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ORGANIZATIONAL MATTERS

Procedures for projects for developing standards and recommendations
that are joint projects or are supported by extrabudgetary or in-kind contributions

Note by the secretariat

1. The Bureau of the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) and the secretariat of the United Nations Economic Commission for Europe (UNECE) have developed these procedures in order to ensure:
 - (a) Coherence between projects (that are undertaken jointly with other organizations or are supported with extrabudgetary funding) and the programme of work and priorities of UN/CEFACT;
 - (b) The availability and allocation of adequate resources for the management and implementation of projects;
 - (c) Transparency and an adequate and timely exchange of information between all parties involved.

2. The procedure is as follows:

- (a) A donor wishing to provide project funding or contributions in kind or an organization wishing to undertake a joint project (hereafter referred to as the “Submitting Organization”) should inform the Director of the UNECE Trade Division of its intention with a copy to the Chairman of UN/CEFACT. The secretariat will acknowledge the letter of intent with a copy to the designated UN/CEFACT Head of Delegation, if appropriate.
- (b) The secretariat will circulate a project proposal from the submitting organization to the Bureau and the FMG for review and comments and will inform the Submitting Organization.
- (c) A small Steering Group composed of representatives from the Submitting Organization, the Bureau, the FMG, the secretariat and the UN/CEFACT working group in question will be established. Taking into account the principles outlined at the beginning of this paper, they will finalize a detailed proposal (based on the proposal mentioned in para. 2) for the management of the UN/CEFACT deliverables within the project, which will include: terms of reference, a project plan, a proposal for a project team and the management of the project as well as reporting mechanisms.
- (d) The secretariat will send the detailed project proposal for final comments and approval to the Submitting Organization.
- (e) The project will be submitted to the UNECE Executive Committee in accordance with the UNECE work plan for reform.
- (f) Any funds raised for UN/CEFACT¹ will be placed in a United Nations Trust Fund. The United Nations financial regulations and rules will be applied, including for all tendering and contracting.
- (g) There will be four key people involved in the management of the project by UN/CEFACT:
 - (i) A representative of the Submitting Organization;
 - (ii) A Project Leader, for the substantive management of the project;
 - (iii) A UNECE representative who is part of the Steering Group and responsible for financial and administrative management of the project and reporting within the United Nations and to the donor in the case where the project is being supported by a United Nations Trust Fund;
 - (iv) A Bureau Focal Point.
- (h) The Project Leader reports to the Steering Group.

¹ Any funds collected in the name of the United Nations or one of its bodies or to support their activities must be placed in a United Nations Trust Fund under United Nations management.