



**Joint Working Group Meeting Minutes  
Awareness and Education Working Group**

**27<sup>th</sup> AFACT Plenary**

**3<sup>rd</sup> November 2009**



**Date: 3<sup>rd</sup> November 2009**

**Venue: Room Chinar, India Habitat Center, New Delhi, India**

**Chairperson: Dr. Eva Yi-Yuan Yueh, Chinese Taipei (Acting Chair)**

**Participant List:**

<b>Name</b>	<b>Organization</b>	<b>Member Country/ Economy</b>	<b>AFACT Position</b>	<b>e-Mail address</b>
Mohammed	Tabadul/Saudi Arabia	Saudi Arabia	Delegate	shehri@saudiedi.com
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### Adopted Meeting Agenda

	9:00 – 9:30	Registration
1	9:30 – 09:50	<b>Opening remarks by AEWG Acting Chair Dr. Eva Yi-Yuan Yueh</b> <ul style="list-style-type: none"> <li>• <b>Introduction of delegates</b></li> </ul>
2	09:50 – 10:00	<b>Adoption of agenda</b>
3	10:00 – 11:00	<b>Member Status Report</b> <ul style="list-style-type: none"> <li>• <b>India</b></li> <li>• <b>Saudi Arabia</b></li> <li>• <b>Chinese Taipei</b></li> </ul>
	11:00 – 11:30	Coffee Break
4	11:30 – 13:00	<ul style="list-style-type: none"> <li>● <b>Introduction to AFACT Handbook Part I</b></li> <li>● <b>Discussion on JWG Transition Plan and the future of AEWG</b></li> <li>● <b>Discussion on Possible Work Programmes in the future</b></li> </ul>
	13:00 – 14:00	Lunch Break
5	14:00 – 15:35	<b>Discussion on Possible Work Programmes in the future</b> <ul style="list-style-type: none"> <li>• Survey of the needs for IT skills training and practices in trade facilitation and electronic business, and the resources to provide in the AFACT Community</li> <li>• Survey of the readiness for trade facilitation in the AFACT Community</li> </ul>
	15:30 – 16:00	<b>Coffee Break</b>
6	16:00-17:00	<b>Finalize the minutes of meeting</b>
7	17:00	Vote of thanks

### Minutes:

1. The AEWG reviewed the AFACT JWG Transition Plan in general and the Charter of Community Support Committee (CSC) in particular, and accepted the contents.
2. The AEWG decided to dissolve AEWG and migrate all the functions of AEWG to CSC. There is no need in the initial stage to set up any work groups under CSC.



However, there might need Survey WG and Training WG in the future depending on how well the CSC perform and how big the scope of survey and training function in the future.

3. The AEWG decided that the CSC in the future only maintain AFACT Handbook Part I, because all the contents of the Part II (ebXML) and Part III (UNeDocs) may be referred to the Website of UNCEFACT.
4. There are **two work programmes** proposed by AEWG for the CSC to conduct in the first 3 years and the years onwards. Purposes are being defined and various aspects of each survey identified. Temporary time table was also set for the member of CSC to follow up.

- **Work Programme 1:**

**The survey of the needs for training in IT skills and practices in trade facilitation and electronic business, and the resources to provide in the AFACT Community**

**Purpose:**

1. To find out the need from respective AFACT members for capacity building in varied level of IT skills and in practices of trade facilitation and eBusiness.
2. To match make the needs to the experts who could provide resources in terms of training and consulting with respect to lecturing and courseware.

**Timetable:**

1. To finish drafting the survey form by 10<sup>th</sup> January, 2010.
2. To hold two teleconferences in late January and March respectively to discuss on the questionnaire and the process of information collection.
3. To submit to the StC the work programme 1 and other relevant details including documents and templates.

- **Work Programme 2**

**The Survey for Readiness and Comparison of Trade Facilitation in the AFACT Community**

**Purposes:**

1. To evaluate and compare the readiness level of members in Trade Facilitation.
2. To find out future plans for conducting various national initiatives in trade



facilitation for some AFACT members in order to develop business opportunities.

3. To support implementation of AFACT Single Window/ Paperless Trading.
4. To promote and strengthen paperless trading relations amongst AFACT members and other related international bodies, e.g. APEC, ASEAN, OIC, SAARC, etc.

### **Timetable:**

1. To finish the 1<sup>st</sup> draft of the questionnaire for Readiness Evaluation of Trade Facilitation by 10<sup>th</sup> March 2010.
2. To conduct at least 5 teleconferences for discussing the following subjects:
  - a. The contents of the questionnaire
  - b. The process of conducting the whole survey
    - AFACT level: HoD as a focal point for identifying the most appropriate local agency for handling the questionnaire
    - Member level: The identified local agency coordinates the information sources to ensure the questionnaire be timely and correctly responded.
    - The mechanism for conducting the survey process:
      - i. AFACT level
      - ii. Member level
  - c. The procedure of analyzing and validating the results of collected information
3. To submit to the StC the documents of Work Programme 2 in the Plenary of 2010 for approval.
4. To start conducting after the Plenary 2010.
5. To collect the questionnaire and analyze the feedback by mid term StC 2011.
6. To circulate the findings amongst AFACT members to have their comments or observations.
7. To publish the final results to the AFACT Website and the Yearbook.