

**Economic and Social Council**

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

Geneva, 7-8 July 2011

Item 1 of the provisional agenda

Annotated provisional agenda for the seventeenth session^{1, 2}

To be held at the Palais des Nations, Geneva
starting at 10 a.m. on Thursday, 7 July

I. Provisional agenda

1. Adoption of the agenda.
2. Matters arising since the sixteenth session.
3. Plenary Bureau overview of developments.
4. Activities of the Forum Management Group and the permanent groups.
5. New and revised recommendations and standards.
6. The way forward and UN/CEFACT's structure, mandate, terms of reference and procedures.
7. Other business.
8. Election of Plenary Bureau and regional rapporteurs.
9. Adoption of decisions and the report of the seventeenth session.

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/plenary11/DocumentList_2011.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 from the UNECE website (<http://www.unece.org/cefact>). It should be transmitted to the UNECE secretariat no later than 23 June 2011 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, Av. 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>

II. Annotations

Opening

The provisional agenda and timetable for the seventeenth session of the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) has been drawn up by the secretariat in consultation with the Chair and the Bureau, and is based on the decisions and the programme of work adopted at the sixteenth 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.

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/2011/1

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 sixteenth session

Documentation: ECE/TRADE/C/CEFACT/2011/2

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

Item 3. Plenary Bureau overview of developments

The Plenary 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/2011/3

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. New and revised recommendations and standards

Documentation: ECE/TRADE/C/CEFACT/2011/4, ECE/TRADE/C/CEFACT/2011/5, ECE/TRADE/C/CEFACT/2011/6.

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

- Recommendation 12, Measures to facilitate Maritime Transport Documents (ECE/TRADE/C/CEFACT/2011/4)
- Recommendation 37, Signed Digital Evidence Interoperability (ECE/TRADE/C/CEFACT/2011/5)

The session will also have before it, for noting, the following revised recommendation:

- Recommendation 23, Freight Cost Code– FCC, Harmonization of the Description of Freight Costs and Other Charges (ECE/TRADE/C/CEFACT/2011/6)

Item 6. The way forward and UN/CEFACT's structure, mandate, terms of reference and procedures

Documentation: ECE/TRADE/C/CEFACT/2010/15/Rev. 2, ECE/TRADE/C/CEFACT/2010/16/Rev.1, ECE/TRADE/C/CEFACT/2010/17/Rev.1, ECE/TRADE/C/CEFACT/2010/18/Rev.1, ECE/TRADE/C/CEFACT/2010/20, ECE/TRADE/C/CEFACT/2010/24/Rev.1, ECE/TRADE/C/CEFACT/2011/7, ECE/TRADE/C/CEFACT/2011/7/Add.1, ECE/TRADE/C/CEFACT/2011/8, ECE/TRADE/C/CEFACT/2011/9.

The Plenary Bureau will provide an overview of the way forward and a status report on procedural documents for consideration and approval. Delegations will have an opportunity to review topics raised and to engage in an exchange of views.

Item 7. Other business

Delegations will be invited to take up other issues not previously addressed.

Item 8. Election of Plenary Bureau and regional rapporteurs ³

Delegations will elect members of the Plenary Bureau and regional rapporteurs.

Item 9. Adoption of decisions and the report of the seventeenth session

Documentation: ECE/TRADE/C/CEFACT/2011/10

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

³ No elections will be held for the post of Regional Rapporteur for Africa, as the current incumbent of this post was elected for a two-year period under Decision 10-15 of the 16th UN/CEFACT Plenary (8-10 December 2010).

III. Provisional timetable

<i>Date</i>	<i>Agenda item</i>	<i>Introduced by</i>
Thursday, 7 July		
10.00 – 13.00	Opening	UNECE Executive Secretary
	Item 1: Adoption of the agenda.	Chair
	Item 2: Matters arising since the sixteenth session.	Secretariat
	Item 3: Plenary Bureau overview of developments.	Plenary Bureau
	Item 4: Activities of the Forum Management Group and the permanent groups.	FMG and permanent groups
15.00 – 18.00	Item 5: New and revised recommendations and standards.	Chair
	Item 6: The way forward and UN/CEFACT's structure, mandate, terms of reference and procedures.	Plenary Bureau
Friday, 8 July		
10.00 – 13.00	Item 6 (continued).	Plenary Bureau
	Item 7: Other business.	
15.00 – 18.00	Item 8: Election of Plenary Bureau and regional rapporteurs.	Secretariat
	Item 9: Adoption of decisions and the report of the seventeenth session.	Secretariat
Closing		