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UN/CEFACT structure, mandate, terms of reference, and procedures

Mandates and Terms of Reference of the Advisory Group on the United Nations Code for Trade and Transport Locations (UN/LOCODE)

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”, along with its composition, membership and participation in its meetings, and its reporting requirements.

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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 Chair of the Advisory Group will be recommended by the UN/CEFACT Bureau, and his/her nomination will be endorsed by the UNECE Secretariat.
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 further report to the Bureau, on an intersessional basis, as necessary.
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