

UN/CEFACT Project Proposal

Project Name:	Revision of Recommendation 5		
Date submitted:	13 September 2019	Proposed by:	UN Secretariat / Ukraine

1. Project purpose

Required

Recommendation 5 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.

The purpose of this project is to update Recommendation 5: Abbreviations of Incoterms, in accordance with updated and newly released version of ICC rules for the use of domestic and international trade terms - Incoterms[®] 2020.

2. Project scope

Required

The current project proposal will modernize and update the Recommendation 5 and its annex based on Incoterms[®] 2020 published by International Chamber of Commerce (ICC).

3. Project deliverables

Required

Deliverable 1:	Revised Recommendation 5
Deliverable 2:	-
Deliverable 3:	-
...	-

4. Exit Criteria

Required

Exit Criteria for Deliv. 1:	Revised Recommendation 5 <ul style="list-style-type: none">• Internal and external review logs showing how comments have been addressed• Final draft text ready for publication
Exit Criteria for Deliv. 2:	-
Exit Criteria for Deliv. 3:	-
Exit Criteria for ... :	-

5. Project Team membership and required functional expertise

Membership is open to UN/CEFACT experts with broad knowledge in the area of:	International Trade
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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. HoD support

Required for Technical Standards, Business Standards and UNECE Recommendations. And at the request of the UN/CEFACT Bureau.

Projects that require HoD support must obtain this within 6 months of Bureau provisional approval.

TBD	TBD	TBD	-
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7. Geographical focus

The geographical focus of the project is global

8. Initial contributions

The following contributions are submitted as part of this proposal. It is understood that these contributions are only for consideration by the Project Team and that other participants may submit additional contributions in order to ensure that as much information as possible is obtained from those with expertise and a material interest in the project. It is also understood that the Project Team may choose to adopt one or more of these contributions "as is".

List any initial contributions:

- Recommendation 5 Revision 5 (ECE/TRADE/C/CEFACT/2011/5)
- Incoterms® 2020 (ICC Publication: 723E)

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.

Any additional request:	The project will be prepared using conference call facilities.
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10. Proposed project leadership

Proposed:	TBD	E-mail:	TBD
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Proposed:	TBD	E-mail:	TBD
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11. Milestones (repeat for each deliverable, if different)

The following are draft milestones of the project.

Yes/No	ODP Stage	Expected Completion Date (Approval + XX months)
Yes	Project Inception	Approval Date
No	Requirements gathering	-
Yes	Draft development	30 October 2019
Yes	Public Draft Review	1 Nov 2019 - 1 Jan 2020
Yes	Project Exit	15 January 2020
Yes	Publication	15 January 2020