



# Economic and Social Council

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## Economic Commission for Europe

### UNECE Executive Committee

#### Centre for Trade Facilitation and Electronic Business

##### Twenty-first session

Geneva, 16-17 February 2015

Item 1 of the provisional agenda

#### **Annotated provisional agenda for the twenty-first session<sup>1,2</sup>**

To be held at the Palais des Nations, Geneva, starting at 10.00 on Monday, 16 February 2015, in Salle VIII (Building A).

#### **I. Provisional agenda**

1. Adoption of the agenda.
2. Matters arising since the twentieth session.
3. Bureau overview of developments.
4. Reports of rapporteurs.
5. UN/CEFACT recommendations and standards.
6. UN/CEFACT structure, mandate, terms of reference and procedures.
7. Future challenges in support of trade facilitation and electronic business.
8. Strategic framework and Programme of work.
9. Election.
10. Other business.

<sup>1</sup> 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=36199#/>). During the session, official documents may be obtained from the UNOG Documents Distribution Section (Room C.337, third floor, Palais des Nations).

<sup>2</sup> 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 4 February 2015 by email ([amelia.dellefogli@unece.org](mailto:amelia.dellefogli@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>

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11. Adoption of decisions and draft report of the twenty-first session.

## II. Annotations

### Opening

The provisional agenda and timetable for the twenty-first 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 adopted at the twentieth 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.

### Item 1. Adoption of the agenda

<i>Document title</i>	<i>Document symbol</i>	
Draft agenda	ECE/TRADE/C/CEFACT/2015/1	For decision

The Chair, with the assistance of the secretariat, will present the draft agenda (ECE/TRADE/C/CEFACT/2015/1) and will inform the Plenary of any proposed changes. Delegations will have an opportunity to make proposals for the agenda prior to its adoption.

### Item 2. Matters arising since the twentieth session

<i>Document title</i>	<i>Document symbol</i>	
Matters arising since the twentieth session	ECE/TRADE/C/CEFACT/2015/3	For information

The secretariat, together with the Bureau, will report on matters arising from the Executive Committee (EXCOM) since the twentieth session. The secretariat will also report on developments in relation to other international organizations. Delegations will have an opportunity to discuss the topics raised.

### Item 3. Bureau overview of developments

The Chair and members of 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. Reports of rapporteurs

<i>Document title</i>	<i>Document symbol</i>	
Report of Rapporteur for Africa	ECE/TRADE/C/CEFACT/2015/4	For noting
Report of Rapporteur for Asia and the Pacific	ECE/TRADE/C/CEFACT/2015/5	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 5. UN/CEFACT recommendations and standards

### a) Recommendation for approval

<i>Document title</i>	<i>Document symbol</i>	
Recommendation on Consultation Approaches	ECE/TRADE/40	For approval

The Plenary will have before it for approval the Recommendation on Consultation Approaches (ECE/TRADE/40).

Delegations will have an opportunity for review and discussion.

### b) Recommendations and standards for noting

The Plenary will have before it the following recommendations and standards for noting and delegations will have an opportunity to discuss these:

Codes for Units of Measure Used in International Trade (Recommendation 20, Revision 10 of code list) (<http://www.unece.org/tradewelcome/areas-of-work/un-centre-for-trade-facilitation-and-e-business-unecefact/outputs/cefactrecommendationsrec-index/list-of-trade-facilitation-recommendations-n-16-to-20.html>)

UN/EDIFACT Directory (Versions D.14A and D.14B) (<http://www.unece.org/cefact/edifact/welcome.html>)

UN/LOCODE Directory (Versions 2014-1 and 2014-2) (<http://www.unece.org/cefact/locode/welcome.html>)

UN/CEFACT Core Component Library (Versions D.14A and D.14B) ([http://www.unece.org/cefact/codesfortrade/uncc/ccl\\_index.html](http://www.unece.org/cefact/codesfortrade/uncc/ccl_index.html))

UN/CEFACT XML [Schema Library \(Version D14.B\)](http://www.unece.org/cefact/xml_schemas/index) ([http://www.unece.org/cefact/xml\\_schemas/index](http://www.unece.org/cefact/xml_schemas/index))

## Item 6. UN/CEFACT structure, mandate, terms of reference, and procedures

<i>Document title</i>	<i>Document symbol</i>	
Draft UN/CEFACT election procedures	ECE/TRADE/C/CEFACT/2015/6	For decision

The secretariat and the Bureau will present draft UN/CEFACT election procedures (ECE/TRADE/C/CEFACT/2015/6).

Delegations will have an opportunity for discussion.

Reference document: “UN/CEFACT structure, mandate, terms of reference, and procedures” (ECE/TRADE/C/CEFACT/2010/15/Rev.5)

## Item 7. Future challenges in support of trade facilitation and electronic business

<i>Document title</i>	<i>Document symbol</i>	
Materials for panel discussions	ECE/TRADE/C/CEFACT/2015/Misc.1	For information

Invited speakers, delegations and the Bureau will have an opportunity to provide their perspectives on emerging requirements and developments in the field of trade facilitation and electronic business.

The goal is to brainstorm on how to build on progress in key projects and activities and on those areas that might be given priority in the future.

Materials for these discussions (ECE/TRADE/C/CEFACT/2015/Misc.1) will be issued in English at the time of the Plenary.

## **Item 8. Strategic framework and Programme of work**

<i>Document title</i>	<i>Document symbol</i>	
A strategic framework for UN/CEFACT activities	ECE/TRADE/C/CEFACT/2015/7	For decision
UN/CEFACT programme of work 2015-2016	ECE/TRADE/C/CEFACT/2015/8	For decision

The Bureau will present for approval “A Strategic framework for UN/CEFACT activities” (ECE/TRADE/C/CEFACT/2015/7) and the “UN/CEFACT Programme of work 2015-2016” (ECE/TRADE/C/CEFACT/2015/8).

Delegations will have an opportunity for discussion.

## **Item 9. Election**

Delegations will elect the UN/CEFACT Chair for the period 2015-2018.

The Plenary will also elect the Rapporteurs for Africa and Asia-Pacific.

## **Item 10. Other business**

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

## **Item 11. Adoption of decisions and draft report of the twenty-first session**

<i>Document title</i>	<i>Document symbol</i>	
Draft report of the twenty-first session	ECE/TRADE/C/CEFACT/2015/CRP.1	For decision
	ECE/TRADE/C/CEFACT/2015/CRP.1/Add.1	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>
<b>Monday, 16 February</b>		
10.00 – 10.15	Opening	Executive Secretary of the United Nations Economic Commission for Europe (UNECE) and Bureau Chair
10.15 – 10.30	<b>Item 1:</b> Adoption of the agenda	Chair
10.30 – 11.00	<b>Item 2:</b> Matters arising since the twentieth session	Secretariat and Bureau
11.00 – 12.00	<b>Item 3:</b> Bureau overview of developments	Bureau
12.00 – 12.30	<b>Item 4:</b> Reports of rapporteurs	Rapporteurs
12.30 – 13.00	<b>Item 5:</b> UN/CEFACT recommendations and standards	Bureau
13.00 – 15.00	<b>Lunch break</b>	
15.00 – 15.30	<b>Item 6:</b> UN/CEFACT structure, mandate, terms of reference, and procedures	Secretariat and Bureau
15.30 – 17:00	<b>Item 7:</b> Future challenges in support of trade facilitation and electronic business	Bureau
17.00 – 18:00	<b>Item 8:</b> Strategic Framework and Programme of work	Bureau
<b>Tuesday, 17 February</b>		
10.00 – 11:30	<b>Item 8 (continued):</b> Strategic Framework and Programme of work	Bureau
11.30 – 12:30	<b>Item 9:</b> Election	Secretariat/Bureau
12.30 – 13.00	<b>Item 10:</b> Other business	Bureau
13.00 – 15.00	<b>Lunch break</b>	
15.00 – 18.00	<b>Item 11:</b> Adoption of decisions and draft report of the twenty-first session	Secretariat
	<b>Closing</b>	Chair