Summary

At the United Nations Code for Trade and Transport Locations (UN/LOCODE) Conference in April 2015, a request was made for the establishment of a UN/LOCODE “advisory group” to advise and support the UNECE Secretariat and UN/CEFACT in the maintenance and further development of UN/LOCODE.

This document details the objectives and activities of the Advisory Group on UN/LOCODE, along with its composition, membership and participation in its meetings, and its reporting requirements.

The UN/CEFACT Plenary approved the revised Mandate and Terms of Reference of this group (ECE/TRADE/C/CEFACT/2017/17/Rev.1) and renewed its mandate for another two-year period, Plenary Decision 19-18 of 9 April 2019. ¹

The document was then presented to the 105th meeting of the Economic Commission for Europe’s Executive Committee on 29 May 2019 where it was approved (ECE/EX/2019/L.6).


Summary

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This document details the objectives and activities of the Advisory Group on UN/LOCODE, along with its composition, membership and participation in its meetings, and its reporting requirements.

Document ECE/TRADE/C/CEFACT/2017/17 was approved by the twenty-third UN/CEFACT Plenary in 2017.

After discussion, the Secretariat and the UN/CEFACT Plenary Bureau, took note of the need to align the Terms of Reference of Advisory Group on UN/LOCODE with the Guidelines for the establishment and functioning of Teams of Specialists within UNECE (ECE/EX/2/Rev.1).

Document ECE/TRADE/C/CEFACT/2017/17/Rev.1 is submitted to the twenty-fifth session of the UN/CEFACT Plenary for approval.
I. **Background**

1. During the United Nations Code for Trade and Transport Locations (UN/LOCODE) Conference held on 24 April 2015 a request was made for the establishment of a UN/LOCODE “advisory group” with membership from key stakeholders. The Group will advise and support the UNECE Secretariat and UN/CEFACT in the maintenance and further development of UN/LOCODE.

II. **Objectives and activities**

2. The purpose of the Advisory Group is to ensure the maintenance and development of UN/LOCODE in a sustainable way and, specifically, to contribute to the objectives of:

(a) Reengineering the UN/LOCODE system, based upon a study to be carried out on UN/LOCODE business requirement specifications;

(b) Maintaining the UN/LOCODE workflow;

(c) Consulting on UN/LOCODE maintenance and development issues;

(d) Developing training materials and newsletters; and

(e) Undertaking training events on UN/LOCODE.

3. To achieve these objectives, the Advisory Group will:

(a) Monitor new business needs on locations used in international trade and transport and new technology;

(b) Support dialogue with key external stakeholders;

(c) Further enhance the UN/LOCODE Focal Point Network;

(d) Provide advice and expertise on maintenance and development issues;

(e) Propose and maintain UN/LOCODE maintenance procedures and policies; and

(f) Provide support to activities/projects related to UN/LOCODE, especially re-engineering the UN/LOCODE registration and production systems using the latest technologies.

III. **Composition, its membership and participation in its meetings**

4. The Advisory Group will be composed of experts with the collective expertise to address the specific tasks defined for it and should be drawn from:

(a) Governmental institutions;

(b) Business;

(c) Civil society;

(d) Consumer organizations; and

(e) International organizations.

5. Participation in the Advisory Group will be on a voluntary basis. All members of the Group must register as experts of UN/CEFACT, in accordance with relevant procedures.
6. The Advisory Group appoints its officers: a Chairperson and, if deemed necessary, one or two Vice-Chairpersons.

7. The Advisory Group will meet virtually at least once every two months and face-to-face during the UN/LOCODE Conferences. The UN/LOCODE Conference should be preferably organised in conjunction with the UN/CEFACT Forum.

8. The UNECE Secretariat provides necessary support to the Advisory Group within available resources.

IV. Reporting

9. The Advisory Group will report to the UN/CEFACT Plenary on an annual basis and will keep the UN/CEFACT Plenary Bureau informed of its activities.