

# UN/CEFACT Project Proposal

Project Name:	Minimum Standards for Ship Agents		
Date submitted:	6 February 2020	Proposed by:	FONASBA/UNCTAD

## 1. Project purpose

### *Required*

The UNCTAD Minimum Standards for Ship Agents (ref. UNCTAD/ST/SHIP/13) were issued in 1988 in response to a request from the UNCTAD Ad Hoc Intergovernmental Group to Consider Means of Combatting all Aspects of Maritime Fraud, including Piracy. As stated in the introduction, “they are non-mandatory in nature and are to serve as guidelines for national authorities and professional associations in establishing their own standards”. Changes to operational practices in ship agency profession since the issue of the 1988 Standards and the increasing emphasis on quality service provision indicate that a review of the Standards is necessary to ensure they reflect current practices and therefore remain relevant and reflect current practice.

UNCTAD no longer publishes documents of this nature and they have asked if UN/CEFACT would consider to publish an update of these standards as a trade facilitation recommendation.

## 2. Project scope

### *Required*

To review the 1988 Minimum Standards in the context of current international ship agency practices and procedures and make such amendments as are necessary to ensure they continue to provide appropriate and up to date guidance to national authorities and professional associations.

The project will be limited to the activities of ship agents and not other actors involved in maritime transport.

## 3. Project deliverables

### *Required*

Deliverable 1:	Recommendation
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Deliverable 2:	
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Deliverable 3:	
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## 4. Exit Criteria

### *Required*

Exit Criteria for Deliv. 1:	Public Review log showing all comments have been addressed and recommendation ready for publication
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Exit Criteria for Deliv. 2:	
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Exit Criteria for Deliv. 3:	
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Exit Criteria for ... :	
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## 5. Project Team membership and required functional expertise

Membership is open to UN/CEFACT experts with broad knowledge in the area of:	Maritime shipping
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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.*

## 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:**

- UNCTAD Minimum Standards for Ship Agents; UNCTAD/ST/SHIP/13, 1988
- FONASBA Quality Standard for Ship Agents

## 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:

## 10. Proposed project leadership

Proposed: Jonathan Williams      E-mail: generalmanager@fonasba.com

Proposed:      E-mail:

## 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 + 1 month
Yes	Requirements gathering	Approval + 1 month
Yes	Draft development	Approval + 5 months
Yes	Public Draft Review	Approval + 7 months
Yes	Project Exit	Approval + 8 months
Yes	Publication	27 <sup>th</sup> Plenary