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**UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE**

United Nations Centre for Trade Facilitation  
and Electronic Business (UN/CEFACT)

**Summary of UN/CEFACT  
Trade Facilitation Recommendations**



**UNITED NATIONS**

New York and Geneva 2006

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### **Note**

The designations employed and the presentation of material in this publication do not imply the expression of any opinion whatsoever on the part of the secretariat of the United Nations concerning the legal status of any country, territory, city or area, or of its authorities, or concerning the delimitation of its frontiers or boundaries.

### **Abstract**

This publication contains the latest information on trade facilitation recommendations established under the auspices of the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT). The publication provides a summary of the approved Recommendations presented in a detailed table, which includes the title of the recommendation, its symbol number, a short description, the status of approval and revision, and the publication dates of each language edition.

## **Foreword**

The United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) continues its mission to improve the ability to exchange products and services among countries. It has developed and maintained a series of more than 30 recommendations and standards, which are used worldwide to simplify and harmonize trade procedures and information flows. Many of these are now international standards of the International Organization for Standardization (ISO).

This publication provides an updated summary on the status and availability of these standards. It should be a useful reference document for countries and trade facilitation implementers and provide the trade community at large with a solid tool for successful trade facilitation.

Marek Belka  
Executive Secretary  
United Nations Economic Commission for Europe

## United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT)

Simple, Transparent and Effective Processes for Global Commerce

UN/CEFACT's mission is to improve the ability of business, trade and administrative organizations, from developed, developing and transitional economies, to exchange products and relevant services effectively. Its principal focus is on facilitating national and international transactions, through the simplification and harmonization of processes, procedures and information flows, and so contribute to the growth of global commerce.

Participation in UN/CEFACT is open to United Nations Member States, intergovernmental organizations and non-governmental organizations recognized by the United Nations Economic and Social Council (ECOSOC). Through this participation of government and business representatives from around the world, UN/CEFACT has developed a range of trade facilitation and e-business standards, recommendations and tools that are approved within a broad intergovernmental process and implemented globally.

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**LIST OF ABBREVIATIONS**

EDI	Electronic Data Interchange
FIATA	International Federation of Freight Forwarders Associations
IMO	International Maritime Organization
ISO	International Organization for Standardization
PSI	Pre-shipment Inspection
SAD	Single Administrative Document
UN	United Nations
UN/CEFACT	United Nations Centre for Trade Facilitation and Electronic Business
UNCTAD	United Nations Conference on Trade and Development
UN/EDIFACT	United Nations Electronic Data Interchange for Administration, Commerce and Transport
WCO	World Customs Organization

## Introduction

Over the past 40 years, the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) has developed and maintained a series of recommendations and standards for international trade.

These reflect best practices in trade procedures and data and documentary requirements. They are used worldwide to simplify and harmonize international trade procedures and information flows. The International Organization for Standardization (ISO) has adopted many of them as international standards.

Recommendation 1, for instance, the United Nations Layout Key for Trade Documents, is now the international standard for international trade documents. It is the basis for many key trade documents such as the European Union's Single Administrative Document (SAD). Other examples of its application include:

- Freight Forwarding Instruction
  - FIATA (International Federation of Freight Forwarders' Associations)
- Dangerous Goods Declaration
  - UNECE (United Nations Economic Commission for Europe)
- Goods Declaration for Export (revised Kyoto Convention)
  - WCO (World Customs Organization)

Another example, Recommendation 25, the UN/EDIFACT<sup>1</sup> Standard, is the international standard for Electronic Data Interchange. It is used throughout the commercial and administrative world. Complementing this Standard are a variety of recommendations on codes for use in international trade, such as:

- Code for Trade and Transport Locations (Recommendation 16)
- Codes for Modes of Transport (Recommendation 19)
- Code for Representation of Names of Countries (Recommendation 3).

The recommendations also cover more general aspects of trade facilitation implementation, such as:

- Recommendation 4 on National Trade Facilitation Organs outlines an approach to setting up a consultative mechanism between trade and government for implementing trade facilitation measures and instruments
- Recommendation 18 on Facilitation Measures related to International Trade Procedures proposes a series of measures that could be taken by Governments and business for the facilitation of trade transactions.

The latest recommendation, Recommendation 33, offers Guidelines on establishing a "Single Window"<sup>2</sup> facility. Setting up Single Windows is one of the new approaches to trade facilitation that can provide extensive benefits to both Governments and trade.

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<sup>1</sup> United Nations /Electronic Data Interchange for Administration, Commerce and Transport.

<sup>2</sup> A Single Window is defined as a facility that allows parties involved in trade and transport to lodge standardized information and documents with a single entry point to fulfil all import, export, and transit-related regulatory requirements. "Recommendation and Guidelines on Establishing a Single Window to Enhance the Efficient Exchange of Information between Trade and Government" (Recommendation 33).

This publication provides the following information on each recommendation:

- Brief description
- Equivalent ISO standard number (where appropriate)
- Current status, indicating whether the recommendation is under development, approved or under revision
- Dates and publication numbers of documents containing the first approved and last revised versions of the recommendation
- Indication and publication numbers of the French and Russian editions

The full versions of these recommendations, along with their associated guidelines and code lists, are available free of charge from our website at: <http://www.unece.org/cefact/>

The application of these standards and recommendations by individual countries can vary considerably. It will depend on their unique conditions, needs and priorities, as well as on their resources. However, regardless of how they are applied, the standards should create a solid basis for successful international trading.

We encourage all countries to use and apply the standards and recommendations when adopting trade facilitation measures. We also invite them to participate actively with UN/CEFACT in developing such recommendations.

For further information, please contact the UNECE secretariat at [trade@unece.org](mailto:trade@unece.org).



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## RECOMMENDATIONS

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Recommendation Number		Recommendation N° 1	Addendum to Recommendation N° 1	Informative Annex to Recommendation N° 1
Title		United Nations Layout Key for Trade Documents	United Nations Layout Key for Trade Documents	United Nations Layout Key for Trade Documents: Guidelines for Application
Description		Provides an international basis for the standardization of documents used in international trade and transport, including the visual representation of such documents. The United Nations Layout Key is intended particularly to serve as a basis for designing aligned series of forms employing a master document in a reprographic one run method of document preparation. It can also be used to design screen layouts for the visual display of electronic documents.	The Addendum recommends the use of the United Nations Layout Key "as the basis for the designing of all relevant documents and to apply the Guidelines".	The Informative Annex contains the Guidelines for the application of the United Nations Layout Key, when designing new forms for trade documents. It also includes illustrations of aligned forms, which can be used as templates for adaptation for national or sector requirements. Part V of the Informative Annex describes sectors and specialized areas of application.
Current Status (under development, approved, under revision)		Approved	Approved	Approved
First approved	Date	1973	March 2001	March 2001
	Publication N°	ME/TTD/73/D1	TRADE/CEFACT/2001/15	ECE/TRADE/270
Last Revision approved	Date	March 1981	_____	_____
	Publication N°	ECE/TRADE/ 137	_____	_____
French Edition	Date	March 1981	March 2001	March 2001
	Publication N°	ECE/TRADE/ 137	TRADE/CEFACT/2001/15	ECE/TRADE/270
Russian Edition	Date	March 1981	March 2001	March 2001
	Publication N°	ECE/TRADE/ 137	TRADE/CEFACT/2001/15	ECE/TRADE/270

Recommendation Number		Recommendation N° 2	Recommendation N° 3	Recommendation N° 4
Title		Location of Codes in Trade Documents	ISO Country Code: Code for Representation of Names of Countries	National Trade Facilitation Organs: Arrangements at the National Level to Coordinate Work on Facilitation of Trade Procedures
Description		The text of this Recommendation was incorporated into Recommendation N° 1 in 1979. It recommends the locations for information codes in trade documents to indicate where to find information about the goods. Because Recommendation N° 2 does not exist anymore as an independent recommendation, it is included here only for completeness and information.	Known as the "ISO ALPHA-2 Country Code," it is intended for use in representing the names of countries, dependencies, and other areas of special geopolitical interest for purposes of international trade whenever there is a need for a coded alphabetical designation. This code is maintained by ISO.	Recommends that Governments establish and support national trade facilitation bodies with balanced private and public sector participation in order to: a) identify issues affecting the cost and efficiency of their country's international trade; b) develop measures to reduce the cost and improve the efficiency of international trade; c) assist in the implementation of those measures; d) provide a national focal point for the collection and dissemination of information on best practices in international trade facilitation; and e) participate in international efforts to improve trade facilitation and efficiency.
Current Status (under development, approved, under revision)		Merged with Recommendation 1	Approved	Approved
First approved	Date	June 1973	October 1974	October 1974
	Publication N°	ME/TTD/73/D.2 (original document)	TD/B/ASTF/INF.32	TD/B/ASTF/INF.33
Last Revision approved	Date	_____	January 1996	October 2001
	Publication N°	_____	ECE/TRADE/201	ECE/TRADE/242
French Edition	Date	_____	January 1996	October 2001
	Publication N°	_____	ECE/TRADE/201	ECE/TRADE/242
Russian Edition	Date	_____	January 1996	October 2001
	Publication N°	_____	ECE/TRADE/201	ECE/TRADE/242

Recommendation Number		Guidelines to Recommendation N° 4	Recommendation N° 5	Recommendation N° 6	Recommendation N° 7
Title		National Trade Facilitation Bodies	Abbreviations of INCOTERMS: Alphabetic Code for INCOTERMS 2000	Aligned Invoice Layout Key For International Trade	Numerical Representation of Dates, Time and Periods of Time
Description		These Guidelines provide detailed information about the purposes, membership, organization, responsibilities and work programme of a National Trade and Transport Facilitation Committee (NTTFC).	Recommends the use of agreed abbreviations for the International Chamber of Commerce's (ICC) trade terms, known as INCOTERMS, for acceptance and use by Governments and international organizations whenever these terms are used in abbreviated form, including in electronic data transmission and processing. INCOTERMS were originally proposed by the UNECE in the 1970's and then were transferred to the ICC.	Applies to the design of commercial invoices for international trade in goods. The layout key can also be used as a basis for designing invoices for other uses. Invoices based on this Recommendation are intended, to the extent possible, to present the required data in such a way that the invoice could complement or in certain cases replace existing documents (e.g. Customs invoices, consular invoices, declarations of origin, etc.)	Establishes a method for a standardized and unambiguous all-numerical designation of a given: date, time of day and length of time. It applies to all cases when this information is presented in numerical form but not when it is part of a plain language text.
Current Status (under development, approved, under revision)		Approved	Approved	Under revision	Approved
First approved	Date	March 2000	October 1974	September 1975	September 1975
	Publication N°	ECE/TRADE/256	ECE/TRADE/WP.4/115/Annex I	ECE/TRADE/WP.4/R.14	ECE/TRADE/WP.4/R.21
Last Revision approved	Date	_____	May 2000	September 1983	October 1988
	Publication N°	_____	ECE/TRADE/259	ECE/TRADE/148	TD/B/FAL/INF.108
French Edition	Date	May 2000	May 2000	September 1983	October 1988
	Publication N°	ECE/TRADE/256	ECE/TRADE/259	ECE/TRADE/148	TD/B/FAL/INF.108
Russian Edition	Date	May 2000	May 2000	September 1983	_____
	Publication N°	ECE/TRADE/256	ECE/TRADE/259	ECE/TRADE/148	_____

Recommendation Number		Recommendation N° 8	Recommendation N° 9	Recommendation N° 10	Recommendation N° 11
Title		Unique Identification Code Methodology-UNIC	Alphabetic Code for the Representation of Currencies	Codes for the Identification of Ships	Documentary Aspects of the International Transport of Dangerous Goods
Description		Originally entitled "Common Access Reference", this recommendation provides a unique reference number for each international trade transaction linking goods with documents and replacing other references, where feasible, with this unique identification code.	Encourages the use of the three-letter alphabetic codes of the International Standard ISO 4217, "Codes for the representation of currencies and funds," for application in international trade and their use in commercial transactions when currencies are expressed in coded or abbreviated form. The code is designed to be equally suitable for automated or manual applications. This code is maintained by ISO.	Recommends that participants in international trade, including ship owners, port authorities and other parties involved in maritime transport of goods, use the International Maritime Organization's Ship Identification Number Scheme for the unique identification of ships; and recommends to use only the final seven characters of the IMO number in automated applications.	Sets forth actions to harmonize information requirements and to simplify documentary procedures for the transport of dangerous goods in order to decrease complexity and increase accuracy and efficiency.
Current Status (under development, approved, under revision)		Approved	Approved	Approved	Under revision
First approved	Date	February 1978	February 1978	February 1978	February 1978
	Publication N°	TD/B/FAL/INF.50	TD/B/FAL/INF.51	TD/B/FAL/INF.52	TD/B/FAL/INF.53
Last Revision approved	Date	January 1992	January 1996	January 1997	January 1996
	Publication N°	ECE/TRADE/WP.4/INF.119	ECE/TRADE/203	TRADE/WP.4/R.1274	ECE/TRADE/204
French Edition	Date	January 1992	January 1996	January 1997	January 1996
	Publication N°	ECE/TRADE/WP.4/INF.119	ECE/TRADE/203	TRADE/WP.4/R.1274	ECE/TRADE/204
Russian Edition	Date	_____	January 1996	January 1997	January 1996
	Publication N°	_____	ECE/TRADE/203	TRADE/WP.4/R.1274	ECE/TRADE/204

Recommendation Number		Recommendation N° 12	Recommendation N° 13	Recommendation N° 14	Recommendation N° 15
<b>Title</b>		<b>Measures to Facilitate Maritime Transport Documents Procedures</b>	<b>Facilitation of Identified Legal Problems in Import Clearance Procedures</b>	<b>Authentication of Trade Documents by Means Other Than Signature</b>	<b>Simpler Shipping Marks</b>
<b>Description</b>		Aims at the simplification, rationalization and harmonization of procedures and documents used to evidence the contract of carriage in maritime transport. It encourages the use of sea waybills or other non-negotiable transport documents instead of negotiable transport documents, such as bills of lading. This should facilitate the introduction of electronic data interchange.	Proposes solutions to various legal problems related to import clearance procedures.	Seeks to encourage the use of electronic data transfer in international trade by recommending that Governments review national and international requirements for signatures on international trade documents, in order to eliminate the requirement for paper documents by meeting the requirement for signatures through authentication methods or guarantees, which can be electronically transmitted.	Describes a simple and standardized approach to identify cargo in order to reduce costs, mistakes, confusion and shipment delays. The Standard Shipping Mark established in this Recommendation should be used for marking on packages moved internationally by all modes of transport, for reproduction in related documents and for data elements in trade related information technology applications.
<b>Current Status (under development, approved, under revision)</b>		Under revision	Approved	Approved	Approved
<b>First approved</b>	<b>Date</b>	March 1979	March 1979	March 1979	September 1979
	<b>Publication N°</b>	TD/B/FAL/INF.61	TD/B/FAL/INF.62	TD/B/FAL/INF.63	TD/B/FAL/INF.65
<b>Last Revision approved</b>	<b>Date</b>	March 1999	_____	_____	November 1999
	<b>Publication N°</b>	ECE/TRADE/240	_____	_____	ECE/TRADE/243
<b>French Edition</b>	<b>Date</b>	October 2001	_____	_____	_____
	<b>Publication N°</b>	ECE/TRADE/240	_____	_____	_____
<b>Russian Edition</b>	<b>Date</b>	October 2001	_____	_____	_____
	<b>Publication N°</b>	ECE/TRADE/240	_____	_____	_____

Recommendation Number		Recommendation N° 16	Recommendation N° 17	Recommendation N° 18	Recommendation N° 19
Title		<b>UN/LOCODE: Code for Trade and Transport Locations</b>	<b>PAYTERMS: Abbreviations for Terms of Payment</b>	<b>Facilitation Measures Related to International Trade Procedures</b>	<b>Codes for Modes of Transport</b>
Description		Recommends a five-letter alphabetic code for abbreviating names of locations such as ports, airports, inland freight terminals, and other locations where Customs clearance of goods can take place, and whose names need to be represented unambiguously in data interchange. The UN/LOCODE's code list is updated twice a year and it currently contains over 40,000 location codes.	Provides abbreviations to certain terms of payment, referred to as "PAYTERMS", for use in international trade transactions as appropriate. The "PAYTERMS" apply to commercial transactions relating to the provision of goods and/or services.	Outlines measures related to the movement of goods, grouped according to the phases of an international trade transaction, which on their own would not justify an independent formal recommendation, but which Governments should consider implementing. Each section describes the application area, outlines the procedures and describes the particular problems for which facilitation measures are provided.	Establishes a one-digit numerical code for representing transport modes and provides for a second digit for subdivisions, which might be required. This Recommendation applies to all cases where the mode of transport is represented in coded form in international trade documents and where a simple code structure suffices.
Current Status (under development, approved, under revision)		Under regular revision	Approved	Approved	Approved
First approved	Date	September 1980	March 1982	September 1980	March 1981
	Publication N°	RD/B/FAL/INF.66	ECE/TRADE/142	ECE/TRADE/141	ECE/TRADE/138
Last Revision approved	Date	December 1998	_____	March 2001	January 2001
	Publication N°	ECE/TRADE/227	_____	ECE/TRADE/271	TRADE/CEFACT/2001/19
French Edition	Date	December 1998	_____	May 2001	January 2001
	Publication N°	ECE/TRADE/227	_____	ECE/TRADE/271	TRADE/CEFACT/2001/19
Russian Edition	Date	December 1998	_____	May 2001	January 2001
	Publication N°	ECE/TRADE/227	_____	ECE/TRADE/271	TRADE/CEFACT/2001/19

Recommendation Number		Recommendation N° 20	Recommendation N° 20 Annexes I – III	Recommendation N° 21	Recommendation N° 22
<b>Title</b>		<b>Codes for Units of Measure Used in International Trade</b>	<b>Units of Measure: Annexes with Code Lists</b>	<b>Codes for Types of Cargo, Packages and Packaging Materials</b>	<b>Layout Key for Standard Consignment Instructions</b>
<b>Description</b>		Provides three character alphabetic and alphanumeric codes for representing units of measurement for length, area, volume/capacity, mass (weight), time, and other quantities used in international trade. The codes are intended for use in manual and/or automated systems for the exchange of information between participants in international trade.	Facilitates use of Recommendation 20. The code list is presented in three separate annexes: Annex I – Code elements listed by quantity category; Annex II – Code elements listed by unit of measure name; and Annex III – Code elements listed by common code.	Presents coded representations for the package type names used in international trade. The codes are intended for use in manual and/or automated systems for the exchange of information between participants in international trade.	Presents a layout key, based on the United Nations Layout Key for Trade Documents, for the design of Standard Consignment Instructions intended to convey instructions from either a seller/consignor or a buyer/consignee to a freight forwarder, carrier or his agent, or other provider of service, enabling the movement of goods and associated activities. This Recommendation is relevant to the movement and handling of goods.
<b>Current Status (under development, approved, under revision)</b>		Under revision	Under revision	Under revision	Approved
<b>First approved</b>	<b>Date</b>	March 1985	March 1985	March 1986	March 1989
	<b>Publication N°</b>	ECE/TRADE/151	ECE/TRADE/151	ECE/TRADE/158	ECE/TRADE/168
<b>Last Revision approved</b>	<b>Date</b>	March 2006	May 2006	March 2006	_____
	<b>Publication N°</b>	CEFACT/ICG/2006/IC001	<a href="http://www.unece.org/cefact/recommendations/rec20/rec20_rev4_E_2006.xls">http://www.unece.org/cefact/recommendations/rec20/rec20_rev4_E_2006.xls</a>	CEFACT/ICG/2006/IC003	_____
<b>French Edition</b>	<b>Date</b>	April 2005	_____	January 2001	March 1989
	<b>Publication N°</b>	ECE/TRADE/CEFACT/2005/19	_____	TRADE/CEFACT/2001/21	ECE/TRADE/168
<b>Russian Edition</b>	<b>Date</b>	April 2005	_____	January 2001	_____
	<b>Publication N°</b>	ECE/TRADE/CEFACT/2005/19	_____	TRADE/CEFACT/2001/21	_____



Recommendation Number		Recommendation N° 23	Recommendation N° 24	Recommendation N° 25	Recommendation N° 26
<b>Title</b>		<b>Freight Cost Code-FCC; Harmonization of the Description of Freight Costs and other Charges</b>	<b>Trade and Transport Status Codes</b>	<b>Use of the United Nations Electronic Data Interchange for Administration, Commerce and Transport (UN/EDIFACT)</b>	<b>Commercial Use of Interchange Agreements for Electronic Data Interchange (EDI)</b>
<b>Description</b>		Provides a naming system to be used to establish harmonized descriptions of freight costs and other charges related to the international movement of goods. It also specifies an unambiguous coded representation of those descriptions. The Recommendation applies in all cases where descriptions of freight costs and other charges must be stated in plain language or in coded form in trade data interchange in paper documents or electronically.	Provides Transport Status Codes to satisfy requirements for exchanging coded information about the status of consignments, goods or means of transport at a certain time or place in the transport chain. Representation of Transport Status Codes can be given in plain language or in coded form. The codes provided for in the Recommendation are for use in manual and/or automated systems of information exchange in international trade.	Supports coordinated action by Governments to promote UN/EDIFACT as the single international standard for Electronic Data Interchange (EDI) between public administrations and private companies in all economic sectors worldwide. Over 200 UN/EDIFACT messages are available for the exchange of data and are updated twice a year. The UN/EDIFACT syntax is ISO-9735 Parts 1-10.	Promotes the use of interchange agreements between commercial parties using Electronic Data Interchange (EDI) in connection with international commercial transactions. The Recommendation includes a Model Interchange Agreement for international use. Designed for bilateral agreements between two trading partners, the Model Interchange Agreement can be implemented in multilateral relationships.
<b>Current Status (under development, approved, under revision)</b>		Approved	Approved	Approved	Approved
<b>First approved</b>	<b>Date</b>	March 1990	September 1995	September 1995	March 1995
	<b>Publication N°</b>	ECE/TRADE/170	ECE/TRADE/206	TRADE/WP.4/R.1079	ECE/TRADE/WP.4/R.1133
<b>Last Revision approved</b>	<b>Date</b>	March 2006	July 2004	January 1996	_____
	<b>Publication N°</b>	CEFACT/ICG/2006/IC002	CEFACT/ICG/2004/IC006	ECE/TRADE/207	_____
<b>French Edition</b>	<b>Date</b>	March 1990	May 2000	January 1996	January 1996
	<b>Publication N°</b>	ECE/TRADE/170	ECE/TRADE/258	ECE/TRADE/207	ECE/TRADE/208
<b>Russian Edition</b>	<b>Date</b>	March 1990	May 2000	January 1996	January 1996
	<b>Publication N°</b>	ECE/TRADE/170	ECE/TRADE/258	ECE/TRADE/207	ECE/TRADE/208

Recommendation Number		Recommendation N° 27	Recommendation N° 28	Recommendation N° 29	Recommendation N° 30
<b>Title</b>		<b>Pre-shipment Inspection</b>	<b>Codes for Types of Means of Transport</b>	<b>Codes for Types of Cargo</b>	<b>Harmonized Commodity Description and Coding System for the Coding of Goods and Commodities</b>
<b>Description</b>		Encourages using the WTO instrument regarding pre-shipment inspections (PSI) where such inspections are considered necessary as an interim measure, while discouraging the practice of PSI in general.	Establishes a common code list for the identification of the type of means of transport. It has particular relevance to transport organizations and providers, Customs and other authorities, statistical offices, forwarders, shippers, consignees and other parties concerned with transport.	—	—
<b>Current Status (under development, approved, under revision)</b>		Approved	Approved	Merged with Recommendation 21	Withdrawn
<b>First approved</b>	<b>Date</b>	June 1999	January 2001	—	—
	<b>Publication N°</b>	ECE/TRADE/237	TRADE/CEFACT/2001/23	—	—
<b>Last Revision approved</b>	<b>Date</b>	—	April 2003	—	—
	<b>Publication N°</b>	—	ECE/TRADE/315	—	—
<b>French Edition</b>	<b>Date</b>	—	January 2001	—	—
	<b>Publication N°</b>	—	TRADE/CEFACT/2001/23	—	—
<b>Russian Edition</b>	<b>Date</b>	—	January 2001	—	—
	<b>Publication N°</b>	—	TRADE/CEFACT/2001/23	—	—

Recommendation Number		Recommendation N° 31	Recommendation N° 32	Recommendation N° 33
Title		Electronic Commerce Agreement	E-Commerce Self-Regulatory Instruments (Codes of Conduct)	Recommendation and Guidelines Establishing a Single Window
Description		Proposes a model for a contractual approach to electronic commerce operations. This approach takes into consideration the need for a framework of basic provisions to be agreed by business entities combined with the flexibility required to conduct day-to-day commercial transactions.	Emphasizes the need for the development, support and promulgation of voluntary codes of conduct for electronic business so as to support the development of international trade, and calls on Governments to promote and facilitate the development of relevant self-regulation instruments, national and international accreditation schemes, codes of conduct and trust mark schemes.	A Single Window is a facility that allows parties involved in trade and transport to lodge standardized information and documents with a single entry point to fulfil all import, export, and transit-related regulatory requirements. If information is electronic, individual data elements should only be submitted once. In addition, participating authorities and agencies should co-ordinate their controls through the Single Window. It may provide facilities for payment of relevant duties, taxes and fees. In practical terms, it aims to expedite and simplify information flows between trade and government and to bring meaningful gains to all parties involved in cross-border trade. The Single Window is generally managed by a lead agency, usually Customs, enabling the appropriate governmental authorities to access relevant information.
Current Status (under development, approved, under revision)		Approved	Approved	Approved
First approved	Date	March 2000	January 2001	October 2004
	Publication N°	ECE/TRADE/257	TRADE/CEFACT/2001/14	ECE/TRADE/352
Last Revision approved	Date	_____	_____	_____
	Publication N°	_____	_____	_____
French Edition	Date	May 2000	January 2001	July 2005
	Publication N°	ECE/TRADE/257	TRADE/CEFACT/2001/14	ECE/TRADE/352
Russian Edition	Date	May 2000	January 2001	July 2005
	Publication N°	ECE/TRADE/257	TRADE/CEFACT/2001/14	ECE/TRADE/352



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The Toolkit and Repository support the requirements for simplification of documents and transparency in the implementation of trade regulations as set out in GATT Articles VIII and X.

***Trade Data Elements Directory/UNTDED 2005***

ECE/TRADE/362

Contains the standard data elements that can be used with any method for data interchange on paper documents as well as with other means of data communication. They can be selected for transmission one by one, or used within a particular system of interchange rules, e.g. the UN/EDIFACT.

***Recommendation and Guidelines on Establishing a Single Window***

ECE/TRADE/7352

Recommends the establishment of a "Single Window", whereby trade-related information need only be submitted once to fulfil all import, export and transit-related regulatory requirements. The publication also contains a detailed set of Guidelines designed to assist countries in implementation.

These and other publications may be downloaded at the UN/CEFACT website:  
[http://www.unece.org/cefact/publica/publi\\_index.htm](http://www.unece.org/cefact/publica/publi_index.htm)