

Draft UN/CEFACT Project Proposal
Revision of Recommendation 33
Submitted Date: 22 January 2018

1. Project Purpose

The UNECE Recommendation 33 is a cornerstone for Single Window implementation around the world as well as in other international organizations. First published in 2004, it was innovative and ahead of its time; it provided a number of examples and implementation choices. The base principles of this recommendation have stood the test of time. But fourteen years on and hundreds of national implementations, this recommendation many of the examples and implementation choices are now dated, and other aspects of Single Window implementation should be integrated.

The current project proposes to modernize and update the text of this important trade facilitation tool. The project team will be careful to involve as many actors as possible in order to ensure that the future recommendation does not contradict implementations that were put in place based on the previous UNECE text. It should however continue to provide a trade facilitation goal to achieve, even if ambitious, and not just reflect current implementations that may not fulfill all of the initially intended objectives of a Single Window.

The “Technical Note on Terminology for Single Window and Other Platforms” approved and published in 2017 will serve as a base as will the recommendations of the UNECE’s 4th International Conference on Single Window.

2. Project Scope

The current project proposal will modernize and update the Recommendation 33 and its annexes on Single Window implementation.

3. Project Deliverables

The project deliverables are:

- a) A revised recommendation 33 and annexes on Single Window implementation

4. Exit Criteria

- a) A revised recommendation 33 and annexes on Single Window implementation
 - Internal and external review logs showing how comments have been addressed
 - Final draft text ready for publication

5. Project Team Membership and Required Functional Expertise

Membership is open to experts with broad knowledge in the area of Single Window implementation and cross-border operations. In addition, Heads of Delegations may invite technical experts from their constituency to participate in the work. Experts are expected to contribute to the work based solely on their expertise and to comply with the UN/CEFACT Code of Conduct and Ethics and the policy on Intellectual Property Rights.

6. Head of Delegation Support

1. *To be determined*
2. *To be determined*
3. *To be determined*

7. Geographical Focus

The geographical focus of the project is global.

8. Initial Contributions

- UNECE Recommendations 33, 34, 35 and 36
- Technical Note on Terminology for Single Window and other electronic platforms

9. Resource Requirements

Participants in the project shall provide resources for their own participation. The existence and functioning of the project shall not require any additional resources from the UNECE secretariat. The project will be prepared in between Forums, principally using conference call facilities.

10. Proposed Project Leadership

Project Leader: Mats Wicktor

Lead Editor: TBD

11. Milestones

The following are draft milestones of the project.

Yes/No	ODP Stage	Expected Completion Date (YYYY-MM-DD)
Yes	Project Inception	Approval + 1 month
Yes	Requirements gathering	Approval + 1 months
Yes	Draft development	Approval + 8 months
Yes	Public Draft Review	Approval + 10 months
Yes	Project Exit	Approval +11 months
Yes	Publication	Approval + 11 months