

Book

Summary of UNECE Trade Facilitation Recommendations

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Summary of UNECE Trade Facilitation Recommendations

2023 Edition



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



UNITED NATIONS

Geneva, 2024

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Foreword

Trade is playing a key role in advancing the digital and green transformations. At the same time, the digital and green transformations are changing the way how goods and services are traded internationally. The United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT), under the umbrella of the United Nations Economic Commission for Europe (UNECE), supports this global agenda through tools and guidance on effective and transparent solutions for trade facilitation and e-business.

To date, UN/CEFACT and UNECE developed a series of nearly 50 policy recommendations and over 950 data exchange standards. These are used globally to simplify, standardize and harmonize trade procedures and information flows.

This 2023 edition of the Summary of UNECE Trade Facilitation Recommendations provides an update on the status and availability of policy recommendations adopted by the UN/CEFACT Plenary since the previous, 2019 edition. The latest UNECE Recommendations contribute to mitigating the impact of pandemics and crises on trade flows; addressing disruptions in global supply chains; enhancing the traceability, transparency and sustainability of value chains; and enhancing public-private collaborations to advance trade facilitation efforts, among others.

Specifically, this current edition includes summaries of Recommendation No. 44 (Cross-Border Facilitation Measures for Disaster Relief), Recommendation No. 45 (Minimum Standards for Ship Agents and Ship Brokers), Recommendation No. 46 (Enhancing Traceability and Transparency of Sustainable Value Chains in the Garment and Footwear Sector), Recommendation No. 47 (Pandemic Crisis Trade-Related Response), and Recommendation No. 48 (Private Sector Participation in National Trade Facilitation Bodies) as well as the revised Recommendation No. 2 (UNECE Layout Key: Semantic Information and Codes in International Trade Data Exchange).

I am confident that this summary of UNECE Trade Facilitation Recommendations will serve as a useful reference tool, effectively supporting the global trade community in harnessing trade for sustainable development in the UNECE region and beyond.



Tatiana Molcean

United Nations Under-Secretary-General
Executive Secretary of the United Nations Economic Commission for Europe

Note

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.

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.

UN/CEFACT is committed to ensuring that the gender dimension is reflected in norms, roles, procedures, and access to resources. Government and trade are encouraged to promote equal opportunities for women and men within the scope of Trade Facilitation activities. UN/CEFACT specifically encourages the collection, analysis, and monitoring of gender disaggregated data in order to better understand and support women's engagement in international trade and transport facilitation.

This Recommendation encourages governments, business communities, development partners, international organizations, and other policymakers to follow UN/CEFACT's commitment to ensure inclusiveness for women.

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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 No. 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 No. 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 No. 16)
- Codes for Modes of Transport (Recommendation No. 19)
- Code for Representation of Names of Countries (Recommendation No. 3).

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

- Recommendation No. 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 No. 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 Nos. 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:

- 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/>

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@un.org.

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).

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	1981	March 2001	2002
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Last Revision approved	Date	April 2017	_____	2017
	Publication N°	ECE/TRADE/432	_____	ECE/TRADE/CEFACT/2017/7
French Edition	Date	April 2017	March 2001	2017
	Publication N°	ECE/TRADE/432	TRADE/CEFACT/2001/15	ECE/TRADE/CEFACT/2017/7
Russian Edition	Date	April 2017	March 2001	2017
	Publication N°	ECE/TRADE/432	TRADE/CEFACT/2001/15	ECE/TRADE/CEFACT/2017/7

Recommendation Number		Recommendation N° 2	Recommendation N° 3	Recommendation N° 4
Title		Revision of UNECE Layout Key: semantic information and codes in international trade data exchange	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		<p>This Recommendation No. 2 is a revision of 1981 Recommendation on ECE Layout Key. It aims at promoting the use of clear, structured semantics and coded information in data exchange. Using codified data instead of textual inputs and referencing freely available code lists can ensure that all parties involved understand the same data in the same way.</p> <p>The Recommendation is supplemented by UN/CEFACT Code lists and the semantic dictionary of key international trade terms for use within UN/CEFACT work.</p>	Known as the “ISO ALPHA2 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		Approved	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	2022	January 1996 (3rd Edition)	2020
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French Edition	Date	2022	January 1996	2020
	Publication N°	ECE/TRADE/473	ECE/TRADE/201	ECE/TRADE/425
Russian Edition	Date	2022	January 1996	2020
	Publication N°	ECE/TRADE/473	ECE/TRADE/201	ECE/TRADE/425

Recommendation Number		Recommendation N° 5	Recommendation N° 6	Annex to Recommendation N° 6
Title		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		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.
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Last Revision approved	Date	2020	September 1983 (2nd Edition)	February 2011 (2nd Edition)
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French Edition	Date	2020	September 1983	February 2011
	Publication N°	ECE/TRADE/458	ECE/TRADE/148	ECE/TRADE/C/CEFACT/2010/8/Rev.1
Russian Edition	Date	2020	September 1983	February 2011
	Publication N°	ECE/TRADE/458	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 allnumerical 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
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	Publication N°	TD/B/FAL/INF.108	TRADE/WP.4/INF.119	ECE/TRADE/203	TRADE/WP.4/R.1274
French Edition	Date	October 1988	_____	January 1996	March 1997
	Publication N°	TD/B/FAL/INF.108	_____	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 (3rd 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	_____	2000	2020
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French Edition	Date	January 2014	January 2014	_____	2020
	Publication N°	ECE/TRADE/C/CEFACT/2014/6	ECE/TRADE/C/CEFACT/2014/6/Add.1	_____	ECE/TRADE/459
Russian Edition	Date	January 2014	January 2014	2000	2020
	Publication N°	ECE/TRADE/C/CEFACT/2014/6	ECE/TRADE/C/CEFACT/2014/6/Add.1	ECE/TRADE/243 (revised)	ECE/TRADE/459

Recommendation Number		Recommendation Nº 17	Recommendation Nº 18	Recommendation Nº 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.
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French Edition	Date	_____	2002 (4rd Revised Edition)	January 2001
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Russian Edition	Date	March 1982	2002 (4rd Revised Edition)	January 2001
	Publication Nº	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
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French Edition	Date	2008	_____	_____	_____
	Publication N°	ECE/TRADE/C/CEFACT/2008/6 (Revision 5)	_____	_____	_____
Russian Edition	Date	2008	_____	_____	_____
	Publication N°	ECE/TRADE/C/CEFACT/2008/6 (Revision 5)	_____	_____	_____

Recommendation Number		Recommendation № 22	Recommendation № 23	Recommendation № 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 №	ECE/TRADE/168	ECE/TRADE/170	ECE/TRADE/170
Last Revision approved	Date	_____	April 2011 (Revision 8)	2020 (Revision 10)
	Publication №	_____	ECE/TRADE/C/CEFACT/2011/6	_____
French Edition	Date	_____	April 2011 (Revision 8)	_____
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Russian Edition	Date	_____	April 2011 (Revision 8)	_____
	Publication №	_____	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°	CEFACT/ICG/2009/IC009 (Fifth version)	ECE/TRADE/207	ECE/TRADE/208
French Edition	Date	2000	January 1996	January 1996
	Publication N°	ECE/TRADE/258 (First version)	ECE/TRADE/207	ECE/TRADE/208
Russian Edition	Date	2000	January 1996	January 1996
	Publication N°	ECE/TRADE/258 (First version)	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	_____	2010	2018 (Revision 4.2)
	Publication N°	_____	CEFACT/ICG/2010/IC011	_____
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	2000	2001	2004
	Publication N°	ECE/TRADE/257	TRADE/CEFACT/2001/14	ECE/TRADE/352
Last Revision approved	Date	_____	2001	2020
	Publication N°	_____	ECE/TRADE/277	ECE/TRADE/352/Rev.1
French Edition	Date	2000	2001	2020
	Publication N°	ECE/TRADE/257	TRADE/CEFACT/2001/14	ECE/TRADE/352/Rev.1
Russian Edition	Date	2000	2001	2020
	Publication N°	ECE/TRADE/257	TRADE/CEFACT/2001/14	ECE/TRADE/352/Rev.1

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	2011	2011	April 2017	April 2019
	Publication N°	ECE/TRADE/400	ECE/TRADE/401	ECE/TRADE/CEFACT/2017/6	ECE/TRADE/C/CEFACT/2019/6
Last Revision approved	Date	2013	2013	April 2017	April 2019
	Publication N°	ECE/TRADE/400	ECE/TRADE/401	ECE/TRADE/431	ECE/TRADE/447
French Edition	Date	2011	2011	April 2017	April 2019
	Publication N°	ECE/TRADE/400	ECE/TRADE/401	ECE/TRADE/CEFACT/2017/6	ECE/TRADE/447
Russian Edition	Date	2011	2011	April 2017	April 2019
	Publication N°	ECE/TRADE/400	ECE/TRADE/401	ECE/TRADE/CEFACT/2017/6	ECE/TRADE/447

Recommendation Number		Recommendation N°38	Recommendation N° 40	Recommendation N° 41
Title		Trade Information Portals	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 addresses the importance of accessing accurate information about the rules governing international trade and how to achieve this through a Trade Information Portal (TIP). The recommendation details the different types of information for such a portal, base implementation consideration as well as the key success factors. As a key aspect of international trade, it is expected that many countries around the world have already or soon will implement a Trade Information Portal. This recommendation will be accompanied by an e-business standard to help facilitate the exchange of such information.	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	Approved
First approved	Date	2021	February 2015	April 2017
	Publication N°	ECE/TRADE/C/CEFACT/2021/6	ECE/TRADE/C/CEFACT/2015/9/Rev.1	ECE/TRADE/C/CEFACT/2017/9
Last Revision approved	Date	2021	2015	2017
	Publication N°	ECE/TRADE/465	ECE/TRADE/423	ECE/TRADE/430
French Edition	Date	2021	_____	2017
	Publication N°	ECE/TRADE/465	_____	ECE/TRADE/430
Russian Edition	Date	2021	_____	2017
	Publication N°	ECE/TRADE/465	_____	ECE/TRADE/430

Recommendation Number		Recommendation N° 42	Recommendation N° 43	Recommendation N° 44
Title		Trade and Transport Facilitation Monitoring Mechanism	Sustainable Procurement	Cross-Border Facilitation Measures for Disaster Relief
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.	This Recommendation advocates to governments the importance of building national capacity and capability to cope with a large influx of humanitarian relief. The sudden onset of a disaster often results in relief providers and national administrations being unclear about importation requirements and procedures for needed relief items. This policy recommendation supports governments by providing key considerations and practices for implementing preparedness measures for the facilitation of a large influx of humanitarian relief after a disaster. Specific attention is provided to the immediate emergency response phase of a sudden onset disaster scenario.
Current Status		Approved	Approved	Approved
First approved	Date	April 2017	April 2019	April 2021
	Publication No	ECE/TRADE/C/CEFACT/2017/8/Rev.1	ECE/TRADE/C/CEFACT/2019/7	ECE/TRADE/C/CEFACT/2021/7
Last Revision approved	Date	April 2017	April 2019	April 2021
	Publication No	ECE/TRADE/437	ECE/TRADE/451	ECE/TRADE/461
French Edition	Date	April 2017	April 2019	April 2021
	Publication No	ECE/TRADE/C/CEFACT/2017/8/Rev.1	ECE/TRADE/451	ECE/TRADE/461
Russian Edition	Date	April 2017	April 2019	April 2021
	Publication No	ECE/TRADE/C/CEFACT/2017/8/Rev.1	ECE/TRADE/451	ECE/TRADE/461

Recommendation Number		Recommendation N°45	Recommendation N° 46	Recommendation N°47	Recommendation N°48
Title		Minimum Standards for Ship Agents and Ship Brokers	Enhancing Traceability and Transparency of Sustainable Value Chains in the Garment and Footwear Sector	Pandemic Crisis Trade-Related Response	Private Sector Participation in National Trade Facilitation Bodies
ISO Document Number (if applicable)					
Description		This Recommendation draws attention to the vital role that ship agents and ship brokers play in the economic success of a voyage and the safety of the crew, acting as an intermediary between a ship and a port. This recommendation outlines the minimum standards to which a ship agent or ship broker should adhere, both ethically and professionally. It is closely aligned to the obligations of the International Maritime Organization's FAL Convention while also reflecting the current environment of dematerialization.	This Recommendation includes implementation guidelines to assist policy and decision makers in better understanding tracking and tracing while also providing a framework for implementation by all stakeholders in garment and footwear value chains.	This recommendation outlines measures to mitigate the adverse impact of a pandemic such as COVID-19 on trade flows. Such pandemics have revealed the challenges of facing a health crisis and its impact on society and economies which could potentially leave lasting scars on the global economy.	This Recommendation No. 48 emphasizes the importance of active engagement of the private sector in the national trade facilitation bodies (NTFBs) for strengthening their relevance, legitimacy and performance. Recognizing that there are many barriers to active private sector engagement with NTFBs, this recommendation provides practical guidance in creating a trusted, permanent and effective environment for public-private sector dialogue within NTFBs.
Current Status		Approved	Approved	Approved	Approved
First approved	Date	2021	2021	2021	2023
	Publication N°	ECE/TRADE/C/CEFACT/2021/8	ECE/TRADE/C/CEFACT/2021/10	ECE/TRADE/C/CEFACT/2021/9	ECE/TRADE/C/CEFACT/2023/7
Last Revision approved	Date	2021	2022	2022	
	Publication N°	ECE/TRADE/462	ECE/TRADE/463	ECE/TRADE/469	
French Edition	Date	2021	2022	2022	2023
	Publication N°	ECE/TRADE/462	ECE/TRADE/463	ECE/TRADE/469	ECE/TRADE/C/CEFACT/2023/7
Russian Edition	Date	2021	2022	2022	2023
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