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ECONOMIC COMMISSION FOR EUROPE

**COMMITTEE FOR TRADE, INDUSTRY AND ENTERPRISE DEVELOPMENT**

Centre for the Facilitation of Procedures and Practices  
for Administration, Commerce and Transport (CEFACT)

Third session, 16-20 March 1998

**PROVISIONAL AGENDA**

for the session to be held in the Palais des Nations, Geneva,  
starting at 3:00 p.m. on Monday, 16 March 1998

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| 1. Adoption of the revised agenda  | TRADE/CEFACT/1998/1/Rev.1  |
| 2. CEFACT Steering Group (CSG) Reports   | TRADE/CEFACT/1998/3<br>TRADE/CEFACT/1998/8<br>TRADE/CEFACT/1998/CRP.1<br>TRADE/CEFACT/1998/CRP.2 |
| 3. Migration to CEFACT structures  | TRADE/CEFACT/1998/2  |
| 3.1 Matters relating to the September 1997 Meeting of Experts on Data Elements and Automatic Data Interchange (GE.1) | TRADE/CEFACT/GE.1/1997/11  |
| 3.2 Matters relating to the September 1997 Meeting of Experts on Procedures and Documentation (GE.2)                 | TRADE/CEFACT/GE.2/1997/9   |

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| 3.3 Matters relating to the September 1997 joint session on legal matters of the Meeting of Experts on Data Elements and Automatic Data Interchange and the Meeting of Experts on Procedures and Documentation | Annex B of<br>TRADE/CEFACT/GE.1/1997/11<br>and also in Annex to<br>TRADE/CEFACT/GE.2/1997/9 |
| 4. Reports from mandated groups  | TRADE/CEFACT/1998/5<br>TRADE/CEFACT/1998/6<br>TRADE/CEFACT/1998/7                           |
| 5. CEFACT rapporteurs  | TRADE/CEFACT/1998/9   |
| 6. Programme of work   | TRADE/CEFACT/1998/4<br>TRADE/CEFACT/1998/CRP.3  |
| 7. Promotion of CEFACT objectives  |   |
| 8. Implementation of CEFACT's work   | TRADE/CEFACT/1998/CRP.5   |
| 9. Cooperation with other international organizations  | TRADE/CEFACT/1998/CRP.4   |
| 10. Other business   |   |
| 11. Adoption of the report   |   |

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#### EXPLANATORY NOTES

##### Introduction

1. The provisional agenda for the third session of the Centre for the Facilitation of Procedures and Practices for Administration, Commerce and Transport (CEFACT) was prepared in accordance with decisions taken by the CEFACT officers and Steering Group.

2. The provisional timetable presented hereafter has been proposed by the Steering Group for the third session of CEFACT. The timetable is only indicative. The sessions of Thursday, 19 March 1998 will be held only to approve the report of the third session (during the morning session) and that of the fifty-seventh session of GE.1 (during the afternoon session). The CEFACT Steering Group will convene a meeting in the morning of Monday, 16 March 1998.

	(a.m.)	(p.m.)
Monday 16 March 1998	CSG	CEFACT
Tuesday 17 March 1998	CEFACT	CEFACT
Wednesday 18 March 1998	GE.1	GE.1
Thursday 19 March 1998	CEFACT (report)	GE.1 (report)
Friday 20 March 1998	-- Informal meetings --	

3. The third CEFACT session will begin at 15:00 on Monday, 16 March 1998 to discuss agenda items and migration to CEFACT.

**Item 1 - Adoption of the revised agenda**

4. In accordance with the Rules of Procedure of the United Nations Economic Commission for Europe (UN/ECE), the first item on the provisional agenda is the adoption of the agenda (document TRADE/CEFACT/1998/Rev.1).

**Item 2 - CEFACT Steering Group (CSG) reports**

6. The Chairman of the CEFACT Steering Group will present, for information, the reports from the meetings held in August 1997, December 1997 and January 1998 as contained in documents TRADE/CEFACT/1998/3, TRADE/CEFACT/1998/8 and TRADE/CEFACT/1998/CRP.2.

5. The Chairman of the CEFACT Steering Group will present his report summarizing the results of the Group's work during the last six months. (TRADE/CEFACT/1998/CRP.1).

**Item 3 - Migration to CEFACT structures**

7. The Chairman of the Steering Group will present the UN/EDIFACT Working Group mandate as recommended for approval by the Steering Group (document TRADE/CEFACT/1998/2).

**3.1 Matters relating to the September 1997 Meeting of Experts on Data Elements and Automatic Data Interchange (GE.1)**

8. The report from the September 1997 session of GE.1 will be presented in document TRADE/CEFACT/GE.1/1997/11. This report contains items for approval.

9. The Chairman of the Meeting of Experts will also report on migration issues faced by the Meeting for comments by delegations.

**3.2 Matters relating to the September 1997 Meeting of Experts on Procedures and Documentation (GE.2)**

10. The report from the September 1997 session of GE.2 will be presented in document TRADE/CEFACT/GE.2/1997/9. This report contains items for approval.

**3.3 Matters relating to the September 1997 joint session on legal matters of the Meeting of Experts on Data Elements and Automatic Data Interchange and the Meeting of Experts on Procedures and Documentation**

11. The report from the September joint session on legal matters, as found in the annex to documents TRADE/CEFACT/GE.1/1997/11 and TRADE/CEFACT/GE.2/1997/9, will be presented.

12. The legal rapporteurs will report on migration issues faced by the joint session for comment by delegations.

**Item 4 - Reports from mandated groups**

16. The reports from the International Trade Procedures Working Group, the Techniques and Methodologies Working Group and the UN/LOCODE Ad Hoc Working Group are contained, respectively, in documents TRADE/CEFACT/1998/5, TRADE/CEFACT/1998/6, and TRADE/CEFACT/1998/7.

**Item 5 - CEFACT rapporteurs**

13. Document TRADE/CEFACT/1998/9 contains terms of reference for CEFACT rapporteurs to be responsible for promoting the CEFACT work programme and encouraging participation in the CEFACT working groups within regions where it is believed that such a function would be useful. This document is for approval and, after approval, the nomination of a CEFACT Rapporteur for Asia shall be considered.

**Item 6 - Programme of work**

13. A strategic view of the work programme will be presented by the CEFACT Steering Group in document TRADE/CEFACT/1998/CRP.3. This document is for review and comment.

14. Document TRADE/CEFACT/1998/4 on simple EDI documents is a contribution from the delegation of the United Kingdom of Great Britain and Northern Ireland. This document is for information and discussion.

**Item 7 - Promotion of CEFACT objectives**

15. A brochure on CEFACT activities has been developed by the secretariat. Copies will be made available during the meeting. Delegations are invited to comment on and discuss further activities related to the promotion and awareness of CEFACT activities.

**Item 8 - Implementation of CEFACT work**

18. The Vice-chairmen of the CEFACT Steering Group, Mr. Itoh and Mr. Mila, will report on their assessment of the current implementation of CEFACT work (document TRADE/CEFACT/1998/CRP.5)

**Item 9 - Cooperation with other international organizations**

17. Document TRADE/CEFACT/1998/CRP.4 contains a report from a March 1998 joint seminar with the World Trade Organization on trade facilitation.

**Item 10 - Other business**

19. At the time of writing, the secretariat had no points to propose under this item.

**Item 11 - Adoption of the report**

20. The report of the third CEFACT session will be approved during the morning session of 19 March 1998.

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