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

Mandates and Terms of Reference of the Advisory Group on the United Nations Code for Trade and Transport Locations (UN/LOCODE)

Summary

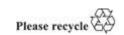
At the United Nations Code for Trade and Transport Locations (UN/LOCODE) Conference in April 2015, a request was made for the establishment of a UN/LOCODE "advisory group" to advise and support the UNECE Secretariat and UN/CEFACT in the maintenance and further development of UN/LOCODE.

This document details the objectives and activities of the "advisory group", along with its composition, membership and participation in its meetings, and its reporting requirements.

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I. Background

1. During the United Nations Code for Trade and Transport Locations (UN/LOCODE) Conference held on 24 April 2015 a request was made for the establishment of a UN/LOCODE "advisory group" with membership from key stakeholders. The Group will advise and support the UNECE Secretariat and UN/CEFACT in the maintenance and further development of UN/LOCODE.

II. Objectives and activities

- 2. The purpose of the Advisory Group is to ensure the maintenance and development of UN/LOCODE in a sustainable way and, specifically, to contribute to the objectives of:
 - (a) Reengineering the UN/LOCODE system, based upon a study to be carried out on UN/LOCODE business requirement specifications;
 - (b) Maintaining the UN/LOCODE workflow;
 - (c) Consulting on UN/LOCODE maintenance and development issues;
 - (d) Developing training materials and newsletters; and
 - (e) Undertaking training events on UN/LOCODE.
- 3. To achieve these objectives, the Advisory Group will:
 - (a) Monitor new business needs on locations used in international trade and transport and new technology;
 - (b) Support dialogue with key external stakeholders;
 - (c) Further enhance the UN/LOCODE Focal Point Network;
 - (d) Provide advice and expertise on maintenance and development issues;
 - (e) Propose and maintain UN/LOCODE maintenance procedures and policies; and
 - (f) Provide support to activities/projects related to UN/LOCODE, especially reengineering the UN/LOCODE registration and production systems using the latest technologies.

III. Composition, its membership and participation in its meetings

- 4. The Advisory Group will be composed of experts with the collective expertise to address the specific tasks defined for it and should be drawn from:
 - (a) Governmental institutions;
 - (b) Business;
 - (c) Civil society;
 - (d) Consumer organizations; and
 - (e) International organizations.
- 5. Participation in the Advisory Group will be on a voluntary basis. All members of the Group must register as experts of UN/CEFACT, in accordance with relevant procedures.

- 6. The Chair of the Advisory Group will be recommended by the UN/CEFACT Bureau, and his/her nomination will be endorsed by the UNECE Secretariat.
- 7. The Advisory Group will meet virtually at least once every two months and face-to-face during the UN/LOCODE Conferences. The UN/LOCODE Conference should be preferably organised in conjunction with the UN/CEFACT Forum.
- 8. The UNECE Secretariat provides necessary support to the Advisory Group within available resources.

IV. Reporting

9. The Advisory Group will report to the UN/CEFACT Plenary on an annual basis and will further report to the Bureau, on an intersessional basis, as necessary.