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Economic Commission for Europe

Executive Committee

Centre for Trade Facilitation and Electronic Business

Twenty-sixth session

Geneva, 4 - 5 May 2020

Item 1 of the provisional agenda

Adoption of the agenda

Annotated Provisional Agenda for the Twenty-Sixth Session ^{1,2}

To be held at the Palais des Nations, Geneva
starting at 10.00 on Monday, 4 May 2020, in Salle XXIV

I. Provisional agenda

1. Adoption of the agenda.
2. Elections.
3. Matters arising since the twenty-fifth session.
4. Bureau overview of developments.
5. Reports of rapporteurs.
6. Activities of other United Nations Economic Commission for Europe bodies and international organizations of interest to United Nations Centre for Trade Facilitation and Electronic Business.
7. Recommendations and standards.
 - (a) Recommendations for approval;
 - (b) Standards for noting and for information;
 - (c) Other deliverables for noting and for information;

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 website <http://www.unece.org/unecefact/26th-plenary.html>.

² All delegates are requested to complete the online registration form available on the UNECE website <http://www.unece.org/unecefact/26th-plenary.html>. 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 the website: <http://www.unece.org/meetings/practical.html>.



- (d) Implementation support material;
 - (e) Support to capacity building and technical cooperation;
 - (f) Support to the 2030 Agenda on Sustainable Development Goals.
8. Advisory Group on Advanced Technologies in Trade and Logistics.
 9. Advisory Group on the United Nations Code for Trade and Transport Locations (UN/LOCODE).
 10. Team of Specialists on Sustainable Fisheries.
 11. Future challenges in trade facilitation and electronic business.
 12. Other business.
 13. Adoption of decisions and draft report of the twenty-sixth session.

II. Annotations

Opening

The provisional agenda and timetable for the twenty-sixth session of the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) has been drawn up by the Bureau in consultation with the Secretariat. It is based on the decisions adopted at the twenty-fifth session. There will be simultaneous interpretation into English, French and Russian.

The session will be opened by a keynote speech on Trade Facilitation and electronic business.

Item 1. Adoption of the agenda

<i>Document title</i>	<i>Document symbol</i>	
Annotated Provisional Agenda for the Twenty-Sixth Session	ECE/TRADE/C/CEFACT/2020/1	For decision

The Chair, with the assistance of the Secretariat, will present the annotated provisional agenda for adoption (ECE/TRADE/C/CEFACT/2020/1) and will inform the Plenary of any proposed changes.

Item 2. Elections

<i>Document title</i>	<i>Document symbol</i>	
Consolidated UN/CEFACT Mandate and Terms of Reference	ECE/TRADE/C/CEFACT/2017/15	For information

Delegations who are physically present will elect at least four Bureau Vice Chairs.

Delegations are encouraged to refer to the “Consolidated UN/CEFACT mandate and terms of reference” (ECE/TRADE/C/CEFACT/2017/15) adopted at the twenty-third session, section D concerning the role and responsibilities of the Bureau members as well as section E on the general procedure which will be applied to this election.

The call for candidates was launched end of January, three months prior to the election and the candidatures officially received were made available to delegations forty-five days prior to the election.

Item 3. Matters arising since the twenty-fifth session

<i>Document title</i>	<i>Document symbol</i>	
Matters Arising Since the Twenty-Fifth Session	ECE/TRADE/C/CEFACT/2020/3	For information
UNECE Nexus: Sustainable Mobility and Smart Connectivity	ECE/TRADE/C/CEFACT/2020/INF.1	For information
Report from UNECE Regional Advisor	ECE/TRADE/C/CEFACT/2020/INF.2	For information

The Secretariat will report on matters arising from the UNECE's Executive Committee (EXCOM) and other UN bodies and conferences since the twenty-fifth session which are of pertinence to UN/CEFACT (documents ECE/TRADE/C/CEFACT/2020/3 and ECE/TRADE/C/CEFACT/2020/INF.1). The Regional Coordinator will report on his activities relevant to trade facilitation and electronic business since the twenty-fifth session (document ECE/TRADE/C/CEFACT/2020/INF.2).

Delegations will have an opportunity to review and discuss the topics raised.

Item 4. Bureau overview of developments

<i>Document title</i>	<i>Document symbol</i>	
Bureau Report of Developments	ECE/TRADE/C/CEFACT/2020/INF.3	For information

The Chair and members of the Bureau will provide an overview of developments since the twenty-fifth session including Bureau decisions, summary of promotional activities and project activities. This will set the stage for the subsequent agenda items.

Delegations will have an opportunity to review and discuss the topics raised.

Item 5. Reports of rapporteurs

<i>Document title</i>	<i>Document symbol</i>	
Report of Rapporteur for Sub-Saharan Africa	ECE/TRADE/C/CEFACT/2020/4	For noting
Report of Rapporteur for Northern Africa and Middle East	ECE/TRADE/C/CEFACT/2020/5	For noting
Report of Rapporteur for Asia and the Pacific	ECE/TRADE/C/CEFACT/2020/6	For noting

The Regional Rapporteurs will report on activities related to UN/CEFACT in their regions.

Delegations will have an opportunity to review and discuss the topics raised.

Item 6. Activities of other United Nations Economic Commission for Europe bodies and international organizations of interest to United Nations Centre for Trade Facilitation and Electronic Business

Delegates will be briefed about activities of other UNECE bodies on matters of potential interest to UN/CEFACT. Representatives from other UN organizations and other

international organizations will be invited to highlight areas for potential cooperation with UN/CEFACT as well as current and future activities of relevance.

Delegations will have an opportunity to discuss the topics raised.

Item 7. Recommendations and standards

(a) Recommendations for approval

<i>Document title</i>	<i>Document symbol</i>	
Recommendation N°33: Recommendation and Guidelines on Establishing a Single Window	ECE/TRADE/C/CEFACT/2020/7	For decision
Recommendation N°16: United Nations Code for Trade and Transport Location	ECE/TRADE/C/CEFACT/2020/8	For decision
Recommendation N°5: Abbreviations of INCOTERMS	ECE/TRADE/C/CEFACT/2020/10	For decision

The Plenary will have before it the revisions of three key recommendations for trade for approval:

- Recommendation N°33: Recommendation and Guidelines on Establishing a Single Window: To Enhance the Efficient Exchange of International Trade Information Between Trade and Government (ECE/TRADE/C/CEFACT/2020/7);
- Recommendation N°16: United Nations Code for Trade and Transport Location (ECE/TRADE/C/CEFACT/2020/8);
- Recommendation N°5: Abbreviations of INCOTERMS: Alphabetic Code for INCOTERMS 2020 (ECE/TRADE/C/CEFACT/2020/10).

The repository of best-case practices related to Recommendation N°33 is also constantly being updated. These are available at: http://www.unece.org/cefact/single_window/welcome.html. Assistance from Plenary members in updating this repository is most welcome.

Delegations will have an opportunity to review and discuss these recommendations.

(b) Standards for noting and for information

The Plenary will have before it the following standards for noting and delegations will have an opportunity to discuss these:

UN/EDIFACT Directory (Versions D.19A and D.19B)

<http://www.unece.org/tradewelcome/un-centre-for-trade-facilitation-and-e-business-unecefact/outputs/standards/unedifact/directories/2011-present.html>)

UN/LOCODE Directory (Versions 2019-1 and 2019-2)

<http://www.unece.org/cefact/locode/welcome.html>)

UN/CEFACT Core Component Library (Versions 19A and 19B)

http://www.unece.org/cefact/codesfortrade/unccl/ccl_index.html)

UN/CEFACT XML Schema Library (Versions 19A and 19B)

http://www.unece.org/cefact/xml_schemas/index)

Buy-Ship-Pay Reference Data Model Business Requirement Specification

http://www.unece.org/fileadmin/DAM/cefact/brs/BuyShipPay_BRS_v1.0.pdf)

Cross-Border Delivery Business Requirement Specification

(http://www.unece.org/fileadmin/DAM/cefact/brs/BRS_CrossIndustryDespatchAndReceiveProcess_v2.0.pdf)

Smart Containers Business Requirement Specification

(http://www.unece.org/fileadmin/DAM/cefact/brs/BRS-SmartContainer_v1.0.pdf)

Purchase Order Financing Business Requirement Specification

(http://www.unece.org/fileadmin/DAM/cefact/brs/BRS_Purchase_Order_Financing_publication.pdf)

Annex II (Code elements listed by units of measure name) and Annex III (Code elements listed by common code) of UNECE Recommendation 20 Codes for Units of Measure Used in International Trade

(http://www.unece.org/fileadmin/DAM/cefact/recommendations/rec20/Rec20rev14e-Annex_II-III_2020.xls)

Annex V (Code representations of package type names used in international trade in alphabetical name order) & VI (Code representations of package type names used in international trade in alphabetical code order) of UNECE Recommendation 21 Codes for Passengers, Types of Cargo, Packages and Packaging Materials with Complementary Codes for Package Names

(http://www.unece.org/fileadmin/DAM/cefact/recommendations/rec21/Rec21rev11e_Annex-V-VI_2020.xls)

(c) Other deliverables for noting and for information

<i>Document title</i>	<i>Document symbol</i>	
Progress on the UN/CEFACT Readiness for Emergency Relief Importation Project	ECE/TRADE/C/CEFACT/2020/9	For information
White Paper on Integrated Services for MSMEs in International Trade (ISMIT)	ECE/TRADE/C/CEFACT/2020/11	For noting
Integrated Services for MSMEs in International Trade (ISMIT) Cases Studies	ECE/TRADE/C/CEFACT/2020/INF.4	For information
White Paper on the Core Principles of the Operation of Systematically Important Single Windows	ECE/TRADE/C/CEFACT/2020/12	For noting
White Paper Overview of Blockchain in Trade	ECE/TRADE/C/CEFACT/2019/9/Rev.1	For information

The UN/CEFACT Readiness for Emergency Relief Importation project (ECE/TRADE/C/CEFACT/2020/9) will be presented to the Plenary in order to provide an update of the progress of this project; it is foreseen that this project will finalize in the months directly following the Plenary, resulting in a request for intersessional approval.

The White Papers on Integrated Services for MSMEs in International Trade (ISMIT) (ECE/TRADE/C/CEFACT/2020/11) and on Systematically Important Single Window (SISW) (ECE/TRADE/C/CEFACT/2020/12) will be presented to the Plenary for noting. A Use Case document on ISMIT (ECE/TRADE/C/CEFACT/2020/INF.4) and an update to the Blockchain White Paper (ECE/TRADE/C/CEFACT/2019/9/Rev.1) will be presented for information.

Delegations will have an opportunity to review and discuss these deliverables.

(d) Implementation support material

<i>Document title</i>	<i>Document symbol</i>	
Executive Guide on Transboundary Movement of Waste	ECE/TRADE/C/CEFACT/2020/13	For noting
Executive Guide on Enhancing Quality of Supply Chain Data	ECE/TRADE/C/CEFACT/2020/14	For noting
Executive Guide on Smart Containers	ECE/TRADE/C/CEFACT/2020/15	For noting
Executive Guide on Smart Connectivity	ECE/TRADE/C/CEFACT/2020/16	For noting

The Plenary will have before it documents related to UN/CEFACT recommendations and standards. Four Executive Guides will be presented for noting on the following topics:

- Waste Management Electronic Standards (ECE/TRADE/C/CEFACT/2020/13)
- Data Quality / Data Pipelines (ECE/TRADE/C/CEFACT/2020/14)
- Smart Containers (ECE/TRADE/C/CEFACT/2020/15)
- Smart Connectivity (ECE/TRADE/C/CEFACT/2020/16)

Delegations will have an opportunity to review and discuss these.

(e) Support to capacity building and technical cooperation

<i>Document title</i>	<i>Document symbol</i>	
UNECE Regional Report on Sustainable and Digital Trade Facilitation	ECE/TRADE/C/CEFACT/2020/17	For noting
The National Trade Facilitation Roadmap for Exports Enhancement and Diversification of the Republic of Tajikistan 2019-2024	ECE/TRADE/450	For information
Meeting Report of the 41 st Session of the Electronic Business Memorandum of Understanding Management Group Meeting of 4 December 2019	ECE/TRADE/C/CEFACT/2020/INF.5	For information
Report of the Sixth UNECE Single Window Conference	ECE/TRADE/C/CEFACT/2020/INF.6	For information

The secretariat will present the work which has been completed since the twenty-fifth session on capacity building and technical cooperation.

Delegations will have an opportunity to review and discuss these documents.

(f) Support to the 2030 Agenda on Sustainable Development Goals

<i>Document title</i>	<i>Document symbol</i>
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UN/CEFACT Work Supporting the Implementation of the United Nations 2030 Agenda on Sustainable Development	ECE/TRADE/C/CEFACT/2020/26	For information
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The Secretariat will report on the implementation of the 2030 agenda using UN/CEFACT standards.

Delegations will have an opportunity to review and discuss this document.

Item 8. Advisory Group on Advanced Technologies in Trade and Logistics

<i>Document title</i>	<i>Document symbol</i>	
Programme of Work of the Advisory Group on Advanced Technologies in Trade and Logistics	ECE/TRADE/C/CEFACT/2020/18	For endorsement
Report of the Advisory Group Advanced Technologies in Trade and Logistics on its First Annual Meeting	ECE/TRADE/C/CEFACT/2020/19	For endorsement
Report of the Conference on Latest Technology Trends Impacting eBusiness Internet Trading and Trade Facilitation – Anticipating the Fourth Industrial Revolution	ECE/TRADE/C/CEFACT/2020/INF.7	For information

At the twenty-fifth session, the Advisory Group on Advanced Technologies Mandate and Terms of Reference was approved (Plenary Decision 19-16). The launch meeting of this group was held in Geneva on 30 January 2020; the Programme of Work (ECE/TRADE/C/CEFACT/2020/18) and the meeting report (ECE/TRADE/C/CEFACT/2020/19) will be presented to the Plenary for endorsement. The report of the related April 2019 Conference on the topic (ECE/TRADE/C/CEFACT/2020/INF.7) is presented for information.

Delegations will have an opportunity to review and discuss these documents.

Item 9. Advisory Group on the United Nations Code for Trade and Transport Locations (UN/LOCODE)

<i>Document title</i>	<i>Document symbol</i>	
Programme of Work of the United Nations Code for Trade and Transport Locations (UN/LOCODE) Advisory Group	ECE/TRADE/C/CEFACT/2020/20	For endorsement
Report of the United Nations Code for Trade and Transport Locations (UN/LOCODE) Advisory Group on its Third Annual Meeting	ECE/TRADE/C/CEFACT/2020/21	For endorsement
Report on Activities of the UN/LOCODE Advisory Group in 2019	ECE/TRADE/C/CEFACT/2020/INF.8	For information

At the twenty-fifth session, the renewal of the UN/LOCODE Advisory Group Mandate and Terms of Reference was approved (ECE/TRADE/C/CEFACT/2017/17/REV.1). This group aims to ensure the maintenance and further develop the UN/LOCODE standard and to further enhance the network of UN/LOCODE Focal Points. The last meeting of this group was held in Xiamen China on 27-28 November 2019; the report (ECE/TRADE/C/CEFACT/2020/21) and the group's proposed Programme of Work (ECE/TRADE/C/CEFACT/2020/20) will be presented to the Plenary for endorsement. A general overview of activities related to UN/LOCODE (ECE/TRADE/C/CEFACT/2020/INF.8) will also be presented to the Plenary for information.

Delegations will have an opportunity to review and discuss.

Item 10. Team of Specialists on Sustainable Fisheries

<i>Document title</i>	<i>Document symbol</i>	
Programme of Work of the Team of Specialists on Sustainable Fisheries 2020-2021	ECE/TRADE/C/CEFACT/2020/22	For endorsement
Overview of Activities Related to the Team of Specialists on Sustainable Fisheries	ECE/TRADE/C/CEFACT/2020/INF.9	For information
Report of the Team of Specialists on Sustainable Fisheries on its Third Session	ECE/TRADE/C/CEFACT/2020/23	For endorsement

At the twenty-fifth session, the renewal of the "Sustainable Fisheries Team of Specialists Mandate and Terms of Reference" (ECE/TRADE/C/CEFACT/2017/16/Rev.2) were approved (Plenary Decision 19-20). This group aims to support the implementation of the Fisheries Language for Universal eXchange (FLUX) standard as well as other standards on sustainable fisheries on a global scale. A general overview of activities related to this group (ECE/TRADE/C/CEFACT/2020/INF.9) is presented for information and its Programme of Work for the period 2020-2021 (ECE/TRADE/C/CEFACT/2020/22) as well as the report from its third session (ECE/TRADE/C/CEFACT/2020/23) are presented for endorsement.

Delegations will have an opportunity to review and discuss.

Item 11. Future challenges in trade facilitation and electronic business

<i>Document title</i>	<i>Document symbol</i>	
Briefing Note on UN/CEFACT Contributions to Circular Economy	ECE/TRADE/C/CEFACT/2020/24	For noting
Briefing Note on How UNECE Standards Protect Endangered Species of Wild Flora and Fauna	ECE/TRADE/C/CEFACT/2020/25	For noting

Invited speakers, delegation and the Bureau will have an opportunity to provide their perspectives on emerging requirements and developments in the field of trade facilitation and electronic business.

UN/CEFACT strives to be continually relevant in the evolving environment of trade facilitation and electronic business. The goal of this session is to brainstorm on how to build

on progress in key projects and activities and on those areas that might be given priority in the future. Documents ECE/TRADE/C/CEFACT/2020/24 and ECE/TRADE/C/CEFACT/2020/25 have been prepared in order to contribute to this discussion.

Item 12. Other business

Delegations will be invited to raise other issues not previously addressed during the session.

Item 13. Adoption of decisions and draft report of the twenty-sixth session

Delegations will be invited to adopt the decisions and the draft report.

<i>Document title</i>	<i>Document symbol</i>	
Report of the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) on its Twenty- Sixth Session	ECE/TRADE/C/CEFACT/2020/2	For decision

Closing

III. Provisional timetable

<i>Date and time</i>	<i>Agenda item</i>	<i>Introduced by</i>
Monday, 4 May		
10.00 – 10.15	Opening	Keynote speaker
10.15 – 10.30	Item 1: Adoption of the agenda	Chair
10.30 – 11.30	Item 2: Elections	Secretariat
11.30 – 11.45	Item 3: Matters arising since the twenty-fifth session	Secretariat
11.45 – 12.45	Item 4: Bureau overview of developments	Chair and Bureau
12.45 – 13.00	Item 5: Reports of rapporteurs	Rapporteurs
13.00 – 15.00	Lunch break	
15.00 – 16.00	Item 6: Activities of other United Nations Economic Commission for Europe bodies and international organizations of interest to United Nations Centre for Trade Facilitation and Electronic Business	Secretariat
16.00 – 18.00	Item 7: Recommendations and standards	Chair and Bureau
Tuesday, 5 May		
10:00 – 10:30	Item 8: Advisory Group on Advanced Technologies	Advisory Group Chair
10:30 – 11:00	Item 9: Advisory Group on the United Nations Code for Trade and Transport Locations (UN/LOCODE)	Advisory Group Chair
11:00 – 11:30	Item 10: Team of Specialists on Sustainable Fisheries	Team of Specialists Chair
11.30 – 12.30	Item 11: Future challenges in trade facilitation and electronic business	Secretariat
12.30 – 13.00	Item 12: Other business	Chair
13.00 – 15.00	Lunch break	
15.00 – 18.00	Item 13: Adoption of decisions and draft report of the twenty-sixth session	Secretariat
	Closing	Chair