

**Bureau teleconference discussion notes and decisions**  
**Monday, 4 January 2016 GoToMeeting session (11:00-13:30 CET)**

**Participants:**

**Bureau present:** Harm Jan van Burg, Raffaele Fantetti, Anders Grangård, Estelle Igwe, Lance Thompson (Chair)

**Bureau absent:** Tahseen A. Khan

**Secretariat:** Gianguglielmo Calvi, Markus Pikart, Yuri Saito

<b>Agenda item</b>	<b>Discussion</b>	<b>Action/Decision</b>
1. Roll-call	Quorum: 5 of 6 Bureau members = quorum	
1a. Approve the agenda	No comments	Agenda approved
1b. Approval of meeting report of 21 December 2015	No comments	Meeting report approved as written
2a. Strategic Framework Comment Resolutions – finalizing the document	<p>The comments received from Domain Coordinators on the draft document were addressed one by one. Several, mainly editorial, changes were made to the document to reflect this input.</p> <p>The new title of the document was agreed: “UN/CEFACT Prospective Directions”.</p> <p>At the request of a Vice Chair, a vote was held on the final document. The majority of Bureau members were in favour of the document.</p>	<p><b>Bureau Decision 1601031:</b> UN/CEFACT Prospective Directions approved as modified</p> <p>The Secretariat will clean the document and submit it for translation</p>
3a. Projects – FLUX project to go to Public Review?	The project team has been in touch with the Secretariat regarding the public review of this project. However, the Vice Chair responsible for the Sectoral Project Development Area (PDA) concerned has not been informed.	The Vice Chair responsible for the Sectoral PDA will contact the project team to clarify which document will be put forth for public review.
4a. Events	Nothing to report	
5a. UN/CEFACT position on ISO/IEC 19845	<p>The majority of Bureau members were not in favour of formally congratulating OASIS on UBL, as this is not normal practice in UN/CEFACT.</p> <p>One Vice Chair recalled that UN/CEFACT and OASIS have a Memorandum of Understanding. The Bureau will discuss the possibility of reactivating this collaboration and the objectives for doing so on 1 February.</p>	Discussion on possible renewed collaboration with OASIS on 1 February

5b. Linked-In “UN/CEFACT” Page	<p>The Secretariat was recently notified of the existence of a UN/CEFACT page on LinkedIn. Articles are published on this page by individuals without approval of either the Secretariat or Bureau. The Secretariat has gotten in touch with the owner of the page (a UN/CEFACT expert); the owner has since given administrator rights to the Chair of the Bureau.</p> <p>Although this is an unofficial initiative, the Secretariat is verifying with the UNECE Information Unit on applicable UN rules and copyright issues.</p> <p>Bureau members are requested to inform the Secretariat of any uses of the UN/CEFACT name or logo on social media or other such platforms.</p>	The Secretariat will inform the Bureau on the response from the Information Unit
6a. Report from Secretariat	<p>The Secretariat reported on a workshop on agricultural trade co-organised with UNESCAP in Bangkok on 21 December 2015. The basis of this workshop was the UNNExT Handbook on Implementing UN/CEFACT eBusiness Standards in Agricultural Trade. Very positive feedback was received from participants.</p> <p>Outcomes of other meetings in Bangkok were:</p> <ul style="list-style-type: none"> <li>- The role of standards (in particular UN/CEFACT standards) for developing countries to be suggested to the Prime Minister of Thailand as one of the themes of the G77 meeting in February;</li> <li>- Thailand may host a reception during the UN/CEFACT Forum in Bangkok (26-30 September); and</li> <li>- A half-day conference/workshop on UN/CEFACT standards could be organised for policy makers in Thailand in parallel with the Forum.</li> </ul> <p>The Secretariat will communicate with the Forum Organizing Committee on the administrative/logistical aspects.</p> <p>The Secretariat also provided a brief update on the initiative on traceability of textiles. There was a conference call on 21 December with stakeholders from the private and public sectors to brainstorm existing initiatives and identify gaps. There appears to be a lot of interest and potential for work in this area. The report of the meeting will be circulated soon.</p>	
6b. Plenary preparations	The Secretariat reported that Plenary preparations are on track.	
7a. Quarterly Report	Input from the domains (via the Communication Team members) is still	

to HoD	<p>pending. The Chair will provide input on Bureau activities.</p> <p>Some items that could be included are:</p> <ul style="list-style-type: none"> <li>- Recent projects;</li> <li>- Projects going to public review; and</li> <li>- Preliminary information on the Plenary meeting.</li> </ul>	
8a. Enquiries received - KPMG	<p>The Secretariat has received a request for collaboration from KPMG Italy regarding a study on Connected TV on behalf of the European Commission. The Bureau will send to the Secretariat recommendations of experts who could be interested in participating in the data collection process (questionnaire and interview) before 17 January.</p>	<p>Bureau members will send recommendations by 17 January</p>
9a. Other business / Next meeting	<p>The next call will be on 18 January 2016 from 11am CET. Topics for next Bureau call:</p> <ul style="list-style-type: none"> <li>• Compatibility of UN/CEFACT deliverables to each other</li> <li>• Collaboration UN/CEFACT &amp; UNECE WP.6</li> <li>• ODP ‘light revision’</li> <li>• Draft ISO standard on second hand goods</li> </ul> <p>An open Bureau call with Domain Coordinators is proposed for 27, 28 or 29 January. Topics for the open Bureau call are:</p> <ul style="list-style-type: none"> <li>• State of all active projects (for the Bureau report to the Plenary)</li> <li>• The upcoming Plenary <ul style="list-style-type: none"> <li>○ The ODP ‘light revision’</li> <li>○ The Strategy document</li> </ul> </li> <li>• The upcoming Forum <ul style="list-style-type: none"> <li>○ Update from Forum Organizing Committee</li> <li>○ Timing for agendas, room requests, etc.</li> <li>○ Any plans for conferences</li> </ul> </li> <li>• Any concerns from Domain Coordinators</li> </ul>	