




United Nations Economic Commission for Europe  
United Nations Centre for Trade Facilitation and Electronic Business  
**UN/CEFACT**

# 21<sup>st</sup> UN/CEFACT FORUM

## OPENING PLENARY

**SALLE XXIII  
PALAIS DES NATIONS**




United Nations Economic Commission for Europe  
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# Welcome

- **Virginia Cram-Martos**  
*UNECE Director*
- **Stuart Feder**  
*UN/CEFACT Chair*

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## OVERVIEW OF OPENING SESSION

**Stuart Feder**  
**UN/CEFACT Chair**

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**Forum Week: An Inside Look**

*... a picture is worth ten thousand words*

WORKING SESSIONS											
Day	Time	Topic	Chair	Co-Chair	Facilitator	Participants	Observers	Secretariat	Language	Room	Notes
15 April	08:30-10:00	Opening Plenary	Stuart Feder						English	Amsterdam	
	10:00-11:30	Workshop: e-Procurement	Stuart Feder						English	Amsterdam	
16 April	08:30-10:00	Workshop: e-Procurement	Stuart Feder						English	Amsterdam	
	10:00-11:30	Workshop: e-Procurement	Stuart Feder						English	Amsterdam	
17 April	08:30-10:00	Workshop: e-Procurement	Stuart Feder						English	Amsterdam	
	10:00-11:30	Workshop: e-Procurement	Stuart Feder						English	Amsterdam	
18 April	08:30-10:00	Workshop: e-Procurement	Stuart Feder						English	Amsterdam	
	10:00-11:30	Workshop: e-Procurement	Stuart Feder						English	Amsterdam	
19 April	08:30-10:00	Workshop: e-Procurement	Stuart Feder						English	Amsterdam	
	10:00-11:30	Workshop: e-Procurement	Stuart Feder						English	Amsterdam	


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**UN/CEFACT** **Overview**

- **Bureau**
- **Programme Development Areas**
  - Trade and Transport Facilitation
  - Supply Chain
  - Regulatory
  - Sectoral
  - Methodology and Technology
- **Bureau Programme Support**
  - Library Maintenance
  - Communication
  - Liaison
- **Lunch & Learns, Logistics**

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## 21<sup>st</sup> UN/CEFACT FORUM OPENING PLENARY

### BUREAU: THE WEEK AHEAD

Chair: Stuart Feder  
Vice Chairs: Peter Amstutz, Harm Jan van Burg, Pier Alberto Cucino, Mike Doran, Victor Dravitsa, Tahseen A. Khan, Tim McGrath, Bruno Prépin

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### BUREAU SESSIONS

- **Working Sessions**
  - Daily (face-to-face and teleconferencing)
  - 8:00 to 9:00 and 17:45 to 18:45
  - Room E.2072
- **Main topics:**
  - Facilitating and monitoring maintenance activities
  - Facilitating and monitoring project activities
  - Planning for Plenary (5-6 June 2013) – *see documents on website*
  - Planning for Reporting to UNECE EXCOM
  - Planning for next Forum
  - Reviewing/Approving project proposals
  - Communications Strategy and Plan
  - Liaison Policy

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**BUREAU SESSIONS**

- **Extended Bureau Session with Coordinators and secretariat**  
**Monday: 17:00-18:00**  
**Room XXVII**  
**Focused topic:** *strategic developments in domains and programme support*
- **Open Sessions with Forum Participants**  
**Tuesday-Thursday: 17:00-17:30**  
**Room XXVII**

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**Trade and Transport Facilitation  
Program Development Area  
Agendas for the Week**

*S.P. Sahu presenting for*  
**Mats Wicktor & Victor Dravitsa**  
**UN/CEFACT Plenary Vice Chairs**

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## PDA Structure

**Vice Chairs**

**Mats Wicktor**


**Victor Dravitsa**

**Trade and Transport Facilitation PDA**

### Domains

- International Trade Procedures (Johan Pontén)
- Transport and Logistics (Dominique Vankemmel and Michael Onder)
- Customs (SP Sahu)

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## TTF DOMAIN AGENDAS

### MONDAY MORNING: OPENING SESSION

ITPD (extract)	T/L (extract)
<ul style="list-style-type: none"> <li>• ITPD Meeting (15/4)</li> <li>• Guidelines on Rec. Development (15/4)</li> <li>• Recommendation 14 (16/4)</li> <li>• Single Window Interoperability (Rec. 36, 17/4)</li> <li>• Consultation Approaches (18/4)</li> <li>• Public Private Partnership (18/4)</li> </ul>	<ul style="list-style-type: none"> <li>• DMR's</li> <li>• Project Reviews</li> <li>• New Work Items</li> <li>• Cooperation with other communities</li> <li>• Joint meetings with Sectoral, Supply Chain, Customs and ITPD respectively</li> </ul>
<h3>Customs</h3> <ul style="list-style-type: none"> <li>• DMRs</li> <li>• Joint Meetings other PDAs/Domains</li> </ul>	

### FRIDAY AFTERNOON: CLOSING SESSION

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Tuesday, 16 April 2013  
Recommendation 14

**Recommendation 14, Authentication of Trade Documents by Means other than Signature**  
**Project Leader: Lance Thompson**

**Forum schedule**

09:00 – 10:00  
Presentation of Rec14 text  
Discussion of any outstanding topics

10:30 – 12:30  
Annex A – go through submissions  
Annex A – discuss other parts of the annex in view of finalizing these  
Next steps

14:00 – 15:30  
Annex B – go through submissions  
Annex B – discuss organization of subsections of Annex B  
Annex B – discuss other parts of the annex in view of trying to finalize these  
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

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Wednesday, 17 April 2013  
Recommendation 36

**Recommendation 36, Single Window Interoperability – Project Leader: Rémy Marchand**

- Roll call of participants
- Review of the part one of the Recommendation
  - Adoption of the final plan
  - Adoption of the chapters considered as having status Final ready for public review
  - Allocation of tasks for writing other chapters
- Presentation of progress reports by Regional Single Window RSW initiatives [11 am – 1 pm]
  - Africa by Ibrahima Diagne, Korea by Young Mi Kim, ASW (Japanese survey), SELA methodology for NSW alignment by Saadia Sanchez, APEC by Paul Kimberley
- Legal aspects by Bill Luddy
- Data models (WCO, Multimodal Transport, Payments)
- Brain storming on guidelines
  - Lessons learned from RSW or NSW
  - Single Window Implementation Framework ITAID European project by Markus Pikart
  - Examination of APEC Guidelines
  - Examination of the Economic and Social Commission for Western Asia Trade Facilitation and the Single Window by Paul Kimberley
  - Expectations from practical and useful guidelines by Saadia Sanchez (SELA)
- Wrap up and plan of work from April till September

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# 21st UN/CEFACT FORUM OPENING PLENARY

## Supply Chain Programme Development Area Agenda for the Week

Mike Doran  
UN/CEFACT Plenary Vice Chair

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### PDA Structure

<b>Vice Chairs</b>  Mike Doran  Tim McGrath	<b>Supply Chain PDA</b>	<b>Domains</b> <ul style="list-style-type: none"><li>• Supply Chain Management</li><li>• Procurement</li><li>• Accounting &amp; Audit</li><li>• Finance/Payments</li><li>• Government</li></ul>
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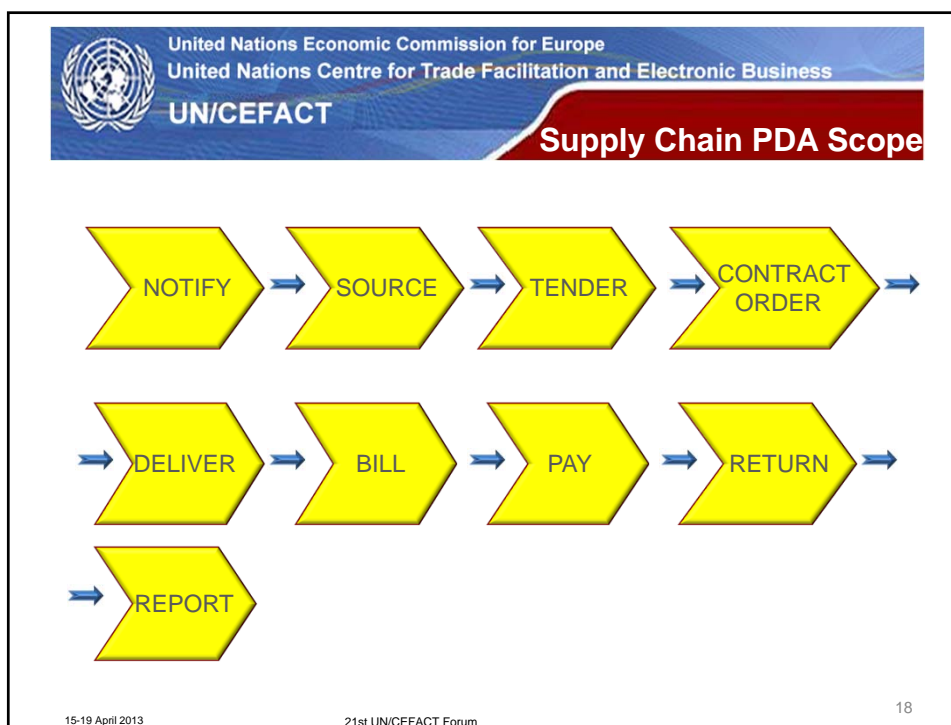
**CURRENT PDA LEADERSHIP**


**Bureau Vice Chairs:** Mike Doran & Tim McGrath

**Domain Coordinators:**

- **Supply Chain Management:** Karina Duvinger & Edmund Gray
- **Procurement:** Bernard Longhi
- **Finance & Payments:** Liliana Fratini Passi
- **Government:** Didier Hardy
- **Accounting & Audit:** Benoit Marchal & Eric Cohen


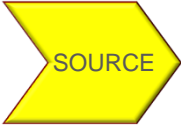

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### PROJECTS & PROJECT LEADERS



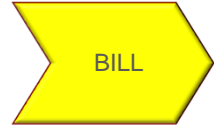
- 
  - Legal Notification Publication: Didier Hardy
- 
  - Cross Industry Catalogue: Karina Duvinger
- 
  - eTendering ebXML Standards Project: Michel Entat
  - Cross Industry Quotation: Gilles Brandel

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### PROJECTS & PROJECT LEADERS

- 
  - Cross Industry Ordering: Karina Duvinger
  - Project Schedule & Cost Performance Management: Chris Hassler
- 
  - Cross Industry Scheduling: Samy Scemama
  - Cross Industry Delivery: Edmund Gray
- 
  - Cross Industry Invoice: v2.0 + 2.1: Edmund Gray
  - Contract Financial Execution Management: Michel Entat

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**SUPPLY CHAIN PDA**

**PROJECTS & PROJECT LEADERS**

**PAY**


- Cross Industry Remittance Advice: Mounir El-Koury

**RETURN**

**REPORT**

- Contract Financial Execution Management: Michel Entat

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**SUPPLY CHAIN PDA**


**Core Component Library v3**

- Cost Financial Execution Management

**Migration from CCTS v. 2.01 and NDR 2.01 to CCTS v. 3.0 and NDR 3.0**

- eTendering
- Cross Industry Invoice

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**Supply Chain PDA Agenda**

**Monday 15 April**

10:00 -11:30 UN/CEFACT Opening plenary


12:00 – 13:00 Supply Chain PDA Opening Plenary –  
Room E 1058/1060 (All SC meetings in this room unless  
otherwise stated & will include GoTo facilities)

14:00 – 15:30 Joint meeting with Library Maintenance  
Team

16:00 – 17:00 Project work

17:00 – 18:00 Domain Coordinators meeting with Bureau –  
Salle XXVII

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**Supply Chain PDA Agenda**

**TUESDAY 16 April**

09:00 -09:30 SC PDA Daily planning meeting


09:30 – 12:30 Project work

12:30 – 13:00 Lunch & Learn – The Business Case  
for CCL3 Projects – Salle XXIII, Karina Duvinger, Michel Entat &  
Bernard Longhi

14:00 – 15:30 Finance & Payment Domain planning  
meeting

16:00 – 17:00 Project work

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**Supply Chain PDA Agenda**


**WEDNESDAY 17 April**

08:00 – 09:00 CCL3 project publication plan meeting with Bureau

10:00 – 12:30 – Joint meeting with Methodology & Technology PDA

14:00 – 17:00 Project work

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**Supply Chain PDA Agenda**

**THURSDAY 18 April**

09:00-09:30 SC PDA Daily planning meeting


09:30 – 12:30 Project work

14:00 – 15:30 Joint meeting with the Transport & Logistics Domain – SC Strategic Plan

14:00 – 15:30 Project work

16:00 – 17:00 Prepare status report for Closing Plenary

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**Supply Chain PDA Agenda**

**FRIDAY 19 April**

09:00 – 09:30 SC PDA Daily planning meeting

09:00 - 13:00 Project work

14:30 – 16:00 Closing Plenary

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# Regulatory PDA

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**Bureau Vice Chairs: Tahseen A Khan & Mats Wicktor**

**Domain Coordinators:**

- **Environment Management: Ms Delta Pelgrim**
- **Customs: S P Sahu**
- **Government: Didier Hardy**


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**UN/CEFACT**      **Environment**

- **Harmonization of classification of chemical products and hazardous materials**
- **Proposed Projects: Waste management, a possible area, if experts could be identified**

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**Customs**

- Information sharing with WCO on:
  - Warehousing
  - Free Zones
  - Advance Cargo Filing
  - Endangered Species (CITES)
- **Proposed project:** Pilot project for cross border paperless trade in South Asia in association with other international institutions

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**Government**

- eProcurement (hosted under Supply Chain PDA)
- Possible future projects are open for consideration

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**21st UN/CEFACT FORUM  
OPENING PLENARY**

**Sectoral  
Programme Development Area  
Agenda for the Week**

**Bruno Prepin & Harm Jan van Burg  
UN/CEFACT Plenary Vice Chairs**


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**Sectoral PDA**

**Agriculture Domain**  
*Domain Coordinator: Frans van Diepen*

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**Monday, April 15th**

- Morning
  - Opening Plenary session
- Afternoon
  - Session 1:
    - Validation of the Agenda
    - Status of project in progress ( eLABs..)
    - "New projects presentation
  - Session 2: New project : " Animal movement"

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**Tuesday, April 16th**

- Morning
  - eCert electronic Signature
- Afternoon
  - Session 1: RASFF (BRS / RSM)
  - Session 2: "e Labs" and new projects proposals linked

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Wednesday, April 17th

- Morning
  - eFOOD Chain Project
- Afternoon
  - eFOOD Chain Project and new projects
  - Logistic and Agriculture
  - Seetfelt project

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Thursday, April 18th

- Morning
  - Electronic data Interchange of fisheries catch data Project presentation
- Afternoon
  - Session 1: Electronic data Interchange of fisheries catch data
  - Session 2:
    - Development plan for PDA Agriculture
    - Review and finalize Draft document Final Report

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Friday, April 19th

- Afternoon

Closing Plenary session

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**Sectoral PDA**

**Utilities Domain**

*Domain Coordinator: Kees Sparreboom and Shingo Sakaguchi*


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**UN/CEFACT** Utilities Domain

- Domain is new since latest UN/CEFACT Forum
- Subject: administrative/commercial information regarding distribution through a physical grid (electricity, gas, water, sewerage etc.) (*definition to be finalised*)
- Alignment between IEC and UN/CEFACT regarding Core Components:
  - A discussion with IEC has started to try to come to alignment with IEC for UN/CEFACT Core Components and the Core Components as developed recently by IEC; with a focus on semantics
  - Remains to be seen what can be done about parallel technical specifications (such as CCTS, NDR)


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**UN/CEFACT** Projects

- 2 projects:
  - Alignment of Master Data for Metering Point and of Measured Data in the deregulated Energy Market
  - Reutilization of Data from Utility Management Systems (*status: proposed*)

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## Sectoral PDA

### Insurance Domain

Domain Coordinator: Andreas Schultz

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Sectoral PDA  
Insurance

### Progress since last Forum

New Projects worked on:

- Submission of Core Components for Commercial Insurance
- Submission of Core Components for Property Claims Handling
- Core Components and models of building blocks for Health Insurance in the field of reimbursement of claims

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**UN/CEFACT** Sectoral PDA  
Insurance

## Submission of Core Components for Commercial Insurance

**Project Purpose**  
The project's purpose is to prepare a submission of CCs for Commercial Insurance to the UN/CEFACT Core Component Library.

**Project Scope**  
Over the last few years the insurance domain in UN/CEFACT has developed a complete set of core components for the administration of contracts. The focus was on private property and casualty insurance and on motor insurance for private vehicles and commercial fleets. Now the insurance domain will extend its development to commercial risks in property and casualty insurance.

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**UN/CEFACT** Sectoral PDA  
Insurance

## Submission of Core Components for Property Claims Handling

**Project Purpose**  
The project's purpose is to prepare a submission of CCs for the handling of property claims to the UN/CEFACT Core Component Library.

**Project Scope**  
Over the last few years the insurance domain in UN/CEFACT has developed a complete set of core components for the handling of motor claims. Now the insurance domain will extend its development to the handling of property claims.

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**Sectoral PDA  
Insurance**

**“Core components and models of building blocks for health insurance in the field of reimbursement of claims”**

**Project Purpose**  
The Project Purpose is to define CC's for health insurance in the field of reimbursement of claims with the objectives to enable or facilitate cross border exchange of information in between providers and health insurers.

**Project Scope**  
Over the last few years the insurance domain in UN/CEFACT has developed a set of core components in the field of health insurance. Now the insurance domain will extend its development to the handling of reimbursement of claims as done in health insurance.

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**Sectoral PDA**

**Travel and Tourism Domain**  
Domain Coordinator: Akio Suzuki

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**UN/CEFACT** Travel/Tourism Domain

During this meeting,

- 1) We will prepare ourselves for the coming SLH International Trial Project.
- 2) We will decide the scope of the DTI Project and make sure of getting letter of support from three countries.
- 3) The others.


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**UN/CEFACT** SLH (Small scaled Lodging House) Reservation Information Process

1. Core Components derived from SLH Reservation Information Process Project have been published in the CCL 12B together with the relevant ABIEs.
2. In AFACT region the trial project of using SLH standards is in the process of implementation. The initial participating countries will be Korea, Thailand, Iran and Japan.

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DTI (Destination Travel  
Information Process) Project


1. DTI Project has been tentatively approved by the Bureau, and this is still in the process of getting the letter of support from HoDs of three countries, which will be provided in the near future.

2. In AFACT TT&L WG, this project is the major subject and much discussion on its scope is going on. Korea, Thailand and Japan had a special meeting on this subject in this Feb. in Seoul.

3. Japan has proposed 'Stay Program' to be one specific item of DTI Project. Stay programs in Japan have been partially implemented using CCs derived from SLH Travel Product Information Process Project, which proved to be quite satisfactory.

Note: Stay programs may be mini tours, local events, trial activities or any others, which are provided with visitors and developed by local people or organizations.

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## 21<sup>st</sup> UN/CEFACT FORUM

### Opening Meeting


### Methodology & Technology PDA

Chair pro-tem: Jostein Fromyr

Geneva, Switzerland – 15-19 April 2013



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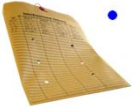



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METHODOLOGY &  
TECHNOLOGY PDA

### Currently Active Projects

- 
  - Procedure for CCTS 3 & NDR 3 artefacts publication
    - CCL based on CCTS 3
- 
  - Business Document Header and Envelope
    - Revising SBDH specifications
- 
  - Open Data Interchange Framework
    - Define a consistent and timely way to address and resolve issues of gaps, overlaps, and counterproductive standardization efforts
    - Draft balloted by ISO TC 154

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METHODOLOGY &  
TECHNOLOGY PDA

### Projects under discussion

- 
  - Data Type Catalogue 3.1
    - Proposed update
- 
  - XML Naming and Design Rules 2.0
    - Proposed update
- 
  - Registration of semantic assets
    - Promotion of UN/CEFACT code lists
- 
  - Enabling interoperability between electronic data exchange systems in domestic and cross border trade
    - Developing a project proposal

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METHODOLOGY &  
TECHNOLOGY PDA

### Documents under development




- Maintenance of UN/EDIFACT
- Framework for Digital Signature interoperability informative note
- Problem statement for revised integrated strategy





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METHODOLOGY &  
TECHNOLOGY PDA

### Key topics for this week

- Project Team meetings
  - Procedure for CCTS 3 and NDR artefacts publication
  - Business Document Header & Envelope
  - Enabling interoperability between electronic data exchange systems in domestic and cross border trade proposal
- No general PDA meetings this week

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 United Nations Economic Commission for Europe United Nations Centre for Trade Facilitation and Electronic Business <b>UN/CEFACT</b>				<b>METHODOLOGY &amp; TECHNOLOGY Schedule</b>	
		<b>Morning</b>		<b>Afternoon</b>	
Monday 15 <sup>th</sup> April	Plenary	Opening M&T PDA plenary	Business Document Header & Envelope project		
Tuesday 16 <sup>th</sup> April					
Wednesday 17 <sup>th</sup> April	Meeting with Supply Chain PDA				
Thursday 18 <sup>th</sup> April	Enabling interoperability between electronic data exchange systems in domestic and cross border trade project			Business Document Header & Envelope project	
Friday 19 <sup>th</sup> April	Closing M&T PDA plenary Prepare closing Plenary report			Plenary	
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<h2><b>Bureau Program Support Library Maintenance</b></h2>			
<p><b>EDIFACT: Gait Boxman</b></p> <p><b>CCLs: Chris Hassler, Mary Kay Blantz</b></p> <p><b>Schema: Jostein Fromyr</b></p> <p><b>Code Lists: Various</b></p> <p><b>Validation: Hidekazu Enjo</b></p>			
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**September to April**

- UN/EDIFACT
  - Validated and published D12B
- CCL based on CCTS 2.01
  - Published D12A (no new schema)
  - Published D12B and schema
  - Developing D13A
    - **Agriculture: Rapid Alert System for feed and Food**
    - **Environmental: Transboundary Waste Movement**
    - (Basel Convention, four countries to implement to start)
    - **Transport: Short Sea**
    - **Travel: Lodging House**

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**September to April**

- CCL based on CCTS 3.0
  - CII, eTendering, CFEM
  - Harmonized CCs and CC Properties
  - Produced BIEs and BIE Properties
  - Produced XMLForCCTS files
  - Produced schematron for automated checking

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Plans for This Week

- **EDIFACT**
  - Review draft EDIFACT procedures
  - DMRs
    - 40 DMRs
    - Including two recasts

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CCL Overview

CCL	CCs	BEs	qDTs	Messages (XML)	Submitter Domains
06A	475				Construction, EDIFrance, Environmental, Eurofer, Finance, Health, Insurance, TDED MA, OAGi, Supply Chain, SWIFT, Transport, Travel, UBL, US Government
06B	785	1095	19	23	Construction, Supply Chain, Travel
07A	944	1531	19	33	Construction, Supply Chain
07B	1051	1873	38	34	GS1, eDocs, GS1, Transport, US Government
08A	2192	2799	46	37	Accounting, Agriculture, eDocs, Government, Insurance, SWIFT, Supply Chain, Transport
08B	2532	4468	93	38	Accounting, Construction, eDocs, Supply Chain, Transport
09A	3801	5787	94	39	Accounting, Construction, Environmental, Insurance, Supply Chain, Travel, US Government
09B	5025	7221	98	55	Construction, Supply Chain
10A	5832	8706	151	74	Accounting, Agriculture, Construction, Supply Chain, WCO
11A	5897	9000	153	76	Accounting, Agriculture, Insurance
11B	5897	9116	153	76	Accounting, Agriculture
12A	5983	9207	153	76	SDMX
12B	6232	9652	153	78	Agriculture, Supply Chain, Travel
13A					Agriculture, Environmental, Transport, Travel

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## Plans for This Week

- CCL 13A
  - Finalize plans for development and publication
  - Meet with submitters, if requested
- CCL based on CCTS 3.0
  - Document validation requirements

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## Plans for This Week

- Schema production
  - Currently manual changes are required
  - Goal:
    - Significantly reduce or eliminate need for manual changes

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Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
09:00-10:00		EDIFACT DMRs	EDIFACT DMRs	CCL 13A	Wrap-up
10:30-12:30		EDIFACT DMRs	EDIFACT DMRs	CCL 13A	Planning
14:00-15:30	SC PDA	EDIFACT DMRs	Schema	Validation	
16:00-17:00	EDIFACT	EDIFACT DMRs	Schema	Validation	

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Welcome

We welcome you to join in any of our efforts.



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## 21<sup>th</sup> UN/CEFACT FORUM

***Communication***  
Pier Alberto Cucino  
Bureau Vice Chair for Communications



Palais des Nations  
Geneva – Opening Plenary – April 15, 2013

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Communication

***Latest developments***

1. Approval of the new UNCEFACT Communicati  
Strategy
2. Bureau focused on  
implementing new related  
communication plan



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Communication

## 2012-2013 achievements

- Website development
- On line Forum
- 25 Bureau Communications to HODs including specific updates on New Projects, UNLOCODE, EDIFACT
- 7 Bureau Communication to UNCEFACT Experts
- 5 videos on UNCEFACT Success Stories and projects approved by the Bureau:
- 4 Forum press releases
- UNCEFACT involvement in UNECE Outreach Initiative: 5 UNCEFACT expert opinions selected so far , one published (Tim McGrath November 2012, “what trust is in these times”), on the UNECE homepage [www.unece.org](http://www.unece.org)



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Communication

## Plans for the week

- *New videos on success stories and projects* during the Forum, to be uploaded to UNECE YouTube space and [www.uncefact.org](http://www.uncefact.org)
- Selection of material for the production of a “*UNCEFACT Forums Visual Story*”
- Involvement of UNCEFACT experts in the new UNECE OUTREACH Initiative




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## Communication

### Communication priorities


IMPLEMENTATION OF THE NEW COMMUNICATION STRATEGY AND RELATED 2013-2014 PLAN, INCLUDING:

- communication activities to involve new Countries and experts in UNCEFACT work:
- Continuous update of the website [www.uncefact.org](http://www.uncefact.org)
- Editing of the *new videos on success stories and projects* to be uploaded to [www.uncefact.org](http://www.uncefact.org)
- Production of the “*UNCEFACT Forums Visual Story*”

Further enhancement of communication with HODs and UNCEFACT members

- Possible development of other communication tools for UNCEFACT promotion : newsletter, social networks, etc.

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## Liaisons

- MOU on E business
- Basis for active Liaisons with ISO TC 86 and 154 and (upcoming IEC TC57)
- UNECE, 76 Liaisons with ISO alone (many in transport sector)
- Progress on Liaison policy

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## 21<sup>st</sup> UN/CEFACT FORUM OPENING PLENARY

### Additional Information for Participants

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### Lunch & Learns

#### **Lunch and Learn sessions**

Tuesday: Business case for CCTS 3 and NDR3  
Wednesday: Trade Facilitation guide  
Thursday: Trade Hubs

sessions start at 12.30 and last 30 min

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- Meeting rooms, lay out of the building
- Secretariat: Information Desk office E.2064
- Extra rooms or cancellations
- Headcount
- Coffee, tea etc., Lunch

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