



United Nations Economic Commission for Europe
United Nations Centre for Trade Facilitation and Electronic Business
UN/CEFACT

21st UN/CEFACT PLENARY

16-17 February 2015

Conference Room VIII

Palais des Nations, Geneva



Opening Remarks

- Christian Friis Bach, Executive Secretary of UNECE
- Stuart Feder, UN/CEFACT Chair



Adoption of the agenda



Monday 16th February 10:00-13:00

1. Adoption of the agenda
2. Matters arising since the twentieth session
3. Bureau overview of developments
4. Reports of rapporteurs
5. UN/CEFACT recommendations and standards

Monday 16th February 15:00-18:00

6. UN/CEFACT structure, mandate, terms of reference and procedures
7. Future challenges in support of trade facilitation and electronic business
8. Strategic Framework and Programme of Work

Tuesday 17th February 10:00-13:00

8. Strategic Framework and Programme of Work (continued)
9. Elections
10. Other business

Tuesday 17th February 15:00-18:00

11. Adoption of decisions and draft report of the twenty-first session



Matters arising since the twentieth session

held on 11-12 April 2014, Palais des Nations, Geneva

Secretariat report of 20th Session

ECE/TRADE/C/CEFACT/2014/2

Final version approved via intersessional process

Secretariat report on matters arising

ECE/TRADE/C/CEFACT/2015/3

For information



- Tom Butterly, Deputy Director
- Stuart Feder, UN/CEFACT Chair



United Nations Economic Commission for Europe
United Nations Centre for Trade Facilitation and Electronic Business
UN/CEFACT

Agenda Item 3 - Bureau

Bureau overview of developments



- Project-orientation
- Organisation
- Key decisions / activities / challenges



- The **Programme of Work** provides the bi-annual context for UN/CEFACT activities (ECE/TRADE/C/CEFACT/2014/8)
- **Projects** are the mechanism for conducting work within UN/CEFACT:
 - for creating and maintaining recommendations and standards
 - for all other activities, e.g., information brochures
- The “**Open Development Process**” articulates the way projects start, advance and end (ECE/TRADE/C/CEFACT/2010/24/Rev.2)

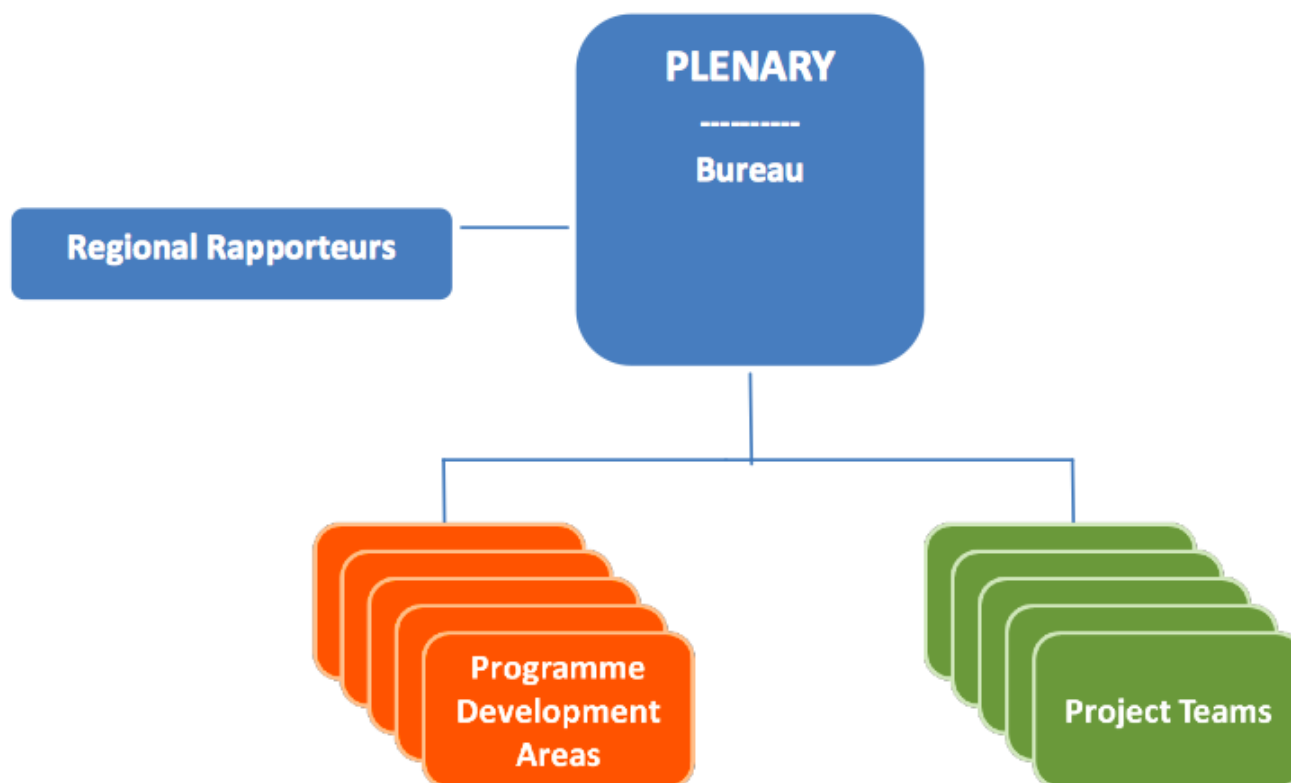


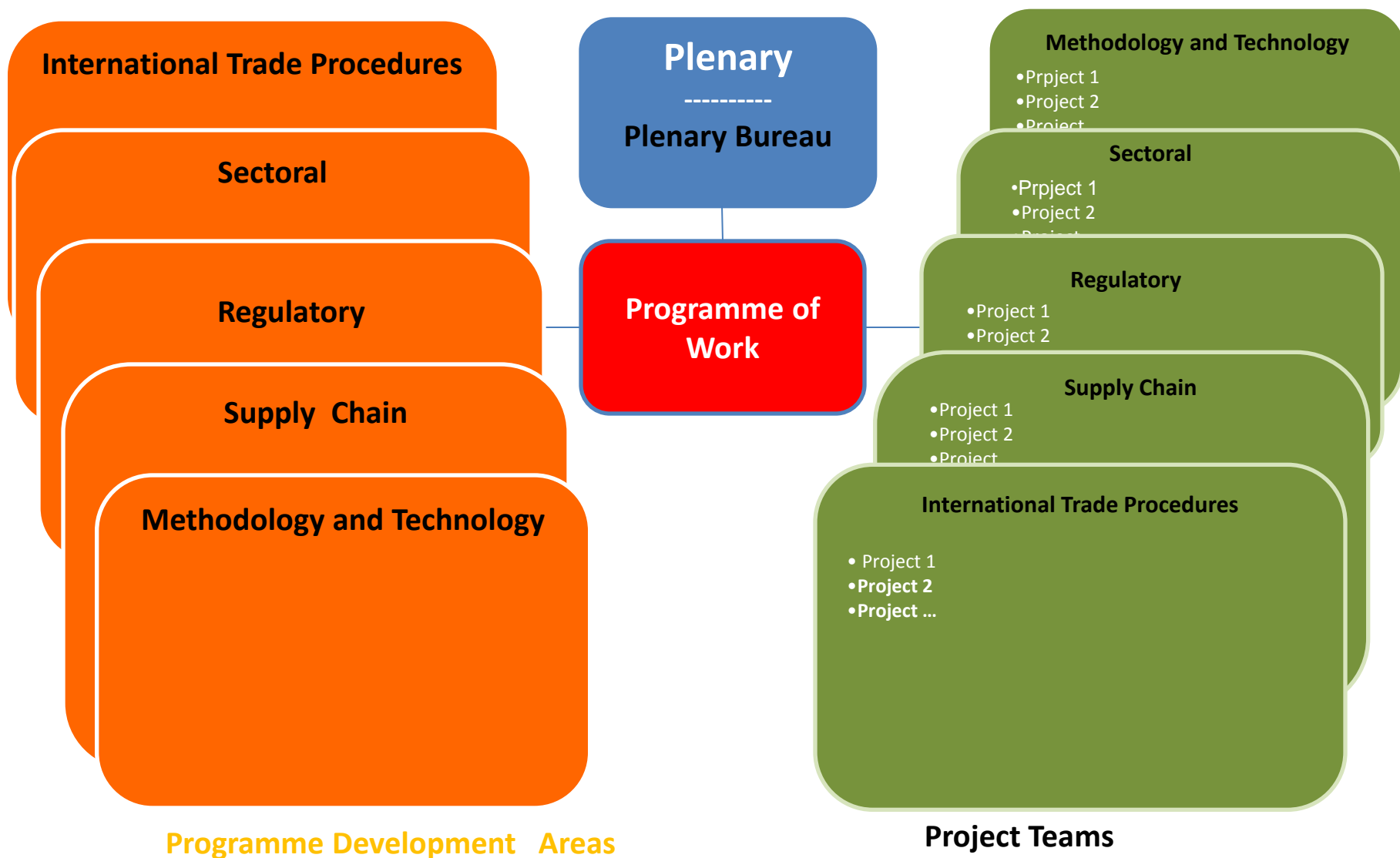
Key Activity Areas for Current Programme of Work

1. **Identification** and analysis of opportunities to simplify align and standardize international trade processes, procedures and information flows within and between countries.
2. **Delivery** and governance of recommendations, standards and instruments in support of international trade facilitation, in response to the needs of countries and other stakeholders in international business, including working with other key players with the view to avoiding duplication of work and to building together an internationally consistent framework.
3. **Promotion** of the use of UN/CEFACT recommendations, standards and instruments worldwide through awareness-building and outreach, with a special focus on countries in transition.



UN CENTRE FOR TRADE FACILITATION AND ELECTRONIC BUSINESS







- Harm-Jan van Burg Vice Chair
- Raffaele Fantetti Vice Chair
- Stuart Feder Chair
- Anders Grangard Vice Chair
- Estelle Igwe Vice Chair
- Tahseen A Khan Vice Chair
- Lance Thompson Vice Chair



CURRENT PROGRAMME DEVELOPMENT AREAS*

- International Trade Procedures
- Supply Chain
- Regulatory
- Sectoral
- Methodology and Technology

*scheduled review of structure/titles/assignments in progress



CURRENT LIST OF SUBJECT-MATTER DOMAIN KNOWLEDGE*

(FOR SUPPLY CHAIN, REGULATORY AND SECTORAL PROGRAMME DEVELOPMENT AREAS)

- **Agriculture**
- **Accounting/Audit**
- **Customs**
- **Environmental Management**
- **Finance & Payments**
- **Government**
- **Insurance**
- **Procurement**
- **Supply Chain Management**
- **Transport & Logistics**
- **Travel and Tourism**
- **Utilities**

*scheduled review of structure/titles/coordinators in progress



Domains	Programme Development Areas		
	Supply Chain	Regulatory	Sectoral
Accounting / Audit		✓	
Agriculture			✓
Customs		✓	
Environmental Management		✓	
Finance / Payments	✓		
Government		✓	
Insurance			✓
Procurement	✓		
Supply Chain Management	✓		
Transport / Logistics	✓		
Travel / Tourism			✓
Utilities			✓



BUREAU PROGRAMME SUPPORT*

- Library Maintenance
- Communication
- International Cooperation
- Project Review and Support

*scheduled review of structure/titles/coordinators in progress



United Nations Economic Commission for Europe
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UN/CEFACT

Organisation/Responsibilities

VICE CHAIRS	PROGRAMME DEVELOPMENT AREAS Domains (<i>Coordinators</i>)	Bureau Programme Support <i>focal point(s)</i>
Harm Jan van Burg	SECTORAL Agriculture (<i>Franz van Diepen</i>) Insurance (<i>Andreas Schulz</i>) Travel and Tourism (<i>Akio Suzuki</i>) Utilities (<i>Kees Sparreboom and Shingo Sakaguchi</i>)	International Cooperation <i>standards, Europe and Americas</i> Library Maintenance EDIFACT (<i>Gait Boxman</i>) Core Component Libraries (<i>Mary Kay Blantz</i>) Schema (<i>Sue Probert</i>) Code Lists (<i>Various</i>) Validation (<i>Hidekazu Enjo</i>)
Raffaele Fantetti	SUPPLY CHAIN Finance and Payments (<i>Liliana Fratini Passi</i>) Procurement (<i>Andre Hoddevik and Bernard Longhi</i>) Supply Chain Management (<i>Karina Duvinger and Edmund Gray</i>) Transport and Logistics (<i>Dominique Vankemmel</i>)	Communication
Anders Grangard	METHODOLOGY AND TECHNOLOGY	Project Review and Support <i>standards</i>
Estelle Igwe	INTERNATIONAL TRADE PROCEDURES	International Cooperation <i>Africa</i>
Tahseen A. Khan	REGULATORY Accounting and Audit (<i>Benoit Marchal and Eric Cohen</i>) Customs (<i>Satya Prasad Sahu</i>) Environmental Management (<i>Norbert Pfaffinger</i>) Government (<i>open</i>)	International Cooperation <i>Asia - Pacific</i>
Lance Thompson	INTERNATIONAL TRADE PROCEDURES	Project Review and Support <i>recommendations</i>



About UNECE

Our work

Themes

Where we work

Open UNECE

Events

Publications

Media

UNECE

TRADE

AREAS OF WORK / UN CENTRE FOR TRADE FACILITATION AND E-BUSINESS (UN/CEFACT) / UN/CEFACT

Trade

► UN/CEFACT

► About us

► Projects

► Outputs

Meetings and Events

Publications

Join UN/CEFACT

Policies, Procedures and Terms
of Reference

► National Trade Facilitation
bodies and TFWG Repository

Contact us

UN/CEFACT

Serves as the focal point for trade facilitation recommendations and electronic business standards, covering both commercial and government business processes that can foster growth in international trade and related services.

About CEFACT

Within the United Nations framework of the Economic and Social Council, the United Nations Economic Commission for Europe (UNECE) serves as the focal point for trade facilitation recommendations and electronic business standards, covering both commercial and government business processes that can foster growth in international trade and related services. In this context, the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) was established, as a subsidiary, intergovernmental body of the UNECE Committee on Trade, mandated to develop a programme of work of global relevance to achieve improved worldwide coordination and cooperation in these areas.





United Nations Economic Commission for Europe
United Nations Centre for Trade Facilitation and Electronic Business
UN/CEFACT

2014: April to July

2014	Dates	Event	Activity
April	10-11	20th Plenary	Election of Vice Chairs
	11	24th Forum	Press release on Forum of 7-11 April 24th
	15		Call for participation of project on «Recommendation for ensuring legally significant trusted transboundary electronic interaction»
May	20		UN/CEFACT Schema library version D.13B
	27		UN/EDIFACT Directory version D.14A
	30		Publication of Ver. 2.1 of XML Naming and Design Rules for ver 2.01 of the Core Component Technical Specification
	27		UN/EDIFACT Directory version D.14A
June	20		2014-1 UN/LOCODE Directory
July	17		Start of 60-day public review on Consultation Approaches project



2014: August to November

2014	Dates	Event	Activity
August	4		Error correction rev 4.1 rec 28 code lists
	11		Core Component Library D.14A
September	16		Start of 60-day Public Review of Business Requirements Specification of Destination Travel Information Process Project
October	27-31	24th Forum	
	27		Call for participation on projects for «common framework for freight information exchange» and Multi-modal transport reference data model» and «Purchase Order Financing»
November	6		Press release on 24th Forum in New Delhi – enhancing trust in paperless trade
	27		Call for participation «Integrating Trade Finance & Supply Chain Finance into Trade Facilitation»



2014: December
2015: January to April

2014	Dates	Event	Activity
December	4		UN/EDIFACT Directory Versiion D.14B
	16		Start of 60-day Public Review of Business Requirements Specification of Animal Traceability Data Exchange
	16		Core Component Library D.14B
	29		Rec 20 Rev 10 Annexes I-III
	30		2014-2 UNd/LOCODE Directory
2015			
January	12		D.14B Schema Library
February	16-17	21st Plenary	Elections: Plenary Chair and Rapporteurs for Africa and Asia-Pacific
March			
April		25th Forum	



Since April 2014 – Bureau sessions* *calls/face-to-face*

- Total of about 235 hours for all Bureau members
- Typically 2-3 Bureau meetings per month
- Average of 80% Bureau member participation

**plus many additional hours in meetings outside Bureau in support of UN/CEFACT*



Bureau approval of projects / calls for participation, some of which bring new expertise to UN/CEFACT:

- Common framework for freight information exchange
- Multi-modal transport reference data model
- Purchase order financing
- Integrating trade finance and supply chain into trade facilitation
- National Trade Facilitation Bodies (Recommendation 4 rev.)
- Background Research on Public Procurement Using International Standards



Forums provide a week-long opportunity for experts from around the world twice a year to work together face-to-face and via teleconferencing:

- to advance their projects
- to exchange ideas with other domain experts, with respect to emerging requirements and project developments
- to provide input to the formulation of strategic issues and projects within Programme Development Areas, especially in the context of the Programme of Work
- to organise and to participate in special events on important issues



Since last Plenary:

- 24th Forum, New Delhi, 27-31 October 2014

Upcoming:

- 25th Forum, Geneva, 20-24 April 2015
- 26th Forum, Marseille, 2-6 November 2015



24th UN/CEFACT FORUM

New Delhi, India

27-31 October 2014

Parallel Event - International Workshop

Security and Authentication to stimulate Paperless Trade/Governance

- Compelling need for multilateral coordination to clarify requirements and range of possible solutions (UN/CEFACT welcomed as a neutral global forum)
- Out of the box thinking may give us easier and more timely ways to respond with advances in innovation, e.g., embedded security of smart phones
- Reengineering is an enormous challenge
- To explore the possibility of engaging international agencies like UN/CEFACT to facilitate mutual recognition of Digital Certificates for facilitating cross border paperless trade where such level of authentication may be necessary



25th UN/CEFACT FORUM

Geneva, Switzerland

20-24 April 2015

Parallel Events

- *Global Facilitation Partnership 22nd*
- *UN/LOCODE Conference 24th*



26th UN/CEFACT FORUM

Marseille, France

2-6 November 2015

Parallel event

still in planning stage



- Aim is to bring recommendations in line with each other and review on a regular basis
- Recommendation 14 on Authentication of Trade Documents reviewed updated and approved
- Recommendation 4 on National Trade Facilitation Bodies: review and update in progress
- Codelist recommendations gradually updated with improved coherence



- “Help Desk function” for creation and preparation of new projects
- Additional input to Bureau on updating of projects
- Monitoring of developments and archiving of inactive projects
- Streamlining the drafting of projects important
- More editors welcome as well as experts
- Transition from old to current ODP
- Preparations underway to update ODP as needed and to provide a guidance note



- Library maintenance continuous activity
- Availability of experts and tools
- Timely validation processes
- Importance of required documentation for submissions updated on website (e.g. Business Requirements Specification)
- Time needed for transparent change logs
- Motivation to provide enhancements to the libraries balanced with due process
- Documented procedures fosters greater transparency
- Library Review Project advancing



- Towards greater transparency on conformance claims
- Similar issues being taken up in other standards bodies
- Cost-effectiveness of relying on self-conformance statements
- Conformance Project advancing



- Agriculture has led the way in tracking and tracing
- Track and tracing project in Transport
- Growing interest in other UNECE and UNESCACP committees
- Also other areas like textiles (background paper by the secretariat under preparation)
- Upcoming review of domains to consider including traceability



- Set of rules for UN/CEFACT representation activities being developed
- Limited list of named “contact” experts
- Calendar of events with UN/CEFACT representatives present will be publicly available
- Need for better standardized presentation materials and templates



- Several sub-projects on their way
- Project proposals being developed
- Bureau promotes avoiding overlaps and cooperation
- Global participation



- UN/CEFACT: organisation with over 200 active experts
- Vitality with new participants at every Forum
- Participants (experts) increasingly committed to projects (not necessarily to UN/CEFACT as a whole)
- Efficiency of online meetings significant
- Cost of physical meetings increasingly a challenge
- New projects bring in new experts e.g. Trade Finance: almost exclusively new experts



- Challenges of change management
- Some lessons learned
- Opportunities for improvement



Reports of rapporteurs



Reports of rapporteurs

- Ibrahima Nour Eddine Diagne, Rapporteur for Africa
- Ishigaki Mitsuru, Rapporteur for Asia and the Pacific



Reports of rapporteurs

- Ibrahima Nour Eddine Diagne, Rapporteur for Africa



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A new working group:



Bangkok, Thailand, Nov. 26, 2014

- To establish best practices for utilizing international standards (e.g. DMTF and OASIS) for migrating applications and services into cloud and between clouds.
- To standardize mechanism deploying applications and services in cloud environments to avoid vendor lock-in.
- To enable “AppStore” for cloud applications and services to support intra and inter cloud connected ecosystem.



Open Source Software 'e-Document Platform System'

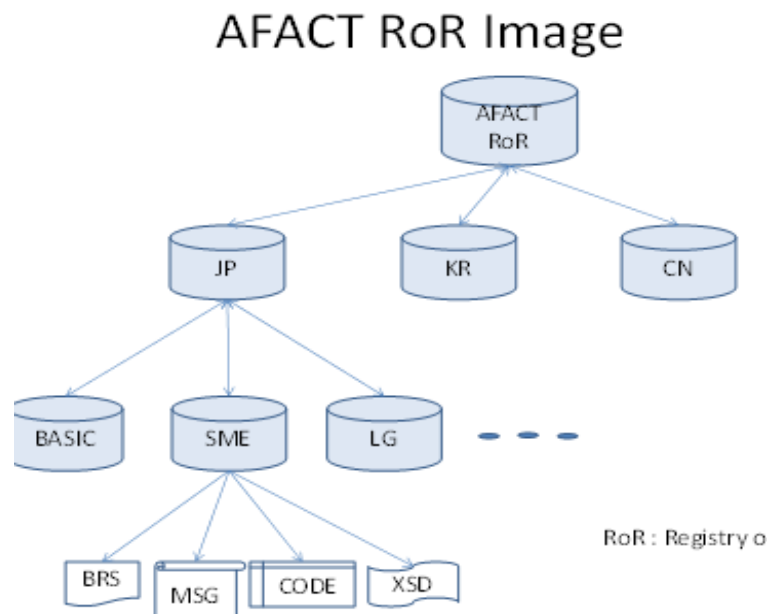
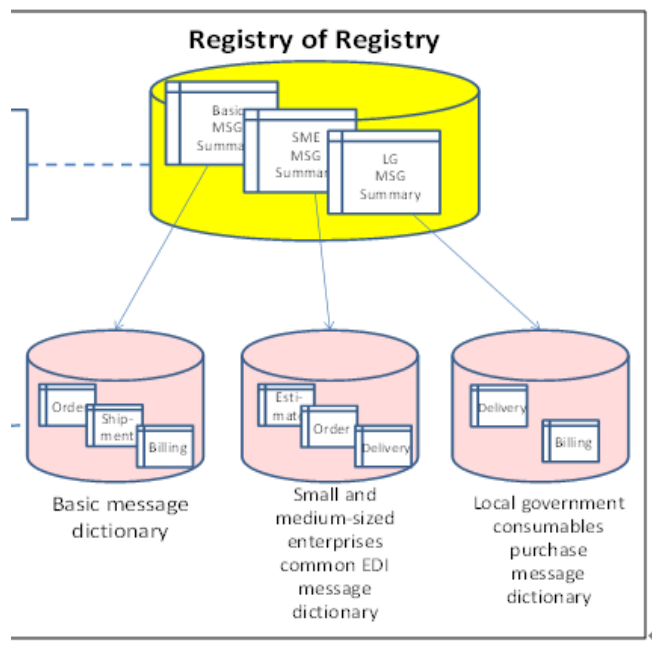
- For the purpose of trusted communication in SHARP W/G, NIPA Korea will announce the OSS program for AFACT members to participate in February or March 2015.

- 2014 Platform Architecture base on Cloud System
Pilot Platform System base on IaaS
- 2015 Shared Use E-document Platform base on IaaS
- 2016 E-document Platform base on PaaS
- 2017 SaaS Business Model of Enterprise



CCL utilization for cross industries in Asian countries

- Registry Data Model and Procedure were defined.
- The local CCL with standard preface format will be published. The demonstration kit for CIDL will be prepared by the next meeting.





ESCAP Activities Report to 2014 AFACT Plenary Meeting

**27 November 2014
Bangkok, Thailand**

UN ESCAP participated AFACT Plenary and made presentation of various activities

- Implementation of ESCAP Resolution 68/3 and
Regional Arrangement for the facilitation of
Cross-border Paperless Trade (April 2014)
- Work Program 2014-2015
 - APTFF2014 (Sept.2014)
 - APTFF2015(To be announced)
 - 2nd UNNExT Master class (Jan.2015)

etc.



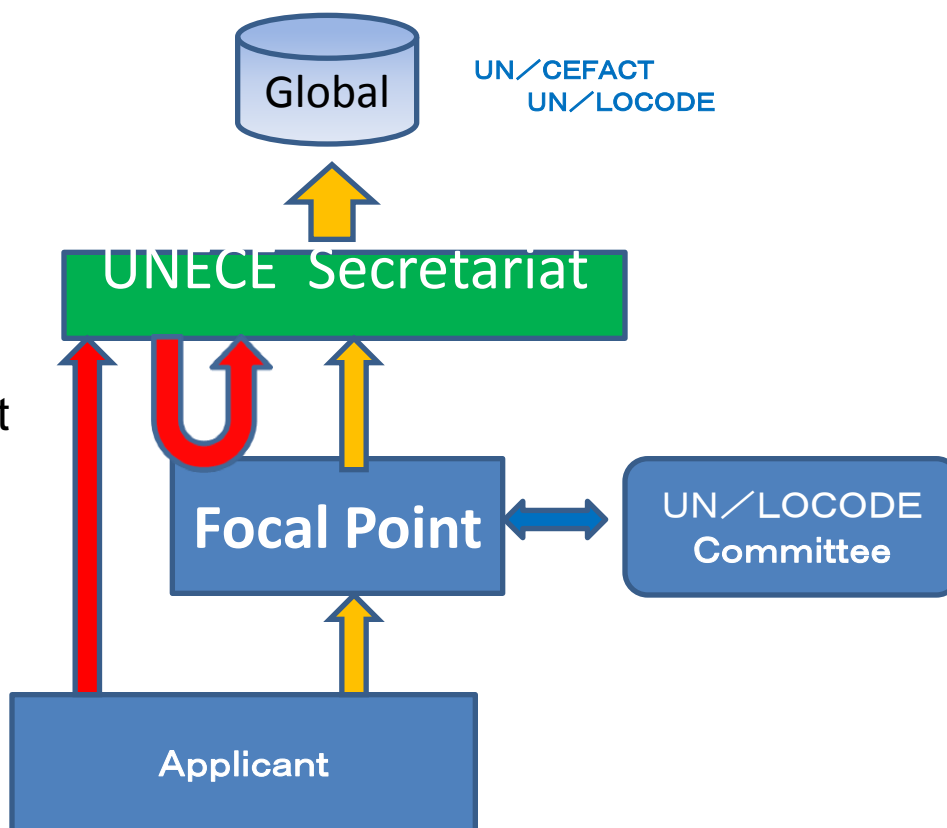
PAA Presentation of Ongoing and new projects

- **B2B Projects: Commercial Documents Exchange**
 - Electronic commercial documents (Purchase Order, Commercial Invoice, Packing List, Advanced Shipment Notice) exchanged in textile industry between Taiwan and Hong Kong
- **B2B2G Projects: Automated Manifest/Declaration Service**
 - Air Way Bill data from Taiwan, Hong Kong delivered to Korea to be generated into Korean Import Air Manifest
 - Air Way Bill, commercial invoice and export customs declaration data from Korea delivered to Taiwan to be generated into import declaration
- **ECO Project**
 - ECO exchange between Taiwan and Korea
- **Global Visibility Project**
 - Cross border container tracking between Asia and Europe
 - **Pan Asia Exchange Project**
- You can download the document;
<http://www.afact2014.in.th/index.php/meeting-documents#20141125>



Research : National UN/LOCODE management structure (Korea/India/Japan)

☆ Important to review current procedure between ECE/F.Ps then to enhance it with upgrading current DMR web system.





United Nations Economic Commission for Europe
United Nations Centre for Trade Facilitation and Electronic Business
UN/CEFACT



Sumida River, Tokyo

Thank you



UN/CEFACT recommendations and standards



FOR APPROVAL

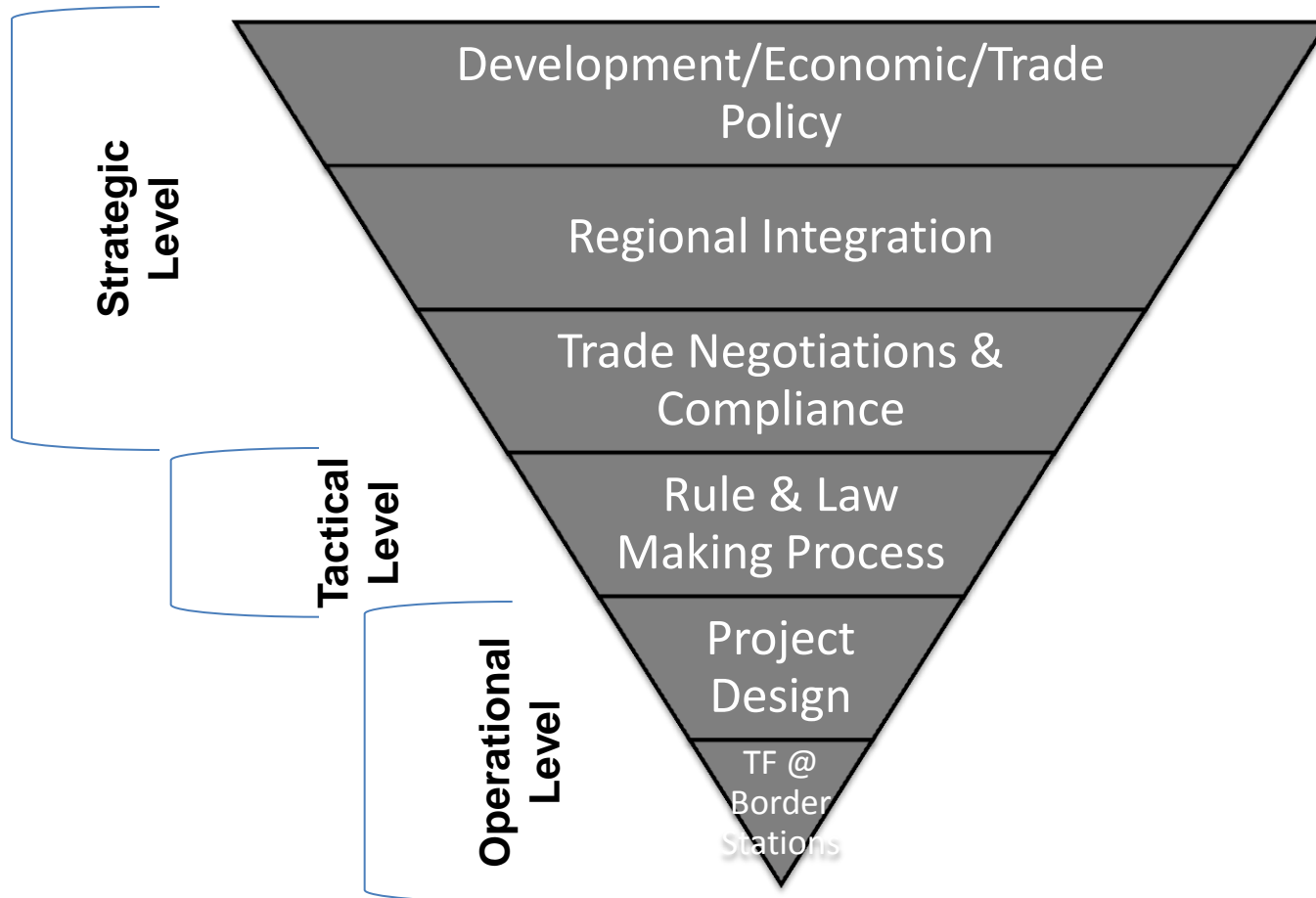
Recommendation on Consultation Approaches (ECE/TRADE/40)



- Aims to provide guidance on how to approach effective consultation
- Key factors:
 - Partnership and trust
 - Transparency
 - Leadership
 - Iterative process with respect for time and timing
 - Accountability and responsibility

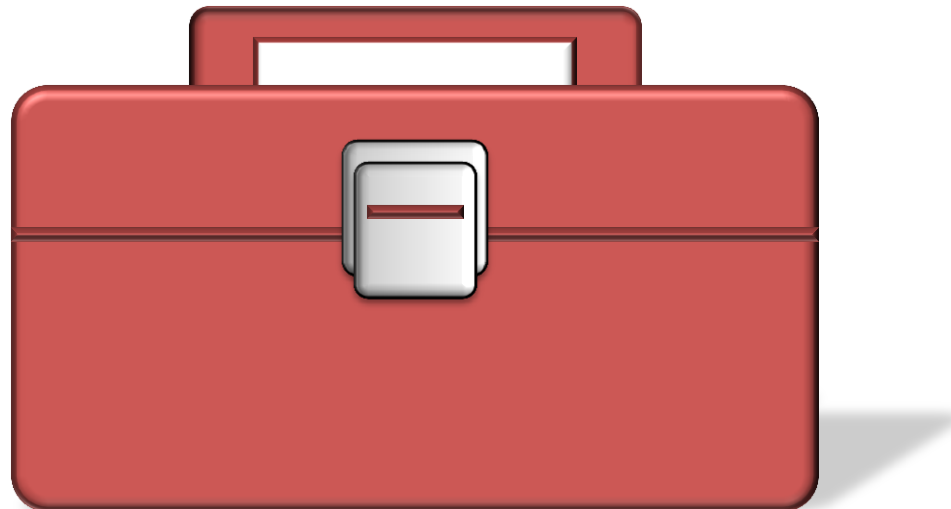


- Levels of participation





- **Change Management Toolbox**





FOR APPROVAL

Recommendation on Consultation Approaches (ECE/TRADE/40)



FOR NOTING

- **Codes for Units of Measure Used in International Trade**
- **Codes for Types of Means of Transport**
- **UN/EDIFACT Directory (Versions D. 14A and D.14B)**
- **UN/LOCODE Directory (Versions 2014-1 and 2014-2)**
- **UN/CEFACT Core Component Library (Versions D. 14A and D.14B)**
- **UN/CEFACT XML Schema Library (Version D.14B)**



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



FOR INFORMATION

- a working draft in progress on UN/CEFACT Project Review and Support: Draft Terms of Reference with project proposal checklist (ECE/TRADE/C/CEFACT/2015/Misc.2) presented briefly by the Bureau
- a discussion paper on Election Procedure of UN/CEFACT Bureau (ECE/TRADE/C/CEFACT/2015/Misc.3) presented by secretariat and Bureau



working draft in progress

**UN/CEFACT Project Review and Support:
Draft Terms of Reference with project proposal checklist**

(ECE/TRADE/C/CEFACT/2015/Misc.2)



- **Assist those interested in launching a project** with respect to transparency, good practices and formal procedures, e.g. the UN/CEFACT Open Development Process.
- **Provide early confirmation of alignment** with UN/CEFACT's mission and Programme of Work.
- **Improve timeliness** in the formal Bureau approval processes, as project proposals will have had initial guidance on their preparation.



- **Assist project leaders** in principles and processes for updating project status and for any special reporting and actions that may be requested by the Bureau.
- **Provide summary information** on a recurring basis to the Bureau on the status of projects to foster transparency.
- **Enhance coherence** in the recurring Bureau review of project developments, which may involve consideration of possible adjustments in project scope, exit criteria and deliverables.



Discussion paper

Election Procedure of UN/CEFACT Bureau

(ECE/TRADE/C/CEFACT/2015/Misc.3)



Future challenges in support of trade facilitation and electronic business



- Context of emerging requirements and challenges
- UN/CEFACT's sustainable targets and our contribution



Context of emerging requirements and challenges

- International and multilateral agreements
- Regional initiatives and legislation



How UN/CEFACT makes its contribution

- Build on body of recommendations and standards
- Key projects:
 - Library review
 - Conformance
 - Single window interoperability
- Develop in context of buy-ship-pay model
- Advance framework for foundational lingua franca – rosetta stone of trade: semantic interoperability



- Coherence in projects supporting common end-to-end semantics via single windows, procurement, agriculture, traceability, trade and supply chain finance, purchase order financing, common framework for freight information exchange, multi-modal transport, ensuring legally significant trusted transboundary electronic interactions, background research on public procurement using international standards
- Use technology as a means to an end
- Key channel for deliverables:

Trade Facilitation Implementation Guide



For information exchange:

- UN/EDIFACT syntax (ISO 9735)
 - First published in 1988
 - Latest version in 1998
- XML (W3C's XML specifications)
 - Published in 1998
 - XML Schema published in 2001

Other technologies

- Development tools, e.g. UML
- Dissemination of deliverables, e.g. libraries



- Cloud computing
 - Potential for SMEs and developing countries
 - Security remains a concern
- Mobile
 - No longer phones - light computers
 - Can extend trade to persons (B2C/G2C)
- APIs & Apps
- Interface standards (pull communication)
- Grid computing
- ... and much more



Solutions need to be user-driven

- Technology is a means to an end
- New technology works when it works for users
- Getting it right in solutions: maturity versus innovation
- But a horse is a horse: a solution is a solution

***If I had asked people what they wanted,
they would have said 'faster horses.'*** Henry Ford



- mobile business
- RFID guidance
- digital signatures
- cloud computing
- pull information exchange



Sustainable targets

- UN/CEFACT recommendations and standards in support of global trade facilitation and electronic business
- Free and open “one-stop-shop” with focus on semantic interoperability:
a lingua franca – rosetta stone – of trade
- Contribute to Trade Facilitation Implementation Guide



Strategic framework and Programme of work



Strategic framework and programme of work

FOR APPROVAL

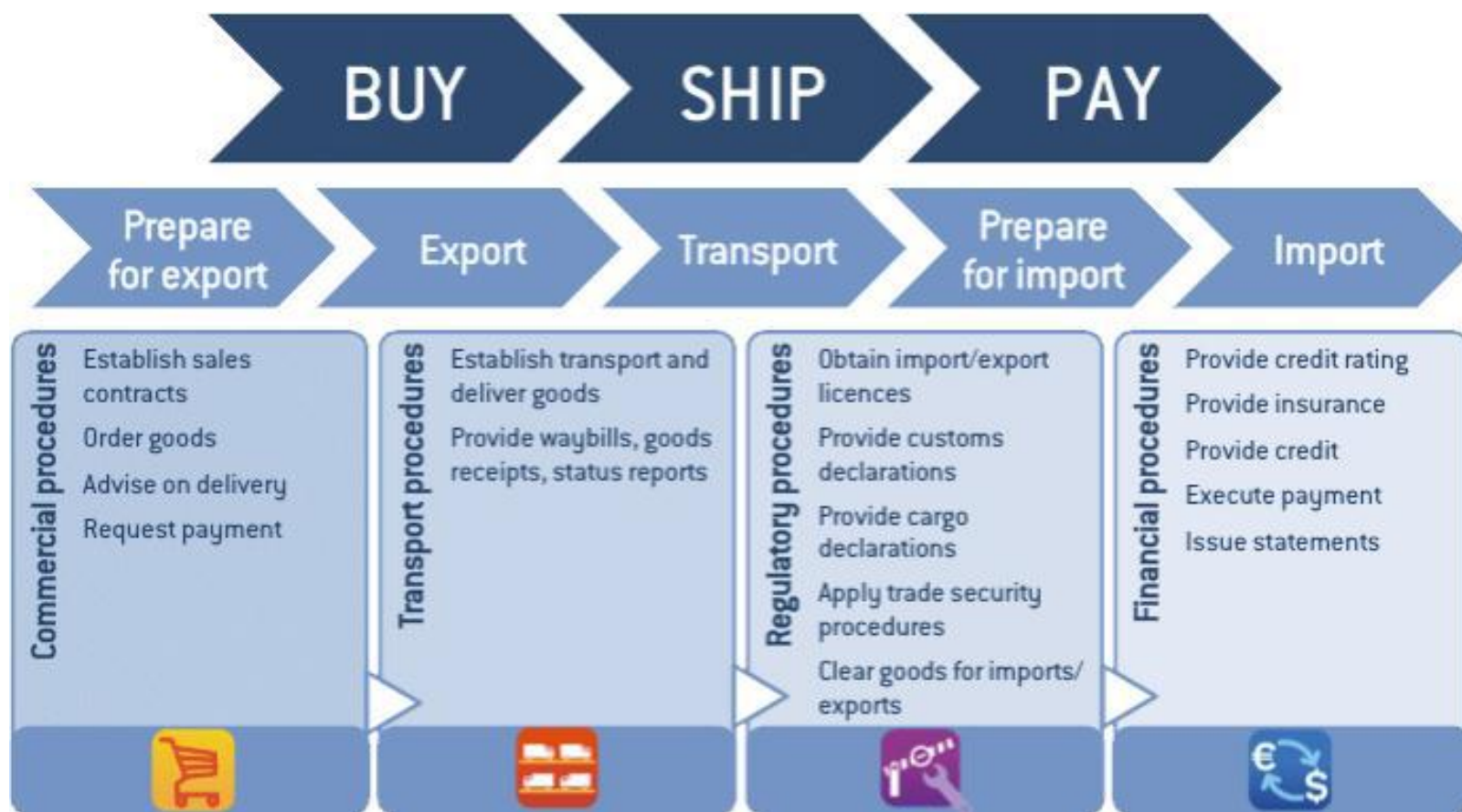
- **A strategic framework for UN/CEFACT activities**
(ECE/TRADE/C/CEFACT/2015/7)
- **UN/CEFACT programme of work 2015-2016**
(ECE/TRADE/C/CEFACT/2015/8)



Simple, Transparent and Effective Processes for Global Commerce



UN/CEFACT model of an international supply chain





- **Identify and analyse constraints**
- **Develop and maintain Recommendations and Standards**
- **Promote**
- **Cooperate, coordinate and collaborate**



- to identify, develop or revise trade facilitation recommendations
- to advance the development of technology-neutral semantics and interoperability
- to address requirements in trade facilitation and electronic business that can take full advantage of UN/CEFACT's family of standards (“one-stop-shop”)



- **Simplification**
- **Harmonization**
- **Standardization**



Focus area I: International trade procedures

- **Development and revision of recommendations that support the WTO Trade Facilitation Agreement**
- **Revision of key recommendations which are in need of updating**
- **Development of new recommendations on other key aspects of international trade with current relevance**
- **Update and expansion of the Trade Facilitation Implementation Guide (TFIG)**
- **A symposium on single window interoperability is also envisaged within the period**



Focus Area II: Regulatory

- **Efficient Journal Book Methods**
- **Dangerous goods declarations**
- **Globally harmonized system of classification and labelling of chemicals**
- **Material Safety Data Sheet**
- **Registration, evaluation, authorisation and restriction of chemicals**
- **Transboundary movements of waste messages (Basel Convention)**
- **Regulatory aspects of digitally signed certificates**
- **Ensuring legally significant trusted transboundary electronic interactions**



Focus Area III: Supply Chain

- **Purchase Order Financing**
- **Trade Finance / Supply Chain Finance**
- **Cross Industry supply chain**
- **Electronic Tendering**
- **Contract Financial Execution Management**
- **Traceability within the textile supply chain**
- **Common Framework for Freight Information Exchange**
- **Multi Modal Transport Reference Model**
- **Electronic Cargo Data Exchange in B2B logistics**
- **Roll-on Roll-off Traffic Maritime Deep Sea and Short Sea**



Focus Area IV: Sectoral

- **Fisheries Language for Universal Exchange**
- **Electronic laboratory observation report for agriculture**
- **Electronic Crop Data Sheet**
- **Traceability of livestock, animals and fish**
- **SmartAgrimatics and eFoodChain**
- **Electronic certification and authentication**
- **Insurance messages**
- **Utility management systems in a deregulated energy market**
- **Small scale lodging house and travel destination data exchange**



Focus Area V: Methodology and Technology

- **Conformance statements on technical and business standards**
- **Maintenance of UN/CEFACT Libraries**
- **Business Standards Procedures**
- **Mobile devices**
- **Semantic Interoperability**



Focus Area VI: Support


- **Communication**
- **Maintenance**




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TFIG

TRADE FACILITATION IMPLEMENTATION GUIDE



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Welcome to the **Trade Facilitation Implementation Guide**
A tool for simplifying cross-border trade


WTO TF Agreement

Introduction to Trade Facilitation


Domains

Itineraries

Instruments

Organizations

Trade Facilitation Implementation Guide



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FOR APPROVAL

- **A strategic framework for UN/CEFACT activities**
(ECE/TRADE/C/CEFACT/2015/7)
- **UN/CEFACT programme of work 2015-2016**
(ECE/TRADE/C/CEFACT/2015/8)



Elections



- Following receipt of the names of candidates, UNECE secretariat will circulate to HoDs, as well as to their Geneva Missions for information, a list of all nominated candidates, no further candidates may be nominated after the cut-off date.
- It is understood, however, that candidates may be withdrawn following the circulation of the list of nominated candidates.
- As UN/CEFACT is a Global body, where any member State of the United Nations can participate, on the basis of equality all UN Member States present at the meeting are eligible to vote through their HoDs.
- Nominated candidates may wish to introduce themselves briefly before the election procedure to the delegations of the Member States present at the session of the UN/CEFACT Plenary.



The election procedure is as follows:

- (a) In case of only one nominated candidate, he/she will be elected by acclamation by the Member States present and voting.
- (b) In case there will be more than one nomination, an election of candidates by secret ballot will be held. The UN/CEFACT secretariat will arrange for the election procedure and the counting of votes.
- (c) If there is a tie between two candidates, a second round of secret voting shall be organized during the same session, with only those two candidates in the ballot.

The vote can only be cast by the HoD appointed for the meeting by the relevant UN Member States. NGOs and International Organizations participate in the Plenary as observers and consequently are not eligible to vote.



Only HoDs of UN Member States present at the moment of the vote, are eligible to cast a vote.

Consequently, electronic, phoned-in, or proxy votes will not be accepted. In the event of an election, a ballot paper listing the name of candidates will be provided by the secretariat to the HoDs of each country present at the moment of the vote.

HoDs may indicate their preference on the paper ballot for one candidate only.

Ballot papers with more than one candidate ticked will be considered invalid. The ballots will be collected and counted by the secretariat in the presence of a UNOG representative.

The candidate who obtains the largest number of votes shall be elected.

The number of votes obtained by the nominated candidates during the election will not be disclosed.



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Other business



Adoption of decisions and draft report of the twenty-first session



United Nations Economic Commission for Europe

United Nations Centre for Trade Facilitation and Electronic Business

UN/CEFACT

21st UN/CEFACT PLENARY

16-17 February 2015
Conference Room VIII

Palais des Nations, Geneva