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

**Draft Procedures for the Elections during the UN/CEFACT Forum,
Geneva 9-13 September 2002**

These procedures have been developed by the interim Forum Coordinating Team (iFCT) based on the election procedures used formerly by UN/CEFACT's Working Groups.

1. Introduction

This paper describes the procedures to be followed at the UN/CEFACT Forum for the first election of the Group Chair and Vice-Chair for each of the five UN/CEFACT Groups and the Chair of the Forum Coordinating Team (FCT). The procedures have been developed by the interim Forum Coordinating Team (iFCT) based on the election procedures used formerly by UN/CEFACT's Working Groups, and the UN/CEFACT – Mandates, Terms of Reference and Procedures, (R.650). These procedures apply only to the first election. Subsequent elections will be held under procedures to be agreed by each group, and the Forum, following its establishment.

2. Adoption

These procedures will be made public via the UN/CEFACT Forum Web Site and will be given to each Group at their first plenary, on the afternoon of Monday, 9 September 2002. Each Group will be asked to approve the procedures at the Group Plenaries before the elections take place.

3. Nomination Procedures

- 3.1 Nominations for each Group's Chair and Vice-Chair, and the FCT Chair, will be open until the start of the elections, allowing for nominations from the floor.
- 3.2 Nominations made before 6 September 2002 should be forwarded by email to the UN/ECE Secretariat, "Virginia Cram-Martos" <virginia.cram-martos@unece.org> The UN/ECE Secretariat will forward all nominations to the iFCT listserv on receipt. Any nominations after that date should be made at the start of the election. Candidates may nominate themselves and it will not be necessary to second nominations.
- 3.3 The iFCT will confirm with all candidates if they are willing to stand. Group candidates standing will be asked if they wish to stand:
 - only for the office of Chair;
 - only for the office of Vice Chair;
 - and, if failing to be elected Chair, also for the office of Vice-Chair.

In addition, the iFCT will consult those Group candidates who were not elected, as Chairs or Vice Chairs, before 17:00 on Monday, 9 September 2002, to see if they would wish to stand in the election for the office of FCT Chair.

- 3.4 The final list of candidates will be announced at the start of the elections in order to allow last minute nominations from the floor.

4. Voting Procedures

- 4.1 All registered participants at the UN/CEFACT Forum will be eligible to vote. Voting will be confidential. However, since all Group Chair/Vice-Chair elections will be held simultaneously, each participant must choose which Group's plenary to attend.
- 4.2 Voting will take place during the Group Plenaries on Monday 9 September starting at 14:00.

- 4.3 The election of the FCT Chair will take place during a special Forum plenary on Monday 9 September starting at 17:30.
- 4.4 There will be two separate votes per Group. The first for the Group Chair, followed by the second for the Vice-Chair. The FCT election will be a single vote.
- 4.5 The vote for the Group Vice-Chairs will take place immediately after the results of the election of Chairs are known.
- 4.6 In all elections the candidate elected will be the one with the most votes. In the event that the candidates receiving the most votes are tied, another election will take place between those candidates.
- 4.7 The UN/ECE secretariat will supervise the elections and will be responsible for counting the votes.

5. Obligations of Candidates

- 5.1 All positions are for a two (2) year term.
- 5.2 All elected Chairs and Vice Chairs will be expected to attend all Group meetings, which will be a minimum of two (2) Forum meetings per year. Groups may have one (1) or two (2) additional (interim) meetings per year.
- 5.3 The elected FCT Chair and all Group Chairs and Vice-Chairs will be members of the Forum Coordination Team (FCT) and will be expected to attend FCT meetings during the Forum. In addition, there may be interim FCT meetings.

The elected FCT and Group Chairs will be ex officio members of the UN/CEFACT Steering Group (CSG) and will be expected to attend CSG meetings and the UN/CEFACT annual Plenary. The CSG meets at least three (3) times a year, most meetings being held in Geneva. The UN/CEFACT Plenary is held once (1) per year in Geneva.
