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**ECONOMIC COMMISSION FOR EUROPE**

**COMMITTEE ON TRADE**

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

Twelfth session

Geneva, 22-24 May 2006

Item 12(f) of the provisional agenda

**REVISED INTERSESSIONAL APPROVAL PROCESS FOR UN/CEFACT**

**Revised Mandate, Terms of Reference and Procedures for UN/CEFACT**

**Draft proposal by the Bureau**

**Addendum**

This document is one of four addenda to the 4th revision of the Mandate and Terms of Reference of the UN Centre for Trade Facilitation and Electronic Business (UN/CEFACT). These were requested by the member States at the 11th Plenary in 2005. The addenda are as follows:

Addendum 1: Provisions regulating UN/CEFACT's Open Development Process

Addendum 2: Rules of Procedure of the Bureau

Addendum 3: Mandates and Terms of Reference of UN/CEFACT Rapporteurs

Addendum 4: Provisions for an intersessional approval process for UN/CEFACT.

1. When the Bureau considers that a draft decision, recommendation, standard or other UN/CEFACT output needs to be approved by the Plenary, it may submit the draft to the Heads of Delegation for decision or adoption in an intersessional procedure.
  2. Subsequently, the Bureau submits the document to the secretariat no less than two months prior to a Plenary session.
  3. The secretariat publishes the draft document on the UN/CEFACT website and circulates it to all Heads of Delegation through the listserver, clearly indicating that the draft document is for approval.
  4. In the absence of negative comments or substantive change requests after a two-month comment period, the document will be considered as approved. The absence of response from a Head of Delegation will be considered as support for the document. The two-month comment period will take effect from the date of the first publication on the UN/CEFACT website. Comments on the draft document should be submitted to the secretariat.
  5. Editorial comments by heads of delegation and editorial changes by the United Nations editorial services are approved by the Bureau before final publication.
  6. If substantive comments or objections are made, the document shall be withdrawn from publication and the comments transmitted to the Chairman of the submitting working group.
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