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ECONOMIC COMMISSION FOR EUROPE

**COMMITTEE FOR TRADE, INDUSTRY AND ENTERPRISE DEVELOPMENT**

Centre for the Facilitation of Procedures and Practices  
for Administration, Commerce and Transport (CEFACT)

Fourth session, 14-16 September 1998

**PROVISIONAL AGENDA**

for the session to be held in the Palais des Nations, Geneva,  
starting at 3:00 p.m. on Monday, 14 September 1998

- |                                                                              |                                                                                                                               |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| 1. Adoption of the provisional agenda                                        | TRADE/CEFACT/1998/12                                                                                                          |
| 2. Election of officers                                                      |                                                                                                                               |
| 3. CEFACT Steering Group (CSG) Reports<br>and Migration to CEFACT structures | TRADE/CEFACT/1998/13<br>TRADE/CEFACT/1998/14<br>TRADE/CEFACT/1998/15<br>TRADE/CEFACT/GE.1/1998/10<br>TRADE/CEFACT/1998/CRP.22 |
| 4. Reports from mandated groups                                              |                                                                                                                               |
| 5. CEFACT rapporteurs                                                        | TRADE/CEFACT/1998/16<br>TRADE/CEFACT/1998/17                                                                                  |
| 6. Promotion of CEFACT objectives                                            | TRADE/CEFACT/1998/18                                                                                                          |
| 7. Strategy and programme of work                                            | TRADE/CEFACT/1998/19<br>TRADE/CEFACT/1998/20                                                                                  |
| 8. Reports from regional commissions and<br>regional advisors                |                                                                                                                               |

9. Implementation of CEFACT's work
10. Cooperation with other international organizations TRADE/CEFACT/1998/CRP.23
11. Other business
12. Adoption of the report

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#### EXPLANATORY NOTES

##### Introduction

1. The provisional agenda for the fourth session of the Centre for the Facilitation of Procedures and Practices for Administration, Commerce and Transport (CEFACT) was prepared in accordance with decisions taken by the CEFACT officers and Steering Group.

2. The provisional timetable presented hereafter has been proposed by the Steering Group for the fourth session of CEFACT. The timetable is only indicative. The afternoon session of Wednesday, 14 September 1998 will be held only to approve the report of the fourth session. The CEFACT Steering Group will convene a meeting in the morning of Monday, 14 September 1998.

		(a.m.)	(p.m.)
Monday	14 September 1998	CSG	CEFACT
Tuesday	15 September 1998	CEFACT	CEFACT
Wednesday	16 September 1998	Informal meetings**	
Thursday	17 September 1998	-- Informal meetings --	
Friday	18 September 1998	-- Informal meetings --	

\*\* Draft copies of the meeting report will be available the afternoon of Wednesday, 16 September 1998.

3. The fourth CEFACT session will begin at 15:00 on Monday, 14 September 1998.

##### Item 1 - Adoption of the revised agenda

4. In accordance with the Rules of Procedure of the United Nations Economic Commission for Europe (UN/ECE), the first item on the provisional agenda is the adoption of the agenda (document TRADE/CEFACT/1998/12).

##### Item 2 - Election of officers

5. As agreed during the September 1996 session of the Working Party for the Facilitation of International Trade Procedures (WP.4), the initial term of the following officers was to be limited to the first three sessions of the CEFACT Plenary as part of the migration process: the CEFACT Chair, one Vice Chair nominated by the Member States and one Vice Chair nominated by the Article 11 States (see TRADE/WP.4/197 and TRADE/WP.4/CRP.122/Rev.1). Therefore, an election will be held for these officers. In addition, due to a number of resignations, elections will be held for four CEFACT Steering Group members.

**Item 3 - CEFACT Steering Group (CSG) reports and migration to CEFACT structures**

6. The Chairman of the CEFACT Steering Group will present his report summarizing the results of the Group's work during the last six months(TRADE/CEFACT/1998/13). This document is for discussion and noting.

7. For information, the Chairman of the CEFACT Steering Group will present the reports covering the CSG meetings held in January, March and June 1998 as contained in documents TRADE/CEFACT/1998/14 and TRADE/CEFACT/1998/15. These documents are for noting.

8. The CSG has requested that the secretariat develop a proposal for a new procedure for the approval of reports (TRADE/CEFACT/1998/CRP.22) that will not require delegations to remain until Wednesday afternoon to do so. If no agreement can be reached on a new procedure, then the report will be approved on the afternoon of Wednesday, 16 September 1998.

**3.1 Matters relating to the March 1998 Meeting of Experts on Data Elements and Automatic Data Interchange (GE.1)**

9. The report from the March 1998 session of GE.1, which was its last session, will be presented in document TRADE/CEFACT/GE.1/1998/10. This report is for approval.

**Item 4 - Reports from mandated groups**

10. Either written or oral reports will be received from the following CEFACT permanent working groups: Business Analysis Working Group (BAWG), Codes Working Group (CDWG), International Trade Procedures Working Group (ITPWG), Legal Working Group (LWG), Techniques and Methodologies Working Group (TMWG) and the UN/EDIFACT Working Group (EWG).

11. Reports will also be received from the following ad hoc working groups: SIMPL-EDI and forms & web based EDI ad hoc group(SIMAC) and the Electronic Commerce Ad hoc Working Group (ECAWG). These reports are for discussion and noting.

12. The above will include an in-depth presentation from one of the permanent working groups.

**Item 5 - CEFACT rapporteurs**

13. Document TRADE/CEFACT/1998/16 contains the report of the CEFACT Rapporteur for Asia. This document is for noting.

14. Terms of reference for a CEFACT Standards Liaison Rapporteur will be presented (TRADE/CEFACT/1998/17). This document is for approval.

**Item 6 - Promotion of CEFACT objectives**

15. A report will be received from the Vice-Chair responsible for promotion on the first meeting of the CEFACT Promotion Advisory Ad hoc Working Group whose terms of reference can be found in document TRADE/CEFACT/1998/18. This document is for approval.

**Item 7 - Strategy and Programme of work**

16. A strategic view of CEFACT's work will be presented by the CEFACT Steering Group in document TRADE/CEFACT/1998/19. This document is for review and comment.

17. Document TRADE/CEFACT/1998/20 and its addendum contain the consolidated CEFACT work programme in the form of activity planning worksheets from each of the working groups. This document is for approval.

**Item 8 - Reports from Regional Commissions and Regional Advisors**

18. Written or oral reports will be received from the regional commissions and from regional advisors covering projects or activities related to CEFACT's work.

**Item 9 - Implementation of CEFACT work**

19. The secretariat will report on the responses received to the questionnaire on the implementation of recommendations which was distributed to Heads of Delegation by fax prior to the March 1998 session and by e-mail after that session.

**Item 10 - Cooperation with other international organizations**

20. The secretariat will present conference room paper report TRADE/CEFACT/1998/CRP.23 on developments in this area.

21. An international organization will give an in-depth presentation of their activities.

**Item 11 - Other business**

22. No documents were planned for this agenda item as of 6 July 1998.

**Item 12 - Adoption of the report**

23. The report of the fourth CEFACT session will be approved according to new procedures agreed under agenda item 3. If no agreement was reached on a new procedure, then the report will be approved on the afternoon of Wednesday, 16 September 1998.

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