

UNITED NATIONS CENTRE FOR TRADE FACILITATION  
AND ELECTRONIC BUSINESS (UN/CEFACT)

MANDATE AND TERMS OF REFERENCE OF THE  
ADVISORY GROUP ON THE UNITED NATIONS  
CODE FOR TRADE AND TRANSPORT LOCATIONS  
(UN/LOCODE)

*Summary*

At the United Nations Code for Trade and Transport Locations (UN/LOCODE) Conference in April 2015, a request was made for the establishment of a UN/LOCODE “advisory group” to advise and support the UNECE Secretariat and UN/CEFACT in the maintenance and further development of UN/LOCODE.

This document details the objectives and activities of the Advisory Group on UN/LOCODE, along with its composition, membership and participation in its meetings, and its reporting requirements.

The UN/CEFACT Plenary approved the revised Mandate and Terms of Reference of this group (ECE/TRADE/C/CEFACT/2017/17/Rev.1) and renewed its mandate for another two-year period, Plenary Decision 19-18 of 9 April 2019.<sup>i</sup>

The document was then presented to the 105<sup>th</sup> meeting of the Economic Commission for Europe’s Executive Committee on 29 May 2019 where it was approved (ECE/EX/2019/L.6).



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## Economic Commission for Europe

### Executive Committee

#### Centre for Trade Facilitation and Electronic Business

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

### **Mandates and terms of Reference of the Advisory Group on the United Nations Code for Trade and Transport Locations (UN/LOCODE)**

#### *Summary*

At the United Nations Code for Trade and Transport Locations (UN/LOCODE) Conference in April 2015, a request was made for the establishment of a UN/LOCODE “advisory group” to advise and support the UNECE Secretariat and UN/CEFACT in the maintenance and further development of UN/LOCODE.

This document details the objectives and activities of the Advisory Group on UN/LOCODE, along with its composition, membership and participation in its meetings, and its reporting requirements.

Document ECE/TRADE/C/CEFACT/2017/17 was approved by the twenty-third UN/CEFACT Plenary in 2017.

After discussion, the Secretariat and the UN/CEFACT Plenary Bureau, took note of the need to align the Terms of Reference of Advisory Group on UN/LOCODE with the Guidelines for the establishment and functioning of Teams of Specialists within UNECE (ECE/EX/2/Rev.1).

Document ECE/TRADE/C/CEFACT/2017/17/Rev.1 is submitted to the twenty-fifth session of the UN/CEFACT Plenary for approval.

## **I. Background**

1. During the United Nations Code for Trade and Transport Locations (UN/LOCODE) Conference held on 24 April 2015 a request was made for the establishment of a UN/LOCODE “advisory group” with membership from key stakeholders. 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**

2. 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) Reengineering the UN/LOCODE system, based upon a study to be carried out on UN/LOCODE business requirement specifications;
- (b) Maintaining the UN/LOCODE workflow;
- (c) Consulting on UN/LOCODE maintenance and development issues;
- (d) Developing training materials and newsletters; and
- (e) Undertaking training events on UN/LOCODE.

3. 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;
- (e) Propose and maintain UN/LOCODE maintenance procedures and policies; and
- (f) Provide support to activities/projects related to UN/LOCODE, especially re-engineering the UN/LOCODE registration and production systems using the latest technologies.

## **III. Composition, its membership and participation in its meetings**

4. The Advisory Group will be composed of experts with the collective expertise to address the specific tasks defined for it and should be drawn from:

- (a) Governmental institutions;
- (b) Business;
- (c) Civil society;
- (d) Consumer organizations; and
- (e) International organizations.

5. 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.

6. The Advisory Group appoints its officers: a Chairperson and, if deemed necessary, one or two Vice-Chairpersons.
7. The Advisory Group will meet virtually at least once every two months and face-to-face during the UN/LOCODE Conferences. The UN/LOCODE Conference should be preferably organised in conjunction with the UN/CEFACT Forum.
8. The UNECE Secretariat provides necessary support to the Advisory Group within available resources.

#### **IV. Reporting**

9. 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.
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