Participants:

Bureau present: Harm Jan van Burg, Raffaele Fantetti, Anders Grangård, Estelle Igwe, Tahseen A. Khan, Lance Thompson (Chair)
Secretariat: Maria Rosaria Ceccarelli, Gianguglielmo Calvi, Yuri Saito

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 6 of 6 Bureau members = quorum	
1a. Approve the agenda	No comments	Agenda approved
1b. Approval of meeting report of 4 January 2016	No comments	Meeting report approved as written
2a. Light revision of the ODP	The comments received from the Bureau on the draft have been addressed. A few minor modifications were suggested to clarify the text. The main proposed revision is especially to clarify the types of publications. It was agreed that it would be good practice to make accessible as many documents as possible, at least on Confluence. There was a brief discussion on the "maintenance" stage of a project and the role of the Bureau in this.	To be approved with final modifications on 1 February A draft version will be shared with Domain Coordinators on the Open Bureau
2b. Topic: Compatibility of UN/CEFACT deliverables to each other	The Bureau discussed the possibility of new projects being inconsistent with existing deliverables. While such inconsistencies should be mentioned in the "project scope" section of the project proposal, they may also arise during the project. In this case, the public review process should address the inconsistencies.	This matter will be taken up again when a relevant case arises
2c. ToR for UN/LOCODE Focal Points	The Secretariat explained that participants at the UN/LOCODE Conference in April 2015 requested that a technical guide for Focal Points be developed. The purpose of this document is not to invite the nomination of new Focal Points, but rather to clarify their role. This document was circulated to the Bureau prior to the meeting. There was a related discussion on the importance of properly informing Governments and Missions of the role of the UN/LOCODE Focal Point and encouraging them to appoint a Focal Point if they have not yet done so.	The document will be edited and recirculated to the Bureau for approval by written procedure during the course of the week Once approved by the Bureau, the document will be presented to the Plenary.

3a. FLUX Project request to move to Public Review	Due to time constraints, this item was moved to the next meeting.	
3b. PPP in Trade Facilitation	All comments received through the Public Review were addressed by the Project Team during the Forum in November 2015. The final version of the document will be circulated to the Bureau in the coming days.	Bureau to decide on approval of the document on 1 February If approved, the document be presented to the Plenary in April 2016
4a. Events update	No update at this meeting.	
5a. Report from Liaison	The Bureau was informed that ISO8601 (Data elements and interchange formats -- Information interchange -- Representation of dates and times) is being revised. In light of this, it may be opportune to consider updating UNECE Recommendation No. 7 on Numerical Representation of Dates, Time and Periods of Time. It should be noted that this could have implications beyond Recommendation No. 7, as it is referenced in many other UNECE Recommendations.	Vice Chair Grangård will follow up
5b. Draft ISO standard on second-hand goods	Comments on the draft ISO standard on second-hand goods have been solicited from UN/CEFACT.	The issue will be raised with T+L and M+T
5c. Collaboration UN/CEFACT & UNECE WP.6	Due to time constraints, this issue will be discussed at the next Bureau meeting. The Secretary of WP.6 could be invited to participate in a later call.	
6a. Report from Secretariat	No update at this meeting.	
6b. Plenary	Upon internal consultation, the Secretariat has added an item to the Plenary agenda, "Activities of UNECE bodies and other United Nations organizations of interest to UN/CEFACT". Two papers on UN/CEFACT work in agriculture will be presented by the Secretariat to the Plenary for information. 2-3 ad hoc Bureau meetings will be scheduled to prepare for the Plenary – key issues, cooperation with other organizations, technical aspects of upcoming work, and communication. The final versions of the Plenary documents will be put online as soon as they are	

	ready.	
7a. Approval of the proposed Quarterly Report	Some edits were made directly in the document.	The Quarterly Report was approved with modifications The Secretariat will send the document to HoDs in the coming days
8a Enquiries received	No enquiries were received since the last meeting. The Secretariat noted that no experts have been proposed for the study on Connected TV. It was agreed that this issue is not of immediate relevance to UN/CEFACT.	

9a. Other business / Next meeting	It was noted that the Dutch Presidency of EU has announced connectivity and innovation as two of its priorities. The Bureau may consider possibilities stemming from this.
	
	The next call will be on 1 February 2016 from 11am CET.
	
	An open Bureau call with Domain Coordinators will take place on 29 January 2016, 13:00 – 15:00 CET. Topics for the open Bureau call are:
	• State of all active projects (for the Bureau report to the Plenary)
	• The upcoming Plenary
	    o The ODP 'light revision'
	    o The Strategy document
	• The upcoming Forum
	    o Update from Forum Organizing Committee	

| | ○ Timing for agendas, room requests, etc. ○ Any plans for conferences ○ Photo/poster contest Any concerns from Domain Coordinators | |