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Item 8 of the provisional agenda

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

Draft revised rules of procedure for the UN/CEFACT Bureau

Submitted by the UN/CEFACT Bureau for approval

Summary

These draft revised rules of procedure for the UN/CEFACT Bureau are envisaged to replace the current rules contained in the document Rules of Procedure for the UN/CEFACT Bureau, TRADE/R.650/Rev.4/Add.2. It is submitted for review and approval by the UN/CEFACT Plenary.

I. Introduction

1. This document comprises the Rules of Procedure for the UN/CEFACT Bureau. These rules are based on the Revised Mandate, Terms of Reference and Procedures of UN/CEFACT (ECE/TRADE/C/CEFACT/2010/15).

II. Chair

2. The UN/CEFACT Chair shall preside over the Bureau meetings. If the Chair is absent from a meeting, or any part thereof, one of the Bureau members, designated by the Chair, shall preside. In the absence of a designated Chair, the Bureau members shall decide on who should preside.

III. Principal functions of the Bureau

3. The functions of the Bureau are spelled out in the Revised Mandate, Terms of Reference and Procedures of UN/CEFACT (ECE/TRADE/C/CEFACT/2010/15).

IV. Decision-making

4. The preferred way of reaching decisions shall be by consensus. Voting within the Bureau shall be carried out in accordance with the quorum that is established by the present procedures.

Quorum

5. In order for the Bureau to draft resolutions and take formal decisions, as well as voting, a quorum must be present. A quorum shall consist of at least two thirds of the Bureau members.

Voting

6. The Chair shall have the authority to call for a vote if consensus cannot be reached on a particular issue.

7. In the event of a tied vote, the Chair shall have the casting vote. Otherwise, a simple majority of those present is sufficient to carry a motion.

8. Ex-officio members shall not have a vote.

V. Meetings

Dates

9. The Bureau shall hold regular telephone conferences. At least one physical meeting shall be held every year. The date for that meeting should be agreed not later than two months in advance. The present Rules of Procedure apply equally to telephone and to physical meetings.

Attendance requirements

10. Bureau members shall attend scheduled meetings in accordance with the provisions foreseen in the Revised Mandate, Terms of Reference and Procedures of UN/CEFACT (ECE/TRADE/C/CEFACT/2010/15).

VI. Work items

11. The Bureau will update its programme of work and action items during its meetings and will maintain a “Topics and Issues” log.

VII. Documentation and reporting

12. If any agenda items require a formal decision, the Bureau should be informed of these and receive the related documents not later than two weeks before the meeting.

13. The Bureau, with the support of the secretariat, shall provide timely communication of UN/CEFACT developments, e.g. through quarterly reports, the UN/CEFACT website and the Forum meetings.

VIII. Filling mid-term vacancies

14. Mid-term vacancies shall be filled by decision of the Bureau and shall be notified to the heads of delegation, pending ratification at the subsequent Plenary.
