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**ECONOMIC COMMISSION FOR EUROPE**

**COMMITTEE ON TRADE**

Centre for Trade Facilitation and Electronic Business

Fourteenth session  
Geneva, 16 - 17 September 2008  
Item 8 of the provisional agenda

**GOING FORWARD**

**Extra-budgetary Contributions to a United Nations Trust Fund for the activities of the  
United Nations Centre for Trade Facilitation and Electronic Business**

Note by the secretariat

*Summary*

This document lays out the procedure for the extra-budgetary contributions to the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT). The document is submitted to the fourteenth UN/CEFACT Plenary for approval.

1. At the request of the thirteenth session of UN/CEFACT (ECE/TRADE/C/CEFACT/2007/29) the secretariat prepared a short description of the procedure for extra-budgetary contributions. All United Nations trust funds and contributions-in-kind are administered in accordance with United Nations financial regulations, rules and policies, including for any tendering, contracting and financial reporting.

2. When a donor (e.g., Member state, public or private institution) wishes to contribute financial resources to a United Nations trust fund or in-kind resources for UN/CEFACT activities, the procedures indicated below need to be followed in order to ensure:

(a) Coherence between the programme of work, priorities of UN/CEFACT and extra-budgetary contributions;

(b) The availability and allocation of adequate resources for the management and implementation of projects;

(c) Transparency and an adequate and timely exchange of information between all parties involved.

#### **I. Informing the United Nations Economic Commission for Europe of Intent to Make a Contribution to UN/CEFACT**

3. The donor needs to send a letter of intent to the Executive Secretary of the United Nations Economic Commission for Europe (UNECE) or the Director of the Trade and Timber Division about the envisaged financial contribution to the United Nations trust fund established for UN/CEFACT activities or in-kind contribution. The secretariat will acknowledge the letter of intent with a copy to the Chair of UN/CEFACT and, as appropriate, to the designated UN/CEFACT Head of Delegation.

#### **II. Oversight by the Plenary and the United Nations Economic Commission for Europe**

4. Included in the donor's letter of intent should be an indication of the kinds of UN/CEFACT activities that the contribution may be used to support.

5. The Bureau, and, where appropriate, in consultation with the Forum Management Group, will establish, on behalf of the Plenary and in cooperation with the UNECE secretariat, whether the intended purpose of the contribution is consistent with the approved programme of work for UN/CEFACT.

6. If the purpose of the contribution is within the scope of the approved programme of work, the contribution will be accepted and, the Plenary will be informed.

7. If the purpose is not consistent with the programme of work, the Plenary will be asked to consider a recommendation from the Bureau to accept or not accept the proposed contribution. In the former case, the Plenary would be asked to propose relevant adjustments to the programme of work for approval by the Committee on Trade and the UNECE Executive Committee. Extra-budgetary projects must also be submitted to the Executive Committee for endorsement.