

**Bureau teleconference discussion notes and decisions**  
**Monday, 1 February 2016 GoToMeeting session (11:00-13:00 CET)**

**Participants:**

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

**Bureau absent:** Tahseen A. Khan

**Secretariat:** Maria Rosaria Ceccarelli, Gianguglielmo Calvi, 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	The following items were added: 3c CCTS3 to CCTS 2 8b Letter from DIN (Germany) concerning the December MoU/MG meeting	Agenda approved with modifications
1b. Approval of meeting report of 18 January 2016	Some minor modifications were made to the minutes	Minutes approved with minor modifications
2a. ODP revised	It was pointed out that there are 2 typos in the document.  Two items to be discussed in the future are: - Possibility to reinstate a step called “Internal review” of project deliverables by the UN/CEFACT community (currently part of draft development); and - Management of maintenance (currently only done through data maintenance requests).	<b>Bureau Decision 1602032:</b> Revised ODP document approved (with correction of typos)
2b. UN/LOCODE ToR & Technical Guide	The two documents have been edited by the secretariat. Both were approved by the Bureau.	<b>Bureau Decision 1602033:</b> UN/LOCODE ToR & Technical Guide approved
3a. ITP-PDA – PPP-TF Recommendation final approval	The document was presented by the Vice-Chair responsible for the ITP PDA.	<b>Bureau Decision 1602034:</b> PPP-TF Recommendation approved (with updated cover page)
3b. Sectoral PDA - FLUX Project request to move to Public Review	It remains unclear which documents are to be presented for public review. This item will be reconsidered on the next Bureau call.	The Vice-Chair responsible for the Sectoral PDA will clarify the documents for public review with the Domain Coordinator before the next Bureau call.
3c. CCTS3 to CCTS2	It was explained that this should be considered as an update of the project rather than a new project. The project has retained the same artefacts, but uses	<b>Bureau Decision 1602035:</b> Project update (CCTS3 to CCTS2) and new

	a different methodology.	Project Leader (Rolf Wessel) approved
4a. Update on events	<p>The FOC has asked Domain Coordinators to submit proposals for “mini conferences” to be organized during the 27<sup>th</sup> UN/CEFACT Forum.</p> <p>The Bureau will meet face-to-face on 20 April to prepare the Plenary and the Forum.</p> <p>Tentative dates for the two meetings in Geneva in 2017 are:  27 - 31 March 2017: 29<sup>th</sup> UN/CEFACT Forum  3 - 4 April 2017: 23<sup>rd</sup> UN/CEFACT Plenary</p> <p>There was support from the Bureau for holding the Forum before to the Plenary, as this will ensure that the Bureau members will be active during the Forum (rather than newly elected a few days prior).</p>	
5a. Report from Liaison	The report from OASIS on UBL name and design rules was brought to the attention of the Bureau. It was suggested that this could be a good opportunity for cooperation, as there are similarities with UN/CEFACT rules for the Core Component Library (CCL).	The Bureau agreed to provide comments (for approval by written procedure by 5 February) to OASIS as part of the public review process, which ends on 10 February
5b. Cooperation with UNECE WP.6	This item was not discussed due to time constraints.	
5c. Cooperation with UNECE WP.7	<p>This item was only briefly discussed due to time constraints.</p> <p>UNECE WP.7 is initiating a project on traceability. The Bureau requests guidance from the secretariat on this matter. There should be a discussion on the relationship between UN/CEFACT work on traceability and that of WP.7.</p> <p>The secretariat is planning to prepare a paper on how to set up cross-border traceability projects.</p>	
5d. FAL Compendium	<p>The Bureau discussed concerns about the WCO FAL Compendium, including those raised earlier by the Transport and Logistics Domain. It was agreed that this matter should be followed up by the secretariat.</p> <p>It was suggested that a short paper be prepared to explain what the UN/CEFACT Transport Data Model is and how it relates to the WCO Data Model. The target audience for this would be the transport and shipping industry.</p>	Short paper on UN/CEFACT Transport Data Model to be prepared for approval by written procedure by 5 February

6a. Report from Secretariat	The secretariat will participate in a Europro meeting on 5 February to inform them about Single Window and other UN/CEFACT deliverables.	
6b. DPA.Insight EU report on UNECE Rec (doc ECE/TRADE/346/Rev.1)	This item was not discussed due to time constraints.	
7a. Report from Communication	No update at this meeting.	
8a. Enquiries received – none received?	No enquiries received.	
8b. Letter from DIN (Germany) concerning the December MoU/MG meeting	<p>Draft minutes of the ISO TC154 meeting on 9 December 2015 indicate that UN/CEFACT “had no issue with the publication of ISO/IEC 19845 and would work together with OASIS on future convergence of their eBusiness messaging standards”, which is contrary to UN/CEFACT’s position. It also appears that an internal draft of the UN/CEFACT strategy was discussed at this meeting.</p> <p>UN/CEFACT was not represented at the ISO TC154 CAT meeting in question.</p>	The secretariat will contact ISO to request that they rectify it.
9a. Other business / Next meeting	<p>Next Bureau calls:</p> <ul style="list-style-type: none"> <li>• Communication AD-HOC Bureau meeting: 11 Feb, 10:00</li> <li>• Technical AD-HOC Bureau meeting: 11 Feb, 10:45</li> <li>• Liaison AD-HOC Bureau meeting: week of 15 Feb (TBC)</li> <li>• Regular Bureau call: 15 February 2016 from 11:00</li> </ul>	