
SITPRO

SIMPLIFYING INTERNATIONAL TRADE

ELECTRONIC BUSINESS GROUP

Agenda Item: UNCEFACT – TBG 15

International Trade Procedures Working Group

1. Introduction

- 1.1 The International Trade Procedures Working Group (ITPWG), designated TBG 15, is a working group within the International Trade and Business Processes Group (TBG). In turn the TBG is a Permanent Group of UN/CEFACT, the United Nations Centre for Trade Facilitation and Electronic Business.

2. Purpose and Scope

- 2.1 The purpose of the ITPWG is to identify, simplify harmonise and align public and private sector practices, procedures and information flows relating to international trade transactions both in goods and related services. The scope of the working group is the business processes and government legislation, regulations, obligations and official administrative requirements involved in the movement of goods across international borders within the mission statement and objectives of UN/CEFACT and its permanent groups and working groups. The geographical focus of the working group is global.
- 2.2 An important feature of the ITPWG is its total coverage of the international supply chain reference model developed by Business Process Analysis working group (TBG14) of UN/CEFACT. The BUY – SHIP – PAY model identifies all commercial activities related to ordering goods, their physical transfer including official controls and increasingly security measures and payment. This coverage from initial business contact between supplier and customer to contract fulfilment is unique among the working groups of TBG. The other groups focus on businesses process within their own trade and industry sector (designated domains) although many business processes are common to many domains. Consequently, standards, recommendations and best practice are developed through collaboration with the results shared and re-used by many, if not all domains.

3. Key deliverables

- 3.1 The key deliverables of TBG 15 – ITPWG are:
- development of new relevant instruments and Recommendations for trade facilitation;
 - revision, amendment or deletion of these instruments and Recommendations, in co-operation with the other groups and working groups;
 - evaluation of the state and progress in, and systematic review and monitoring of the implementation of trade facilitation Recommendations and measures;

- notification to other groups and working groups of constraints identified in the field of international trade practices and procedures;
- documentation of business and government requirements;
- contributions to influence and support related work in other relevant intergovernmental and non- governmental organizations; and
- provision of relevant educational, promotional and capacity building material.

The Group is also responsible for raising awareness of its work to the wider audience of the international business community and national administrations.

4. Functional Expertise for Membership

- 4.1 The ITPWG is a group of experts whose knowledge collectively provides a detailed and proven expertise in trade facilitation and international trade practices and procedures relating to administration, commerce and transport. Each UN/CEFACT Head of Delegation may designate one or more experts to the ITPWG. In doing so, they may delegate this task to one or more organisation, which may be national, regional or international. Experts, once designated, are expected to contribute to the work based solely on their expertise and comply with the Intellectual Property Rights policy of the UN and the Code of Conduct for Experts on mission.

5. Delegated Responsibilities

- 5.1 The ITPWG is empowered in accordance with agreed UN/CEFACT Forum operating procedures to:
- issue, present and publish, in the area of practices, procedures and information flows within international trade transactions: a) analyses, b) reports on constraints, and c) proposals, to UN/CEFACT and other organisations;
 - promote the adoption of standards, Recommendations and best practice in the area of trade facilitation;
 - draft new UN/CEFACT Recommendations as appropriate;
 - propose amendments to or deletion of existing UN/CEFACT Recommendations, as identified in the ITPWG work programme;
 - co-operate and establish liaisons with other groups, working groups and organisations as appropriate.
 - establish project teams and supporting teams as required;

To fulfil these responsibilities the ITPWG establishes liaisons and collaborates with other working groups, permanent groups and organisations. The working group also forms project teams and support to undertake its work programme.

6. eBG

- 6.1 Members are asked to note the report and invited to comment.