

AFACT 2009

Steering Committee Meeting Minutes

INDIA

Venue: India Habitat Centre, New Delhi

Nov. 2, 2009

- **Date: Nov. 2, 2009**
- **Venue: India Habitat Centre, New Delhi**
- **Acting Chairman: Mr. T. A. Khan, India**
- **Attendance**

Steering Committee Members

Designation	Name	Country	Organization	Email
Acting Chairman	T. A. Khan	India	Department of Commerce, National Informatics Centre	takhan@nic.in
Vice Chairs	Seok-Koo Ji	Korea	National IT Promotion Agency	skji@nipa.kr
	Faisal Al Mousa	Saudi Arabia	SaudiEDI	fsmousa@saudiedi.com
Elected HoD	Mahmood Zargar	Iran	Ministry of Commerce	zargar@dpimail.net
Elected HoD	Nguyen Huu Tuan	Viet Nam	VietNam E-Commerce and IT Agency	tuannh@moit.gov.vn
AFACT Secretariat	Dr. Yi Yuan Yeah	Chinese Taipei	Institute for Information Industry	yyyueh@iii.org.tw

Other Participants :

	Name	Country	Position	Organisation	Email
1.	Mr. Sangwon Lim	Thailand	Delegate	UNESCAP	lim6@un.org
2.	Mr. KS Kunwar	India	ATG Chair	DIAL	ks.kunwar@gmrgroup.in
3.	Mr. Hisanao Sugamata	ECOM, Japan	eAC Chair	Japan	hsedi@attglobal.net
4.	Mr. A S SASTRY	India	CWG Chair	NIC	sastry@nic.in
5.	Kim Yong Jae	Korea	SCWG Chair	Korea Polytechnic University	yjkim@kpu.ac.kr
6.	Mr. Chung Ming(James) Su	Chinese Taipei	TWG Chair	Institute For Information Industry	jamessu@iii.org.tw
7.	Dr. Karlson Hsia	Chinese Taipei	XMLWG Chair	Institute for Information Industry	khhsia@iii.org.tw
8.	Mr. CHEN-LI HSIEH	Chinese Taipei	Delegate	PChome Online	cathylan@staff.pchome.com.tw
9.	Ms. Chen Mei-Li	Chinese Taipei	Delegate	Institute for Information Industry	Mlc45@iii.org.tw
10.	Ms. Suh-Chyin Chuang	Chinese Taipei	HoD	Bureau of Standards, Metrology and Inspection, M.O.E.A.	sc.chuang@bsmi.gov.tw
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13.	Kuang-Shun Lin	Chinese Taipei	Delegate	BSMI Chinese Taipei	Rick.lin@bsmi.gov.tw
14.	Mr. R. K. Arora	India	AFACT 2009 Secretariat	Deptt. of Commerce	rkarora@nic.in
15.	Ms. Anupam Srivastava	India	AFACT 2009 Secretariat	Deptt. of Commerce-NIC	anupam@nic.in
16.	Mr. Sanjay Garg	India	Delegate	National Informatics Centre, Govt. of India	garg@nic.in
17.	Mr. Ajit Menon	India	Delegate	NexTenders (India) Pvt Ltd	ajit.menon@nextenders.com
18.	Mr. Lalit Mohan Joshi	India	Delegate	Edisphere Software Pvt. Ltd.	lalit.joshi@edisphere.com
19.	Mr. Ajay Sanghi	India	Delegate	Edisphere Software Pvt. Ltd.	ajay.sanghi@edisphere.com
20.	Mr. Kazumi Hirai	Japan	HoD	JASTPRO	k-hirai@jastpro.or.jp
21.	Mr. Tomohisa Oe	Japan	Delegate	Ministry of Economy, Trade and Industry	oe-tomohisa@meti.go.jp
22.	Mr. Kim Seong jin	Korea	Delegate	National IT	sjkim1@nipa.kr

**AFACT Asia Pacific Council for Trade Facilitation and Electronic Business**

				Promotion Agency	
23.	Youngkon Lee	Korea	Delegate	Korea Polytechnic University	Yklee999@kpu.ac.kr
24.					
25.	Mr. ESWARAN SANKARANARAYANAN	Malaysia	Delegate	DAGANG NET TECHNOLOGIES	eswaran@dagangnet.com
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31.	Mr. Fahad Jabli	Saudi Arabia	Delegate	Tabadul	fmjabli@etabadul.com
32.	Mr. Faisal Al-Mousa	Saudi Arabia	Delegate	Tabadul (SaudiEDI)	fsmousa@saudiedi.com
33.	Mr. Brayan Cutinha	Singapore	Delegate	CrimsonLogic Pte Ltd	brayan@crimsonlogic.com
34.	Mr. Shantha De Silva A	Sri Lanka	HoD	Private	shanthades@sltnet.lk
35.	Mr. AJIN JIRACHIEFPATTANA	Thailand	HoD	Office of the Permanent Secretary, MInistry of Information and Communication Technology	ajin.j@mict.mail.go.th
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Meeting Agenda :

	09:00 – 9:30	Registration
1	09:30 – 09:35	Opening Remarks - Mr. Tahseen A. Khan, Acting Chairman of AFACT
2	09: 35 – 09:50	Adoption of the Agenda - Mr. Tahseen A. Khan, Acting Chairman of AFACT
3	09:50 – 10:30	Review of the 27th Mid Term StC meeting minutes - Mr. Tahseen A. Khan, Acting Chairman of AFACT
4	10:30 – 11:00	AFACT Status Report Dr. Eva Yueh , AFACT Secretariat
	11:00 – 11:30	Official Photo Taking + Coffee Break
5	11:30 – 12:30	AFACT Roadmap TFT Report Mr. Sangwon Lim, UNESCAP Discussion on AFACT Roadmap & Future Direction - JWG Restructuring & Transition plan Mr. Sangwon Lim - AFACT Single Window Mr. Mahmood Zargar, HoD of Iran - Interface for Single Window and Paperless Trade in Asia Pacific with other organisations Mr. Sangwon Lim
6	12:30 – 13:00	UN/CEFACT Progress Update Mr. Tahseen A. Khan, UN/CEFACT Vice-Chair
	13:00 – 14:00	Lunch
7	14:00 – 14:30	Country HoD's and JWG Chair's progress update/suggestions - All HoDs and JWG Chair's, attending the meeting



8	14:30 – 15:00	Organizational Matters Mr. Tahseen A. Khan, Acting Chairman of AFACT - AFACT 2009 meetings plan - New UN/CEFACT Rapporteur for Asia - AFACT Secretariat Applications review - eAsia Award Manual - Plan for the 28 th AFACT Meeting Mr. Faisal Saleh Al Mousa, HoD Saudi Arabia and Vice Chairman of AFACT - Plan for the 29 th AFACT Meeting Mr. Gary Gong ,Chinese Taipei - Host for future meetings Mr. Tahseen A. Khan, Acting Chairman of AFACT
9	15:00 – 15:30	Any Other Business Colloboration with UNESCAP
	15:30 – 16:00	Coffee Break
10	16:00 – 17:00	Review of the 2009 AFACT Steering Committee meeting minutes Mr. Tahseen A. Khan, Acting Chairman of AFACT
11	17:00-17:10	Closing Remarks Mr. Tahseen A. Khan, Acting Chairman of AFACT

Minutes :

1. Opening remarks

Mr. T. A. Khan, Acting Chairman of Asia Pacific Council for Trade Facilitation and Electronic Business (AFACT) opened the meeting and welcomed the participants to India on behalf of Department of Commerce, Ministry of Commerce & Industry, Government of India. The Chair also welcomed the Vice Chairs Mr. Faisal Al-Mousa from Saudi Arabia and Mr. Seok-Koo Ji from Korea.

It was reported that Commerce Secretary has kindly agreed to be the Chair of AFACT, however he could not join due to pressing engagement but would meet the delegates during the week. The chair stressed on the need for integration of AFACT with other global and regional initiatives. It was indicated that representatives from United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) i.e. Forum Management Group (FMG) Chair, Mr. Mike Doran and Director, Trade and Timber Div., United Nations Economic Commission for Europe (UNECE), Ms. Virginia Cram-Martos would also join the AFACT 2009. This would facilitate close interface with UN/CEFACT. The Chair reported that the next Forum meeting would be in Malaysia, which should be fully utilised for closer interaction with UN/CEFACT. It was further indicated that initiation of joint projects is the prime expectation as the output of AFACT meetings. The Chair appreciated United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) for agreeing to send Mr. Sangwon Lim to participate in AFACT 2009, which would facilitate effective collaboration with UNESCAP.

2. Adoption of the Agenda

The draft agenda was adopted with the addition of following item in Any other Business

- Collaboration with UNESCAP.

3. Review of the 27th AFACT Mid-Term StC meeting minutes

The 27th AFACT Steering Committee (StC) Mid-term meeting held at Goa from 14-15 May, 2009 minutes action points were reviewed and approved without any change.

Mr. Faisal Al-Mousa, HoD Saudi Arabia, reported that Saudi Arabia would host Pan Asian e-Commerce Alliance (PAA) meeting back to back with AFACT 2010.

The Chair reported on the proposed eBusiness Asia Committee (eAC) merger with planned new committee i.e Interoperability Committee(IC), finalized under Joint Working Group (JWG) restructuring plan of AFACT.

The Chair indicated that all existing members should make efforts for addition of new member

countries/economies to join AFACT community.

Mr. Javed, HoD, Pakistan indicated that China should not be referred as PRC in any of the official documents.

Dr. Eva Yueh, AFACT Secretariat reported that China is being pursued to join AFACT community. It was further indicated that Vietnam is considering to host 2013 meeting, however it is not yet confirmed.

The Chair reported that work item on “change of AFACT Bylaws” is deferred till the TFT full report is adopted.

4. AFACT Status Report

Dr. Eva Yueh, AFACT Secretariat provided update on the current status and activities of AFACT. Dr. Eva appreciated efforts of Chair, Vice Chairs and WG Chairs. Dr. Eva reported about the proposed change of new Secretariat, membership, present structure of AFACT, JWG status, future meeting hosts, Roadmap TFT meetings, activities like eAsia Awards manual, proposed new structure of AFACT, Request for Expression of Interest (RFEOI) for new Secretariat and rotational and permanent models for the same, 2009 Yearbook publication, 2009 eASIA Awards and associated exhibition, award categories, semifinalist, promotional activities like workshop in Mongolia, statistics on AFACT website usage.

Dr. Eva reported that due to budget limitations, Mongolia is not able to participate regularly. It was also reported that funds are also required by them for setting up of training rooms.

The Chair reported the TFT view on encouraging least developed countries for joining AFACT.

Mr. Humayun Zafar, Pakistan suggested that we should help least developed and developing countries with specific projects. In this context he also indicated that Pakistan can help Afghanistan Customs in cross border initiatives.

Mr. Faisal Al-Mousa, HoD Saudi Arabia indicated that funding mechanism need to be worked out urgently.

Mr. Ajay Sanghi, India indicated that joint pilot projects may be identified for exploring the exact funding requirements.

5. AFACT Roadmap TFT Report

The Chair briefed the participants on the mandate of TFT and its activities during the year specially the monthly conference call of TFT members to carry out the business.

Mr. Sangwon, UNESCAP on behalf of the AFACT Roadmap TFT, reported the progress on various action points as given below

- Focus of TFT work is positioning and role of AFACT, external relation, organizational improvements etc
- Monthly concalls were held regularly since the Goa Mid-Term StC meeting.
- Request for Expression of Interest (RFEOI) for new secretariat completed
- eASIA Award manual completed
- JWG Transition plan in final stage
- The papers on AFACT single window and AFACT interface with other organizations are in process
- Briefed and updated on 27th AFACT Mid-Term StC resolution on TFT work.
- JWG Transition plan paper is in final stage
- AFACT paperless trading/single window environment paper is under process
- Interface with other organizations paper is under process
- The TFT seek extension for completing the work items as some tasks are still under process.

The Chair asked members to give EOIs for participation in TFT.

Mr. Javed Naushahi, HoD Pakistan sought clarity on role of UNESCAP. The Chair indicated that UNESCAP would be formally requested for closer interaction with AFACT and continuation of Mr. Sangwon Lim's association.

Dr. Eva updated on statistical analysis of survey of 17 members nations.

The members of AFACT appreciated the sustained efforts made by TFT membership.

5.1 JWG Restructuring & Transition Plan

Mr. Sangwon updated the status as given below

- New structure proposes three committees.
- Procedure for transition of existing WGs has been completed covering charter of committees, which can be reviewed and also debate for any possible change every 3 years.
- Transition schedule to be completed before 28th AFACT.
- Annex I covers EOI for formation of WGs
- Annex II covers template for a draft TOR
- Annex III covers work program for next three years
- Annex IV covers charters of three committees.

Mr. Kazumi Hirai, HoD Japan expressed concern over delay in formalization of new structure. It was indicated that WGs should deliberate it in WGs meeting scheduled tomorrow. The Chair indicated that TFT wants all WGs to discuss the merger in WGs meeting on 03.11.2009 and report the decision in Plenary on the model of their transition. It was also reported that few names have come up for consideration as Chair of three committees like Mr. Sugamata for IC, Dr. Eva for Community Support

Committee (CSC) (subject to confirmation from her institution).

Mr. Sugamata, Chair eAC accepted the proposal.

The Chair requested HoD, Chinese Taipei to consider Dr. Eva's nomination.

Mr. Sugamata invited WG members interested in joining eAC to join the special session being organised by them.

HoD, Korea indicated that IC name should be more generic.

The Chair clarified that WGs are free to take decision on either merger with new committee or to have their independent identity under the new committees. It was further indicated that all WGs should give their report by 03.11.09 evening.

The StC agreed for extension of TFT till the 28th AFACT meeting and approved the names of Mr. Sugamata for IC and Dr. Eva for CSC (subject to confirmation). It was decided that these proposals be placed before Plenary for ratification.

5.2 AFACT Paperless Trading/Single Window

Dr. Zargar, HoD, Iran updated the progress of paper covering approaches, scope, single window status in region, vision and targets, subject, country/international roles and responsibilities. It was indicated that few areas like budget etc. are being covered.

5.3 Interface for Single Window and Paperless Trade in Asia Pacific

Mr. Sangwon reported progress on interface paper. The introduction part has been completed and status of other organizations like UN/CEFACT, UNESCAP, World Customs Organization(WCO) and Asia-Pacific Economic Cooperation (APEC) has also been covered. The work on remaining part is under process.

The Chair invited participants who would like to contribute. The representatives from Pakistan, Sri Lanka and India expressed willingness, which was accepted.

6. UN/CEFACT Progress Update

UN/CEFACT Vice Chair, Mr. T. A. Khan, introduced the UN/CEFACT activities, work program, integrated framework, achievement of 15th Forum at Sapporo. The Chair also apprised members on future meetings, bureau activities, new projects etc. The Chair encouraged members to participate in UN/CEFACT meetings. The Chair and StC expressed concern over hosting of UN/CEFACT Plenary in the following week, which may result in less participation of AFACT members in UN/CEFACT Plenary.

Mr. Hirai additionally explained the achievement of the Sapporo Forum. One of the major issued reported was Buy-Ship-Pay (BSP)/ United Nations electronic Trade Documents (UNeDocs) update that three new projects were decided to start, i.e. Core Component Library Outreach (CCLO), Priority Stakeholder



Messages (PSM), and Core Component Library Framework (CCLF). The deliverable of those projects will be reported within three or four months.

7. JWG Chair's Progress and Country HoD's Update/Suggestion

Dr. Karlson Hsia, Chair XML Working Group (XML WG) reported agenda items for XML WG, which also covers single window environment.

Mr. Kim, Chair Supply Chain Working Group (SCWG) presented his agenda and expressed concern over membership. The Chair assured a good participation.

The Chair with agreement of StC requested Mr. A S Sastry to lead the Customs Working Group(CWG). Mr. Sastry reported that initiation of joint projects would be the focus of the meeting.

Mr. James Su, Chair Transport Working Group (TWG) briefed that AFACT single window project would be explored and few showcase project would be discussed.

Mr. Javed, Chair Finance Working Group (FWG) briefed on the cross border projects which would be deliberated in the FWG meeting.

Mr. Kunwar, Chair Air Transport Working Group (ATG) requested members to pursue terminal operators to join AFACT community.

Dr. Eva, Chair Awareness and Education Working Group (AEG) updated on its agenda covering survey among AFACT community, ICT related courseware etc.

The Chair requested WG Chairs to work inter-sessions also and hold regular concalls to continuously work on agenda. Dr. Hsia indicated that each WG should appoint task force for the same.

Mr. Shantha, HoD Sri Lanka updated on progress in the country like eSri Lanka for ICT promotion etc.

Mr. Bryan Cutinha, HoD Singapore briefed on major projects.

Mr. Fahad ,Saudi Arabia briefed on Saudi EDI project.

Mr. Humayun Zafar, Pakistan updated on progress in Pakistan.

Mr. Eswaran, Malaysia briefed on major projects.

Mr. Kim, Korea updated on latest developments in Korea.

Mr. Kazumi Hirai, HoD, Japan, apprised on Sapporo Forum and developments afterwards.

Mr. Hirai raised the issue related to AFACTs participation as NGO in UN/CEFACT. The Chair apprised the members on developments in this regard and expressed hope that new Secretariat would seek the acknowledgement by UN Economy and Social Commission as NGO as required by the Terms of reference of UNECE.

Dr. Mahmood Zargar, HoD Iran indicated that year book covers the progress.

Dr. Eva, Chinese Taipei updated on developments in the country including official single window.



Mr. Ajin, Thailand briefed on developments in Thailand.

Vietnam briefed on latest developments in eCommerce and efforts being put for education and awareness.

Mr. Sugamata, Chair eAC briefed on interoperability initiatives, CCL etc.

8. Organizational Matters

8.1 Plan for the 27th AFACT Meeting, 2009 eASIA Award and EDICOM 2009

The Chair reported on the plan for the AFACT main meetings, schedules for JWG, eAC, Plenary, eASIA Awards, EDICOM 2009. The Chair reported that StC member's have approved AFACT Secretariat (as an institution) to be conferred eASIA Special Honorary Award. The procedure for evaluation of eASIA Award was explained to members. It was also appraised that 3 eminent local experts have also been invited as evaluators.

8.2 New UN/CEFACT Rapporteur for Asia

The Chair indicated that due to shifting of Mr. Sangwon to UNESCAP the post has fall vacant and sought EOIs. The members were invited to send inputs on the same so as to apprise to UN/CEFACT accordingly.

8.3 AFACT Secretariat Applications Review

The Chair reported that Iran has applied for the same. Dr. Mahmood Zargar, HoD, Iran indicated that Iran Govt. has approved it and updated the members on it. The Chair indicated that proposal is broadly accepted subject to condition that it is approved by Plenary and some suggestions may have to be incorporated. It was reported that though the application of Iran was received in format prescribed for the purpose but it may be circulated to the members for perusal and comments.

8.4 eASIA Awards Manual

The Chair appraised members on the addition of a paragraph on General Rules for Evaluators regarding resolving inconsistency in scores. This was accepted by members.

8.5 Plan for the 28th AFACT Meeting

Mr. Faisal Al-Mousa, HoD, Saudi Arabia explained plan to host 28th AFACT meeting with proposed venue of StC Mid-term meeting in Taif during week starting Saturday, 10th of April 2010 and annual meetings in Riyadh during Nov. 2010.



Dr. Eva, AFACT Secretariat explained Chinese Taipei plan to host 29th AFACT meeting with target venue and time of StC Mid-term meeting in Hualien, Chiao Hsi, or Tau Yuan, Taiwan in May 2011 and annual meeting in Taipei city in October 2011.

8.7 Host for Future Meetings

The Chair reported that a three member committee consisting of Mr. Faisal, Mr. Lim and Dr. Eva is exploring the subject and would report to Plenary. It was reported that Iran will be the host for 2012. The interest of Vietnam to host the meetings in 2013 was also indicated which needs formal approval of Vietnam.

9. Any Other Business

9.1 Collaboration with UNESCAP

The Chair reported that the subject has been discussed during TFT meeting. Mr. Sangwon Lim of UNESCAP mentioned about the need for planning a mid and long term collaboration with UNESCAP. For this end, he proposed that all the members to think about collaboration items and provide their inputs by email to the AFACT chair. He further elaborated that connecting technical competence of AFACT to UNESCAP program on UNNExT (United Nations Network of Experts for Paperless Trade in Asia and the Pacific) could be a good cooperation item.

Pointing out the fact that the collaboration with UNESCAP has already started, he made an introduction to the upcoming Asia Pacific Trade Facilitation Forum 2009, which is organized by UNESCAP jointly with ADB on Nov. 25-26, and asked for AFACT endorsement and support, especially AFACT participation in multimedia exhibition

10. Review of the 27th AFACT 2009 Steering Committee meeting minutes

The major discussions and decisions made during the meeting were reviewed. It was decided that the draft StC meeting minutes would be prepared by the host in a week's time and would be circulated to StC members for their input facilitating finalization.

11. Resolutions of the meeting

The following resolutions were made in the meeting :

- The TFT to seek extension for completing the work items as some tasks are still under process.

- The JWG restructuring proposal for setting up three committees accepted.
 - o Charter of three committees can be reviewed and changed, if required, every three years
 - o eAC to be merge with IC and Mr. Sugamata to be the Chair.
 - o Dr. Eva to consider to be the Chair of CSC
- All WGs to take decision on either merger with new committee or to have their independent identity under the new committees.
- The members were invited to send inputs on the new UN/CEFACT Rapporteur for Asia so as to apprise to UN/CEFACT accordingly.
- The proposal of Iran for new permanent Secretariat broadly accepted subject to condition that it is approved by Plenary incorporating suggestions.
- Members reiterated the need to actively collaborate with UNESCAP, UN/CEFACT and UNECE. All the members to think about collaboration items and provide their inputs by email to the AFACT chair.

12. Closing Remarks

The meeting was closed with vote of thanks to Chair. The Chair appreciated the active participation of all the members and full attendance.
