

# United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT)

## *Call for candidates as Domain Coordinators*

### **Background**

In June 2016, the UN/CEFACT Bureau shall nominate Domain Coordinators for the next two year period.

Domains are a very important part of UN/CEFACT. These flexible knowledge pools serve as a “hub” on the Domain’s field within a specific UN/CEFACT Programme Development Areas ([PDAs](#)); they assist the UN/CEFACT Bureau with questions concerning their field, in particular by welcoming and motivating experts and helping the advancement of related projects.

The current \* list of Domains for which candidatures as Domain Coordinator will be received are:

- International Trade Procedures Domain
- Single Window Domain
- Trade Facilitation Agreement Focal Point
- Trade Facilitation Implementation Guide Focal Point
- Finance and Payment Domain
- Supply Chain / Procurement Domain
- Transport and Logistics Domain
- Accounting / Audit Domain
- Cross-Border Management Domain
- Environment Management Domain
- E-Government Domain
- Agriculture Fisheries & Agri-food Domain
- Insurance Domain

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\* The UN/CEFACT Bureau retains the right to modify this list as and when appropriate.

- Travel and Tourism Domain
- Utilities Domain
- Specification Domain
- Syntax Focal Point
- Library Maintenance Focal Point
- Validation Focal Point

### **How to apply**

To submit their candidature, applicants must fill in the candidacy form for Domain Coordinator available in the Annex to the present document, as well as a personal profile (or CV) indicating their relevant expertise for the Domain, and a brief motivational statement.

The application files must be sent to the UNECE Secretariat (Ms Maria Rosaria Ceccarelli: [maria.ceccarelli@unece.org](mailto:maria.ceccarelli@unece.org)). For further information, please contact the UNECE Secretariat.

### **Deadline**

Candidatures must be sent by noon (CET) on Friday June 9th, 2017.

## Annex – Domain Coordinator Candidacy Form

<b>LAST NAME</b>		<b>FIRST NAME</b>	
Plenary Delegation		Country of Residency	
Email address		Telephone	

	1.	<p><b><u>Roles and responsibilities of UN/CEFACT Domain Coordinators</u></b></p> <p>Domain Coordinators work with the Vice Chair(s) responsible for Programme Development Area(s) and can involve one or more specific domains. One or more Domain Coordinators can be appointed for a specific domain, particularly in cases where the volunteer burden could benefit from being shared, and to ensure timely back-up. Bureau appointments of Domain Coordinators are made for a period of two years and are renewable. Domain Coordinators cover their own costs, which includes participation in face-to-face and virtual meetings and which may vary from domain to domain. On the basis of experience, estimates of workload and costs will be developed and made available to candidates upon request.</p> <p>The Coordinator's role and responsibilities include:</p> <ul style="list-style-type: none"> <li>Serving as contact/communication point on issues concerning one or more domains.</li> <li>Monitoring the developments in the domain inside and outside of UN/CEFACT. Informing the Vice Chair responsible for the relevant PDA and the other domains of the developments in the domain, especially projects,.</li> <li>Making sure that documents circulated for internal review are circulated to the relevant experts in the domain and that the comments are channeled to the Project Team within the timelines.</li> <li>Maintaining coordination and communication with other domains, as appropriate.</li> <li>Coaching newcomers with respect to UN/CEFACT's methods and techniques, especially in the context of preparing project proposals.</li> </ul>
D	2.	<p><u>I volunteer to be a Domain Coordinator for one or more of the following domains noted below.</u> From current UN/CEFACT domain list:</p> <p>1. _____</p> <p>2. _____</p> <p>3. _____</p> <p>other(s), please specify: _____</p>