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Item 6 of the provisional agenda

Decisions on matters relating to the United Nations Centre for Trade Facilitation and Electronic Business

Decisions on matters relating to the United Nations Centre for Trade Facilitation and Electronic Business

Background

1. The Advisory Group on the United Nations Code for Trade and Transport Locations (UN/LOCODE) was established by the Executive Committee in 2017 (decision ECE/EX/2017/L.10) and further extended for two years in 2019 (decision ECE/EX/2019/L.6). Its mandate expired in June 2021.
2. Considering the valuable work of the UN/LOCODE Advisory Group, the Bureau of the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) decided, at its meeting on 17 November 2021, to request that the UN/CEFACT Plenary recreate this advisory group to support the secretariat in maintaining UN/LOCODE for the period of two years. Some revisions were proposed to its initial mandate and terms of reference.
3. The UN/CEFACT Plenary adopted the mandate and terms of reference for the UN/LOCODE Advisory Group through an Intersessional Approval procedure (ECE/TRADE/C/CEFACT/2017/15, paras. 74–81), held from 23 November 2021 to 23 January 2022.
4. The Executive Committee is invited to approve this decision.

Draft Decision

5. The Executive Committee hereby approves the mandate and terms of references of the Advisory Group on the United Nations Code for Trade and Transport Locations (UN/LOCODE), established under UN/CEFACT, as contained in the annex to the present document, for the period 2022–2023.



Annex

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

I. Mandate

1. The establishment of a UN/LOCODE Advisory Group was initially endorsed by the Executive Committee in June 2017 and its mandate expired in June 2021. Considering the valuable work of the UN/LOCODE Advisory Group, the UN/CEFACT Bureau decided, during its meeting on 17 November 2021, to request that the UN/CEFACT Plenary recreate the advisory group to support the secretariat for an additional two-year period.
2. The advisory group will advise and support the UNECE secretariat and UN/CEFACT in the maintenance of UN/LOCODE and in the possible further expansion of its scope.

II. Objectives and activities

3. The purpose of the UN/LOCODE Advisory Group is to ensure the maintenance and expansion of UN/LOCODE as international trade develops in a sustainable way and, specifically, to contribute to the following objectives:
 - (a) Maintain the UN/LOCODE workflow;
 - (b) Consult on UN/LOCODE maintenance issues and sustainable expansion of its scope;
 - (c) Develop training materials and newsletters;
 - (d) Undertake training events on UN/LOCODE;
4. To achieve these objectives, the UN/LOCODE Advisory Group will perform the following functions:
 - (a) Monitor new business needs in 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 sustainable expansion of its scope;
 - (e) Propose and maintain UN/LOCODE maintenance procedures and policies.

III. Composition, membership and participation in the meetings

5. The UN/LOCODE 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;
 - (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 UN/LOCODE 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 UN/LOCODE 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” (ECE/EX/2/Rev.1).

10. It is the responsibility of the chair that the objectives of the advisory group are met and follow its programme of work.

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

12. The secretariat, within available resources, will provide necessary support to the advisory group and its subgroups.

V. Funding

13. Members of the advisory group will support its activities and are encouraged to find the necessary resources to do so.

VI. Reporting

14. The UN/LOCODE 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.
