



Economic and Social Council

Distr.: General
21 April 2011

Original: English

Economic Commission for Europe

Committee on Trade

Centre for Trade Facilitation and Electronic Business

Seventeenth session

Geneva, 7-8 July 2011

Item 6 of the provisional agenda

The way forward and UN/CEFACT's structure, mandate, terms of reference and procedures

Clarifying the role and promoting wider involvement of HoDs in UN/CEFACT activities

UN/CEFACT country heads of delegation: Guidance on responsibilities, duties and procedures

**Submitted by the delegations of Denmark, Finland, Norway and the
United Kingdom for discussion and approval**

Summary

The present document proposes revisions to the proposal which was sent out on 24 March 2011 by the Head of Delegation of the Russian Federation to other Heads of Delegation for discussion during the Global Meeting of Experts in Washington and then for submission to the 17th Plenary for final discussion and approval.

I. Introduction

1. This document comprises the responsibilities, duties and procedures for the UN/CEFACT country heads of delegation. It is based on the Revised Mandate, Terms of Reference and Procedures of UN/CEFACT (ECE/TRADE/C/CEFACT/2010/15/Rev.1).

II. UN/CEFACT heads of delegation.

2. The main purpose of the position of heads of delegations (which does not similarly exist in other UNECE working parties) is to represent their member states or international organizations on a standing basis, as well as to provide a mechanism to ensure effective public private partnership in this UNECE programme and its monitoring by member States.

III. Nomination of country permanent heads of delegation

3. Any United Nations Member State may nominate a Head of Delegation (HoD) whose responsibilities include participating in Plenary and intersessional decision processes as well as nominating experts to participate in UN/CEFACT activities.

4. This nomination shall be made in writing through the country's Permanent Mission to the United Nations.

5. Nominations of Heads of Delegation shall be renewable every two years and can be withdrawn or changed temporarily or permanently with immediate effect by the Permanent Mission of the country. This means for instance that a Permanent Mission can name a temporary Head of Delegation to lead a national delegation at a particular Plenary meeting or any other event

IV. General responsibilities and duties of permanent heads of delegation

6. Within their mandate, HoDs in coordination with the UN/CEFACT Plenary, Plenary Bureau and the UNECE secretariat are expected to:

- (a) Reflect the official position of that United Nations Member State with respect to UN/CEFACT matters, including during the intersessional approval process as well as to the Plenary;
- (b) Operate as national contact and coordinating point on UN/CEFACT issues, including by coordinating UN/CEFACT's activities in the HoD's own country, promoting UN/CEFACT's interests and activities among Governments, intergovernmental organizations, relevant trade associations and business and trade facilitation organizations in their own country and ensuring coordination of national companies' participation at UN/CEFACT activities and specific projects;
- (c) Nominate experts to participate in UN/CEFACT activities (including the Plenary) and projects as independent volunteer experts in their own right, without representing any special interests of their countries or institutions. HoDs are expected to respond to requests for nomination as a national expert in a timely matter;

- (d) Encourage the participation of national experts in UN/CEFACT's work programme and stimulate the implementation of UNECE recommendations and UN/CEFACT standards and other deliverables. Nominate experts to the UN/CEFACT list of experts;
 - (e) HoDs are expected to respond on a timely basis to requests for support for a project proposal;
 - (f) Monitor and participate in various aspects of the work of UN/CEFACT between its Plenary sessions by contributing to exchange of information and comments (by involving relevant public and private stakeholders) as required on papers/documents on current developments and projects disseminated between Plenary sessions.
-