DOCUMENTS

Documents will be distributed by mail and posted on the website (http://www.unece.org/cefact). For reasons of economy, delegations are requested to bring to the meeting their copies of the documents listed in this agenda. No documentation will be available in the conference room.

ACCESS TO THE PALAIS DES NATIONS

Security badges are required in order to enter the Palais. To obtain a badge, participants and delegates must register in advance. The registration form can be found at the end of this document. For additional practical information for delegates, see: http://www.unece.org/meetings/practical.htm

GE.06-21072
I. PROVISIONAL AGENDA

Opening of the session
1. Adoption of the Agenda
2. Matters arising from the 61st session of UNECE
3. UN/CEFACT in a changing international environment
4. Stakeholders’ perspective:
   (a) Countries
   (b) Sectors
   (c) Standards Development Organizations
5. Conclusions of the stakeholder sessions
6. Towards an integrated strategy for UN/CEFACT
7. Review of UN/CEFACT activities since the 11th Plenary session
8. Review of the activities of the UN/CEFACT Forum
9. Review of the activities by the Rapporteurs
10. Review of the programme of work
11. Approval of recommendations
12. Organizational matters
   (a) Intellectual Property Rights Policy
   (b) Liaison Policy
   (c) Open Development Process
   (d) Rules of Procedure of the Bureau
   (e) Terms of Reference for the Rapporteurs
   (f) Intersessional approval process
13. Election of officers
14. Adoption of decisions
II. INTRODUCTION

The provisional agenda and timetable for the twelfth session of the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) have been drawn up by the secretariat in consultation with the Chair and the Bureau on the basis of the decisions and programme of work adopted by the Centre at its eleventh session.

The Plenary will be held from 22 to 24 May 2006, and the Centre will approve the decisions of the twelfth session in the afternoon of Wednesday, 24 May. The formal meeting will begin on Monday, 22 May at 12 noon. The morning will be reserved for bilateral consultations with delegations.

III. ANNOTATIONS

Opening

The session will be opened by the Executive Secretary of the United Nations Economic Commission for Europe (UNECE).

Item 1 – Adoption of the agenda

Document: ECE/TRADE/CEFACT/2006/1 Provisional agenda

In accordance with the UNECE rules of procedure, the first item on the provisional agenda is the adoption of the agenda.

Item 2 – Matters arising from the 61st session of UNECE

Document: ECE/TRADE/CEFACT/2006/6 Matters arising from the 61st session of UNECE

The secretariat will report on matters arising from the 61st session of the UNECE that was held from 21 to 23 February 2006, focusing in particular on how the UNECE reform is implemented.

Item 3 – UN/CEFACT in a changing international environment

The Chair will briefly review recent developments, objectives and key deliverables of UN/CEFACT. The Chair will also set the stage for the interactive sessions on UN/CEFACT stakeholder topics, which will focus on the perspectives of countries, sectors making use of its products and services, and the evolving international community of standards development organizations.
Item 4 – Stakeholders’ perspectives

(a) Countries

Document:
ECE/TRADE/CEFACT/2006/2 Stakeholders’ perspectives: Countries

The interactive session will be facilitated by the presentation of a document outlining UN/CEFACT's role and significance from the perspective of member States.

The Plenary may wish to address future ways in which the Centre's products and services may be strengthened, focusing on priorities for the near and medium-term future. The Plenary may also wish to address the role of Governments as an enabler for regulations that are supportive of technological innovation and create appropriate market-based mechanisms for supporting market demand.

(b) Sectors

Document:
ECE/TRADE/CEFACT/2006/3 Stakeholders’ perspectives: Sectors

The interactive session will be facilitated by the presentation of a document outlining UN/CEFACT's significance from the perspective of sectors using the Centre's products and services.

The Plenary may wish to address ways in which more efficient business practices can be achieved. Attention will also be given to future ways in which the Centre's products and services might be strengthened, focusing on priorities for the near and medium-term future.

(c) Standards development organizations

Document:
ECE/TRADE/CEFACT/2006/4 Stakeholders’ perspectives:
Standards development organizations

The interactive session will be facilitated by the presentation of a document outlining UN/CEFACT's role from the perspective of standards development organizations.

The Plenary may wish to address the global vision of efficiency through standards, the challenges of interoperability, the coordination and division of labour and tasks in the standards area, collaborative achievements as well as efforts to avoid duplication.

The delegations may also wish to address the role of governments in standard-setting environments as an enabler for standards and regulations that are supportive of technological innovation.
Item 5 – Conclusions of the stakeholders’ sessions

The Plenary will consider the recommendations made in the interactive Stakeholders’ sessions.

Item 6 – Towards an Integrated Strategy for UN/CEFACT

Document:
ECE/TRADE/CEFACT/2006/5 Towards an Integrated Strategy for UN/CEFACT

The interactive session will be facilitated by the presentation of a document outlining a vision and framework for UN/CEFACT to achieve its mission.

The Plenary may wish to ensure that the UN/CEFACT programme of standards-setting and associated services addresses the needs of both the public and the private sector.

The Integrated Strategy should also support the UNECE’s trade subprogramme as a whole and United Nations Millennium Development Goal 7, aiming at ensuring environmental sustainability, and Goal 8, aiming at developing a global partnership for development.

Item 7 – Review of UN/CEFACT activities since the 11th Plenary session

The Bureau will make a short presentation highlighting the most important events since the 11th Plenary session held in 2005.

Item 8 – Review of the activities of the UN/CEFACT Forum

Document:
ECE/TRADE/CEFACT/2006/7 Highlights of the UN/CEFACT Forum 2005 – 2006

The Chair of the Forum Management Group will briefly highlight the most important events in the five UN/CEFACT permanent groups and the forums held in Lyon, France (26 – 30 September 2005) and Vancouver, Canada (13 – 17 March 2006).

Item 9 – Reports of the rapporteurs

Document:
ECE/TRADE/CEFACT/2006/8 Report of the rapporteurs

The Plenary will have before it a report from the Legal, Standards Liaison and Asian Rapporteurs. The report will highlight: issues and prospects in liaison with other international and regional standards development organizations; current legal issues in trade facilitation and e-business standards; and highlights of activities in the Asia-Pacific region and, in particular, cooperation under the Asia-Pacific Council for Trade Facilitation and Electronic Business (AFACT).
**Item 10 – Review of the programme of work**

Document:
ECE/TRADE/CEFACT/2006/9 UN/CEFACT Programme of work

The Plenary will be invited to review the programme of work of UN/CEFACT in light of the outcome of the Stakeholder sessions under agenda item 5, as well as the implications of the integrated strategy under item 6.

**Item 11 – Approval of recommendations**

Document:
ECE/TRADE/CEFACT/2006/10 Recommendations for approval

The Plenary will have before it revised or new recommendations for approval.

**Item 12 – Organizational matters**

Documents:
ECE/TRADE/CEFACT/2006/11 Intellectual Property Rights policy
ECE/TRADE/CEFACT/2006/12 UN/CEFACT’s Liaison policy
TRADE/R.650/Rev.4/Add.1 Open Development Process
TRADE/R.650/Rev.4/Add.2 Rules of procedure of the Bureau
TRADE/R.650/Rev.4/Add.3 Terms of reference of rapporteurs
TRADE/R.650/Rev.4/Add.4 Intersessional Approval Process

(a) **Intellectual Property Rights policy**

The Bureau will report on progress in developing an Intellectual Property Rights Policy for UN/CEFACT (ECE/TRADE/2006/11).

(b) **UN/CEFACT’s Liaison policy**

The Bureau will present for approval the draft Liaison Policy for UN/CEFACT (ECE/TRADE/CEFACT/2006/12)

(c) **Open Development Process**

The Bureau will present for approval UN/CEFACT’s Open Development Process (TRADE/R.650/Rev.4/Add.1).

(d) **Rules of procedure of the Bureau**

The Bureau will present for approval the draft Rules of Procedure of the Bureau (TRADE/R.650/Rev.4/Add.2).
(e) Terms of reference of rapporteurs

The Bureau will present for approval the draft Terms of Reference of Rapporteurs covering thematic and regional Rapporteurs (TRADE/R.650/Rev.4/Add.3).

(f) Intersessional Approval Process

The Bureau will present for approval the draft revised Intersessional Approval Process (TRADE/R.650/Rev.4/Add.4).

Item 13 – Election of officers

The terms of office of the following UN/CEFACT officers come to an end at the end of the 12th Plenary session: five vice-chairs, the Legal Rapporteur and the Standards Liaison Rapporteur.

Based on the Liaison Policy and the Terms of Reference and Mandates of the Rapporteurs, the Plenary delegations may wish to appoint new Rapporteurs for 2006 – 2008. Nominations for the post of Standards Liaison Rapporteur will be made at the 9th UN/CEFACT Forum (in New Delhi 2 – 6 October 2006) and will be confirmed by the heads of delegation in an intersessional approval process in late 2006.

Item 14 – Adoption of decisions

Delegations will approve the decisions made at the 12th UN/CEFACT Plenary session.

The secretariat will prepare a draft report of the Plenary for intersessional approval by the heads of delegation.

The Plenary will decide on the dates of the 13th UN/CEFACT Plenary session.
## ANNEX 1

### TENTATIVE TIMETABLE

<table>
<thead>
<tr>
<th></th>
<th>Item</th>
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<tbody>
<tr>
<td><strong>Monday, 22 May</strong></td>
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<tr>
<td>10 a.m. – 12 noon</td>
<td>Bilateral consultations with delegations</td>
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<tr>
<td>12 noon – 1 p.m.</td>
<td>Opening</td>
<td>Executive Secretary</td>
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<td></td>
<td>1. Adoption of the Agenda</td>
<td>Chair</td>
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<td>2. Matters arising from the 61st session of the UNECE</td>
<td>Secretariat</td>
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<td>3. UN/CEFACT in a changing international environment</td>
<td>Chair</td>
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<tr>
<td>3 p.m. – 6 p.m.</td>
<td>4. Stakeholders’ Perspective: (a) Countries</td>
<td>Vice-Chair</td>
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<td><strong>Tuesday, 23 May</strong></td>
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<td>10 a.m. – 1 p.m.</td>
<td>4. Stakeholders’ Perspective: (b) Sectors</td>
<td>FMG Chair</td>
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<td>3 p.m. – 6 p.m.</td>
<td>4. Stakeholders’ Perspective: (c) Standards Development Organizations</td>
<td>Vice-Chair</td>
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<td>5. Conclusions of the Stakeholder Sessions</td>
<td>Chair</td>
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<td><strong>Wednesday, 24 May</strong></td>
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<td>10 a.m. – 1 p.m.</td>
<td>6. Towards an integrated strategy for UN/CEFACT</td>
<td>Section Chief</td>
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<td>7. Review of UN/CEFACT activities since the 11th Plenary session</td>
<td>Bureau</td>
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<td>8. Review of the activities of the UN/CEFACT Forum</td>
<td>FMG Chair</td>
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<tr>
<td>3 p.m. – 6 p.m.</td>
<td>9. Review of the activities by the Rapporteurs</td>
<td>Legal Rapporteur, Standards Rapporteur, Asia Rapporteur</td>
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<td>Item</td>
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<td>10.</td>
<td>Review of the programme of work Chair</td>
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<td>11.</td>
<td>Approval of recommendations Chair</td>
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<td>12.</td>
<td>Organizational matters Bureau</td>
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<td>(a) Intellectual Property Rights Policy</td>
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<td>(f) Intersessional approval process</td>
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<td>13.</td>
<td>Election of Officers Chair</td>
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<td>14.</td>
<td>Adoption of Decisions of the 12th UN/CEFACT Plenary Chair</td>
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# ANNEX 2

**To be returned:**

No later than 15 May 2006
to: karen.taylor@unece.org
(or fax: +41 22 917 0479, +41 22 917 0629)


**REGISTRATION FORM**

<table>
<thead>
<tr>
<th>Participant</th>
<th>Family Name</th>
<th>First Name</th>
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<tbody>
<tr>
<td>Mr. / Ms.</td>
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I AM REPRESENTING

the Government of:

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<th>United Nations Organization</th>
<th>Non-Governmental Organization (NGO) (ECOSOC accredited)</th>
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<td>Private Sector</td>
<td>NGO (not ECOSOC accredited)</td>
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<td>Other</td>
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**VISA for Switzerland**

Participants needing an invitation letter in order to obtain their visa for Switzerland, can e-mail to karen.taylor@unece.org together with this registration form indicating the fax number, e-mail and the postal address of the Swiss Consulate closest to their town of residence. (see http://www.eda.admin.ch/eda/e/home.html)

Other personal data needed for the VISA Request letter are:

- Passport Number: ____________________________ Valid until (day/month/year): ____________________________
- Dates for which the visa is needed: From: ____________________________ To: ____________________________

UN Security advises you to bring this COMPLETED FORM with you to Geneva.

To be returned:

No later than 15 May 2006
to: karen.taylor@unece.org
(or fax: +41 22 917 0479, +41 22 917 0629)
ANNEX 3 - MAP OF THE UNITED NATIONS OFFICE AT GENEVA

Security Identification Section
Open 0800 - 1700; non stop

Entry/Exit Cars and Pedestrians

Door 11
UN Security Offices
Rooms IV to XII

Door 1
Diplomatic Store "SAFIT"

UN Security ID Section Entrance

Door 2
UN Medical Service
Rooms C3 & A-JC

Door 6
Bookstore "Maille"
Post Office Bank
Rooms H3-III, H3 & F3

Door 13 or 15
Assembly Hall & Room XVI

Door 40
Rooms XVII to XXVII

Door 20
UN Library

Door 40
UN Library

Entry for authorized persons only on foot

Villa Les Feuillantines