The Advisory Group on the United Nations Code for Trade and Transport Locations (UN/LOCODE) was established to advise and support the UNECE secretariat and the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) in the maintenance and further development of UN/LOCODE in June 2017. Its mandate was renewed in June 2019 and expired in June 2021.

Considering the valuable work of the UN/LOCODE Advisory Group, the UN/CEFACT Bureau has decided, during its meeting of the 17th November 2021, to request the UN/CEFACT Plenary to recreate the Group to support the secretariat for an additional two-year period.

This document presents the mandates and terms of reference of the Group, with the annexed draft programme of work for the period 2022-2023. It is sent to the UN/CEFACT Plenary members for intersessional approval. Delegations have two months to send comments to the secretariat.

If no negative comments or requests for substantive changes are received after the comment period, the document will be considered as approved on the date of 23 January 2022 and it will be subsequently presented to the Executive Committee of the Economic Commission for Europe for approval.
I. Mandate

1. The establishment of a UN/LOCODE Advisory Group was initially endorsed by UNECE EXCOM in June 2017 and its mandate expired in June 2021. Considering the valuable work of the UN/LOCODE Advisory Group, the UN/CEFACT Bureau has decided, during its meeting of the 17th November 2021, to request that the UN/CEFACT Plenary recreate the Group to support the secretariat for an additional two-year period.

2. The Group will advise and support the UNECE secretariat and UN/CEFACT in the maintenance and further development of UN/LOCODE.

II. Objectives and activities

3. The purpose of the Advisory Group is to ensure the maintenance and development of UN/LOCODE in a sustainable way and, specifically, to contribute to the objectives of:
   (a) Maintaining the UN/LOCODE workflow;
   (b) Consulting on UN/LOCODE maintenance and development issues;
   (c) Developing training materials and newsletters; and
   (d) Undertaking training events on UN/LOCODE.

4. To achieve these objectives, the Advisory Group will:
   (a) Monitor new business needs on locations used in international trade and transport and new technology;
   (b) Support dialogue with key external stakeholders;
   (c) Further enhance the UN/LOCODE Focal Point Network;
   (d) Provide advice and expertise on maintenance and development issues; and
   (e) Propose and maintain UN/LOCODE maintenance procedures and policies.

III. Composition, membership and participation in the meetings

5. The Advisory Group will be composed of experts with the collective expertise to address the specific tasks defined for it. Members should be drawn from:
   (a) Governmental institutions;
   (b) Business;
   (c) Civil society;
   (d) Consumer organizations; and
   (e) International organizations.

6. Participation in the Advisory Group will be on a voluntary basis. All members of the Group must register as experts of UN/CEFACT, in accordance with relevant procedures.

7. The Advisory Group can establish subgroups of specialists to prepare activities requiring specific expertise, which are expected to become a part of its general activities.

8. The Advisory Group will meet virtually at least once every two months and face-to-face at least once per year. This may be in conjunction with an official UN/CEFACT meeting, such as the UN/CEFACT Forum.
IV. Governance

9. The Advisory Group is guided by a chair, supported by one or two vice-chairs, in accordance with the “Guidelines for the establishment and functioning of teams of specialists” (UNECE ECE/EX/2/Rev.1).

10. It is the responsibility of the chair that the objectives of the Advisory Group are met and follow the programme of work.

11. The members of the Advisory Group, as resources permit, support the secretariat to undertake the substantive work, including the preparation of substantive documentation for the meetings and the reports to be submitted to the UN/CEFACT Plenary.

12. The secretariat, within available resources, provides necessary support to the Advisory Group and its subgroups.

V. Funding

13. Members of the Advisory Group shall support its activities and are encouraged to find the necessary resources to do so.

VI. Reporting

14. The Advisory Group will report to the UN/CEFACT Plenary on an annual basis and will keep the UN/CEFACT Plenary Bureau informed of its activities on an intersessional basis, as necessary.

I. Background

1. The United Nations Code for Trade and Transport Locations (UN/LOCODE) identifies locations related to international trade around the world. It is a five-character code where the first two characters represent the International Standards Organization (ISO) country code followed by a three-character code unique within that country.

2. The basis of UN/LOCODE is UNECE Recommendation No 16. The first edition was published in 1980. The fourth edition was approved in 2020.

3. These codes have been maintained and published by the United Nations Economic Commission for Europe (UNECE). The first issue of the UN/LOCODE directory in 1981 had 8000 codes and today has over 100,000 from 249 countries, dependent territories, and special areas.

4. In June 2017, an Advisory Group on the United Nations Code for Trade and Transport Locations (UN/LOCODE) was established to advise and support the UNECE secretariat and the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) in the maintenance and further development of UN/LOCODE. Its mandate was renewed in June 2019 and expired in June 2021.

5. Considering the valuable work of the UN/LOCODE Advisory Group, the UN/CEFACT Bureau has decided, during its meeting of the 17th November 2021, to request the UN/CEFACT Plenary to recreate the Group to support the secretariat for an additional two-year period.

II. Introduction

6. The present document is a draft Programme of Work for the UN/LOCODE Advisory Group (AG) for the period of 2022-2023. UN/CEFACT is invited to adopt this programme of work through intersessional approval and recommend it to the Economic Commission for Europe (ECE) Executive Committee (EXCOM) for approval.

III. Scope, Objective, Activities and Work areas

A. Scope

7. The scope of the Programme of Work covers all UN member states as well as other organisations and private sector stakeholders involved in UN/LOCODE. It encompasses activities in support of UN/LOCODE maintenance, development, and promotion.

8. It does so by improving, promoting, facilitating and supporting this international standard, including proposing necessary developments and potential use of this standard.

9. The Programme of Work is linked to the Mandate and Terms of Reference.
B. Objective

10. Aiming at “ensuring the maintenance and development of UN/LOCODE in a sustainable way”, the Advisory Group is expected to achieve its objectives and implement the necessary activities on the assumption that:

(a) there is active participation and contribution by experts from governments, academia and the private sector to expert group meetings and networks;

(b) Governments are willing to engage in support of UN/LOCODE, especially nomination of the UN/LOCODE National Focal Point (NFP) and providing resources to fulfil duties of NFPs; and

(c) advisory services, for the development, enhancement and maintenance of electronic maintenance and publication system will be under the UN/CEFACT IPR policy.

C. Activities

11. To achieve this goal the UN/LOCODE Advisory Group will:

(a) optimize the workflow of Data Maintenance Requests (DMR) validation;

(b) develop and share best practices;

(c) advise and assist on UN/LOCODE issues;

(d) support to enhance the UN/LOCODE Focal Point Network;

(e) improve data quality;

(f) support dialogue with key stakeholders; and

(g) support capacity-building and training sessions.

D. Work areas

12. The Programme of work is structured around the following work areas (WA):

• WA1: Policy dialogue and advice.

• WA2: Technical monitoring, assessment, and support.

• WA3: Communication and outreach.

• WA4: Capacity building.

• WA5: Data quality.

• WA6: Data exchange.

1. WA1: Policy dialogue and advice

13. This Work Area involves active promotion and support of the implementation of the standard on a policy level. This Work Area encompasses active engagement with policy makers on a global scale, by enhancing the UN/LOCODE Focal Point Network and by contacting relevant authorities.
2. **WA2: Technical monitoring, assessment, and support**

14. The Work Area is on technical monitoring, assessment and support of the UN/LOCODE maintenance and development with the objective to meet the business needs with the latest technology.

3. **WA3: Communication and outreach**

15. Activities of the Work Area will:
   - provide DMR validation procedure and policy;
   - share information on the work of UN/LOCODE maintenance on the Collaborative UN/CEFACT Environment (CUE);
   - support the publication of the UN/LOCODE directory bi-annually on the UNECE website;
   - contribute to relevant events to disseminate the information and promote the standard; and
   - outreach to expand the use of UN/LOCODE.

4. **WA4: Capacity building**

16. Technical training sessions will be organized by the secretariat with the support of the Group for UN/LOCODE Focal Points and other potential stakeholders.

17. By sharing knowledge and expertise through partnerships, the Work Area will reach out to the business community to develop UN/LOCODE in a sustainable way.

5. **WA5: Data quality**

18. The data quality of UN/LOCODE will be improved by:
   - the implementation of the revised UNECE Recommendation N°16; and
   - the UN/LOCODE Maintenance Team.

6. **WA6: Data exchange**

19. In this Work Area, the Group will explore the possibility to exchange data in real-time mode between the UN/LOCODE system and the governmental and business systems of UN/LOCODE stakeholders.

### IV. Guiding principles

20. The work of the Group and the execution of this Programme of Work is guided by the following principles:

   - mutual respect;
   - based on volunteer work and contributions;
   - expert advice; and
   - the work of the Group will be fully aligned with the Terms of Reference and the Programme of Work.