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## Economic Commission for Europe

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Centre for Trade Facilitation and Electronic Business

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UN/CEFACT structure, mandate, terms of reference, and procedures

### **UN/CEFACT Country Heads of Delegation: Guidance on responsibilities, duties and procedures**

**Submitted by the UN/CEFACT Bureau**

#### *Summary*

The present document incorporates the change requested by the Plenary to the document ECE/TRADE/C/CEFACT/2011/7/Add.1/Rev.1 at the time of its approval at the seventeenth Plenary (Decision 11-11).

This document is presented to the Plenary for information.\*

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\* This document is submitted in line with the Programme of work of the UN/CEFACT for 2015-2016  
ECE/EX/2015/L.14



## **I. Introduction**

1. This document comprises the responsibilities, duties and procedures for the UN/CEFACT Country Heads of Delegation. It is consistent with the Revised UN/CEFACT structure, mandate, terms of reference and procedures (ECE/TRADE/C/CEFACT/2010/15/Rev.5).

## **II. UN/CEFACT Country Heads of Delegation**

2. The main purpose of the position of Country Head of Delegation (which does not similarly exist in other UNECE working parties) is to represent their Member States on a standing basis, as well as to provide a mechanism to ensure effective public-private partnership in this UNECE programme and its monitoring by Member States.

## **III. Nomination of Country Permanent Heads of Delegation**

3. Any United Nations Member State may nominate a Head of Delegation (HoD) whose responsibilities include participating in Plenary and intersessional decision processes as well as nominating experts to participate in UN/CEFACT activities.

4. This nomination shall be made in writing through the country's Permanent Mission to the United Nations or the responsible Ministry.

5. Nominations of Heads of Delegation shall be renewable every two years and can be withdrawn or changed temporarily or permanently with immediate effect by the Permanent Mission of the country. This means, for instance, that a Permanent Mission can name a temporary National Head of Delegation to a particular Plenary meeting or any other event, and for the approval of the meeting report. The secretariat will maintain an updated list of Heads of Delegations and publish it on the UN/CEFACT website ([http://www.unece.org/cefact/forum\\_grps/secretariat/hodlist.html](http://www.unece.org/cefact/forum_grps/secretariat/hodlist.html)).

## **IV. General responsibilities and duties of Permanent Heads of Delegation**

6. Within their mandate, HoDs in coordination with the UN/CEFACT Plenary, the Plenary Bureau and the UNECE secretariat are expected to:

- (a) Reflect the official position of that United Nations Member State with respect to UN/CEFACT matters, including during the intersessional approval process as well as to the Plenary;
- (b) Operate as national contact and coordinating point on UN/CEFACT issues, including by coordinating UN/CEFACT's activities in the HoD's own country, promoting UN/CEFACT's interests and activities among governments, intergovernmental organizations, relevant trade associations and business and trade facilitation organizations in their own country and ensuring coordination of national companies' participation at UN/CEFACT activities and specific projects;
- (c) Nominate experts to participate in UN/CEFACT activities (including the Plenary) and projects as independent volunteer experts in their own right, without representing any special interests of their countries or institutions. HoDs are

expected to respond to requests for nomination of national experts in a timely manner;

(d) Encourage the participation of national experts in UN/CEFACT's work programme and stimulate the implementation of UNECE recommendations and UN/CEFACT standards and other deliverables. Nominate experts to the UN/CEFACT list of experts;

(e) Respond on a timely basis to requests for support for a project proposal by indicating their country's position, which will be communicated to the Bureau;

(f) Solicit national input to the Open Development Process (ODP), making comments on the proposals at all of the steps in the process; and

(g) Monitor and provide national input to the work of UN/CEFACT between its Plenary sessions by contributing to the exchange of information and comments (by involving relevant public and private stakeholders) as required on papers/documents on current developments and projects disseminated between Plenary sessions.

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