ECONOMIC COMMISSION FOR EUROPE

COMMITTEE ON TRADE

Centre for Trade Facilitation and Electronic Business

Thirteenth session
Geneva, 14 - 16 May 2007

ANNOTATED PROVISIONAL AGENDA FOR THE THIRTEENTH SESSION

To be held at the Palais des Nations, Geneva, from 14 to 16 May 2007

Note by the secretariat

I. INTRODUCTION

1. The provisional agenda and timetable for the thirteenth 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 twelfth session.

2. The Plenary will be held from 14 to 16 May 2007, and the Centre will approve the decisions of the thirteenth session in the afternoon of Wednesday, 16 May. The formal meeting will begin on Monday, 14 May at 2.30 p.m. The morning will be reserved for bilateral consultations.

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
II. PROVISIONAL AGENDA

Opening
1. Adoption of the agenda
2. Matters arising from the sixty-second session of UNECE
3. Overview of stakeholder priorities
4. Report on UN/CEFACT Forum activities since the 12th Plenary session
5. Developments by expert groups: deliverables and priorities
6. Open Development Process
7. Secretariat support
8. Reports of the Rapporteurs
9. Going Forward
   (a) Programme of Work 2008 - 2009
   (b) Next steps
10. Organizational matters
11. Election of officers
12. Adoption of decisions of the 13th UN/CEFACT Plenary

III. ANNOTATIONS TO THE PROVISIONAL AGENDA

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

Item 1: Adoption of the agenda

Documentation: ECE/TRADE/C/CEFACT/2007/1

4. 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 sixty-second session of UNECE

Documentation: ECE/TRADE/C/CEFACT/2007/2
5. The secretariat will report on matters arising from the sixty-second session of the UNECE that was held from 25 to 27 April 2007.

Item 3: Overview of stakeholder priorities

Documentation: ECE/TRADE/C/CEFACT/2007/3

6. The Bureau will review the main outcomes and follow up developments relating to the Stakeholder Sessions held during the 12th Plenary session in May 2006.

Item 4: Report on UN/CEFACT Forum activities since the 12th Plenary session

Documentation: ECE/TRADE/C/CEFACT/2007/4

7. The Chair of the Forum Management Group (FMG) will report on its key activities since the 12th Plenary session.

Item 5: Developments by expert groups: deliverables and priorities


8. The Permanent Group Chairs of the UN/CEFACT Forum Management Group will report on deliverables and priorities.

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

Item 6: Open Development Process


10. The Vice-Chair of the Forum Management Group will report on progress made in the strengthening of the Open Development Process, and the Plenary will discuss further actions required. The Open Development Process provides rules on how to conduct projects for developing UN/CEFACT standards, specifications and recommendations.
Item 7: Secretariat support


11. The Director of the Trade Division will report on the secretariat support for UN/CEFACT.

Item 8: Report of the Rapporteurs


12. The African and Asian Rapporteurs will review their activities since the last session of the Plenary. The reports will highlight: regional standards development organizations; current issues in trade facilitation and e-business standards and highlights of activities in the African and Asia-Pacific region and cooperation under the Asia-Pacific Council for Trade Facilitation and Electronic Business (AFACT).

Item 9: Going Forward


13. The Bureau will review the Programme of Work and next steps. This will follow last year's Plenary decision to focus on an integrated UN/CEFACT strategy for trade facilitation and e-business, particularly in the context of "buy-ship-pay" end-to-end interoperability.

Item 10: Organizational matters


14. The Plenary will have before it the reports of past accomplishments and the revised mandates and Terms of Reference of the Permanent Groups for approval.

Item 11: Election of officers

15. The Plenary will elect a Chair and an Asian Rapporteur for the biennium 2007 - 2009.

Item 12: Adoption of decisions

16. Delegations will approve the decisions made at the 13th UN/CEFACT Plenary session.
17. The secretariat will prepare a draft report of the Plenary for intersessional approval by the heads of delegation.

18. The Plenary will decide on the dates of the 14th UN/CEFACT Plenary session.
## ANNEX I

### TENTATIVE TIMETABLE

<table>
<thead>
<tr>
<th>Item</th>
<th>Introduced by</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Monday, 14 May</strong></td>
<td></td>
</tr>
<tr>
<td>10 a.m. – 2 p.m.</td>
<td>Bilateral consultations with delegations</td>
</tr>
<tr>
<td>2.30 p.m. – 5.30 p.m.</td>
<td>Opening Executive Secretary</td>
</tr>
<tr>
<td>1. Adoption of the Agenda</td>
<td>Chair</td>
</tr>
<tr>
<td>2. Matters arising from the sixty-second session of the UNECE</td>
<td>UNECE secretariat</td>
</tr>
<tr>
<td>3. Overview of stakeholder priorities</td>
<td>Chair</td>
</tr>
<tr>
<td>4. Report on the UN/CEFACT Forum activities since the 12th Plenary session</td>
<td>FMG Chair</td>
</tr>
<tr>
<td>5. Developments by expert groups: deliverables and priorities</td>
<td>Permanent Group Chairs</td>
</tr>
<tr>
<td><strong>Tuesday, 15 May</strong></td>
<td></td>
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<tr>
<td>10 a.m. – 1 p.m.</td>
<td></td>
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<tr>
<td>5. Developments by expert groups: deliverables and priorities (continued)</td>
<td>Permanent Group Chairs</td>
</tr>
<tr>
<td>6. Open Development Process</td>
<td>FMG Vice-Chair</td>
</tr>
<tr>
<td>7. Secretariat support</td>
<td>Director of the Division</td>
</tr>
<tr>
<td>8. Reports of the Rapporteurs</td>
<td>Rapporteurs</td>
</tr>
<tr>
<td>3 p.m. – 6 p.m.</td>
<td></td>
</tr>
<tr>
<td>9. Going Forward</td>
<td>Chair</td>
</tr>
<tr>
<td>Review of Programme of Work 2008 – 2009 and Next Steps</td>
<td></td>
</tr>
<tr>
<td><strong>Wednesday, 16 May</strong></td>
<td></td>
</tr>
<tr>
<td>10 a.m. – 1 p.m.</td>
<td></td>
</tr>
<tr>
<td>10. Organizational matters</td>
<td>Chair</td>
</tr>
<tr>
<td>3 p.m. – 6 p.m.</td>
<td></td>
</tr>
<tr>
<td>11. Election of officers</td>
<td>Director of the Division</td>
</tr>
<tr>
<td>12. Adoption of Decisions of the 13th UN/CEFACT Plenary</td>
<td>Chair</td>
</tr>
</tbody>
</table>
**ANNEX II**

13th Session of the UN/CEFACT Plenary  
14-16 May 2007 at the Palais des Nations in Geneva

REGISTRATION FORM

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

I AM REPRESENTING

the Government of:

<table>
<thead>
<tr>
<th>Intergovernmental Organization (IGO)</th>
<th>United Nations Organization</th>
<th>Non-Governmental Organization (NGO) (ECOSOC accredited)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chamber of Commerce</td>
<td>Private Sector</td>
<td>NGO (not ECOSOC accredited)</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Name Organization/Enterprise:                        Title in Organization/Enterprise:

Official Tel. No.: +                                    Fax: +
E-mail:                                        URL:      
Postal Address:                                   

City:                                           Postal Code:                       Country:                 
Address in Geneva:                                

To be filled in ONLY by delegates needing a request letter in order to apply for a visa for Switzerland. Please e-mail request to karen.taylor@unece.org with this registration form, indicating in your message the fax number, e-mail and the postal address of the Swiss Consulate closest to your place of residence. (see at: http://www.eda.admin.ch/eda/en/home/reps.html). Other personal data needed are:

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

Deadline for visa request letters at the UNECE secretariat is 27 April 2007
ANNEX III - MAP OF THE UNITED NATIONS OFFICE AT GENEVA