

19 May 2004

ENGLISH ONLY

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

**LIST OF DECISIONS MADE AT THE 10TH UN/CEFACT PLENARY SESSION
HELD AT THE PALAIS DES NATIONS ON 17 – 19 MAY 2004.**

TRADE/CEFACT/2004/MISC.11

List of decisions made at the 10th UN/CEFACT Plenary
17 – 19 May 2004
Salle XI, Palais des Nations

Chairman: Dr Christian Frühwald, Germany

Item 1 – Adoption of the agenda

Decision 04-01

The Agenda was approved with an adjusted schedule of the meeting.

Item 2 – Confirmation of the report of the 9th session of UN/CEFACT held 12 and 13 May 2003

Decision 04-02

The Plenary endorsed the Report of the 9th session, as approved by the Heads of Delegation in an intersessional approval process.

Decision 04-03

The Plenary noted the report of the Chairman of the UNECE Committee for Trade, Industry and Enterprise Development and decided to take into account the four points that the Chairman raised with regard to the future work of UN/CEFACT.

Item 3 – Reports of the Steering Group

Decision 04-04

The Plenary noted the Reports of the Steering Group and the Report of the Chairman of the Steering Group.

Item 4 - Reports of UN/CEFACT Forum and Groups

Decision 04-05

The Plenary endorsed the Reports of the five UN/CEFACT Groups and the Forum Coordination Team (FCT).

Decision 04-06

The Plenary approved the Terms of Reference and Mandate of the Information Content Group (ICG) and noted document TRADE/CEFACT/2004/11 and its additions containing the Terms of Reference and the Mandates of all Groups.

Decision 04-07

The Plenary requested the Forum Management Group to develop joint procedures for all Groups. The Bureau should agree on a deadline for the procedures.

Item 5 – Recommendations, specifications and associated documents

Decision 04-08

The Plenary endorsed the outputs of UN/CEFACT.

Decision 04-09

The Plenary decided to forward the CCTS specification to the International Standardization Organization (ISO) for the fast track approval. The Plenary noted the BPSS specification and requested TMG, through its Chair, to circulate the full specification and a scope of BPSS 1.1 specification to review the comments received from Heads of Delegation by 19 August 2004 and to inform the Plenary of the outcome of the review.

Item 6 – Programme of Work

Decision 04-10

The Plenary adopted the programmes of work of the Groups but decided that a unified UN/CEFACT Programme of Work should be prepared each year for the Plenary's approval. The Plenary requested the Forum Management Group, in cooperation with the secretariat, to issue documents TRADE/CEFACT/2004/17 – 21 in a single UN/CEFACT Programme of Work by the end of 2004.

Decision 04-11

The Plenary requested the Forum Coordination Team (FCT), in cooperation with the Bureau and the secretariat, to summarize this Programme of Work for the update of the UNECE Strategic Action Plan for Trade Development (ECE/TRADE/320) by July 2004.

Item 7 – Report of the Policy Group

Decision 04-12

The plenary noted the report of the policy group.

Decision 04-13

The Plenary established an *ad hoc* task force to make proposals, in cooperation with the leadership of TBG and TBG15, on how to strengthen UN/CEFACT work on trade facilitation taking into account documents TRADE/CEFACT/2004/30 and 34. The Plenary wishes to see the results presented intersessionally at the latest by the end of 2004. The Plenary assigned the lead for this work to the Chairman's Policy Group.

Item 8 – IPR policy

The Chairman invited the former CSG Chairman, Mr Ray Walker to be his adviser on policy matters.

Decision 04-14

The Plenary decided to request the FCT to complement the text of the vision (TRADE/CEFACT/2004/9) with sections on trade facilitation and business focus by the end of July 2004.

After this, the vision would be forwarded to the Bureau for any additional comments.

After a subsequent intersessional approval process, the vision would be submitted to the signatories to the Memorandum of Understanding between the International Electrotechnical Commission (IEC) and the International Organization for Standardization (ISO), the International Telecommunication Union (ITU) and the United Nations Economic Commission for Europe (UNECE), for their comments and alignment.

Item 8 - IPR

Decision 04-15

The plenary supported the principles contained in the draft IPR policy of the CSG and requested the support of the senior management of the UNECE in resolving the matters related to IPR efficiently. The Plenary recognized the critical importance of having an effective IPR policy in place as soon as possible to respond to user requirements.

The plenary requested the legal Rapporteur and the secretariat to discuss urgently the matter further with the OLA in order to make more effective and improve the current wording regarding indemnity in the version suggested by the OLA and to report to the Heads of Delegation in September so as to reassure the users as soon as possible.

The Plenary requested the secretariat to publish the existing United Nations IPR policy on the UN/CEFACT website.

Decision 04-16

The Plenary also requested the secretariat to clarify the use of logos for UN/CEFACT communications.

Item 9 – Management Structure

Decision 04-17

The plenary approved the structure presented in the Chairman's paper TRADE/CEFACT/2004/MISC.10 for the new structure of UNCEFACT comprised of a Plenary, a Bureau, a Forum Management Group and five permanent Groups. The Plenary directed the Bureau to finish R.650/Rev.3 accordingly as soon as possible but not later than the end of June 2004 so that the constitutional document can be submitted for approval to the Heads of Delegation in an intersessional process before the UN/CEACT

Forum in September 2004. The Plenary decided to limit the review time of the Heads of Delegation to 30 days.

Decision 04-18

The Bureau will develop and publish a transition plan as soon as possible and work with the secretariat, will communicate it to the Forum by the end of June 2004.

Decision 04-19

The Plenary decided that R.650/Rev.3 would be the basis for the elections at the Forum in September 2004.

Decision 04-20

After the elections at the Forum in September 2004, the secretariat shall send the list of Group Chairpersons to the Heads of Delegation for ratification as Rapporteurs using an intersessional process.

Item 10 – External Support Services Project Proposal

Decision 04-21

The Plenary noted document TRADE/CEFACT/2004/26 and requested the Bureau to revise it taking into account the decisions of the 10th plenary and resubmit the revised document (TRADE/CEFACT/2004/26/Rev.1) to the Plenary for approval in an intersessional process.

Decision 04-22

The Plenary requested the revision of the SSP document to be made available to the Forum in September.

Item 11 - Reports from UN/CEFACT Rapporteurs, and related matters

Decision 04-23

The Plenary noted the reports of the Rapporteur for Asia, the Legal Rapporteur and the Standards Liaison Rapporteur and requested the full report of the Standards Liaison Rapporteur to be circulated among the Forum delegations, amended as requested by ISO.

Decision 04-24

The Plenary noted the secretariat's reports on technical assistance.

Item 12 – Results of secretariat studies:

Decision 04-25

The Plenary noted the secretariat reports on the baseline study, UN/EDIFACT and UN/LOCODE.

Item 13 – Cooperation with other organizations

Decision 04-26

The Plenary noted and welcomed the Standards Liaison Rapporteur's paper and requested the Bureau to create a UN/CEFACT liaison policy taking into account the report of the Standards Liaison Rapporteur by the end of 2004, provided that an effective IPR policy is in place.

Item 14 – Elections

Decision 04-27

The Plenary elected Mr. Mike Doran (CERN), Mr. T A Khan (India), Mr. Duane Nickull (Canada), Mr. Mark Palmer (USA) and Ms Christina Rahlen (Sweden) Vice Chairpersons of UN/CEFACT for a minimum of two years.

Decision 04-28

The Plenary re-elected Mr. David Marsh (UK) the Legal Rapporteur for a new two-year term.

Decision 04-29

The Plenary elected Mr. Sangwon Lim (Korea) its new Rapporteur for Asia for a three-year term.

Decision 04-30

The term of the Standards Liaison Rapporteur was extended till September 2004 whereby the Forum will nominate a Rapporteur for the ratification of the Plenary.

Item 15 – Review of decisions made

Decision 04-31

The Plenary requested the secretariat to make the presentations made at the Plenary available on the UN/CEFACT website.

Decision 04-32

The Plenary decided that when presenting and promoting UN/CEFACT work, delegations and Forum members should reflect the overall concept and context of the Centre's programme of work.

Decision 04-33

The Plenary adopted the decisions made at the 10th UN/CEFACT Plenary 17 – 19 May 2004 and requested the secretariat to prepare the full report for intersessional approval by the Heads of Delegation.