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

Programme of Work for 2020-2021 of the United Nations Code for Trade and Transport Locations (UN/LOCODE) Advisory Group

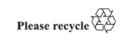
Summary

This document presents the Programme of Work of the UN/LOCODE Advisory Group for the period 2020-2021. It was approved by the UN/LOCODE Advisory Group at its third annual meeting on 27 and 28 November 2019.

Document ECE/TRADE/C/CEFACT/2020/20 is submitted by the Chair of the Advisory Group on UN/LOCODE to the twenty-sixth session of the Plenary for endorsement.

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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 the United Nation Economic Commission for Europe (UNECE) Recommendation 16. The first edition was published in 1980. It has been revised as a project of the United Nations Centre Trade Facilitation and Electronic Business (UN/CEFACT) since 2018 and will be submitted to the UN/CEFACT Plenary for approval in 2020.
- 3. These codes have been maintained and published by the UNECE secretariat since 1981. The first issue of UN/LOCODE had 8000 codes and today has over 100,000 from 249 countries, dependent territories and special areas.
- 4. At the first UN/LOCODE Conference held on 24 April 2015, it was decided to set up a UN/LOCODE Advisory Group which would consist of the different stakeholders of the standard. The group advises and supports the UNECE secretariat and UN/CEFACT in the maintenance and further development of UN/LOCODE.
- 5. The establishment of the UN/LOCODE Advisory Group was endorsed by the UNECE Executive Committee (EXCOM) in June 2017, and its first meeting took place in Geneva from 30 November to 1 December 2017.

II. Introduction

6. The present document sets out the Programme of Work for the UN/LOCODE Advisory Group for the period of 2020-2021. UN/CEFACT is invited to adopt this Programme of Work at its twenty-sixth meeting and recommend it to the UN/CEFACT Plenary for endorsement. This draft was discussed and finalized at the third UN/LOCODE Advisory Group Annual Meeting, held on 28-29 of November 2019 in Xiamen, China.

III. Scope, Objective, Activities and Work areas

A. Scope

- 7. The scope of the Programme of Work covers all United Nations member States as well as other organizations 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 Terms of Reference (ECE/TRADE/C/CEFACT/2017/17) as approved at the ninety-second meeting of UNECE EXCOM on 23 June 2017.

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:
 - there is active participation and contribution by experts from governments, academia and the private sector in expert group meetings and networks;
 - Governments are willing to engage in support of UN/LOCODE, especially in the nomination of the UN/LOCODE National Focal Point (NFP) and in providing resources to fulfil the duties of NFPs; and
 - extra-budgetary resources are adequate to support capacity-building, advisory services, the development and maintenance of the system and the electronic maintenance and publication of the standard.

C. Activities

- 11. To achieve this goal the UN/LOCODE Advisory Group will:
 - (a) re-engineer the UN/LOCODE maintenance and publication system with current technology, based on today's business needs;
 - (b) optimize the workflow of Data Maintenance Requests (DMR) validation;
 - (c) develop and share best practices;
 - (d) advise and assist on UN/LOCODE issues;
 - (e) support the enhancement of the UN/LOCODE Focal Point Network;
 - (f) improve data quality;
 - (g) support dialogue with key stakeholders; and
 - (h) organize 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.

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 policymakers 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 on technical monitoring, assessment and support has the objective to support UN/LOCODE maintenance and development using the new UN/LOCODE system, and to meet the business needs using the latest technology.

3. WA3: Communication and outreach

- 15. Activities of this Work Area are as follows:
 - Providing DMR validation procedures and policy in writing;
 - Sharing information on the work of the Maintenance Team and UN/LOCODE Reengineering Project Team on the Collaborative UN/CEFACT Environment (CUE);
 - Publishing the UN/LOCODE directory biannually on the UNECE website;
 - Contributing to relevant events to disseminate the information and promote the standard;
 - Providing outreach through activities beyond UN/LOCODE to expand the use of UN/LOCODE;
 - Finding funds for the activities laid out in the Programme of Work.

4. WA4: Capacity-building

- 16. Technical training sessions will be organized for UN/LOCODE Focal Points and potential stakeholders.
- 17. This Work Area will reach out to the business community to develop UN/LOCODE in a sustainable way by sharing knowledge and expertise.

5. WA5: Data quality

- 18. The data quality of UN/LOCODE will be improved by
 - the implementation of the revised UNECE Recommendation N°16, which is scheduled to be submitted to the twenty-sixth session of the UN/CEFACT Plenary for approval;
 - the UN/LOCODE Maintenance Team; and
 - the new UN/LOCODE system.

IV. Guiding principles

- 19. The work of the Advisory Group and the execution of this Programme of Work is guided by the following principles:
 - · Mutual respect;
 - Volunteer work and contributions;
 - · Expert advice;
 - Full alignment with the Terms of Reference and the Programme of Work.

V. Governance

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

- 21. The Chair of the Advisory 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 to ensure that the objectives of the Advisory Group are met and aligned with the Programme of Work.
- 23. The Chair reports the work of the Group to the annual UN/CEFACT Plenary.
- 24. Participation in the Advisory Group is on a self-funded voluntary basis. All members of the Advisory Group must register as experts of UN/CEFACT in accordance with relevant procedures.