



**Economic and Social  
Council**

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**ECONOMIC COMMISSION FOR EUROPE**

COMMITTEE ON TRADE

Centre for Trade Facilitation and Electronic Business

Thirteenth session  
Geneva, 14 - 16 May 2007

**ANNOTATED PROVISIONAL AGENDA FOR THE THIRTEENTH SESSION<sup>1</sup>**

To be held at the Palais des Nations, Geneva,  
from 14 to 16 May 2007

Note by the secretariat

**I. INTRODUCTION**

1. The provisional agenda and timetable for the thirteenth session of the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) have been drawn up by the secretariat in consultation with the Chair and the Bureau on the basis of the decisions and programme of work adopted by the Centre at its twelfth session.
2. The Plenary will be held from 14 to 16 May 2007, and the Centre will approve the decisions of the thirteenth session in the afternoon of Wednesday, 16 May. The formal meeting will begin on Monday, 14 May at 2.30 p.m. The morning will be reserved for bilateral consultations.

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<sup>1</sup> **DOCUMENTS** – Documents will be distributed by mail and posted on the website (<http://www.unece.org/cefact>). For reasons of economy, delegations are requested to bring to the meeting their copies of the documents listed in this agenda. No documentation will be available in the conference room.

**ACCESS TO THE PALAIS DES NATIONS** – Security badges are required in order to enter the Palais. To obtain a badge, participants and delegates must register in advance. The registration form can be found at the end of this document. For additional practical information for delegates, see: <http://www.unece.org/meetings/practical.htm>

## **II. PROVISIONAL AGENDA**

### **Opening**

1. Adoption of the agenda
2. Matters arising from the sixty-second session of UNECE
3. Overview of stakeholder priorities
4. Report on UN/CEFACT Forum activities since the 12<sup>th</sup> Plenary session
5. Developments by expert groups: deliverables and priorities
6. Open Development Process
7. Secretariat support
8. Reports of the Rapporteurs
9. Going Forward
  - (a) Programme of Work 2008 - 2009
  - (b) Next steps
10. Organizational matters
11. Election of officers
12. Adoption of decisions of the 13<sup>th</sup> UN/CEFACT Plenary

## **III. ANNOTATIONS TO THE PROVISIONAL AGENDA**

### **Opening**

3. The session will be opened by the Executive Secretary of the United Nations Economic Commission for Europe (UNECE).

### **Item 1: Adoption of the agenda**

*Documentation:* ECE/TRADE/C/CEFACT/2007/1

4. In accordance with the UNECE rules of procedure, the first item on the provisional agenda is the adoption of the agenda.

### **Item 2: Matters arising from the sixty-second session of UNECE**

*Documentation:* ECE/TRADE/C/CEFACT/2007/2

5. The secretariat will report on matters arising from the sixty-second session of the UNECE that was held from 25 to 27 April 2007.

### **Item 3: Overview of stakeholder priorities**

*Documentation:* ECE/TRADE/C/CEFACT/2007/3

6. The Bureau will review the main outcomes and follow up developments relating to the Stakeholder Sessions held during the 12<sup>th</sup> Plenary session in May 2006.

### **Item 4: Report on UN/CEFACT Forum activities since the 12<sup>th</sup> Plenary session**

*Documentation:* ECE/TRADE/C/CEFACT/2007/4

7. The Chair of the Forum Management Group (FMG) will report on its key activities since the 12<sup>th</sup> Plenary session.

### **Item 5: Developments by expert groups: deliverables and priorities**

*Documentation:* ECE/TRADE/C/CEFACT/2007/5, ECE/TRADE/C/CEFACT/2007/6,  
ECE/TRADE/C/CEFACT/2007/7, ECE/TRADE/C/CEFACT/2007/8,  
ECE/TRADE/C/CEFACT/2007/9, ECE/TRADE/C/CEFACT/2007/10,  
ECE/TRADE/C/CEFACT/2007/11, ECE/TRADE/C/CEFACT/2007/12  
ECE/TRADE/C/CEFACT/2007/13

8. The Permanent Group Chairs of the UN/CEFACT Forum Management Group will report on deliverables and priorities.

9. The Plenary will have before it revised or new recommendations for approval.

### **Item 6: Open Development Process**

*Documentation:* ECE/TRADE/C/CEFACT/2007/14, ECE/TRADE/C/CEFACT/2007/15,  
TRADE/R.650/Rev.4/Add.1/Rev.1

10. The Vice-Chair of the Forum Management Group will report on progress made in the strengthening of the Open Development Process, and the Plenary will discuss further actions required. The Open Development Process provides rules on how to conduct projects for developing UN/CEFACT standards, specifications and recommendations.

**Item 7: Secretariat support**

*Documentation:* ECE/TRADE/C/CEFACT/2007/16, ECE/TRADE/C/CEFACT/2007/17

11. The Director of the Trade Division will report on the secretariat support for UN/CEFACT.

**Item 8: Report of the Rapporteurs**

*Documentation:* ECE/TRADE/C/CEFACT/2007/18, ECE/TRADE/C/CEFACT/2007/19

12. The African and Asian Rapporteurs will review their activities since the last session of the Plenary. The reports will highlight: regional standards development organizations; current issues in trade facilitation and e-business standards and highlights of activities in the African and Asia-Pacific region and cooperation under the Asia-Pacific Council for Trade Facilitation and Electronic Business (AFACT).

**Item 9: Going Forward**

*Documentation:* ECE/TRADE/C/CEFACT/2007/20, ECE/TRADE/C/CEFACT/2007/21,  
ECE/TRADE/C/CEFACT/2007/22, ECE/TRADE/C/CEFACT/2007/23

13. The Bureau will review the Programme of Work and next steps. This will follow last year's Plenary decision to focus on an integrated UN/CEFACT strategy for trade facilitation and e-business, particularly in the context of "buy-ship-pay" end-to-end interoperability.

**Item 10: Organizational matters**

*Documentation:* ECE/TRADE/C/CEFACT/2007/24, ECE/TRADE/C/CEFACT/2007/25,  
ECE/TRADE/C/CEFACT/2007/26, ECE/TRADE/C/CEFACT/2007/27,  
ECE/TRADE/C/CEFACT/2007/28

14. The Plenary will have before it the reports of past accomplishments and the revised mandates and Terms of Reference of the Permanent Groups for approval.

**Item 11: Election of officers**

15. The Plenary will elect a Chair and an Asian Rapporteur for the biennium 2007 - 2009.

**Item 12: Adoption of decisions**

16. Delegations will approve the decisions made at the 13<sup>th</sup> UN/CEFACT Plenary session.

17. The secretariat will prepare a draft report of the Plenary for intersessional approval by the heads of delegation.

18. The Plenary will decide on the dates of the 14<sup>th</sup> UN/CEFACT Plenary session.

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**ANNEX I**  
**TENTATIVE TIMETABLE**

	<b>Item</b>		<b>Introduced by</b>
<b>Monday, 14 May</b>			
10 a.m. – 2 p.m.		Bilateral consultations with delegations	
2.30 p.m. – 5.30 p.m.		Opening	Executive Secretary
	1.	Adoption of the Agenda	Chair
	2.	Matters arising from the sixty-second session of the UNECE	UNECE secretariat
	3.	Overview of stakeholder priorities	Chair
	4.	Report on the UN/CEFACT Forum activities since the 12 <sup>th</sup> Plenary session	FMG Chair
	5.	Developments by expert groups: deliverables and priorities	Permanent Group Chairs
<b>Tuesday, 15 May</b>			
10 a.m. – 1 p.m.	5.	Developments by expert groups: deliverables and priorities (continued)	Permanent Group Chairs
	6.	Open Development Process	FMG Vice-Chair
	7.	Secretariat support	Director of the Division
	8.	Reports of the Rapporteurs	Rapporteurs
3 p.m. – 6 p.m.	9.	Going Forward	Chair
		Review of Programme of Work 2008 – 2009 and Next Steps	
<b>Wednesday, 16 May</b>			
10 a.m. – 1 p.m.	10.	Organizational matters	Chair
3 p.m. – 6 p.m.	11.	Election of officers	Director of the Division
	12.	Adoption of Decisions of the 13 <sup>th</sup> UN/CEFACT Plenary	Chair

**UN Security** advises you to bring a copy of this **COMPLETED FORM** with you to Geneva.

## ANNEX II



**To be returned:**  
**No later than 4 May 2007**  
**to: [karen.taylor@unece.org](mailto:karen.taylor@unece.org)**  
**(or fax: +41 22 917 0479)**

**13th Session of the UN/CEFACT Plenary**  
**14-16 May 2007 at the Palais des Nations in Geneva**

## REGISTRATION FORM

**Participant**      **Family Name**      **First Name**

Mr. / Ms.

## I AM REPRESENTING

the Government of:

Intergovernmental  
Organization (IGO)

United Nations  
Organization

Non-Governmental  
Organization (NGO)  
(ECOSOC accredited)

Chamber of Commerce

Private Sector

NGO  
(not ECOSOC accredited)

Other

Name Organization/Enterprise:

Title in Organization/Enterprise:

Official Tel. No.: +

Fax: +

E-mail:

URL:

Postal Address:

City:

Postal Code:

Country:

Address in Geneva:

To be filled in ONLY by delegates needing a request letter in order to apply for a visa for Switzerland. Please e-mail request to [karen.taylor@unece.org](mailto:karen.taylor@unece.org) with this registration form, indicating in your message the fax number, e-mail and the postal address of the Swiss Consulate closest to your place of residence.

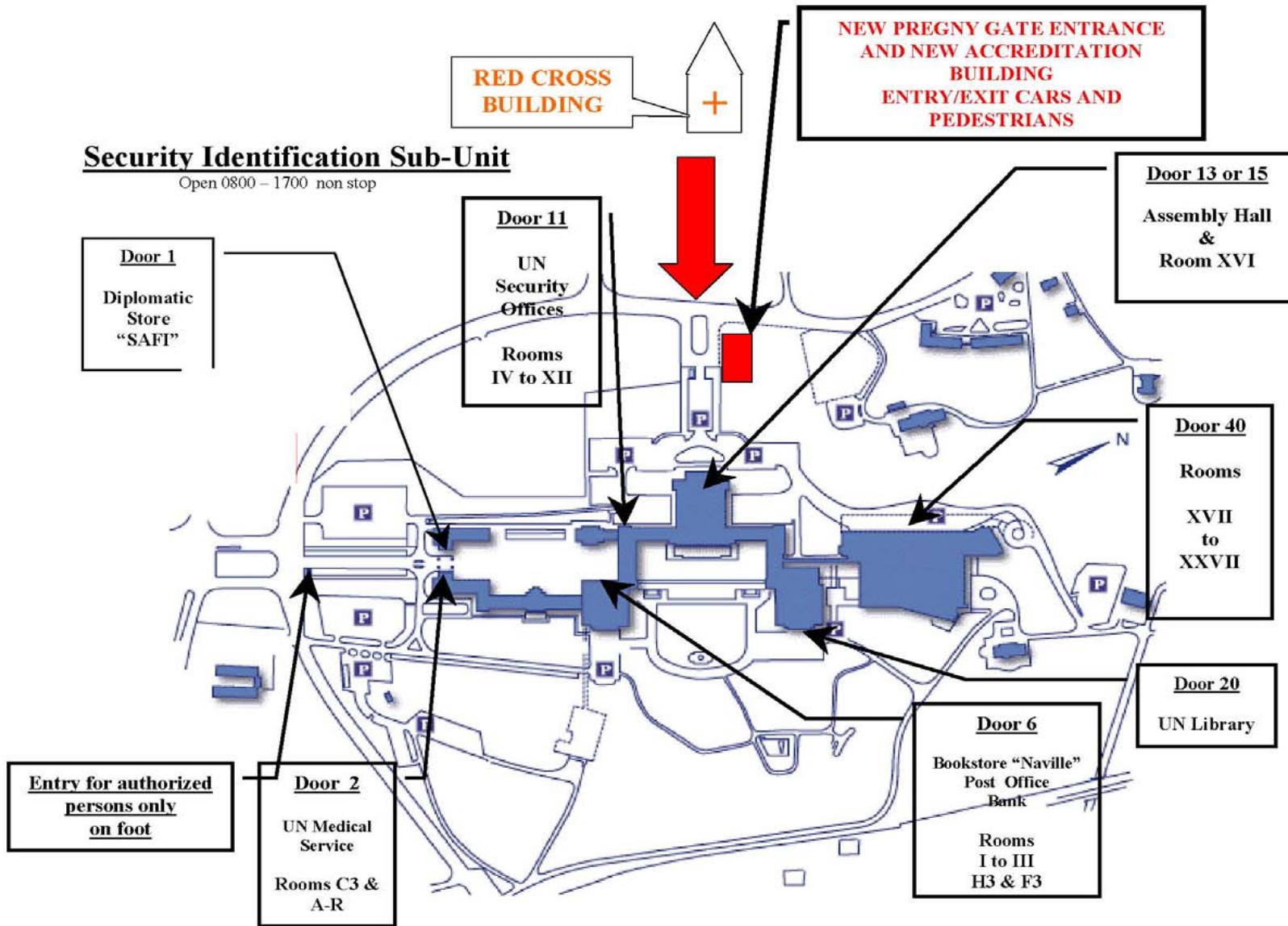
(see at: <http://www.eda.admin.ch/eda/en/home/rebs.html>). Other personal data needed are:

Passport Number: \_\_\_\_\_ Valid until (day/month/year): \_\_\_\_\_

Dates for which the visa is needed: From: \_\_\_\_\_ To: \_\_\_\_\_

Deadline for visa request letters at the UNECE secretariat is 27 April 2007

ANNEX III - MAP OF THE UNITED NATIONS OFFICE AT GENEVA



**Security Identification Sub-Unit**

Open 0800 - 1700 non stop

**Door 1**  
Diplomatic Store  
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**Door 11**  
UN Security Offices  
Rooms IV to XII

**NEW PREGNY GATE ENTRANCE AND NEW ACCREDITATION BUILDING ENTRY/EXIT CARS AND PEDESTRIANS**

**Door 13 or 15**  
Assembly Hall & Room XVI

**Door 40**  
Rooms XVII to XXVII

**Door 20**  
UN Library

**Door 6**  
Bookstore "Naville"  
Post Office  
Bank  
Rooms I to III  
H3 & F3

**Entry for authorized persons only on foot**

**Door 2**  
UN Medical Service  
Rooms C3 & A-R