

**Bureau teleconference discussion notes and decisions**  
**Monday, 29 March 2016 GoToMeeting session (11:00-13:00 CET)**

**Participants:**

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

**Bureau apologies:** Anders Grangård

**Bureau absent:** Tahseen A. Khan

**Secretariat:** Gianguglielmo Calvi, Yuri Saito

<b>Agenda item</b>	<b>Discussion</b>	<b>Action/Decision</b>
1. Roll-call	Quorum: 4 of 6 Bureau Members = quorum	
1a. Approve the agenda		Approved
1b. Meeting report from 14 March 2016	A small modification was requested to improve clarity of the text.	Approved with minor modifications
2a. Attracting experts	<p>It was noted that the recent trend has been for experts join UN/CEFACT for specific projects of interest to them. Therefore, it is important to have pertinent projects.</p> <p>Heads of Delegation (HoD) should be kept informed and be encouraged to get more involved in promoting UN/CEFACT. The document, “UN/CEFACT Country Heads of Delegation: Guidance on responsibilities, duties and procedures” (ECE/TRADE/C/CEFACT/2011/7/Add.1/Rev.2) that will be presented under Item 8 of the upcoming Plenary session could be a good occasion to draw attention to this issue.</p> <p>Communication in general can also be improved (e.g. social media). The secretariat suggested that the UN/CEFACT Communication Team develop a list of ideas; the secretariat can then discuss them with the UNECE Information Unit.</p> <p>Delays in publishing agendas can negatively affect experts’ ability to attend UN/CEFACT Forums. At the next Forum (25-29 April, Geneva), Programme Development Areas (PDA) and Domains will be requested to prepare draft agendas for the subsequent Forum (26-30 September, Bangkok).</p>	During the next Forum, Vice-Chairs will work with their respective PDAs to draft agendas for the Autumn 2016 Forum
3a. CI S.C.	There was no update on this issue.	Vice-Chair Fantetti will follow up

Scheduling (do they have 3 HoD support yet?)	The call for participation should be published as soon as the third HoD support is received.	
4a. Events		
4b. Forum	<p>Most of the PDA/Domain agendas are online. The Forum Organizing Committee will follow up to get the remaining agendas.</p> <p>The Mini Conference agendas also need to be put online as soon as possible.</p>	
5a. Report from Liaison	<p>There was a report on the Multi-stakeholder Forum on e-Invoicing that took place on 21 March in Brussels. The issues raised should be discussed in the Bureau in the future.</p> <p>The Vice-Chair in charge of liaison will meet with some parties in the Netherlands regarding the WCO Data Model next week. The Bureau was reminded that secretariat is also in dialogue with WCO and there is a need to coordinate.</p>	
5b. Cooperation UNECE-UN/CEFACT and WP.7 (Agriculture)	<p>The Bureau expressed concern about the lack of cooperation between the two secretariats, particularly given that WP.7 has begun to be more active in the topic of traceability of products.</p> <p>The UN/CEFACT Agriculture Domain works on the messaging aspect of traceability, whereas WP.7 appears to be concerned with the topic more generally (e.g. political aspects).</p> <p>There is a need for the secretariats to clarify their cooperation in this area.</p>	
5c. TC204 – Intelligent transport systems (agriculture goods) (from 14 March 2016)	<p><i>NB: This item was discussed on 14 March 2016 but unintentionally excluded from the minutes of that meeting.</i></p> <p>It has come to the Bureau’s attention that there will be a meeting in April 2016 on the ISO TC204 project, “Intelligent transport systems — Electronic information exchange to facilitate the movement of freight and its intermodal transfer — A Common Framework to sustain electronic information exchange methods for the transport of Goods”.</p> <p>As UN/CEFACT has a number of relevant deliverables, a letter will be sent to ISO TC204 to ensure that our work is compatible. This is in line with the MoU on electronic business, of which both ISO and UNECE are signatories.</p>	<b>Bureau Decision 1603044:</b> Approval of the note to ISO TC204 concerning the project on intelligent transport systems

	The draft letter was approved by the Bureau with a minor modification. The letter will be sent by the UNECE secretariat to the Chair of TC204, the TC204 secretariat, and the MoU/MG secretariat.	
6a. Report from Secretariat	No report from Secretariat.	
7a. Report from Communication	No report from Communication.	
8a. Email from Mr. Hisanao Sugamata	<p>The Bureau received a request from Mr. Hisanao Sugamata to modify Item 3b (Cross-Industry Supply Chain Scheduling Project) of the Bureau meeting minutes of 29 February 2016. He explained that the Library Maintenance Requests for the Supply Chain Management Domain had been submitted by the HoD of Japan, not the Cross-Industry Supply Chain Scheduling Project. The Bureau recognised the misunderstanding.</p> <p>The Bureau took the opportunity to discuss the procedures for the submission of Data Maintenance Requests (DMRs). It was suggested that bulk submissions should only be done via the secretariat or the Bureau. The procedure for UN/EDIFACT and CCL should also be harmonised. The existing procedures will be examined and a new written procedure will be developed for the submission of DMRs.</p>	Corrigendum to the Bureau meeting minutes of 29 February 2016: The Library Maintenance Requests mentioned under Item 3b were submitted by the HoD of Japan, not the Cross-Industry Supply Chain Scheduling Project.
9a. Other business	<p>Only one candidate has been nominated for the vacant Bureau Vice-Chair position. It is therefore expected that she will be elected by acclamation by the Plenary. The Bureau agreed to invite her to participate as an observer in the next Bureau call.</p> <p>The next Bureau call is scheduled for 11 April at 11:00 CET.</p> <p>Topics for a future meeting:</p> <ul style="list-style-type: none"> <li>• Liaison policy</li> </ul>	