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**ECONOMIC COMMISSION FOR EUROPE**

COMMITTEE FOR TRADE, INDUSTRY AND  
ENTERPRISE DEVELOPMENT

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

Item 10 of the provisional agenda

Tenth session, 17-19 May 2004

**UNITED NATIONS CENTRE FOR TRADE FACILITATION AND ELECTRONIC BUSINESS  
(UN/CEFACT)**

**TRANSITION PLAN**

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Approved by the UN/CEFACT Bureau

Note prepared by the secretariat

The following presents the transition plan to move the structures and procedures under UN/CEFACT from those currently implemented (as reflected in TRADE/R.650/Rev.2) to the new structures and procedures as laid out in TRADE/R.650/Rev.3 (18th August 2004) that includes the decisions of the 10th. Plenary Session.

The document was developed by the UN/CEFACT Bureau in coordination with the FCT.

## 1. Introduction

1. Until the approval of TRADE/R.650/Rev.3 by the Plenary and by all other necessary authorities:

- The management and coordination of UN/CEFACT's activities, as directed by the Plenary, is assigned to the Plenary officers elected at the 10<sup>th</sup> UN/CEFACT Plenary (17-19 May 2004), hereafter referred to as the Bureau, in cooperation with the Forum Coordination Team (FCT), and the Forum Management Group (FMG) to be elected at the September 2004 Forum, and supported by the UNECE secretariat.
- The Forum Coordination Team (FCT) will keep its current responsibilities as well as responsibility for coordinating any actions that the Groups must take in support of the transition plan, in cooperation with the Bureau, until after it is replaced by the Forum Management Group at the Forum Meeting in September 2004.

## 2. Transition at the UN/CEFACT Plenary Level

### 2.1 Elections of Plenary Officers at the 10th Session of the UN/CEFACT Plenary

2. The Plenary Officers elected at the 10<sup>th</sup>. UN/CEFACT Session are:

Christian Fruehwald  
UN/CEFACT Chair

[christian.fruehwald@siemens.com](mailto:christian.fruehwald@siemens.com)

Vice Chairs

Mike Doran

[Mike.Doran@cern.ch](mailto:Mike.Doran@cern.ch)

Duane Nickull

[dnickull@adobe.com](mailto:dnickull@adobe.com)

T.A.Khan

[takhan@ub.nic.in](mailto:takhan@ub.nic.in)

Mark Palmer

[mark.palmer@nist.gov](mailto:mark.palmer@nist.gov)

Christina Rahlen

[christina.rahlen@foreign.ministry.se](mailto:christina.rahlen@foreign.ministry.se)

3. Subsequent to the approval of document TRADE/R.650/Rev.3 Mandate, Terms of Reference and Procedures for UN/CEFACT, and in order to better ensure continuity<sup>1</sup>, the Bureau will address its implementation.

## 3. Transition at the Forum Level – up to the UN/CEFACT Forum, 13-17 September 2004 in Washington DC

4. Registration will follow current practice, i.e., participants will register at the meeting host's website. DISA is the organization which is hosting the 13-17 September 2004 Forum Meeting,, and registration is available on the DISA Website "<http://www.disa.org/uncefactmeeting.cfm>".

5. Only for the duration of the UN/CEFACT Forum in September 2004, document TRADE/CEFACT/2003/6/Rev.2 - UN/CEFACT Intellectual Property Policy will be the TEMPORARY UN/CEFACT IPR POLICY WITH SECTION 5 – INDEMNITIES. The document is available on the web site: [www.uncefact.org](http://www.uncefact.org) .

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<sup>1</sup> See R.650/Rev.3 para. 21

### 3.1 Elections of Forum Management Group Officers<sup>2</sup> in September 2004

6. The FMG shall be comprised of an elected Chair, Vice Chair and, for each Permanent Group (PG)<sup>3</sup>, the Chair, Vice-Chair or one Permanent Representative elected by the PG.

7. Recognising the need for open and frequent communications and coordination with the UN/CEFACT Plenary, the PGs and the Secretariat, the UN/CEFACT Plenary Vice Chairs and a member of the secretariat shall be ex officio members of the FMG, without voting privileges.

8. Rapporteurs and other invited guests may participate in FMG meetings, in a consultative capacity.

9. The FMG Chair and Vice Chair shall be elected by the collective attendees of the Forum on the first day of the September 2004 Forum. The FMG Chair shall be ratified by the UN/CEFACT Plenary. Ratification by the Plenary conveys Rapporteur status to the Chair.

10. Nominees for the position of Chair shall come from either the membership of a PG or a Plenary delegation. If the nominee is an officer of a PG, the nominee shall resign from that position upon election. The term of office shall be for two (2) years. Upon election, the Chair shall act as a Candidate Rapporteur until the Plenary has made a decision regarding ratification of the election. The Chair shall be eligible for re-election for further terms of office without restriction.

The current list of valid members for each PG and each PG's rules for membership will be posted on the UN/CEFACT website in August 2004. All candidates for office must have been nominated as member of a Working Group by their Head of Delegation and that nomination must not have been subsequently withdrawn.

11. Nominees for the position of Vice-chair shall come from either the membership of a PG or a Plenary delegation. If the nominee is an officer of a PG or the Plenary, the nominee shall resign from that position upon election. All elections of the Vice-chair subsequent to the initial transitional procedures and term of office shall be for a term of two (2) years. The Vice-chair shall be eligible for re-election for further terms of office without restriction..

12. Permanent Representatives shall be elected, one from each PG<sup>4</sup> for two (2) year terms of office. The elections shall take place according to the FMG procedures. If the PG so wishes, officers of a PG may be FMG members. Such members shall be mindful of and respect the resource commitments associated with holding both positions. Members shall be eligible for re-election for further terms of office without restriction.

## **4. Transition at the Forum Level following the approval of TRADE/R650/rev.3**

### 4.1 Nomination of Participants by Heads of Delegation

12. In order to facilitate the transition at the Forum level following the approval of TRADE/R650/Rev.3, the FCT will need to compile lists, by Group and by UN/CEFACT delegation (i.e. by country and/or recognized organization), of all the current Forum participants for submission to the UN secretariat. The secretariat will then send these lists to the Heads of Delegation with a request that they confirm the nominations of these participants to the Forum and to the Groups in

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<sup>2</sup> Decision 04-19 of the 10<sup>th</sup>. Session stipulates that document R.650/Rev.3 will be the basis for the elections of the Forum

<sup>3</sup> TBG shall have two additional members/seats in the FMG assigned for the first two years. Subsequently it will be reviewed by the plenary.

<sup>4</sup> TBG shall have two additional members/seats in the FMG assigned for the first two years. Subsequently it will be reviewed by the Plenary.

question. This should save both HoDs and existing participants considerable time in meeting the requirement for all participants to be nominated by a HoD.

13. The first meeting where all delegates will have to be nominated by a HoD will be the March 2005 UN/CEFACT Forum.

**IMPORTANT Note:** As soon as the Forum becomes an official United Nations meeting, starting after the September 2004 Forum Meeting, this will require that delegates can not be charged for attending. Therefore, an alternative funding mechanism needs to be urgently arranged for the March 2005 Forum.

**ANNEX****Draft Procedures for the Elections during the UN/CEFACT Forum,  
Washington 13 - 17 September 2004****1 Introduction**

1. This paper describes the procedures to be followed at the UN/CEFACT Forum 13-17 September 2004 for the election of the Forum Management Group (FMG) Chair and Vice-Chair. The secretariat will collect the existing approved procedures to be available for the Forum in September 2004 for the five Permanent Groups.

2. These procedures for the elections during the September 2004 Forum have been developed by the UN/CEFACT Plenary Bureau, in consultation with the FCT, based on the election procedures of the UN/CEFACT – Mandates, Terms of Reference and Procedures, (R.650rev3, Draft-29 June 2004).

**2 Adoption**

3. These procedures will be made public via the UN/CEFACT Forum Web Site and will be available for Forum members at the September Forum. Notification of the planned adoption of these procedures will be included on the Forum Meeting registration web site. Forum members will be asked to approve the procedures at the Forum Plenary before the elections take place on the morning of Monday, 13 September 2004.

**3 Nomination Procedures****3.1 Nominations for the FMG Chair and Vice Chair**

4. Nominations for the FMG Chair and Vice Chair shall be open before the cut off date of 3 September 2004. Nominations for positions of FMG Chair and Vice Chair positions should take into account expertise, leadership, ability and willingness to work and geographic balance. Nominations of candidates shall be proposed and seconded by valid members of PGs. Nominations shall include a short summary of the nominee's expertise and participation in the UN/CEFACT work program.

5. Nominations with their secondments should be forwarded by email to the UN/ECE Secretariat, "Jean Kubler" <[jean.kubler@unece.org](mailto:jean.kubler@unece.org)> and "Mika Vepsalainen" <[mika.vepsalainen@unece.org](mailto:mika.vepsalainen@unece.org)> before the cut of date of 3 September 2004. The UN/ECE Secretariat will forward all nominations to the head of Delegations and Forum listserver on receipt and made available on the UN/CEFACT Web Site.

6. All nominations can only be valid with the consent of the Nominee.

7. The final list of candidates will be announced and published on 3<sup>rd</sup> September through the UN/CEFACT web site and the list servers by UNECE.

**3.2 Nominations for Standards Liaison Rapporteur<sup>5</sup>**

8. Nominations for Standards Liaison Rapporteur shall be open before the cut off date of 3 September 2004. Nominations for this position should take into account expertise, leadership, ability and willingness to work and geographic balance. Nominations of candidates shall be proposed and seconded. Nominations shall include a short summary of the nominee's expertise and participation in the UN/CEFACT work program.

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<sup>5</sup> Decision 04-30 of 10<sup>th</sup>. Plenary Session

9. Nominations with their secondments should be forwarded by email to the UN/ECE Secretariat, "Jean Kubler" <[jean.kubler@unece.org](mailto:jean.kubler@unece.org)> and "Mika Vepsalainen" <[mika.vepsalainen@unece.org](mailto:mika.vepsalainen@unece.org)> before the cut of date of 3 September 2004. The UN/ECE Secretariat will forward all nominations to the head of Delegations and Forum listserver on receipt and made available on the UN/CEFACT Web Site.

#### **4 Voting Procedures**

##### 4.1 Voting Procedure for the election of the FMG Chair & Vice Chair

10. All registered participants at the UN/CEFACT Forum will be eligible to vote. Voting will be confidential.

11. The election of the FMG Chair and Vice Chair will take place during the Opening Forum Plenary on Monday 13 September in the morning.

12. There will be two separate votes. The first for the FMG Chair, followed by the second for the Vice-Chair which will take place immediately after the results of the election of the Chair is known.

13. In the elections the candidate elected will be the one with the most votes. In the event that the candidates receiving the most votes are tied, another election will take place between those candidates.

14. The Bureau will supervise the elections and will be responsible for counting the votes.

##### 4.2 Voting procedure for the Standards Liaison Rapporteur

15. All registered participants at the UN/CEFACT Forum will be eligible to vote. Voting will be confidential.

16. Voting will take place on Monday 13 September following the Opening Plenary.

17. In all elections the candidate elected will be the one with the most votes. In the event that the candidates receiving the most votes are tied, another election will take place between those candidates.

18. The Bureau will supervise the elections and will be responsible for counting the votes.

#### **5 Obligations of Candidates**

19. The term of the FMG Chair and that of the Vice Chair shall be for two years.

20. The elected FMG Chair and Vice Chair and all Permanent Representatives elected by the Groups, will be expected to attend FMG meetings during the Forum. In addition, there may be interim FMG meetings.

21. The elected FMG Chair and Vice Chair will be members of the UN/CEFACT Plenary Bureau and will be expected to attend Bureau meetings and the UN/CEFACT annual Plenary.

## **6 The Forum Management Group**

### 6.1 Resource requirements

23. It is expected that, for the position of Chair and/or Vice Chair, 20 to 30 working days a year should be envisaged. Further, the Bureau will meet once between Plenary sessions. Beyond that, it is expected that the FMG members will meet in teleconference or electronically in order to fulfill their responsibilities.

## **7 Ratification by the UN/CEFACT Plenary**

24. The FMG, the Standards Liaison Rapporteur and PGs' Chairs shall be ratified by the Plenary. Ratification by the Plenary conveys Rapporteur status on the Chairs.

25. Upon election, the Chair shall act as a Candidate Rapporteur until the Plenary has made a decision regarding their ratification. The Chair shall be eligible for re-election for further terms of office without restriction.

26. Should a Chair not be ratified by the Plenary, then the Plenary shall request the election and submission to the Plenary of another Candidate Rapporteur. In such cases, Plenary delegations may also nominate one or more candidates for the post. Then, the foregoing process shall be repeated until ratification is achieved with the following changes: a) the addition of any nominees from the Plenary to the election process; b) any candidate that is not ratified shall be ineligible to stand again for election to the post for two years.

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