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COMMITTEE FOR TRADE, INDUSTRY AND ENTERPRISE DEVELOPMENT**

Centre for Trade Facilitation and Electronic Business (UN/CEFACT)

Item 9 of the provisional agenda

Ninth session, 12 – 13 May 2003

**QUESTIONNAIRE 2003
on
UNECE - UN/CEFACT
TRADE FACILITATION RECOMMENDATIONS**

Submitted by the secretariat *

*** Explanatory Note**

The United Nations Economic Commission for Europe (UNECE) is undertaking a study to determine the extent to which UNECE Trade Facilitation Recommendations are being implemented in member States. These Recommendations are developed and maintained by the UN Centre for Trade Facilitation and Electronic Business (UN/CEFACT).

The study also aims to provide a better understanding of the possible difficulties and/or obstacles that member States may encounter in applying the recommendations, and the extent to which UNECE could better support the implementation process.

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In the annex, you will find a brief description of all the recommendations covered by this questionnaire. Complete copies of the recommendations are available on the Internet at: www.uncefact.org/ under "Recommendations".

PART I

For each of the following UN/ECE recommendations, please indicate if one or more of the following applies by circling the appropriate number under each entry.

- (1) National technical regulation. Use is **mandatory**.
- (2) National standard. Use is **voluntary**.
- (3) Neither (1) nor (2). Use is **actively promoted** by the Administration.
- (4) Not currently used by the Administration. **Planned for implementation within next 6 months**.
- (5) Not currently used by the Administration. **Planned for implementation with next 12 months**.
- (6) Not in use. **No government plan** envisaged yet.
- (7) Mainly used by the **private sector**. Indicate as appropriate (a) **widely**, (b) **partially**, or (c) **minimally**.
- (8) **Other** (please specify)

A. Recommendation 1: UN Layout Key for Trade Documents

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
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B. Recommendation 3: ISO Country Code (ISO 3166)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
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C. Recommendation 5: Abbreviations of INCOTERMS 1990

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
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D. Recommendation 6: Aligned Invoice Layout Key for International Trade
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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
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E. Recommendation 7: Numerical Representation of Dates, Time, and Periods of Time (ISO 8601)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
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F. Recommendation 8: Unique Identification Code Methodology - UNIC

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
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G. Recommendation 9: Alphabetical Code for the Representation of Currencies (ISO 4217)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
-----	-----	-----	-----	-----	-----	-----	-----

H. Recommendation 10: Codes for Ships' Names

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
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I. Recommendation 16: UN/LOCODE - Code for Ports and Other Locations

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
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J. Recommendation 17: PAYTERMS - Abbreviation for Terms of Payment

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
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K. Recommendation 19: Code for Modes of Transport
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(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
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L. Recommendation 20: Codes for Units of Measure Used in International Trade

(1) (2) (3) (4) (5) (6) (7) (8)

M. Recommendation 21: Codes for Types of Cargo, Packages and Packaging Materials

(1) (2) (3) (4) (5) (6) (7) (8)

N. Recommendation 22: Layout Key for Standard Consignment Instructions

(1) (2) (3) (4) (5) (6) (7) (8)

O. Recommendation 23: Freight Cost Code-FCC: Harmonization of the Description of Freight Costs and Other Charges

(1) (2) (3) (4) (5) (6) (7) (8)

P. Recommendation 24: Harmonization of Transport Status Codes

(1) (2) (3) (4) (5) (6) (7) (8)

Q. Recommendation 28: Code for Types and Means of Transport

(1) (2) (3) (4) (5) (6) (7) (8)

PART II

Please answer the following by filling in the appropriate blanks or circling options.

A. Recommendation 4: National Trade Facilitation Organs

1. Has the country established a national organization or committee on trade facilitation?
(Yes) (No) (Planned: _____ Date)
2. If yes, in what areas is the national organization or committee active?
 - Trade document alignment
 - Development/Coordination of national Automatic Data Processing Systems
 - Other (Specify): _____
3. If not, what administrative arrangement exists for the purpose of consultancy with the private sector to develop effective trade facilitation procedures?
(Name and Description: _____)
(None currently exists)

B. Recommendation 11: Documentary Aspects of the International Transport of Dangerous Goods

1. Are national procedures relating to the transport of dangerous goods documentation based on the UN Recommendations on the Transport of Dangerous Goods ("Orange Book")?
(Yes) (No) (Planned: _____ Date)
2. Please indicate modes and scope of data transfer currently supported by national procedures relating to transport of dangerous goods documentation:
 - ___ Standard Paper-based forms _____ %
 - ___ Electronic Data Interchange _____ %
 - ___ Other (Specify) _____ %

C. Recommendation 12: Measures to Facilitate Maritime Transport Documents Procedures

1. Does the country uphold and promote the current UN/ECE recommendation measures designed to facilitate maritime transport documents procedures?
(Yes) (No) (Planned: _____ Date)
2. Does the country uphold and promote electronic alternatives for maritime transport document procedures (if so, to what extent)?
(Yes) Extent: _____ (No) (Planned: _____ Date)

D. Recommendation 13: Facilitation of Identified Legal Problems in Import Clearance Procedures

1. Has national legislation streamlining import procedures and requirements been introduced on the basis of this recommendation? If so, indicate in which areas:
 - ___ Reducing volume of supporting evidence _____ Concessionary import arrangements
 - ___ Application of Kyoto Convention _____ Automatic Data Processing procedures
 - ___ Electronic forms of customs data transmission
2. Has the country conducted a study and evaluation based on this recommendation?
(Yes) (No) (Planned: _____ Date)

E. Recommendation 14: Authentication of Trade Documents by Means Other than Signature

1. Has the country considered alternatives to traditional paper-based methods of transmission and document authentication?
 (Yes) (No) (Planned: _____ Date)

2. If "Yes", has the country implemented policies affecting legal requirements for document authentication in line with the legal provisions specified in Annexes II and III of the Recommendation?
 (Yes) (No) (Planned: _____ Date)

F. Recommendation 15: Simpler Shipping Marks

1. Please indicate progress on the implementation of recommendations for the simplification of shipping marks (check items implemented; circle items to be shortly implemented):
 ___ (a): Adoption of Standard Shipping Mark
 ___ (b): Discontinuation of requirements
 ___ (c): Promotion of metric system
 ___ (d): Adoption of ISO standards
 ___ (e): Adoption of physical marking methods.

G. Recommendation 18: Facilitation Procedures Related to International Trade Procedures

1. Please indicate the degree of progress achieved in the implementation of the facilitation measures under the areas described in the recommendation:

Note: Use "A" to indicate all measures in a given area implemented, "M" to indicate that a majority of measures in the given area have been implemented, "S" to indicate that a minority of measures in the given area have been implemented, and leave blank if none of the measures have been implemented in a given area.

- Measures related to:
- | | |
|-------------------------|---|
| ___ Production of Goods | ___ Forwarding, Cargo Handling & other Services |
| ___ Purchase | ___ Transport |
| ___ Sale | ___ Exit |
| ___ Payment | ___ Entry and/or Transit |
| ___ Insurance | ___ Other Measures |

H. Recommendation 25: Use of the UN Electronic Data Interchange for Administration, Commerce and Transport (UN/EDIFACT)

1. Please indicate the degree of progress achieved in introducing and establishing the use of UN/EDIFACT as a national and international electronic data interchange standard in each of the following areas:

Note: Please use "I" for "already implemented", "P" for planned implementation, and "X" for no implementation foreseen.

- ___ The use of UN/EDIFACT:
 - public-public
 - public-private
- ___ Organized promotion, support and implementation of UN/EDIFACT
 - ___ Introduction of national EDI legislation upholding UN/EDIFACT as international standard
 - ___ General promotion of UN/EDIFACT for international transactions

___ Development and selection of national standards taking into consideration compatibility with UN/EDIFACT

___ Development and selection of national standards taking into consideration migratory potential to UN/EDIFACT

2. What other EDI standard, if not UN/EDIFACT, is supported by your country?

3. What percentage of total public transactions occur through the use of EDI?

(Estimate)
(0-25%) (25-50%) (50-75%) (75-100%)

4. If UN/EDIFACT has been implemented in the public sector, please list the sectors where it has been implemented.

(Please attach to this questionnaire contact information for each of these sectors for the UN/CEFACT Secretariat to obtain further information on the use of UN/EDIFACT directories and messages.)

I. Recommendation 26: Commercial Use of Interchange Agreements for Electronic data Interchange

1. Does your country uphold and promote the Model Interchange Agreement for the International Commercial Use of Electronic Data Interchange?

(Yes) (No) (Planned: _____ Date)

2. If "Yes", have current or planned legislative and regulatory reforms adopted the terms and provisions of the Model Interchange Agreement. and to what degree?

(Yes) Partial --Most -- All (No) (Planned: _____ Date)

J. Recommendation 27: Pre-shipment Inspection

1. Does your country require pre-shipment inspection of goods from exporting countries as a regulatory requirement?

(Yes) (No)

2. If "Yes", does the country adhere to the principles outlined in Recommendation 27?

(Yes) Partial--Most--All (No) (Planned: _____ Date)

K. Recommendation 31: Electronic Commerce Agreement

1. Does your country uphold and promote the Electronic Commerce Agreement for computer-to-computer transactions?

(Yes) (No)

2. If "Yes", have current or planned legislative and regulatory reforms adopted the terms and provisions of the Electronic Commerce Agreement, and to what degree?

(Yes) Partial--Most--All (No) (Planned: _____ Date)

3. Do companies in your country use computer-to-computer agreements?

(Yes) Partial--Most--All (No)

4. If "Yes", are they aware of the provisions of Recommendation 31, the Electronic Commerce Agreement?

(Yes) Partial--Most--All (No)

L. Recommendation 32: E-Commerce Self-Regulatory Instruments (Codes of Conduct)
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1. Does your country uphold and promote Codes of Conduct for electronic commerce?

(Yes) (No)

2. Do companies adopt voluntary instruments (Codes of Conduct) in their e-commerce relations?

(Yes) Partial--Most--All (No)

3. If "Yes", are they aware of the provisions of Recommendation 32, E-Commerce Self-Regulatory Instruments?

(Yes) Partial--Most--All (No)

PART III

- A. What is the (formal or informal) procedure in your country for implementing UN/CEFACT Recommendations?**

- B. Is this procedure normally followed?**

- C. What do you see as the major obstacle(s) to implementing UN/CEFACT recommendations in your country?**

- D. What could be done to overcome these obstacles?**

- E. In what way can UN/CEFACT and UNECE be of assistance?**

- F. Do you have any other comments and or suggestions?**

ANNEX

Description of Recommendations

For reference, complete copies of these recommendations can be found on the Internet at: www.uncefact.org/ under "Recommendations".

1. United Nations Layout Key for Trade Documents

Provides an international basis for the standardization of documents used in international trade and transport, including the visual representation of such documents. The UN Layout Key is intended particularly to serve as a basis for designing aligned series of forms employing a master document in a reprographic one-run method of document preparation; it can also be applied for the layout of visual display presentations in electronic data processing applications.

2. Location of Codes in Trade Documents

The text was incorporated into Recommendation No. 1 "United Nations Layout Key for Trade Documents".

3. ISO Country Code for Representation of Names of Countries

Known as the "ISO ALPHA-2 Country Code," for use in representing the names of countries, dependencies, and other areas of special geopolitical interest for purposes of international trade whenever there is a need for a coded alphabetical designation.

4. National Trade Facilitation Organs

Provides guidelines for establishing national organizations or committees, in accordance with national regulations, to encourage the implementation of recommendations on facilitation of international trade procedures.

5. Abbreviations of INCOTERMS

Proposes abbreviations of trade terms for acceptance and use by Governments and international organizations whenever these terms are referred to in abbreviated form, including electronic data transmission and processing.

6. Aligned Invoice Layout Key

Applies to the design of commercial invoices for international trade in goods. The layout key can also be used as a basis for designing invoices in other instances. Invoices based on this Recommendation are intended to the extent possible - to present the required data in such a way that existing documents could be complemented or in certain cases replaced (e.g. Customs invoices, consular invoices, declarations of origin, etc.)

7. Numerical Representation of Dates, Time and Periods of Time

Establishes a method for a standardized and unambiguous all-numerical designation of a given date, time of day and a given period of a time. It applies to all cases where these data are presented as separate entries in numerical form but not when they are part of a plain language text.

8. Unique Identification Code Methodology (UNIC)

Establishes a unique consignment reference number with the objective of reducing the number of different references used by parties in international and national trade transactions. It is not intended as a method of product identification.

9. Alphabetic Code for the Representation of Currencies

Encourages the use of the three-letter alphabetic codes of International Standard ISO 4217, "Codes for the representation of currencies and funds," for application in international trade and their use in commercial transactions when currencies are expressed in coded or abbreviated form. The code is designed to be equally suitable for automated or manual applications.

10. Codes for Ships' Names

This Recommendation is under revision and will be reissued following approval by the UN/ECE Working Party on Facilitation of International Trade Procedures.

11. Documentary Aspects of the International Transport of Dangerous Goods

Sets forth actions to harmonize information requirements and to simplify documentary procedures for the transport of dangerous goods in order to decrease complexity and increase accuracy and efficiency.

12. Measures to Facilitate Maritime Transport Documents Procedures

Aims to simplify and harmonize procedures and documents used by ship owners, consignees, banks and other parties involved in the maritime transport of goods to evidence the contract of carriage. This Recommendation applies to consignment-based documents evidencing contract or undertaking to carry goods by vessel, and to related procedures. It also applies to multimodal transport, as appropriate,

13. Facilitation of Legal Problems in Import Clearance Procedures

Recommends to Governments a series of modifications which could be introduced into national laws and regulations to permit Customs and regulatory bodies to clear imports more efficiently and to benefit from advances in modern information technology.

14. Authentication of Trade Documents by means other than signature

Seeks to encourage the use of electronic data transfer in international trade by recommending that Governments review national and international requirements for signatures on international trade documents, in order to eliminate the requirement for paper documents and meeting the requirement of signatures by the authentication guaranteed by the means of transmission. It also recommends examining current commercial documents to identify those where signature could be safely eliminated and promoting the necessary changes in commercial practice

15. Simpler Shipping Marks

Describes a simple and standardized approach to identify cargo in order to reduce costs, mistakes, confusion and shipment delays. The Standard Shipping Mark established in this Recommendation should be used for marking on packages moved internationally by all modes of transport, for reproduction in related documents, as data elements in trade data interchange.

16. UN/LOCODE - Code for Ports and other Locations

Recommends a five-letter alphabetic code for abbreviating the names of locations of interest to international trade, such as ports, airports, inland freight terminals, and other locations where Customs clearance of goods can take place, and whose names need to be represented unambiguously in data interchange between participants in international trade.

17. PAYTERMS - Abbreviations for Terms of Payment

Provides abbreviations for certain terms of payment, referred to as "PAYTERMS", for use in international commercial trade transactions relating to the provision of goods and/or services.

18. Facilitation Measures Related to International Trade Procedures

Outlines a series of measures related to the movement of goods, presented in groups covering different phases of a common international trade transaction, which on their own would not justify an independent formal recommendation but which Governments should consider implementing. Each section describes the application area, outlines the procedures and documents covered, and describes the particular problems for which facilitation measures are provided.

19. Codes for Modes of Transport

Establishes a one-digit numerical code for representing transport modes and provides for a second digit for subdivisions which might be required. This Recommendation applies to all cases where mode of transport is represented in coded form in international trade documents and where a simple code structure suffices.

20. Codes for Units of Measurement used in International Trade

Provides three character alphabetic and alphanumeric codes for representing units of measurement for length, area, volume/capacity, mass (weight), time, and other quantities used in international trade. The codes are intended for use in manual and/or automated systems for the exchange of information between participants in international trade.

21. Codes for Types of Cargo, Packages and Packaging Materials

Establishes a numeric code system to describe the appearance of goods as presented for transport to facilitate identification, recording, handling, and establishing handling tariffs. The recommendation also establishes complementary alphabetic codes to represent the names of packages and provides pictorial symbols to provide a visual association between the codes and the types of packages that they represent.

22. Layout Key for Standard Consignment Instructions

Presents a layout key, based on the LTN Layout Key for Trade Documents, for the design of Standard Consignment Instructions intended to convey instructions from either a seller/consignor or a buyer/consignee to a freight forwarder, carrier or his agent, or other provider of service, enabling the movement of goods and associated activities. This Recommendation is relevant to the movement and handling of goods, Customs, distribution of documents, allocation of charges and special instructions.

23. Freight Cost Code - FCC

Provides a naming system to be used for the establishment of harmonized descriptions of freight costs and other charges related to the international movement of goods. It also specifies an unambiguous coded representation of those descriptions. This Recommendation applies in all cases where descriptions of freight costs and other charges have to be stated in plain language or in coded form in trade data interchange, be it in paper documents or by electronic means.

24. Harmonization of Transport Status Codes

Provides Transport Status Codes to satisfy requirements for exchanging coded information about the status of consignments, goods or means of transport at a certain time or place in the transport chain. Representation of transport status codes can be given in plain language or in coded form. The codes provided for in this Recommendation are intended for use in manual and/or automated systems for the exchange of information between all participants in international trade.

25. Use of the United Nations Electronic Data Interchange for Administration, Commerce and Transport (UN/EDIFACT)

Recommends coordinated action by governments to promote UN/EDIFACT as a single international standard for electronic interchange of data (EDI) between public administrations and private companies of all economic sectors worldwide.

26. Commercial use of Interchange Agreements for Electronic Data Interchange

Promotes the use of interchange agreements between commercial parties using Electronic Data Interchange in connection with international commercial transaction. The Recommendation includes a Model Interchange Agreement for international use. Though designed for bilateral agreements between two trading partners, the Model Interchange Agreement, with adjustments, can be implemented in multilateral relationships such as in a trade community or association.
