ECONOMIC COMMISSION FOR EUROPE

COMMITTEE FOR TRADE, INDUSTRY AND ENTERPRISE DEVELOPMENT
Centre for the Facilitation of Procedures and Practices for Administration, Commerce and Transport (CEFACT)
Fourth session, 14-16 September 1998

PROVISIONAL AGENDA

for the session to be held in the Palais des Nations, Geneva, starting at 3:00 p.m. on Monday, 14 September 1998

1. Adoption of the provisional agenda TRADE/CEFACT/1998/12

2. Election of officers

3. CEFACT Steering Group (CSG) Reports and Migration to CEFACT structures TRADE/CEFACT/1998/12

4. Reports from mandated groups

5. CEFACT rapporteurs TRADE/CEFACT/1998/16

6. Promotion of CEFACT objectives TRADE/CEFACT/1998/17

7. Strategy and programme of work TRADE/CEFACT/1998/18

8. Reports from regional commissions and regional advisors TRADE/CEFACT/1998/19

GE.98-
9. Implementation of CEFACT’s work

10. Cooperation with other international organizations

11. Other business

12. Adoption of the report

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EXPLANATORY NOTES

Introduction

1. The provisional agenda for the fourth session of the Centre for the Facilitation of Procedures and Practices for Administration, Commerce and Transport (CEFACT) was prepared in accordance with decisions taken by the CEFACT officers and Steering Group.

2. The provisional timetable presented hereafter has been proposed by the Steering Group for the fourth session of CEFACT. The timetable is only indicative. The afternoon session of Wednesday, 14 September 1998 will be held only to approve the report of the fourth session. The CEFACT Steering Group will convene a meeting in the morning of Monday, 14 September 1998.

(a.m.) (p.m.)
Monday 14 September 1998 CSG CEFACT
Tuesday 15 September 1998 CEFACT CEFACT
Wednesday 16 September 1998 Informal meetings**
Thursday 17 September 1998 -- Informal meetings --
Friday 18 September 1998 -- Informal meetings --

** Draft copies of the meeting report will be available the afternoon of Wednesday, 16 September 1998.

3. The fourth CEFACT session will begin at 15:00 on Monday, 14 September 1998.

Item 1 - Adoption of the revised agenda

4. In accordance with the Rules of Procedure of the United Nations Economic Commission for Europe (UN/ECE), the first item on the provisional agenda is the adoption of the agenda (document TRADE/CEFACT/1998/12).

Item 2 - Election of officers

5. As agreed during the September 1996 session of the Working Party for the Facilitation of International Trade Procedures (WP.4), the initial term of the following officers was to be limited to the first three sessions of the CEFACT Plenary as part of the migration process: the CEFACT Chair, one Vice Chair nominated by the Member States and one Vice Chair nominated by the Article 11 States (see TRADE/WP.4/197 and TRADE/WP.4/CRP.122/Rev.1). Therefore, an election will be held for these officers. In addition, due to a number of resignations, elections will be held for four CEFACT Steering Group members.
Item 3 - CEFACT Steering Group (CSG) reports and migration to CEFACT structures

6. The Chairman of the CEFACT Steering Group will present his report summarizing the results of the Group’s work during the last six months (TRADE/CEFACT/1998/13). This document is for discussion and noting.

7. For information, the Chairman of the CEFACT Steering Group will present the reports covering the CSG meetings held in January, March and June 1998 as contained in documents TRADE/CEFACT/1998/14 and TRADE/CEFACT/1998/15. These documents are for noting.

8. The CSG has requested that the secretariat develop a proposal for a new procedure for the approval of reports (TRADE/CEFACT/1998/CRP.22) that will not require delegations to remain until Wednesday afternoon to do so. If no agreement can be reached on a new procedure, then the report will be approved on the afternoon of Wednesday, 16 September 1998.

3.1 Matters relating to the March 1998 Meeting of Experts on Data Elements and Automatic Data Interchange (GE.1)

9. The report from the March 1998 session of GE.1, which was its last session, will be presented in document TRADE/CEFACT/GE.1/1998/10. This report is for approval.

Item 4 - Reports from mandated groups

10. Either written or oral reports will be received from the following CEFACT permanent working groups: Business Analysis Working Group (BAWG), Codes Working Group (CDWG), International Trade Procedures Working Group (ITPWG), Legal Working Group (LWG), Techniques and Methodologies Working Group (TMWG) and the UN/EDIFACT Working Group (EWG).

11. Reports will also be received from the following ad hoc working groups: SIMPL-EDI and forms & web based EDI ad hoc group (SIMAC) and the Electronic Commerce Ad hoc Working Group (ECAWG). These reports are for discussion and noting.

12. The above will include an in-depth presentation from one of the permanent working groups.

Item 5 - CEFACT rapporteurs


14. Terms of reference for a CEFACT Standards Liaison Rapporteur will be presented (TRADE/CEFACT/1998/17). This document is for approval.
Item 6 - Promotion of CEFACT objectives

15. A report will be received from the Vice-Chair responsible for promotion on the first meeting of the CEFACT Promotion Advisory Ad hoc Working Group whose terms of reference can be found in document TRADE/CEFACT/1998/18. This document is for approval.

Item 7 - Strategy and Programme of work

16. A strategic view of CEFACT’s work will be presented by the CEFACT Steering Group in document TRADE/CEFACT/1998/19. This document is for review and comment.

17. Document TRADE/CEFACT/1998/20 and its addendum contain the consolidated CEFACT work programme in the form of activity planning worksheets from each of the working groups. This document is for approval.

Item 8 - Reports from Regional Commissions and Regional Advisors

18. Written or oral reports will be received from the regional commissions and from regional advisors covering projects or activities related to CEFACT’s work.

Item 9 - Implementation of CEFACT work

19. The secretariat will report on the responses received to the questionnaire on the implementation of recommendations which was distributed to Heads of Delegation by fax prior to the March 1998 session and by e-mail after that session.

Item 10 - Cooperation with other international organizations


21. An international organization will give an in-depth presentation of their activities.

Item 11 - Other business

22. No documents were planned for this agenda item as of 6 July 1998.

Item 12 - Adoption of the report

23. The report of the fourth CEFACT session will be approved according to new procedures agreed under agenda item 3. If no agreement was reached on a new procedure, then the report will be approved on the afternoon of Wednesday, 16 September 1998.