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**ECONOMIC COMMISSION FOR EUROPE
COMMITTEE FOR TRADE, INDUSTRY AND ENTERPRISE DEVELOPMENT**
Centre for Trade Facilitation and Electronic Business (UN/CEFACT)
Eleventh session, 22 – 23 June 2005**PROVISIONAL AGENDA**To be held at the Palais des Nations, Geneva,
starting on Wednesday, 22 June 2005 at 10:00

UN/CEFACT TRADE FACILITATION WEEK 20 – 23 JUNE 2005				
	Day 1 Mon. 20 June	Day 2 Tues. 21 June	Day 3 Wed. 22 June	Day 4 Thurs. 23 June
(a.m.)	Executive Forum: Paperless Trade in International Supply Chains – Enhancing Efficiency and Security	Executive Forum continued	UN/CEFACT Plenary	UN/CEFACT Plenary
(p.m.)	Executive Forum continued	Executive Forum continued	UN/CEFACT Plenary	UN/CEFACT Plenary

DOCUMENTS – Documents will be distributed by mail and posted on the website (<http://www.unece.org/cefact>). For reasons of economy, delegations are requested to bring to the meeting their copies of the documents listed in this agenda. No documentation will be available in the conference room.

ACCESS TO THE PALAIS DES NATIONS – Security badges are required in order to enter the Palais. To obtain a badge, participants and delegates must register in advance. The registration form can be found at the end of this document. For additional practical information for delegates, see:
<http://www.unece.org/meetings/practical.htm>

PROVISIONAL AGENDA AND TIMETABLE

22 – 23 June	Eleventh session of UN/CEFACT		
Approximate Time	Agenda Items	Introduction by:	Documents
22 June 10.00 – 13.00	Opening	Chairman of UN/CEFACT	
	Welcoming Address	Director of the Trade Development and Timber Division	
	Item 1 Adoption of the agenda	Chairman	TRADE/CEFACT/2005/1
	Item 2 Report of the 10 th session of UN/CEFACT, <i>for endorsing</i>	Chairman	TRADE/CEFACT/2004/38
	Item 3 Report of the Bureau and the FMG, <i>for information</i>	Bureau	TRADE/CEFACT/2005/2
	Objectives of UN/CEFACT Forum for information, <i>for information</i>	Chair of the Forum Management Group (FMG)	TRADE/CEFACT/2005/3
	Mandate and Terms of Reference of UN/CEFACT, <i>for approval</i>	Bureau	TRADE/R.650/Rev.4
	Rules of Procedure of UN/CEFACT Forum, <i>for approval</i>	Chair of the FMG	TRADE/CEFACT/2005/4
	Open Development Process of UN/CEFACT, <i>for approval</i>	Chair of the FMG	TRADE/CEFACT/2005/5
	Item 4 Strategy and Programme of Work		
	Trade Facilitation Strategy, <i>for approval</i>	Bureau	TRADE/CEFACT/2005/6
	eBusiness Strategy, <i>for approval</i>	Bureau	TRADE/CEFACT/2005/7
	Programme of Work, <i>for approval</i>	Bureau	TRADE/CEFACT/2005/8
	Item 5 Financing of the UN/CEFACT Forum and Programme of Work, <i>for discussion</i>	Bureau	TRADE/CEFACT/2005/9
15.00 – 18.00	Item 6 UN/CEFACT Intellectual Property Rights		
	UN/CEFACT Intellectual Property Rights Policy, <i>for approval</i>	Bureau	TRADE/CEFACT/2005/10
	Explanatory note on IPR, <i>for information</i>	Bureau	TRADE/CEFACT/2005/11
	Item 7 UN/CEFACT Forum Progress Reports		
	Report of the fifth and sixth UN/CEFACT Forums, <i>for endorsing</i>	Chair of the FMG	TRADE/CEFACT/2005/12
	Report of Applied Technologies Group (ATG), <i>for endorsing</i>	Chair of ATG	TRADE/CEFACT/2005/13

	Report of Information Content Group (ICG), <i>for endorsing</i>	Chair of ICG	TRADE/CEFACT/2005/14
	Report of the Legal Group (LG), <i>for endorsing</i>	Chair of LG	TRADE/CEFACT/2005/15
	Report of International Trade and Business Processes Group (TBG), <i>for endorsing</i>	Chair of TBG	TRADE/CEFACT/2005/16
	Report of Techniques and Methodologies Group (TMG), <i>for endorsing</i>	Chair of TMG	TRADE/CEFACT/2005/17
23 June 10.00 – 13.00	Item 8 Approval of recommendations and associated documents	Chairman	
	Overview of UN/CEFACT outputs for information, <i>for information</i>	Chair of FMG	TRADE/CEFACT/2005/18
	Updated recommendation 20 Units of measure, <i>for approval</i>	Chair of ICG	TRADE/CEFACT/2005/19
	Business Requirements Specification for Cross Industry Invoice, <i>for approval</i>	Chair of TBG	TRADE/CEFACT/2005/20
	Business Requirements Specification for Cross Industry Remittance Advice, <i>for approval</i>	Chair of TBG	TRADE/CEFACT/2005/21
	Business Requirements Specification for BoostAero e-Supply Chain, <i>for approval</i>	Chair of TBG	TRADE/CEFACT/2005/22
	Business Requirements Specification for Material Safety Data Sheet, <i>for approval</i>	Chair of TBG	TRADE/CEFACT/2005/23
	Business Requirements Specification for e-Tendering, <i>for approval</i>	Chair of TBG	TRADE/CEFACT/2005/24
	UN/CEFACT Recommendation 33 “Single Window”, <i>for information</i>	Chair of TBG	TRADE/CEFACT/2005/25
	Background document to UN/CEFACT Recommendation 33, <i>for information</i>	Chair of TBG	TRADE/CEFACT/2005/26
	UNeDocs Project Proposal, <i>for information</i>	Bureau	TRADE/CEFACT/2005/27
15.00 – 18.00	Item 9 Reports from UN/CEFACT Rapporteurs, and related matters	Chairman	
	Asia, <i>for information</i>	Rapporteur for Asia	TRADE/CEFACT/2005/29
	Legal, <i>for information</i>	Legal Rapporteur	TRADE/CEFACT/2005/30
	Standards Liaison, <i>for information</i>	Standards Liaison Rapporteur	TRADE/CEFACT/2005/31
	Item 10 UN/CEFACT Capacity Building and related matters		
	UNECE Instruments to Address Trade Facilitation in the WTO Doha Work Programme, <i>for information</i>	Secretariat	TRADE/CEFACT/2005/28
	Background paper for the International Forum, <i>for information</i>	Executive Forum Organization Team	TRADE/CEFACT/2005/32
	Recommendations of the Executive Forum, <i>for information</i>	Secretariat	TRADE/CEFACT/2005/33
	Plan for a UN/CEFACT Implementation Study, <i>for information</i>	Secretariat	TRADE/CEFACT/2005/34
	Czech technical assistance project, <i>for information</i>	Secretariat	TRADE/CEFACT/2005/35

	Capacity building and implementation activities in Support of the Programme of Work of the CTIED, <i>for information</i>	Secretariat	TRADE/2005/15
	Item 11 Review of decisions made	Chairman	
	Item 12 Elections		
	Election of the Chairman	Director of the Division	
	Election of other officers	Chairman	

Introduction

1. The provisional agenda and time schedule for the eleventh session of the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) have been drawn up by the secretariat in consultation with the Chairman and the Bureau on the basis of the decisions and programme of work adopted by the Centre at its tenth session.
2. The third International Forum on Trade Facilitation, "Paperless Trade: Building a Roadmap for Efficient and Secure International Trade", will be organized on 20 and 21 June 2005 in Room XIX in the Palais des Nations. The Forum will provide an opportunity for all countries in the UNECE region, non-governmental organizations (NGOs) and the enterprise sector to work together towards the provision of security as a global, public good in international supply chains.
3. On Wednesday, 22 June, a parallel session for the United Nations regional commissions will be organized to discuss trade facilitation and related matters of joint interest to the five regions and the UN regional commissions.
4. The Plenary will be organized on 22 – 23 June 2005 and the Centre will approve the decisions of the eleventh session in the afternoon of Thursday, 23 June.

ANNOTATIONS

Item 1 – Adoption of the agenda

Documents:

TRADE/CEFACT/2005/1 Provisional agenda

5. In accordance with the UNECE rules of procedure, the first item on the provisional agenda is the adoption of the agenda.

Item 2 – Report of the 10th session of UN/CEFACT

Documents:

TRADE/CEFACT/2004/38 Report of the 10th session of UN/CEFACT

6. At the end of its tenth session, the Centre adopted the decisions made during the session. The draft report was circulated among the Heads of Delegation for intersessional approval and the Centre will be requested to **endorse** the report.

Item 3 – Report of the Bureau and the Forum Management Group

Documents:

TRADE/CEFACT/2005/2	Report of the Bureau
TRADE/CEFACT/2005/3	Objectives of UN/CEFACT Forum
TRADE/R.650/Rev.4	Mandate and Terms of Reference of UN/CEFACT
TRADE/CEFACT/2005/4	Rules of Procedure of the UN/CEFACT Forum
TRADE/CEFACT/2005/5	Open Development Process of UN/CEFACT

7. The Bureau will present its report (TRADE/CEFACT/2005/2) and the FMG will present its work and the objectives of the Forum (TRADE/CEFACT/2005/3) **for information**.

8. The Bureau will introduce the updated Mandate and Terms of Reference of UN/CEFACT (TRADE/R.650/Rev.4). This document was prepared by the Bureau as part of its management function and is **for approval**.

9. The Centre will also have before it the proposed Rules of Procedure of the UN/CEFACT Forum (TRADE/CEFACT/2005/3) **for approval**.

10. Also **for approval** is document TRADE/CEFACT/2005/4, which contains a proposal for the Open Development Process under UN/CEFACT.

Item 4 – UN/CEFACT Strategy and Programme of Work

Documents:

TRADE/CEFACT/2005/6	Trade Facilitation Strategy
TRADE/CEFACT/2005/7	eBusiness Strategy
TRADE/CEFACT/2005/8	Programme of Work

11. The Centre will have before it a strategy for UN/CEFACT (TRADE/CEFACT/2005/6 and 7), which is **for discussion** and **approval**. The Centre will also have before it a Programme of Work (TRADE/CEFACT/2005/9) **for approval**.

Item 5 – Financing of the UN/CEFACT Forum and Programme of Work

Document:

TRADE/CEFACT/2005/9

Financing of the UN/CEFACT Forum and Programme of Work

12. The Centre will have before it a document on the financing of the Forum (TRADE/CEFACT/2005/8) **for discussion**.

Item 6 – UN/CEFACT Intellectual Property Rights Policy

Documents:

TRADE/CEFACT/2005/10

UN/CEFACT Intellectual Property Rights Policy

TRADE/CEFACT/2005/11

Explanatory note on intellectual property rights

13. The Bureau will introduce to the Centre a draft UN/CEFACT intellectual property rights policy (TRADE/CEFACT/2005/10) **for discussion and approval**. The Plenary will also have before it a note from the Special Contact Group (TRADE/CEFACT/2005/11) explaining some of the pertinent issues in intellectual property rights **for information**. Additional documents may be presented in the room **for information**.

Item 7 – UN/CEFACT Forum Progress Reports

Documents:

TRADE/CEFACT/2005/12

Report of the fifth and sixth UN/CEFACT Forums

TRADE/CEFACT/2005/13

Report of the Applied Technologies Group (ATG)

TRADE/CEFACT/2005/14

Report of the Information Content Management Group (ICG)

TRADE/CEFACT/2005/15

Report of the Legal Group (LG)

TRADE/CEFACT/2005/16

Report of the International Trade and Business Processes Group (TBG)

TRADE/CEFACT/2005/17

Report of the Techniques and Methodologies Group (TMG)

14. The Centre will have before it a report (TRADE/CEFACT/2005/12) from the fifth (Washington, D.C. – USA, 13 – 17 September 2004) and the sixth (Kuala Lumpur, 8 – 11 March 2005) UN/CEFACT Forums **for endorsing**.

15. The Centre will also have before it reports from its five Permanent Groups (TRADE/CEFACT/2005/13 – 17) **for endorsing**.

Item 8 – Recommendations, Specifications and Associated Documents

Documents:

TRADE/CEFACT/2005/18

Overview of UN/CEFACT outputs

TRADE/CEFACT/2005/19

Updated recommendation 20, Units of Measure

TRADE/CEFACT/2005/20

Business Requirement Specification for Cross Industry Invoice

TRADE/CEFACT/2005/21	Business Requirement Specification for Cross Industry Remittance Advice
TRADE/CEFACT/2005/22	Business Requirement Specification for BoostAero e-Supply Chain
TRADE/CEFACT/2005/23	Business Requirement Specification for Material Safety Data Sheet
TRADE/CEFACT/2005/24	Business Requirement Specification for e-Tendering
TRADE/CEFACT/2005/25	UN/CEFACT Recommendation 33 "Single Window"
TRADE/CEFACT/2005/26	Background document to UN/CEFACT Recommendation 33
TRADE/CEFACT/2005/27	UNeDocs project proposal

16. The Plenary will have before it the Bureau's Overview of UN/CEFACT outputs (TRADE/CEFACT/2005/18) **for information** and Recommendation 20 (TRADE/CEFACT/2005/19) and five Business Requirements Specifications (TRADE/CEFACT/2005/20, 21, 22, 23 and 24) **for approval**. The Bureau will also have before it **for information** the UN/CEFACT Recommendation 33 on the Single Window (TRADE/CEFACT/2005/25), a background document related to the Recommendation (TRADE/CEFACT/2005/26) as well as a UNeDocs project proposal (TRADE/CEFACT/2005/27). The relevant documents and databases can be downloaded from the UN/CEFACT website: www.uncefact.org

Item 9 – Reports from UN/CEFACT Rapporteurs and Related Matters

Documents:

TRADE/CEFACT/2005/29	Report of the Rapporteur for Asia
TRADE/CEFACT/2005/30	Report of the Legal Rapporteur
TRADE/CEFACT/2005/31	Report of the Standards Liaison Rapporteur

17. The Centre will have before it, **for information**, the reports of work undertaken by its Rapporteurs.

Item 10 – UN/CEFACT Capacity Building and Related Matters

Documents:

TRADE/CEFACT/2005/28	UNECE Instruments to Address Trade Facilitation in the WTO Doha Work Programme
TRADE/CEFACT/2005/32	Background paper for the International Forum
TRADE/CEFACT/2005/33	Recommendations of the Executive Forum
TRADE/CEFACT/2005/34	Plan for a UN/CEFACT Implementation Study
TRADE/CEFACT/2005/35	Report on the Czech Technical Assistance
TRADE/2005/15	Capacity-Building and Implementation Activities in Support of the Programme of Work of the CTIED

18. The Centre will have before it **for information** policy and background documents (TRADE/CEFACT/2005/28 and 32) and the recommendations (TRADE/CEFACT/2005/33) of the Executive Forum on Trade Facilitation that will be held immediately before the Plenary on 20 and 21 June.

19. The secretariat will present a plan for a study on the implementation of UN/CEFACT recommendations in UNECE member States (TRADE/CEFACT/2005/34) **for information**. The results of the secretariat study will be reported to the Heads of Delegation in late 2005.

20. The Centre will also have before it **for information** reports on capacity building and implementation projects in Central and Eastern Europe (TRADE/CEFACT/2005/35) and the Mediterranean region (TRADE/2005/15).

Item 11 – Review of Decisions Made at the 11th Plenary

21. UN/CEFACT will adopt the decisions made at the Plenary for inclusion into the final report of the 11th session, which will be approved in an intersessional process.

Item 12 - Election of the Chairperson and Other UN/CEFACT Officers

22. UN/CEFACT will elect its Chairperson and other UN/CEFACT officers.



**TRADE FACILITATION WEEK (20-24 June 2005)
REGISTRATION FORM**

To be returned to:

No later than 31 May 2005

Ms. Karen Taylor

karen.taylor@unece.org

(or fax: +41 22 917 0479, +41 22 917 0037)

Participant Mr./Ms.	Family Name	First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

I AM REPRESENTING				
the Government of:				
a United Nations Organization		an Intergovernmental Organization (IGO)		a Non-Governmental Organization (NGO) (ECOSOC accredited) Year of Accreditation: _____
University		Chamber of Commerce		NGOs (Not ECOSOC accredited)
Private Sector		Other organizations, agencies, etc		Myself as a private citizen

I WILL BE ATTENDING: (Select exactly ONLY ONE meeting option)				
1.	3rd International Forum on Trade Facilitation: Paperless Trade: Building a Roadmap for Efficient and Secure International Trade	Speaker		20-22 June 2005
		Delegation Member		
		Participant/Observer		
2.	3rd International Forum on Trade Facilitation AND the Joint United Nations Regional Commissions Workshop (by invitation ONLY)	Speaker		20-22 June 2005
		Participant		
3.	3rd International Forum on Trade Facilitation AND the 11th session of the UN/CEFACT Plenary	Speaker		20-24 June 2005
		Head of Delegation		
		Delegation Member		
		Participant/Observer		
4.	11th session of the UN/CEFACT Plenary (accreditation by your National Head of Delegation to UN/CEFACT required)	Head of Delegation		22-24 June 2005
		Delegation Member		
		Participant/Observer		

Organization/Enterprise:	Title in Organization/Enterprise:	
Passport or ID Number: (obligatory)	Valid until: dd/mm/yy (obligatory)	
Official Telephone Number: +	Fax: +	
E-mail Address:	URL:	
Postal Address:		
City:	Postal Code:	Country:
Address in Geneva:		

If you require an entry visa for Switzerland, please send an e-mail to karen.taylor@unece.org together with this registration form indicating your date of arrival in Switzerland, date of departure from Switzerland and the fax number as well as the postal address of the Swiss Consulate closest to your duty station (see <http://www.eda.admin.ch/eda/e/home.html>)

Dates for which the visa is needed : From: _____ To: _____

