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Item 6 of the provisional agenda

The way forward and 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 of Procedure, as contained in document TRADE/R.650/Rev.4/Add.2. The original version of this draft was submitted to the 16th Plenary, which requested that comments on the draft be submitted to the secretariat and the revised draft be prepared for consideration by the 17th Plenary. The revised draft is accordingly now being submitted for review and approval.

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.

V. Meetings

Dates

8. The Bureau shall meet regularly, physically or virtually, e.g., via teleconference. Between Plenary sessions the Bureau shall at least meet once. The dates for meetings should be agreed usually at least two weeks in advance. The present Rules of Procedure apply equally to physical and virtual meetings.

Attendance requirements

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

VI. Work items

10. The Bureau will prepare the UN/CEFACT Programme of Work for Plenary approval on the basis of detailed procedures that are consistent with the Mandate, Terms of Reference and Procedures of UN/CEFACT (ECE/TRADE/C/CEFACT/2010/15).

11. Projects submitted to the Bureau should be within the Programme of Work in order to ensure timely Bureau consideration for their approval on behalf of the Plenary. In cases where a proposed Project is not within the bounds of the Programme of Work, the Bureau will bring this to the attention of the Plenary and may request adjustment of the Programme of Work.

12. The Bureau will appoint Project Conveners and will indicate which of the stages of the Open Development Process (ECE/TRADE/C/CEFACT/2010/24) apply to specific projects. The Bureau will monitor progress of projects. Information about the progress will be regularly provided by project teams and will be available via the UN/CEFACT website, which is maintained by the UNECE secretariat.

13. 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

14. 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.

15. The Bureau will take steps, with the support of the secretariat, to foster timely communication of UN/CEFACT developments, e.g. especially via the UN/CEFACT website.

VIII. Filling mid-term vacancies

16. 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.
