

**Bureau discussion notes and decisions**  
**27-28 April 2016 face-to-face meeting in Geneva**

**Participants:**

**Bureau present:** Harm Jan van Burg, Raffaele Fantetti, Anders Grangård, Estelle Igwe, Tahseen A. Khan (27 April only), Sue Probert, Lance Thompson (Chair)

**Secretariat:** Virginia Cram-Martos, Maria Rosaria Ceccarelli, Gianguglielmo Calvi, Yuri Saito

Agenda item	Discussion	Action/Decision
1. Roll-call	27 April: 7 of 7 Bureau Members = quorum 28 April: 6 of 7 Bureau Members = quorum	
1a. Approve the agenda	The approval of the FLUX project deliverables was added to the agenda.	Approved with slight modifications
1b. Approval of meeting report of 11 April 2016	This item was postponed to 9 May due to time constraints.	
1c. Final Plenary report for information	The secretariat will publish the final version of the Plenary report as soon as it is ready.	
2a. Bureau Structure and responsibilities	<p>In light of the election of the new Vice Chair, Sue Probert, the Bureau considered a reorganization of its structure and responsibilities of the Vice Chairs.</p> <p>A new Programme Development Area (PDA), Ship PDA, was created and the Supply Chain PDA was renamed Buy/Pay PDA. This reflects the UN/CEFACT Buy-Ship-Pay Model.</p> <p>The new structure and responsibilities are as follow:</p> <ul style="list-style-type: none"> <li>• Estelle IGWE for ITP-PDA (International Trade Procedures Domain, Single Window Domain, TFA Focal Point, TFIG Focal Point)</li> <li>• Raffaele FANTETTI for Buy/Pay PDA (Finance and Payment Domain, Procurement Domain, Supply Chain Management Domain) and Communication Team</li> <li>• Sue PROBERT for Ship PDA (Transport and Logistics Domain, Code List Focal Point, UN/LOCODE Focal Point, Validation Focal Point)</li> <li>• Tahseen KHAN for Regulatory PDA (Accounting and Audit Domain, Customs Domain, Environmental Management Domain, e-</li> </ul>	<b>Bureau Decision 1604001:</b> Approval of the proposed PDA structure and Vice Chair responsibilities

	<p>Government Domain)</p> <ul style="list-style-type: none"> <li>• Harm Jan VAN BURG for Sectoral PDA (Agriculture Domain, Insurance Domain, Travel and Tourism Domain, Utilities Domain)</li> <li>• Anders GRANGÅRD for Methodology and Technology PDA (Specification Domain, Syntax Focal Point, Library Maintenance Focal Point) and Project Review and Support</li> </ul>	
3a. CI Scheduling - 2nd and 3rd HoD Support (Germany and Netherlands)	<p>Letters of support have been received from 3 Heads of Delegation (Germany, Japan, Netherlands).</p> <p>The call for participation will be published as soon as possible.</p>	
3b. Validation of CCL & XML Schemas	<p>The Bureau approved the CCL and XML schemas.</p> <p>The secretariat will publish these on 2 May 2016.</p>	<b>Bureau Decision 1604002:</b> Approval of CCL 16A and XML Schemas 16A
3c. Systematically Important Single Window Systems project (SWD)	This item was postponed to 9 May due to time constraints.	
3d. Key Vocabulary linked to SW and similar platforms (White Paper) project (SWD)	This item was postponed to 9 May due to time constraints.	
3e. Approval of FLUX BRS	<p>The Public Review of the FLUX Business Requirements Specification (BRS) was completed in April.</p> <p>The preparation of a Requirements Specification Mapping (RSM) will be discussed with the project team.</p>	<b>Bureau Decision 1604003:</b> Approval of the FLUX BRS
4a. Closing Plenary slides	The Bureau reviewed the slides received for the closing session of the Forum.	
5a. Report from Liaison	There were no updates reported under this item.	
6a. Report from Secretariat	There were no updates reported under this item.	
7a. Report from Communication	There were no updates reported under this item.	
8a. ATA eBusiness Programme (sent	This item was postponed to 9 May due to time constraints.	

from Samy Scemama)		
9a. Other business	The Bureau identified the need to better inform Domain Coordinators and Project Leaders of the new BRS template (version 2.0) as well as how to prepare BRS and RSM. Possible solutions were discussed, including the organization of a training session at the start of each Forum, the development of Executive Guides on BRS/RSM, and the identification of good examples to share. Moreover, periodic virtual trainings could be organized for new Project Leaders, covering BRS, RSM, UN/CEFACT Collaborative Environment, Open Development Process, etc.	
	Next Bureau meeting: 9 May from 11a.m.	