

**Bureau teleconference discussion notes and decisions**  
**Monday, 23 January 2017 GoToMeeting session (11:30-13:30 CET)**

**Participants:**

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

**Bureau apologies:** Raffaele Fantetti, Sue Probert

**Secretariat:** Maria Rosaria Ceccarelli, Maria-Teresa Pisani

**Secretariat apologies:** Maike Carstensen

<b>Agenda item</b>	<b>Discussion</b>	<b>Action/Decision</b>
1. Roll-call	Quorum: 5 of 7 Bureau Members = quorum	
1a. Approve the agenda		Approved with minor modifications
1b. Approval of meeting report of 9 January 2017		Approved with minor modifications
3a. T+T SLH Executive Guide	Approved by written procedure on 13 January 2017.	<b>Bureau Decision 1701060:</b> Approval of the T+T SLH Executive Guide
3b. F+P – Trade Finance as tool for T.F.	The item will be discussed at the next Bureau meeting.	
3x. Pending issues	<p>The following items are pending:</p> <p><u>HoD support:</u></p> <ul style="list-style-type: none"> <li>• T+L – e BOD (missing 2 &amp; project proposal; already has AT) <ul style="list-style-type: none"> <li>○ Will be resolved at the Forum</li> </ul> </li> <li>• M+T – Geospatial (missing 2; already has NL) <ul style="list-style-type: none"> <li>○ Anders seeking the 2 HoD support</li> <li>○ VC Grangård and VC van Burg will follow up</li> </ul> </li> <li>• M+T – SBDH (missing 1; received JP, already has DK) <ul style="list-style-type: none"> <li>○ Anders seeking the last HoD support</li> <li>○ VC van Burg to follow up with NL</li> </ul> </li> <li>• M+T – Code Mgmt (missing 2; received SE) <ul style="list-style-type: none"> <li>○ Anders seeking the 2 HoD support</li> <li>○ VC Khan to possibly seek support</li> </ul> </li> </ul>	

- Chair Thompson will follow up
- SCMD – CI deliv-rev (received IN, already had DE, SE, JP)

Pending call of Participation:

- SCMD – CI deliv-rev (received DE, IN, JP & SE)
  - The call for Participation was published on 18 Jan 2017

Should be finishing Draft Development and going to next steps:

VC IGWE:

- SWD – Core Principles... (should end 31 Dec 2016)
  - Should be well advanced for Forum.
- ITPD – Women in TF (should end 03 Sept 2016)
  - Should be near-completed at Forum

VC FANTETTI:

- Proc – Background Research (should end 30 Sept 2016)
  - Raffaele to follow up progression after extension to end 2016
- SCMD – CI Scheduling (should end 1 Sept 2016)
  - Raffaele following up
- F+P – Purchase Order Financing Request (should end 1 Aug 2015)
  - Should be completed. Will request the final versions.

VC PROBERT:

- T+L – eCMR (should end 30 Sept 2016)
  - Should be near-completed. Sue to follow up.
- T+L – MMT (should end 1 Aug 2015)
  - Well advanced. Should be near-completion for Forum.

VC VAN BURG:

- Discussion to be had on the ‘Project Exit’ phase for the below projects within Bureau at Forum (eventually with the teams)
- 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 ?)

	<ul style="list-style-type: none"> <li>• T+T – D.T.I. (should end 1 Feb 2015)</li> <li>• T+T – SLH Info Project (should end 2014?)</li> <li>• T+T – SLH Resa Info Process (should end 1 May 2010)</li> <li>• T+T – SLH Travel Product Info (should end 2004 ??)</li> <li>• Agri – Animal Traceability (should end 31 Dec 2013)</li> <li>• Agri – eLab Observation report (should end 30 Sept 2012)</li> <li>• Agri – eCrop (should end 31 Aug 2016)</li> <li>• Agri – FLUX (should end 30 Nov 2012)</li> <li>• Agri – RASFF (should end 30 Sept 2013)</li> </ul> <p>VC GRANGÅRD:</p> <ul style="list-style-type: none"> <li>• M+T – Lib Format Pub (should end 15 Nov 2016) <ul style="list-style-type: none"> <li>○ Anders to follow up with C. Huemer</li> </ul> </li> <li>• M+T – Procedure v2 publication project <ul style="list-style-type: none"> <li>○ Project should have been completed. Anders to check with project team to bring it to Project Exit.</li> </ul> </li> </ul> <p>It was discussed how to best go about highlighting the need for HoD support for projects, possibly sending a general mail to the HoDs. It was suggested to prepare a small article for the next Quarterly Report, outlining the importance of HoD support for projects and the responsibilities it entails.</p>	<p>At the Open Bureau Meeting during Forum the topic of Project Exit and how to finish a project will be addressed.</p> <p>VC van Burg will present an updated list of all projects after the end of the Forum.</p>
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		Chair Thompson to prepare an article about HoD support for the next Quarterly Report.
4a. Preparations for UN/CEFACT 29 <sup>th</sup> FORUM	<ul style="list-style-type: none"> <li>• Synopses of mini-conf <ul style="list-style-type: none"> <li>○ The Secretariat to follow up for the synopsis of the Supply Chain Management MC</li> <li>○ SW mini-conf: VC Igwe to follow up with the DCs about their consent to participate in and contribute to the mini-conf</li> </ul> </li> <li>• It was suggested to find more appealing / shorter titles for the MCs</li> <li>• The Weekly Schedule was discussed and revised</li> <li>• On the weekend between the Forum and the Plenary there will be a Bureau meeting to discuss the matter of project finalization and the future style of the organization, inviting also the new candidates for the Bureau, an open meeting with people having to register before the meeting (for access to the Palais)</li> <li>• Agendas for Domains / Projects</li> </ul> <p>Preparations for UN/CEFACT 30<sup>th</sup> Forum:</p> <ul style="list-style-type: none"> <li>• The Secretariat is trying to get rooms in Rome for the Autumn Forum</li> </ul>	VC Igwe will follow up with the DCs (Richard) about their consent to participate in and contribute to the mini-conf; VC Igwe will inform the Forum Organisation Committee about this (especially whether the Supply Chain Management & Procurement Domains will need a room on Friday morning)
4c. Other Events	Chair Thompson and VC Igwe will attend a conference in Abuja to speak about trade facilitation and its impacts in Nigeria on 2 February	
5a. Report from Liaison	<p>Maria Ceccarelli reported that there will be a conference by UNCTAD this week, where there will be a UN/CEFAFCT stand the following will be presented: recommendations and the road map and UN/CEFACT products.</p> <p>In the week after, WTO is beginning a two-week training for national trade facilitation committee chairs (French). UN/CEFACT will present its roadmap and products.</p> <p>The Secretariat was requested by DGMove to organize a meeting on the eManifest.</p>	Chair Thompson will get in touch with VC Probert.

	VC van Burg reported that a liaison with ISO/PC245 on second hand goods was established.	
5b. OASIS Business Document Naming & Design Rule v1.0 in public review	This item will be put on the agenda for the next Bureau meeting.	VC van Burg will share the link to the document with the Bureau.
5c. IMO FAL 41-05-01, progress on FAL form alignment to int'l standards	A position paper had been presented to IMO FAL last year in order to position UN/CEFACT for the FAL forms.	
5d. UN/CEFACT participation in ISO TC154 – WG7	New work within ISO TC154 was discussed as well as its pertinence to UN/CEFACT. The Bureau requested to nominate someone from the Secretariat as a type A liaison with ISO TC154. This would be supported by active UN/CEFACT experts.	The Secretariat will start setting up a type A liaison with TC154
5x. Resolutions from MoU/MG 7+8 Dec 2016 call	<ul style="list-style-type: none"> <li>• R16/12 – Liaison with ISO 8000 data quality series of standard</li> <li>• R16/14 – Written concerns on ISO/PC295 to be submitted</li> <li>• R16/15 – ITU recommendations on collaboration – feedback?</li> <li>• R16/17 – UN/CEFACT Joint project with Oasis – share proposal</li> <li>• R15/02 – to share all proposed, preliminary and new work?</li> <li>• R07/06 – core component submissions to UN/CEFACT</li> </ul> <p>This item will be discussed at the next Bureau meeting.</p>	
6a. Report from Secretariat	<p>It is still not clear who will be the new Director.</p> <p>The MoU with AFACT is moving forward, it might be possible to sign it by the Plenary.</p> <p>There is a MoU between UNECE and UNEP, which does not mention trade. UN/CEFACT is trying to include an Annex in the MoU, covering trade. Chair Thompson suggested to get in touch with someone from the French ministry for transport.</p>	
6b. Reminder to VCs and DCs: check links for the Agenda on website		Each VC will check the respective project links.

6c. Probable change in Asian Rapporteur	AFACT is nominating Dr. Wanawit Ahkuputra Rapporteur for Asia and the Pacific. The Rapporteur for Africa will run for another term.	
6x.	<ul style="list-style-type: none"> <li>• Preparations for UN/CEFACT 23<sup>rd</sup> PLENARY</li> <li>• Preparation of ToR for use of UN slides, UN logo and UN titles</li> <li>• Trusted Transboundary Environment way forward</li> <li>• WCO eCommerce, TF sub-committee (ongoing)</li> <li>• Create a tab on the website for “Guidance Material” under Outputs</li> </ul>	
7a. Report from Communication	<ul style="list-style-type: none"> <li>• Preparation of a Press File / Press Release <ul style="list-style-type: none"> <li>○ The Secretariat is preparing two press releases, one on the TFA, the other on Recommendation No. 41</li> </ul> </li> </ul>	Chair Thompson to follow up with VC Fantetti
9a. Other business		
9b. Next Bureau call	Next regular Bureau call: 6 February 2017 @ 11:30	