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Steering Committee on Trade Capacity and Standards

**Working Party on Regulatory Cooperation  
and Standardization Policies (WP.6)****Thirty-third session**

Geneva, 23–24 November 2023

Item 8 of the provisional agenda

**Programme of work****Summary of practices for representation of and the use of  
titles within the Working Party on Regulatory Cooperation  
and Standardization Policies****Submitted by the secretariat\****Summary*

This document further summarizes working practices for the Working Party on Regulatory Cooperation and Standardization Policies (WP.6). It comes in addition to document ECE/CTCS/WP.6/2023/12 and covers representation and the use of titles.

*Mandate*

Steering Committee on Trade Capacity and Standards 2023 decision 2023-06: “Recognizing the efforts of the Bureau of WP.6 to streamline and clarify internal procedures, the Steering Committee requested that WP.6 present an internal draft working procedures document to the 2024 session.”

*Proposed decision*

“The Working Party takes note of the *Summary of working practices for the Working Party on Regulatory Cooperation and Standardization Policies* (ECE/CTCS/WP.6/2023/12) and the *Summary of practices for representation of and the use of titles within the Working Party on Regulatory Cooperation and Standardization Policies* (ECE/CTCS/WP.6/2023/13).”

\* This document has not been edited by a professional editor.



## I. Representation and liaison

1. In general, secretariat interacts on behalf of WP.6 with other organizations. WP.6 members may be authorized, for a fixed period of time not to exceed two years (but can be renewed as many times as necessary), to represent the WP.6. The secretariat will send an email to the expert to communicate this authorization and any limitations. The authorization may be amended or revoked at any time.
2. In general, WP.6 bureau members may represent WP.6 at single events. Sub-group officers (chairs and vice chairs) may represent WP.6 on topics within their relevant sub-groups at single events. The bureau member giving the presentation informs the WP.6 secretariat one week in advance or as soon as the decision on their participation is taken of their participation in a specific event and provides details of the event (date, organizer, name of the event, subject of the bureau member's intervention). Single events should be one-off and not recurring. Any presentations (e.g., PowerPoint slides) or other materials must be submitted to the WP.6 secretariat one week in advance of the event and requires clearance to be conveyed by the WP.6 secretariat prior to the event at which the presentation will be made. Information concerning participation in outside events will be compiled by the WP.6 secretariat and reported to the annual session.
3. WP.6 experts who are not officers (i.e., who are not chairs or vice chairs) must request permission from the secretariat to represent WP.6 and/or its work at a single event at least two weeks prior to the event. Project leaders and any coordinators are not considered officers and therefore must request such permission.
4. The use of the United Nations name, including any abbreviation thereof, and of its emblem, is strictly reserved for the official purposes of the Organization in accordance with General Assembly resolution 92 (I) of 7 December 1946, which prohibits the use of the United Nations name and emblem for any other purposes without the express authorization of the Secretary-General.

## II. Use of titles

5. Titles in connection with WP.6 and its subgroups may be used only by officers elected by member States (WP.6 chair and WP.6 vice chair), officers appointed by the sub-group (sub-group chairs and vice chairs) and experts confirmed by the WP.6 bureau as project leaders. No other titles can be used. Coordinators are not considered officers of the sub-groups and can therefore not use this title externally.
6. The use of a WP.6 title (such as "WP.6 chair") is only authorized while the individual is fulfilling the prescribed function. All use of the title must terminate when the mandates are completed. This includes the destruction of any physical supports (e.g., business cards) at the end of the mandate.
7. Authorized titles noted above can be used on PowerPoint presentations, emails, business cards or other physical supports. However, the individual's principal employment must appear first and must not be visually smaller or visually less significant than the WP.6 title. The WP.6 title cannot be used alone. The titles must not give the appearance that the individual is employed by the United Nations.
8. Example of correct use of a title (at the time of preparation of this document):
  - (a) "Heidi Lund, National Board of Trade of Sweden, Chair of UNECE WP.6";
  - (b) "Jan Deconinck, Directorate-general Quality and Safety, Belgium, Head of Metrology, MARS Chair".
9. Examples of incorrect use of a title:
  - (a) "Diana Prince, Coordinator of the Team of Specialists on Gender-Responsive Standards" (this is incorrect because the title "coordinator" cannot be used for external communications and principal employment must appear first);

(b) “Clark Kent, UNECE Expert” (this is incorrect because the title of “expert” cannot be used, and the title cannot mention ECE and give a false appearance of being employed by the United Nations).

10. No United Nations logo can be used in conjunction with a WP.6 title. Authorized users of WP.6 titles who wish to create business cards are highly advised to have these cleared by the secretariat before printing. The secretariat can request that business cards or other material using titles be removed from circulation and cannot be held liable for any costs incurred.

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