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Economic Commission for Europe

UNECE Executive Committee

Centre for Trade Facilitation and Electronic Business

Twenty-third session

Geneva, 3-4 April 2017

Item 1 of the provisional agenda

Adoption of the agenda

Revised annotated provisional agenda for the twenty-third session^{1, 2}

To be held at the Palais des Nations, Geneva, starting at 10.00 on Monday, 3 April 2017, in Salle VII.

I. Adoption Provisional agenda

1. Adoption of the agenda.
2. Elections.
3. Matters arising since the twenty-second session.
4. Bureau overview of developments.
5. Reports of rapporteurs.
6. Activities of other UNECE bodies and international organizations of interest to UN/CEFACT.
7. Recommendations and standards.
8. UN/CEFACT structure, mandate, terms of reference, and procedures.
9. Future challenges in trade facilitation and electronic business.
10. UN/CEFACT Programme of Work 2017-2018.

¹ For reasons of economy, delegates are requested to bring copies of all relevant documents to the session. There will be no documentation available in the conference room. Before the session, documents may be downloaded from the UNECE website (<http://www.unece.org/index.php?id=44087>). During the session, official documents may be obtained from the UNOG Documents Distribution Section (Room C.337, third floor, Palais des Nations).

² All delegates are requested to complete the online registration form available on the UNECE website (<http://www.unece.org/index.php?id=44087>). Upon arrival at the Palais des Nations, delegates should obtain an identification badge at the UNOG Security and Safety Section, located at the Pregny Gate (14, Av. de la Paix). In case of difficulty, please contact the secretariat by telephone (ext. 73254). For a map of the Palais des Nations and other useful information, see the website: <http://www.unece.org/meetings/practical.html>.

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11. Other business.
12. Adoption of decisions and draft report of the twenty-third session.

II. Annotations

The provisional agenda and timetable for the twenty-third session of the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) has been drawn up by the Bureau in consultation with the secretariat. It is based on the decisions adopted at the twenty-second session. There will be simultaneous interpretation into English, French and Russian.

The session will be opened by the Executive Secretary of the United Nations Economic Commission for Europe (UNECE) and by the Chair of UN/CEFACT.

Item 1. Adoption of the agenda

<i>Document title</i>	<i>Document symbol</i>	
Draft agenda	ECE/TRADE/C/CEFACT/2017/1/Rev.1	For decision

The Chair, with the assistance of the secretariat, will present the draft agenda for adoption (ECE/TRADE/C/CEFACT/2017/1/Rev.1) and will inform the Plenary of any proposed changes.

Item 2. Elections

<i>Document title</i>	<i>Document symbol</i>	
Election Procedure for the UN/CEFACT Bureau	ECE/TRADE/C/CEFACT/2016/10/Rev.1	For information

Delegations who are physically present will elect at least four Vice-Chairs for the UN/CEFACT Bureau for the period 2017 – 2020.

Delegations are encouraged to refer to “Election Procedure for the UN/CEFACT Bureau” (ECE/TRADE/C/CEFACT/2016/10/Rev.1) adopted at the twenty-second session.

The Plenary will also elect the Rapporteurs for Africa and for the Asia-Pacific.

Item 3. Matters arising since the twenty-second session

<i>Document title</i>	<i>Document symbol</i>	
Matters arising since the twenty-second session and other international developments	ECE/TRADE/C/CEFACT/2017/3	For information

The secretariat, together with the Bureau, will report on matters arising from the UNECE’s Executive Committee (EXCOM) and other UN bodies and conferences since the twenty-second session.

Delegations will have an opportunity to review and discuss the topics raised.

Item 4. Bureau overview of developments

The Chair and members of the Bureau will provide an overview of developments since the last session and will set the stage for the following agenda items.

Delegations will have an opportunity to review and discuss the topics raised.

Item 5. Reports of rapporteurs

<i>Document title</i>	<i>Document symbol</i>	
Report of the UN/CEFACT Rapporteur for Africa	ECE/TRADE/C/CEFACT/2017/4	For noting
Report of the UN/CEFACT Rapporteur for Asia and the Pacific	ECE/TRADE/C/CEFACT/2017/5	For noting

The regional rapporteurs will report on activities in their regions.

Delegations will have an opportunity to review and discuss the topics raised.

Item 6. Activities of other UNECE bodies and international organizations of interest to UN/CEFACT

Delegates will be briefed about activities of other UNECE bodies on matters of potential interest to UN/CEFACT. Representatives from other UN organizations and other international organizations will be invited to highlight areas for potential cooperation with UN/CEFACT as well as current and future activities of relevance.

A discussion will take place on potential areas for collaboration between UN/CEFACT and other UNECE bodies and international organizations.

Item 7. Recommendations and standards

(a) Recommendations for approval

<i>Document title</i>	<i>Document symbol</i>	
Recommendation N°36: Single Window Interoperability	ECE/TRADE/C/CEFACT/2017/6	For decision
Recommendation N°1: United Nations Layout Key for Trade Documents (revision)	ECE/TRADE/C/CEFACT/2017/7	For decision
Recommendation N°42: Trade and Transport Facilitation Monitoring Mechanism (TTFMM)	ECE/TRADE/C/CEFACT/2017/8	For decision

The Plenary will have before it for approval:

- Recommendation N°36: Single Window Interoperability (ECE/TRADE/C/CEFACT/2017/6)
- Recommendation N°1: United Nations Layout Key for Trade Documents (revision) (ECE/TRADE/C/CEFACT/2017/7), and

- Recommendation N°42: Trade and Transport Facilitation Monitoring Mechanisms (ECE/TRADE/C/CEFACT/2017/8).

Delegations will have an opportunity to review and discuss these recommendations.

(b) Recommendations for noting

<i>Document title</i>	<i>Document symbol</i>	
Recommendation N°41: Public-Private Partnerships in Trade Facilitation	ECE/TRADE/C/CEFACT/2017/9	For noting
Summary report of recommendations and standards	ECE/TRADE/346/Rev.1	For information

The Plenary will have before it the following recommendation for noting and delegations will have an opportunity to review and discuss these:

Recommendation N°41: Public-Private Partnerships in Trade Facilitation (ECE/TRADE/C/CEFACT/2017/9), which was approved using the inter-sessional process on 25 December 2015.

(http://www.unece.org/fileadmin/DAM/cefact/recommendations/rec04/ECE_TRADE_425_CFRec4.pdf)

Reference document: Summary report of recommendations and standards (ECE/TRADE/346/Rev.1).

(c) Standards for noting

The Plenary will have before it the following standards for noting and delegations will have an opportunity to discuss these:

UN/EDIFACT Directory (Versions D.16A and D.16B)

(<http://www.unece.org/tradewelcome/un-centre-for-trade-facilitation-and-e-business-uncifact/outputs/standards/unedifact/directories/2011-present.html>)

UN/LOCODE Directory (Versions 2016-1 and 2016-2)

(<http://www.unece.org/cefact/locode/welcome.html>)

UN/CEFACT Core Component Library (Versions D.16A, D.16A.1 and D.16B)

(http://www.unece.org/cefact/codesfortrade/uncc1/ccl_index.html)

UN/CEFACT XML Schema Library (Versions D.16A, D.16A.1 and D.16B)

(http://www.unece.org/cefact/xml_schemas/index)

Verified Gross Mass (VERMAS) Business Requirement Specifications

(https://www.unece.org/fileadmin/DAM/uncifact/BRS/BRS_VERMAS_v1.1.pdf)

Cross-Industry Remittance Advice Business Requirement Specifications

(https://www.unece.org/fileadmin/DAM/cefact/brs/BRS_CrossIndustryRemittanceAdviceAndDataModel.zip)

Transboundary Movements of Waste Business Requirement Specifications

(https://www.unece.org/fileadmin/DAM/cefact/brs/BRS_TransboundaryMovementsOfWaste.pdf)

Transboundary Movements of Waste Requirements Specification Mapping

https://www.unece.org/fileadmin/DAM/cefact/rsm/RSM_TransboundaryMovementsOfWaste.pdf

Supply Chain Reference Data Model Business Requirement Specifications

https://www.unece.org/fileadmin/DAM/uncefact/BRS/BRS_SCRDM_v1.0.0.2.pdf

Supply Chain Reference Data Model Requirements Specification Mapping

https://www.unece.org/fileadmin/DAM/uncefact/RSM/RSM_SCRDM_v1.0.0.2.pdf

Cross-Industry Invoicing Business Requirement Specifications

https://www.unece.org/fileadmin/DAM/uncefact/BRS/BRS_CII_v2.0.6.pdf

Cross-Industry Invoicing Requirements Specification Mapping

https://www.unece.org/fileadmin/DAM/uncefact/RSM/RSM_CII_CCBDA_CrossIndustryInvoice_v1.0.pdf

Accounting Journal Book Business Requirement Specifications

https://www.unece.org/fileadmin/DAM/cefact/brs/BRS_JournalBook-DayBook.PDF

Accounting Journal Book Requirements Specification Mapping

https://www.unece.org/fileadmin/DAM/cefact/rsm/RSM_JournalBook-DayBook.PDF

(d) Other deliverables for noting

<i>Document title</i>	<i>Document symbol</i>	
Technical Note on terminology for Single Window and other electronic platforms	ECE/TRADE/C/CEFACT/2017/10	For noting
White Paper on a Reference Data Model (RDM)	ECE/TRADE/C/CEFACT/2017/11	For noting
Green Paper on Trade Finance as a tool for Trade Facilitation	ECE/TRADE/C/CEFACT/2017/INF.1	For noting
Supply Chain Reference Data Model (SCRDM) Guideline	ECE/TRADE/C/CEFACT/2017/INF.2	For noting

The Plenary will have before it the above deliverables for noting and delegations will have an opportunity to review and discuss these.

(e) Related issues

<i>Document title</i>	<i>Document symbol</i>	
Executive Guide to UN/Core Components (UN/CCTS & the UN/CCL)	ECE/TRADE/C/CEFACT/2017/12	For noting
Executive Guide on UN/EDIFACT	ECE/TRADE/C/CEFACT/2016/7/ Rev.1	For noting
Executive Guide on Small-scaled Lodging House Deliverables	ECE/TRADE/C/CEFACT/2017/13	For noting

UN/LOCODE Conference Report	ECE/TRADE/C/CEFACT/2017/14	For information
Questionnaire on the use of UN/CEFACT deliverables	ECE/TRADE/C/CEFACT/2017/INF.3	For noting

The Plenary will have before it documents related to UN/CEFACT recommendations and standards, namely an Executive Guide to Core Components (UN/CCTS – United Nations Core Component Technical Specification and the UN/CCL – United Nations Core Component Library) (ECE/TRADE/C/CEFACT/2017/12), an Executive Guide on Small-scaled Lodging House Deliverables (ECE/TRADE/C/CEFACT/2017/13) and a report on the UN/LOCODE Conference which took place in Geneva on 28 April 2016 (ECE/TRADE/C/CEFACT/2017/14).

The Executive Guide on UN/EDIFACT, presented at the twenty-second session (ECE/TRADE/C/CEFACT/2016/7/Rev.1), is provided with translated versions (French and Russian).

Following up on Plenary Decision 16-16 (ECE/TRADE/C/CEFACT/2016/2 para 64) the Bureau, in coordination with the secretariat, prepared a questionnaire to gather information from member States and international organizations in order to develop a report on how UN/CEFACT deliverables are being used. The questionnaire on the use of UN/CEFACT deliverables (ECE/TRADE/C/CEFACT/2017/INF.3) is presented to the Plenary for noting and Head of Delegations are invited to support the provision of relevant information.

Delegations will have an opportunity to review and discuss these.

Item 8. UN/CEFACT structure, mandate, terms of reference, and procedures

<i>Document title</i>	<i>Document symbol</i>	
Consolidated UN/CEFACT mandate and terms of reference	ECE/TRADE/C/CEFACT/2017/15	For decision
Mandate and Terms of Reference of the Sustainable Fisheries Team of Specialists	ECE/TRADE/C/CEFACT/2017/16	For decision
Mandate and Terms of Reference of the Advisory Group on the United Nations Code for Trade and Transport Locations (UN/LOCODE)	ECE/TRADE/C/CEFACT/2017/17	For decision

The secretariat and the Bureau will present a Consolidated UN/CEFACT mandate and terms of reference (ECE/TRADE/C/CEFACT/2017/15), Mandate and Terms of Reference of the Sustainable Fisheries Team of Specialists (ECE/TRADE/C/CEFACT/2017/16), Terms of Reference of the Advisory Group on the United Nations Code for Trade and Transport Locations (UN/LOCODE) (ECE/TRADE/C/CEFACT/2017/17) for approval.

Delegations will have an opportunity to review and discuss these.

Item 9. Future challenges in trade facilitation and electronic business

<i>Document title</i>	<i>Document symbol</i>	
Briefing note on the contribution of UN/CEFACT to UN Sustainable Development Goal 5	ECE/TRADE/C/CEFACT/2017/18	For noting

Invited speakers, delegations and the Bureau will have an opportunity to provide their perspectives on emerging requirements and developments in the field of trade facilitation and electronic business.

UN/CEFACT continues to have an important role to play in the implementation of the WTO's Trade Facilitation Agreement, including with respect to the single window, use of international standards and national trade facilitation committees. E-commerce is becoming an increasingly important issue for governments and business, as well as for organisations such as the WTO and WCO. It is critical that UN/CEFACT standards continue to underpin new trends in international trade. UN/CEFACT will also seek to ensure that its work supports the 2030 Agenda for Sustainable Development, such as through the recent adoption of the FLUX standard to promote the sustainability of marine resources. A briefing note on the contribution of UN/CEFACT to UN Sustainable Development Goal 5 (ECE/TRADE/C/CEFACT/2017/18) will be presented as input to discussions on UN/CEFACT and Sustainable Development Goal 5.

The goal of this session is to brainstorm on how to build on progress in key projects and activities and on those areas that might be given priority in the future.

Item 10. UN/CEFACT Programme of Work 2017 – 2018

<i>Document title</i>	<i>Document symbol</i>	
UN/CEFACT Programme of Work 2017 – 2018	ECE/TRADE/C/CEFACT/2017/19	For decision

The Bureau will present for approval UN/CEFACT Programme of Work 2017 – 2018 (ECE/TRADE/C/CEFACT/2017/19).

Delegations will have an opportunity to review and discuss.

Item 11. Other business

Delegations will be invited to raise other issues not previously addressed during the session.

Item 12. Adoption of decisions and draft report of the twenty-third session

<i>Document title</i>	<i>Document symbol</i>	
Draft report of the twenty-third session	ECE/TRADE/C/CEFACT/2017/CRP.1	For decision
	ECE/TRADE/C/CEFACT/2017/CRP.1/Add.1	For decision

Delegations will be invited to adopt the decisions and the draft report.

III. Provisional timetable

<i>Date and time</i>	<i>Agenda item</i>	<i>Introduced by</i>
Monday, 3 April		
10.00 – 10.15	Opening	Executive Secretary of the United Nations Economic Commission for Europe (UNECE) and Bureau Chair
10.15 – 10.30	Item 1: Adoption of the agenda	Chair
10.30 – 11:30	Item 2: Elections	Secretariat/Bureau
11.30 – 12.00	Item 3: Matters arising since the twenty-second session	Secretariat and Bureau
12.00 – 13.00	Item 4: Bureau overview of developments	Bureau
13.00 – 15.00	Lunch break	
15.00 – 15.30	Item 5: Reports of rapporteurs	Rapporteurs
15.30 – 16:00	Item 6: Activities of other UNECE bodies and international organizations of interest to UN/CEFACT	Secretariat
16.00 – 17.00	Item 7: UN/CEFACT recommendations and standards	Bureau
17.00 – 18.00	Item 8: UN/CEFACT structure, mandate, terms of reference, and procedures	Secretariat and Bureau
Tuesday, 4 April		
10.00 – 11.00	Item 9: Future challenges in trade facilitation and electronic business	Bureau
11.00 – 12.30	Item 10: UN/CEFACT Programme of Work 2017 – 2018	Bureau
12.30 – 13.00	Item 11: Other business	Bureau
13.00 – 15.00	Lunch break	
15.00 – 18.00	Item 12: Adoption of decisions and draft report of the twenty-third session	Secretariat
	Closing	Chair