



**Economic and Social
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**ECONOMIC COMMISSION FOR EUROPE
COMMITTEE FOR TRADE, INDUSTRY AND ENTERPRISE DEVELOPMENT**
Centre for Trade Facilitation and Electronic Business (UN/CEFACT)
Tenth session, 17 – 19 May 2004

PROVISIONAL AGENDA
starting on Monday, 17 May 2004 at 10:00

DOCUMENT FOR DECISION AND ACTION

DISCUSSION OF THE WORK - Reports and discussion on the work undertaken by the Centre will take place Monday – Wednesday 17 – 19 May 2004. The official session will open at 12:00 on Monday, following the BCF presentation described below.

BCF PRESENTATION – At the beginning of the day, on Monday morning 17 May, at 10:00, members of the CEFACT Steering Group will make a presentation on the Business Collaboration Framework to familiarize delegations with the work on technology-neutral, implementation-neutral electronic business standards.

DOCUMENTS – Documents for the tenth session will be distributed by mail and will also be posted on the web site (<http://www.unece.org/cefact/>). For economy reasons, delegations are requested to bring copies of the documents mentioned in the provisional agenda of the meeting. No documentation will be available in the conference room.

ACCESS TO THE PALAIS DES NATIONS - Security badges are required in order to enter the Palais. To obtain a badge, participants and delegates must register in advance. For details, see annexes I - II.

PROVISIONAL AGENDA AND TIMETABLE

17 – 19 May		Tenth session of UN/CEFACT	
Approximate Time	Agenda Items	Introduction	Documents
17 May 12.00 – 13.00	Welcoming address	Director of the Trade Division	
	Item 1 Adoption of the agenda	Chairman of UN/CEFACT	TRADE/CEFACT/2004/1
	Item 2 Confirmation of the report of the 9 th session of UN/CEFACT held 12 and 13 May 2003	Chairman	TRADE/CEFACT/2003/21
	Item 3 UN/CEFACT Steering Group (CSG) reports: Meeting Geneva, 15 May CSG Meeting Geneva, 22 – 25 July CSG Meeting Washington, 21 – 24 October CSG Meeting Geneva, 19 – 22 January Report of the CSG Chairman Summary document of the CSG Chairman	Chairman of the CSG	TRADE/CEFACT/2004/2 TRADE/CEFACT/2004/3 TRADE/CEFACT/2004/4 TRADE/CEFACT/2004/5 TRADE/CEFACT/2004/MISC.1 TRADE/CEFACT/2004/36
15.00 – 18.00	Item 4 Reports of UN/CEFACT Forum and Groups - Report of the Third UN/CEFACT Forum, Seoul, 15-19 September 2003 - Report of the Fourth UN/CEFACT Forum, Bonn 8 – 12 March 2004	Chairperson of the Forum Coordination Team	TRADE/CEFACT/2004/7 TRADE/CEFACT/2004/8
	Consolidated Mandates and Terms of Reference Applied Technologies Group (ATG) Information Content Group (ICG) Legal Group (LG) International Trade and Business Processes Group (TBG) Techniques and Methodologies Group (TMG)	Chairman of the CSG Secretariat	TRADE/CEFACT/2004/11 TRADE/CEFACT/2004/11/Add.1 TRADE/CEFACT/2004/11/Add.2 TRADE/CEFACT/2004/11/Add.3 TRADE/CEFACT/2004/11/Add.4
	Report of Applied Technologies Group (ATG) Report of Information Content Group (ICG) Report of Legal Group (LG) Report of International Trade and Business Processes Group (TBG) Report of Techniques and Methodologies Group (TMG)	Chair of TMG	TRADE/CEFACT/2004/11/Add.5
		Chair of ATG Chair of ICG Chair of LG Chair of TBG	TRADE/CEFACT/2004/12 TRADE/CEFACT/2004/13 TRADE/CEFACT/2004/14 TRADE/CEFACT/2004/15
		Chair of TMG	TRADE/CEFACT/2004/16
	Item 5 Recommendations, specifications and associated documents	Chairman	TRADE/CEFACT/2004/6

	<p>Item 6 UN/CEFACT Programme of work - Programme of work of Applied Technologies Group (ATG) - Programme of work of the Information Content Group (ICG) - Programme of work of the Legal Group (LG) - Programme of work of International Trade and Business Processes Group (TBG) - Programme of work of the Techniques and Methodologies Group (TMG)</p>	<p>Chair of ATG Chair of ICG Chair of LG Chair of TBG Chair of TMG</p>	<p>TRADE/CEFACT/2004/17 TRADE/CEFACT/2004/18 TRADE/CEFACT/2004/19 TRADE/CEFACT/2004/20 TRADE/CEFACT/2004/21</p>
	<p>Item 7 Report of the Policy Group Report on the Importance of Trade Facilitation Strengthening the Role of Trade Facilitation within UN/CEFACT UN/CEFACT Electronic Business Vision Secretariat Contribution to the Discussion on Strategic Directions and Electronic Business Vision</p>	<p>Chairman Chairman of the CSG Secretariat</p>	<p>TRADE/CEFACT/2004/29 TRADE/CEFACT/2004/30 TRADE/CEFACT/2004/34 TRADE/CEFACT/2004/9 TRADE/CEFACT/2004/10</p>
18 May 10.00 – 18.00	<p>Item 8 UN/CEFACT Intellectual Property Rights Policy Explanatory note on the IPR Policy</p>	<p>Legal Rapporteur</p>	<p>TRADE/CEFACT/2003/6/Rev.1 TRADE/CEFACT/2004/25</p>
	<p>Item 9 Management Structure Recommendations Mandate and Terms of Reference of UN/CEFACT Secretariat Contribution to the Discussion on Strategic Directions and Electronic Business Vision Secretariat Comments on the Management Structure, Mandate and Terms of Reference Transitional arrangements</p>	<p>Chairman</p>	<p>TRADE/CEFACT/2004/27 TRADE/R.650/Rev.3 TRADE/CEFACT/2004/10 TRADE/CEFACT/2004/37 TRADE/CEFACT/2004/28</p>
19 May 10.00 – 18.00	<p>Continuation of Item 9</p>		
	<p>Item 10 External Support Services Project Proposal</p>	<p>Chairman</p>	<p>TRADE/CEFACT/2004/26</p>
	<p>Item 11 Reports from UN/CEFACT Rapporteurs, and related matters Rapporteur for Asia Legal Rapporteur Rapporteur for Standards Liaison The Czech technical assistance project Capacity-Building and Technical Cooperation in Support of the Programme of Work of the CTIED</p>	<p>Rapporteur for Asia Legal Rapporteur Rapporteur for Standards Liaison The secretariat The secretariat</p>	<p>TRADE/CEFACT/2004/22 TRADE/CEFACT/2004/23 TRADE/CEFACT/2004/24 TRADE/2004/19</p>

	Item 12 Results of secretariat studies: UN/CEFACT Implementation Study UN/LOCODE Review UN/EDIFACT Review	Secretariat	TRADE/CEFACT/2004/31 TRADE/CEFACT/2004/32 TRADE/CEFACT/2004/33
	Item 13 Cooperation with other organizations	Standards Liaison Rapporteur and the secretariat	TRADE/CEFACT/2004/35
	Item 14 Election of the Vice Chairpersons and other officers Appointment of Rapporteurs	Chairman	
	Item 15 Review of decisions made	Chairman	

Introduction

1. The provisional agenda and time schedule for the tenth session of the United Nations Centre for Trade Facilitation and Electronic Business have been drawn up by the secretariat in consultation with the Chairman and the Steering Group on the basis of the decisions and programme of work adopted by the Centre at its ninth session.
2. On Monday morning 17 May, at 10:00, members of the CEFACT Steering Group will make a presentation on the Business Collaboration Framework to familiarize delegations with the work on technology-neutral, implementation-neutral electronic business standards, immediately followed by the opening of the formal session of the Centre at 12.00 hours.
3. The Centre will approve the decisions of the tenth session in the afternoon of Wednesday, 19 May.

ANNOTATIONS

Item 1 - Adoption of the agenda

Documents:

TRADE/CEFACT/2004/1 Agenda of the 10th UN/CEFACT session

4. In accordance with the UNECE rules of procedure, the first item on the provisional agenda is the adoption of the agenda.

Item 2 – Confirmation of the report of the 8th session of UN/CEFACT

Documents:

TRADE/CEFACT/2003/21 Report of the 9th session of UN/CEFACT

5. At the end of its ninth session, the Centre adopted the decisions made during the session. The draft report was circulated among the Heads of Delegation for intersessional approval and the Centre will now be asked to **endorse** the Report of its 9th session.

Item 3 – Reports of UN/CEFACT Steering Group

Documents:

TRADE/CEFACT/2004/2	CSG Report 15 May 2003
TRADE/CEFACT/2004/3	CSG Report 22 – 25 July 2003
TRADE/CEFACT/2004/4	CSG Report 21 – 24 October 2003
TRADE/CEFACT/2004/5	CSG Report 19 – 21 January 2004
TRADE/CEFACT/2004/MISC.1	Report of the CSG Chairman
TRADE/CEFACT/2004/36	Summary document of the CSG Chairman

6. The Chairman of the CSG will present the reports on the work undertaken by the Steering Group in the four sessions held since the 9th session in May 2003 (15 May 2003, 14 – 17 July 2003, 20 – 23 October 2003, and 19 – 22 January 2004) as well as his own report on the most recent developments and a summary document on the documentation regarding the structure of UN/CEFACT, its IPR policy and additional support services required.

Item 4 – Reports from the mandated groups and the UN/CEFACT Forum and other related matters

Documents:

TRADE/CEFACT/2004/7	Report of the 3 rd UN/CEFACT Forum
TRADE/CEFACT/2004/8	Report of the 4 th UN/CEFACT Forum
TRADE/CEFACT/2004/11	Consolidated Mandates and Terms of Reference of UN/CEFACT Groups
TRADE/CEFACT/2004/11/Add.1	Applied Technologies Group (ATG)
TRADE/CEFACT/2004/11/Add.2	Information Content Group (ICG)
TRADE/CEFACT/2004/11/Add.3	Legal Group (LG)
TRADE/CEFACT/2004/11/Add.4	International Trade and Business Processes Group (TBG)
TRADE/CEFACT/2004/11/Add.5	Techniques and Methodologies Group (TMG)
TRADE/CEFACT/2004/12	Report of the Applied Technologies Group (ATG)
TRADE/CEFACT/2004/13	Report of the Information Content Group (ICG)
TRADE/CEFACT/2004/14	Report of the Legal Group (LG)
TRADE/CEFACT/2004/15	Report of International Trade and Business Processes Group (TBG)
TRADE/CEFACT/2004/16	Report of the Techniques and Methodologies Group (TMG)

7. The Centre will have before it reports from the third UN/CEFACT Forum (Seoul, 15 – 19 September 2003) and the fourth UN/CEFACT Forum (Bonn, 8 – 12 March 2003) **for endorsing**.

8. The Centre will **adopt** the Terms of Reference of the Information Content Group (ICG) and will have available for noting the official versions, in all three languages of the Mandates and Terms of Reference for all of the other Groups (as approved at the 2003 session) as well as the reports on the work undertaken by the UN/CEFACT Groups.

Item 5 – Recommendations, specifications and associated documents

Documents:

TRADE/CEFACT/2004/6	Overview of UN/CEFACT outputs: UN/CEFACT Modeling Methodology (UMM) User Guide Core Component Technical Specifications ebXML Business Process Schema Specification (BPSS) V1.1 UN/LOCODE 2003-2 UN/LOCODE 2004-1 D.03A UN/EDIFACT directory D.03B UN/EDIFACT Directory
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9. The Plenary will receive a report (TRADE/CEFACT/2004/6) on the most important 2003 outputs from the Centre's work **for noting**. The relevant documents and databases can be found and downloaded from the UN/CEFACT website: www.unece.org/cefact

Item 6 – UN/CEFACT Programme of Work

Documents:

TRADE/CEFACT/2004/17	Programme of work of the Applied Technologies Group (ATG)
TRADE/CEFACT/2004/18	Programme of work of the Information Content Group (ICG)
TRADE/CEFACT/2004/19	Programme of work of the the Legal Group (LG)
TRADE/CEFACT/2004/20	Programme of work of the International Trade and Business Processes Group (TBG)
TRADE/CEFACT/2004/21	Programme of work of the Techniques and Methodologies Group (TMG)

10. The Centre will have before it the draft programmes of work of the Groups (TRADE/CEFACT/2004/17 through 21) **for endorsement**.

Item 7 – Results of the Policy Group

Documents:

TRADE/CEFACT/2004/29	Report of the Policy Group
TRADE/CEFACT/2004/30	Chairman's Report on the Importance of Trade Facilitation
TRADE/CEFACT/2004/34	Strengthening the Role of Trade Facilitation within UN/CEFACT
TRADE/CEFACT/2004/9	UN/CEFACT Electronic Business Vision
TRADE/CEFACT/2004/10	Secretariat Contribution to the Discussion on Strategic Directions and Electronic Business Vision

11. The Centre will have before it a report of the Chairman on the work undertaken by the Policy Group (TRADE/CEFACT/2004/29) **for information** and possible **decision-making** as well as a paper on the Importance of Trade Facilitation (TRADE/CEFACT/2004/30) and a note on the Strengthening of the Role of Trade Facilitation within UN/CEFACT (TRADE/CEFACT/2004/34).

12. The Steering Group has also prepared a draft Electronic Business Vision for UN/CEFACT **for endorsement** (TRADE/CEFACT/2004/9). The secretariat has prepared an input document **for discussion** on the strategic directions of UN/CEFACT as a contribution to discussions on the Strategic Directions and Electronic Business Vision (TRADE/CEFACT/2004/10).

Item 8 – Intellectual Property Rights

Document:

TRADE/CEFACT/2003/6/Rev.1	UN/CEFACT Intellectual Property Rights Policy
TRADE/CEFACT/2004/25	Explanatory note on the IPR Policy

13. The Centre will have before it a proposal for a UN/CEFACT Intellectual Property Right Policy **for discussion** and **possible decision-making**.

Item 9 – Organizational framework

Documents:

TRADE/CEFACT/2004/27	Management Structure Recommendations
TRADE/R.650/Rev.3	Mandate and Terms of Reference of UN/CEFACT
TRADE/CEFACT/2004/10	Secretariat Contribution to the Discussion on Strategic Directions and Electronic Business Vision
TRADE/CEFACT/2004/37	Secretariat Comments on the Management Structure, Mandate and Terms of Reference
TRADE/CEFACT/2004/28	Transitional arrangements

14. The Chairman will introduce the organizational changes that the CEFACT Steering Group is proposing in order to better meet the management requirements of the Centre as presented in document TRADE/CEFACT/2004/27, which is **for discussion**. The Centre will have before it, **for adoption**, the revised Mandate and Terms of Reference of UN/CEFACT (TRADE/R.650/Rev.3), which incorporates the management changes presented in document TRADE/CEFACT/2004/27. The secretariat will provide its views on the Management Structure, Mandate and Terms of Reference in document TRADE/CEFACT/2004/37.

15. Also **for adoption** is document TRADE/CEFACT/2004/28, a proposal for transitional arrangements to be made between the Plenary session and the full implementation of the proposals contained in TRADE/R.650/Rev.3.

16. The secretariat has prepared an input document on the strategic directions of UN/CEFACT as a contribution to discussions on the Organizational Framework and the Strategic Directions for UN/CEFACT (TRADE/CEFACT/2004/10) **for discussion**.

17. Additional informal documents may be issued **for information**.

Item 10 – External Support Services

Documents:

TRADE/CEFACT/2004/26 External Support Services Project Proposal

18. The Chairman of the Steering Group and the secretariat will report on the progress made in obtaining an External Support Service Provider to support the work of the UN/CEFACT Forum. The Centre will have before it a project proposal (TRADE/CEFACT/2004/26) **for discussion and possible decision-making**. Additional informal documents may be issued **for information**.

Item 11 – Reports from UN/CEFACT Rapporteurs and related matters

Documents:

TRADE/CEFACT/2004/22	Report of the Rapporteur for Asia
TRADE/CEFACT/2004/23	Report of the Standards Liaison Rapporteur
TRADE/CEFACT/2004/24	Report on the Czech Technical Assistance
TRADE/2004/19	Capacity-Building and Technical Cooperation in Support of the Programme of Work of the CTIED

19. The Centre will have before it, **for information and noting**, the reports of work undertaken by its Rapporteurs as well as the reports on technical assistance and implementation projects in Central and Eastern Europe and the Mediterranean region. The report of the Legal Rapporteur will be presented partly under item 6 and partly under item 9.

Item 12 – Results of secretariat studies

Documents:

TRADE/CEFACT/2004/31	UN/CEFACT UN/CEFACT Implementation Study
TRADE/CEFACT/2004/32	UN/LOCODE UN/LOCODE Review
TRADE/CEFACT/2004/33	UN/EDIFACT UN/EDIFACT Review

20. The Centre will have before it the results of the study on the level of implementation of UN/CEFACT recommendations in UNECE member States as well as reviews that the secretariat has undertaken on developments in UN/LOCODE and UN/EDIFACT **for noting**.

Item 13 – Cooperation with other organizations

Documents:

TRADE/CEFACT/2004/35 Report on cooperation with other international organizations

21. The Centre will have before it the report of the Standards Liaison Rapporteur on the work undertaken with the International Electro-technical Commission, the International organization for Standardization and the International Telecommunications Union under the MoU **for noting**.

Item 14 - Election of the Vice Chairpersons and other UN/CEFACT officers

22. UN/CEFACT will elect its Vice Chairpersons and other UN/CEFACT officers.

Item 15 – Review of decisions made at the 10th Plenary

23. UN/CEFACT will adopt the decisions made at the Plenary for inclusion into the final Report of the 10th session that will be approved in an intersessional process.



UNITED NATIONS OFFICE AT GENEVA

Annex I Conference Registration Form

Please Print

Title of the Conference _____ Date _____

Tenth Session of the United Nations Centre for Trade Facilitation and Electronic Busines (UN/CEFACT)

Organization or Agency

Participant

Mr. Family Name _____ First Name _____
 Mrs. _____
 Ms.

Participation Category

Head of Delegation <input type="checkbox"/>	Are you based in Geneva as a representative of your permanent mission ? YES NO (<i>delete non applicable</i>)	Observer Organization <input type="checkbox"/>
Delegation Member <input type="checkbox"/>		NGO (ECOSOC Accred.) <input type="checkbox"/>
Observer Country <input type="checkbox"/>		Other (Please Specify Below) <input type="checkbox"/>
...		
Participating From / Until		

Document Language Preference English French Russian

Official Occupation (in own country) _____ Passport or ID Number Valid Until _____

Official Telephone N°. Fax N°. E-mail Address

Permanent Official Address

Address in Geneva

Accompanied by Spouse Yes No

Family Name (Spouse) _____ First Name (Spouse) _____

<p>On Issue of ID Card</p> <p>Participant Signature</p> <p>Spouse Signature</p> <p>Date</p>	<p>Participant photograph if form is sent in advance of the conference date.</p> <p>Please PRINT your name on the reverse side of the photograph</p>	<p>Spouse photograph if form is sent in advance of the conference date.</p> <p>Please PRINT your name on the reverse side of the photograph</p>	<p>Security Use Only</p> <p>Card N°. Issued</p> <p>Initials, UN Official</p>
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Annex II Security Identification Section

Open 08h00 – 17h00 non stop

