



**Economic and Social  
Council**

Distr.  
GENERAL

ECE/TRADE/CEFACT/2006/1  
1 March 2006

Original: ENGLISH

---

**ECONOMIC COMMISSION FOR EUROPE**

**COMMITTEE ON TRADE**

Centre for Trade Facilitation and Electronic Business (UN/CEFACT)  
Twelfth session  
Geneva, 22 – 24 May 2006

**ANNOTATED PROVISIONAL AGENDA FOR THE TWELFTH SESSION**

To be held at the Palais des Nations, Geneva  
Starting on Monday, 22 May 2006 at 12:00

Prepared by the secretariat, together with the Chairman and the Bureau of UN/CEFACT

---

**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>

GE.06-21072

## **I. PROVISIONAL AGENDA**

Opening of the session

1. Adoption of the Agenda
2. Matters arising from the 61st session of UNECE
3. UN/CEFACT in a changing international environment
4. Stakeholders' perspective:
  - (a) Countries
  - (b) Sectors
  - (c) Standards Development Organizations
5. Conclusions of the stakeholder sessions
6. Towards an integrated strategy for UN/CEFACT
7. Review of UN/CEFACT activities since the 11th Plenary session
8. Review of the activities of the UN/CEFACT Forum
9. Review of the activities by the Rapporteurs
10. Review of the programme of work
11. Approval of recommendations
12. Organizational matters
  - (a) Intellectual Property Rights Policy
  - (b) Liaison Policy
  - (c) Open Development Process
  - (d) Rules of Procedure of the Bureau
  - (e) Terms of Reference for the Rapporteurs
  - (f) Intersessional approval process
13. Election of officers
14. Adoption of decisions

## **II. INTRODUCTION**

The provisional agenda and timetable for the twelfth 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 Chair and the Bureau on the basis of the decisions and programme of work adopted by the Centre at its eleventh session.

The Plenary will be held from 22 to 24 May 2006, and the Centre will approve the decisions of the twelfth session in the afternoon of Wednesday, 24 May. The formal meeting will begin on Monday, 22 May at 12 noon. The morning will be reserved for bilateral consultations with delegations.

## **III. ANNOTATIONS**

### **Opening**

The session will be opened by the Executive Secretary of the United Nations Economic Commission for Europe (UNECE).

### **Item 1 – Adoption of the agenda**

Document:

ECE/TRADE/CEFACT/2006/1

Provisional agenda

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

### **Item 2 – Matters arising from the 61<sup>st</sup> session of UNECE**

Document:

ECE/TRADE/CEFACT/2006/6

Matters arising from the 61<sup>st</sup> session of UNECE

The secretariat will report on matters arising from the 61<sup>st</sup> session of the UNECE that was held from 21 to 23 February 2006, focusing in particular on how the UNECE reform is implemented.

### **Item 3 – UN/CEFACT in a changing international environment**

The Chair will briefly review recent developments, objectives and key deliverables of UN/CEFACT. The Chair will also set the stage for the interactive sessions on UN/CEFACT stakeholder topics, which will focus on the perspectives of countries, sectors making use of its products and services, and the evolving international community of standards development organizations.

#### **Item 4 – Stakeholders’ perspectives**

##### **(a) Countries**

Document:

ECE/TRADE/CEFACT/2006/2

Stakeholders’ perspectives: Countries

The interactive session will be facilitated by the presentation of a document outlining UN/CEFACT's role and significance from the perspective of member States.

The Plenary may wish to address future ways in which the Centre's products and services may be strengthened, focusing on priorities for the near and medium-term future. The Plenary may also wish to address the role of Governments as an enabler for regulations that are supportive of technological innovation and create appropriate market-based mechanisms for supporting market demand.

##### **(b) Sectors**

Document:

ECE/TRADE/CEFACT/2006/3

Stakeholders’ perspectives: Sectors

The interactive session will be facilitated by the presentation of a document outlining UN/CEFACT's significance from the perspective of sectors using the Centre's products and services.

The Plenary may wish to address ways in which more efficient business practices can be achieved. Attention will also be given to future ways in which the Centre's products and services might be strengthened, focusing on priorities for the near and medium-term future.

##### **(c) Standards development organizations**

Document:

ECE/TRADE/CEFACT/2006/4

Stakeholders’ perspectives:  
Standards development organizations

The interactive session will be facilitated by the presentation of a document outlining UN/CEFACT's role from the perspective of standards development organizations.

The Plenary may wish to address the global vision of efficiency through standards, the challenges of interoperability, the coordination and division of labour and tasks in the standards area, collaborative achievements as well as efforts to avoid duplication.

The delegations may also wish to address the role of governments in standard-setting environments as an enabler for standards and regulations that are supportive of technological innovation.

**Item 5 – Conclusions of the stakeholders' sessions**

The Plenary will consider the recommendations made in the interactive Stakeholders' sessions.

**Item 6 – Towards an Integrated Strategy for UN/CEFACT**

Document:

ECE/TRADE/CEFACT/2006/5

Towards an Integrated Strategy for  
UN/CEFACT

The interactive session will be facilitated by the presentation of a document outlining a vision and framework for UN/CEFACT to achieve its mission.

The Plenary may wish to ensure that the UN/CEFACT programme of standards-setting and associated services addresses the needs of both the public and the private sector.

The Integrated Strategy should also support the UNECE's trade subprogramme as a whole and United Nations Millennium Development Goal 7, aiming at ensuring environmental sustainability, and Goal 8, aiming at developing a global partnership for development.

**Item 7 – Review of UN/CEFACT activities since the 11<sup>th</sup> Plenary session**

The Bureau will make a short presentation highlighting the most important events since the 11<sup>th</sup> Plenary session held in 2005.

**Item 8 – Review of the activities of the UN/CEFACT Forum**

Document:

ECE/TRADE/CEFACT/2006/7

Highlights of the UN/CEFACT Forum 2005 –  
2006

The Chair of the Forum Management Group will briefly highlight the most important events in the five UN/CEFACT permanent groups and the forums held in Lyon, France (26 – 30 September 2005) and Vancouver, Canada (13 – 17 March 2006).

**Item 9 – Reports of the rapporteurs**

Document:

ECE/TRADE/CEFACT/2006/8

Report of the rapporteurs

The Plenary will have before it a report from the Legal, Standards Liaison and Asian Rapporteurs. The report will highlight: issues and prospects in liaison with other international and regional standards development organizations; current legal issues in trade facilitation and e-business standards; and highlights of activities in the Asia-Pacific region and, in particular, cooperation under the Asia-Pacific Council for Trade Facilitation and Electronic Business (AFACT).

### **Item 10 – Review of the programme of work**

Document:

ECE/TRADE/CEFACT/2006/9

UN/CEFACT Programme of work

The Plenary will be invited to review the programme of work of UN/CEFACT in light of the outcome of the Stakeholder sessions under agenda item 5, as well as the implications of the integrated strategy under item 6.

### **Item 11 – Approval of recommendations**

Document:

ECE/TRADE/CEFACT/2006/10

Recommendations for approval

The Plenary will have before it revised or new recommendations for approval.

### **Item 12 – Organizational matters**

Documents:

ECE/TRADE/CEFACT/2006/11

Intellectual Property Rights policy

ECE/TRADE/CEFACT/2006/12

UN/CEFACT's Liaison policy

TRADE/R.650/Rev.4/Add.1

Open Development Process

TRADE/R.650/Rev.4/Add.2

Rules of procedure of the Bureau

TRADE/R.650/Rev.4/Add.3

Terms of reference of rapporteurs

TRADE/R.650/Rev.4/Add.4

Intersessional Approval Process

#### **(a) Intellectual Property Rights policy**

The Bureau will report on progress in developing an Intellectual Property Rights Policy for UN/CEFACT (ECE/TRADE/2006/11).

#### **(b) UN/CEFACT's Liaison policy**

The Bureau will present for approval the draft Liaison Policy for UN/CEFACT (ECE/TRADE/CEFACT/2006/12)

#### **(c) Open Development Process**

The Bureau will present for approval UN/CEFACT's Open Development Process (TRADE/R.650/Rev.4/Add.1).

#### **(d) Rules of procedure of the Bureau**

The Bureau will present for approval the draft Rules of Procedure of the Bureau (TRADE/R.650/Rev.4/Add.2).

**(e) Terms of reference of rapporteurs**

The Bureau will present for approval the draft Terms of Reference of Rapporteurs covering thematic and regional Rapporteurs (TRADE/R.650/Rev.4/Add.3).

**(f) Intersessional Approval Process**

The Bureau will present for approval the draft revised Intersessional Approval Process (TRADE/R.650/Rev.4/Add.4).

**Item 13 – Election of officers**

The terms of office of the following UN/CEFACT officers come to an end at the end of the 12<sup>th</sup> Plenary session: five vice-chairs, the Legal Rapporteur and the Standards Liaison Rapporteur.

Based on the Liaison Policy and the Terms of Reference and Mandates of the Rapporteurs, the Plenary delegations may wish to appoint new Rapporteurs for 2006 – 2008. Nominations for the post of Standards Liaison Rapporteur will be made at the 9<sup>th</sup> UN/CEFACT Forum (in New Delhi 2 – 6 October 2006) and will be confirmed by the heads of delegation in an intersessional approval process in late 2006.

**Item 14 – Adoption of decisions**

Delegations will approve the decisions made at the 12<sup>th</sup> UN/CEFACT Plenary session.

The secretariat will prepare a draft report of the Plenary for intersessional approval by the heads of delegation.

The Plenary will decide on the dates of the 13<sup>th</sup> UN/CEFACT Plenary session.

## ANNEX 1

**TENTATIVE TIMETABLE**

	<b>Item</b>		<b>Introduced by</b>
<b>Monday, 22 May</b>			
10 a.m. – 12 noon		Bilateral consultations with delegations	
12 noon-1 p.m.		Opening	Executive Secretary
	1.	Adoption of the Agenda	Chair
	2.	Matters arising from the 61 <sup>st</sup> session of the UNECE	Secretariat
	3.	UN/CEFACT in a changing international environment	Chair
3 p.m. – 6 p.m.	4.	Stakeholders' Perspective: (a) Countries	Vice-Chair
<b>Tuesday, 23 May</b>			
10 a.m. – 1 p.m.	4.	Stakeholders' Perspective: (b) Sectors	FMG Chair
3 p.m. – 6 p.m.	4.	Stakeholders' Perspective: (c) Standards Development Organizations	Vice-Chair
	5.	Conclusions of the Stakeholder Sessions	Chair
<b>Wednesday, 24 May</b>			
10 a.m. – 1 p.m.	6.	Towards an integrated strategy for UN/CEFACT	Section Chief
	7.	Review of UN/CEFACT activities since the 11 <sup>th</sup> Plenary session	Bureau
	8.	Review of the activities of the UN/CEFACT Forum	FMG Chair
3 p.m. – 6 p.m.	9.	Review of the activities by the Rapporteurs	Legal Rapporteur, Standards Rapporteur, Asia Rapporteur



	Item		Introduced by
	10.	Review of the programme of work	Chair
	11.	Approval of recommendations	Chair
	12.	Organizational matters	Bureau
		(a) Intellectual Property Rights Policy	
		(b) Liaison Policy	
		)	
		(c) Open Development Process	
		(d) Rules of Procedure of the Bureau	
		)	
		(e) Terms of Reference of the Rapporteurs	
		(f) Intersessional approval process	
	13.	Election of Officers	Chair
	14.	Adoption of Decisions of the 12 <sup>th</sup> UN/CEFACT Plenary	Chair

## ANNEX 2

**UN Security** advises you to bring this  
**COMPLETED FORM** with you to  
Geneva



**To be returned:**  
**No later than 15 May 2006**  
**to: karen.taylor@unece.org**  
**(or fax: +41 22 917 0479, +41 22 917 0629)**

12th Session of the UN/CEFACT Plenary, 22-24 May 2006, Palais des Nations, Geneva

## REGISTRATION FORM

Participant	Family Name	First Name
Mr. / Ms.		

<b>I AM REPRESENTING</b>					
the Government of:					
Intergovernmental Organization (IGO)		United Nations Organization		Non-Governmental Organization (NGO) (ECOSOC accredited)	
Chamber of Commerce		Private Sector		NGO (not ECOSOC accredited)	
Other					

Name Organization/Enterprise:		Title in Organization/Enterprise:	
Official Tel. No.: +		Fax: +	
E-mail:		URL:	
Postal Address:			
City:	Postal Code:	Country:	
Address in Geneva:			

**VISA for Switzerland**

Participants needing an invitation letter in order to obtain their *visa for Switzerland*, can e-mail to [karen.taylor@unece.org](mailto:karen.taylor@unece.org) together with this registration form *indicating the fax number, e-mail and the postal address of the Swiss Consulate closest to their town of residence.* (see <http://www.eda.admin.ch/eda/e/home.html>)

Other personal data needed for the VISA Request letter are:

Passport Number: \_\_\_\_\_ Valid until (day/month/year): \_\_\_\_\_

Dates for which the visa is needed: *From:* \_\_\_\_\_ *To:* \_\_\_\_\_

# ANNEX 3 - MAP OF THE UNITED NATIONS OFFICE AT GENEVA

