



# Economic and Social Council

Distr.: General  
2 December 2011

Original: English

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## Economic Commission for Europe

Committee on Trade

Centre for Trade Facilitation and Electronic Business

**Eighteenth session**

Geneva, 15-17 February 2012

Item 6 of the provisional agenda

**UN/CEFACT structure, mandate, terms of reference, and procedures**

### **Revised UN/CEFACT intersessional approval process**

**Submitted by the UN/CEFACT Bureau for noting**

#### **Addendum**

##### *Summary*

This document is one of four addenda to the fourth 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 eleventh 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 later than two months before a Plenary session.
3. The secretariat publishes the draft document on the UN/CEFACT website for a two-month comment period and circulates it to all heads of delegation through the listserver, clearly indicating that the draft document is for approval. The two-month comment period takes effect from the date of the first publication on the website.
4. Comments on the draft document should be submitted to the secretariat.
5. If no negative comments or requests for substantive changes are received after the comment period, the document will be considered as approved.
6. The absence of response from a Head of Delegation will be considered as support for the document.
7. Editorial comments by heads of delegation and editorial changes by the United Nations editorial services are approved by the Bureau before final publication.
8. If substantive comments or objections are made, the document is withdrawn from publication and the comments transmitted to the Chair of the submitting working group.

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