

Bureau teleconference discussion notes and decisions
Monday, 9 January 2017 GoToMeeting session (11:30-13:30 CET)

Participants:

Bureau present: Harm Jan van Burg, Raffaele Fantetti, Anders Grangård, Estelle Igwe, Tahseen A. Khan, Sue Probert, Lance Thompson (Chair)

Secretariat: Maria Rosaria Ceccarelli, Maria-Teresa Pisani, Maike Carstensen

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 7 of 7 Bureau Members = quorum	
1a. Approve the agenda		Approved
1b. Approval of meeting report of 19 December 2016		Approved
1c. Approval of UN/LOCODE Conference Report of 28 April 2016		Approved
2a. PoW – late additions from Agriculture Domain	The changes to the document had been pointed out and were approved by the Bureau.	
3a. SCMD – CII BRS Project Exit SCMD – CII RSM Project Exit SCMD – CII Transition Plan Project Exit	Concerning the CII Transition Plan <ul style="list-style-type: none"> • It was suggested that once all the messages are available an appropriate way to inform all users would be found. • It was noted that we should try to avoid double publication of the standard. • It was suggested to see whether it is possible to have a discussion about this project during the Forum, possibly within M+T. Another suggestion was to have an extra session on the SCMD – CII Transition Plan Project Exit on Tuesday night. • The discussion will be continued during one of the next Bureau meetings. 	Bureau Decision 1701057: Approval of the CII BRS project and of the CII RSM project to go to project exit Project finalized

<p>3b. SCMD – SCRDM BRS Project Exit SCMD – SCRDM RSM Project Exit SCMD – SCRDM Master Structure... CCL Project Exit</p>		<p>Bureau Decision 1701058: Approval of the SCRDM BRS project and the SCRDM RSM project to go to project exit Project finalized</p>
<p>3c. T+T – SLH Executive Guide</p>		<p>The document will be sent to the Secretariat and will then be circulated and approved under written procedure.</p>
<p>3d. F+P – Trade Finance as tool for T.F. (Draft Dev should end 29 April 2016)</p>	<ul style="list-style-type: none"> • VC Fantetti provided input on the document. • This document is supposed to enhance the link between Trade Finance and Trade Facilitation areas. • It has been agreed to change the title to “Green Paper”. 	<p>As this is presented as an informal document, it should be ready for Plenary by 15 March 2017.</p> <p>Each VC is invited to have a look at the document for discussion on a future Bureau call.</p>
<p>3x. Pending issues</p>	<p>The following items are pending:</p> <p><u>HoD support:</u></p> <ul style="list-style-type: none"> • T+L – e BOD (missing 2 & project proposal; already has AT) <ul style="list-style-type: none"> ○ VC Probert to follow up ○ The project will be discussed at the joint meeting during the Forum • M+T – Geospatial (missing 2; already has NL) <ul style="list-style-type: none"> ○ Support from Austria may be possible • M+T – SBDH (missing 1; received JP, already has DK) <ul style="list-style-type: none"> ○ VC Grangård to follow up ○ It was suggested to dedicate a half day slot to it during the Forum • M+T – Code Mgmt (missing 2; received SE) <ul style="list-style-type: none"> ○ VC Grangård to follow up • SCMD – CI deliv-rev (received IN, already had DE, SE, JP) <p><u>Pending call of Participation:</u></p>	

- SCMD – CI deliv-rev (received DE, IN, JP & SE)
 - VC Fantetti to follow up

Should be finishing Draft Development and going to next steps:

ESTELLE:

- SWD – Core Principles... (should end 31 Dec 2016)
 - To be finished after the Forum
- ITPD – Women in TF (should end 3 Sept 2016)
 - It will be finished at the Forum
 - The Secretariat will circulate the background paper once it has been finalized

RAFFAELE:

- Proc – Background Research (should end 30 Sept 2016)
- SCMD – CI Scheduling (should end 1 Sept 2016)
- F+P – Purchase Order Financing Request (should end 1 Aug 2015)

SUE:

- T+L – eCMR (should end 30 Sept 2016)
- T+L – MMT (should end 1 Aug 2015)
 - Aiming to get the project to project exit as soon as possible

HARM:

- UTIL – Alignment Master Data... (should end 1 Sept 2013)
- UTIL – Reutilization of Data Mgmt Sys (should end 31 May 2014)
- Insur – Reimbursement of Claims (should end in 2014?)
- Insur – CC for C'al Insurance (should end 1 Jan 2014)
- Insur – CC Property Claims (should end 2012 ?)
- T+T – D.T.I. (should end 1 Feb 2015)
 - The project is still active, the group has been discussing about implementation
- T+T – SLH Info Project (should end 2014?)
 - The project has been finished
- T+T – SLH Resa Info Process (should end 1 May 2010)
 - The project has been finished
- T+T – SLH Travel Product Info (should end 2004 ??)

- The project has been finished
- Agri – Animal Traceability (should end 31 Dec 2013)
- Agri – eLab Observation report (should end 30 Sept 2012)
- Agri – eCrop (should end 31 Aug 2016)
- Agri – FLUX (should end 30 Nov 2012)
- Agri – RASFF (should end 30 Sept 2013)

ANDERS:

- M+T – Lib Format Pub
 - The draft development has not finished on 15 Nov 2016
 - VC Grangård to follow up
- M+T – Procedure v2 publication project (ended? Should have ended 1 June 2016)
 - No note of having the project closed has been submitted to the Bureau. It might be done, but the final documents need to be submitted to the Bureau.
 - VC Grangård to follow up
- There has been a general discussion about how to deal with projects that have been submitted to the library and about finishing projects that continue to be discussed.
- The issue at stake is how to balance the projects and maintenance in a matrix way. VC Probert suggested that this could be improved and discussed in the future.
- Chair Thompson suggested that we could create a “Deliverable Champion” instead of keeping projects open indefinitely. VC Fantetti supported the idea.
- VC Khan suggested that more discussion about engaging all our resources in the best possible way would be needed.
- It was suggested to be stricter about ending projects.
- Chair Thompson suggested to have all projects to be clean by the Forum, and in doubt, request a prolongation of the project milestone dates.
- It was suggested to have a meeting on this, possibly on the weekend between the Forum and the Plenary (1 or 2 April 2017)

		<p>The Secretariat will explore options to have a meeting on the weekend between the Forum and the Plenary (1 or 2 April), possibly outside the Palais if access would be a problem and possible open to DC or others.</p>
<p>4a. Preparations for UN/CEFACT 29th FORUM</p>	<ul style="list-style-type: none"> • Room requests <ul style="list-style-type: none"> ○ Two problems: <ul style="list-style-type: none"> ▪ Supply Chain and Management and Procurement Domains need to send the room request form. ▪ ITPD: 50 people seems too much; ○ It was noted that during mini conferences rooms of the respective PDA / DC should be free • Finalize schedule of mini-conf <ul style="list-style-type: none"> ○ The schedule has been finalized and approved ○ UN/LOCODE: the mini conference should be limited to Thursday • Synopsis of mini-conf <ul style="list-style-type: none"> ○ The initial deadline was 15 January ○ Send a reminder to have them ready at the next Bureau call • The schedule of the whole Forum will be a Bureau decision on one of the next Bureau calls <p>There will be an open Bureau meeting with the Domain Coordinators, possibly on Monday night</p>	<p>VC Fantetti to follow up</p> <p>VC Igwe to follow up</p> <p>VC Probert to check with Rudi to maybe to have Friday instead of Thursday</p> <p>Secretariat to follow up on the UN/LOCODE conference</p> <p>The Secretariat will send a reminder for the mini conference synopses (18 January)</p>

	<p>It was suggested to have an extra session on the SCMD – CII Transition Plan Project Exit on Tuesday night</p> <p>Preparations for UN/CEFACT 30th Forum:</p> <ul style="list-style-type: none"> • It was suggested to organize the Forum in Rome 	
4b. Preparations for the UN/CEFACT 23 rd PLENARY		
4c. Other Events	<p>There will be a GFP Steering Meeting on 19 and 20 January in conjunction with UNCTAD and ITC.</p> <p>In the morning of the 19 January there will be an Annex D+ meeting.</p>	VC Fantetti will prepare a press release on the ratification of the TFA.
5a. ISO/PC245 (Trade of Second Hand Goods)	<p>Chair Thompson reported that there had been a request by PC245 to designate a Liaison with them.</p> <p>VC van Burg suggested that PC245 should liaise with UN/CEFACT, and not the other way round.</p> <p>It had been documented in the MoU/MG that it was requested that UN/CEFACT would set up a Liaison.</p>	Bureau Decision 1701059: VC van Burg was nominated as Liaison officer for the liaison with ISO/PC245
5b. ISO/TC68 (Finance)	<p>Maria Ceccarelli reported on the meeting with ISO/TC68. During the meeting it was discussed why TC68 wanted to renounce the liaison with UN/CEFACT. It was further attempted to clarify the procedure and conditions concerning liaisons (including the level of participation of the liaison partners). Waiting for TC68 (Stefan Marinkovic) to get back to the Secretariat.</p> <p>It was suggested to have a meeting on this during the Forum. This issue could be dealt with among the two secretariats.</p>	
5c. Report from Liaison		
5x. Waiting on action items and resolutions from MoU/MG		The Secretariat will put the resolutions from the MoU/MG on the next Bureau call
6a. Report from Secretariat	Maria-Teresa Pisani joined the Secretariat	

6x.	<ul style="list-style-type: none"> • Preparation of ToR for use of UN slides, UN logo and UN titles • Trusted Transboundary Environment way forward • WCO eCommerce, TF sub-committee (ongoing) • Create a tab on the website for “Guidance Material” under Outputs 	
7a. Report from Communication		
9a. Other business		
9b. Next Bureau call	Next regular Bureau call: 23 January @ 11:30	