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## **Economic Commission for Europe**

Executive Committee

**Centre for Trade Facilitation and Electronic Business**

**UN/LOCODE Advisory Group**

**2022 Annual Meeting**

Geneva (hybrid), 28 June 2022

Item 7 of the provisional agenda

**Programme of Work for 2022-2023**

## **Programme of Work of the UN/LOCODE Advisory Group for 2022-2023**

### *Summary*

This document presents the programme of work of the UN/LOCODE Advisory Group for the period 2022-2023.

The draft programme of work was submitted to the UN/CEFACT Plenary members for intersessional approval on 23 November 2021. Delegations had two months to send comments to the secretariat. No negative comments were received during the comment period.

## **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 Organization for Standardization (ISO) country code followed by a three-character code unique within that country.
2. The basis of UN/LOCODE is UNECE Recommendation N°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 of UN/LOCODE and the further expansion of its scope. 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 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 sets out the 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 at its 28<sup>th</sup> meeting and recommend it to the Economic Commission for Europe (ECE) Executive Committee (EXCOM) for approval. The draft of this document was discussed and presented at the Informal UN/LOCODE Consultation, held on the 8-9 of November 2021 in Geneva (online).

## **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, expansion its scope, and promotion.

8. It does so by improving, promoting, facilitating, and supporting this international standard, including proposing necessary changes to 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 expansion 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 expansion of its scope, 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 expansion with the objective to meet the business needs with the latest approved 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 expand 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.

#### **V. Governance**

20. The Group is led by a Chair and supported by the UNECE secretariat.

21. The Chair of the Group is recommended by the UN/CEFACT Bureau and his/her nomination is endorsed by the UNECE secretariat for a mandate of two years.

22. It is the responsibility of the Chair and the UNECE secretariat that the objectives of the Group are met and to follow the programme of work.

23. The Chair reports the work of the Group to the annual UN/CEFACT Plenary.

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

#### **VI. Funding**

25. Experts will support the activities and are encouraged to find the necessary resources.