

27th AFACT Plenary

Meeting Minutes

Hosting Country: India

Venue: India Habitat Centre, New Delhi

November 4, 2009

- **Date: November 4, 2009**
- **Venue: India Habitat Centre**
- **Acting Chair: Mr. T. A. Khan**
- **Attendance**

Steering Committee Members

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Elected HoD	Nguyen Huu Tuan	Viet Nam	VietNam E-Commerce and IT Agency	tuannh@moit.gov.vn
AFACT Secretariat	Gary Gong Representing Dr. Jyh-Sheng Ke	Chinese Taipei	Institute for Information Industry	yyyueh@iii.org.tw

Other Participants :

	Name	Country	Position	Organisation	email
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■ Meeting Agenda :

1	09:30 – 09:45	<p>Inaugural Presentation of Bouquets Lighting of Lamp Welcome by Mr. Tahseen A. Khan, Introduction of HoDs and JWG Chairs Address by Ms. Virginia-Cram Martos, Director, Trade & Timber Division, UNECE Address by Mr. R. Gopalan, Additional Secretary, Department of Commerce, Ministry of Commerce and Industry, Government of India Release of AFACT Year Book by Dr. B. K. Gairola, Director General, NIC, Ministry of Communications and Information Technology, Government of India</p>
	09:45 – 10:15	Official Photo Taking + Coffee Break
2	10: 15 – 10:25	<p>Adoption of the Agenda Mr. Tahseen A. Khan, Acting Chairman of AFACT</p>
3	10:25 – 10:35	<p>Review of the 26th Plenary meeting minutes Mr. Tahseen A. Khan, Acting Chairman of AFACT</p>
4	10:35 – 10:45	<p>AFACT Status Report Mr. Gary Gong, AFACT Secretariat</p>
5	10:45 – 11:15	<p>UN/CEFACT Progress Update Ms. Virginia Cram–Martos, Director, Trade & Timber Division, UNECE Mr. Tahseen Khan, UN/CEFACT Vice-Chair</p>
6	11:15 – 12:15	<p>Committees & JWGs Report Chairs of JWGs, eAC & PAA</p>
7	12:15 – 13:00	<p>Member Report Member HoDs</p>
	13:00 – 14:00	Lunch Break
8	14:00 – 15:00	<p>Member Report Contd. Member HoDs</p>
9	15:00 – 15:30	<p>AFACT Roadmap TFT Report & Discussion Mr. Sangwon Lim</p>
	15:30 – 16:00	Coffee Break



10	16:00 – 16:15	AFACT Roadmap TFT Report & Discussion Contd. Mr. Sangwon Lim
11	16:15 – 16:45	Organizational Matters - Plan for the 2009 eASIA Awards and EDICOM 2009 Mr. Tahseen A. Khan, Acting Chairman of AFACT - Ratification of New AFACT Secretariat Mr. Tahseen A. Khan, Acting Chairman of AFACT - Discussion on New UN/CEFACT Rappoteur for Asia Mr. Tahseen A. Khan, Acting Chairman of AFACT - 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
12	16:45 – 17:00	Any Other Business Collaboration with UNESCAP
13	17:00 – 17:30	Review of the 27th AFACT Plenary meeting minutes Mr. Tahseen A. Khan, Acting Chairman of AFACT
14	17:30 – 17:40	Hand-over of AFACT Host Token & Closing Remarks Mr. Tahseen A. Khan, Acting Chairman of AFACT

■ Minutes :

Opening

Mr. T A Khan, Acting chair of Asia Pacific Council for Trade Facilitation and Electronic Business (AFACT), opened the meeting by welcoming the Additional Secretary Department of Commerce, Mr. R. Gopalan, Ms. Virginia Cram-Martos, Director, Trade & Timber Div., United Nations Economic Commission for Europe (UNECE), Dr. B. K. Gairola, Director General, National Informatics Centre (NIC), Mr. Faisal Al-Mousa and Mr. Seok-Koo Ji Vice Chairs of AFACT. The honorable guests performed lighting of the lamp. Mr. Khan expressed gratitude to all the dignitaries and thanked them for participation in the inaugural session of the Plenary. Mr. Khan reported the progress of Asia Pacific region in trade facilitation and electronic business and stressed on the need for greater cooperation with United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT), UNECE, United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP) and other similar regional and global initiatives. The work program of AFACT and developments of last three days were also apprised to the members. The HoDs of the member countries and economies were welcomed.

Ms. Virginia Cram-Martos briefed the members on the work of the UN, UNECE, UN/CEFACT, and AFACT as well as the relationship between all of these organizations. Ms. Virginia also updated the members on progress in the area of trade facilitation and eBusiness and the vision of UN/CEFACT.

Mr. R. Gopalan, welcomed the distinguished guests and participants. Mr. Gopalan emphasized on the need for greater cooperation among the member countries and economies under the umbrella of AFACT and also with other regional and global bodies. Mr. Gopalan briefed the members on national eTRADE project which integrates all international trade regulatory and facilitating agencies. Mr. Gopalan also wished good luck to all semifinalists of 2009 eASIA Awards.

The AFACT 2009 Yearbook was released by Dr.B.K.Gairola.

Adoption of Agenda

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

- Collaboration with UNESCAP.

Review of the 26th AFACT Plenary Meeting Minutes

The Plenary reviewed and noted the meeting minutes of the 26th AFACT Plenary without any

change.

The Chair reported that Mr. Sugamata, Chair eBusiness Asia Committee (eAC) held back to back meeting of eAC with AFACT as desired by 26th Plenary meeting. Members were updated on regular meetings of AFACT Roadmap TFT through concalls.

The Chair appreciated UNESCAP for allowing the participation of Mr. Sangwon Lim in 27th AFACT meetings.

The Chair appreciated the efforts made by TFT for completion of a number of important documents like Request for Expression of Interest (RFEOI) for AFACT Secretariat, Joint Working Group (JWG) Transition Plan, eASIA Award Manual, etc.

AFACT Status Report

Dr. Eva Yueh, AFACT Secretariat provided update on the current status and activities of AFACT. Dr. Eva highlighted the AFACT Secretariat's last eight year term.

Dr Eva appreciated efforts of Chair Mr. T A Khan for guiding AFACT movement very effectively, Vice Chairs and WG Chairs. Dr. Eva reported about the proposed change of new Secretariat, membership, present structure of AFACT, JWG status. Dr. Eva appreciated the efforts of Roadmap TFT meetings and work done on 2009 eAsia Awards by AFACT 2009 Secretariat. Dr. Eva updated members on proposed new structure of AFACT, 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 etc.

Mr.Faisal,Vice Chair appreciated the efforts of AFACT Secretariat.

UN/CEFACT Progress Update

The Chair appreciated the presence of Ms. Virginia Cram-Martos, Director, UNECE Trade and Timber Division. Ms. Virginia updated members on results from the Sapporo Forum held in Japan, the implementation of the Confluence project for tracking UN/CEFACT projects was presented as well as the progress on, work on procedures such as the forum procedures, the audit procedures for directories, and highlights of ongoing and new work, standards and products released, new business requirement specifications (BRS), collaboration with World Customs Organisation (WCO), and work items in an advanced stage.

Ms. Virginia also stressed on the importance of UN/CEFACT's relationship and cooperation with

AFACT.

UN/CEFACT Vice Chair, Mr. T. A. Khan, appreciated the concise report covering update on UN/CEFACT completed and ongoing work program. The members were requested to refer UN/CEFACT website (www.uncefact.org) for details of the UN/CEFACT activities.

Plenary decided to put on record its appreciation to UN/CEFACT and UNECE for their participation in AFACT 2009 and valuable guidance. The proposal of co-operation between AFACT, UN/CEFACT and UNECE in the area of Trade Facilitation and Electronic Business was also approved by the Plenary.

Committees and JWGs Report

The chairs of the following AFACT Committees and working groups reported the Plenary on the working group meeting resolutions.

The Chair indicated that all WGs are expected to give their view on JWG restructuring plan of each group.

- XML Working Group (XMLWG)

The Chair Dr. Karlson Hsia reported on major topics discussed including new transition structure, projects and joint meeting with eAC. The Chair indicated that transition plan would be worked out and finalized shortly through concall.

- Transport Working Group (TWG)

The chair of TWG, Mr. James Su, updated on meeting deliberations including selection of Mr. Rajeev Puri as Vice Chair, India, projects proposal etc. Mr. Khan, congratulated Mr. Puri.

- Supply Chain Working Group (SCWG)

The chair of SCWG, Mr. Kim, reported the meeting update covering projects discussed.

- eBusiness Asia Committee (eAC)

The chair of eAC, Mr. Hisanao Sugamata, reported on eAC work and decisions of the meeting covering deliverables, transition plan for merger with IC etc.

- Customs Working Group (CWG)

The chair of CWG, Mr. A.S. Sastry, reported the deliberations held in the meeting covering transition plan for migration to BDC. Mr. Khan requested to work out proof of concept for projects deliberated.

- Air Transport Working Group (ATG)

The chair of ATG, Mr. K. S. Kunwar, indicated that more terminal operators from member countries/economies need to be encouraged to participate. The Chair reported the major discussions

and recommendations including single window project.

- Awareness and Education Working Group (AEG)

The chair of AEG, Dr. Eva Yueh, reported on its progress covering JWG transition plan for merger with CSC, survey of the needs for training and possible matching to the training and consulting resources, survey on readiness of Trade Facilitation, development of AFACT Handbook etc.

- Finance Working Group (FWG)

The chair of FWG, Mr. Javed, reported progress covering new name of group as ePayment Group with Mr. Javed continuing as its Chair, plan for meetings for next year etc.

Mr. Khan, Acting Chair indicated that Pan Asian e-Commerce Alliance (PAA) need to actively participate in AFACT work program. Mr. Faisal agreed to facilitate this in AFACT 2010.

Members Report

The HoDs of the following AFACT members reported progress

- Chinese Taipei

Dr. Eva, of Chinese Taipei, reported progress in the Chinese Taipei.

- India

Mr. R K Arora, briefed members on India's progress and also of eTRADE and updated members on current status of projects.

- Iran

Mr. Mahmood Zargar, HoD of Iran, briefed on current status and developments in Iran.

- Japan

Mr. Kazumi Hirai, HoD of Japan, reported progress in Japan as well as updated on Sapporo Forum.

- Korea

Mr. Seok-Koo Ji, HoD of Korea, presented the update on developments in Korea.

- Malaysia

Mr. Eswaran Sankaranarayanan, delegate, Malaysia updated members on progress in Malaysia.

- Pakistan

Mr. Javed Naushahi, HoD of Pakistan, presented update on major developments in Pakistan.

- Saudi Arabia

Mr. Fahad, Saudi Arabia, provided a report on developments in Saudi Arabia.

- Singapore

Mr. Bryun Cutinha, HoD of Singapore, reported domestic progress and update.

- Sri Lanka

Mr. Shantha De Silva, HoD of Sri Lanka, reported about the development and progress in Sri Lanka.

- Thailand

Mr. Ajin Jirachiefpattana, HoD of Thailand, update the progress in Thailand.

- Vietnam

Mr. Nguyen Huu-Tuan , HoD of Vietnam, provided progress update on developments in Vietnam.

The Chair thanked all the HoDs for their progress update.

AFACT Roadmap TFT Report and Discussion

Mr. Sangwon, on behalf of the AFACT Roadmap TFT, reported the progress on various action points as given below. Mr. Sangwon thanked Chair and host secretariat for facilitating his visit. Mr. Sangwon updated the members on progress of TFT work program as given below:

- AFACT SWOT analysis was presented.
- Focus of TFT is positioning and role of AFACT, external relation, organizational improvements and strategic work direction.
- Monthly concalls were held regularly since the Goa Mid-Term Steering Committee (StC) meeting.
- RFEOI for new secretariat completed
- eASIA Award manual completed
- JWG Transition plan in final stages.
- The papers on AFACT single window and AFACT interface with other organizations are in process
- The structure of new proposed committees and transition plan calendar was apprised to members
- The TFT has got extension from StC for completing the work items as some tasks are still under process and seek ratification from Plenary. India, Pakistan and Sri Lanka has volunteered for TFT work.
- It was reported that Mr. Sugamata has accepted the chairmanship of Interoperability Committee (IC) and Dr. Eva would confirm on Community Support Committee (CSC) chair.

Mr. Sugamata proposed to change the charter drafted for IC. Mr. Sugamata also proposed to change the name of IC to Technology and Methodology Committee (TMC). The change in purpose to make it technology neutral was also proposed. The committee also proposed revised deliverables and three projects

- Core Component Library (CCL) utilization in Asia
- Information model for chemical material component of products

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- SOA interoperability framework for single window in Asia

After detailed deliberations, the following were approved :

- The Plenary approved the document of RFEOI for new secretariat, eASIA Award Manual, JWG Transition Plan. The Plenary also requested TFT to work out proposal for integration of Least Developed Countries (LDC)/ Economies into eASIA Award process.
- The Plenary approved the proposal on JWG restructuring.
- The Plenary approved Mr. Sugamata as Chair of TMC.
- The Plenary approved Dr. Eva as Chair of CSC.
- The Plenary sought EOI from members for Chair of Business Domain Committee (BDC). The HoDs/JWG Chairs were requested for input so that it could be finalized in inter-sessional process of StC/Plenary.
- The Plenary approved the new name of IC as TMC.
- The Plenary approved the three projects proposed by TMC.
- The WG Chairs proposed to join following committees under restructuring plan. However the WG Chair would take their view on merger or independent entity under the committee.

XMLWG to transit to TMC with independent identity

TWG to transit to BDC

SCWG to transit to BDC

FWG to transit to BDC

ATG to transit to BDC

CWG to transit to BDC

AEWG to merge to CSC

The Plenary approved the above proposals on transition of WGs.

- The Plenary approved the extension of TFT till the next StC meeting at Saudi Arabia so that the following activities could be completed :
 - i) Single Window

- ii) Paperless Trading
- iii) Interface with other regional/global bodies
- iv) Paper on integration of LDCs in eASIA Awards
- v) Any other activity assigned by StC

- The Plenary approved three EOIs submitted for inclusion in TFT (Mr. Ajay Sanghi, India, Mr. Shantha, Sri Lanka and Mr. Humayun Zafar, Pakistan)
- The Plenary approved Dr. Eva to be TFT Facilitator and Mr. Sugamata to be member of it.
- The Chair indicated that UNESCAP would be approached for association in Single Window Project.

Organizational Matters

The Chair appreciated the efforts put in by Evaluation Committee of 2009 eASIA Awards.

Plan for the 2009 eAsia Award and EDICOM 2009

The Chair reported the schedule for 2009 eASIA Awards evaluation and award distribution ceremony, EDICOM exhibition covering all semifinal projects of 2009 eASIA Awards. The EDICOM program was also apprised to the members.

The Chair indicated that the StC has approved 2009 eASIA Special Honorary Award to be conferred to Bureau of Standards, Metrology and Inspection (BSMI), Chinese Taipei for hosting the AFACT Secretariat, as an institution for their outstanding contribution to AFACT community. The Plenary concurred the same.

BSMI thanked the AFACT community for all the support and recognition.

AFACT Secretariat Applications Review

The Chair reported that EOI were sought and it is expected that the entity would be registered in that country if permanent model is accepted. It was reported that Iran has applied for the permanent secretariat of AFACT.

The Chair sought clarifications on procedural requirements on participation of AFACT Secretariat in UN/CEFACT. It was agreed that UN/CEFACT would respond on the subject subsequently.

The Chair reported that two comments have been received on Iran's application regarding adequacy of budget allocation and extension of time for submission of application.

Mr. Javed, HoD Pakistan indicated that the proposal may be deferred for some time. It was further indicated that China may also come on board. Mr. Faisal, HoD Saudi Arabia expressed concern on limited tele-communication capabilities of Iran.

Dr. Mahmood Zargar, HoD, Iran indicated that Iran Government has approved the proposal and 70000 USD per year have been allotted for AFACT Secretariat, which should be enough for its functioning. Dr. Zargar re-iterated that Iran has good telecommunication facilities.

The Chair indicated that present AFACT Secretariat's term has expired and they can only work with new Secretariat for a limited period of six months to facilitate smooth transition. The RFEOI document for AFACT Secretariat application was reviewed. The Chair indicated that extension has been given earlier for seeking the interest from others including China, which did not come forward.

Mr. Javed, HoD of Pakistan indicated that institution selected for AFACT Secretariat in Iran need to give the clear structure of AFACT Secretariat.

After detailed deliberations, the Plenary adopted the proposal of Iran for permanent AFACT Secretariat with condition that Iran would comeback with revised budgetary allocation (as it is feared that the allocation is not sufficient for performing its duties effectively), that would facilitate fulfilling all desired obligations as indicated in RFEOI and the performance of the AFACT permanent Secretariat in Iran would be reviewed in coming StC and Plenary meetings.

New UN/CEFACT Rapporteur for Asia

The Chair indicated that the matter has not been concluded and would be finalized subsequently. The Plenary sought EOIs through member HoDs for the same.

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.

Plan for the 29th AFACT Meeting

Mr. Gary Gong, 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.

Host for Future Meetings

The Chair reported that a three member committee consisting of Mr. Faisal, Mr. Lim and Dr. Eva would explore the subject and would report to Plenary. Mr. Faisal indicated Vietnam (for 2013) and Sri Lanka (for 2014) have shown interest for hosting AFACT meetings subject to confirmation.

Any other Business

Colloboration with UNESCAP

Mr. Sangwon Lim of UNESCAP explained about the brief discussion made on the same topic in the StC meeting. He 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. The Plenary noted his report and agreed to endorsement and support to the Forum in principle.

The Plenary decided to put on record its appreciation for UNESCAP to have participated in AFACT 2009 and initiated the process of collaboration between AFACT and UNESCAP in the area of Trade Facilitation and Electronic Business.

Review of the 27th AFACT Plenary Meeting



The draft minutes of the AFACT 2009 Plenary meeting were taken up for review and it was decided that the final draft would be circulated by the Chair in the following week.

Hand-over of Host Token and Closing Remarks

The chairman handed over the AFACT Host Token to the next host of the AFACT meeting, Saudi Arabia. Plenary decided to put on record the outstanding arrangements put up by host for AFACT 2009. The chairman closed the Plenary meeting.
