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## Economic Commission for Europe

### Committee on Trade

#### Centre for Trade Facilitation and Electronic Business

##### Seventeenth session

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Item 6 of the provisional agenda

**The way forward and UN/CEFACT's structure, mandate, terms of reference and procedures**

### **Draft revised UN/CEFACT Code of Conduct**

#### **Submitted by the UN/CEFACT Bureau for approval**

##### *Summary*

This draft revised UN/CEFACT Code of Conduct is envisaged to replace the current rules contained in documents Rules of Procedure for the UN/CEFACT Bureau, TRADE/R.650/Rev.4/Add.2 and UN/CEFACT Forum Procedures, TRADE/CEFACT/2005/4. The original version of this draft was submitted to the 16<sup>th</sup> Plenary, which requested that comments on the draft be submitted to the secretariat and the revised draft be prepared for consideration by the 17<sup>th</sup> Plenary. The revised draft is accordingly now being submitted for review and approval by the UN/CEFACT Plenary.

## UN/CEFACT Code of Conduct

1. This code of conduct is applicable to all participants in UN/CEFACT activities. It is applicable in physical meetings as well as in meetings conducted virtually, e.g., e-mails<sup>1</sup> and teleconferences.
2. To be in conformance with the code of conduct, the following must at all times and unconditionally be observed:
  - (a) Meet the highest standards of impartiality, integrity and objectivity during their participation in UN/CEFACT work;
  - (b) Treat everybody fairly, equally and with respect;
  - (c) Respect the right of privacy of all participants;
  - (d) Take all reasonable care that UN/CEFACT work and work products cause no avoidable damage and no personal harm to anybody;
  - (e) Respect the right of all authorized parties to freedom of access to information and communication;
  - (f) Be forthright and to the extent possible realistic in stating claims and estimates;
  - (g) Communicate with everybody with civility and courtesy;
  - (h) Avoid promoting individual companies, organizations or affiliations during UN/CEFACT meetings and in communications, or while representing UN/CEFACT in external meetings and communications<sup>2</sup>;
  - (i) Respect legitimate intellectual property rights, refrain from plagiarizing the work of others and acknowledge the contributions of other parties;
  - (j) Seek, accept and offer honest assessments of UN/CEFACT work items, which must be properly acknowledged and corrected as required;
  - (k) Work towards the advancement of UN/CEFACT's mission while engaged in UN/CEFACT activities, meetings and events and avoid personal, professional or financial conflicts of interest in this regard;
  - (l) Encourage other participants in UN/CEFACT activities to follow this code of conduct.
3. Actions that may not conform to the code of conduct should be brought to the attention of the Plenary Bureau's Adviser concerned with these matters (in accordance with paragraph 29 of ECE/TRADE/C/CEFACT/2010/15/Rev.1) and the secretariat, which will maintain a log of such matters. This includes potential conflicts of interest, e.g. where someone wishes to declare that such a situation may arise and withdraws from participation in a decision. Following a fair and impartial review of the matter by the Plenary Bureau, taking into account the advice provided by the Adviser and the secretariat, consultation by the Plenary Bureau with the respective Plenary heads of delegation responsible for those involved in the matter shall be undertaken should the Plenary Bureau determine that action

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<sup>1</sup> A guide to widely followed conventions concerning e-mail etiquette will be prepared by the Bureau and will be made freely available, with the assistance of the secretariat.

<sup>2</sup> As approved by the Plenary Bureau and/or the secretariat, as appropriate (see paragraphs 17, 19 and 30(g) of document ECE/TRADE/C/CEFACT/2010/15/Rev. 2).

is necessary in this matter. Where it is alleged that a member of the Plenary Bureau has acted in a manner that is not in conformity with the code of conduct, the matter should be considered by the other Plenary Bureau members in the absence of the Plenary Bureau member in question and a report on the matter may be made to the Plenary.

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