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COMMITTEE FOR TRADE, INDUSTRY AND ENTERPRISE DEVELOPMENT
Centre for Trade Facilitation and Electronic Business (UN/CEFACT)**

Eleventh session, 22 – 23 June 2005

Item 3 of the provisional agenda

**MANDATE, TERMS OF REFERENCE AND PROCEDURES FOR UN/CEFACT
(CENTRE FOR TRADE FACILITATION AND ELECTRONIC BUSINESS)**

Submitted by the UN/CEFACT Bureau

DOCUMENT FOR APPROVAL*/

This document includes the decisions taken at the Tenth UN/CEFACT Plenary and the comments received after the intersessional approval process and incorporated by the Bureau. The document is submitted for final review and approval by the UN/CEFACT Plenary.

The provisions in this document come into effect after the approval by the Plenary.

Previous Documentation:

- TRADE/R.650/Rev.3 (Mandate, Terms of Reference and Procedures for UN/CEFACT)
- TRADE/R.650/Rev.2 (Mandate, Terms of Reference and Procedures for UN/CEFACT)
- TRADE/R.650/Rev.1 (Mandate, Terms of Reference and Procedures for UN/CEFACT)
- TRADE/R.650 (Recommendations for the Establishment of UN/CEFACT)
- TRADE/WP.4/R.1234 (Recommendations for the Establishment of UN/CEFACT)

*/ The UNECE Trade Development and Timber Division has submitted the present document after the official documentation deadline due to resource constraints.

Introduction

The original text of TRADE/R.650 was approved by WP.4, the predecessor to the United Nations Centre for Trade Facilitation and Electronic Business' (UN/CEFACT), at its final meeting in September 1996 and was later approved by the Committee on the Development of Trade in December 1996. Subsequently, organizational changes, a change in organization name and experience gained from operating the Centre resulted in revisions to the original document, the last being Revision 3 which was approved by the UN/CEFACT Plenary in May 2004.

During the intervening period, UN/CEFACT has experienced a significant process of transformation involving:

- Adoption of a vision and operating strategy
- Approval of the Open Development Process (ODP) as the means for progressing work
- An organizational restructuring of its Permanent Groups (PGs) to operate within the ODP
- Confirmation of a need to augment available support resources beyond those available from the UNECE
- Development of an intellectual property rights policy
- Approval of a united UN/CEFAT management structure and operating processes

This document, Revision 4 of R.650, has been developed by the Bureau, after consultation with the United Nations Office of Legal Affairs (OLA), the United Nations Economic Commission for Europe (UNECE), Heads of Delegation (HODs), and it incorporates those changes arising out of the foregoing experience, consultation and implementation of the Tenth UN/CEFACT Plenary decisions.

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I. MISSION STATEMENT

1. The United Nations, through its Centre for Trade Facilitation and Electronic Business (UN/CEFACT), supports activities dedicated to improving the ability of business, trade and administrative organizations, from developed, developing and transitional economies, to exchange products and relevant services effectively. Its principal focus is on facilitating national and international transactions, through the simplification and harmonisation of processes, procedures and information flows, and so contribute to the growth of global commerce. This is achieved by:

- 1.1 Analysing and understanding the key elements of international processes, procedures and transactions and working for the elimination of constraints;
- 1.2 Developing methods to facilitate processes, procedures and transactions, including the relevant use of information technologies;
- 1.3 Promoting both the use of these methods, and associated best practices, through channels such as government, industry and service associations;
- 1.4 Coordinating its work with other international organizations such as the World Trade Organization (WTO), the World Customs Organization (WCO), the Organization for Economic Co-operation and Development (OECD), the United Nations Commission on International Trade Law (UNCITRAL) and the United Nations Conference on Trade and Development (UNCTAD), notably in the context of a Memorandum of Understanding for a Global Facilitation Partnership for Transport and Trade;
- 1.5 Securing coherence in the development of Standards and Recommendations by co-operating with other interested parties, including international, intergovernmental and non-governmental organizations. In particular, for UN/CEFACT Standards, this coherence is accomplished by cooperating with the International Organization for Standardization (ISO), the International Electrotechnical Commission (IEC), the International Telecommunication Union (ITU) and selected non-governmental organizations (NGOs) in the context of the ISO/IEC/ITU/UNECE Memorandum of Understanding (MoU). These relationships were established in recognition that UN/CEFACT's work has broad application in the areas beyond global commerce and that interoperability of applications and their ability to support multi-lingual environments, are key objectives.

II. MANDATE

2. Trade facilitation mechanisms, other commercial and governmental business processes and electronic business standards are vital factors in the development of world trade and, therefore, central to the remit of the United Nations Economic Commission for Europe (UNECE). The UNECE, which acts as the focal point within the United Nations for these matters, established UN/CEFACT with the mandate to achieve improved worldwide coordination and cooperation in these areas. The Centre is mandated to develop and undertake a programme of work of global relevance that meets current and future demands as required by its mission.

3. The Centre reports to the Committee for Trade, Industry and Enterprise Development and, if requested, presents reports on its activities directly to the UNECE.

III. ABBREVIATIONS AND DEFINITIONS

Common abbreviations

ATG	Applied Technologies Group
FMG	Forum Management Group
ICG	Information Content Management Group
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
ITU	International Telecommunication Union
LG	Legal Group
MoU	Memorandum of Understanding
NGO	Non-governmental organization
ODP	Open Development Process
OECD	Organization for Economic Cooperation and Development
OLA	Office of Legal Affairs of the United Nations
PG	Permanent Group
TBG	International Trade and Business Processes Group
TMG	Techniques and Methodologies Group
UN/CEFACT	United Nations Centre for Trade Facilitation and Electronic Business
UNCITRAL	United Nations Commission on International Trade Law
UNCTAD	United Nations Conference On Trade and Development
UNECE	United Nations Economic Commission for Europe
WCO	World Customs Organization
WP.4	Working Party on Facilitation of International Trade Procedures
WTO	World Trade Organization

Explanations of common terms

Advisory Teams: Teams established by the Bureau of UN/CEFACT to assist the Bureau in fulfilling its responsibilities.

Bureau: The Bureau of the Plenary consists of the Plenary officers, the Chair and Vice-chair of the Forum Management Group and the UNECE secretariat. It is chaired by the Chair of the Plenary, who can invite Rapporteurs, PG Chairs and other experts to participate in Bureau meetings and discussions.

Committee for Trade, Industry and Enterprise Development (CTIED): One of the Principal Subsidiary Bodies of the UNECE and the Parent Body to which UN/CEFACT reports.

Consensus – general agreement, characterized by the absence of sustained opposition to substantial issues by any important part of concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. Consensus need not imply unanimity.

Delegate: A delegate is an official representative of a UNECE or another United Nations member State, an intergovernmental organization or a non-governmental organization recognised by the United Nations Economic and Social Council (ECOSOC).

Election procedures: The official procedures for elections as approved by the said body.

Executive Secretary: The Executive Secretary is the highest-ranking official of the UNECE at the Under Secretary-General level.

Expert on mission: A status granted by the United Nations to representatives of member States, as specified in Section 22 of Article VI of the Convention on the Privileges and Immunities of the United Nations. All members of the UN/CEFACT are deemed eligible for "experts on mission" status.

Extrabudgetary resources: Financial or in-kind resources contributed for specific purposes, often through a United Nations trust fund governed by the rules and regulations of the United Nations.

Ex officio members: "Ex officio" describes a membership that someone is entitled to because of the position they have.

Head of Delegation: The delegate nominated to head a delegation to UN/CEFACT by a UNECE or another United Nations member State, an intergovernmental organization or a non-governmental organization recognised by the United Nations Economic and Social Council (ECOSOC).

Intellectual property rights policy: The rules of the United Nations regarding the governance of intellectual property rights in the work of UN/CEFACT.

Intergovernmental Organization: United Nations organizations and other International organizations as specified in Rule 12 of the Terms of Reference and Rules of Procedure of the UNECE (E/ECE/778/Rev.3)¹.

Mandate: The mandate of a PG defines the boundaries of the activities of the Permanent Group in question and must specify: the objectives of the work (scope and purpose); the key deliverables; the geographical focus (global, regional or national); the functional expertise for membership; and any request for delegated responsibilities.

Member State: A member State of the UNECE or another member State of the United Nations as specified in Rule 11 of the Terms of Reference and Rules of Procedure of the UNECE (E/ECE/778/Rev.3)¹.

Non-Governmental Organization (NGO): A non-governmental organization recognized by the United Nations Economic and Social Council (ECOSOC).

Observer: A representative to a meeting or a Group not having acquired the status of delegate or member.

Open Development Process: The process and procedures to develop and maintain UN/CEFACT Standards and Recommendations, using an open and inclusive process that produces high-quality outputs.

Plenary: The highest authority regarding all aspects of UN/CEFACT work.

Plenary officers: The Chair, the Vice-chairs and Rapporteurs elected by the Plenary.

Rapporteur: An official approved by the Plenary to undertake functional and representational tasks in any area of the Centre's mission, according to an agreed mandate.

Recommendation: Document published by the Plenary with a formal implementation guideline to governments, the private sector and the business community in member States in the area of trade facilitation or electronic business standards.

Rules of procedure: United Nations rules and guidelines for conducting meetings, such as A/520/Rev.15 (Rules of Procedure of the General Assembly)² or E/ECE/778/Rev.3 (Terms of Reference and Rules of Procedure of the UNECE).

Secretariat: The secretariat of the UNECE.

Standard: A technical or business specification, established by consensus within the Forum and approved by the Plenary, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in the context of trade facilitation or electronic business.

Statement of resource requirements: The statement of resource requirements specifies the resources required for the work of the group in question and how these are to be provided.

Terms of Reference of Permanent Groups: The Terms of Reference describe the deliverables, reporting procedures and other operating mechanisms. Together with the programme of work, they form the basis of the delegation of authority and define the framework within which the PG functions. Terms of reference shall include a business plan covering the following: A definition of the specific issue(s) to be addressed; A detailed description of the proposed deliverables (i.e. a programme of work); The proposed membership; The administrative team structure of the PG; A time schedule and milestones for completion of the PG's programme of work/deliverables; Proposals for liaison with any external organizations.

United Nations rules: Administrative and managerial rules of the United Nations secretariat covering, for example, areas such as commercial contracts with subcontractors. These include i.a. ST/SGB/Financial Rules/1/REV.3 (1985) and the United Nations General Conditions for Contracts for Purchase of Goods.

TERMS OF REFERENCE FOR UN/CEFACT

The Centre

4. UN/CEFACT is the United Nations Centre for Trade Facilitation and Electronic Business.
5. The structure of UN/CEFACT consists of a Plenary, a Bureau and a Forum. The Plenary convenes once a year. The Bureau, as well as the Forum, meet as required. Consensus is the preferred way to reach decisions.
6. The Plenary is the highest authority regarding all aspects of UN/CEFACT work. For developing and managing the strategies and outreach activities of the Plenary, the United Nations member State and intergovernmental organizations delegations, officially represented at the Plenary, elect a chair and a maximum of five Vice-chairs, to act in the name of the Plenary between Plenary sessions, and Rapporteurs for specific tasks and regional outreach.
7. This structure is presented in Section X.

² See www.un.org

8. Participants in the Plenary of the Centre shall include delegates of UNECE member States, other United Nations Member States, Intergovernmental Organizations and Non-Governmental Organizations recognised by the United Nations Economic and Social Council (ECOSOC).

General Rules of Procedure

9. All meetings of the Plenary, the Bureau, the Forum Management Group (FMG), the Forum and the PGs shall be official United Nations meetings and shall conform to general United Nations rules for such meetings, as appropriate (A/520/Rev.15 and E/ECE/778/Rev.3)³.

Cooperation with other bodies

10. As stated in its mission, the Centre shall coordinate its work with other organizations and, in particular, it shall ensure that practical work on specific tasks is undertaken at the appropriate level within UN/CEFACT, and shall avoid duplication of work either internally or externally.

UN/CEFACT Standards and Recommendations

11. These shall be approved by the Plenary following the procedures identified in the Centre's Open Development Process (ODP). The Centre shall make these Standards and Recommendations freely available to Governments as well as to other participants in international commerce

Dissemination and promotion

12. The Centre shall disseminate, encourage and promote the implementation of its deliverables among users in cooperation with national Governments, intergovernmental organizations, non-governmental organizations and organizations representing industry and commerce.

13. The Centre will make relevant publications available via its website.

Secretariat

14. The UNECE, acting through its Executive Secretary, shall place sufficient staff and facilities at the disposal of the Plenary, the Bureau and the FMG to assist UN/CEFACT in the accomplishment of its mission and programme of work, within existing UNECE resources. Additional services may be provided by external sources in accordance with United Nations rules (ST/SGB/Financial Rules/1/REV.⁴ and relevant related rules and guidelines, such as United Nations General Conditions for Contracts for Purchase of Goods) and any additional requirements agreed upon by the UN/CEFACT Plenary.

15. The secretariat shall advise the Bureau and the Plenary on United Nations policies and goals, including governance issues.

16. In cooperation with the Plenary, the Bureau and the FMG, the secretariat shall:

16.1 Participate in the development of any Memorandum of Understanding (MoU) which may be proposed by the Centre to UNECE for signature between the UNECE and other organizations on activities relating to the programme of work of UN/CEFACT; and

16.2 Co-ordinate the input from the Plenary to any management or review mechanisms established under such MoUs.

THE PLENARY

17. The Plenary shall have the executive responsibility for determining the strategy, policy, promotion and resources necessary to carry out the Centre's mission. The Plenary shall approve the programme

³ See www.un.org

⁴ See www.un.org

of work of the Centre. It shall be the final arbiter of any appeal originating from any subordinate body of UN/CEFACT.

18. Any modifications to the structure of UN/CEFACT are the sole responsibility of the Plenary and subject to the approval thereof.

The Plenary officers

19. The Plenary shall elect a UN/CEFACT Chair and up to five (5) vice-chairs. A nomination process shall be established to propose candidates for election to the Plenary positions, which will take into account criteria such as expertise, leadership, ability and willingness to work and geographic balance.

20. The Chair and vice-chairs shall be elected for terms of two (2) years from the date of the election. All officers are eligible for re-election. In the election or re-election process, due consideration shall be given to the need to achieve consistency, continuity and renewal in the work of UN/CEFACT.

21. The Plenary may appoint Rapporteurs to undertake functional and representational tasks, where appropriate, and in coordination with the Bureau and the secretariat, in any area of the Centre's mission. This shall be done according to a mandate approved by the Plenary specifying a Rapporteur's role, responsibilities, duration of the appointment and reporting relationships.

22. Once a mandate has been agreed by the Plenary, candidates for the Rapporteur in question may be nominated by any Plenary delegation. Candidates for the Standards Liaison Rapporteur will be nominated by the Forum and approved by the Plenary

23. The Plenary shall meet once a year according to the schedule established in its procedures. The Plenary, as part of its procedures, may reach decisions in the inter session approval process.

VI. THE BUREAU

24. The Bureau of the Plenary shall consist of the Chair and five vice-chairs of UN/CEFACT, the Chair and vice-chair of the FMG and a representative of the UNECE secretariat. It shall be chaired by the Chair of the Plenary, who shall be free to invite Rapporteurs, PG Chairs and other experts, as appropriate, to participate in Bureau meetings and discussions. In the case of absence of the Chair of the Plenary, the Chair will appoint a replacement.

25. The Bureau shall collectively represent the community of, the members of and contributors to UN/CEFACT. The Bureau shall endeavour to act in favour of the development of the Centre and its recognition at the international level as the reference entity for global Trade Facilitation and Electronic Business.

26. The Bureau shall be responsible to the Plenary for the open, transparent and efficient operation of the Centre. The Vice-chairs shall assist the Chair in meeting the requirements of the full portfolio of responsibilities held by the Bureau. To fulfil its responsibilities the Bureau may establish Advisory Teams. Upon the establishment of these Teams, the purpose and members of the teams shall be reported to the Plenary.

27. The principal functions of the Bureau are:

- 27.1 To ensure the implementation of the decisions of the Plenary;
- 27.2 To manage the ongoing strategic planning and external coordination for the UN/CEFACT programme of work;
- 27.3 To maintain communication between the Plenary and the Forum;
- 27.4 To verify that UN/CEFACT activities are compliant with its Mandate, Terms of Reference and Procedures (R.650);
- 27.5 To prepare the Plenary sessions;

27.6 To supervise matters dealing with promotion, communication and cooperation with other bodies, and policy matters

28. Its members shall decide how often they need to meet, either physically or through teleconferences or electronic means, in order to execute their responsibilities. The Bureau shall develop appropriate procedures to fill mid-term vacancies in the membership of the Bureau. Failure by a member of the Bureau to constructively participate in the work of the Bureau, may lead to a request by the Bureau to the Plenary for a replacement.

Decision making

29. The preferred way of reaching decisions shall be by Consensus. Any voting within the Bureau shall be carried out in accordance with the quorum that is established by the internal procedures of the Bureau. The Bureau procedures will contain rules regarding decision making in both physical and electronic/virtual meetings.

Meetings

30. Any two members of the Bureau may request a meeting of the Bureau at one month's notice.

31. The Chair, together with the secretariat, is responsible for coordinating and scheduling the Bureau meetings and circulating draft agendas.

32. The Chair shall ensure that Bureau decisions are recorded and published. An annual summary report of the Bureau's decisions shall be provided to the UN/CEFACT Plenary.

33. The Bureau members are entitled to participate in any meetings of the Forum.

Responsibilities of the Bureau

34. The responsibilities of the Bureau shall include:

- 34.1 Overseeing and ensuring the effective implementation of Plenary decisions, mandates, terms of reference and programme of works;
- 34.2 Developing recommendations to the Plenary for the Centre's strategy and policy;
- 34.3 Developing relationships with other bodies at the level of the Centre and defining the scope of these relationships, which may include contributing to the programme of work. This includes assisting Rapporteurs and PGs by coordinating liaison relationships with other international bodies, including standards organizations;
- 34.4 Representing the Centre within the United Nations and the UNECE (both to the Committee for Trade, Industry and Enterprise Development and to the Commission); with other United Nations agencies and regional commissions; and with other relevant external bodies;
- 34.5 Promoting, marketing and encouraging implementation of the Standards and Recommendations and other results of the work of the Centre to all countries trading internationally, especially to those with economies in development and transition. This includes, where appropriate, supporting relevant national initiatives;
- 34.6 Approving before publication any communication or press release which is prepared under the name of the Centre;
- 34.7 Maintaining an active dialogue with regional interests through regional Rapporteurs, in cooperation with the United Nations regional commissions;
- 34.8 Coordinating work on the Centre's constitutional issues, including revisions to this document;

- 34.9 Governing the Forum Management Group;
- 34.10 On behalf of the Plenary, developing, managing and maintaining any MoU or agreement related to UN/CEFACT's work that is proposed for, or already has been signed by, the UNECE with an external organization;
- 34.11 Where appropriate establish ad hoc working groups with other organizations, to accomplish specific tasks within a specified time scale (the establishment of such groups to be reported to the Plenary);
- 34.12 Giving provisional approval to changes in the structure of the Forum consistent with the approved programme of work, subject to final approval by the Plenary.
- 34.13 Reviewing and making recommendations to the Plenary on the terms of reference for PGs;
- 34.14 Managing Plenary intersessional approvals;
- 34.15 Preparing the Plenary sessions. This shall include reviewing the documents submitted to the Plenary and making recommendations to the Plenary with regard to any decisions that need to be made. It will also include reports to the Plenary that outline progress made on the Centre's programme of work;
- 34.16 Defining the procedures and managing the election for the FMG and reviewing the election procedures for the PGs to ensure consistent principles, transparency and accountability.

Additional responsibilities of the Chair

35. In addition to the foregoing collective responsibilities, the Chair of the Plenary shall be responsible for ensuring, in an impartial and consensual manner, that effective decisions can be taken by the Plenary.

VII. THE UN/CEFACT FORUM

Membership, participation and intellectual property rights policy

36. All members of the UN/CEFACT Forum shall be nominated by the relevant Head of Delegation. Nominations shall be submitted to the UNECE secretariat, which will keep and publish records on membership.

37. A formal registration process shall be established for participants in the Forum. As a condition to participating in the Forum, participants must formally accept the Centre's published terms and conditions for their participation, including adherence to the agreed UN/CEFACT policy on intellectual property rights.

The Forum Management Group (FMG)

38. The FMG is directly responsible for the management of the Forum.

Membership and elections

39. The FMG shall comprise an elected Chair, Vice-chair and the Chairs' of each PG⁵.

40. Recognising the need for open and frequent communications and coordination with the Plenary and the secretariat, the Plenary Vice-Chairs and the secretariat shall be ex officio members of the FMG, without voting privileges.

41. Rapporteurs and other invited guests may participate in FMG meetings, in a consultative capacity.

⁵ TBG shall have two additional members/seats in the FMG assigned for the first two years as of May 2004. Subsequently this arrangement/the notion of two additional seats from the TBG will be reviewed by the Plenary in 2006.

42. The Chair and Vice-chair shall be elected by the collective membership of all the PGs per procedures defined by the Bureau. The Chair shall be ratified by the Plenary. Ratification by the Plenary confers Rapporteur status upon the Chair.

43. Nominees for the position of Chair shall come from either the membership of a PG or a Plenary delegation. If the nominee is an officer of the Plenary or a PG, the nominee shall resign from that position upon election. The term of office shall be for two (2) years from the date of elections. Upon election, the Chair shall act as a Candidate Rapporteur until the Plenary has made a decision regarding ratification of the election. The Chair shall be eligible for re-election.

44. Nominees for the position of Vice-chair shall come from either the membership of a PG or a Plenary delegation. If the nominee is an officer of the Plenary or a PG, the nominee shall resign from that position upon election. The term of office for the Vice-chair shall be for two (2) years from the date of election. The Vice-chair shall be eligible for re-election.

45. Should a Chair not be ratified by the UN/CEFACT Plenary, it shall request the election and nomination of another Chair (Candidate Rapporteur). This process shall be repeated until ratification is achieved with the following restriction that any candidate that is not ratified shall be ineligible to stand again for election to the post for two years.

46. In the event of the resignation of the Chair, the Vice-chair shall replace the Chair until a new Chair is elected. Elections for a replacement Vice-chair shall be scheduled and conducted at the earliest appropriate opportunity.

47. In the event of the resignation of the Vice-chair, elections for a replacement Vice-chair shall be scheduled and conducted at the earliest appropriate opportunity.

48. Members of the FMG are expected to use their best endeavours to attend every meeting. Failure by a member of the FMG to constructively participate in the work of the Forum, may lead to a request by the FMG to the PG in question for a replacement. The FMG shall develop appropriate procedures to fill mid-term vacancies in the membership of the FMG. In the election or re-election process, due consideration shall be given to the need to achieve consistency, continuity and renewal in the work of FMG.

Responsibilities of the FMG

49. The FMG is responsible for:

- 49.1 Executing the programme of work of the Forum approved by the Plenary, ensuring coordination of related work among PGs, preventing any work duplication among PGs reporting to the Bureau;
- 49.2 Preparing the UN/CEFACT Forum meetings;
- 49.3 Developing and maintaining one set of general operational procedures for the Forum, including PG membership requirements, requirements for reporting and publishing, actions, voting results and other decisions and ensuring that these procedures are consistently followed by the PGs;
- 49.4 Managing the overall implementation of the Open Development Process and making recommendations to the Bureau and the Plenary on any required modifications to those procedures;
- 49.5 Coordinating the provision of resources to the PGs, working in conjunction with the UNECE secretariat. This includes external resources;
- 49.6 Providing recommendations to the Bureau on the structure of the Forum;
- 49.7 Resolving disputes which may arise within the Forum. Disputes which cannot be resolved by the FMG are referred to the Bureau;

- 49.8 Coordination of Forum promotion and communication activities in cooperation with the Bureau.

Reporting to the Plenary

50. The FMG Chair shall submit a written report for each session of the Plenary on the Forum's activities. The report shall minimally describe Forum activities including:

- 50.1 Any recommendations to the Plenary regarding proposed new or revised PG mandates, terms of reference and work items to be included in the Programme of Work submitted by the PGs;
- 50.2 A report on the Open Development Process status of all projects.

Decision making

51. The preferred way of reaching decisions shall be by Consensus. Any voting within the FMG shall be carried out in accordance with the quorum that is established by the internal procedures of the FMG. The procedures will contain rules regarding decision making in both physical and electronic/virtual meetings.

Meetings

52. Any two members of the FMG may request a meeting of the FMG at one month's notice.
53. The Chair, together with the secretariat, is responsible for coordinating and scheduling the FMG meetings and circulating draft agendas.
54. The FMG Chair shall ensure that FMG decisions are recorded and published.
55. The PG Chairs shall keep their PG updated and informed about decisions and actions by the FMG.

PERMANENT GROUPS

56. Permanent Groups (PG) shall be established with a mandate approved by the Plenary to undertake a long-term programme of work. All PGs must have a mandate, terms of reference, a work schedule indicating the timing of key deliverables and a statement of resource requirements accompanied by a plan for how those resources are to be deployed.

57. Within six (6) months of approval of its mandate, a PG shall submit its terms of reference to the FMG for review and approval. The FMG will forward the new or revised terms of reference to the Bureau, who will recommend them to the Plenary for approval.

Membership and elections

58. PGs should endeavour to include representatives of all relevant parties to ensure both sufficient expertise and broad visibility of their work products.

59. The Chair of a PG shall have the background and experience to lead a global working group involved in the UN/CEFACT process. The Chair should also possess the knowledge and skills in the relevant work area to qualify them to be considered as and designated as a Rapporteur, capable of offering expert advice to the Plenary on the direction and detail of the substantive items of work in which their PG is participating.

60. A PG Chair shall be elected by the membership of the PG and ratified by the Plenary in accordance with the FMG procedures. Ratification will confer Rapporteur status upon the Chair. The term of office shall be for two (2) years starting from the date of election.

61. Upon election, a PG Chair shall act as a Candidate Rapporteur until formally ratified as a Rapporteur by the Plenary.

62. The Plenary shall use all reasonable efforts to achieve ratification by consensus, but if consensus cannot be achieved shall decide the matter by formal vote.

63. Should a Chair not be ratified by the Plenary, then the Plenary shall request the election and submission to the Plenary of another Chair (Candidate Rapporteur).

Organization and administration

64. PGs shall be subject to the Forum operating procedures.

65. The following are guidelines related to organization and administration that each PG shall adhere to within their procedures.

65.1 Each PG must have defined members and an administrative team.

65.2 A PG may propose sub working groups where necessary.

65.3 Participation in PG meetings shall be open to members that have fulfilled the defined membership rules. Contributions from non-members, including individuals, shall be encouraged and considered in the work of the PG.

65.4 Only members of a PG can nominate officers of that PG.

65.5 A PG organizes its liaisons with external organizations, as specified in its mandate and terms of reference, through the FMG and in line with the UN/CEFACT Liaison Policy.

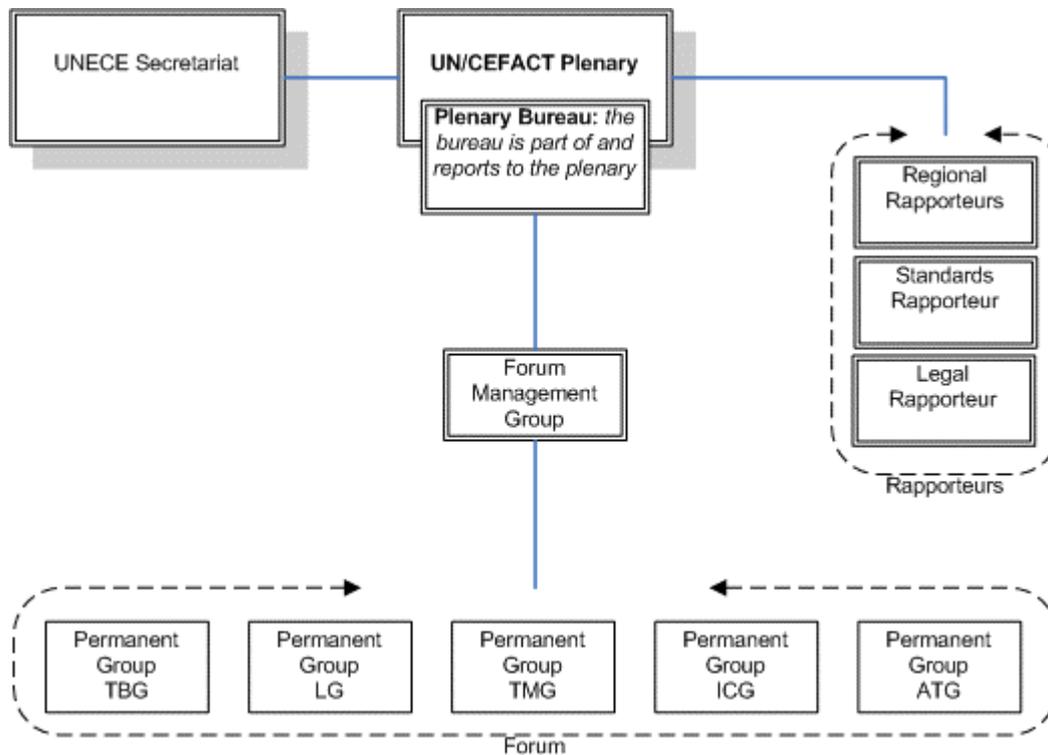
65.6 All decisions taken by a PG shall be properly minuted and communicated to the FMG for approval by the FMG.

65.7 Each PG shall provide regular reports to the UN/CEFACT Plenary.

PROCEDURES FOR THE CREATION OR THE MODIFICATION OF PERMANENT GROUPS

66. Proposals to modify UN/CEFACT Permanent Groups through establishing a new PG, abolishing an existing PG or revising the mandate of an existing PG, may be submitted by the Bureau or the FMG. In the cases of establishing a new PG or revising the mandate of an existing PG, the request must include the proposed mandate, statement of required resources, and terms of reference with a programme of work. All proposals to modify UN/CEFACT PGs must be formally submitted to the FMG for review. The FMG will then forward its recommendations to the Bureau, which will decide whether the proposal should be: provisionally approved (for subsequent final approval by the Plenary) submitted directly to the Plenary (for example, where the date of the Plenary is relatively close) or, rejected. In all cases, the Bureau will forward its decision to the Plenary for approval.

LINKAGES BETWEEN THE FORUM, THE BUREAU AND THE PLENARY



AMENDMENT PROCEDURE

67. In order to ensure that the provisions of this document accurately reflect relevant developments in global commerce, trade facilitation and electronic business and general methods of collaboration (e.g. the Internet and the World Wide Web), it shall be reviewed periodically. The power to amend this document shall be vested in the Plenary. Proposals for such amendment may be made by:

- 67.1 Plenary Delegations;
- 67.2 The Bureau;
- 67.3 The FMG;

68. Amendments approved by the Plenary shall be submitted to the Committee for Trade, Industry and Enterprise Development for endorsement.

ANNEX I. References

ANNEX I. References

Standardization and related activities – General Vocabulary, ISO/IEC 2004

All other references are available via the UN/CEFACT, UNECE or UN websites at:

<http://www.unece.org>

<http://www.unece.org/cefact>

<http://www.un.org>
