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

Draft procedures for developing and approving cooperation agreements, cooperation plans and collaboration statements

Submitted by the UN/CEFACT Bureau for approval

Summary

These draft procedures for developing and approving cooperation agreements, cooperation plans and collaboration statements are submitted for review and approval by the UN/CEFACT Plenary.

1. The preferred way to cooperate with an external organization is within the UN/CEFACT structure. However, in some cases the Bureau may develop draft cooperation agreements¹ (CA) with external organizations that meet the following criteria:
 - The work of the external organization is out of scope for the work of UN/CEFACT, but relevant to its deliverables;
 - The external organization recognizes the merits of collaborating with UN/CEFACT on specific tasks and deliverables, which shall be spelled out in the CA;
 - The external organization has a track record of delivering, or a stated plan to deliver, technical specifications or other deliverables relevant to the UN/CEFACT scope of work and current work.
2. The UNECE secretariat assists in reviewing and revising the draft CA.
3. The Bureau presents a revised draft to the external organization for concurrence.
4. Steps 2 and 3 are repeated until all parties agree to the wording of the CA.
5. The Bureau reviews and approves the CA.
6. The UNECE Executive Secretary and the appropriate representative of the other organization sign the CA.
7. The Bureau establishes a cooperation team to work with designated representatives of the external organization to develop a project alignment and coordination plan.
8. The Bureau reviews and approves cooperation plans and statements, press releases and other such public documents. All such plans and public documents shall be consistent with the scope and descriptions in the CA.
9. If there is any extension beyond the scope of the original CA or a proposal to change the allocation of UN/CEFACT or secretariat resources, a new version of the CA will be drafted and approved in accordance with these procedures.
10. The cooperation team provides status reports to the Bureau at least every 6 months on progress in its cooperation and collaboration activities.
11. Any project being proposed as a result of the cooperation must go through both organizations' project-approval process, even if activities will only be carried out in one of the organizations.
12. The UNECE secretariat shall maintain a status log of all liaison activities, along with the names and contact information for the designated leads.
13. The CA shall include paragraphs on the following:
 - Official name and, if applicable, abbreviation of the two organizations;
 - Scope of liaison activities;
 - Objectives;
 - Types of activities and communication mechanisms;
 - Conditions for participation in the other organization's activities, if applicable;
 - Intellectual Property Rights Policy(ies) governing the collaboration;
 - Duration of the agreement and conditions for renewal;

¹ The term Memorandum of Understanding (MoU) is synonymous.

- Conditions for the termination of the agreement;
 - Dispute resolution mechanisms;
 - Signature of the authorized persons in each organization.
14. The annex to the CA shall include paragraphs on the following:
- Liaison officers for each organization;
 - Working groups engaged in the agreement, if applicable.
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