

## **MANDATE AND TERMS OF REFERENCE**

### **International Trade Procedures Working Group (ITPWG)/TBG15 Updated by the ITPWG/TBG 15 on 10 September 2002**

#### **1.1. Purpose**

The purpose of the International Trade Procedures Working Group (ITPWG) is to identify, simplify, harmonize and align public and private sector practices, procedures and information flows relating to international trade transactions both in goods and related services.

#### **1.2. Scope**

International trade procedures within the mission and objectives of UN/CEFACT and its groups and working groups.

#### **2. Key Deliverables**

The key deliverables of the ITPWG are:

- development of relevant instruments and recommendations for trade facilitation, and proposals for revision, amendment or deletion of these instruments and recommendations, in co-operation with the other groups and working groups;
- evaluation of the state and progress in the implementation of trade facilitation measures;
- systematic review and monitoring of the implementation of trade facilitation Recommendations;
- notification to other groups and working groups of constraints identified in the field of international trade procedures;
- contributions in support of and to influence related work in other relevant intergovernmental and non- governmental organizations;
- provision of relevant know-how, educational and promotional material.

#### **3. Functional Expertise for Membership**

The ITPWG is a group of experts whose knowledge collectively provides a detailed and proven expertise in trade facilitation and international trade procedures relating to administration, commerce and transport. Each UN/CEFACT head of delegation may designate one or more experts to the ITPWG. In doing so, they may delegate this task to one or more organizations, which may be national, regional or international. Experts, once designated, are expected to contribute to the work based solely on their expertise.

#### **4. Geographical Focus**

The focus is global.

#### **5. Delegated Responsibilities**

The ITPWG is empowered in accordance with agreed procedures to:

- establish project teams and supporting teams as required;

- issue, publish and present, in the area of procedures and information flows within international trade transactions: a) analyses, b) reports on constraints, and c) proposals, to UN/CEFACT and other organizations;
- promote best practices in the area of trade facilitation;
- propose amendments to or deletion of existing UN/CEFACT Recommendations, as identified in the ITPWG work programme;
- draft new UN/CEFACT Recommendations as appropriate;
- co-operate and establish liaisons with other groups, working groups and organizations as appropriate.