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Centre for Trade Facilitation and Electronic Business (UN/CEFACT)

Seventh session, 26-29 March 2001

Item 10 of the provisional agenda

**ADDENDUM TO RECOMMENDATION 1
UN LAYOUT KEY FOR TRADE DOCUMENTS**

Submitted by the International Trade Procedures Working Group (ITPWG)*

This document is submitted to the Centre for approval.

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Addendum to Recommendation 1

The United Nations Centre for Trade Facilitation and Electronic Commerce (UN/CEFACT),

IN ITS EFFORT to support international trade through the simplification and harmonization of trade documents, with their electronic equivalents;

RECALLING the preparatory work undertaken within the UN/ECE Working Party on Facilitation of International Trade Procedures, which in 1963 led to the adoption of a layout key for trade documents;

FURTHER RECALLING the Recommendation by the Working Party in 1973 of that Layout Key, its subsequent recognition in 1978 as the "United Nations Layout Key for Trade Documents" and the adoption of its present version in 1981;

NOTING that the United Nations Layout Key was adopted as international standards ISO 6422 in 1985, ISO 8440 in 1986 and ISO 8440 Technical Corrigendum 1 in 2000;

BEING OF THE OPINION that the United Nations Layout Key has shown its value and should be reaffirmed through a renewed and reinforced formal Recommendation;

REFERRING to the adoption in 1982 of a list of trade document names and functions (TRADE/WP.4/INF.84), in 1984 of the Guidelines for application of the United Nations Layout Key (TRADE/WP.4/INF.93) and in 1993 of the United Nations Trade Data Elements Directory (ISO 7372);

DECIDING to consolidate the two first documents referred to above to form an Informative Annex to the present Recommendation;

RECOMMENDS to Governments, international organizations and the business community to use the United Nations Layout Key as the basis for the designing of all relevant documents and to apply as appropriate the Guidelines (see Informative Annex).
