

23 June 2005

ENGLISH ONLY

UNITED NATIONS CENTRE FOR TRADE FACILITATION AND ELECTRONIC BUSINESS (UN/CEFACT)

DECISIONS MADE AT THE 11TH UN/CEFACT PLENARY SESSION
HELD AT THE PALAIS DES NATIONS 22 AND 23 JUNE 2005

TRADE/CEFACT/2005/MISC.7

Item 1 Adoption of the agenda

Decision 05-01:

The Agenda was approved with the changes as announced.

Item 2 Report of the 10th session of UN/CEFACT

Decision 05-02:

The Centre endorsed the report of its 10th session.

Item 3 Report of the Bureau

Decision 05-03:

The Plenary endorsed the report of the Bureau. The Bureau was requested to provide timely and quarterly progress reports to Heads of Delegation (HoD) through the HoD listserver. The secretariat was requested to update the subscriptions to the HoD listserver.

Decision 05-04:

The Plenary noted the report of the Forum Management Group (FMG) on the objectives of the UN/CEFACT Forum (TRADE/CEFACT/2005/3).

Decision 05-05:

The Plenary approved the Mandate and Terms of Reference of UN/CEFACT (TRADE/R.650/Rev.4) and requested the Bureau to incorporate the typing changes and the following comment made by Plenary delegations: a description of the intersessional decision-making process should be prepared and a reference should be made to it in TRADE/R.650/Rev.4. The changes as proposed shall be included in the final text.

Decision 05-06:

The secretariat should prepare a form for Heads of Delegation to use for nominating Forum delegates.

Decision 05-07:

The Rules of Procedure for the UN/CEFACT Forum were approved. The Plenary requested the FMG, in cooperation with the Bureau, to revise these Rules of Procedure in order to clarify the right to invite observers and special guests to Forums.

Decision 05-8:

The Open Development Process (ODP) was approved and the Bureau, together with the FMG, was requested to complete the document with procedures to cover all UN/CEFACT deliverables.

Item 4 Strategy and Programme of Work

Decision 05-9:

The trade facilitation and electronic business strategies were approved.

Decision 05-10:

The Programme of Work (TRADE/CEFACT/2005/9) was approved.

Item 5 Financing of the UN/CEFACT Programme of Work

Decision 05-11:

The principles laid out in document TRADE/CEFACT/2005/MISC.5 (Recommendations for the Support and Financing of the UNECE's UN/CEFACT Programme of Work) were approved by the Plenary. The Bureau, in cooperation with the FMG, was requested to develop the related, detailed procedures and descriptions for either intersessional approval or approval at the 12th Plenary session in 2006.

With regard to the Forums in Lyon (September 2005) and Vancouver (March 2006), specific measures have been taken.

Item 6 UN/CEFACT Intellectual Property Rights

Decision 05-12:

The principles of the Intellectual Property Rights Policy were approved as laid down in document TRADE/CEFACT/2005/MISC.3. The Special Contact Group, in cooperation with the Bureau, was requested to prepare a document that the secretariat can clear with the UN Office of Legal Affairs. The IPR policy should be approved in an intersessional approval process by the end of 2005.

The Delegations of Canada and Sweden reserved the right to submit comments later and they were requested to do so within three weeks after the Plenary to expedite the finalization process.

Item 7 Cooperation arrangements with other organizations

Decision 05-13:

The Plenary approved the suggested approach to cooperation with the private sector as laid down in document TRADE/CEFACT/2005/MISC.1 and encouraged the Bureau to identify partners for such cooperation agreements.

Decision 05-14:

The Plenary confirmed the Memorandum of Understanding signed between the UNECE and OASIS.

Item 8 UN/CEFACT Forum Progress Reports

Decision 05-15:

The Plenary endorsed the reports of the Applied Technologies Group (ATG), the Information Content Management Group (ICG), the Trade and Business Processes Group (TBG) and the Techniques and Methodologies Group (TMG). The Plenary noted the secretariat's report on the work undertaken in the Legal Group and requested the FMG to issue an invitation to Heads of Delegation for participation in the Legal Group. The next meeting of the Legal Group would be organized during the UN/CEFACT Forum in Lyon, France 26 – 30 September, where new officers of the Group would be elected.

Item 9 Approval of recommendations and associated documents

Decision 05-16:

The Plenary approved the following documents as draft Business Requirements Specifications:

TRADE/CEFACT/2005/20	Business Requirements Specification for Cross Industry Invoice
TRADE/CEFACT/2005/21	Business Requirements Specification for Cross Industry Remittance Advice
TRADE/CEFACT/2005/22	Business Requirements Specification for BoostAero e-Supply Chain
TRADE/CEFACT/2005/24	Business Requirements Specification for e-Tendering
TRADE/CEFACT/2005/36	Business Requirements Specification for Sanitary and Phytosanitary e-Certificate

Decision 05-17:

The Plenary reminded the Groups that they should follow the stipulations of TRADE/R.650/Rev.4 regarding outreach and participation in the Group's work. The cover pages of Business Requirements Specifications should indicate the Permanent Group in charge as the source submitting the document, and the individual working group where the work is undertaken to ensure full traceability of data as well as internal and external liaisons.

Decision 05-18:

The Plenary requested the Bureau to review the term “Business Requirements Specifications” to ensure that it corresponds to current practices in UN/CEFACT. The individual titles of Business Requirements Specifications should avoid confusion with similarly named work items in other organizations.

Decision 05-19:

The Plenary took note of document TRADE/CEFACT/2005/23 containing a draft “Business Requirements Specification for Material Safety Data Sheet” and requested TBG to take into account the provisions and results of related work as laid down in the documents: “Annex to Business Requirement Specification for Material Safety Data Sheet” (TRADE/CEFACT/2005/23/Add.1); and “The Globally Harmonized System of Classification and Labelling of Chemicals (GHS)” (TRADE/CEFACT/2005/32). The TBG was requested to submit a revised BRS for review and approval of the Plenary.

The Delegation from Canada reserved the right to comment on the Business Requirements Specifications at a later stage.

Item 10 Reports from UN/CEFACT Rapporteurs, and related matters

Decision 05-20:

The Plenary took note of the Report of the Standards Liaison Rapporteur.

Decision 05-21:

The Plenary took note of the Report of the Rapporteur for Asia. The Bureau requested him to further develop contacts with regional standardization initiatives and to help ensure cooperation and coherent approaches to trade facilitation and electronic business standard development in the Asian region.

Decision 05-22:

In order to complete the set of constitutional documents of UN/CEFACT, the Plenary requested the Bureau to review the mandates and terms of reference of Rapporteurs and submit them to Heads of Delegation in an intersessional approval process.

The Plenary requested the Bureau to work on the identification of regional Rapporteurs in additional regions and in particular in Africa and Latin America.

Item 11 UN/CEFACT Capacity Building and related matters

Decision 05-23:

The Plenary took note of the following reports made by the secretariat:

- UNECE Instruments to Address Trade Facilitation in the WTO Doha Work Programme (TRADE/CEFACT/2005/28)
- Benchmarking Guide (TRADE/CEFACT/2005/33)
- Plan for a UN/CEFACT Implementation Study (TRADE/CEFACT/2005/34)
- Czech technical assistance project (TRADE/CEFACT/2005/35)

- Capacity building and implementation activities in Support of the Programme of Work of the UNECE Committee for Trade, Industry and Enterprise Development (TRADE/2005/15)
- Summary of Trade Facilitation Recommendations (TRADE/CEFACT/2005/31)

Decision 05-24:

The Plenary took note of the Bureau's report on Regional Cooperation (TRADE/CEFACT/2005/MISC.4) and requested that the Bureau follow up and report at the 12th Plenary. The Plenary further requested the secretariat to refer this matter to the Executive Secretary of the UNECE for follow-up at the highest level with the other regional commissions.

Item 12 Elections

Decision 05-25:

The Plenary elected Mr Stuart Feder as its Chairman for the period 2005 – 2007.

Item 13 Review of Decisions

Decision 05-26:

The Plenary adopted the decisions made at the 11th Plenary session held in Geneva on 22 and 23 June 2005, and requested the secretariat to issue a list of the decisions on the UN/CEFACT website and in a message to the Head of Delegation listserver.

Decision 05-27

The Plenary decided to hold the 12th Plenary of UNCEFACT from 29 May to 2 June 2006.
