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COMMITTEE FOR TRADE, INDUSTRY AND
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Ninth session, 23-27 May 2005
Item 7 of the provisional agenda

Committee for Trade, Industry and Enterprise Development *

Guidelines and Procedures

DOCUMENT FOR INFORMATION

Note by the secretariat

The Committee Guidelines and Procedures were approved by the Committee at its May 2004 session (see document TRADE/2004/2). This version has been modified to include updated approval dates and an updated organigramme. For ease of reference, this document combines all existing and proposed procedures and guidelines into one reference document, to be updated as new decisions are made or old decisions are modified.

* The present document has been submitted after the official documentation deadline by the Trade Development and Timber Division due to resource constraints.

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I. Guidelines for the Preparation of Committee Sessions and Documents

Structuring of Committee sessions: Approved at the Seventh session, 13-16 May 2003

- i. The Committee will undertake an in-depth review of the programmes of work of the two sub-programmes under its responsibility on a rotational basis, that is to say, one year the Trade Development subprogramme and next year the Industrial Restructuring and Enterprise Development subprogramme [Note: reports from the other subprogramme would still be considered and discussed, but not to the same level of detail].
- ii. The Committee Forum for the year in question will be organized under the sub-programme under consideration, on a topic in its programme of work.
- iii. In addition, one or more of the subsidiary bodies belonging to the subprogramme in question will meet during the same week as the Committee. To increase the sharing of information and the mutual understanding of one another's work, a half-day joint session will be held between the Committee and the subsidiary body (or bodies) meeting during the same week. For example, in a year when Trade Development is discussed, the CTIED would meet jointly with one or more of the three subsidiary bodies supporting this sub-programme.

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Documents and the Programme of work: Approved at the Sixth session, 13-16 May 2003 and as found in document TRADE/2003/10:

- a. A clear indication should be placed on the front page of the document of the action, if any, required by Committee (i.e. document for approval, discussion, or information).
- b. In the agenda of the Committee session it should be clearly indicated which documents are for approval or discussion and which are for information.
- c. The approval process for the Committee's programme of work should be aligned with the United Nations biennium budgeting process, therefore ensuring the direct input of the CTIED into this process, reducing the number of document pages submitted to the CTIED sessions and improving their structure. This will require the following:
 - Changing the programme of work to cover the same period of time as the biennium budget;
 - Approval by the CTIED of the programme of work every two years;
 - Approval of a very short document with any proposed changes to the programme of work at each session of the Committee;
 - Creation of an annual status report on the implementation of the programme of work during the past year, in the form of a table, with an introduction of one or two pages noting any highlights or important issues.
 - It was agreed to begin implementation of this proposal with the 2003 session.
- d. The secretariat should emphasize with delegations the necessity of submitting documents for meetings in a timely manner so as to allow translation and to work with Conference Room Services to ensure that as many documents as possible are translated in a timely manner

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II. CTIED Report Approval Process

Approved at the Seventh session, 13-16 May 2003

1. The Committee's Bureau requested the secretariat to review best practice within the UNECE as far as report approval is concerned. In particular, the Bureau was interested in looking at how other UNECE subsidiary bodies were approving their reports given that the Committee currently dedicates a half a day (of the maximum of 2 days allowed for its official session) to approving the report. In addition, the Bureau was concerned about maintaining the multi-lingual versions of its reports and decisions, as Conference Room Services in Geneva has begun to enforce a rule that requires all texts for "in-session" translation to be submitted at least 24 hours in advance.
2. Having looked at these issues, the Bureau would like to recommend the following procedures for approval of the annual reports of the Committee for Trade, Industry and Enterprise Development. The Bureau has also confirmed that these procedures are acceptable within the rules and procedures of the UNECE.
 - A. During the annual session of the Committee, rather than approving the entire report of the session, as is currently the practice, only the decisions taken during the session will be approved (*not* the report). The procedure will be to project the decisions on a screen in one of the three official UNECE languages, to read them (with simultaneous interpretation into the other two languages) and to **agree** them at the end of each agenda point. Then, to ensure correct translations of the decisions, the CTIED will appoint rapporteurs for each of the official languages to verify, after the session, that the translations of the approved decisions correspond to the meaning of the original text.
 - B. Before the end of the final day of the session, all decisions made prior to the mid-day pause will be made available to delegations in the three official languages of the UNECE.
 - C. Not later than five working days after the session the secretariat will distribute the draft final report to all heads of delegation.
 - D. Heads of delegation will have one month to send in their comments to the secretariat. Note: If the report records the position of a particular delegation, only that delegation can suggest modifications to that part of the text. No changes will be allowed to the decisions agreed during the CTIED session.
 - E. If any substantive objections are raised that cannot be resolved between the party objecting and the secretariat, the Bureau will make the final decision as to what should be in the report.
 - F. After 15 days from the deadline for delegations' comments the report will be sent for translation and publication. However, before the official report is released, the rapporteurs will be given at least two weeks to review their respective translations of the report in order to ensure that it conforms to the agreed original version.

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Approved at the Fifth session, 13-15 June 2001:

There should be a report on ongoing work between the Committee and other PSBs in support of intersectoral cooperation [at each session]. The content of the report would be determined by the Bureau of the Committee, in consultation with the secretariat.

III. Intersessional decision-making

Approved at the Sixth session: 28 and 31 May 2002:

“In the case of any change in the allocation of resources [available to its subprogrammes], the Bureau would be entrusted with agreeing upon the changes to be made, in consultation with the secretariat.”

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CTIED Inter-Sessional Approval Process:

Approved at the Eighth session: 10, 13 and 14 May 2004

The following is a process that may be used for the approval of any decision between Committee sessions. The Bureau may decide to use this process when waiting until the next Committee session would either make the decision irrelevant (for example in the case of input to a process that ends before the next session) or would unnecessarily hold up the work (for example, the approval of sub-groups).

Documents or proposals may be submitted to the CTIED inter-sessional approval process by one of two ways:

- 1) the Bureau of the CTIED may decide at a meeting or via electronic consultations to submit any proposal or document for which it believes this procedure to be appropriate
- 2) the Bureau of a CTIED Subsidiary Body may submit a proposal for the approval of a sub-group that will be under its responsibility, provided that the proposal meets the requirements laid out by the Committee for sub-groups

The inter-sessional approval process would be as follows:

- Distribution of the document by e-mail to heads of delegation
- A 30 day comment period, which any delegation may request be extended for an additional 30 days (in order to allow adequate consultation)
- Approval will take place if no substantive objections are raised by a delegation (a delegation must indicate whether or not they believe their objection to be substantive)
- If a substantive objection is raised, then the document/proposal must be submitted for consideration to the next session of the CTIED

A report on all inter-sessional processes and their outcomes will be made to each session of the Committee.

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IV. Procedures for CTIED Sub-Groups

Approved at the Eighth session: 10, 13 and 14 May 2004

The objectives of these procedures are to allow Groups to begin work as quickly and efficiently as possible while at the same time ensuring: a) adequate governmental oversight and involvement in the work; b) no overlap with other activities; c) the availability of adequate resources to support the work.

The procedures outlined below:

- are the minimum required by the Committee for Trade, Industry and Enterprise Development (CTIED)
- conform with the guidelines established by the ECE (see E/ECE/1407)
- implement the ECE decision that “they [PSBs] are required to set the procedures for the establishment of teams of specialists [i.e. sub-groups]” (paragraph 10, document E/ECE/1407)
- foresee that sub-groups may be established both under the Committee’s subsidiary bodies and directly under the Committee

Subsidiary bodies of the Committee are free to establish additional requirements that they, themselves, wish to see respected with regard to the establishment of sub-groups under their authority.

Main Characteristics of sub-groups

The main characteristics of a sub-group are as follows:

- It addresses a specific area of activities under the broader theme covered by the parent body.
- Its central function may be of an advisory or operational nature, or a combination of the two, depending on the tasks assigned by the parent body.
- It normally has a two-year duration but can be extended after careful evaluation, by the parent body, of the work achieved and the need to perform additional tasks.
- In line with the provision of the 1997 Plan of Action concerning these entities, its meetings do not require full interpretation and translation, unlike the meetings of the formal ECE intergovernmental bodies.

Main Characteristics of Ad hoc Task Forces

Ad hoc Task Forces have the same characteristics as Sub-groups except that they are set up for one year or less with a precise mandate for a limited number of specific outputs and their mandate **is not renewable**.

At the end of its mandate an Ad hoc Task Force must submit to its Parent Body a detailed report on the work accomplished with a content and format that is suitable for sharing with the Committee

Subsidiary bodies are free, at their own discretion, to establish Ad hoc task forces so long as they respect the overall regular budget resources available to the Subsidiary Body.

Membership and Officers in Sub-groups and Ad hoc Task Forces

Members are comprised of governmental experts and may also include eminent specialists or representatives of international organisations, NGOs and the private sector, in compliance with the UN rules and practices in this respect.

The procedure of nomination is established by the parent body. To the extent possible, consideration should be given to ensuring an appropriate geographical balance in the representation of these teams.

Sub-groups and Ad hoc Task Forces should have a Chairperson and, if deemed necessary, one or two Vice-Chairpersons. The officers may be appointed by the Parent body or elected by the sub-group/task force.

Decisions by the Committee and Subsidiary Bodies regarding Sub-groups

The establishment or renewal of all sub-groups must be approved by the Committee.

Decisions by the Committee to establish or renew sub-groups and decisions by the Committee's subsidiary bodies to request the establishment or renewal of a sub-group, can be made in any one of the following manners:

- By a consensus decision at an annual session
- By delegation of the decision to the Bureau of the body concerned
- By any other inter-sessional approval mechanism that has been established

It is the responsibility of the parent body to ensure that its sub-groups do not duplicate work already being undertaken within the UNECE or other international organizations.

Request for Approval of a New Sub-group

A request for the establishment of a new sub-group must be submitted to the Committee. The request must provide the following information:

- The scope of the proposed sub-group's work and the achievements expected
- a description of the sub-groups value-added (i.e. why the proposed work is being done in this sub-group instead of somewhere else)
- The sub-group's membership and nomination procedures
- The resources required for the work and from where those resources will be obtained
- A sunset date, at which time its work is expected to be completed. This date should not exceed two years from the date of approval of the new sub-group by the Committee

The Committee must approve the request for a group's establishment before the sub-group begins meeting. If there is an immediate task that cannot wait, the subsidiary body is free to establish an Ad hoc task force for that specific task.

Depending upon what would result in the quickest decision, the request from the subsidiary body should be submitted for approval either to the CTIED annual session or to the CTIED inter-sessional approval process [provided that an inter-sessional process is approved].

Methods of Work and Reporting Requirements for Sub-groups

At its first meeting, a sub-group adopts a work plan for a two-year period, clearly defining its objectives and activities and making a time schedule for their implementation.

Sub-groups must report on an annual basis to their parent body.

At the end of its two-year mandate, a sub-group must submit to its Parent Body a full report on the work accomplished, and any conclusions reached, in a language and format that is suitable for sharing with the Committee

Members of the sub-group, with the support of the secretariat as resources permit, undertake the substantive work, in particular the preparation of substantive documentation for the meetings and the reports to be submitted to the annual session of the parent body.

Role of the Secretariat

The ECE secretariat, with the support of the members of the team of specialists, has the responsibility for:

- (a) Handling official contacts, including correspondence, with governmental and nongovernmental experts as well as experts from international agencies involved;
- (b) Assisting in the scheduling of meetings and other activities for adoption by the group;
- (c) Cooperating with the members of the team in organising missions, workshops, seminars and training in member countries;
- (d) In cooperation with the Chairperson of the team, preparing the report on the team's accomplishments at the end of the two-year period and for any new period of extension.

Renewal of a Sub-group

If a Sub-group requests a renewal of its mandate, the Parent Body must submit a request for renewal to the Committee or, in the case where the Parent Body is the Committee, the Sub-group would do this directly. The request for renewal should contain the following:

- A full report on what the sub-group has accomplished, including its achievements, its conclusions and an evaluation by the Parent Body of the value of the work accomplished and the potential value of continued work. In the case of sub-groups reporting to the Committee, the evaluation would be made by the Committee's Bureau.
- Any changes proposed in the scope of the work
- The work planned to be undertaken during the next period
- A review of the membership
- A new sunset date, at which time its work is expected to be completed. This date should not exceed two years from the date of approval of the renewal by the Committee
- An indication of any additional resources required for the work and where those resources will come from

Should the parent body feel that a particular sub-group has a standing character by nature of its continuing activity, it can, on an exceptional basis, propose to the Committee that it submit a proposal to the Commission to exempt that sub-group from the sunset clause, giving appropriate justification.

However, even if a sub-group is given a standing character, it must still report on an annual basis to its Parent Body and, every two years, provide a full report to the Committee including an evaluation by the Parent Body of the value of the work accomplished. In the case of sub-groups reporting to the Committee, the evaluation would be made by the Committee's Bureau.

Groups existing at the time of the approval of these procedures

Subsidiary bodies should submit to the Committee at its 2005 and 2006 sessions requests for renewal (as outlined above) for any currently existing sub-groups that they wish to continue working beyond the date of the 2006 CTIED session.

Groups under "Sub-groups"

An approved sub-group is free to set up task teams, work groups, etc. (using whatever nomenclature they wish) in order to accomplish specific tasks, so long as these "task teams" are organizational methods for a sub-group to accomplish its objectives and do not constitute formal "bodies"

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V. Guidelines for Naming Conventions for Sub-Groups

Approved at the Eighth session: 10, 13 and 14 May 2004

The following recommendation has been developed in order to reduce the confusion in capitols and in missions with regard to the significance of different sub-group names. When an individual is not closely following the ECE's work and is not familiar with the structure of the UNECE, it can be confusing to try to understand the relative importance and "real differences" between: committees, working parties, specialized sections, advisory groups, working groups, groups, teams of specialists, task forces, etc.

Any sub-groups established directly under the Committee for Trade, Industry and Enterprise Development shall be named following these guidelines. The subsidiary bodies under the Committee are **strongly encouraged to use these guidelines** for the naming of **new** sub-groups under their responsibility. These Guidelines are not intended to be of a retroactive nature.

The recommended nomenclature¹ is as follows:

- Sub-Groups with a mandate for two years:
 - **Advisory Groups** (for those developing recommendations or policy advice)
 - **Teams of Specialists** (for those undertaking operational or technical activities)

- Sub-Groups set up for one year or less with a precise mandate for a limited number of outputs: **Ad hoc task forces**

1 In the case of the Working Party on Agricultural Quality Standards, an exception exists because its "specialized sections" are actually "permanent" official bodies, requiring official, parliamentary documentation and interpretation. This is because the specialized sections were actually working parties prior to the 1997 reform and the results of their work forms the basis of national regulations in their respective areas.

Sub-groups are free to set up teams, work groups, etc. (using whatever terminology they prefer, with the exception of “Commission”, “Committee” and “Working Party” which are reserved for official inter-governmental bodies). However, these “groups under sub-groups” must be for the accomplishment of specific tasks and an organizational method for a sub-group to accomplish its objectives – they do not constitute formal “bodies”

Existing groups are asked to consider changing their names to conform to this recommended standard nomenclature.

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COMMITTEE FOR TRADE, INDUSTRY AND ENTERPRISE DEVELOPMENT (CTIED)

