



Islamic Republic of Iran

Ministry of Commerce

IRAN Center For E-Commerce Development

**Application Form
For
AFACT Secretariat**

September ۲۰۰۹

Performa Form for the Expression of Interest

Organization Name: Iran Centre for E-Commerce Development

**Person responsible in the top management: Dr. Jafar Mahmoodi
(President of ICECD)**

**Recommended and sponsored by: Islamic Republic of Iran Ministry of
Commerce**

Contact person and information: Ms. Forough Farshidfar

Email: Farshidfar@ecommerce.gov.ir

Models applicable:

- Rotational Model
- Permanent Model

Submission date: ۲۰۰۹/۰۹/۳۰

Contents of proposal:

- ۱. Motivation of being the AFACT Secretariat
- ۲. Objectives of achievements within a particular period of time
- ۳. Tasks to be performed in a specific time period and the way of undertaking the tasks based on what is prescribed in the Appendix ۳ of the AFACT Bylaws, and the duties prescribed in the RFEOI for the respective models.
- ۴. Budgeting plan for operating AFACT Secretariat
- ۵. Critical successful factors and how to measure the performance
- ۶. Appendix:
 - ۱. The Recommendation Letter from the sponsoring authority
 - ۲. The relationship between the organization and the sponsoring authority
 - ۳. The organization profile



١- Motivation of being the AFACT Secretariat

- ١ Playing a key role in core of an important technical communication, standardization & capacity building in ecommerce & trade facilitation
- ٢ Providing strong and effective support to facilitate the design and establishment of paperless trade between the countries in the region
- ٣ Providing an opportunity to develop knowledge of trade facilitation in the region
- ٤ Developing regional projects in eCommerce field
 - Transferring technical eCommerce knowledge between other countries in the Region & Iran
- ٦ Creation & Development of required resources for promotion of eCommerce in Iran through interaction & cooperation with other countries.

٢- Objectives of achievements within a particular period of time

- ١ Improvement & updating AFACT web site & designing & establishment of a new web site by considering all the members information requirements & results of studies undertaken & also the suggestions presented in next parts
- ٢ Possibility of making communications among the committee members, bored of directors & ... via phone conference & possibility of discussions by this way
- ٣ Defining & Re-organizing AFACT working groups & providing required facilities (equipments) for effective communications of members through phone conference or via online interactions in a virtual community in

AFACT web site

- ε Proper planning for achievement of short , medium & long term objectives of AFACT & persistent tracking of programs in plenary sessions
- ο Providing possibility of growth of member countries via proper notification to members & other countries in related working areas
- ϕ Providing required motivations through evaluation of members participation in working groups, programs & other criterias.
- ϗ Introducing AFACT & AFACT activities to regional & international organizations
- ⋈ Planning & proper interactions with local, regional & international organizations (by consulting with AFACT steering committee) for getting financial supports or services related to activities of Committee & its members
- ϑ Management of funds absorbed to achieve planned objectives of AFACT

ϣ- Tasks to be performed in a specific time period

- Ⓛ Following the registration of AFACT as a non-profit legal entity in its jurisdiction by consulting and cooperation with AFACT steering committee.
- Ϛ Providing & equipping AFACT Secretariat in IRAN with the required sources (human resource, Place, software & hardware &.....)
- ϛ Gathering & Updating information regarding AFACT Structure, History, membership & as explained below .
- ❖ Regarding the fact that AFACT Web site has not been updated since ۲۰۰۱, it is necessary to update the following topics by utilizing all the outputs of

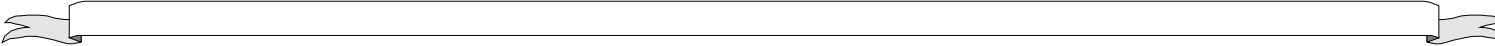
AFACT revised meetings , new approvals & with consulting with the AFACT steering committee:

- Name & Mission Statement
- Terms of Reference & Structure
- Membership & plenary
- Officers & Secretariats
- Steering Committee & Working Groups
- Focal Point & EDICOM
- Relationship between AFACT & UN/CEFACT
- Expenses & Effectiveness
- List of members & Associate members as of October 2009
- Mandate UN/CEFACT Rapporteur for Asia
- AFACT Secretariat Terms of Reference

- ε Establishment of an effective and goal oriented relationship with previous AFACT secretariat for transferring the related experiments.
- ο Revision of definitions, membership, membership mode, structure of meetings & activities, outputs, job descriptions & other tasks **related to AFACT Working groups** by using previous documents & approvals (e.g. **AFACT JWG Transition Plan**)
- ϕ announcing the current projects & progress rate of projects **related to AFACT Working groups** frequently by consulting with AFACT steering committee & submitting new suggestions (proposals) in this field.
- ψ **Suggestion 1**: Separation of topics of study in AFACT so far & identification of level of progress in each project & the latest situation

(e.g. Single Window, UNeDocs&) and determining the next steps and plans that are required for the best result in each case by consulting with AFACT steering committee .

- ^ **Suggestion ۳**: Specifying a special topic each month by consulting directly with AFACT steering committee & inserting it in AFACT web site for participation of all members in giving feed backs and comments.
- ۹ **Suggestion ۳**: Try to Defining more projects between countries for participation and cooperation of committee members in a project (e.g. regional single window, Cross Certification) by consulting directly with AFACT steering committee. In this way getting financial support from related institutions & organizations (e.g. Islamic Bank Development) would be possible.
- ۱۰ **Suggestion ۳**: Strengthen educational programs and activities by utilizing advice of AFACT steering committee (e.g. planning for holding of specialized courses on the sideline of AFACT sessions and meetings (especially for experts)
- ۱۱ **Suggestion ۴**:Collecting the latest information about member countries regarding the "trading across borders" .This report must be in a constant & standard framework and headlines approved by AFACT steering committee.(The member countries will prepare and send this information in predefined times each year.)
- ۱۲ **Suggestion ۵**: Selecting the best committee member each year according to the activities undertaken in that country (based on report submitted in part ۱۱) , participation in research & providing comments in specialized topics, active membership in working groups &
- ❖ AFACT will assign special facilities by advise of AFACT steering committee for that country.

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- ١٢ **Suggestion ١**: Reviewing the sketch (framework or blue print) of web site by considering the facts mentioned in part ١٠ to ١٢ of this section .
 - ١٤ Reviewing the contents of web site by adding the results of previous parts of this section.
 - ١٥ Providing facilities for online interaction as a community for different working groups
 - ١٦ Establishment of a new formal web site for replacing the old version of web site by considering the outputs of previous parts of this section
 - ١٧ Providing the required facilities for sending Group emails.
 - ١٨ Providing the possibility of utilizing conference calls for members
 - ١٩ Introducing AFACT in regional & international organizations (by consulting with the AFACT steering committee)
 - ٢٠ Holding at least one session annually (preferably alongside AFACT sessions for introducing AFACT & its activities to key regional & international organizations related to AFACT activities)
 - ٢١ Effective planning & interactions with local, regional & international organizations (by consulting with AFACT steering committee) for getting financial supports
 - ٢٢ Planning for fund management (capital) for achieving the planned objectives of AFACT (by consulting with the AFACT steering committee)



۴- Budgeting plan for operating AFACT Secretariat

Total Cost for operating AFACT Secretariat has been estimated between ۰۰,۰۰۰ to ۷۰,۰۰۰ US Dollars including human resources, travels , website administration and so on.

۵- Critical successful factors

۱. Utilizing academic & executive abilities of ICECD for doing operation of Secretariat
۲. Establishment strong and ongoing relationship with the current secretariat to transfer experiences.
۳. Utilizing appropriate & expert human resources
۴. Authorities and Responsibilities of ICECD(Iran Center for eCommerce Development) As a national independent legal entity in IRAN.



٦:Appendix

٦,١.The Recommendation Letter from the sponsoring authority



To: AFACT steering committee

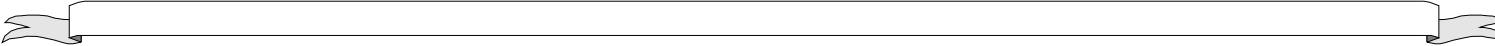
I hereby strongly recommend Iran Centre for eCommerce Development hereafter referred to as (ICECD) for holding the position of AFACT Secretariat.

ICECD is an independent legal entity which depends on Ministry of Commerce from governmental point of view. Since ۲۰۰۲ this Centre has done its best for establishment, implementation & development of e-commerce in Iran by using national & international tools & standards, thereby gaining precious experience which would help it to act as AFACT Secretary.

ICECD's Working Groups namely Public Infrastructure & Promotion of E-Commerce Applications, Certificate Authority, Standards & International Relations have a very close relationship with AFACT Working Groups & ICECD's staff are among the best e-commerce experts of country. I am ,therefore, pleased to recommend ICECD for holding the position as AFACT Secretariat.

Masoud Movahedi

**Deputy Minister of Commerce of the I.R. Iran
For Planning and Economic Affairs**



٦.٢. The relationship between the organization and the sponsoring authority

Iran Centre for eCommerce Development (ICECD) was established with the aim of establishment, implementation & development of eCommerce by using national & international tools & standards.

The ICECD has an national independent legal entity and it depends to ministry of commerce form governmental point of view.

Before ICECD, an office was in charge of planning and promotion of e-Commerce. The ICECD now has national authority and accountability for planning, implementation, and development of e-Commerce including trade paper less solutions.

The main working groups of ICED are: public infrastructure & promotion of eCommerce applications, certificate authority, standards & international relations.

International activities plays an important role in ICED & according to the statute of ICED, the centre should provide national & international interactions in eCommerce.

۱.۳. The organization profile

Statute of Iran Centre for eCommerce Development

Article ۱:

Iran Centre for eCommerce Development (ICED) is established with the aim of supervising the implementation of E-Commerce Law, approved in ۲۰۰۲ & establishment, implementation & development of eCommerce by using national & international tools & standards and with regard to Iranian & Islamic culture.

Article ۲:

Iran Centre for eCommerce Development has an independent legal entity and is affiliated to the Ministry of Commerce & is executed according to laws & regulations of this institute.

Article ۳:

Responsibilities of Iran Centre for eCommerce Development (ICECD) are as follows:

۱- Planning, providing solutions, supporting and supervision in order to:

- a) Utilization of platforms, strategies and innovation in electronic commerce across the country
- b) Providing facilities and support the establishment and development of technical infrastructure, human capital, legal, governance and security for electronic commerce development
- c) Culture building and training to develop and promote the use of e-commerce in business processes based on national and international standards
- d) Developing applications and innovations to attain eCommerce benefits in national
- e) establishing eProcurement & etrading
- f) Standardization of informing activities in trade area
- g) Supporting development of electronic trade markets
- h) Organizing activities of eCommerce Web sites
- i) providing national & international interactions in eCommerce
- j) Trade facilitation by using eCommerce national & international models, tools & standards & establishment of single window

۲) Reviewing eCommerce related fields & presenting necessary proposals for getting

approval of competent authorities

- ۳) Developing regulations, standards and provisions related to electronic commerce & submission of proposals to competent authorities for approval
- ۴) Developing Supervision of integrated & standard rules and regulations in informing activities in trade areas
- ۵) Establishment, maintenance and support of commercial data centers based on the comprehensive information technology framework
- ۶) Cooperation and interaction with related regional & international authorities and organizations
- ۷) Rendering certificate authority services
- ۸) Establishment & development of national products & services classification & codification system
- ۹) Collection, provision & preparation of annual eCommerce performance reports
- ۱۰) Pursuing & proposing development of Crime & Penalties rules & regulations (subject of ۴th chapter of eCommerce Law) to competent authorities
- ۱۱) Provide the framework and criteria to support consumers in electronic commerce environment based on first section of the third Chapter III of eCommerce Law.
- ۱۲) Suggesting edition of this statute according to the circumstances & eCommerce growth.

Article ۴:

To determine the national eCommerce policies, a working group consists of the following members will be formed.

- ۱- minister of commerce
- ۲- minister of information communication technology
- ۳- minister of roads & transport
- ۴- minister of industries & mines
- ۵- minister of economic affairs & finance
- ۶- President of Central Bank of the Islamic Republic of Iran
- ۷- President deputy strategic planning & control
- ۸- President deputy management & human resources development

Note ١: All rights and authorities assigned to board of ministers (subject of ٧th chapter of eCommerce Law)are conferrable to this workgroup and the decisions are issuable after President approval.

Note ٢: in the first session of the working group (subject of this article) one of the members will be selected as the vice president

Note ٣: working group will invite the ministers or presidents of other related executive public bodies for non voting participation in working group sessions.

Note ٤: Working group can form specialized commission & each of working group members can introduce any of their representatives for taking part in sessions of the working group's specialized commission.

Note ٥: working group's Secretariat is located in the centre (ICECD) & president of ICECD will be assigned as the secretary of working group.


Article ٥:

President of the ICECD will be selected from eCommerce & economic experts with higher university education degree & related execution experience by order of minister of commerce for period of ٤ years.

Article ٦:

Duties and authorities of president of ICECD are as follows:

- ١- Governing all the ICECD's affairs and supervising the implementation of its obligations
- ٢- Making decisions & issuing commands regarding all financial, administrative & employment affairs of ICECD (considering approved budget & regulations) & signing all the letters & correspondence.
- ٣- Proposing reform of ICECD's structure to minister of commerce for getting approval in legal procedures
- ٤- Proposing facilities & motives for eCommerce development to minister of commerce & supervising the implementation after the approval of related authorities
- ٥- Preparing the financial reports & ICECD's budget proposal for the minister of commerce for approval of related authorities.
- ٦- appointment and dismissal of ICECD's employees based on regulations and the approved structure
- ٧- Representative of ICECD against all real and legal persons, including governmental and non-governmental and judicial authorities with the right of substitution

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- ۸- Referring Claims to judge and determine arbitrators & try to end claims with peace considering Article ۱۲۹ of the Constitution
 - ۹- Introducing authorized signatures to use in bank accounts and obeying rules & regulations
 - ۱۰- Undertaking necessary activities to communicate with formations, authorities & related national & international organizations in eCommerce field for reaching to ICCED's goals
 - ۱۱- Preparation of Annual Performance Report of ICECD and presenting it for the Minister of Commerce and eCommerce Workgroup (subject of Article (۴))
 - ۱۲- signing all contracts & binding documents

Article ۷:

President of ICECD can delegate all or some parts of his authorities and duties to each of the employees.

Note:

Devolution under the subject of this article does not break the final responsibilities of the ICECD's president to competent authorities.

Article ۸:

Financial resources of ICECD will be predicted in yearly budget annually.

Article ۹:

Financial Year of ICECD is from first of Farvardin to end of Esfand of each year

Article ۱۰:


Signature holders to sign checks & binding financial documents are:

President of ICECD, his/her deputies .

Article ۱۱:

Ministry of Commerce is obligated to prepare the structure of the ICECD until ۲ months after ratification of this statute & submit it to President Deputy Management & Human Resources Development for approval. The mentioned deputy is obligated to announce approval or amendment of the proposed structure within ۲ months.

Article ۱۲:



ICECD is the contact point of the Islamic Republic of Iran with active regional & international organizations in eCommerce field with coordination of ministry of foreign affairs

Article ۱۳:

All Rights of the " Institute for Trade Studies and Research" about being proprietor of the " Products & Services Coding National Center Of Iran" from are transferred to the ICECD from the date of approval of this statute.

IRAN Center for eCommerce Development Organization Chart

