

18 November 2019

Economic Commission for Europe
UNECE Executive Committee
Centre for Trade Facilitation and Electronic Business

UN/LOCODE Advisory Group
Third annual meeting
Xiamen, 27-28 November 2019

Annotated provisional agenda for the Third Annual Meeting
1, 2

To be held at the Xiamen Lakeside Hotel, Xiamen, China, starting at 9:00 on 27 November 2019.

I. Provisional agenda

1. Adoption of the agenda
2. Election of officers
3. Introduction of the experts
4. Report from the secretariat
5. New developments
6. The revised UNECE Recommendation 16
7. UN/LOCODE maintenance
8. UN/LOCODE Re-engineering Project
9. Adoption of the Programme of work for 2020-2021
10. Future work
11. Other business
12. Adoption of decisions

¹ For reasons of economy, delegates are requested to bring copies of all relevant documents to the session. There will be no documentation available in the conference room. Before the session, documents may be downloaded from the UNECE website (<http://www.unece.org/uncefact/unlocode-advisorygrpmtg2019.html>).

² All delegates are requested to complete the online registration form available on the UNECE website (<http://www.unece.org/uncefact/uncefact-xiamenconference.html>).

II. Annotations

Opening

The session will be opened by the Director, Officer-in-Charge of the Economic Cooperation and Trade Division of the United Nations Economic Commission for Europe (UNECE), by the Chair of the UN/LOCODE Advisory Group, who is also the Chair of the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) and by the Vice President of the China's National Institute of Standardization (CNIS).

Item 1. Adoption of the agenda

The Chair will present the draft agenda for adoption (UNLOCODE-AG/2019/INF.1).

<i>Document title</i>	<i>Document symbol</i>	
Draft agenda	UNLOCODE-AG/2019/INF.1	For adoption

Item 2. Election of officers

The Group is invited to elect a new Chair, in accordance with its Terms of Reference.

Item 3. Introduction of experts

Experts will have the possibility to introduce themselves

Item 4. Report from the secretariat

The secretariat will report to the Group the activities related to UN/LOCODE since the last UN/LOCODE Advisory Group Annual Meeting.

<i>Document title</i>	<i>Document symbol</i>	
Report on UN/LOCODE	UNLOCODE-AG/2019/INF.2	For decision

Item 5. New developments

Key stakeholders will share the information on new developments related to UN/LOCODE since the last UN/LOCODE Advisory Group Annual Meeting.

Item 6. The Revised UNECE Recommendation 16

The project leader will introduce the revised UNECE Recommendation 16, which specifies UN/LOCODE.

Item 7. UN/LOCODE maintenance

One of the co-coordinators will report the UN/LOCODE maintenance to present the new workflow agreed at the last UN/LOCODE Advisory Group Annual meeting.

Item 8. UN/LOCODE Re-engineering Project

One of the co-leaders of the UN/LOCODE Re-engineering Project will present the draft Business Requirement Analysis Report to the Group for discussion and approval.

Document title	Document symbol	
UN/LOCODE Re-engineering Business Requirement Analysis Report	UNLOCODE-AG/2019/INF.3	For decision

Item 9. Adoption of the Programme of work for 2020-2021

The secretariat prepared a draft Programme of work of the UN/LOCODE Advisory Group for 2020-2021 and will present it to the Group for discussion and approval.

<i>Document title</i>	<i>Document symbol</i>	
Draft Programme of work for 2020-2021 of the UN/LOCODE Advisory Group	UNLOCODE-AG/2019/INF.4	For decision

Item 10. Future work

Experts will be invited to discuss the future work of the Advisory Group.

Item 11. Other business

Experts will be invited to raise other issues not previously addressed during the session.

Item 12. Adoption of the decisions

The secretariat prepared a draft decision for discussion and approval.

<i>Document title</i>	<i>Document symbol</i>	
Decision	UNLOCODE-AG/2019/INF.5	For adoption

Closing

III. Provisional timetable

<i>Date and time</i>	<i>Agenda item</i>	<i>Introduced by</i>
Wednesday, 27 November 2019		
09.00 – 09.20	Opening	The OiC-Director, The Chair The Vice President of CNIS
09.20 – 09.25	Item 1: Adoption of the agenda	The Chair
09.25 – 09.35	Item 2: Election of officer	Secretariat
09.35 – 09.45	Item 3: Introduction of the experts	New Chair
09.45 – 10.00	Item 4: Report from the secretariat Presentation	Secretariat
10.00 – 10.40	Item 5: New developments Presentations on FAO-IUU, IMO FAL and dry ports	FAO representative *, The Chair of UN/CEFACT, China National Focal Point
10.40 – 11.00	Coffee break	
11.00 – 12.00	Item 6: The revised UNECE Recommendation 16 Presentation	The Project Leader
12.00 – 14:30	Lunch Break	
14.30 – 15.30	Item 7: UN/LOCODE maintenance Speech by co-convenor Presentation by Brazil FP	The Co-convenor of the Maintenance Team * Brazil FP *
15.30 – 16.00	Coffee break	
16.00 – 17.30	Item 7: UN/LOCODE maintenance (continued)	The Co-convenor of the Maintenance Team *

<i>Date and time</i>	<i>Agenda item</i>	<i>Introduced by</i>
Friday, 28 November 2019		
09.00 – 10.15	Item 8: UN/LOCODE Re-engineering Project Presentation by the project co-leader	New Chair, The Project Co-Leader
10.15 – 10.45	Coffee break	
10.45 – 12.00	Item 8: UN/LOCODE Re-engineering Project (continued) Presentation by IMO	IMO representative, The Project Co-Leader
12.00 – 14:00	Lunch Break	
14.00 – 14.30	Item 9: Adoption of the Programme of work for 2020-2021	Secretariat, New Chair
14.30 – 15.00	Item 10: Future work	New Chair
15.00 – 15.15	Item 11: Other business	New Chair
15.15 – 15.45	Coffee break	
15.45 – 17.00	Item 12: Adoption of decisions and the conference report	Secretariat New Chair
Closing		