

18 November 2019

Economic Commission for Europe
UNECE Executive Committee
Centre for Trade Facilitation and Electronic Business

UN/LOCODE Advisory Group
Third annual meeting
Xiamen, 27-28 November 2019

**Draft Programme of work for 2020-2021 of the
UN/LOCODE Advisory Group**

Summary

The UN/LOCODE Advisory Group will present its draft Programme of work for 2020-2021.
This document is submitted to the third UN/LOCODE Advisory Group Annual Meeting for approval.

I. Background

1. The United Nations Code for Trade and Transport Locations (UN/LOCODE) identifies locations related to international trade around the world. It is a five-character code where the first two characters represent the International Standards Organization (ISO) country code followed by a three-character code unique within that country.
2. The basis of UN/LOCODE is UNECE Recommendation 16. The first edition was published in 1980. It has been revised as a project of the United Nations Centre Trade Facilitation and Electronic Business (UN/CEFACT) since 2018 and will be submitted to the UN/CEFACT Plenary for approval in 2020.
3. These codes have been maintained and published by the United Nations Economic Commission for Europe (UNECE) secretariat since 1981. The first issue of UN/LOCODE had 8000 codes and today has over 100,000 from 249 countries, dependent territories and special areas.
4. At the first UN/LOCODE Conference held on 24 April 2015, it was decided to set up a UN/LOCODE Advisory Group which would consist of the different stakeholders of the standard. The group advises and supports the UNECE secretariat and UN/CEFACT in the maintenance and further development of UN/LOCODE.
5. The establishment of the Group was endorsed by UNECE EXCOM in June 2017 and its first meeting took place in Geneva from 30 November to 1 December 2017.

II. Introduction

6. The present document sets out the Programme of work for the UN/LOCODE Advisory Group (AG) for the period of 2020-2021. The United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) is invited to adopt this programme of work at its XXX meeting and recommend it to the Economic Commission for Europe (ECE) Executive Committee (EXCOM) for approval.

This draft is to be discussed and finalised at the third UN/LOCODE Advisory Group Annual Meeting, which will be held on the 28-29 of November 2019 in Xiamen, China.

III. Scope, Objective, Activities and Work areas

A. Scope

7. The scope of the Programme of work covers all UN member states as well as other organisations and private sector stakeholders involved in UN/LOCODE. It encompasses activities in support of UN/LOCODE maintenance, development, and promotion.

8. It does so by improving, promoting, facilitating and supporting this international standard, including proposing necessary developments and potential use of this standard.

9. The Programme of work is linked to the Terms of Reference (ECE/TRADE/C/CEFACT/2017/17) as approved at the ninety-second meeting of the UNECE EXCOM (23 June 2017).

B. Objective

10. Aiming at “ensuring the maintenance and development of UN/LOCODE in a sustainable way”, the Advisory Group is expected to achieve its objectives and implement the necessary activities on the assumption that:

- (a) there is active participation and contribution by experts from governments, academia and the private sector to expert group meetings and networks;
- (b) Governments are willing to engage in support of UN/LOCODE, especially nomination of the UN/LOCODE National Focal Point (NFP) and providing resources to fulfill duties of NFPs; and
- (c) extra-budgetary resources for capacity-building, advisory services, the development and maintenance of and electronic maintenance and publication system of the standard are adequate.

C. Activities

11. To achieve this goal the UN/LOCODE Advisory Group will:

- (a) Re-engineer the UN/LOCODE maintenance and publication system with modern technology, based on today’s business needs;
- (b) Optimize the workflow of Data Maintenance Requests (DMR) validation;
- (c) Develop and share best practices;
- (d) Advise and assist on UN/LOCODE issues;

- (e) Support to enhance the UN/LOCODE Focal Point Network;
- (f) Improve data quality;
- (g) Support dialogue with key stakeholders and
- (h) Organize capacity-building and training sessions

D. Work areas

12. The Programme of work is structured around the following work areas (WA):

- WA1: Policy dialogue and advice.
- WA2: Technical monitoring, assessment, and support.
- WA3: Communication and outreach.
- WA4: Capacity building.
- WA5: Data quality

1. WA1: Policy dialogue and advice

13. This Work Area involves active promotion and support of the implementation on a policy level of the standard. This Work Area encompasses active engagement with policy makers on a global scale, by enhancing the UN/LOCODE Focal Point Network and by contacting relevant authorities.

2. WA2: Technical monitoring, assessment, and support

14. The Work Area on technical monitoring, assessment and support of the UN/LOCODE maintenance and development with the new UN/LOCODE system, with the objective to meet the business needs with the latest technology.

3. WA3: Communication and outreach

15. Activities of the Work Area are:

- Providing DMR validation procedure and policy in writing;
- Sharing information on the work of the Maintenance Team and UN/LOCODE Re-engineer Project Team on the Collaborative UN/CEFACT Environment (CUE);
- Publishing the UN/LOCODE directory bi-annually on the UNECE website;
- Contribution to relevant events to disseminate the information and promote the standard;
- Outreach to activities beyond UN/LOCODE to expand the use of UN/LOCODE; and
- Finding funds for the activities as laid out in the Programme of Work.

4. WA4: Capacity building

16. Technical training session will be organized for UN/LCOODE Focal Points and potential stakeholders;

17. By sharing knowledge and expertise through partnerships, the Work Area will reach out to the business community to develop UN/LOCODE in a sustainable way.

5. WA5: Data Quality

18. The Data quality of UN/LOCODE will be improved by:
- The implementation of the revised UNECE Recommendation 16, which is scheduled to be submitted to the 26th session of UN/CEFACT Plenary for approval;
 - The UN/LOCODE Maintenance Team; and
 - The new UN/LOCODE system.

IV. Guiding principles

19. The work of the Group and the execution of this Programme of work is guided by the following principles:
- Mutual respect;
 - On the basis of volunteer;
 - Expert advice; and
 - The work of the Group will be fully aligned with the Terms of Reference and the Programme of Work.

V. Governance

20. The Group is led by a Chair in support of the UNECE secretariat.
21. The Chair of the Group is recommended by the UN/CEFACT Bureau and his/her nomination is endorsed by the UNECE secretariat for a mandate of two years.
22. It is the responsibility of the Chair and the UNECE secretariat that the objectives of the Team are met and to follow the Programme of work.
23. The Chair reports the work of the Group to the annual UN/CEFACT Plenary.
24. Participation in the Group is on a voluntary basis. All members of the Group must register as experts of UN/CEFACT, in accordance with relevant procedures.

VI. Funding

25. Experts will support the activities and are encouraged to find the necessary resources.
-