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United Nations Centre for Trade Facilitation and Electronic Business structure, mandate, terms of reference and procedures

Revised Extra-Budgetary Contributions to a United Nations Trust Fund for the Activities of the United Nations Centre for Trade Facilitation and Electronic Business

Submitted by the secretariat

Summary

This document lays out the procedure for the extra-budgetary contributions to the United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT).

Document ECE/TRADE/C/CEFACT/2008/39/Rev.1 is submitted by the secretariat to the twenty-eighth session of the UN/CEFACT Plenary for information.



1. At the request of the UN/CEFACT Bureau the secretariat issued a revised version of the document ECE/TRADE/C/CEFACT/2008/39 approved at the fourteenth session of the UN/CEFACT Plenary.
2. The document outlines the procedure for extrabudgetary contributions. Following up on the review of the 2005 reform of the Economic Commission for Europe (ECE)¹, in 2013 the ECE Commission decided that mobilization, allocation and use of extrabudgetary resources should be done in accordance with United Nations rules and procedures, in support of ECE's mandate and subject to ECE Executive Committee's approval of extrabudgetary projects².
3. When a donor (e.g., member State, public or private institution) wishes to contribute with financial resources to a United Nations trust fund or with in-kind resources for UN/CEFACT activities, the procedures indicated below need to be followed in order to ensure:
 - (a) Coherence between the programme of work, priorities of UN/CEFACT and extra-budgetary contributions;
 - (b) The availability and allocation of adequate resources for the management and implementation of projects;
 - (c) Transparency and an adequate and timely exchange of information between all parties involved; and
 - (d) For contributions from non-state actors, due diligence procedures, as presented to the ECE Executive Committee, shall apply.

I. Informing the United Nations Economic Commission for Europe of Intent to Make a Contribution to UN/CEFACT

4. The donor needs to send a letter of intent to the Executive Secretary of the United Nations Economic Commission for Europe (UNECE) or the Director of the Economic Cooperation and Trade Division about the envisaged financial contribution or in-kind contribution, and the purpose of the contribution with respect to the approved programme of work for UN/CEFACT.

II. Oversight by the United Nations Economic Commission for Europe

5. Upon receipt of a written pledge from the donor, a project document, including a detailed results-based budget at the activity level, using the template approved by Executive Committee, is prepared by the secretariat, and presented to Executive Committee for approval. The project document shall comply with the relevant UNECE policies, include 13% Programme Support Costs, as well as a minimum of 2% for evaluation if the overall budget equals or exceeds US\$ 250,000.
6. Projects can be established exclusively under the existing ECE Technical Cooperation Trust Fund.
7. Upon approval of the project by the Executive Committee, the secretariat is responsible for monitoring the implementation of the project and for preparing any

¹ E/ECE/1468

² E/2013/37; Annex III, para. 31 (a)

substantive and financial reports agreed upon with the donor, in line with the relevant UNECE directives.
