

# Revision of Recommendation 1 United Nations Layout Key (UNLK)

UN/CEFACT 26<sup>th</sup> Forum, Marseille FRANCE

Tuesday, November 3<sup>rd</sup>, 2015

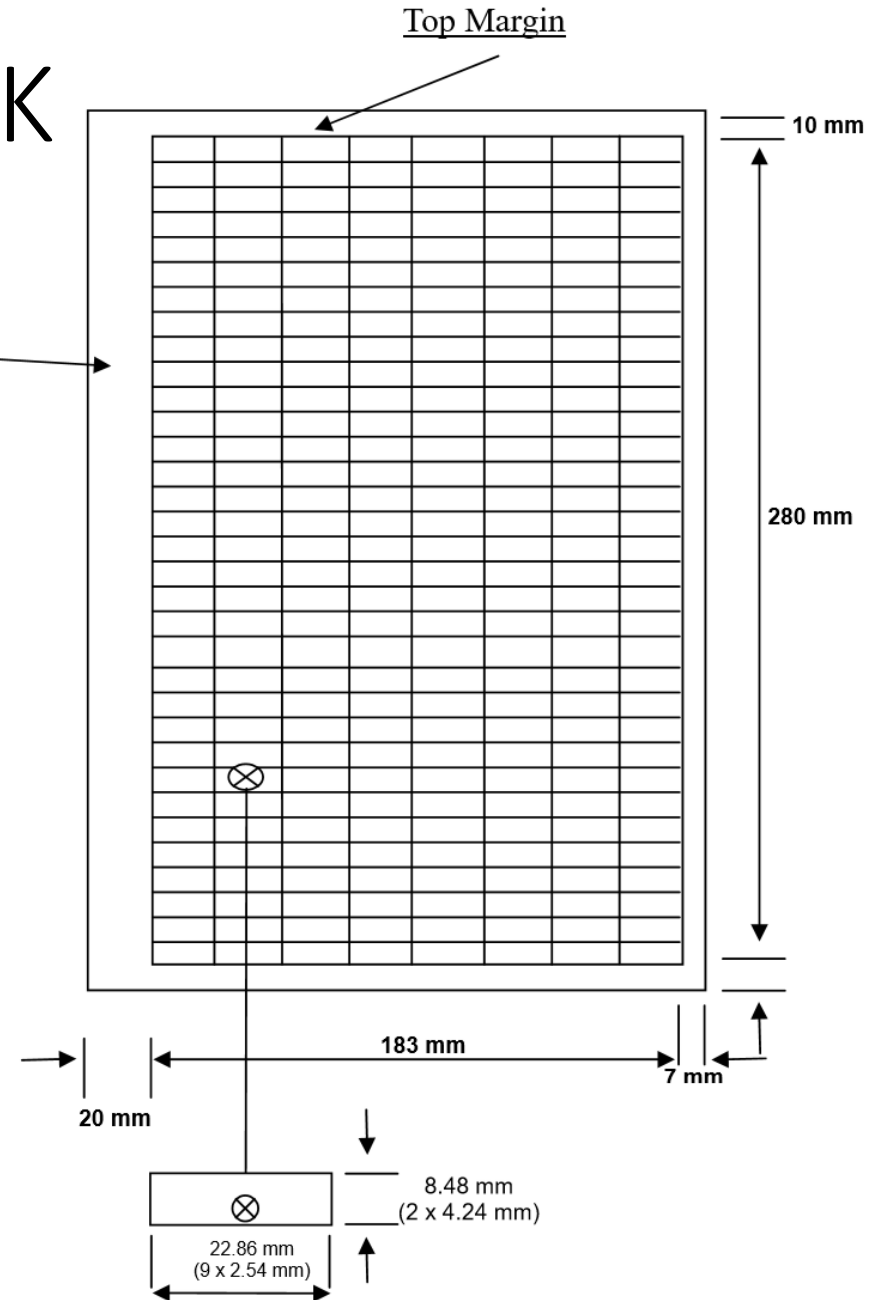
Lance THOMPSON

# Revision Rec1 UNLK Working Meeting Agenda

- Review/discuss existing material
  - General presentation
- Discuss the rationale for the revision of Rec1
- The relationship of this recommendation with other international organizations
- Structure of a future revised text
- Current state of the draft development
- Continue the drafting (time permitting)

# Technical principles of the UNLK

- Controlled margins and box sizes.
  - “Image” area that can accommodate ISO standard A4 as well as other common formats of paper (“Image area” = 280mm x 183mm)
  - Spacing of the characters and between lines is clearly defined.
  - Number of lines, number of characters per line is also clearly defined.
  - Controlled base size of boxes (8.48mm x 22.86mm). Each box can contain 8 characters (when combined, slightly more). These boxes can be combined into:
    - Two columns, each accommodating 36 characters
    - Four columns, each accommodating 17 characters
    - Eight columns, each accommodating 8 characters
    - Or some combination of these.

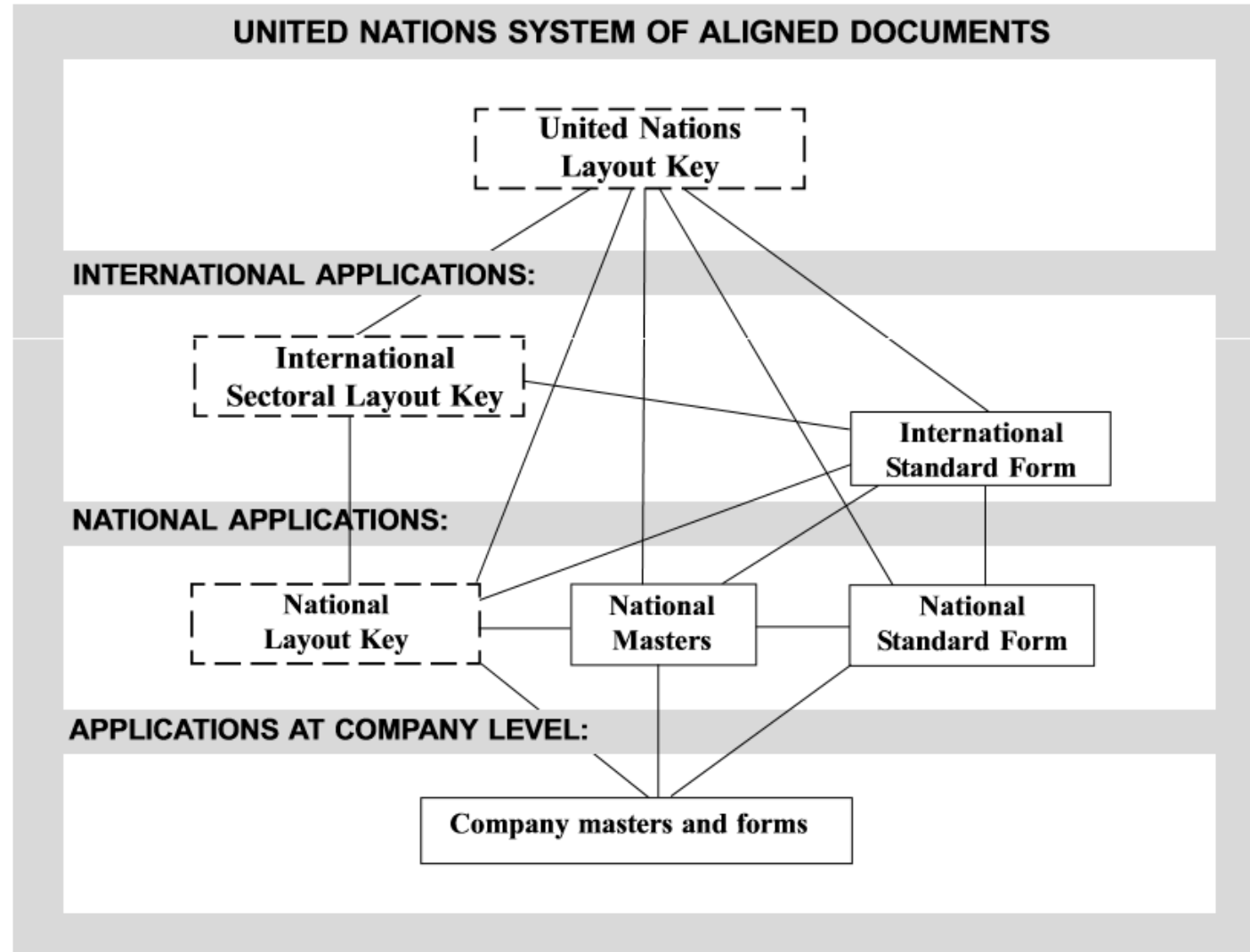


# General principles of the UNLK

- A UNLK document is generally separated into four main areas:
  - Upper left side for parties (consignor, consignee, forwarder) and transport details
  - Upper right side for commercial data (buyer [if different from consignee], dates, references, terms of delivery/payment, country of origin, destination...)
  - Central area for goods details (shipping marks, numbers, packages, goods description, their gross weight/volume, commodity number, net quantity, value...)
  - The bottom area as a “free disposal area” (information specific uniquely to particular documents)

LAYOUT KEY FOR TRADE DOCUMENTS	
Consignor (Exporter)	Date; Reference No. etc.
Consignee	Buyer (if other than consignee) or other address
Notify or delivery address	Country whence consigned
Transport details	Country of origin
	Terms of delivery and payment
Shipping marks; Container No.	Number & kind of packages; Goods description
	Commodity No.
	Gross weight
	Cube
	Net quantity
	Value
<p><b>"Free disposal" area</b></p>	
Place and date of issue; Authentication	

# General principles of the UNLK



# Project to revise Recommendation 1 UNLK

- Project announced in the UN/CEFACT Programme of Work ECE/TRADE/C/CEFACT/2015/8
- Project proposal began at the 25<sup>th</sup> UN/CEFACT Forum in Geneva and reported accordingly on the closing Plenary slides 24 April, 2015
- All interested parties from the 25<sup>th</sup> Forum were contacted and met in Geneva mid-July to put together the actual project proposal and the text for the call for participation
- Project Proposal presented to the Bureau and ultimately approved on September 6, 2015
- Project Proposal received the support of the following Heads of Delegation: Austria, Senegal, Ukraine, United Kingdom, United States of America

# Project to revise Recommendation 1 UNLK

- The UN/CEFACT Project to revise Recommendation 1 UNLK does not aim to modify any of the technical specifications on the basic principles of UNLK and does not aim to change the controlled margins/field sizes/font sizes, etc.
- The UN/CEFACT Project to revise Recommendation 1 UNLK seeks to modernize the introductory and explanatory text,
- And to combine and streamline the existing UNECE & UN/CEFACT material on this subject.

# Work related to Recommendation 1 UNLK

- UNECE Recommendation 1 (1981 version) ECE/TRADE/137
- UNECE addendum (2001) TRADE/CEFACT/2001/15
- UNECE Guidelines (2001) ECE/TRADE/270
- UNECE/UNESCAP “Guide for the Design of Aligned Trade Forms for Paperless Trade”, 2012
- ISO6422



# Organizations to involve in revision of Rec1

- ISO – TC154
- UNCTAD
- UNCITRAL
- World Customs Organization
- IATA
- FIATA
- International Railway Transport
- Universal Postal Union
- National Trade Facilitation Bodies
- WTO
- WB and regional banks
- ITC
- EU (TAXUD) but also council
- 
- 
- 
- Internal cohesion with other UN/CEFACT Domains (SCMD, T&L, Agri, ...?)

# Structure of the proposed draft

## Recommended Practice

- Introduction, Scope, Use of International Standards, Recommended Practice

## Guidelines for Recommendation 1

- Introduction
- Design Principles & Technical Specification
- Terminology & References
- Data Fields & Elements
- Aligned Series of Trade Documents
- National & Sectoral Applications
- Application of Electronic Documents (eUNLK)

## ANNEXES

- Annex 1 – Definitions & Description of Document Names
- Annex 2 – Illustration of Aligned Forms
- Annex 3 – Box Completion Guidelines
- Annex 4 – Iterative Process of Document Review
- Annex 5 – How to Apply & Use UNLK
- Annex 6 – Road Map for an Aligned Series of Trade Documents

## Part III – Registry/Repository of Case Studies

# Principle of Box Completion Guidelines

- For each “box” on an aligned document, a number is attributed and then a clear definition of the expected content is provided
- Reference to clear, unambiguous definitions is necessary
  - It is suggested to use the UNTDED as the core reference for this (it provides non-technical description of trade information)
  - By using the TDED, different trade documents become directly comparable
  - The TDED is an international standard allowing clear comprehension across borders
- Use internationally defined code lists as much as possible (see UNECE recommendations)

# Recommended practice (from 1981 version)

- Consideration should be given to the ECE Layout Key whenever documents used in connection with international trade are being designed
- Codes should be used as much as possible to standardize the information exchanged. These should be based on internationally developed and recognized code lists – see Recommendation 2

# Recommended practice (current proposal)

- **Governments and the business community should** adopt the Layout Key for Trade Documents and develop a series of aligned forms for exchanging information for domestic and cross border trade transactions;
- When adopting the Layout Key for Trade Documents, **governments and the business community should** conduct a thorough review of all the existing documents and processes used in domestic and international trade. The objective of the review is to eliminate unnecessary documents from the trade transaction and streamline the business processes and administrative and regulatory procedures used in domestic and international trade.
- **Governments and the business community should** use the United Nations Trade Data Elements Directory (UNTDDED) to identify the standard data elements that can be conveyed in trade documents aligned to the Layout Key
- **Governments and the business community should** extend a successful implementation of the Layout Key for Trade Documents to using electronic business standards of data exchange to prepare, transmit and process domestic and cross border trade transactions;