**United Nations Centre for Trade Facilitation and Electronic Business**

**(UN/CEFACT)**

***Call for candidates as Domain Coordinators***

**Background**

The UN/CEFACT Bureau shall nominate a number of 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 Area (PDA); 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[[1]](#footnote-1) list of Domains for which candidatures as Domain Coordinator will be received is:

* TFIG (Trade Facilitation Implementation Guide) Focal Point,
* WTO-TFA (World Trade Organization-Trade Facilitation Agreement) Focal Point,
* International Supply Chain Orchestration Focal Point,
* Insurance Domain,
* Cross-Border Management Domain,
* Project Review and Support Focal Point,
* Communication Team Focal Point

**How to apply**

To submit their candidature, applicants must fill in the candidacy form for Domain Coordinator available on the next page, 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 (Mr. Lance Thompson: lance.thompson@un.org). For further information, please contact the UNECE Secretariat.

**Deadline**

Candidatures must be sent by noon (CET) on Sunday June 24th, 2018.

**Domain Coordinator Candidacy Form**

*To return with a personal profile (or CV) indicating their relevant expertise for the Domain,*

*and a brief motivational statement*

*to the UNECE Secretariat: (Mr. Lance Thompson:* *lance.thompson@un.org**).*

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| --- | --- | --- | --- |
| **LAST NAME** |  | **FIRST NAME** |  |
| Plenary Delegation |  | Country of Residency |  |
| Email address |  | Telephone |  |

**Roles and responsibilities of UN/CEFACT Domain Coordinators**

Please see the [Domain and Domain Coordinator Terms of Reference](https://uncefact.unece.org/download/attachments/11043356/Item8-4%20CF_2016_013E_ToR-DomainCoordinator.pdf?api=v2) for full details.

Within UN/CEFACT, Domains serve as a reference hub for questions on the Domain’s field; they advise to the relevant Programme Development Area Bureau Member regarding changes related to the Domain’s field; they facilitate the initiation of new projects relevant to the Domain’s field; they support projects relevant to the Domain’s field…

The Domain Coordinators are nominated by the Bureau for two years renewable. They must be an expert in the field of the Domain and their role includes:

* Ensuring, to the extent possible, the above mentioned Domain activities;
* Monitoring developments relevant to the Domain inside and outside of UN/CEFACT and communicating these to the Domain experts and/or the Bureau as needed;
* Informing the responsible Bureau member of developments in the Domain, especially related to projects;
* Circulating information to relevant experts in their Domain and Project Teams in a timely manner;
* …

I volunteer to be a Domain Coordinator for the following Domain(s):

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
1. The UN/CEFACT Bureau retains the right to modify this list as and when appropriate. The current call does not affect Domain Coordinators already in function for the 2017-2019 period. [↑](#footnote-ref-1)