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## **Economic Commission for Europe**

**UNECE Executive Committee**

**Centre for Trade Facilitation and Electronic Business**

**UN/LOCODE Advisory Group**

**2024 meeting**

Hamburg, 16-17 April 2024

Item 6 of the provisional agenda

**UN/LOCODE Task Force**

### **Terms of Reference of UN/LOCODE Task Force**

#### *Summary*

The secretariat prepared a Terms of Reference (ToRs) of UN/LOCODE Task Force in response to the decision made by the UN/LOCODE Advisory Group at its 2023 meeting to establish a single task force, led by the Vice Chair and supported by the secretariat, to systematically address these challenges raised recently during the UN/LOCODE maintenance (Decision 23-16).

The secretariat presented the ToRs at the Kick-off Meeting of the UN/LOCODE Task Force (Geneva, 28 September 2023).

This document is submitted to the 2024 meeting of the UN/LOCODE Advisory Group for information.

## Terms of reference (TOR) of UN/LOCODE Task Force

### **I. Name**

1. The name shall be United Nations Economic Commission for Europe (UNECE) Task Force on UN/LOCODE Key Issues (hereinafter referred to as “Task Force”).

### **II. Objective**

2. The objective of the Task Force is to support the UN/LOCODE Advisory Group in addressing the issues raised and discussed at the 2023 Meeting of the UN/LOCODE Advisory Group and to report on its findings and recommendations at the 2024 Meeting.

### **III. Scope**

3. The issues to be addressed include:

- Identifying small fishery ports to meet the FAO demand as recommended by GRWG.
- The feasibility study to fast-track UN/LOCODE as an ISO standard.
- Clean-up of co-existence of UN/LOCODEs assigned to locations (areas) with legacy UN/LOCODEs assigned to sub-locations (points).
- Testing of the new web-based online Data Maintenance Request system.

### **IV. Role**

4. The role of the Task Force will focus on research and analysis activities, including providing a forum for discussion, information sharing and drafting the report to submit to the Group for decision.

### **V. Participation**

5. The Task Force is open to any interested members of the Group for participation.

6. Selected experts, representatives of related international organizations, and other entities may participate upon invitation.

### **VI. Activities**

7. The Task Force shall carry out the following activities to achieve its intended objective:

- Regular physical and virtual meetings.
- Studies and research on the issues mentioned above.
- Contribute to the development of the report on its findings and recommendations to be submitted to the 2024 Meeting of the UN/LOCODE Advisory Group.

### **VII. Mode of operation**

8. Participation in the activities of the Task Force is voluntary and on a self-financed basis.

9. The Task Force shall have both physical and virtual meetings in carrying out its activities. Meetings and the report will be conducted in English only.

10. The Task Force shall make its decisions on a consensus basis.
11. UNECE shall serve as the secretariat of the Task Force and facilitate its activities, including moderating its meetings.

### **VIII. Cooperation with other groups**

12. The Task Force shall closely cooperate with
    - the relevant international organizations, such as the Food and Agriculture Organization (FAO), the International Maritime Organization (IMO) and the Universal Postal Union (UPU)
    - the intergovernmental organizations and non-governmental organizations, such as the Bureau International des Containers (BIC), the International Organization of Standardization (ISO), the Ship Message Design Group (SMDG), the Digital Container Shipping Association (DCSA)
    - the UN/CEFACT domains, such as Transport and Logistics Domain.
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