



**LIST OF UNECE
UN/CEFACT
RECOMMENDATIONS
ON TRADE
FACILITATION**

UNITED NATIONS ECONOMIC COMMISSION FOR EUROPE

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UNITED NATIONS

CONTENTS

Foreword

List of Abbreviations

Introduction

List of Recommendations

LIST OF ABBREVIATIONS

E-commerce	Electronic Commerce
EDI	Electronic Data Interchange
IMO	International Maritime Organization
NGOs	Non-governmental Organizations
PSI	Preshipment Inspection
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
WTO	World Trade Organization

INTRODUCTION

Trade facilitation is a diverse and challenging subject with huge potential benefits for both business and Governments on the national, regional and international levels. It cuts across a wide range of areas such as government regulations and controls, business efficiency, transportation, information and communication technologies (ICT) and the financial sector. It is at once a political, economic, business, administrative, technical and technological issue, and each of these factors needs to be considered by a country or region in developing a trade facilitation strategy.

While there is no “agreed” definition of trade facilitation, it generally encompasses the simplification and standardization of procedures and associated information flows required to move goods internationally from seller to buyer and to pass payment in the other direction. This covers Customs, other regulatory agencies, transport, ports, customs brokers, freight forwarders, finance, insurance, legal issues, etc. It is based on internationally accepted standards, norms and practices and involves improvement of physical infrastructure and facilities and the harmonisation of applicable laws and regulations.

This publication presents an overview of the Trade Facilitation Recommendations developed by the United Nations Centre for Trade Facilitation and Electronic Business and UNECE, several of which have become ISO Standards. The Recommendations reflect best practices in trade procedures and standards and have been of enormous benefit to government administrations, traders and providers of trade-related services. They include the widely used UN Layout Key, a guideline for designing trade documents and the basis of the EU Single Administrative Document, the International Bill of Lading and other such documents. Other recommendations include the UN Location Code for over 40,000 trade locations in the world, and the Country Code that has been adopted as an ISO standard.

The publication also includes UNECE’s Recommendations and international standards supporting electronic data interchange (EDI), the most important of which is the UN Electronic Data Interchange for Administration, Commerce and Transport (UN/EDIFACT), the global standard for EDI. Information is also provided on the recently developed Recommendations on the establishment of a Single Window for the submission of trade documents, complemented with Guidelines assisting countries to establish the single window concept tailor-made to their needs, are also included.

Information about each recommendation contains:

- a brief description of the recommendation;
- current status indicating whether the recommendation is under development, approved or currently under revision;
- dates and publication numbers of documents containing the first approved and last revised versions of the recommendation (in order to ease recommendation’s identification and search);
- web site containing the English version of the recommendation or any other relevant web site;
- indication and publication numbers of the French and Russian editions.

The UNECE secretariat believes that this publication will be a useful tool in adopting and implementing trade facilitation measures to assist in economic development and integration into the global market.

Recommendation Number	Recommendation N° 1	Addendum to Recommendation N° 1	Informative Annex to Recommendation N° 1	Addendum to Informative Annex to Recommendation N° 1	
	ISO 6422				
Title	United Nations Layout Key for Trade Documents	UN Layout Key for Trade Documents	United Nations Layout Key for Trade Documents: Guidelines for Application	Illustrations of Forms	
Description	Provides an international basis for the standardization of documents used in international trade and transport, including the visual representation of such documents. The UN 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 UN 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 UN 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.	In part V of the Informative Annex it is submitted to include illustrations of forms referred to in each sector. This addendum includes such illustrations. The fields of application, in which illustrations are made, are listed at the beginning of the Addendum.	
Web site	http://www.unece.org/cefact/rec/rec01en.htm				
Current Status (approved, under revision, under development)	Approved	Approved	Approved	Approved	
First approved	Date	1973	March 2001	March 2001	March 2001
	Publication N°	ME/TTD/73/D1	TRADE/CEFACT/2001/15	ECE/TRADE/270	TRADE/CEFACT/2001/16/Add.1
Last Revision approved	Date	March 1981	_____	_____	_____
	Publication N°	ECE/TRADE/ 137	_____	_____	_____
French Edition	Date	March 1981	March 2001	March 2001	_____
	Publication N°	ECE/TRADE/ 137	TRADE/CEFACT/2001/15	ECE/TRADE/270	_____
Russian Edition	Date	March 1981	March 2001	March 2001	_____
	Publication N°	ECE/TRADE/ 137	TRADE/CEFACT/2001/15	ECE/TRADE/270	_____

Recommendation Number	Recommendation N° 2	Recommendation N° 3	Recommendation N° 4
		ISO 3166	
Title	Location of Codes in Trade Documents	ISO Country Code: Code for Representation of Names of Countries	National Trade Facilitation Organs: Arrangements at the National Level to Coordinate Work on Facilitation of Trade Procedures
Description	The text of this Recommendation was incorporated into Recommendation N° 1 in 1979. It recommends the locations for information codes in trade documents, so as to know, where to find information about the goods. This recommendation has been incorporated into Recommendation Nr. 1 and does not exist anymore as an independent Recommendation. Thus the publication number is indicated only for completeness and information.	Known as the "ISO ALPHA-2 Country Code," it is intended for use in re-presenting 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.	Recommends that Governments establish and support national trade facilitation bodies with balanced private and public sector participation in order to identify issues affecting the cost and efficiency of their country's international trade; develop measures to reduce the cost and improve the efficiency of international trade; assist in the implementation of those measures; provide a national focal point for the collection and dissemination of information on best practices in international trade facilitation; and participate in international efforts to improve trade facilitation and efficiency.
Web site	_____	http://www.unece.org/cefact/rec/rec03en.htm	http://www.unece.org/cefact/rec/rec04en.htm
Current Status (under development, approved, under revision)	Approved	Approved	Approved
First approved	Date	June 1973	October 1974
	Publication N°	ME/TTD/73/D.2 (original document)	TD/B/ASTF/INF.32
Last Revision approved	Date	_____	January 1996
	Publication N°	_____	ECE/TRADE/201
French Edition	Date	_____	January 1996
	Publication N°	_____	ECE/TRADE/201
Russian Edition	Date	_____	January 1996
	Publication N°	_____	ECE/TRADE/201

Recommendation Number	Guidelines to Recommendation N° 4	Recommendation N° 5	Recommendation N° 6	Recommendation N° 7
				ISO 8601:2000
Title	Creating an Efficient Environment for Trade and Transport Guidelines	Abbreviations of INCOTERMS; Alphabetic Code for INCOTERMS 2000	Aligned Invoice Layout Key For International Trade	Numerical Representation of Dates, Time and Periods of Time
Description	The Guidelines to Recommendation No.4 provide more detailed information about the purposes, membership, organization, responsibilities and work programme of a National Trade and Transport Facilitation Committee (NTTFC)	Proposes abbreviations of the International Chamber of Commerce's trade terms, known as INCOTERMS, for acceptance and use by Governments and international organizations whenever these terms are referred to in abbreviated form, including electronic data transmission and processing.	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 in other instances. 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.)	Establishes a method for a standardized and unambiguous all-numerical designation of a given: date, time of day and period of time. It applies to all cases where these data are presented as separate entries in numerical form but not when they are part of a plain language text.
Web site	http://www.unece.org/cefact/rec/rec04en.htm	http://www.unece.org/cefact/rec/rec05en.htm	http://www.unece.org/cefact/rec/rec06en.htm	http://www.unece.org/cefact/rec/rec07en.htm
Current Status (under development, approved, under revision)	Approved	Approved	Approved	Approved
First approved	Date	March 2000	October 1974	September 1975
	Publication N°	ECE/TRADE/256	ECE/TRADE/WP.4/15/Annex I	ECE/TRADE/WP.4/R.14
Last Revision approved	Date	_____	May 2000	September 1983
	Publication N°	_____	ECE/TRADE/259	ECE/TRADE/148
French Edition	Date	May 2000	May 2000	September 1983
	Publication N°	ECE/TRADE/256	ECE/TRADE/259	ECE/TRADE/148
Russian Edition	Date	May 2000	May 2000	September 1983
	Publication N°	ECE/TRADE/256	ECE/TRADE/259	ECE/TRADE/148

Recommendation Number	Recommendation N° 8	Recommendation N° 9	Recommendation N° 10	Recommendation N° 11
		ISO 4217		
Title	Unique Identification Code Methodology-UNIC	Alphabetic Code for the Representation of Currencies	Codes for Ships' Names	Documentary Aspects of the International Transport of Dangerous Goods
Description	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 by the new number, where feasible.	Encourages the use of the three-letter alphabetic codes of 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.	Recommends that participants in international trade, including ship owners, port authorities and other parties involved in maritime transport of goods, use the International Maritime Organisation'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 EDI applications.	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.
Web site	http://www.unece.org/cefact/rec/rec08en.htm	http://www.unece.org/cefact/rec/rec09en.htm	http://www.unece.org/cefact/rec/rec10en.htm	http://www.unece.org/cefact/rec/rec11en.htm
Current Status (under development, approved, under revision)	Approved	Approved	Approved	Approved
First approved	Date	February 1978	February 1978	February 1978
	Publication N°	TD/B/FAL/INF.50	TD/B/FAL/INF.51	TD/B/FAL/INF.52
Last Revision approved	Date	January 1992	January 1996	January 1997
	Publication N°	ECE/TRADE/Wp.4/INF.119	ECE/TRADE/203	TRADE/WP.4/R.1274
French Edition	Date	January 1992	January 1996	January 1997
	Publication N°	ECE/TRADE/WP.4/INF.119	ECE/TRADE/203	TRADE/WP.4/R.1274
Russian Edition	Date	_____	January 1996	January 1997
	Publication N°	_____	ECE/TRADE/203	TRADE/WP.4/R.1274

Recommendation Number		Recommendation N° 12	Recommendation N° 13	Recommendation N° 14	Recommendation N° 15
Title		Measures to Facilitate Maritime Transport Documents Procedures	Facilitation of Identified Legal Problems in Import Clearance Procedures	Authentication of Trade Documents by Means other than Signature	Simpler Shipping Marks
Description		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 waybill or other non-negotiable transport documents instead of negotiable transport documents, such as bill of lading. This should avoid the problem of delay of the goods delivery and facilitate the introduction of the EDI.	Proposes solutions to various legal problems related to import clearance procedures.	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.	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 data interchange.
Web site		http://www.unece.org/cefact/ec/rec12en.htm	http://www.unece.org/cefact/rec/rec13en.htm	http://www.unece.org/cefact/ec/rec14en.htm	http://www.unece.org/cefact/rec/rec15en.htm
Current Status (under development, approved, under revision)		Under Revision	Approved	Approved	Approved
First approved	Date	March 1979	March 1979	March 1979	September 1979
	Publication N°	TD/B/FAL/INF.61	TD/B/FAL/INF.62	TD/B/FAL/INF.63	TD/B/FAL/INF.65
Last Revision approved	Date	March 1999	_____	_____	November 1999
	Publication N°	ECE/TRADE/240	_____	_____	ECE/TRADE/243
French Edition	Date	October 2001	_____	_____	_____
	Publication N°	ECE/TRADE/240	_____	_____	_____
Russian Edition	Date	October 2001	_____	_____	_____
	Publication N°	ECE/TRADE/240	_____	_____	_____

Recommendation Number		Recommendation N° 16	Recommendation N° 17	Recommendation N° 18	Recommendation N° 19
Title		UN/LOCODE; Code for Trade and Transport Locations	PAYTERMS; Abbreviations for Terms of Payment	Facilitation Measures related to International Trade Procedures	Codes for Modes of Transport
Description		Recommends a five-letter alphabetic code for abbreviating the names of locations of interest to international trade, 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 between participants in international trade. The UN/LOCODE's code list is revised and updated twice a year and currently contains about 40,000 location codes.	Provides abbreviations for 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 a series of measures related to the movement of goods, presented in groups covering different phases of a common 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 documents covered, 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 mode of transport is represented in coded form in international trade documents and where a simple code structure suffices.
Web site		http://www.unece.org/cefact/rec/rec16en.htm http://www.unece.org/cefact/locode/service/main.htm	http://www.unece.org/cefact/rec/rec17en.htm	http://www.unece.org/cefact/rec/rec18en.htm	http://www.unece.org/cefact/rec/rec19en.htm
Current Status (under development, approved, under revision)		Under regular revision	Approved	Approved	Approved
First approved	Date	September 1980	March 1982	September 1980	March 1981
	Publication N°	RD/B/FAL/INF.66	ECE/TRADE/142	ECE/TRADE/141	ECE/TRADE/138
Last Revision approved	Date	December 1998	_____	March 2001	January 2001
	Publication N°	ECE/TRADE/227	_____	ECE/TRADE/271	TRADE/CEFACT/2001/19
French Edition	Date	December 1998	_____	May 2001	January 2001
	Publication N°	ECE/TRADE/227	_____	ECE/TRADE/271	TRADE/CEFACT/2001/19
Russian Edition	Date	December 1998	_____	May 2001	January 2001
	Publication N°	ECE/TRADE/227	_____	ECE/TRADE/271	TRADE/CEFACT/2001/19

Recommendation Number	Recommendation N° 20	Recommendation N° 20 Annex I - III	Recommendation N° 21	Recommendation N° 22	
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	Layout Key for Standard Consignment Instructions	
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 the 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 unit of measure name.	Presents the lists of coded representations of package type names used in international trade.	Presents a layout key, based on the UN 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 freight forwarder, carrier or his agent, or other provider of service, enabling the movement of goods and associated activities. This Recommendation is relevant to the movement and handling of goods.	
Web site	http://www.unece.org/cefact/rec/rec20en.htm	http://www.unece.org/cefact/rec/rec20en.htm	http://www.unece.org/cefact/rec/rec21en.htm	http://www.unece.org/cefact/rec/rec22en.htm	
Current Status (under development, approved, under revision)	Approved	Under Revision	Under Revision	Approved	
First approved	Date	March 1985	March 1985	March 1986	March 1989
	Publicatio N°	ECE/TRADE/151	ECE/TRADE/151	ECE/TRADE/158	ECE/TRADE/168
Last Revision approved	Date	January 2001	September 1995	May 2002	_____
	Publicatio N°	TRADE/CEFACT/2001/20	ECE/TRADE/WP.4/R.888/Rev.4	ECE/TRADE/309	_____
French Edition	Date	January 2001	_____	January 2001	March 1989
	Publicatio N°	TRADE/CEFACT/2001/20	_____	TRADE/CEFACT/2001/21	ECE/TRADE/168
Russian Edition	Date	January 2001	_____	January 2001	_____
	Publicatio N°	TRADE/CEFACT/2001/20	_____	TRADE/CEFACT/2001/21	_____

Recommendation Number	Recommendation N° 23	Recommendation N° 24	Recommendation N° 25	Recommendation N° 26	
Title	Freight Cost Code-FCC; Harmonization of the Description of Freight Costs and other Charges	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)	
Description	Provides a naming system to be used for the establishment of 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. This Recommendation applies in all cases where descriptions of freight costs and other charges have to be stated in plain language or in coded form in trade data interchange, be it in paper documents or by electronic means.	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 intended for use in manual and/or automated systems for the exchange of information between all participants 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 of all economic sectors worldwide. There are currently over 200 UN/EDIFACT messages available for the exchange of data between organizations. The UN/EDIFACT Directories are revised and updated twice a year.	Promotes the use of interchange agreements between commercial parties using Electronic Data Interchange (EDI) in connection with international commercial transactions. The Recommendation includes a Model Interchange Agreement for international use. Though designed for bilateral agreements between two trading partners, the Model Interchange Agreement, can be implemented in multilateral relationships.	
Web site	http://www.unece.org/cefact/rec/rec23en.htm	http://www.unece.org/cefact/rec/rec24en.htm	http://www.unece.org/cefact/rec/rec25en.htm http://www.unece.org/trade/untddid/welcome.htm	http://www.unece.org/cefact/rec/rec26en.htm	
Current Status (under development, approved, under revision)	Approved	Approved	Approved	Approved	
First approved	Date	March 1990	September 1995	September 1995	March 1995
	Publicatio N°	ECE/TRADE/170	ECE/TRADE/206	TRADE/WP.4/R.1079	ECE/TRADE/WP.4/R.1133
Last Revision approved	Date	June 2003	July 2004	January 1996	_____
	Publicatio N°	CEFACT/ICG/2003/IC002	CEFACT/ICG/2004/IC006	ECE/TRADE/207	_____
French Edition	Date	March 1990	May 2000	January 1996	January 1996
	Publicatio N°	ECE/TRADE/170	ECE/TRADE/258	ECE/TRADE/207	ECE/TRADE/208
Russian Edition	Date	March 1990	May 2000	January 1996	January 1996
	Publicatio N°	ECE/TRADE/170	ECE/TRADE/258	ECE/TRADE/207	ECE/TRADE/208

Recommendation Number		Recommendation N° 27	Recommendation N° 28	Recommendation N° 29	Recommendation N° 30
Title		Preshipment Inspection	Codes for Types of Means of Transport	Codes for Types of Cargo	Harmonized Commodity Description and Coding System for the Coding of Goods and Commodities
Description		Encourages the WTO instrument regarding preshipment 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.	_____	_____
Web site		http://www.unece.org/cefact/rec/rec27en.htm	http://www.unece.org/cefact/rec/rec28en.htm	_____	_____
Current Status (under development, approved, under revision)		Approved	Approved	Under development	Withdrawn
First approved	Date	June 1999	January 2001	_____	_____
	Publicatio N°	ECE/TRADE/237	TRADE/CEFACT/200 1/23	_____	_____
Last Revision approved	Date	_____	April 2003	_____	_____
	Publicatio N°	_____	ECE/TRADE/315	_____	_____
French Edition	Date	_____	January 2001	_____	_____
	Publicatio N°	_____	TRADE/CEFACT/200 1/23	_____	_____
Russian Edition	Date	_____	January 2001	_____	_____
	Publicatio N°	_____	TRADE/CEFACT/200 1/23	_____	_____

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 Establishing A Single Window
Description	Proposes a model for a contractual approach of 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.	Aimed at enhancing the efficient exchange of information between trade and government. A Single Window is a facility that allows parties involved in international trade and transport to lodge standardized information and documents with a single entry point to fulfill all import, export, and transit-related regulatory requirements. If information is electronic, then individual data elements should only be submitted once. This can enhance the availability and handling of information, expedite and simplify information flows between trade and government and can result in a greater harmonization and sharing of the relevant data across governmental systems, bringing meaningful gains to all parties involved in cross-border trade.
Web site	http://www.unece.org/cefact/rec/rec31en.htm	http://www.unece.org/cefact/rec/rec32en.htm	
Current Status (under development, approved, under revision)	Approved	Approved	Approved
First approved	Date	March 2000	January 2001
	Publication N°	ECE/TRADE/257	TRADE/CEFACT/2001/14
Last Revision approved	Date	_____	_____
	Publication N°	_____	_____
French Edition	Date	May 2000	January 2001
	Publication N°	ECE/TRADE/257	TRADE/CEFACT/2001/14
Russian Edition	Date	May 2000	January 2001
	Publication N°	ECE/TRADE/257	TRADE/CEFACT/2001/14

