

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

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		Approved
1b. Meeting report from 29 March 2016	There were no comments on the draft report.	Approved as written
2a. Topic: Attracting new experts (follow-up from previous call)	<p>It was agreed that providing electronic means of participation should be encouraged as much as possible. For example, setting up virtual meetings during the Forum to allow participation of experts not physically present. Best efforts will be made to facilitate this during the upcoming Forum in Geneva (e.g. request at least one internet cable per meeting room).</p> <p>In view of this, the Bureau could prepare a guide for conducting and participating in online meetings (e.g. use of headphones and microphone, mute when not speaking, etc.).</p> <p>At the same time, it was noted that some systems, including GoToMeeting, do not have dial-in numbers for Asia, Africa and Latin America.</p> <p>Another idea was to identify organizations interested in specific domains and invite them to participate in UN/CEFACT.</p>	
3a. CI Scheduling – HoD support from Japan received – waiting on the originals of the two others.	<p>The third HoD support letter was received from Japan.</p> <p>The two other letters will be provided to the secretariat soon.</p>	
3b. Project on traceability of textiles	The secretariat presented the draft project proposal and explained that this project is closely related to the track and trace project in the Agriculture Domain. The latter currently covers animals and is being extended to animal products, plants and plant	Draft project proposal to be revised based on Bureau comments

	<p>products. The proposed project focusses on plant-derived fibres. The expected deliverables are a managerial guide, model supply chain, and code lists.</p> <p>The Bureau provided the following feedback on the draft proposal:</p> <ul style="list-style-type: none"> • The topic is potentially politically sensitive (e.g. producing countries) • Need to decide which domain this project will be under (for the Bureau to decide) • Need to clarify deliverables (“product specifications” and “code lists”) • Transport and Logistics Domain also addresses traceability and would be interested in being involved in this project <p>There will be a discussion on the track and trace standard in the Agriculture Domain during the upcoming Forum (Thursday, 28 April, 11:00 – 12:30). The stakeholders who have participated in the textiles project so far have been invited to take part in this discussion. Transport and Logistics Domain will be informed of this meeting.</p>	
4a. Events – Update from FOC	<p>The FOC has been in touch with ESCAP regarding the Forum in Bangkok (26-30 September 2016). There should be enough rooms provided. Discussions will continue after the Geneva Forum.</p> <p>The FOC will develop a questionnaire for Domain Coordinators and Project Leaders to consolidate plans for the Bangkok Forum and see what support is needed. This questionnaire will be distributed during the Forum in April. Meeting plans for the Bangkok Forum will be published as soon as possible to facilitate travel arrangements.</p>	
4b. Bureau Preparations for Plenary	<p>Contrary to what is announced in the provisional agenda (Item 7), the Recommendation on PPP in Trade Facilitation will be presented as a draft (informal document). The Plenary’s approval will be sought to proceed to intersessional approval.</p> <p>It was pointed out that there are currently several documents related to the mandate, rules, procedures, etc. of UN/CEFACT and its Bureau. The Bureau will evaluate these documents at its face-to-face meeting in June and consider presenting any contradictions to the Plenary.</p>	
4c. Bureau Preparations for Forum	<p>Interpretation (EN, FR, RU) will be provided for the Opening Plenary.</p> <p>The secretariat and Chair will conduct the Newcomer Session on Monday morning. VC Fantetti will convene a meeting of the UN/CEFACT Communication Team at</p>	Slides for the Opening Plenary will be requested from Domain Coordinators. Deadline

	<p>the same time.</p> <p>At the Opening Plenary, Domain Coordinators (or his/her delegate or PDA Vice-Chair) will present activities in each Domain. Slides will be requested with a deadline of 19 April. Maximum 3 slides, speaking time 3 minutes.</p> <p>Bureau meetings during the Forum: Monday: Bureau meeting as needed Tuesday: Open Bureau meeting (17h45-19h30) DCs invited to raise specific issues where help of the Bureau is needed Update on project status (from Project Leads) Wednesday: Bureau meeting as needed Thursday: Bureau meeting (closed) to prepare Closing Plenary</p> <p>At the Opening, the Bureau will ask Domain Coordinators to begin thinking about draft agendas for Bangkok. If it is not possible to prepare an agenda, it would be good to at least have a list of topics that will be discussed.</p> <p>The FOC can discuss possible events to attract experts from the region with ESCAP and AFACT. If there are some ideas before the Geneva Forum, Domain Coordinators could be asked to form their agendas around key themes.</p>	19 April.
5a. Report from Liaison	<p>VC van Burg received a request from ISO/IEC JTC 1/SC 32 for assistance with their Liaison Report. The slides from the last MoU/MG meeting, which gave an update of UN/CEFACT activities, were provided. At the same time, IEC was encouraged to be more active in the MoU/MG.</p> <p>The meeting in the Netherlands with people involved in the WCO Data Model was skipped.</p> <p>The Chair reported on the IMO FAL 40 meeting that took place in London from 4 to 8 April. UN/CEFACT comments were well received. It was agreed that WCO, ISO and UN/CEFACT will work together to ensure that semantics are respected and that the private sector has a voice in the alignment that is being done. However, there appears to be a misunderstanding on some issues, including Single Window and electronic certificates (authentication). The Chair will prepare a briefing.</p>	
6a. Report from Secretariat	<p>The secretariat attended a meeting organised by DG MOVE in Brussels in March. Issues discussed included transport and logistics and electronic signature. The</p>	

	<p>secretariat encouraged the use of UN/CEFACT products. UNECE was invited to participate in a meeting on the eManifest project, but the dates coincide with the Plenary; they have been invited to participate in the Forum.</p> <p>The secretariat also reported on a FIATA meeting attended in Zurich in March. A presentation on the Trusted Transboundary Project was delivered. There was a lot of interest in UN/CEFACT work.</p>	
7a. Report from Communication	The Communication Team is working on ways to attract attention before the Plenary and Forum. This will be done through formal (with the support of the secretariat) and informal (via the experts) means. Information on Mini Conferences can be included.	Bureau members to send any written contributions to Raffaele by 14 April
8a. Enquiries received (none received)	No enquiries received.	
9a. Other business	It was noted that there are few government representatives registered for the Plenary (a reminder should be sent). At the same time, it appears that governments are sending representatives from the private sector as HoD. To maintain credibility as an intergovernmental organization, it is important to encourage government participation.	
	Next Bureau meeting: F2F on Wednesday 20 April from 10am	