

UNECE

Summary of UNECE Trade Facilitation Recommendations

2019 revised edition



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



UNITED NATIONS

UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE

United Nations Centre for Trade Facilitation and Electronic Business

**Summary of UNECE
Trade Facilitation Recommendations
2019 revised edition**



UNITED NATIONS

Geneva, 2020

© 2020 United Nations

This work is available open access by complying with the Creative Commons license created for inter-governmental organizations, available at: <http://creativecommons.org/licenses/by/3.0/igo/>

Publishers must remove the UN emblem from their edition and create a new cover design. Translations must bear the following disclaimer: “The present work is an unofficial translation for which the publisher accepts full responsibility.” Publishers should email the file of their edition to permissions@un.org

Photocopies and reproductions of excerpts are allowed with proper credits.

The designations employed and the presentation of the material in this publication do not imply the expression of any opinion whatsoever on the part of the Secretariat of the United Nations concerning the legal status of any country, territory, city or area, or of its authorities, or concerning the delimitation of its frontiers or boundaries.

United Nation publication issued by the United Nations Economic Commission for Europe.

ECE/TRADE/442/Rev.1

eISBN 978-92-1-004777-7

Foreword

Within the United Nations Economic Commission for Europe (UNECE), the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT) has developed a series of some 30 recommendations and standards that are used worldwide to simplify, standardize and harmonize trade procedures and information flows. Many of these are now international standards of the International Organization for Standardization (ISO).

This revised publication provides an updated summary on the status and availability of these trade facilitation recommendations, and will serve as a useful reference document for both governments and traders. This year's publication includes summaries for Recommendation No. 37 (Single Submission Portal) and Recommendation No. 43 (Sustainable Procurement). As such, I am confident in the utility of the recommendations in furthering UNECE's mission to improve the global trade community's ability to exchange products and services effectively.



Olga Algayerova
Executive Secretary

United Nations Economic Commission for Europe

Abstract

Indented to be used as a reference by those engaged in simplifying, harmonizing and rationalising trade procedures and practices. The Recommendations are the most important output of the UN/CEFACT activities. They are constantly updated and distributed at UN meetings and workshops as well as public events.

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

Simple, Transparent and Effective Processes for Global Commerce

UN/CEFACT's mission is to improve the ability of business, trade and administrative organizations, from developed, developing and transitional economies, to exchange products and relevant services effectively. Its principal focus is on facilitating national and international transactions, through the simplification and harmonization of processes, procedures and information flows, and so contribute to the growth of global commerce.

Participation in UN/CEFACT is open to experts from United Nations Member States, Intergovernmental Organizations and Non-Governmental Organizations recognised by the United Nations Economic and Social Council (ECOSOC). Through this participation of government and business representatives from around the world, UN/CEFACT has developed a range of trade facilitation and e-business standards, recommendations and tools that are approved within a broad intergovernmental process and implemented globally.

www.unece.org/cefact

CONTENTS

Foreword.....	vi
Introduction	1
RECOMMENDATIONS	3
N° 1 United Nations Layout Key for Trade Documents.....	4
Addendum to United Nations Layout Key for Trade Documents	4
Informative Annex: Guidelines for Application.....	4
N° 2 Location of Codes in Trade Documents.....	5
N° 3 ISO Country Code: Code for Representation of Names of Countries	5
N° 4 National Trade Facilitation Organs: Arrangements at the National Level to Coordinate	
Work on Facilitation of Trade Procedures	5
Guidelines to N° 4: National Trade Facilitation Bodies.....	6
N° 5 Abbreviations of INCOTERMS: Alphabetic Code 2000	6
N° 6 Aligned Invoice Layout Key for International Trade	6
N° 7 Numerical Representation of Dates, Time and Periods of Time.....	7
N° 8 Unique Identification Code Methodology-UNIC	7
N° 9 Alphabetic Code for the Representation of Currencies.....	7
N° 10 Codes for the Identification of Ships	7
N° 11 Documentary Aspects of the International Transport of Dangerous Goods	8
N° 12 Measures to Facilitate Maritime Transport Documents Procedures	8
N° 13 Facilitation of Identified Legal Problems in Import Clearance Procedures	8
N° 14 Authentication of Trade Documents by Means Other Than Signature	9
Addendum to N° 14 Repository of Legally Enabling Environments	9
N° 15 Simpler Shipping Marks	9
N° 16 UN/LOCODE: Code for Trade and Transport Locations.....	9
N° 17 PAYTERMS: Abbreviations for Terms of Payment.....	10
N° 18 Facilitation Measures Related to International Trade Procedures	10
N° 19 Codes for Modes of Transport	10
N° 20 Codes for Units of Measure Used in International Trade.....	11
N° 20 Annexes I – III: Units of Measure: Annexes with Code Lists	11
N° 21 Codes for Types of Cargo, Packages and Packaging Materials	11
Annexes Annexes V and VI:.....	11

N° 22 Layout Key for Standard Consignment Instructions.....	12
N° 23 Freight Cost Code-FCC: Harmonization of the Description of Freight Costs and Other Charges Code List	12
N° 24 Trade and Transport Status Codes.....	13
N° 25 Use of the United Nations Electronic Data Interchange for Administration, Commerce and Transport (UN/EDIFACT).....	13
N° 26 Commercial Use of Interchange Agreements for Electronic Data Interchange (EDI).....	13
N° 27 Pre-shipment Inspection	14
N° 28 Codes for Types of Means of Transport	14
N° 31 Electronic Commerce Agreement	15
N° 32 E-Commerce Self-Regulatory Instruments (Codes of Conduct).....	15
N° 33 Recommendation and Guidelines on Establishing a Single Window	15
N° 34 Data Simplification and Standardization for International Trade.....	15
N° 35 Establishing a Legal Framework for International Trade Single Window	16
N° 36 Single Window Interoperability.....	16
N° 37 Single Submission Portals (SSPs).....	16
N° 38-39 - under development	17
N°40 Consultation Approaches Best Practices in Trade and Government Consultation on Trade Facilitation Matters	17
N°41 Public-Private Partnerships in Trade Facilitation	17
N°42 Trade and Transport Facilitation Monitoring Mechanism.....	18
N°43 Sustainable Procurement.....	18

LIST OF ABBREVIATIONS

EDI	Electronic Data Interchange
FIATA	International Federation of Freight Forwarders Associations
IMO	International Maritime Organization
ISO	International Organization for Standardization
PSI	Pre-shipment Inspection
SAD	Single Administrative Document
UN	United Nations
UN/CEFACT	United Nations Centre for Trade Facilitation and Electronic Business
UNCTAD	United Nations Conference on Trade and Development
UN/EDIFACT	United Nations Electronic Data Interchange for Administration, Commerce and Transport
WCO	World Customs Organization

Introduction

Over the past 40 years, the United Nations Economic Commission for Europe (UNECE) has developed and maintained a series of recommendations and standards for international trade.

These reflect best practices in trade procedures and data and documentary requirements. They are used worldwide to simplify and harmonize international trade procedures and information flows. The International Organization for Standardization (ISO) has adopted many of them as international standards.

Recommendation 1, for instance, the United Nations Layout Key for Trade Documents, is now the international standard for international trade documents. It is the basis for many key trade documents such as the European Union's Single Administrative Document (SAD). Other examples of its application include:

- Freight Forwarding Instruction
 - FIATA (International Federation of Freight Forwarders' Associations)
- Dangerous Goods Declaration
 - UNECE (United Nations Economic Commission for Europe)
- Goods Declaration for Export (revised Kyoto Convention)
 - WCO (World Customs Organization)

Another example, Recommendation 25, the UN/EDIFACT¹ Standard, is the international standard for Electronic Data Interchange. It is used throughout the commercial and administrative world. Complementing this Standard are a variety of recommendations on codes for use in international trade, such as:

- Code for Trade and Transport Locations (Recommendation 16)
- Codes for Modes of Transport (Recommendation 19)
- Code for Representation of Names of Countries (Recommendation 3).

The recommendations also cover more general aspects of trade facilitation implementation, such as:

- Recommendation 4 on National Trade Facilitation Organs outlines an approach to setting up a consultative mechanism between trade and government for implementing trade facilitation measures and instruments
- Recommendation 18 on Facilitation Measures related to International Trade Procedures proposes a series of measures that could be taken by Governments and business for the facilitation of trade transactions.

Among the latest suite of recommendations, Recommendations 33, 34, 35 and 36, offer guidelines on establishing and implementing a "Single Window"² facility. Setting up Single Windows is one of the new approaches to trade facilitation that can provide extensive benefits to both Governments and trade.

This publication provides the following information on each recommendation:

¹ United Nations /Electronic Data Interchange for Administration, Commerce and Transport.

² A Single Window is defined as a facility that allows parties involved in trade and transport to lodge standardized information and documents with a single entry point to fulfil all import, export, and transit-related regulatory requirements. "Recommendation and Guidelines on Establishing a Single Window to Enhance the Efficient Exchange of Information between Trade and Government" (Recommendation 33).

- Brief description
- Equivalent ISO standard number (where appropriate)
- Current status, indicating whether the recommendation is under development, approved or under revision
- Dates and publication numbers of documents containing the first approved and last revised versions of the recommendation
- Indication and publication numbers of the French and Russian editions

The full versions of these recommendations, along with their associated guidelines and code lists, are available free of charge at: [http://www.unece.org/cefact/](http://www.unece.org/cefact)

The application of these standards and recommendations by individual countries can vary considerably. It will depend on their unique conditions, needs and priorities, as well as on their resources. However, regardless of how they are applied, the standards should create a solid basis for successful international trading.

We encourage all countries to use and apply the standards and recommendations when adopting trade facilitation measures. We also invite them to participate actively with UN/CEFACT in developing such recommendations.

For further information, please contact the UNECE secretariat at uncefact@unece.org.

RECOMMENDATIONS

Recommendation Number		Recommendation N° 1	Addendum to Recommendation N° 1	Informative Annex to Recommendation N° 1
Title		United Nations Layout Key for Trade Documents	United Nations Layout Key for Trade Documents	United Nations Layout Key for Trade Documents: Guidelines for Application
ISO Document Number (if applicable)		ISO DP 6422		
Description		Provides an international basis for the standardization of documents used in international trade and transport, including the visual representation of such documents. The United Nations Layout Key is intended particularly to serve as a basis for designing aligned series of forms employing a master document in a reprographic one run method of document preparation. It can also be used to design screen layouts for the visual display of electronic documents.	The Addendum recommends the use of the United Nations Layout Key "as the basis for the designing of all relevant documents and to apply the Guidelines".	The Informative Annex contains the Guidelines for the application of the United Nations Layout Key, when designing new forms for trade documents. It also includes illustrations of aligned forms, which can be used as templates for adaptation for national or sector requirements. Part V of the Informative Annex describes sectors and specialized areas of application.
Current Status		Approved	Approved	Approved
First approved	Date	1973	March 2001	1984
	Publication N°	ME/TTD/73/D1	TRADE/CEFACT/2001/15	TRADE/WP.4/INF.93
Last Revision approved	Date	April 2017	_____	March 2002 (2 nd Edition)
	Publication N°	ECE/TRADE/432	_____	ECE/TRADE/270
French Edition	Date	April 2017	March 2001	March 2002
	Publication N°	ECE/TRADE/432	TRADE/CEFACT/2001/15	ECE/TRADE/270
Russian Edition	Date	April 2017	March 2001	March 2002
	Publication N°	ECE/TRADE/432	TRADE/CEFACT/2001/15	ECE/TRADE/270

Recommendation Number		Recommendation N° 2	Recommendation N° 3	Recommendation N° 4
Title		Location of Codes in Trade Documents	ISO Country Code: Code for Representation of Names of Countries	National Trade Facilitation Organs: Arrangements at the National Level to Coordinate Work on Facilitation of Trade Procedures
ISO Document Number (if applicable)		ISO 8440	ISO 3166-1	
Description		The text of this Recommendation was incorporated into Recommendation N° 1 in 1979. It recommends the locations for information codes in trade documents to indicate where to find information about the goods. Because Recommendation N° 2 does not exist anymore as an independent recommendation, it is included here only for completeness and information.	Known as the "ISO ALPHA-2 Country Code," it is intended for use in representing the names of countries, dependencies, and other areas of special geopolitical interest for purposes of international trade whenever there is a need for a coded alphabetical designation. This code is maintained by ISO.	Recommends that Governments establish and support national trade facilitation bodies with balanced private and public sector participation in order to: a) identify issues affecting the cost and efficiency of their country's international trade; b) develop measures to reduce the cost and improve the efficiency of international trade; c) assist in the implementation of those measures; d) provide a national focal point for the collection and dissemination of information on best practices in international trade facilitation; and e) participate in international efforts to improve trade facilitation and efficiency.
Current Status		Merged with Recommendation 1	Approved	Approved
First approved	Date	June 1973	October 1974	October 1974
	Publication N°	ME/TTD/73/D.2 (original document)	TD/B/ASTF/INF.32	TD/B/ASTF/INF.33
Last Revision approved	Date	_____	January 1996 (3 rd Edition)	December 2015 (3 rd Edition)
	Publication N°	_____	ECE/TRADE/201	ECE/TRADE/425
French Edition	Date	_____	January 1996	December 2015
	Publication N°	_____	ECE/TRADE/201	ECE/TRADE/425
Russian Edition	Date	_____	January 1996	December 2015
	Publication N°	_____	ECE/TRADE/201	ECE/TRADE/425

Recommendation Number		Guidelines to Recommendation N° 4	Recommendation N° 5	Recommendation N° 6	Annex to Recommendation N° 6
Title		National Trade Facilitation Bodies	Abbreviations of INCOTERMS: Alphabetic Code for INCOTERMS 2000	Aligned Invoice Layout Key For International Trade	Aligned Invoice Layout Key for International Trade
ISO Document Number (if applicable)					
Description		These Guidelines provide detailed information about the purposes, membership, organization, responsibilities and work programme of a National Trade and Transport Facilitation Committee (NTTFC).	Recommends the use of agreed abbreviations for the International Chamber of Commerce's (ICC) trade terms, known as INCOTERMS, for acceptance and use by Governments and international organizations whenever these terms are used in abbreviated form, including in electronic data transmission and processing. INCOTERMS were originally proposed by the UNECE in the 1970's and then were transferred to the ICC.	Applies to the design of commercial invoices for international trade in goods. The layout key can also be used as a basis for designing invoices for other uses. Invoices based on this Recommendation are intended, to the extent possible, to present the required data in such a way that the invoice could complement or in certain cases replace existing documents (e.g. Customs invoices, consular invoices, declarations of origin, etc.)	In order to accommodate e-invoicing, an annex to Recommendation 6 was first released in 2008, and further revised in 2011.
Current Status		Approved	Approved	Approved	Approved
First approved	Date	March 2000	October 1974	September 1975	July 2008
	Publication N°	ECE/TRADE/256	ECE/TRADE/WP.4/115/Annex I	ECE/TRADE/WP.4/R.14	ECE/TRADE/C/CEFACT/2008/5
Last Revision approved	Date	_____	May 2011 (5 th Edition)	September 1983 (2 nd Edition)	February 2011 (2 nd Edition)
	Publication N°	_____	ECE/TRADE/C/CEFACT/2011/5	ECE/TRADE/148	ECE/TRADE/C/CEFACT/2010/8/Rev.1
French Edition	Date	May 2000	May 2011	September 1983	February 2011
	Publication N°	ECE/TRADE/256	ECE/TRADE/C/CEFACT/2011/5	ECE/TRADE/148	ECE/TRADE/C/CEFACT/2010/8/Rev.1
Russian Edition	Date	May 2000	May 2011	September 1983	February 2011
	Publication N°	ECE/TRADE/256	ECE/TRADE/C/CEFACT/2011/5	ECE/TRADE/148	ECE/TRADE/C/CEFACT/2010/8/Rev.1

Recommendation Number		Recommendation N° 7	Recommendation N° 8	Recommendation N° 9	Recommendation N° 10
Title		Numerical Representation of Dates, Time and Periods of Time	Unique Identification Code Methodology-UNIC	Alphabetic Code for the Representation of Currencies	Codes for the Identification of Ships
ISO Document Number (if applicable)				ISO 4217	
Description		Establishes a method for a standardized and unambiguous all-numerical designation of a given: date, time of day and length of time. It applies to all cases when this information is presented in numerical form but not when it is part of a plain language text.	Originally entitled "Common Access Reference", this recommendation provides a unique reference number for each international trade transaction linking goods with documents and replacing other references, where feasible, with this unique identification code.	Encourages the use of the three-letter alphabetic codes of the International Standard ISO 4217, "Codes for the representation of currencies and funds," for application in international trade and their use in commercial transactions when currencies are expressed in coded or abbreviated form. The code is designed to be equally suitable for automated or manual applications. This code is maintained by ISO.	Recommends that participants in international trade, including ship owners, port authorities and other parties involved in maritime transport of goods, use the International Maritime Organization's Ship Identification Number Scheme for the unique identification of ships; and recommends to use only the final seven characters of the IMO number in automated applications.
Current Status		Approved	Approved	Approved	Approved
First approved	Date	September 1975	February 1978	February 1978	February 1978
	Publication N°	ECE/TRADE/WP.4/R.21	TD/B/FAL/INF.50	TD/B/FAL/INF.51	TD/B/FAL/INF.52
Last Revision approved	Date	October 1988 (2 nd Edition)	January 1992 (2 nd Edition)	January 1996 (2 nd Edition)	March 1997 (2 nd Edition)
	Publication N°	TD/B/FAL/INF.108	ECE/TRADE/WP.4/INF.119	ECE/TRADE/203	TRADE/WP.4/R.1274
French Edition	Date	October 1988	January 1992	January 1996	March 1997
	Publication N°	TD/B/FAL/INF.108	ECE/TRADE/WP.4/INF.119	ECE/TRADE/203	TRADE/WP.4/R.1274
Russian Edition	Date	October 1988	_____	January 1996	March 1997
	Publication N°	TD/B/FAL/INF.108	_____	ECE/TRADE/203	TRADE/WP.4/R.1274

Recommendation Number		Recommendation N° 11	Recommendation N° 12	Recommendation N° 13
Title		Documentary Aspects of the International Transport of Dangerous Goods	Measures to Facilitate Maritime Transport Documents Procedures	Facilitation of Identified Legal Problems in Import Clearance Procedures
ISO Document Number (if applicable)				
Description		Sets forth actions to harmonize information requirements and to simplify documentary procedures for the transport of dangerous goods in order to decrease complexity and increase accuracy and efficiency.	Aims at the simplification, rationalization and harmonization of procedures and documents used to evidence the contract of carriage in maritime transport. It encourages the use of sea waybills or other non-negotiable transport documents instead of negotiable transport documents, such as bills of lading. This should facilitate the introduction of electronic data interchange.	Proposes solutions to various legal problems related to import clearance procedures.
Current Status		Approved	Approved	Approved
First approved	Date	February 1978	March 1979	March 1979
	Publication N°	TD/B/FAL/INF.53	TD/B/FAL/INF.61	TD/B/FAL/INF.62
Last Revision approved	Date	July 2008 (3rd Edition)	April 2011 (3 rd Edition)	_____
	Publication N°	ECE/TRADE/C/CEFACT/2008/8	ECE/TRADE/C/CEFACT/2011/4	_____
French Edition	Date	July 2008	April 2011	_____
	Publication N°	ECE/TRADE/ C/CEFACT/2008/8	ECE/TRADE/C/CEFACT/2011/4	_____
Russian Edition	Date	July 2008	April 2011	_____
	Publication N°	ECE/TRADE/ C/CEFACT/2008/8	ECE/TRADE/C/CEFACT/2011/4	_____

Recommendation Number		Recommendation N° 14	Addendum to Recommendation N° 14	Recommendation N° 15	Recommendation N° 16
Title		Authentication of Trade Documents	Repository of Legally Enabling Environments	Simpler Shipping Marks	UN/LOCODE: Code for Trade and Transport Locations
ISO Document Number (if applicable)					
Description		Seeks to encourage the use of electronic data transfer in international trade by recommending that Governments review national and international requirements for signatures on international trade documents, in order to eliminate the requirement for paper documents by meeting the requirement for signatures through authentication methods or guarantees, which can be electronically transmitted. In 2014, the title of the Recommendation was changed from the original "Authentication of Trade Documents by Means Other Than Signature."	In 2014, the Repository of Legally Enabling Environments was added to Recommendation 14. It contains submissions from 7 countries.	Describes a simple and standardized approach to identify cargo in order to reduce costs, mistakes, confusion and shipment delays. The Standard Shipping Mark established in this Recommendation should be used for marking on packages moved internationally by all modes of transport, for reproduction in related documents and for data elements in trade related information technology applications.	Recommends a five-letter alphabetic code for abbreviating names of locations such as ports, airports, inland freight terminals, and other locations where Customs clearance of goods can take place, and whose names need to be represented unambiguously in data interchange. The UN/LOCODE's code list is updated twice a year and it currently contains over 40,000 location codes.
Current Status		Approved	Approved	Approved	Approved
First approved	Date	March 1979	January 2014	September 1979	September 1980
	Publication N°	TD/B/FAL/INF.63	ECE/TRADE/C/CEFACT/2014/6/Add.1	TD/B/FAL/INF.65	RD/B/FAL/INF.66
Last Revision approved	Date	January 2014 (2 nd Edition)	—	November 1999 (4 th Edition)	December 1998 (3 rd Edition)
	Publication N°	ECE/TRADE/C/CEFACT/2014/6	—	ECE/TRADE/243	ECE/TRADE/227
French Edition	Date	January 2014	January 2014	November 1999	December 1998
	Publication N°	ECE/TRADE/C/CEFACT/2014/6	ECE/TRADE/C/CEFACT/2014/6/Add.1	ECE/TRADE/243	ECE/TRADE/227
Russian Edition	Date	January 2014	January 2014	November 1999	December 1998
	Publication N°	ECE/TRADE/C/CEFACT/2014/6	ECE/TRADE/C/CEFACT/2014/6/Add.1	ECE/TRADE/243	ECE/TRADE/227

Recommendation Number		Recommendation N° 17	Recommendation N° 18	Recommendation N° 19
Title		PAYTERMS: Abbreviations for Terms of Payment	Facilitation Measures Related to International Trade Procedures	Codes for Modes of Transport
ISO Document Number (if applicable)				
Description		Provides abbreviations to certain terms of payment, referred to as "PAYTERMS", for use in international trade transactions as appropriate. The "PAYTERMS" apply to commercial transactions relating to the provision of goods and/or services.	Outlines measures related to the movement of goods, grouped according to the phases of an international trade transaction, which on their own would not justify an independent formal recommendation, but which Governments should consider implementing. Each section describes the application area, outlines the procedures and describes the particular problems for which facilitation measures are provided.	Establishes a one-digit numerical code for representing transport modes and provides for a second digit for subdivisions, which might be required. This Recommendation applies to all cases where the mode of transport is represented in coded form in international trade documents and where a simple code structure suffices.
Current Status		Approved	Approved	Approved
First approved	Date	March 1982	September 1980	March 1981
	Publication N°	ECE/TRADE/142	ECE/TRADE/141	ECE/TRADE/138
Last Revision approved	Date	_____	March 2001 (3 rd Revised Edition)	January 2001 (2 nd Edition)
	Publication N°	_____	ECE/TRADE/271	TRADE/CEFACT/2001/19
French Edition	Date	_____	May 2001	January 2001
	Publication N°	_____	ECE/TRADE/271	TRADE/CEFACT/2001/19
Russian Edition	Date	March 1982	May 2001	January 2001
	Publication N°	ECE/TRADE/227	ECE/TRADE/271	TRADE/CEFACT/2001/19

Recommendation Number		Recommendation N° 20	Recommendation N° 20 Annexes I – III	Recommendation N° 21	Recommendation N° 21 Annexes V and VI
Title		Codes for Units of Measure Used in International Trade	Units of Measure: Annexes with Code Lists	Codes for Types of Cargo, Packages and Packaging Materials	Coded Representations of Package Type Names Used in International Trade
ISO Document Number (if applicable)		ISO 1000			
Description		Provides three character alphabetic and alphanumeric codes for representing units of measurement for length, area, volume/capacity, mass (weight), time, and other quantities used in international trade. The codes are intended for use in manual and/or automated systems for the exchange of information between participants in international trade.	Facilitates use of Recommendation 20. The code list is presented in three separate annexes: Annex I – Code elements listed by quantity category; Annex II – Code elements listed by unit of measure name; and Annex III – Code elements listed by common code.	Presents coded representations for the package type names used in international trade. The codes are intended for use in manual and/or automated systems for the exchange of information between participants in international trade.	Contains the code lists associated with Recommendation 21.
Current Status		Approved	Approved	Approved	Approved
First approved	Date	March 1985	March 1985	March 1986	March 1986
	Publication N°	ECE/TRADE/151	ECE/TRADE/151	ECE/TRADE/158	ECE/TRADE/158
Last Revision approved	Date	September 2010 (Revision 7)	2014 (Revision 9)	December 2010 (Revision 8.1)	2012 (Revision 9 (code list))
	Publication N°	ECE/TRADE/C/CEFACT/2010/9	_____	ECE/TRADE/C/CEFACT/2010/10	_____
French Edition	Date	September 2010	_____	December 2010 (Revision 8.1)	_____
	Publication N°	ECE/TRADE/C/CEFACT/2010/9	_____	ECE/TRADE/C/CEFACT/2010/10	_____
Russian Edition	Date	September 2010	_____	December 2010 (Revision 8.1)	_____
	Publication N°	ECE/TRADE/C/CEFACT/2010/9	_____	ECE/TRADE/C/CEFACT/2010/10	_____

Recommendation Number		Recommendation N° 22	Recommendation N° 23	Recommendation N° 23
Title		Layout Key for Standard Consignment Instructions	Freight Cost Code-FCC; Harmonization of the Description of Freight Costs and other Charges	Freight Cost Code-FCC; Harmonization of the Description of Freight Costs and other Charges: Code List
ISO Document Number (if applicable)				
Description		Presents a layout key, based on the United Nations Layout Key for Trade Documents, for the design of Standard Consignment Instructions intended to convey instructions from either a seller/consignor or a buyer/consignee to a freight forwarder, carrier or his agent, or other provider of service, enabling the movement of goods and associated activities.	Provides a naming system to be used to establish harmonized descriptions of freight costs and other charges related to the international movement of goods. It also specifies an unambiguous coded representation of those descriptions. It applies in all cases where descriptions of freight costs and other charges must be stated in plain language or in coded form in trade data interchange in paper documents or electronically.	
Current Status		Approved	Approved	Approved
First approved	Date	March 1989	March 1990	March 1990
	Publication N°	ECE/TRADE/168	ECE/TRADE/170	ECE/TRADE/170
Last Revision approved	Date	_____	April 2011 (Revision 8)	2012 (Revision 9)
	Publication N°	_____	ECE/TRADE/C/CEFACT/2011/6	_____
French Edition	Date	_____	April 2011 (Revision 8)	_____
	Publication N°	_____	ECE/TRADE/C/CEFACT/2011/6	_____
Russian Edition	Date	_____	April 2011 (Revision 8)	_____
	Publication N°	_____	ECE/TRADE/C/CEFACT/2011/6	_____

Recommendation Number		Recommendation N° 24	Recommendation N° 25	Recommendation N° 26
Title		Trade and Transport Status Codes	Use of the United Nations Electronic Data Interchange for Administration, Commerce and Transport (UN/EDIFACT)	Commercial Use of Interchange Agreements for Electronic Data Interchange (EDI)
ISO Document Number (if applicable)			ISO 9735	
Description		Provides Transport Status Codes to satisfy requirements for exchanging coded information about the status of consignments, goods or means of transport at a certain time or place in the transport chain. Representation of Transport Status Codes can be given in plain language or in coded form. The codes provided for in the Recommendation are for use in manual and/or automated systems of information exchange in international trade.	Supports coordinated action by Governments to promote UN/EDIFACT as the single international standard for Electronic Data Interchange (EDI) between public administrations and private companies in all economic sectors worldwide. Over 200 UN/EDIFACT messages are available for the exchange of data and are updated twice a year. The UN/EDIFACT syntax is ISO-9735 Parts 1-10.	Promotes use of interchange agreements between commercial parties using Electronic Data Interchange (EDI) in connection with international commercial transactions. It includes a Model Interchange Agreement for international use. Designed for bilateral agreements between two trading partners, the Model Interchange Agreement can be implemented in multilateral relationships.
Current Status		Approved	Approved	Approved
First approved	Date	September 1995	September 1995	March 1995
	Publication N°	ECE/TRADE/206	TRADE/WP.4/R.1079	ECE/TRADE/WP.4/R.1133
Last Revision approved	Date	September 2009	January 1996	January 1996
	Publication N°	ECE/TRADE/C/CEFACT/2009/26	ECE/TRADE/207	ECE/TRADE/208
French Edition	Date	September 2009	January 1996	January 1996
	Publication N°	ECE/TRADE/C/CEFACT/2009/26	ECE/TRADE/207	ECE/TRADE/208
Russian Edition	Date	September 2009	January 1996	January 1996
	Publication N°	ECE/TRADE/C/CEFACT/2009/26	ECE/TRADE/207	ECE/TRADE/208

Recommendation Number		Recommendation N° 27	Recommendation N° 28	Recommendation N° 28 Addendum
Title		Pre-shipment Inspection	Codes for Types of Means of Transport	Codes for Types of Means of Transport: Code List
ISO Document Number (if applicable)				
Description		Encourages using the WTO instrument regarding pre-shipment inspections (PSI) where such inspections are considered necessary as an interim measure, while discouraging the practice of PSI in general.	Establishes a common code list for the identification of the type of means of transport. It has particular relevance to transport organizations and providers, Customs and other authorities, statistical offices, forwarders, shippers, consignees and other parties concerned with transport.	Contains the code list associated with Recommendation 28.
Current Status		Approved	Approved	Approved
First approved	Date	June 1999	January 2001	January 2001
	Publication N°	ECE/TRADE/237	TRADE/CEFACT/2001/23	TRADE/CEFACT/2001/23
Last Revision approved	Date	_____	2014 (Revision 4)	2014 (Revision 4)
	Publication N°	_____	_____	_____
French Edition	Date	_____	_____	_____
	Publication N°	_____	_____	_____
Russian Edition	Date	_____	_____	_____
	Publication N°	_____	_____	_____

Recommendation Number		Recommendation N° 31	Recommendation N° 32	Recommendation N° 33
Title		Electronic Commerce Agreement	E-Commerce Self-Regulatory Instruments (Codes of Conduct)	Recommendation and Guidelines on Establishing a Single Window
ISO Document Number (if applicable)				
Description		Proposes a model for a contractual approach to electronic commerce operations. This approach takes into consideration the need for a framework of basic provisions to be agreed by business entities combined with the flexibility required to conduct day-to-day commercial transactions.	Emphasizes the need for the development, support and promulgation of voluntary codes of conduct for electronic business so as to support the development of international trade, and calls on Governments to promote and facilitate the development of relevant self-regulation instruments, national and international accreditation schemes, codes of conduct and trust mark schemes.	A Single Window is a facility that allows parties involved in trade and transport to lodge standardized information and documents with a single entry point to fulfil all import, export, and transit-related regulatory requirements. If information is electronic, individual data elements should only be submitted once. In addition, participating authorities and agencies should co-ordinate their controls through the Single Window. It may provide facilities for payment of relevant duties, taxes and fees. In practical terms, it aims to expedite and simplify information flows between trade and government and to bring meaningful gains to all parties involved in cross-border trade. The Single Window is generally managed by a lead agency, usually Customs, enabling the appropriate governmental authorities to access relevant information.
Current Status		Approved	Approved	Approved
First approved	Date	March 2001	October 2004	March 2000
	Publication N°	ECE/TRADE/277	ECE/TRADE/352	ECE/TRADE/257
Last Revision approved	Date	_____	_____	_____
	Publication N°	_____	_____	_____
French Edition	Date	_____	July 2005	May 2000
	Publication N°	_____	ECE/TRADE/352	ECE/TRADE/257
Russian Edition	Date	_____	July 2005	May 2000
	Publication N°	_____	ECE/TRADE/352	ECE/TRADE/257

Recommendation Number		Recommendation N° 34	Recommendation N° 35	Recommendation N°36	Recommendation N° 37
Title		Data Simplification and Standardization for International Trade	Establishing a Legal Framework for International Trade Single Window	Single Window Interoperability	Single Submission Portal
ISO Document Number (if applicable)					
Description		Recommends a simple four-stage process to achieve a national, simplified, and standardized dataset to meet government information requirements. The publication of Recommendation 34 adds to the suite of products offered by UN/CEFACT to assist with establishment of a Single Window.	This Recommendation extends support to countries by helping them to address legal issues related to national and cross-border exchange of trade data required for Single Window operations.	This Recommendation covers the interoperability between two or more electronic Single Windows in different countries or economies. It addresses the fundamentals needed for the exchange of information beyond the domain of a National Single Window.	This Recommendation details private-sector driven initiatives that can help economic operators to not only fulfill their declarative obligations through a single portal, but also propose information exchange between economic operators creating a seamless use of information along the entire supply chain. These can come in many forms, from Port Community Systems and Cargo Community Systems to Customs Clearance Systems and Freight Forwarder Systems.
Current Status		Approved	Approved	Approved	Approved
First approved	Date	December 2010	December 2010	April 2017	April 2019
	Publication N°	ECE/TRADE/401	ECE/TRADE/400	ECE/TRADE/431	ECE/TRADE/C/CEFACT/2019/6
Last Revision approved	Date	2013	2013	_____	_____
	Publication N°	ECE/TRADE/401	ECE/TRADE/400	_____	_____
French Edition	Date	_____	_____	April 2017	April 2019
	Publication N°	_____	_____	ECE/TRADE/431	ECE/TRADE/C/CEFACT/2019/6
Russian Edition	Date	_____	_____	April 2017	April 2019
	Publication N°	_____	_____	ECE/TRADE/431	ECE/TRADE/C/CEFACT/2019/6

Recommendation Number		Recommendation N°s 38-39	Recommendation N° 40	Recommendation N° 41
Title		These numbers are reserved for future Single Window recommendations	Consultation Approaches Best Practices in Trade and Government Consultation on Trade Facilitation Matters	Public-Private Partnerships in Trade Facilitation
ISO Document Number (if applicable)				
Description			This Recommendation goes through the basic principles, the different forms and levels of consultation matters, and proposes in annex a toolbox and checklist.	This Recommendation aims to inform government agencies and private sector stakeholders about key components and best practices for PPPs in Trade Facilitation. Based on success stories and lessons learned from traditional PPP projects, it provides detailed guidance on specific aspects, such as the governance, supporting information technology and infrastructure, and potential risks to consider in project implementation.
Current Status			Approved	Approved
First approved	Date		February 2015	April 2016
	Publication N°		ECE/TRADE/423	ECE/TRADE/430
Last Revision approved	Date		_____	_____
	Publication N°		_____	_____
French Edition	Date		February 2015	April 2016
	Publication N°		ECE/TRADE/423	ECE/TRADE/430
Russian Edition	Date		February 2015	April 2016
	Publication N°		ECE/TRADE/423	ECE/TRADE/430

Recommendation Number		Recommendation N°42	Recommendation N° 43
Title		Trade and Transport Facilitation Monitoring Mechanism	Sustainable Procurement
ISO Document Number (if applicable)			
Description		This Recommendation aims to inform government agencies and private sector stakeholders about approaches to effective consultations that will be flexible, transparent, fair, accountable, and participatory. It addresses issues such as information sharing, preparations prior to consultations, and measures that aim at building a trust-based dialogue. When available, best practices in the field of consultation are provided. The goal is to present flexible and diverse approaches to consultations and inspire successful solutions.	This Recommendation explains that even though the procurement process often prioritizes the cost aspect and is attributed to the best cost effectiveness, with more environmental and social awareness in modern society, the cheapest solution may not always be the most sustainable.
Current Status		Approved	Approved
First approved	Date	April 2017	April 2019
	Publication N°	ECE/TRADE/437	ECE/TRADE/C/CEFACT/2019/7
Last Revision approved	Date	_____	_____
	Publication N°	_____	_____
French Edition	Date	April 2017	April 2019
	Publication N°	ECE/TRADE/431	ECE/TRADE/C/CEFACT/2019/7
Russian Edition	Date		April 2019
	Publication N°		ECE/TRADE/C/CEFACT/2019/7



Information Service
United Nations Economic Commission for Europe

Palais des Nations
CH - 1211 Geneva 10, Switzerland
Telephone: +41(0)22 917 44 44
Fax: +41(0)22 917 05 05
E-mail: info.ece@unece.org
Website: <http://www.unece.org>