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Economic Commission for Europe

Executive Committee

Centre for Trade Facilitation and Electronic Business

Twenty-sixth session

Geneva, 4 May and 26-27 November 2020

Item 1 of the provisional agenda

Adoption of the agenda

Revised annotated provisional agenda for the twenty-sixth session *

To be held at the Palais des Nations, Geneva
starting at 10:00 on Thursday 26 and Friday 27 November 2020, Salle XXVII.

Note

In line with the special procedures during the COVID-19 situation, the original meeting date for the twenty-sixth session (4-5 May) was postponed and an “Informal Virtual Consultation with members of the UN/CEFACT Plenary” was held on 4 May at the request of the Chair of the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT). Seven business-critical decisions aimed to maintain the activities of UN/CEFACT were put forward for Silence Procedure decision during the period from 29 May to 8 June 2020. The results are presented as Item 2 of this agenda to be recorded in the report of this official meeting.

I. Provisional agenda

1. Adoption of the agenda.
2. Silence procedure decisions of June 2020.
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.

* Delegates are encouraged to consult the documents for this session which may be downloaded from the UNECE website <http://www.unece.org/uncefact/26th-plenary.html>

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- (a) Standards for noting and for information;
 - (b) Other deliverables for noting and for information;
 - (c) Implementation support material;
 - (d) Support to capacity building and technical cooperation;
 - (e) 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.
 10. Team of Specialists on Sustainable Fisheries.
 11. Sixty-ninth session of the Economic Commission for Europe
 12. Future challenges in trade facilitation and electronic business.
 13. Other business.
 14. 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.

Item 1. Adoption of the agenda

<i>Document title</i>	<i>Document symbol</i>
Revised Annotated Provisional Agenda for the Twenty-Sixth Session	ECE/TRADE/C/CEFACT/2020/1/Rev.2 For decision

The Chair, with the assistance of the secretariat, will briefly present the annotated provisional agenda for adoption (ECE/TRADE/C/CEFACT/2020/1/Rev.2) and will inform the Plenary of any proposed changes.

Item 2. Silence procedure decisions of June 2020

<i>Document title</i>	<i>Document symbol</i>	
Special procedures during the COVID-19 period	EXCOM document of 6 April 2020	For information
Informal virtual consultation with members of the UN/CEFACT Plenary draft agenda	ECE/TRADE/C/CEFACT/2020/INF.11	For information
Business-critical decisions on UN/CEFACT activities to be taken under special procedures during the COVID-19 period	ECE/TRADE/C/CEFACT/2020/INF.12	For information
Request to use silence procedure decision for business-critical work	ECE/TRADE/C/CEFACT/2020/INF.13	For information
Note from Chair on the elections of UN/CEFACT Bureau Vice Chairs	ECE/TRADE/C/CEFACT/2020/INF.10	For information
Recommendation N°33: Recommendation and Guidelines on Establishing a Single Window	ECE/TRADE/C/CEFACT/2020/7	For information
Recommendation N°16: United Nations Code for Trade and Transport Location	ECE/TRADE/C/CEFACT/2020/8	For information
Recommendation N°5: Abbreviations of INCOTERMS	ECE/TRADE/C/CEFACT/2020/10	For information
Programme of Work of the Advisory Group on Advanced Technologies in Trade and Logistics	ECE/TRADE/C/CEFACT/2020/18	For information
Programme of Work of the United Nations Code for Trade and Transport Locations (UN/LOCODE) Advisory Group	ECE/TRADE/C/CEFACT/2020/20	For information
Programme of Work of the Team of Specialists on Sustainable Fisheries 2020-2021	ECE/TRADE/C/CEFACT/2020/22	For information

In light of the exceptional circumstances triggered by the COVID-19 pandemic, the Chair of UN/CEFACT assisted by the secretariat organized an informal virtual consultation with members of the UN/CEFACT Plenary on 4 May (ECE/TRADE/C/CEFACT/2020/INF.11).

Seven decisions which were identified as business-critical (ECE/TRADE/C/CEFACT/2020/INF.12) were presented and discussed during this meeting and put forward for adoption through silence procedure to the UN/CEFACT Heads of Delegations (HoDs) and Geneva-based Permanent Missions of the UNECE member States (ECE/TRADE/C/CEFACT/2020/INF.13). This process was in line with the decision of the Executive Committee (EXCOM) of 6 April 2020 and followed the decision of the 20 May 2020 informal virtual EXCOM (as approved through subsequent silence procedure). These decisions are to be recorded in the report of the next official Plenary, this meeting. These decisions are:

1. The Plenary appoints by acclamation eight Bureau Vice Chairs: Ian Watt (Australia), Marek Laskowski (Canada), Hanane Becha (France), Tahseen Khan (India), Liliana Fratini-Passi (Italy), Estelle Igwe (Nigeria), Benno Slot (the Netherlands) and Aleksei Bondarenko (Russian Federation).

2. The Plenary approves the revision of *Recommendation N° 33: Recommendation and Guidelines on Establishing a Single Window* ([ECE/TRADE/C/CEFACT/2020/7](#)).
3. The Plenary approves the revision of *Recommendation N° 16: United Nations Code for Trade and Transport Location (UN/LOCODE)* ([ECE/TRADE/C/CEFACT/2020/8](#)).
4. The Plenary approves the revision of *Recommendation N° 5: Abbreviations of INCOTERMS* ([ECE/TRADE/C/CEFACT/2020/10](#)).
5. The Plenary endorses the *Programme of Work of the Advisory Group on Advanced Technologies in Trade and Logistics* ([ECE/TRADE/C/CEFACT/2020/18](#)).
6. The Plenary endorses the *Programme of Work for 2020-2021 of the United Nations Code for Trade and Transport Locations (UN/LOCODE) Advisory Group* ([ECE/TRADE/C/CEFACT/2020/20](#)).
7. The Plenary endorses the *Programme of Work of the Team of Specialist on Sustainable Fisheries 2020-2021* ([ECE/TRADE/C/CEFACT/2020/22](#)).

The silence procedure period ended on 8 June 2020 and the decisions were subsequently enacted. The delegations of France and Italy sent the following comment related to document ECE/TRADE/C/CEFACT/2020/8, revision of *Recommendation N°16 on United Nations Code for Trade and Transport Location (UN/LOCODE)*:

"With reference to Recommendation N°16 on UN/LOCODE a future UN/CEFACT Plenary discussion should be envisaged on "child codes": child codes should be official and obligatory; in a future version of annex 3 or in an official repository, the uses of the available child codes should be described (for example IMO for port facility codes, BIC for container depot codes, SMDG for port container terminal codes, etc.)"

It is reminded concerning the revised Recommendation N° 33 (ECE/TRADE/C/CEFACT/2020/7) that the repository of case study best practices is 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.

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

These documents provide an update of activities from the twenty-fifth session until April 2020.

Delegations will have the opportunity to clarify questions and provide comments on documents ECE/TRADE/C/CEFACT/2020/3, ECE/TRADE/C/CEFACT/2020/INF.1 and ECE/TRADE/C/CEFACT/2020/INF.2.

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 present a report on developments from the twenty-fifth session until April 2020 including Bureau decisions, summary of promotional activities and project activities.

Delegations will have the opportunity to clarify questions and provide comments on document ECE/TRADE/C/CEFACT/2020/INF.3.

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

Delegations will have the opportunity to clarify questions and provide comments on document ECE/TRADE/C/CEFACT/2020/4.

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

This item will be deferred to the next UN/CEFACT Plenary.

Item 7. Recommendations and standards

(a) Standards for noting and for information

The Plenary will have before it the following standards for noting and for information 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/uncl/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)

Data Pipeline Business Requirement Specification

(http://www.unece.org/fileadmin/DAM/cefact/brs/T_L-BRS-DataPipeline_v0.9.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)

(b) 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

Delegations will have the opportunity to clarify questions and provide comments on documents ECE/TRADE/C/CEFACT/2020/9, ECE/TRADE/C/CEFACT/2020/11, ECE/TRADE/C/CEFACT/2020/12, ECE/TRADE/C/CEFACT/2020/INF.4 and ECE/TRADE/C/CEFACT/2019/9/Rev.1.

(c) 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.

- 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 the opportunity to clarify questions and provide comments on these documents.

(d) 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

Delegations will have the opportunity to clarify questions and provide comments on documents ECE/TRADE/C/CEFACT/2020/17, ECE/TRADE/450, ECE/TRADE/C/CEFACT/INF.5 and ECE/TRADE/C/CEFACT/2020/INF.6.

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

<i>Document title</i>	<i>Document symbol</i>	
UN/CEFACT Work Supporting the Implementation of the United Nations 2030 Agenda on Sustainable Development	ECE/TRADE/C/CEFACT/2020/26	For information

Delegations will have the opportunity to clarify questions and provide comments on document ECE/TRADE/C/CEFACT/2020/26.

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 information
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
Report on the Impact of the COVID-19 Outbreak on International Trade and Logistics and the Ways Advanced Technologies Can Help Overcome Such Disruptions	ECE/TRADE/C/CEFACT/2020/5	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 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) was prepared for information. The group's proposed Programme of Work (ECE/TRADE/C/CEFACT/2020/18) was presented during the COVID-19 related silence procedure decision and subsequently approved (Item 2 above). This group also prepared a report on the impact of COVID-19 has on international trade and logistics as well as the potential support that advanced technologies can bring to responding to this (ECE/TRADE/C/CEFACT/2020/5).

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

<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 information
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 United Nations Code for Trade and Transport Locations (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) will be briefly presented to the Plenary for endorsement. A general overview of activities related to UN/LOCODE (ECE/TRADE/C/CEFACT/2020/INF.8) was prepared for information. The group's proposed Programme of Work (ECE/TRADE/C/CEFACT/2020/20) was presented during the COVID-19 related silence procedure decision and subsequently approved (Item 2 above).

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 information
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) was prepared for information and report from its third session (ECE/TRADE/C/CEFACT/2020/23) will be presented for endorsement. The group's proposed Programme of Work for the period 2020-2021 (ECE/TRADE/C/CEFACT/2020/22) was presented during the COVID-19 related silence procedure decision and subsequently approved (Item 2 above).

Delegations will have an opportunity to review and discuss.

Item 11. Sixty-ninth session of the Economic Commission for Europe

<i>Document title</i>	<i>Document symbol</i>	
Chair's Conclusions 109th EXCOM Meeting	EXCOM/CONCLU/109	For information
Information Update on the Status of Preparation of the Sixty-Ninth Session of the Commission	EXCOM Informal Document No. 2020/38	For information
UNECE Executive Secretary 1 st Request to UN/CEFACT Chair and Reply	ECE/TRADE/C/CEFACT/2020/INF.14	For information

<i>Document title</i>	<i>Document symbol</i>	
UNECE Executive Secretary 2 nd Request to UN/CEFACT Chair and Reply	ECE/TRADE/C/CEFACT/2020/INF.15	For information
Briefing Note on UN/CEFACT Contributions to Circular Economy	ECE/TRADE/C/CEFACT/2020/24	For noting
Draft Recommendation on Enhancing Transparency and Traceability for Sustainable Value Chains in Garment and Footwear	ECE/TRADE/C/CEFACT/2020/INF.16	For information
Call to Action for Enhancing Transparency and Traceability of Sustainable and Circular Value Chains in Garment and Footwear	ECE/TRADE/C/CEFACT/2020/6	For endorsement

The sixty-ninth session of UNECE will take place on 20-21 April 2021 at the Palais des Nations, in Geneva. EXCOM decided that the theme of the coming Commission session will be: “Promoting circular economy and sustainable use of natural resources in the UNECE region” (EXCOM/CONCLU/109 and EXCOM Informal Document No. 2020/38). UN/CEFACT and its secretariat have been requested to consider how to contribute to the cross-cutting theme of the Commission session, within approved mandates, ongoing work and existing resources (ECE/TRADE/C/CEFACT/2020/INF.14 and ECE/TRADE/C/CEFACT/2020/INF.15).

In light of this, the secretariat prepared a Briefing Note, which is submitted to the Plenary for noting, which outlines key actions in support of the transition to Circular Economy, linkages to the United Nation’s Sustainable Development Goals, and concrete contributions offered by UN/CEFACT deliverables (ECE/TRADE/C/CEFACT/2020/24). Furthermore, in connection with the ongoing project on garment and footwear traceability (ECE/TRADE/C/CEFACT/2020/INF.16), the Plenary is invited to endorse the UNECE “Call to Action for Enhancing Transparency and Traceability of Sustainable and Circular Value Chains in Garment and Footwear” (ECE/TRADE/C/CEFACT/2020/6) to be launched at the sixty-ninth UNECE Commission session.

Item 12. Future challenges in trade facilitation and electronic business

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

Document ECE/TRADE/C/CEFACT/2020/25 has been prepared for information. Delegations will have the opportunity to clarify questions and provide comments on this document.

Item 13. Other business

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

Item 14. Adoption of decisions and draft report of the twenty-sixth session

<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

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

Closing

III. Provisional timetable

<i>Agenda item</i>	<i>Introduced by</i>
Opening	Chair* and secretariat
Item 1: Adoption of the agenda	Chair
Item 2: Silence procedure decisions of June 2020	Chair and secretariat
Item 3: Matters arising since the twenty-fifth session	Secretariat
Item 4: Bureau overview of developments	Chair and Bureau
Item 5: Reports of rapporteurs	Rapporteurs
Item 7: Recommendations and standards	Chair, Bureau and secretariat
Item 8: Advisory Group on Advanced Technologies	Chair of Advisory Group
Item 9: Advisory Group on the United Nations Code for Trade and Transport Locations	Chair of Advisory Group
Item 10: Team of Specialists on Sustainable Fisheries	Chair of Team of Specialist
Item 11: Sixty-ninth session of the Economic Commission for Europe	Chair and secretariat
Item 12: Future challenges in trade facilitation and electronic business	Chair and secretariat
Break	
Item 13: Other business	Chair
Item 14: Adoption of decisions and draft report of the twenty-sixth session	Secretariat
Closing	Chair

* Chair when written on its own in this table refers to the Chair of UN/CEFACT