

Project: **UN/CEFACT CII-BRS Repository Project / Template Team**

Date: 29-MAY-2017

Attendees: Andreas Pelekies (AP), Cyrille Sautereau (CS), Anne-Claire Krid (AK), Stefan Engel-Flechsig (SE), Lance Thompson (LT) , Ulrike Linde (UL)

Top 1)

Role Call, Introduction (AP)

Top 2)

Future procedure on submissions to the repository. If a user group wants a guideline to be published based on the template created in this group the following steps will occur:

- Send guideline with publication request to the UN/CEFACT secretary (sec) (via E-mail)
- If it is the first submission for the country, the sec will check if the template was created. If yes, it will be published in the repository
- If it is not the first submission for the country, the sec will contact the authors of the original submission. They will decide, if it is an update and will replace the original submission, or if it is a submission on its own.
- If it replaces the original submission, the original submission will get a status/remark in the repository that there is a newer version available but stay published
- Else the new submission will be published in addition in the repository.

Top 3)

Work on template was continued (see confluence). Next time chapter 5 should be finalized.

Top 4) Timeline / Next steps

📅 DI 06-JUN, 12.00 - 14.00) [RW will invite]

📅 DI 13-JUN, 13.00 - 15.00) [RW will invite]

Slot 2: French Team Work: 1 x 2 weeks

📅 Start in JUNE [CS will coordinate]

Slot 3: German Team Work, Web-Meeting 1 x 1 week.

📅 Start in JUNE [AP will coordinate]