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Committee on Trade

Centre for Trade Facilitation and Electronic Business

Sixteenth session

Geneva, 8-10 December 2010

Item 2 of the provisional agenda

Matters arising since the fifteenth session

Progress report on the implementation of EXCOM decisions regarding United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT)

Submitted by the secretariat

Summary

This progress report on the implementation of the decisions taken by EXCOM with respect to UN/CEFACT was prepared by the secretariat and submitted to EXCOM at its thirty-sixth meeting on 12 July 2010. It is made available to the Plenary for information.

In response to a further EXCOM request, another progress report will be presented to the December session of EXCOM.

Note by the secretariat

1. The table below provides an interim assessment by the secretariat of the current status of implementation of the decisions taken by EXCOM with respect to UN/CEFACT activities¹. The table indicates: actions completed; remaining activities to be undertaken by the secretariat and by the relevant UN/CEFACT groups (specifying as appropriate who would be responsible or would take the lead for specific activities); and the relevant UN/CEFACT Programme of Work reference². A further progress report will be provided in the fourth quarter after the UN/CEFACT Expert Forum in September and the November Plenary.

¹ Executive Committee, Recommendations concerning the United Nations Centre for Trade Facilitation and Electronic Business, ECE/EX/4.

² /CEFACT Programme of Work: 2010 – 2011 (Revised), ECE/TRADE/C/CEFACT/2009/17.

**Action Plan to implement EXCOM Decisions regarding UN/CEFACT
7 July 2010**

<i>EXCOM Item N°</i>	<i>EXCOM Recommendations</i>	<i>Action completed</i>	<i>Remaining activities</i>	<i>Lead</i>	<i>Target date for completion</i>	<i>Programme of work Ref.</i>
A: Information-sharing and communication to foster broader transparency and participation						
A (i)	Develop, with the support of the secretariat, a more user-friendly website to include the following information:					
A (i) (a)	Summary details on projects (including such items as project initiator, participants, extra budgetary resources mobilized, supporters, expected deliverables, timeframe, current status, how newcomers can participate, etc)	<ul style="list-style-type: none"> Population of Confluence Website with full details on projects has reached over 50% and is continuing A Summary report format has been developed 	<ul style="list-style-type: none"> Continue population of Confluence Website with full details on projects until completed A summary report providing an overview of projects will be made available for December EXCOM meeting 	Forum Management Group (FMG) and Permanent Groups (PGs) Secretariat	December 2010 December 2010	3.2.1 3.2.1
A (i) (b)	Consolidated, summary information about UN/CEFACT procedures and processes	All information on current UN/CEFACT Policies and Procedures is now available in one place on the UN/CEFACT website at http://www.unece.org/cefact/cf_docs.htm	<ul style="list-style-type: none"> UN/CEFACT Mandate and Terms of Reference (R650), are currently being revised. As soon as this process is completed and approved by the Plenary, the Policies and Procedures information on the Website will be updated 	Bureau / Secretariat	December 2010	3.2.3
A (i) (c)	Simple, clear and concise information on UN/CEFACT policy and decision-making	A Website Task Force with members of the FMG and secretariat has been established to determine the key messages and target audiences for the Website. Information on the UN/CEFACT	<ul style="list-style-type: none"> Prepare simple, clear and concise information on 	Bureau/FMG	December 2010	3.2.1.

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	processes, especially related to the identification, selection and development of standards	policy and decision making process and the identification, selection and development of standards will be included as part of the UN/CEFACT website redesign	UN/CEFACT policy and decision-making processes, especially related to the identification, selection and development of standards. Required information to be developed by Bureau in collaboration with the Secretariat			
			Provide a registry and tracking system for project proposals	Secretariat	December 2010	3.2.1
A (i) (d)	Information on UN/CEFACT Heads of Delegation.	Information on Heads of Delegations now available on the website at http://www.unece.org/cefact/forum_grps/Secretariat/HoDList.html	None			
A (ii)	Provide a registry and tracking system for project proposals		This will be included as part of the UN/CEFACT website redesign mentioned above	Secretariat	December 2010	3.2.1

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B: Intergovernmental governance and oversight of the work of UN/CEFACT, including strategy and priority setting and the use of the United Nations label						
B (i)	Continue to enhance the transparency of the UN/CEFACT policy and management process through which decisions are made on the selection of specific standards for development. In this regard, the proposed standards should respond to a minimum of common interest expressed through support by at least three countries.	The 3-country Rule and related procedures for approval of UN/CEFACT standards and Recommendations has been established, retroactive to 1 January 2010. This will be submitted to the Plenary in December 2010 for approval and will be incorporated into a revised mandate and terms of reference (R.650)	Approval at Plenary and incorporation into revised Mandate and Terms of Reference(R.650)	Bureau	December 2010	3.2.1
B (ii)	Encourage meaningful participation of member States in the development of UN/CEFACT standards and recommendations	A matrix of expressed needs and requirements from Member states, compared to the current Programme of Work 2010 – 2011 to identify any gaps, has been prepared. A similar exercise has been undertaken with the requirements identified in the 2008 Annual Session and also the survey of member State needs undertaken at that time. The output will be presented to Heads of Delegation.	• Under the UN Development Account and in collaboration with UNESCAP, establish network of experts in countries in transition under UN Next	Secretariat	Ongoing – Start mid-2010	1.1.1
			• Prepare Information Packages on CEFACT Tools and TF Strategies	Secretariat/ FMG / Bureau	Ongoing – Start Sept. 2010	2.1.2
			• Ensure information on UN/CEFACT standards are disseminated through the multiplier point network	Secretariat	Ongoing	2.1.2
			• Direct promotion to individual member States	Secretariat	Ongoing	2.1.2
B (iii)	Ensure that priorities expressed by member States (through UN/CEFACT plenary, bureau and other channels) are adequately taken up in the UN/CEFACT programme of work and effectively	Start of Implementation of the Programme of Work for 2010-2011 and also Item B (ii) above.	• Ensure priorities expressed by member States (through UN/CEFACT plenary, bureau and other channels) are adequately taken up in the UN/CEFACT programme of work	Bureau	2011 Plenary	1.1.1

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	implemented. For this purpose, the UN/CEFACT Plenary should agree upon priorities at each annual session and ask the Bureau to oversee their implementation and to report to the Plenary on their status.		<ul style="list-style-type: none"> • Meetings with other UN bodies (especially other Regional Commissions) and key international organizations to identify their priorities • Needs Assessment Exercise under the Committee on Trade • Development of a Repository of Obstacles to Trade Facilitation implementation • Meetings with transition economy representatives to determine priorities 	Secretariat Secretariat Secretariat Secretariat and Bureau	Ongoing One in 2010 (Belarus) plus 2 more in 2011-12 Ongoing Ongoing	1.1.1 1.1.2 1.1.2 1.1.2.
C: Ensure balance between UN/CEFACT's work on electronic business standards on the one hand and on Recommendations for trade facilitation on the other hand, with due reflection on the budgetary allocation						
C (i)	To take steps to further strengthen the development of trade facilitation Recommendations and to promote their implementation through promotion initiatives, such as publications, seminars or workshops, with particular attention to the needs of countries in transition.	See items "B", "D" and "E" below. Strengthening the development of trade facilitation recommendations is being addressed through enhanced strategy and priority setting, while promotion of UN/CEFACT Recommendations takes place as part of the Capacity Building and Transition Economy strategies	See items "B", "D" and "E" below.	Secretariat and Bureau	Ongoing – starting March 2010	3.1.1
D: Greater involvement of countries with economies in transition						
D (i)	Develop a strategic action plan and implement specific actions, in collaboration with the secretariat, to facilitate the participation of transition economies in the work of UN/CEFACT, and especially	A Strategic plan to enhance participation by countries in transition was presented and approved by the 2009 Plenary (ECE/TRADE/C/CEFACT/2009/4). Comments and suggestions made at the Plenary are being incorporated	<ul style="list-style-type: none"> • Under the UN Development Account and in collaboration with UNESCAP - establish network of experts in countries in transition under UN Next 	Secretariat	Ongoing – Start mid-2010	2.1.2.

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	to enable their experts to contribute substantively to the elaboration of standards.	into a further draft of the plan and specific actions are being undertaken to implement the plan.	<ul style="list-style-type: none"> • Prepare Information Packages on CEFACT Tools and Trade Facilitation Strategies • Ensure information on UN/CEFACT standards are disseminated through the multiplier point network • Direct promotion to individual member States • Report on existing and potential synergies, with relevant organizations in countries with economies in transition to be prepared for the 17th Plenary in 2011 	Secretariat/ FMG/ PGs/ Bureau	Ongoing – Start June 2010	2.1.2.
				Secretariat	Ongoing	2.1.2 / 4.1.5.
				Secretariat	Ongoing	2.1.2.
				Secretariat	17th Plenary	4.1.4
D (ii)	Take steps, with the support of the secretariat, for information about all key UN/CEFACT recommendations and standards to be translated into Russian.	See item “A” above.	<ul style="list-style-type: none"> • Ensure that all new standards are submitted in time for translation in all three official languages prior to submission to Plenary for approval. Remaining recommendations not currently available in Russian will be translated as updates are prepared or as extra-budgetary funding becomes available • Seek funding from donors or countries for translation of key standards into Russian 	Secretariat	Prior to Plenary	2.2.1.
				Secretariat	Ongoing – starting March 2010	2.2.1. / 3.2.4.

E: Capacity-building activities to promote implementation of UN/CEFACT standards and recommendations

E (i)	In collaboration with the secretariat, develop an integrated strategic capacity building plan on the use and implementation of UN/CEFACT instruments,	An integrated strategic capacity-building plan was presented and approved by the 2009 Plenary (ECE/TRADE/C/CEFACT/2009/4). Comments and suggestions made at the Plenary have been incorporated	<p>Specific actions are being undertaken to implement the plan as detailed below:</p> <ul style="list-style-type: none"> • During 2010, in collaboration with the European Union Project, ITAID, develop a Single 	Secretariat	Completion by Q3 2011	3.1.1
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	and initiate supporting actions, with particular attention to the needs of transition economies. The secretariat should have the key role in implementing this plan and undertaking relevant capacity-building activities	into a further draft of the plan	<p>Window Implementation Framework (SWIF) to assist UN member States to:</p> <ul style="list-style-type: none"> - better understand; - plan; and - manage Single Window projects. 			
E (i)		<p>In collaboration with UNESCAP and Asian Development Bank (ADB), a Regional workshop on Single Window interoperability was organized in July 2010 in Azerbaijan</p> <p>-</p>	<ul style="list-style-type: none"> • During the next two years, under the UN Development Account and in collaboration with UNESCAP, provide capacity building to assist countries in Central Asia and Caucasus to: <ul style="list-style-type: none"> - simplify documents; - meet WTO requirements; - establish a UN Network of Experts for Central Asia and the Caucasus; - use Business Process Analysis; - harmonize data and data requirements; - implement Single Windows for export and import clearance; - establish a regional network of experts. • Develop the Trade Facilitation Implementation Guide (TFIG) and then revise and maintain it in response to feedback from countries and changing trade facilitation needs. The TFIG 	Secretariat	Ongoing through Q1 2012 (and further if more UNDA funding can be obtained)	3.1.1 / 2.1.2
				Secretariat	Q4 2010	3.1.1 / 2.1.2

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			Project will be re-launched in the course of 2010, subject to agreement between UNECE and Swedish International Development Agency			
E (i)			<ul style="list-style-type: none"> Develop further capacity building activities to support the use and implementation of UN/CEFACT norms and standards in economies in transition, cooperating as appropriate with other organizations, and identifying additional extra-budgetary financing for their implementation 	Secretariat and Bureau	Ongoing	3.1.1
F: Cooperation with other institutions						
F (i)	Explore areas for enhanced cooperation between UN/CEFACT and other institutions, especially in the framework of the Trade Facilitation Negotiations of the World Trade Organization.	Advance efforts to work closely with WTO and the so called “Annex D” organizations (OECD, UNCTAD, World Bank, WCO)	<ul style="list-style-type: none"> Coordinate with other UN bodies (especially other Regional Commissions) and key international organizations to determine areas for cooperation and priorities Report to the 2010 Plenary on the cooperation with WCO and the implementation of UN/CEFACT and other standards 	Secretariat	Ongoing	4.1.1 / 4.2.1
				Secretariat	2010 Plenary	4.2.1