



Economic and Social Council

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Economic Commission for Europe

Committee on Trade

Centre for Trade Facilitation and Electronic Business

Nineteenth session

Geneva, 5-7 June 2013

Item 1 of the provisional agenda

Annotated provisional agenda for the nineteenth session^{1,2}

To be held at the Palais des Nations, Geneva, starting at 15.00 on Wednesday, 5 June 2013.

I. Provisional agenda

1. Adoption of the agenda.
2. Matters arising since the eighteenth session.
3. Bureau overview of developments.
4. Recommendations and standards.
5. Reports of rapporteurs.
6. Challenges for trade facilitation and electronic business.
7. Strategic directions.
8. Structure, mandate, terms of reference and procedures.
9. Elections.
10. Other business.
11. Adoption of decisions and the provisional draft report of the nineteenth session.

¹ For reasons of economy, delegates are requested to bring copies of all relevant documents to the session. There will be no documentation available in the conference room. Before the session, documents may be downloaded from the UNECE's website (<http://www.unece.org/index.php?id=31724>). During the session, official documents may be obtained from the UNOG Documents Distribution Section (Room C.337, third floor, Palais des Nations).

² All delegates are requested to complete the registration form available for download from the UNECE website (<http://www.unece.org/cefact>). It should be transmitted to the UNECE secretariat no later than 27 May 2013 by email (amelia.dellefoglio@unece.org) or by fax (+41 22 917 0629). Upon arrival at the Palais des Nations, delegates should obtain an identification badge at the UNOG Security and Safety Section, located at the Pregny Gate (14, Av. de la Paix). In case of difficulty, please contact the secretariat by telephone (ext. 73254). For a map of the Palais des Nations and other useful information, see website <http://www.unece.org/meetings/practical.htm>

II. Annotations

Opening

The provisional agenda and timetable for the nineteenth session of the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) has been drawn up by the Bureau in consultation with the secretariat. It is based on the decisions and the programme of work adopted at the eighteenth session. Simultaneous interpretation (English/French/Russian) will be available at all sessions.

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

Before turning to Agenda Item 1, a short non-technical overview on the work of the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) will be presented. It has been prepared especially for diplomats in Geneva-based Missions. Delegations from national capitals are encouraged to attend with their colleagues from Geneva. Topics to be introduced will cover UN/CEFACT's vision, mandate, implementation and trade facilitation deliverables.

Item 1. Adoption of the agenda

<i>Document title</i>	<i>Document symbol</i>	
Draft agenda	ECE/TRADE/C/CEFACT/2013/1	For decision

The Chair, with the assistance of the secretariat, will review the draft agenda (ECE/TRADE/C/CEFACT/2013/1) and will inform the Plenary of any proposed change. Delegations will have an opportunity to raise points about the agenda prior to its adoption.

Item 2. Matters arising since the eighteenth session

<i>Document title</i>	<i>Document symbol</i>	
Matters arising since the eighteenth Plenary	ECE/TRADE/C/CEFACT/2013/3	For noting
Outcome of the review of the 2005 reform of ECE	E/ECE/1468	For information
<u>Progress in the implementation of the Executive Committee's recommendations concerning the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) - Final report</u>	<u>UNECE Executive Committee Informal Document No. 2012/30</u>	<u>For information</u>

The secretariat, together with the Bureau, will report on matters arising since the eighteenth session; in particular with respect to the UNECE Executive Committee (EXCOM), the Committee on Trade and the Economic Commission for Europe. This will include the impact of recent cuts in secretariat resources on capacity-building. Delegations will have an opportunity to review and discuss the topics raised.

Item 3. Bureau overview of developments

<i>Document title</i>	<i>Document symbol</i>	
Bureau overview of developments	ECE/TRADE/C/CEFACT/2013/4	For noting

The Bureau will provide an overview of developments since the last session and will set the stage for the topics to be taken up during the meeting. Delegations will have an opportunity to review and discuss the topics raised.

Item 4. Recommendations and standards

<i>Document title</i>	<i>Document symbol</i>	
Summary report of activities involving recommendations and standards	ECE/TRADE/C/CEFACT/2013/5	For noting

The Plenary will have before it for noting a summary report on activities involving recommendations and standards (ECE/TRADE/C/CEFACT/2013/5). Delegations will have an opportunity to discuss the topics raised.

The Plenary will have before it the following for noting:

Codes for Units of Measure Used in International Trade
(Recommendation 20 - Revision 8 of code list)

(<http://www.unece.org/tradewelcome/areas-of-work/un-centre-for-trade-facilitation-and-e-business-uncefact/outputs/cefactrecommendationsrec-index/list-of-trade-facilitation-recommendations-n-16-to-20.html>)

Codes for Passengers, Types of Cargo, Packages and Packaging Materials
(Recommendation No.21 - Revision 9 of code list)

(<http://www.unece.org/tradewelcome/areas-of-work/un-centre-for-trade-facilitation-and-e-business-uncefact/outputs/cefactrecommendationsrec-index/list-of-trade-facilitation-recommendations-n-21-to-24.html>)

Freight Cost Code (FCC) (Recommendation No. 23 - Revision 9 of code list)

(<http://www.unece.org/tradewelcome/areas-of-work/un-centre-for-trade-facilitation-and-e-business-uncefact/outputs/cefactrecommendationsrec-index/list-of-trade-facilitation-recommendations-n-21-to-24.html>)

UN/EDIFACT Directory (Versions D11.B, D12.A and D12.B)

(<http://www.unece.org/cefact/edifact/welcome.html>)

UN/LOCODE Directory (Versions 2011-2, 2012-1 and 2012-2)

(<http://www.unece.org/cefact/locode/welcome.html>)

UN/CEFACT Core Component Library (Versions D.11B and D.12A)

(http://www.unece.org/cefact/codesfortrade/unccl/ccl_index.html)

UN/CEFACT XML Schema Library (Versions D.11A and D.11B)

(http://www.unece.org/cefact/xml_schemas/index)

UN/CEFACT Core Components Data Type Catalogue Version 3.1

(<http://www.unece.org/fileadmin/DAM/cefact/codesfortrade/CCTS/CCTS-DTCatalogueVersion3p1.pdf>)

Business Requirement Specifications (BRS), Documentation Template Guidelines

(<http://www.unece.org/fileadmin/DAM/cefact/brs/BRS-DocumentationTemplate.doc>)

Requirements Specification Mapping (RSM), Documentation Template Guidelines
(<http://www.unece.org/fileadmin/DAM/cefact/rsm/RSM-DocumentationTemplate.doc>)

Core Components Business Document Assembly Technical Specification (CCBDA)
(http://www.unece.org/fileadmin/DAM/cefact/TechnicalSpecifications/CCBDA_TS_v1.0.pdf)

Rules for Presentation of Standardized Message and Directories Documentation (R.1023 - Revision 12.0)
(http://www.unece.org/fileadmin/DAM/cefact/cf_plenary/plenary12/ECE_TRADE_C_CEF_ACT_2012_MISC4_R1023rev12.pdf)

Item 5. Reports of rapporteurs

<i>Document title</i>	<i>Document symbol</i>	
Report of Rapporteur for Africa	ECE/TRADE/C/CEFACT/2013/6	For noting
Report of Rapporteur for Asia and the Pacific	ECE/TRADE/C/CEFACT/2013/7	For noting

The regional rapporteurs will report on activities since the last session. Delegations will have an opportunity to review and discuss the topics raised.

Item 6. Challenges for trade facilitation and electronic business

<i>Document title</i>	<i>Document symbol</i>	
Materials for panel discussions	ECE/TRADE/C/CEFACT/2013/MISC.1	For information

To continue to foster awareness of the challenges for trade facilitation and electronic business, speakers have been invited to bring to the Plenary's attention their perspective on developments and emerging requirements; in particular from the standpoint of governmental authorities and the private sector. Delegations will have an opportunity to discuss the topics raised.

The goal is to brainstorm priority opportunities that UN/CEFACT might address through its integrated strategy and programme of work.

Materials for the panel discussions (ECE/TRADE/C/CEFACT/2013/MISC.1) will be issued in English at the time of the Plenary.

Item 7. Strategic Directions

<i>Document title</i>	<i>Document symbol</i>	
An integrated strategic framework for UN/CEFACT deliverables	ECE/TRADE/C/CEFACT/2013/8	For noting

The Bureau will present for noting an integrated strategic framework for UN/CEFACT deliverables. The ideas exchanged during this discussion will provide the basis for a revised version of this document for intersessional approval and for drafting the programme of work for 2014-2015, which will be presented for decision to the Plenary at its next session.

Item 8. Structure, mandate, terms of reference and procedures

<i>Document title</i>	<i>Document symbol</i>	
UN/CEFACT structure, mandate, terms of reference and procedures	ECE/TRADE/C/CEFACT/2010/15/Rev.3	For information
UN/CEFACT structure, mandate, terms of reference and procedures	ECE/TRADE/C/CEFACT/2010/15/Rev.4	For approval
Revised rules of procedure for the UN/CEFACT Bureau	ECE/TRADE/C/CEFACT/2010/17/Rev.4	For noting

The Plenary will have before it two key UN/CEFACT procedural documents, which will be reviewed by the Bureau in the light of experience and developments since the eighteenth Plenary.

In addition, in consideration of the fact that the Economic Commission for Europe, at its sixty-fifth session, adopted a document, prepared by the Executive Committee (EXCOM), containing decisions and guidelines to be applied to ECE bodies; the secretariat has prepared a revised version of “UN/CEFACT structure, mandate, terms of reference and procedures” (ECE/TRADE/C/CEFACT/2010/15/Rev.4), to reflect the decisions and guidelines contained in the EXCOM document.

Delegations will have an opportunity to review and discuss the topics raised.

Item 9. Elections

The mandates of the current Bureau Members expire in 2014 (Vice-Chairs) and in 2015 (Chair).

The Bureau, with the assistance of the secretariat, will outline issues concerning Plenary elections.

The Plenary will elect the Rapporteur for Asia-Pacific [and the Rapporteur Africa](#).

Item 10. Other business

Delegations will be invited to take up other issues not previously addressed during the session.

Item 11. Adoption of draft report of the nineteenth session

<i>Document title</i>	<i>Document symbol</i>	
Draft report of the nineteenth session	ECE/TRADE/C/CEFACT/2013/CRP.1-10	For decision

Delegations will be invited to adopt the decisions and the draft report.

Closing

III. Provisional timetable

<i>Date and time</i>	<i>Agenda item</i>	<i>Introduced by</i>
Wednesday, 5 June		
15.00 – 15.10	Opening	Executive Secretary of UNECE and Bureau Chair
15.10 – 16.10	Non-technical introduction to UN/CEFACT for diplomats in Geneva missions: UN/CEFACT's vision, mandate, implementation and trade facilitation deliverables	Bureau
16.10 – 16.15	Item 1: Adoption of the agenda	Chair
16.15 – 16.40	Item 2: Matters arising since the eighteenth session	Secretariat and Bureau
16.40 – 17.30	Item 3: Bureau overview of developments	Bureau
17.30 – 17.45	Item 4: Recommendations and standards	Bureau
17.45 – 18.00	Item 5: Reports of rapporteurs	Rapporteurs
Thursday, 6 June		
10.00 – 13.00	Item 6: Challenges for trade facilitation and electronic business	Bureau
15.00 – 18.00	Item 7: Strategic directions	Bureau
Friday, 7 June		
10.00 – 11.00	Item 8: Structure, mandate, terms of reference, and procedures	Bureau
11.00 – 11.30	Item 9: Elections	Secretariat/Bureau
11.30 – 13.00	Item 10: Other business	Bureau
15.00 – 18.00	Item 11: Adoption of decisions and the provisional draft report of the nineteenth session	Secretariat
	Closing	Chair