

**RESTRICTED**  
**CEFACT/2010/IT016**  
**5 August 2010**

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

**TBG15 - INTERNATIONAL TRADE PROCEDURES WORKING GROUP (ITPWG)**

**Geneva, Switzerland – 30 August to 3 September 2010**

**DRAFT AGENDA**

**SOURCE:** The Chairman  
**STATUS:** Draft Agenda  
**ACTION:** For approval at the TBG15-ITPWG meeting, 30 August to 3 September 2010,  
17<sup>th</sup> UN/CEFACT Forum, Geneva, Switzerland - Agenda item 1.

## INTRODUCTION

1. The International Trade Procedures Working Group<sup>1</sup> (ITPWG) - TBG15 of UN CEFACT will hold its 45<sup>th</sup> meeting in Geneva, Switzerland between 30 August and 3 September 2010 as part of the 17<sup>th</sup> UN/CEFACT Forum. The meeting will commence on Monday 30 August at 14.00 in the room assigned to the Group by the organisers of the Forum. Daily attendance for the period 31 August to 3 September will be between 09.00 and 17.00 with lunch and other breaks as designated by the Forum timetable. Some deviations from that schedule will be indicated in this agenda. The meeting will conclude at lunchtime on Friday 3 September 2010.

### **DRAFT AGENDA MONDAY 30 AUGUST 14.00 – 15.30**

#### **ITEM 1        ADOPTION OF THE AGENDA AND THE REPORT FROM THE PREVIOUS MEETING**

**Documents:**

CEFACT/2010/IT016

Draft Agenda

CEFACT/2010/IT011

Draft Meeting Report from the Interim TBG15-ITPWH meeting held on 1 - 4 June 2010 in The Hague, Netherlands

1. **The Group will be invited to adopt the Draft Agenda** and to approve the Draft Meeting Report from the previous meeting circulated to Members.
2. **Elections.** The UN/CEFACT Bureau has decided to prepare changes to the organisation of UN/CEFACT. An important opportunity to exchange views among current elected officials and experts is needed to facilitate these preparations and is envisaged to take place during the Geneva Forum. As changes in the management structure of UN/CEFACT will be included in these proposals, it was agreed at the Bureau meeting in June 2010 that, rather than arranging elections at the Geneva Forum for another 2 year term for elected officials under the current structure, the terms of office for all current elected officials would be extended until either the approval of the proposed changes by the Plenary or the next Forum (foreseen for the Spring 2011), whichever comes first. However, the group will be asked to re-confirm the elections of the current officers and elect a secretary to the group since that position is currently vacant.

#### **ITEM 2        Forum Advisory Briefing on Trade Facilitation**

3. **Trade Facilitation Overview.** The members of the group are invited to present the current state of Trade Facilitation and main events in the area in their respective home countries and organisations. They are also invited to produce a small summary of this presentation: Maximum 10-15 lines in word-format that will be compiled into a TBG 15 Forum Advisory Briefing on Trade Facilitation, FAB.

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<sup>1</sup> The ITPWG is a Working Group of the International Trade and Business Procedures Group of UN/CEFACT.

**MONDAY 30 AUGUST 16.00 – 17.00**

**ITEM 3            New Participants Session - Refresher of Procedures and Work Programme for All Members**

4. **Introduction for new participants to TBG 15.** All new members of the group are invited to take part in a session where the work of UN/CEFACT and especially TBG 15 and its procedures will be presented. The other members of the group are invited to take part in order to give perspectives and enrich the discussions.

**TUESDAY 31 AUGUST 09.00 – 12.30**

**ITEM 4            UN/CEFACT RECOMMENDATIONS.**

**Documents:**

CEFACT/2010/IT008	Draft Recommendation 34 – Geneva version
CEFACT/2010/IT005	Draft Recommendation 35

5. **Update on the Revision of Recommendation 6 to include an Annex to accommodate e-Invoicing.**  
The Group will take note of the last steps in the development of the recommendation and its publication.
6. **Recommendation 35 - Establishing a Legal framework for International Trade Single Window.**  
The Group will take note of the last steps in the development of the recommendation and its publication.
7. **Recommendation 34 - Data Simplification and Standardisation for International Trade.**  
Members will be invited to review the comments on the draft of Recommendation 34 received under the last round of ODP 5 (concluded on 15 August 2010) and establish a new publication draft and comment log. The purpose will be to ensure the content and text responds fully to, and where appropriate incorporates, comments received from contributors during the latest iteration of the Open Development Process, Step 5 – Public Review.
8. **Revision of Recommendation 12 - Measures to Facilitate Maritime Transport Documents.**  
The Group will be invited to review the latest Draft Revision (circulated to the group after the Hague interim meeting in June). After agreement on content and text, Members will be asked to decide a way forward to progress the Revision within the Open Development Process.
9. **Revision of Recommendation 5.** The new Incoterms ®2010 is going to the ICC Executive board for adoption after the summer. Should the Board adopt it, the new terms will taken into use on the entry into force of the publication on 1 January 2011. The text to be proposed to the Executive Board differs from Incoterms 2000 in that some terms have been taken away from the collection and some new terms with new abbreviations are introduced there. This means that UN/CEFACT Recommendation N:o 5 will have to be revised. A demand of this has been addressed to TBG 15 from Emelie O'Connor at ICC and the group will have to decide on how to proceed. The group will be invited to confirm the demand for Open Development Process step 8 maintenance and take part of the latest developments.

**TUESDAY 31 AUGUST 14.00 – 17.00**

**ITEM 5            PROGRESS ON TBG 15 WORK PROGRAMME**

**Documents:**

CEFACT/2010/018

TBG 15 Work Programme

10. The group will be invited to discuss the work programme in the light of the latest developments in the Trade facilitation area and the hit list of existing recommendations on the UNECE webpage (to be distributed at the meeting). Additional items could be considered. The group is invited to consider the possibilities of starting, staffing and preparing new projects on the work programme. Extra time will be scheduled at the end of the meeting for a brainstorming session on one or possibly two additional projects, if necessary. The group will also consider the continuation of the work of the task force on updating of existing recommendations.

**WEDNESDAY 1 SEPTEMBER 09.00 – 12.00**

**ITEM 6            TRADE FACILITATION IMPLEMENTATION GUIDE – SESSION  
RESERVED FOR THE TFIG PROJECT CONTENT MANAGEMENT TEAM**

**Documents:**

Detailed Project Plan and Draft agreement between SWEDEN (SIDA) and UNECE

11. The members of the Project Content Management Team (PT) will receive an update on the current status of the Trade Facilitation Implementation Guide (TFIG) Project and be invited to provide comments and content into the Detailed Project Plan prepared by the UNECE Secretariat.

**WEDNESDAY 1 SEPTEMBER 14.00 – 17.00**

**ITEM 7            TRADE FACILITATION IMPLEMENTATION GUIDE**

**Documents:**

None

12. The group will receive a briefing from the members of the Project Content Management Team (PT) on the current status of the Trade Facilitation Implementation Guide (TFIG) Project.

**ITEM 8            FOLLOW-UP AND WORK ON CURRENT PROJECTS**

CEFACT/2010/IT002

Project Proposal Consultation Models

CEFACT/2010/IT007

Project Proposal Single Window Interoperability

To be extended

13. The Group will be invited to note the progress on the Project Proposals for Single Window Interoperability. The purpose will be to ensure Project Team Members are properly identified and sufficient resources are allocated for the Proposals to proceed to Open Development Process (ODP) Step 1 – Project Proposal and Step 2 – Requirement Gathering. The group will also discuss the content of the recommendation.

**THURSDAY 2 SEPTEMBER 09.00 – 12.30**

14. The Group will be invited to note the progress on the Project Proposal on Consultation Models. The purpose will be to ensure Project Team Members are properly identified and sufficient resources are allocated for the Proposals to proceed to Open Development Process (ODP) Step 1 – Project Proposal and Step 2 – Requirement Gathering. The group will also discuss the content of the recommendation.

**THURSDAY 2 SEPTEMBER 14.00 – 17.00**

**ITEM 9            TBG 14 AND TBG 15 JOINT-SESSION**

**Documents:**

None

15. TBG 14 and 15 will present their work and possibilities to work in concert will be discussed.

**ITEM 10            CONFLUENCE WEBSITE AND PROMOTION OF INTERNAL COMMUNICATION**

**Documents:**

Nil

TBG15-ITPWG Contribution

16. Members will receive an update on the current status of the TBG15-ITPWG Web pages on the Confluence Website. The purpose will be to invite suggestions and ideas to enhance and improve the profile of the Group on Confluence and to ensure the contributions are constantly and consistently updated. Members will also be invited to discuss a text on the scope of the group for the confluence web page.

**ITEM 11            MEMBERSHIP ISSUES**

**Documents:**

CEFACT/2010/019

TBG 15 Membership List

17. The group will be invited to discuss the composition of the group and possible actions to reach out to new members and organisations.

**ITEM 12            ADAPTED ODP PROCESS**

**Documents:**

CEFACT/2010/0xx

TBG 15 ODP revision

18. The group will be invited to discuss the suggestion for an adapted ODP process

**FRIDAY 3 SEPTEMBER 09.00 – 12.30**

**ITEM 13      PROGRESS ON TBG15 WORK PROGRAMME CONTINUED**

**Documents:**

CEFACT/2010/018

TBG 15 Work Programme

19. The group will be invited to continue its discussions on the work programme and especially the initiation of any new project from the work programme.

**ITEM 14      ANY OTHER BUSINESS**

20. TBG15-ITPWG will discuss any other items submitted or requested by Members.

**ITEM 15      ACTION LIST**

**Documents:**

CEFACT/2010/IT018

Action List from June 2010 onwards

21. The Group will review and update the action list from the previous meetings.

**ITEM 16      NEXT MEETING**

22. Dates of the next ITPWG-TBG 15 meetings will be confirmed. The Group will be invited to approve the proposal to hold a further Interim Meeting in Kuala Lumpur, Malaysia at the kind invitation of Dagangnet. The agenda of the meeting and the interaction with the UN/ESCAP Trade facilitation Forum will be discussed. The group will be looking into the possibility of joining the GFP-meeting in Malaysia on the 7<sup>th</sup> of October. Further meetings during next year will be confirmed.