



Economic and Social Council

Distr.: General
23 September 2010

Original: English

Economic Commission for Europe

Committee on Trade

Centre for Trade Facilitation and Electronic Business

Sixteenth session

Geneva, 8-10 December 2010

Item 8 of the provisional agenda

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

Abbreviations and definitions for the revised mandate, terms of reference and procedures for UN/CEFACT and related documents

Submitted by the UN/CEFACT Bureau for information

Summary

This list of abbreviations and definitions for the draft revised mandate, terms of reference and rules of procedure for UN/CEFACT and for related documents is submitted for information by the UN/CEFACT Bureau.

Abbreviations and Definitions for the draft revised mandate, terms of reference and rules of procedure for UN/CEFACT and related documents (ECE/TRADE/C/CEFACT/2010/15, ECE/TRADE/C/CEFACT/2010/17, ECE/TRADE/C/CEFACT/2010/18, ECE/TRADE/C/CEFACT/2010/20, ECE/TRADE/C/CEFACT/2010/22, ECE/TRADE/C/CEFACT/2010/24).

Common abbreviations

Common abbreviations

IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
ITU	International Telecommunication Union
MoU	Memorandum of Understanding
NGO	Non-governmental organization
ODP	Open Development Process
OECD	Organisation for Economic Co-operation and Development
OLA	Office of Legal Affairs of the United Nations
UN/CEFACT	United Nations Centre for Trade Facilitation and Electronic Business
UNCITRAL	United Nations Commission on International Trade Law
UNCTAD	United Nations Conference on Trade and Development
UNECE	United Nations Economic Commission for Europe
WCO	World Customs Organization
WP.4	Working Party on Facilitation of International Trade Procedures
WTO	World Trade Organization

Explanations of common terms

Advisory Teams: Teams established by the Bureau of UN/CEFACT to provide guidance on one or more topics as requested by the Bureau in order to meet its responsibilities.

Audit: A formal process of review of an activity subject to rules approved by the Bureau.

Bureau: The Bureau consists of the Plenary Chair and vice-chairs. The Chair of the Plenary can invite Rapporteurs and others to participate in Bureau meetings and discussions.

Committee for Trade: One of the principal subsidiary bodies of UNECE and the parent body to which UN/CEFACT reports.

Consensus: General agreement, characterized by the absence of sustained opposition to substantial issues by any important part of concerned interests and by a process that involves seeking to take into account the views of all parties concerned and to reconcile any conflicting arguments. Consensus need not imply unanimity.

Convener: UN/CEFACT expert designated by the Bureau to organise, to facilitate and to play a leadership role in meetings and activities, e.g. in teams of specialists or project teams.

Delegate: A delegate is an official representative of a UNECE or another United Nations member State, an intergovernmental organization or a non-governmental organization recognised by the Economic and Social Council (ECOSOC) of the United Nations or a member of a delegation approved by the Plenary to participate in its activities.

Election procedures: The official procedures for elections as approved by the said body.

Executive Secretary: The Executive Secretary is the highest-ranking official of the UNECE at the Under Secretary-General level.

Expert on mission: A status granted by the United Nations to representatives of member States, as specified in Section 22 of Article VI of the Convention on the Privileges and Immunities of the United Nations. All members of UN/CEFACT are deemed eligible for “experts on mission” status.

Extrabudgetary resources: Financial or in-kind resources contributed for specific purposes, often through a United Nations trust fund governed by the rules and regulations of the United Nations.

Ex officio members: “Ex officio” describes a membership that someone is entitled to because of the position they have.

Guideline: Document with a specific focus on implementation of UN/CEFACT recommendations and standards for use by Governments, the private sector and the business community in United Nations member States in the area of trade facilitation and electronic business.

Head of Delegation: The delegate nominated to head a delegation to UN/CEFACT by a UNECE or United Nations member State, an intergovernmental organization or a non-governmental organization recognised by the Economic and Social Council to head a delegation approved by the Plenary to participate in its activities.

Intellectual property rights policy: The rules of the United Nations regarding the governance of intellectual property rights in the work of UN/CEFACT.

Intergovernmental organization: United Nations organizations and other international organizations as specified in Rule 12 of the Terms of Reference and Rules of Procedure of the UNECE (E/ECE/778/Rev.3).

Mandate: The mandate defines the boundaries of activities of experts and must specify the following: the objectives of the work (scope and purpose); the key deliverables; the geographical focus (global, regional or national); the functional expertise for membership; and any request for delegated responsibilities.

Member State: A member State of the UNECE or of the United Nations as specified in Rule 11 of the Terms of Reference and Rules of Procedure of the UNECE (E/ECE/778/Rev.3)¹.

Non-governmental organization (NGO): A non-governmental organization recognized by the Economic and Social Council.

Observer: A representative to a meeting not having acquired the status of delegate or member.

Ombudsman: Person designated by the Bureau to hear appeals and resolve conflicts brought to the attention of the Bureau. The Ombudsman serves at the discretion of the Bureau, and cannot be a member of the Bureau or of any of the various groups that work under the aegis of UN/CEFACT.

Open Development Process: The process and procedures to develop and maintain UN/CEFACT recommendations and standards, using an open and inclusive process that produces high-quality outputs.

Plenary: The highest authority regarding all aspects of UN/CEFACT work.

Plenary officers: The Chair, the vice-chairs and rapporteurs elected by the Plenary.

Project: The formal activity concerned with development of a UN/CEFACT Recommendation or Standard, proposed for approval through a document with supporting details, in accordance with UN/CEFACT's Open Development Policy, to the Bureau by a Plenary delegation, team of specialists or by a member of the Bureau, which conforms with the UN/CEFACT Integrated Strategy and is included in the programme of work.

Project Team: Experts approved by Plenary delegations to participate in UN/CEFACT activities concerned with the development of a UN/CEFACT Recommendation or Standard.

Rapporteur: An official recommended by the Bureau and approved by the Plenary to undertake functional and representational tasks in any area of the Centre's mission, according to an agreed mandate.

Recommendation: Document of broad scope proposed by the Bureau and approved to be published by the Plenary providing formal guidance to Governments, the private sector and the business community in United Nations member States in the area of trade facilitation and electronic business standards.

Rules of procedure: United Nations rules and guidelines for conducting meetings, such as A/520/Rev.15 (Rules of Procedure of the General Assembly)² or E/ECE/778/Rev.3 (Terms of Reference and Rules of Procedure of UNECE).

Secretariat: The secretariat of UNECE.

Standard: Document that involves a business or technical specification, proposed by the Bureau and approved to be published by the Plenary, with formal guidance to Governments, the private sector and the business community in United Nations member States, fostering common and repeated use of specific rules, principles or characteristics, aimed at achieving a high degree of order and efficiency in the context of trade facilitation and electronic business.

¹ See www.unece.org

² See www.un.org

Statement of resource requirements: The statement of resource requirements specifies the resources required for work in question and how these are to be provided.

Task Teams: Teams established by the Bureau of UN/CEFACT to provide support for specific activities required by the Bureau to fulfil its responsibilities.

Teams of specialists: Activity of UN/CEFACT experts and others concerned with one or more strategic topics approved by the Bureau in accord with the Integrated Strategy and the programme of work, with a view to providing guidance on issues and possible proposals for Projects involving the development of UN/CEFACT recommendations or standards.

Terms of reference: The Terms of Reference describe the deliverables, reporting procedures and other operating mechanisms. Together with the programme of work, they form the basis of the delegation of authority and define the framework within which the activity functions. Terms of reference shall include a business plan covering the following: definition of the specific issue(s) to be addressed; detailed description of the proposed deliverables (i.e. a programme of work); proposed membership; administrative team structure; time schedule and milestones for completion of the programme of work/deliverables.

United Nations rules: Administrative and managerial rules of the United Nations secretariat covering, for example, areas such as commercial contracts with subcontractors. These include ST/SGB/Financial Rules/1/REV.3 (1985) and the United Nations General Conditions for Contracts for Purchase of Goods.
