

**Economic and Social Council**

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Economic Commission for Europe**Committee on Trade****Centre for Trade Facilitation and Electronic Business****Sixteenth session**

Geneva, 8-10 December 2010

Item 1 of the provisional agenda

Annotated provisional agenda for the sixteenth session^{1 2}

To be held at the Palais des Nations, Geneva
starting at 3 p.m., on Wednesday, 8 December 2010

I. Provisional agenda³

1. Adoption of the agenda
2. Matters arising since the fifteenth session.
3. Bureau overview of developments.
4. Activities of the Forum Management Group and the Permanent Groups.
5. Activities of the Rapporteur for Africa.

¹ For reasons of economy, delegates are requested to bring copies of all relevant documents to the session. There will be no documentation available in the conference room. Before the session, documents may be downloaded from the UNECE's website (http://www.unece.org/cefact/cf_plenary/plenary10/DocumentList_2010.html). During the session, official documents may be obtained from the UNOG Documents Distribution Section (Room C.337, third floor, Palais des Nations).

² All delegates are requested to complete the registration form available for download at the UNECE's website (<http://www.unece.org/cefact>). It should be transmitted to the UNECE secretariat no later than 25 November 2010 by email (Amelia.Dellefogie@unece.org) or by fax (+41 22 917 0629). Upon arrival at the Palais des Nations, delegates should obtain an identification badge at the UNOG Security and Safety Section, located at the Pregny Gate (14, Avenue de la Paix). In case of difficulty, please contact the secretariat by telephone (ext. 73254). For a map of the Palais des Nations and other useful information, see website <http://www.unece.org/meetings/practical.htm>

³ On Wednesday 8 December, informal bilateral consultations will be held from 10 a.m. to 1 p.m. . On Thursday 9 December, an informal open roundtable discussion will be held from 10 a.m. to 1 p.m. on stakeholder priorities and challenges facing UN/CEFACT and on alternative ways forward.

6. Strategic directions and next steps.
7. New and revised standards and recommendations.
8. UN/CEFACT structure, mandate, terms of reference and procedures.
9. Review of the mandates of the Permanent Groups.
10. Election of Bureau vice-chairs.
11. Other business.
12. Adoption of the report

II. Annotations

Opening

The provisional agenda and timetable for the sixteenth 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 the programme of work adopted at the fifteenth session. The session will offer significant opportunities to delegations for focused discussion on the topics that are set out below. Simultaneous interpretation (English/French/Russian) will be available at all sessions.

Over the past few years, special efforts have been made to provide for a period of time for informal consultations involving Plenary delegations (from national capitals and missions in Geneva) and members of the Bureau before the start of the Plenary opening. Accordingly, bilateral consultations are being arranged for the morning of Wednesday, 8 December, from 10 a.m. to 1 p.m.

In addition, time has been reserved for an informal open discussion among all Plenary delegations for Thursday morning, 9 December from 10 a.m. to 1 p.m. with simultaneous interpretation (English/French/Russian), which will also be more generally available throughout Plenary presentations and discussions.

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

Item 1. Adoption of the agenda

Documentation: ECE/TRADE/C/CEFACT/2010/1

According to the Commission's rules of procedure, the first item on the agenda is the adoption of the agenda.

Item 2. Matters arising since the fifteenth session

Documentation: ECE/TRADE/C/CEFACT/2010/2

The secretariat, together with the Bureau, will report on matters arising from the Bureau of the Committee on Trade and the Executive Committee (ExCom) since the fifteenth session. Delegations will have an opportunity to review topics raised and to engage in an exchange of views.

Item 3. Bureau overview of developments

Documentation: ECE/TRADE/C/CEFACT/2010/3

The Bureau will provide an overview of developments since the last session, setting the stage for the topics to be taken up during the meeting. Delegations will have an opportunity to review topics raised and to engage in an exchange of views.

Item 4. Activities of the Forum Management Group and the Permanent Groups

Documentation: ECE/TRADE/C/CEFACT/2010/4

The Forum Management Group (FMG) and the five permanent groups will report on activities since the last session. Delegations will have an opportunity to review topics raised and to engage in an exchange of views.

Item 5. Activities of the Rapporteur for Africa

Documentation: ECE/TRADE/C/CEFACT/2010/5

The Rapporteur for Africa will report on activities undertaken since the last session. Delegations will have an opportunity to review topics raised and to engage in an exchange of views.

Item 6. Strategic directions and next steps

Documentation: ECE/TRADE/C/CEFACT/2010/6, ECE/TRADE/C/CEFACT/2010/7

The Bureau will address the issue of strategic directions and next steps for UN/CEFACT, in the light of the programme of work. Delegations will have an opportunity to review topics raised and to engage in an exchange of views.

Item 7. New and revised standards and recommendations

Documentation: ECE/TRADE/C/CEFACT/2010/8, ECE/TRADE/C/CEFACT/2010/9, ECE/TRADE/C/CEFACT/2010/10, ECE/TRADE/C/CEFACT/2010/11, ECE/TRADE/C/CEFACT/2010/12, ECE/TRADE/C/CEFACT/2010/13, ECE/TRADE/C/CEFACT/2010/14.

The session will have before it, for approval, the following new recommendations and standards:

- Aligned Invoice Layout Key for International Trade, annex to accommodate e-Invoicing”; (ECE/TRADE/C/CEFACT/2010/8: Annex to Rec. 6)
- Recommendation 34, Data Harmonization for International Trade (ECE/TRADE/C/CEFACT/2010/13)
- Recommendation 37, Signed Digital Evidence Interoperability (ECE/TRADE/C/CEFACT/2010/14)

The session will also have before it for noting the following revised recommendations and standards:

- Recommendation 20, Codes For Units Of Measure Used In International Trade (ECE/TRADE/C/CEFACT/2010/9)
- Recommendation 21, Codes For Passengers, Types Of Cargo, Packages And Packaging Materials (ECE/TRADE/C/CEFACT/2010/10)
- Recommendation 23, Freight Cost Code– FCC, Harmonization of the Description of Freight Costs and Other Charges (ECE/TRADE/C/CEFACT/2010/11)
- Recommendation 28, Codes For Types Of Means Of Transport (ECE/TRADE/C/CEFACT/2010/12)

Item 8. UN/CEFACT structure, mandate, terms of reference and procedures

Documentation: ECE/TRADE/C/CEFACT/2010/15, ECE/TRADE/C/CEFACT/2010/16 ECE/TRADE/C/CEFACT/2010/17, ECE/TRADE/C/CEFACT/2010/18, ECE/TRADE/C/CEFACT/2010/19, ECE/TRADE/C/CEFACT/2010/20, ECE/TRADE/C/CEFACT/2010/21, ECE/TRADE/C/CEFACT/2010/22, ECE/TRADE/C/CEFACT/2010/23, ECE/TRADE/C/CEFACT/2010/24

A draft revised mandate, terms of reference and rules of procedure for UN/CEFACT, which will include a new structure for UN/CEFACT, will be presented to delegates for consideration and approval, together with other draft revised documents relating to the policies and procedures for UN/CEFACT. These documents prepared by the Bureau have been submitted as received by the secretariat.

Item 9. Review of the mandates of the Permanent Groups

It is recalled that, as decided in December 2009 at the fifteenth session of the UN/CEFACT Plenary (Decision 09-05) and as confirmed by EXCOM at its Thirty-Fourth Meeting on 26 February 2010, the mandates of the Permanent Groups were approved "for two years, until the end of 2011, subject to review and possible revision at the sixteenth UN/CEFACT session". The Plenary will undertake this review in the light of the outcome of discussions under agenda item 8.

Item 10. Election of Bureau vice-chairs

In the light of the discussions under Item 8 concerning the revised structure and terms of reference for UN/CEFACT, it is proposed to extend the term of office for existing Bureau vice chairs for a period of six months, during which time an extraordinary Plenary would be held.

Item 11. Other business

Delegations may wish to discuss any other issues of interest for the work of the UN/CEFACT.

Item 12. Adoption of the report

Documentation: ECE/TRADE/C/CEFACT/2010/25

Delegations will be invited to adopt the report of the session.

III. Provisional timetable

<i>Date</i>	<i>Agenda item</i>	<i>Introduced by</i>
Wednesday, 8 December		
10:00 – 13:00	Informal bilateral consultations	Bureau
15:00 – 18:00	Opening	UNECE Executive Secretary
	Item 1: Adoption of the agenda	Chairman
	Item 2: Matters arising since the fifteenth session	Secretariat, T&T Division
	Item 3: Bureau overview of developments	Bureau
	Item 4: Activities of the Forum Management Group and the Permanent Groups	Forum Chairman and permanent group chairs
	Item 5: Activities of Rapporteur for Africa	Rapporteur for Africa
Thursday, 9 December		
10.00 – 13:00	Informal open roundtable discussion on: (a) stakeholder priorities and challenges facing UN/CEFACT and (b) alternative ways forward	Bureau
15:00 – 18:00	Item 6: Strategic directions and next steps	Bureau
Friday, 10 December		
10:00 – 13:00	Item 7. New and revised standards and recommendations.	Chairman
	Item 8: UN/CEFACT structure, mandate, Terms of Reference and Procedures	Bureau
	Item 9: Review of the mandates of the Permanent Groups	Bureau
15:00 – 18:00	Item 10: Election of Bureau vice-chairs Item 11: Other business Item 12: Adoption of the report of the sixteenth session Closing	Secretariat