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**UN/CEFACT structure, mandate, terms of reference, and procedures**

### **Terms of Reference for Domains and Domain Coordinators**

#### **Submitted by the UN/CEFACT Bureau**

##### *Summary*

The UN/CEFACT Bureau launched a process to reorganize its work in 2011, including the mapping of projects into Domains led by Domain Coordinators, as described in document ECE/TRADE/C/CEFACT/2012/9. The Bureau prepared document ECE/TRADE/C/CEFACT/2016/13 presented to the twenty-second UN/CEFACT Plenary for noting. The Plenary suggested a minor change that is reflected in the present revision.

The aim of this document is to provide further clarity on the purpose of Domains and Domain Coordinators. These Terms of Reference outline the functions of Domains and the role of Domain Coordinators, as well as the support provided to Domain Coordinators.



1. Domains are composed of pool of experts with knowledge/competency in a defined field which can respond to the changing needs of UN/CEFACT stakeholders. Their multiple functions include:
  - a) Serving as a reference “hub” within UN/CEFACT for any questions on the Domain’s field.
  - b) Acting as an advisor to the relevant Programme Development Area (PDA) Bureau Member (and thus to the entire Bureau) regarding changes related to the Domain’s field, both inside and outside of UN/CEFACT.
  - c) Facilitating the initiation of new projects relevant to the Domain’s field, as well as their maintenance when required.
  - d) Reaching out to the public and private sectors.
  - e) Helping and guiding new experts joining UN/CEFACT.
  - f) Supporting projects developed or under maintenance that are relevant to the Domain’s field.
2. Domains are led by Domain Coordinators who are nominated by the Bureau for a period of two years, renewable, on the basis of indications of interest received from candidates responding to open calls for candidature. The Domain Coordinator must be an expert in the field of the Domain and their role includes:
  - a) Ensuring, to the extent possible, that the above listed Domain activities of the Domain listed above are carried out by the Domain experts.
  - b) Serving as contact/communication point on issues of a cross-interest Domain.
  - c) Monitoring developments relevant to the Domain inside and outside of UN/CEFACT, and communicating them to the Domain experts and/or the Bureau as needed.
  - d) Informing the Vice-Chair responsible for the relevant PDA and other Domain Coordinators of developments in the Domain, especially related to projects.
  - e) Making sure that documents circulated for internal review are circulated to the relevant experts in their Domain and that the comments are channeled to the Project Team within the required timelines.
  - f) Maintaining coordination and communication with other Domains, as appropriate.
  - g) Coaching newcomers to the Domain with respect to UN/CEFACT’s methods and techniques, especially in the context of preparing project proposals.
  - h) Reporting to and supporting the relevant PDA Bureau Vice-Chair.
  - i) Monitoring project development for those projects relevant to the Domain’s field.
  - j) Participating in activities outside of UN/CEFACT that are within the relevant Domain’s field.
  - k) Acting as contact point with other organizations relevant to the Domain’s field, with the clear mandate from the Bureau, and reporting back to the relevant PDA Bureau Member and the Bureau in general on any and all such activities.
  - l) Being responsible for ensuring the document action of meetings (who participated, what was discussed and any actions that were suggested).
  - m) Domain Coordinators participate in special telephone conferences close to Forum meetings to discuss the issues to be covered during the Forum meeting.

3. Domain Coordinators can expect the following support:
    - a) Domain Coordinators receive on a regular basis information from the Bureau, such as minutes from the Bureau meetings, and especially about decisions made by the Bureau that affect the Domains and their project work.
    - b) Domain Coordinators participate in regular telephone conferences with the Bureau.
    - c) Domain Coordinators are given all the tools to coach newcomers to their Domain, such as standardized presentations on UN/CEFACT and its methods and techniques.
    - d) Domain Coordinators are given all the tools necessary to fulfill the assigned tasks, such as templates and rules for Domain meeting reports.
  4. Within the context of the Domain functions, the Domain Coordinator may wish to organize meetings during UN/CEFACT events such as Forums to discuss subjects related to their Domain. The Domain Coordinator may also wish to organize meetings in order to discuss pertinent subjects related to their field (in person or via virtual meetings). The Domain Coordinator should keep the relevant PDA Vice-Chair updated in advance of any such meetings. Meeting reports should be brought to the attention of the relevant PDA Vice-Chair; any suggested actions will need to be presented to and taken by the Bureau. Such reports should be stored on the UN/CEFACT web portal (currently Confluence) for future reference.
  5. Each Domain should prepare a short (half-page maximum) text on its scope and activities. This information should be made public on the UN/CEFACT web portal (currently Confluence).
  6. All projects within UN/CEFACT are under the clear responsibility of a Bureau Vice-Chair who is appointed to the project at its approval. However, all projects should be related to the Domain within the relevant subject; the Domain should contribute its knowledge base to the constructive development of the project.
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