions". Initial contributions are set aside for consideration in ODP2 and/or ODP3.

62.   If major changes occur during the project that result, or would result, in a significant departure from the project proposal, a revised project proposal must submitted to the FMG for approval.

(ii)   Artefacts

63.   Typical artefacts produced by ODP1 include:

    (a) Project proposal;

    (b) Call for participation;

    (c) Initial contributions;

B.   Open Development Process 2: Business Requirements Specification Development

(i)   Activities

64.   The project team engages stakeholders and domain experts to document requirements in a Business Requirements Specification (BRS). BRS development shall follow the UN/CEFACT Modelling Methodology (UMM), the Unified Modelling Language (UML) and BRS technical specifications.

(ii)   Artefacts

65.   Artefacts produced by ODP2 include:

    (a) Internal BRS Draft;

    (b) Comment log.

C.   Open Development Process 3: Internal Draft Development

66.   ODP3 is not applicable to Business Standard development.

D.   Open Development Process 4: Internal Business Requirements Specification Review

(i)   Activities

67.   The parent PG circulates the Internal Draft within the group, to other PGs as appropriate, and among project stakeholders and contributing domain experts, inviting comments. The project

team logs and processes comments, and circulates updated Internal Drafts. The comment/update/circulation cycle continues until the PG approves a project team recommendation to conclude ODP4. While the criteria, evaluation, and ultimate decision to conclude ODP4 is left to the PG, the PG must ensure that the project team has met all comment processing requirements (see Annex I). The draft resulting from this step is called a Public BRS Draft.

(ii)   Artefacts

68.   Typical artefacts produced by ODP4 include:

(a) Public BRS Draft;

(b) Comment log.

E.   Open Development Process 5: Public Business Requirements Specification Review

(i)   Activities

69.   The UNECE secretariat provides links on the UNECE website to the Public Draft and related information. The FMG notifies Heads of Delegation and various e-mail distribution list subscribers that the Public Draft is available for review and provides them with review-process details. The project team processes comments and posts updated Public Drafts and comment logs to the PG website or the UNECE website (through the secretariat). The comment/update/posting cycle continues until the PG approves a project team recommendation to conclude ODP5. While the criteria, evaluation and ultimate decision to conclude ODP5 is left to the PG, the PG must ensure that the project team has met all comment processing requirements (see Annex I). The draft resulting from this step is called a Final BRS Draft.

(ii)   Artefacts

70.   Typical artefacts produced by ODP5 include:

(a) Final BRS Draft;

(b) Comment log.

F.   Open Development Process 6: Implementation Verification

71.   ODP6 is not applicable to Business Standard development. At this point, the process splits into two branches. One branch continues the ODP to ODP7 and the other branch begins Requirements Specification Mapping (RSM) development, which is a TBG-defined process not addressed in this document.

G.   Open Development Process 7: Publication

(i)   Activities

72.   The UNECE secretariat updates the Final Draft to meet UNECE requirements (e.g., by adding copyright statement and modifying headers and footers, and formats) and publishes the result (called "publication") to the UNECE website. The FMG notifies Heads of Delegation and various e-mail distribution list subscribers that the publication is available for implementation.

(ii)   Artefacts

73.   Typical artefacts produced by ODP7 include:

(a) Publication.

H.   Open Development Process 8: Maintenance

74.   During ODP8, organizations implement the release. Implementers may offer comments. The PG that oversaw the release's development will log all comments. If artefact stakeholders determine that a revision project is worth executing, they may initiate such a project at ODP1.

VI.   OPEN DEVELOPMENT PROCESS FOR IMPLEMENTATION GUIDES

75.   The ODP for Implementation Guides exactly matches the ODP Overview described in section 2.

Annex I
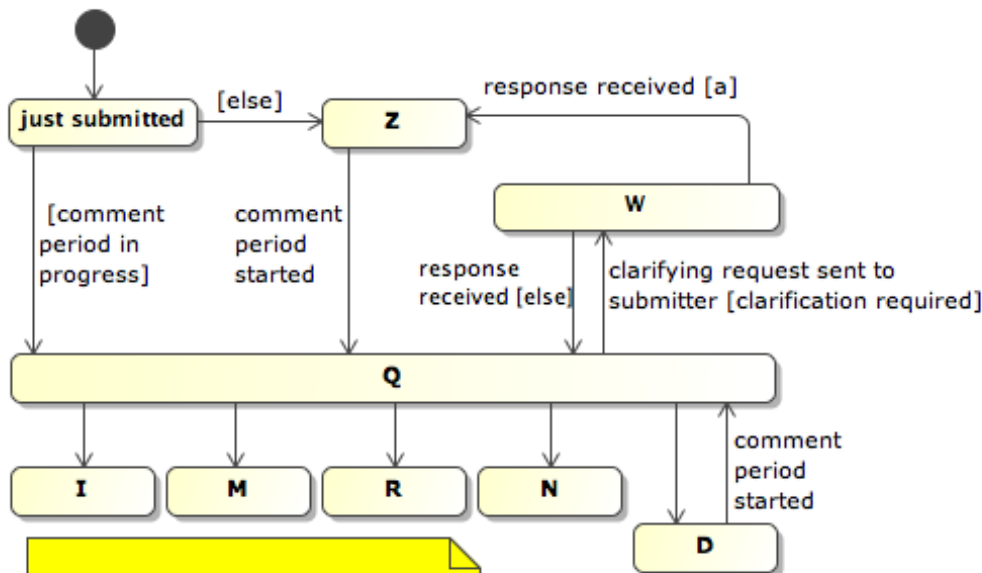**COMMENT PROCESSING REQUIREMENTS**

1.   Anyone may submit a comment on any UN/CEFACT artefact at any time. The PG responsible for the artefact shall ensure that each comment is logged. The comment log shall include the following fields:

Comment Submission Date	in ISO 8601 format YYYY-MM-DD
Comment-Period Identifier	identifier associated with a comment-period begin date, comment-period end date and ODP step
Submitter's Name	
Submitter's E-mail Address	all lower case
Submitter's Delegation	if applicable; ISO country code
Exact Comment	submission text, exactly as submitted, including any clarifying comments provided by the submitter
Edited Comment	Exact Comment edited to more clearly express the submitter's intent (default is Exact Comment)
Artefact	artefact name and version to which the comments applies
Reference	intra-artefact reference information to which the comment applies (e.g., line number or range, figure number, general comment on entire artefact or section)
Comment Processing State	See the section below for details.
Notes	an explanation of the comment processing state (required for comments in Comment Processing State M, R, D, N, and W)
Other fields specified by the PG	
Other fields specified by the working group	

2.   The figure below is a UML state diagram expressing Comment Processing State. The Comment Processing State field shall contain one of the following values:

Z	The comment was received at a time other than during a comment period. The comment is queued for processing.
Q	The comment was received during or before a comment period, or was a W-state comment assigned to a Q state, and has not been processed. The comment is queued for processing.
I	The comment is implemented as requested.
M	The comment is implemented with modification.
R	The comment is rejected.
D	The comment is deferred.
W	The comment is awaiting clarification from the submitter.
N	The comment is not applicable (e.g. changes to draft artefact make the comment irrelevant).

Comment Processing States

[else]

response received [a]

just submitted → Z ← W

[comment period in progress]   comment period started

response received [else]   clarifying request sent to submitter [clarification required]

Q

I   M   R   N

comment period started

D

D: deferred
I: implemented as requested
M: implemented with modification
N: not applicable
Q: comment-period queue
R: rejected
W: waiting for clarification
Z: non-comment-period queue

[a]: A comment period is not in progress and the team decides to assign comment to state Z.

3.   Additional comment processing requirements:

   (a) When a comment is initially received it is immediately transitioned to a Q state or Z state, depending on whether the comment was received during a comment period (see guards in Figure 2).
   (b) When a comment period starts, all Z- and D-state comments transition to Q state (see triggers in Figure 2).
   (c) Some comments may require clarification and in such cases the project group will e-mail the submitter requesting such clarification. The submitter's original comment and clarifying comments shall be a Q-state comment if a comment period is in progress. If a comment period is not in progress, the working group will decide (based on its own publicly available written criteria) whether the comment is assigned a Q state or Z state.
   (d) All Q-state comments must be processed before ODP4, ODP5, or ODP6 may be declared complete.

Annex II
PUBLICATION-TYPE OPEN DEVELOPMENT PROCESS SUMMARY

1.   This table summarizes variations in the ODP-steps by publication type. An ODP step is complete when all required activities have been completed and all required artefacts have been produced.

2.   The following acronyms are used in the column headers:

(a) BS: Business Standard

(b) TS: Technical Specification

(c) RE: UNECE Recommendation

(d) IG: Implementation Guide

ODP1

Step Name	BS	TS	RE	IG
Project Proposal and Team Formation	✓	✓	✓	✓
Activity	**BS**	**TS**	**RE**	**IG**
PG creates project proposal	shall	shall	shall	shall
FMG approves project proposal	shall	shall	shall	shall
FMG notifies UN/CEFACT Plenary of project approval	may	may	shall	may
PG issues call for participation	shall	shall	shall	shall
PG selects a Project Team leader and editors	shall	shall	shall	shall
PG launches project	shall	shall	shall	shall
Artefact	**BS**	**TS**	**RE**	**IG**
Project proposal	✓	✓	✓	✓
Project team contact list	✓	✓	✓	✓

ODP2

Step Name	BS	TS	RE	IG
Requirements gathering		✓	✓	✓
BRS development	✓			

Activity	BS	TS	RE	IG
Project Team creates Requirements Document		shall	shall	shall
Project Team creates BRS	shall			
Project team creates and maintains comment log	shall	shall	shall	shall
Artefact	**BS**	**TS**	**RE**	**IG**
Requirements document		shall	shall	shall
BRS	shall			
Comment log	shall	shall	shall	shall

ODP3

Step Name	BS	TS	RE	IG
Internal Draft development		✓	✓	✓
Not Applicable	✓			
Activity	**BS**	**TS**	**RE**	**IG**
Project team develops Internal Draft		shall	shall	shall
Artefact	**BS**	**TS**	**RE**	**IG**
Internal Draft		✓	✓	✓
Comment log		✓	✓	✓

ODP4

Step Name	BS	TS	RE	IG
Internal Review	✓	✓	✓	✓
Internal RSM Review	✓	✓	✓	✓
Activity	**BS**	**TS**	**RE**	**IG**
PG conducts internal review of the Internal Draft among its members and contributing stakeholders		shall	shall	shall
PG conducts internal review of the Internal RSM Draft among its members and contributing stakeholders	shall			
Artefact	**BS**	**TS**	**RE**	**IG**
Public Draft		✓	✓	✓
Public RSM Draft	✓			
Comment log	✓	✓	✓	✓

ODP5

Step Name	BS	TS	RE	IG
Public Review	✓	✓	✓	✓
Activity	**BS**	**TS**	**RE**	**IG**
PG conducts a public review of the Public Draft	shall			
PG conducts a public review of the Public RSM Draft among its members and contributing stakeholders		shall	shall	shall
Artefact	**BS**	**TS**	**RE**	**IG**
Implementation Verification Draft	✓	✓		✓
Proposed UNECE Recommendation			✓	
Comment log	✓	✓	✓	✓

ODP6

Step Name	BS	TS	RE	IG
Implementation Verification	✓	✓		✓
UN/CEFACT Plenary approval			✓	
Activity	**BS**	**TS**	**RE**	**IG**
Two or more stakeholders implement the Implementation Draft	shall	shall	shall	shall
Project team prepares Implementation Verification Report	shall	shall	shall	shall
Artefact	**BS**	**TS**	**RE**	**IG**
Final Draft	✓	✓	✓	✓
Implementation Verification Report	✓	✓	✓	✓
Comment log	✓	✓	✓	✓

ODP7

Step Name	BS	TS	RE	IG
Publication	✓	✓	✓	✓
Activity	**BS**	**TS**	**RE**	**IG**
UNECE publishes appropriate project artefacts	shall	shall	shall	shall
Artefact	**BS**	**TS**	**RE**	**IG**
Publication	✓	✓	✓	✓

ODP8

Step Name	BS	TS	RE	IG
Maintenance	✓	✓	✓	✓
Activity	**BS**	**TS**	**RE**	**IG**
PG maintains publication	shall	shall	shall	shall
Artefact	**BS**	**TS**	**RE**	**IG**
Final Draft (revision)	✓	✓	✓	✓
Comment log	✓	✓	✓	✓

Annex III
CALL FOR PARTICIPATION TEMPLATE

Header/E-mail Subject

UN/CEFACT Call for Participation: [Project Name]

Body

The UN/CEFACT [Permanent Group Name] is pleased to announce its plans to launch the [Project Name] project.

The project proposal, sign-up information, and other details are available at [URL to webpage containing relevant information].

[Optionally, provide additional information about the project (e.g., description, contact).]

Annex IV
GLOSSARY

Artefact: Artefact refers to all material produced in the course of executing an ODP project. Some artefacts become publication components, and others exist solely to support the ODP project. Examples include UML models, comments logs, project proposals and e-mails posted on public listservers.

ATG: Acronym for Applied Technologies Group.

CEFACT Activity Request (CAR): Any request that is written and submitted to UN/CEFACT by a stakeholder, where the nature of the request is for UN/CAFACT to initiate a standards, guidelines, or specification-related activity.

Expert: Expert is an official United Nations designation for people whose anticipated contributions meet certain criteria. The expert criteria and how a person is designated expert is not addressed in this document.

Forum: The Forum collectively refers to all the Permanent Groups and their participants. It also refers to semi-annual meetings, generally in March and September, where all the Permanent Groups meet for a week.

Forum Management Group (FMG): The Forum Management Group coordinates activities among the PGs in support of the UN/CEFACT mission.

ODP: Acronym for Open Development Process (specified by this document).

ICG: Acronym for Information Content Management Group.

LG: Acronym for Legal Group.

Permanent Group (PG): Permanent Group generically refers to ATG, ICG, LG, TBG and TMG.

Plenary: A group that includes all Heads of Delegation to UN/CEFACT.

Project CAR: Project CARs are generally requests that require a project to address.

Publication: Publication refers to technical standards, business standards, UNECE Recommendations, and user guides that are developed in accordance with the ODP and are published in the UNECE website.

Simple CAR: Simple CARs are generally requests for minor revisions to existing publications (i.e., maintenance).

TBG: Acronym for International Trade and Business Processes Group.

TBG16: The entry point to UN/CEFACT for all activity requests.

TMG: Acronym for Techniques and Methodologies Group.

UN/CEFACT: Acronym for United Nation Centre for Trade Facilitation and Electronic Business.

UN/CEFACT Business Standard: Specifications established by consensus within the UN/CEFACT Forum and approved by the Plenary that provide rules, guidelines, and/or principles related to activities of trade facilitation or electronic business.

UN/CEFACT Technical Standard: Specifications established by consensus within the Forum and approved by the Plenary to establish how one or more Business Standards and/or Recommendations shall be developed.

UN/CEFACT User Guide: Informative (in contrast to normative) documents and/or audio/video productions that provide guidance to publication implementers.

UNECE: Acronym for United Nations Economic Commission for Europe.

UNECE Recommendation (RE): Trade facilitation or electronic business standards that provide formal guidance to Governments, the private sector and the business community.

Annex V
PROJECT PROPOSAL TEMPLATE

UN/CEFACT Project Proposal

Project Name

Submitted Date: YYYY-MM-DD
Last Update Date: YYYY-MM-DD

Project Purpose

The project's purpose is …

Project Scope

[Specify project scope in terms of in-scope and out-of-scope items. Include a description indicating the specific UN/CEFACT Group deliverable(s), as cited in the Group's mandate or work plan, to which the project relates.]

Project Deliverables

The project deliverables are:

[deliverable 1]
[deliverable 2]
…

Project Team Membership and Required Functional Expertise

Membership is open to experts with broad knowledge in the area of …, the functions of UN/CEFACT, and its groups. In addition, Heads of Delegations may invite technical experts from their constituency to participate in the work. Experts are expected to contribute to the work based solely on their expertise and to comply with the UN/CEFACT Code of Ethics.

Geographical Focus

The geographic focus is ...

Initial Contributions

The following contributions are submitted as part of this proposal. It is understood that these contributions are only for consideration by the project team and that other participants may submit additional contributions in order to ensure that as much information as possible is obtained from those with expertise and a material interest in the project.

> [reference to contribution 1]
> [reference to contribution 2]
> …

Resource Requirements

Participants in the project shall provide resources for their own participation. The existence and functioning of the project shall not require any additional resources from the UNECE secretariat.

[Note to user. Participants in the project shall provide resources for their own participation. If no additional resources are required, then a short statement indicating this should be included. However, if specialized resources are required to complete the project, and such resources are not available within the project team, then those requirements should be clearly identified. It is preferred that the existence and functioning of the project shall not require any additional resources from the UNECE secretariat.]

Project Leadership

Project Leader:

Editors:

[Note to user. Each UN/CEFACT Forum project proposal must specify the name and e-mail address of at least one Project Leader and at least one Editor.]

Milestones

YYYY-MM-DD: Complete ODP1

YYYY-MM-DD: Complete ODP2

YYYY-MM-DD: Complete ODP3

YYYY-MM-DD: Complete ODP4

YYYY-MM-DD: Complete ODP5

YYYY-MM-DD: Complete ODP6

YYYY-MM-DD: Complete ODP7

Annex VI
UN/CEFACT OPEN DEVELOPMENT PROCESS OVERVIEW