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**COMMITTEE FOR TRADE, INDUSTRY AND
ENTERPRISE DEVELOPMENT**

Fourth session, 21-23 June 2000
Item 5 of the provisional agenda

FACILITATION OF INTERNATIONAL TRADE PROCEDURES

Note by the secretariat

1. The United Nations Centre for Facilitation of Procedures and Practices for Administration, Commerce and Transport (UN/CEFACT) held its sixth session from 27 to 30 March 2000. Note: During its meeting UN/CEFACT approved a request to change its name to "United Nations Centre for Trade Facilitation and Electronic Business" (UN/CEFACT).
2. The current programme of work was approved by the Plenary at its March 2000 meeting and it is being delivered through the activities of the permanent and ad hoc working groups and through initiatives agreed by the UN/CEFACT Steering Group (CSG).
3. UN/CEFACT has the following 6 permanent working groups:

BPAWG	Business Process Analysis Working Group
CDWG	Codes Working Group
EWG	UN/EDIFACT Working Group
ITPWG	International Trade Procedures Working Group
LWG	Legal Working Group
TMWG	Techniques and Methodologies Working Group.
4. UN/CEFACT has also one ad hoc working group:

PROMO	Promotion Advisory Group
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5. All the groups are now well into their part of the work programme and are generating significant results.
6. The ITP Working Group was re-launched in September 1999. During the UN/CEFACT session in March 2000 a document, "Creating an Efficient Environment for Trade and Transport" serving as guidelines to Recommendation No.4, National Trade Facilitation Bodies, was approved. Among the priorities of the Group is to revise Recommendation No. 18, Facilitation measures related to international trade procedures, and to update the Compendium of Trade Facilitation Recommendations.
7. The EWG continues to develop UN/EDIFACT messages and sees increasing interest from customers in its work, evidenced by the growing number of participants at EWG meetings. Among the main activities since 1999 were the production and publishing of two UN/EDIFACT directories. The use of the standard is growing not only in Europe and North America but also in other parts of the world. The Group now estimates that the number of UN/EDIFACT users represents some 500,000 companies worldwide.
8. The findings of the Electronic Commerce Ad hoc Working Group (ECAWG) were submitted to the sixth UN/CEFACT session in the document TRADE/CEFACT/2000/9, "Electronic Commerce/Electronic Business-the Simplification of Administrative Constraints". The UN/CEFACT plenary noted its value as an information paper, particularly for countries newly entering into this area, such as developing countries and countries in transition. Since the ECAWG had fulfilled the objectives for which it had been set up, UN/CEFACT decided to disband the group.
9. The BPAWG has developed a report on applying the UN/CEFACT Unified Modelling Methodology to the international supply chain. The model has been structured into BUY, SHIP, and PAY processes and involves clusters such as Customer, Supplier, Intermediary, and Authority.
10. During its sixth session, UN/CEFACT approved a new Recommendation No. 31, Electronic Commerce Agreement, developed by the Legal Working Group. The Recommendation bridges the gap between Electronic Data Interchange (EDI) and open electronic-business environments. The objective is to provide a template with a checklist of issues to be addressed so that even parties without previous relations could engage in secure electronic transactions. While the main focus of the Recommendation is on business-to-business relations, it is also applicable to business-to-consumer and business-to-administration situations.
11. Further, UN/CEFACT approved two revised Recommendations on codes: Recommendation No. 5, Abbreviations of INCOTERMS, and Recommendation No. 24, Trade and Transport Status Codes. Recommendation No.5 had been developed in conjunction with the release by the International Chamber of Commerce of INCOTERMS 2000. During the year, a new version of UN/LOCODE has also been published comprising the codes for 30,000 locations around the world.
12. UN/CEFACT has also taken an initiative to use the new Internet technology in order to facilitate information transfer. In this effort, UN/CEFACT is cooperating with the Organization for the Advancement of Structured Information Standards (OASIS). The two organizations have joined forces to initiate a worldwide project to standardize the exchange of business data using the Internet World Wide Web and the XML (extensible markup language) technique. The combination of more efficient processing, more accurate searching and more flexible linking is set to revolutionize business on the Web. This is beneficial especially for small and medium-sized companies, developing countries and economies in transition. In the long term, this initiative will contribute to the growth of world trade. The

launching of the initiative has been widely welcomed by industry and received considerable attention from the press. A large number of experts with a mix of expertise in EDI and XML are taking part in the work of the eight working groups established and more than 800 participants have registered with the ebXML initiative.

13. In 1996, the decision to establish UN/CEFACT was based on the recommendations contained in document TRADE/R.650, "Recommendations for the establishment of CEFACT". For UN/CEFACT, TRADE/R.650 is equivalent to a constitution and it has proved to be an effective document. However, in the light of the experience of the last three years and of the decisions the UN/CEFACT Plenary has taken, the document now needs to be revised. The proposed substantive changes are detailed, showing both the current and suggested text, in Annex 1 to this document entitled "Proposed changes to TRADE/R.650". For ease of understanding these changes have then been applied to produce the document TRADE/R.650/Rev.2, "Mandate, Terms of Reference and Procedures for UN/CEFACT". The changes include a proposed change of name of the Centre. The sixth session of UN/CEFACT approved the changes and is submitting the document TRADE/R.650/Rev.2 to the Committee for Trade, Industry and Enterprise Development for its endorsement.

14. The Memorandum of Understanding (MoU) between UN/ECE, ISO (International Organization for Standardization) and IEC (International Electrotechnical Commission) continues to be of significant value to UN/CEFACT. As it has been an objective of the founding organizations to extend the MoU to other standardization organizations, a very positive development was the signing of the MoU by the International Telecommunication Union (ITU) on 24 March 2000. In addition to the four signatories, CALS International and NATO CALS participate in the implementation of the MoU as registered international user groups.

15. During 1999, UN/CEFACT's cooperation with other international bodies has continued to develop. In the framework of the International Trade Procedures Working Group, cooperation with the United Nations Conference on Trade and Development (UNCTAD) and other international organizations has been particularly fruitful. In addition, the secretariat has worked with UNCTAD and the International Trade Centre (ITC) on seminars in Western Asia and potentially also in Africa, in cooperation with the respective UN regional commissions. Further, UN/CEFACT has a continued close cooperation with the Economic and Social Commission for Western Asia (ESCWA), the World Trade Organization (WTO), the Organisation for Economic Co-operation and Development (OECD) and the World Customs Organization (WCO).

16. UN/CEFACT is aware of the need to promote its work to as wide an audience as possible. One of the difficulties, from an external perspective, has been that the name of the Centre did not clearly indicate the scope of UN/CEFACT's activities. A proposal has therefore been put forward to the sixth session of UN/CEFACT to rename it as the "Centre for Trade Facilitation and Electronic Business" while keeping the current acronym. The UN/CEFACT Plenary approved the change of name. In addition, the ad hoc group on promotion, the PROMO Working Group, has developed a new logo and identity manual for UN/CEFACT and the secretariat has developed a new look for the UN/CEFACT web site, including a search mechanism for documents.

17. As part of its awareness and education efforts, UN/CEFACT organized a Conference "UN/CEFACT@WORK - Delivering Solutions for Tomorrow's World" in conjunction with the plenary meeting in March, targeted to the international community in Geneva and UN/CEFACT delegations. In

an evaluation of the Conference, more than 90 percent of the participants found the event valuable or very valuable and suggested that the event be organized annually.

18. The Committee for Trade, Industry and Enterprise Development may wish to take note of the report of the sixth session of UN/CEFACT held in March 2000, as contained in document TRADE/CEFACT/2000/32.

Possibilities for Closer Links between UN/CEFACT and Other Subsidiary Bodies of the Committee for Trade, Industry and Enterprise Development

19. Facilitating business and administrative processes requires examining the best methods for transmitting data as well as the identification of minimum data requirements. In this context, UN/CEFACT analyses the use of electronic commerce and information technologies in order to develop recommendations on best business practices and, where appropriate, develops methodologies and tools.

20. The results of the Centre's work are encapsulated in recommendations for best practices and in standards for information related to administrative or business processes. The best known recommendations are: those for the UN Layout Key for trade documents and for UN Electronic Data Interchange for Administration, Commerce and Transport (UN/EDIFACT).

21. Most of these recommendations and techniques are not restricted to any specific industry but can be used in all sectors. It is worth noting that 200 UN/EDIFACT messages have now been developed and that, in addition to normal business functions, they cover sectors as far apart as health care and transportation.

22. In particular, the new techniques which UN/CEFACT is looking at for the exchange business data through the Internet World Wide Web will prove versatile and independent of activity sectors. In particular, these should form a very useful tool for the establishment of new enterprises and their integration into the world economy.

23. With respect to those sectors where the Committee for Trade, Industry and Enterprise Development has a special interest, the techniques and methodologies developed by UN/CEFACT may be of particular use in the following: Enterprise Development, Agricultural Standards Development and the activities of the Working Party on Technical Harmonization and Standardization Policies (WP.6). Possible areas of cooperation are described in more detail below.

Enterprise Development

24. Enterprise development involves not only the development of a business idea but also the capability to create proper marketing channels and supply chains. Difficulties in developing these structures have often proved to be a formidable obstacle for small firms, particularly in the area of international trade. With the new Internet technologies and, in particular, with the exchange of data using electronic business extensible markup language (eXML) which is being developed by UN/CEFACT, new possibilities will be opened for SMEs. These techniques will greatly facilitate the establishment of new enterprises and provide a mechanism for market access through a combination of electronic business documents and internet access.

25. Thus, it is suggested that the Enterprise Development programme, together with experts from UN/CEFACT, examine how these recent developments might best be introduced into the work programme on enterprise development, when the new ebXML standard has been launched.

Working Party on Standardization of Perishable Produce and Quality Development (WP.7)

25. The retail sector is the largest user of UN/EDIFACT messages through the application of implementation guides developed by EAN International (International Article Numbering Association) and millions of messages are exchanged daily in retail supply chains. These messages often contain commercial information and, in some sectors, it is necessary to develop specialized messages. In the work programme under WP.7, such developments might include UN/EDIFACT messages containing quality information related to UN/ECE quality standards for perishable produce especially in the area of meat and fresh fruit and vegetables. Another area where UN/EDIFACT messages would also be useful is regarding quarantine information for seed potatoes in cooperation with the International Plant Protection Convention (under the auspices of the Food and Agriculture Organization of the United Nations (FAO)).

26. Further, in cooperation with the UN/CEFACT Business Process Analysis group and EAN International, a supply chain model for the bovine meat trade could prove very useful, in particular with regard to coding, electronic communication and traceability. In addition, a business process model showing how this process is related to the UN/ECE standard for bovine meat could be developed and promoted

27. Therefore, it is suggested that WP.7 be made aware of these possibilities during its next session under the discussion of its work programme.

Working Party on Technical Harmonization and Standardization Policies

28. Two of the main deliverables of the Working Party on Technical Harmonization and Standardization Policies (WP.6) are its recommendations on standardization policies comprising policy recommendations and the UN/ECE standardization list comprising a list of sectors and areas where Governments find it necessary to have international standardization activities undertaken. In view of the importance of new information technologies, it seems useful to explore the possibility of updating the Working Party 6 Recommendations and Standardization List taking into account UN/CEFACT Recommendations with the aim of raising awareness among standardization and regulatory authorities. It might be useful to have a presentation on UN/CEFACT activities of the next session of WP.6.

ANNEX 1

PROPOSED CHANGES TO TRADE/R.650

Introduction

29. The current text of TRADE/R.650 was approved by UN/CEFACT's predecessor, WP.4, at its last meeting in September 1996 and also approved by the Committee on the Development of Trade in December 1996. Following these approvals, the United Nations Economic Commission for Europe confirmed the establishment of UN/CEFACT at an inter-sessional meeting in February 1997 and the first meeting of the Centre was held in March 1997. TRADE/R.650 has proved to be a good foundation for the operation and development of UN/CEFACT although naturally, as experience has been gained, amendments have been proposed to improve its effectiveness and to take account of developments in technology and, in particular, electronic working. These proposed amendments have now been consolidated into a document which details the substantive changes showing both the current text and the proposed text. For ease of understanding, these changes have then been applied to produce document TRADE/R.650/Rev.2. These changes were approved by the UN/CEFACT Plenary at its March 2000 meeting.

The Proposed Substantive Changes

30. The following are the substantive changes being proposed to TRADE/R.650. Changes that are proposed only to remove redundant paragraphs, which were directly related to the establishment of the Centre, are not considered to be substantive.

General

31. The title of the document has been changed from Recommendations for the Establishment of UN/CEFACT to *The Mandate, Terms of Reference and Procedures for UN/CEFACT.*

32. The name of the Centre is changed from the Centre for the Facilitation of Procedures and Practices for Administration, Commerce and Transport to *The Centre for Trade Facilitation and Electronic Business.* The acronym UN/CEFACT is unchanged.

33. The references to the Committee on the Development of Trade have been replaced by references to the *Committee for Trade, Industry and Enterprise Development (CTIED).*

34. Because the Centre has been established, all annexes except annex 1, the organigram, have been deleted. The organigram has been revised to show the change of names in the Committee to which the Centre reports and in the proposed name of the Centre.

35. Bullet lists have been replaced with sub-paragraph numbering.

Specific

36. Where substantive changes relate to particular clauses or paragraphs, the current clause/paragraph is shown first and the proposed clause is shown immediately below with the changes in italics and underlined. Where changes have been proposed to text in bullet lists, only the affected text is shown – not the whole of the list.

Mission Statement

Current

37. The United Nations, through the UN/ECE, supports activities dedicated to improving 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 to facilitate international transactions, through the simplification and harmonisation of procedures and information flows, and so contribute to the growth of global commerce.

Proposed

38. The United Nations, through UN/CEFACT, supports activities dedicated to improving 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 to facilitate international transactions, through the simplification and harmonisation of processes, procedures and information flows, and so contribute to the growth of global commerce.

39. (Then the existing bullet list is converted into sub-paragraph numbers. However, only the proposed text for the three amended bullets is shown below.)

Current

40. analysing and understanding the key elements of international transactions and working for the elimination of constraints;

41. developing methods to facilitate transactions, including the relevant use of information technologies;

42. securing coherence especially in UN/EDIFACT by co-operating with other interested parties, such as ISO and ITU, in recognition that its work has broad application in the areas beyond global commerce.

Proposed

43. analysing and understanding the key elements of international processes, procedures and transactions and working for the elimination of constraints;

44. developing methods to facilitate processes, procedures and transactions, including the relevant use of information technologies;

45. securing coherence especially in electronic business standards by cooperating with other interested parties, such as ISO and ITU, in recognition that its work has broad application in the areas beyond global commerce and that interoperability of applications and their ability to support multi-lingual environments are key objectives.

Mandate

Current

46. Trade facilitation is central to the remit of the United Nations Economic Commission for Europe (ECE) and has relevance to the development of world trade. To achieve improved worldwide coordination of trade facilitation, the ECE has decided to establish a Centre for the facilitation of procedures and practices for administration, commerce and transport (CEFACT). The Centre is mandated to develop and undertake a programme of work that meets current and future demands as required by its mission.

Proposed

47. Trade facilitation and electronic business are vital factors in the development of world trade and, therefore, central to the remit of the United Nations Economic Commission for Europe (UN/ECE). To achieve improved worldwide coordination of these areas, the UN/ECE, which acts as the focal point within the United Nations on these matters, has established UN/CEFACT. The Centre is mandated to develop and undertake a programme of work that meets current and future demands as required by its mission.

Main document

Current and proposed paragraph 4

Current

48. CEFACT shall provide a forum for the work necessary to achieve its mission. It encompasses the formal meetings of the Plenary, its Steering Group, and those meetings of Working Groups held under delegated authority, i.e. empowered groups.

Proposed

49. UN/CEFACT shall provide a forum for the work necessary to achieve its mission. It encompasses the formal meetings of the Plenary, its Steering Group, and those meetings of Working Groups held under delegated authority, i.e. empowered groups. It also includes virtual meetings of the Plenary and its groups, where discussion takes place and consensus is reached through electronic communications.

Current and proposed paragraph 11

Current

50. The Centre shall make recommendations directly to governments and report these to the Committee on the Development of Trade.

Proposed

51. The Centre, *acting through the Plenary*, shall make recommendations directly to governments and report these to the Committee for Trade, Industry and Enterprise Development.

Current and proposed paragraph 21

Current

52. All officers shall be elected for a 2 year term of office renewable for one additional 2 year term. After 4 continuous years in office, an Officer shall stand down but would be eligible for re-election after a two year period out of office.

Proposed

53. All officers shall be elected for a two-year term of office and are eligible for re-election. In the election or re-election process, due consideration will be given to the need to achieve consistency, continuity and renewal in the work of UN/CEFACT.

Current and proposed paragraph 26

Current

54. The Plenary shall meet once a year for a period of 5 days according to the schedule established in its procedures. This meeting shall be held prior to the annual session of the Committee on the Development of Trade.

Proposed

55. The Plenary shall meet once a year for a period of up to 5 days according to the schedule established in its procedures. This meeting shall be held prior to the annual session of the Committee for Trade, Industry and Enterprise Development.

Current paragraph 27

56. This paragraph, which related to the migratory meeting arrangements, is deleted and paragraphs 28 to 38 re-numbered.

Current paragraph 29, proposed paragraph 28

Current

57. The Steering Group's mandate and terms of reference shall be approved by the Plenary, and reviewed every two years. Initially the Steering Group's responsibilities shall include:

58. (Then the existing bullet list. Only the current text for the two proposed changes is shown below.)

59. approving the establishment of ad hoc working groups to accomplish specific tasks within a specified time scale where the tasks relate to the requirements of the approved work programme (their establishment to be reported to the Plenary);

60. endorsing the terms of reference for Working Groups;

Proposed

61. The Steering Group's mandate and terms of reference shall be approved by the Plenary, and reviewed every two years. *Subject to such review*, the Steering Group's responsibilities shall include:

62. (Then the existing bullet list converted into sub-paragraph numbers. However, only the proposed text for the two amended bullets is shown below.)

63. approving the establishment of ad hoc *internal and, where considered appropriate, with other organisations, joint external* working groups to accomplish specific tasks within a specified time scale where the tasks relate to the requirements of the approved work programme (their establishment to be reported to the Plenary);

64. *approving* the terms of reference for Working Groups.

Current paragraph 30, proposed paragraph 29

Current

65. A written report shall be made to the Plenary at each of its sessions.

Proposed

66. A written report *on the activities of the CSG* shall be made *by its Chair* to the Plenary at each of its sessions. *This report may also contain observations by other CSG members.*

Current paragraph, proposed paragraph 30

Current

67. The Steering Group shall comprise the Chair and 15 elected members. The members shall be elected for a two year term of office and shall be eligible for re-election for further terms of office without restriction. Officers of the Plenary are ex officio members in a consultative capacity.

Proposed

68. The Steering Group shall comprise the Chair and 15 elected members. The members shall be elected for a two-year term of office and shall be eligible for re-election for further terms of office without restriction. *Officers of the Plenary are also full members. Rapporteurs and Chairs of Permanent Working Groups shall have the right to attend in a consultative capacity.*

Current paragraph 32, proposed paragraph 31

Current

68. The elected members shall reflect a balance between the main areas of the approved work programme. Initially, the main areas of the Centre's work programme are:

- (a) Facilitation of Procedures;
- (b) EDI and UN/EDIFACT;
- (c) Areas of Joint Interest.

69. Accordingly, for the first two years, there shall be five members from each of the above areas. However, following the initial 2 year period, the review of the Steering Group's mandate and terms of reference (see paragraph 29) shall include a review of membership to consider the possible inclusion of representatives from mandated permanent Working Groups on the Steering Group.

Proposed

70. The elected members shall fairly reflect a balance between the main areas of the approved work programme.

Current paragraph 33, proposed paragraph 32

Current

71. A nomination process may be established to propose candidates for election to the Steering Group. The candidates shall be nominated by Plenary delegations, with the prime criteria for nomination being management/functional expertise.

Proposed

72. A nomination process may be established to propose candidates for election to the Steering Group. The candidates shall be nominated by Plenary delegations, with the prime criteria for nomination being management/functional expertise. *If elected, members are expected to use their best endeavours to attend every meeting. Failure to attend two consecutive meetings may lead to a request for the member to resign. The Plenary will authorise appropriate procedures to fill mid-term vacancies in the membership of the Steering Group.*

Current paragraph 37, proposed paragraph 36

Current

73. The preferred way of reaching decisions shall be by consensus. However, the Chair shall have the authority to call for a vote if, in his view, consensus cannot be reached on a particular issue at more than 2 consecutive Steering Group meetings. Under these circumstances, the Chair shall give 4 weeks notice of the intention to call for a vote and notify all other Officers of the Plenary and the Secretariat. All elected Steering Group members shall be entitled to vote, by proxy if necessary. For a decision to be approved, 75% of the votes cast shall be required. A minimum of 8 votes cast shall constitute a valid vote and abstentions shall not count as votes.

Proposed

74. The preferred way of reaching decisions shall be consensus. (Consensus is characterized by the absence of significant and sustained opposition). However, the Chair shall have the authority to call for a vote if, in the Chair's view, consensus cannot be reached on a particular issue. A vote may be called for in a physical meeting or electronically. If in a meeting, the meeting must be quorate and only those members present may vote. For a decision to be approved, a qualified majority of 75% of the votes cast is required and abstentions shall count as votes. If electronically, the Chair shall give 2 weeks notice of the intention to call for a vote and follow the non-repudiation procedures established by the Steering Group. A minimum of 15 votes cast shall constitute a valid vote. For a decision to be approved, a qualified majority of 75% of the votes is required and abstentions shall count as votes.

Current paragraph 38, proposed paragraph 37

Current

75. The Chair and ex-officio members shall not have a vote.

Proposed

76. The Plenary Chair, the CSG Chair, Rapporteurs and Chairs of Permanent Working Groups invited in a consultative capacity, shall not have a vote. Steering Group members and other Plenary officers shall be entitled to vote.

Proposed new paragraph 38

77. The quorum for physical meetings of the Steering group shall be 12 members.

Current and proposed paragraph 39

Current

78. The Steering Group shall meet up to 4 times a year for not less than 3 days. Wherever possible, to facilitate preparation of the Plenary, the meetings shall be held back-to-back with inter-session meetings of the Officers of the Plenary. If required, emergency meetings may also be scheduled.

Proposed

79. Outside the Plenary meeting, the Steering Group shall meet up to 3 times a year for not less than 4 days. If required, emergency meetings may also be scheduled. In lieu of emergency meetings, specified topics or documents may be circulated for comment electronically. In addition, where feasible, virtual meetings may be held where discussions can be conducted using electronic conferencing means, provided that all members are capable of utilising the means chosen.

Current and proposed paragraph 40

Current

80. The dates of the Steering Group meetings shall be agreed 18 months in advance on a rolling basis. The agenda for each meeting shall be circulated at least 4 weeks in advance of each meeting and, where possible, should be agreed at conclusion of the previous meeting.

Proposed

81. *Normally* the dates of the physical Steering Group meetings shall be agreed 18 months in advance on a rolling basis. A draft agenda for each meeting shall be circulated at least 4 weeks in advance of each physical meeting and, where possible, should be agreed at the conclusion of the previous meeting. The agenda for each virtual meeting shall be circulated at least two weeks in advance.

Current and proposed paragraph 41

Current

82. The agenda of each meeting shall be circulated to all Steering Group members, the Officers of the Plenary and the Chairs of the Permanent Working Groups. It shall also be made available electronically on the UN server.

Proposed

83. The draft agenda of each meeting shall be circulated to all Steering Group members, the Officers of the Plenary, Rapporteurs, and the Chairs of the Permanent Working Groups. It shall also be made available electronically on the UN server.

Current and proposed paragraph 42

Current

84. All meetings shall be minuted by the Centre's Secretariat. To ensure as much transparency as possible, it is recommended that the minutes of the Steering Group be published in the 3 official languages of the ECE and made available electronically on the UN server.

Proposed

85. Normally, all meetings shall be held in Geneva and minuted by the Centre's Secretariat. However, if agreed by the CSG, meetings can be held outside Geneva. If, in such cases, the Secretariat cannot attend, then the Chair must ensure that there is an adequate record of decisions reached. Virtual meetings and official electronic discussions called by the Chair shall also be minuted to establish an official record. To ensure as much transparency as possible, it is recommended that the summary report from each Steering Group meeting be published in the 3 official languages of the UN/ECE and made available electronically on the UN server.

Current and proposed paragraph 60

Current

86. Within 6 months of approval of its mandate, a Working Group shall submit its terms of reference to the Steering Group for endorsement.

Proposed

87. Within 6 months of approval of its mandate, a Working Group shall submit its terms of reference to the Steering Group for review and approval.

Current and proposed paragraph 61

Current and proposed

88. Terms of Reference must include a business plan which shall cover the following: (Then, the existing bullet list although converted into sub-paragraph numbers. However, only the text for the one proposed change is shown below. The proposed text for one new responsibility is also shown.)

Current

89. the administrative team structure of the Group;

Proposed

90. The administrative team structure of the Group, including a mechanism for removal of officers who cannot fulfil their functions;

New

90. a mechanism for reporting regularly to the CSG on the progress of the group;

91. Current paragraph 85 is deleted as it relates to decisions regarding the establishment of UN/CEFACT. It is replaced by the following proposal for a new paragraph:

Amendment procedure

92. In order to ensure that the provisions of this document accurately reflect relevant developments in global commerce, trade facilitation and electronic business it shall be reviewed periodically. The power to amend this document shall be vested in the Plenary. Proposals for such amendment may be made by:

Members of the Plenary;

Officers of the Plenary;

The CSG;

Rapporteurs; and,

Permanent Working Groups.

Proposed new paragraph 86

93. Amendments approved by the Plenary shall be submitted to the Committee for Trade, Industry and Enterprise Development for endorsement at its meeting.
