

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

INTERNATIONAL TRADE PROCEDURES DOMAIN
TRADE AND TRANSPORT PROGRAMME DEVELOPMENT AREA

Forum April 15-19, 2013, GENEVA, SWITZERLAND

DRAFT Agenda

Source: The secretariat of the ITPD
Status: Draft Agenda
Action: For approval at the next ITPD meeting – Agenda item 1

Proposed agenda:

Monday April 15

14-17 Official International Trade Procedures Domain Meeting

1. Opening of the meeting
2. Setting of the agenda
3. Approval of the previous ITPD Minutes
4. Election of secretary for the meeting
- 5. Proposed Guidelines on Recommendation Development**
6. Report from Trade facilitation Implementation Guide Workshop in Turino, Italy
7. Mobile Business Information Brochure – continued discussion on possibility of recommendation
8. Recommendation 1 and cooperation with ISO
9. New ideas on projects/ Revision of the Programme of Work
10. AOB
11. Next meeting
12. Closing of the meeting

Possibly to be continued on Friday Morning

Tuesday April 16

9-17 **Revision of Recommendation 14 on Authentication of Documents by means other than Signature.**

- 09:00 – 10:00
 - Presentation of Rec14 text (in a near finalized version, I hope)
 - Discussion of any outstanding topics
- 10:30 – 12:30
 - Annex A – go through submissions (see if there is a need for more details in each submission or editorial changes...)
 - Annex A – discuss other parts of the annex in view of finalizing these (checklist for governments, virtuous circle diagram for document review process, international standards references, etc.)
 - Next steps (need more submissions or not?)
- 14:00 – 15:30
 - Annex B – go through submissions (see if there is a need for more details in each submission or editorial changes...)
 - Annex B – discuss organization of subsections of Annex B
 - Annex B – discuss other parts of the annex in view of trying to finalize these (Checklist for choosing an authentication method, minimal requirements table, etc.)
 - Annex B – discuss ‘introductions’ of the subsections of Annex B in view of promoting interoperability
- 16:00 – 17:00
 - Targeting any further contributions to the Annexes
 - Establishing a tentative schedule for the finalization of the Recommendation (in view of moving toward the next steps of the ODP, namely Public Review)
 - Any outstanding points

Wednesday April 17

9-18 Project on Single Window Interoperability

1. Roll call of participants [9 am 9.30 am]
2. Review of the part one of the Recommendation [9.30 am – 11 am]
 - a. Adoption of the final plan
 - b. Adoption of the chapters considered as having status Final ready for public review (in particular the Recommendation itself and the Benefits)
 - c. Allocation of tasks for writing other chapters
3. Presentation of progress reports by Regional Single Window RSW initiatives [11 am – 1 pm]
 - a. Africa by Ibrahima Diagne
 - b. Korea by Young Mi Kim
 - c. ASW (Japanese survey)
 - d. SELA methodology for National Single Window NSW alignment by Saadia Sanchez
 - e. APEC by Paul Kimberley

Lunch break [1 pm – 2 pm]

4. Legal aspects by Bill Luddy [2 pm - 3 pm]
5. Data models (WCO, Multimodal Transport, Payments) [3 pm – 3.30 pm]
6. Brain storming on guidelines [3pm – 5 pm]
 - a. Lessons learned from RSW or NSW
 - b. Single Window Implementation Framework ITAID European project by Markus Pikart
 - c. Examination of APEC Guidelines
 - d. Examination of the Economic and Social Commission for Wertern Asia Trade Facilitation and the Single Window by Paul Kimberley
 - e. Expectations from practical and usefull guidelines by Saadia Sanchez (SELA)
7. Wrap up and plan of work from April till September [5pm – 6pm]

Thursday April 18

9-13 Project on Consultation Approaches

09.00-09.30	Update of Project Proposal Development Assessment on Recommendation 4
09.30-10.30	Presentation of UNCTAD work on Consultation Mechanisms (tbc)
10.30-11.00	Coffee Break
11.00-13.00	Review of Draft and Division of Work

14-17 Private Public Partnerships for Trade facilitation Purposes.

14:00-15:30: presentations (each approx. 15-20 minutes)

- UNECE PPP working group
- UNCITRAL proposed colloquium
- examples or other organizations (WTO, EU, World Bank...?)

15:30-16:00: coffee break

16:00-17:00:

- Q&A with the presenters,
- group discussion to establish the pertinence of a PPP Recommendation Project,
- what would be the recommendation to be promoted?,
- first attempt at setting down key elements for themes to be addressed in such a recommendation.

Friday April 19

9-13 Open time to discuss ITPD matters. Possibly continuation of Monday's meeting