

**Draft UN/CEFACT procedure for ODP and directory announcements
on the UN/CEFACT Website¹**

Version 0.4

30 March 2009

The following steps should be followed by all PGs in requesting placement of Open Development Process (ODP) and directory announcements on the UN/CEFACT Website and sending related messages to the UN/CEFACT Head of Delegation (HOD) List Server:

1. The PG in question should send a note to the FMG List Server, with a copy to the secretariat, using the standard message below, regarding ODP step 5, 6 or 7 or UN/CEFACT Directories announcements that will be sent to the Heads of Delegation (HOD) and be placed on the UNECE website.
2. For ODP 6, there is an additional requirement that the note to the FMG List Server is accompanied by a verification/confirmation from the PG Chair that all comments have been incorporated and advising where this information can be found.
3. The contact point in the secretariat for all such announcements is Mika Vepsalainen (Vepsalainen@unece.org) or in his absence, Mr. Tauno Kangur (tauno.kangur@unece.org).
4. If there is no objection on the FMG list server within two working days, the secretariat places the standard news item on the web. The PG Chair sends the standard message to the secretariat which will post it on the HoD list server, as detailed below. Any changes to the text must be resubmitted to the FMG.

The standard text for each message is as follows:

For ODP 5, the following message to the HODs should be prepared by the project leader:

¹ This note is prepared on the basis that according to UN/CEFACT Forum Procedures (para 11 in TRADE/CEFACT/2005/4 approved by the Plenary in the 11th session) "the FMG has the express authority to overrule any decision taken by a PG". The secretariat notes inconsistencies between the ODP, R.650 and the above mentioned document and these must be rectified in a future revision of these documents. Furthermore, UN/CEFACT standards and recommendations "shall be approved by the Plenary following the procedures identified in the Centre's Open Development Process" (para 11 in R.650/Rev.4). Consequently, all standards and recommendations must be approved by the Plenary. The only exception to this rule was approved by the 5th Plenary in 1999 (decision 4.4) stating that "the authority for maintenance of the code lists associated with UN/CEFACT Recommendations was delegated to the Code Working Group." This delegation was transferred to the ICG in the reorganization of UN/CEFACT by the eight plenary session (para 31 in TRADE/CEFACT/2002/8).

I am pleased to inform you that (Project Team (PG)) has approved (ABC – link to document) for public review (Open Development Process (ODP) Step 5) until Day Month. Comments should be sent to (Project Leader Name Surname – link to email).

The Standard News item on the web (www.unece.org/cefact) should read as follows:

Date: The (Project Team (PG)) has approved (ABC – link to document) for public review (Open Development Process (ODP) Step 5) until Day Month. Comments should be sent to the Project Leader (Name Surname – link to email).

For ODP 6, the following message to the HODs should be prepared by the relevant PG Chair:

I am pleased to inform you that (PG) has approved (ABC – link to document) for implementation verification (Open Development Process (ODP) Step 6). Comments should be sent to the (Name Surname – link to email). (The first (next) review of comments will take place on (date))

The Standard News item on the web (www.unece.org/cefact) should read as follows:

Date: (PG) has approved (ABC – link to document) for implementation verification (Open Development Process (ODP) Step 6) until Day Month. Comments should be sent to the PG Chair (Name Surname – link to email).

For CEFACT Recommendations: the following message to the HODs should be prepared by the relevant PG Chair:

I am pleased to inform you that (PG) has approved (ABC – link to document) for presentation for the next CEFACT Plenary for approval (Open Development Process (ODP) Step 6). The comment log of the public review of this recommendation (Open Development Process (ODP) Step 5) is accessible at (link to the comment log). Comments should be sent to the (Name Surname – link to email).

The Standard News item on the web (www.unece.org/cefact) should read as follows:

Date: (PG) has approved (ABC – link to document) for presentation for the next CEFACT Plenary for approval (Open Development Process (ODP) Step 6). The comment log of the public review of this recommendation (Open Development Process (ODP) Step 5) is accessible at (link to the comment log). Comments should be sent to the (Name Surname – link to email).

For ODP 7 the following message to the HODs should be prepared by the FMG Chair:

I am pleased to inform you that the (PG) has approved (ABC – link to document) for publication (Open Development Process (ODP) Step 7). The ABC can be downloaded from (link to UNECE website)

The Standard News item on the web (www.unece.org/cefact) should read as follows:

Date: The PG has approved (ABC – link to document) for publication (Open Development Process (ODP) Step 7). The ABC can be downloaded from (link to UNECE website).

For Directories and Libraries, the following message to the HODs should be prepared by the PG Chair:

I am pleased to inform you that UN/CEFACT has approved the {UN/EDIFACT Directory/Core Component Library Message Schema Library} TX for publication. It can be downloaded from {link to UN/CEFACT website}. Any comments on the above should be sent to {ICG Representative}.

The Standard News item on the web (www.unece.org/cefact) should read as follows:

Date: UN/CEFACT has approved the {UN/EDIFACT Directory/Core Component Library/Message Schema Library} D.xx for publication. It can be downloaded from {link to UN/CEFACT website}. Any comments on the above should be sent to {ICG Representative}.

Any request for update of information already published on the UN Web server under this procedure will be regarded as a new message for publication. This includes request for updates of published standards.