Bureau teleconference discussion notes and decisions
Monday, 23 May 2016 GoToMeeting session (11:00-13:00 CET)

Participants:

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

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 7 of 7 Bureau Members = quorum	
1a. Approve the agenda	Addition of Item 3d (Core Principles for the Operation of Single Windows Recommendation) and Item 3e (Recommendation for ensuring legally significant trusted transboundary electronic interaction).	Approved with modifications
1b. Meeting report of 9 May 2016	Minor corrections were made to the text.	Approved with modifications
2a. Topics	No topics discussed.	
3a. CII extension Project	The procedural concerns that were raised earlier (e.g. multiple publication channels) have been resolved and letters of support have been received from three Heads of Delegation (HoD) – Austria, France, Germany. This project will be under the Buy/Pay PDA.	**Bureau Decision 1605011**: Approval of CII extension Project under the Buy/Pay PDA (Project Leader: Natascha Rossner)
3b. M&T - SCRDM – Project Proposal "Procedures for Reference Data Model & Associated Artefacts Publication Project"	This project relates to the process and procedures that need to be in place as a result of decisions taken in the Bureau (e.g. related to CCBDA). It is also applicable to the Multimodal Transport (MMT) Project under the Ship PDA. Support has been received from three HoD (Austria, France, Germany) and letters will be submitted to the secretariat shortly. It was noted that this project, as in other cases, was submitted to the Bureau after having obtained HoD support. This could give the Bureau less flexibility to make amendments if necessary.	**Bureau Decision 1605012**: Approval of Procedures for Reference Data Model & Associated Artefacts Publication Project pending reception of three HoD support letters by the secretariat (Project Leader: Ulrike Linde)
3c. Regulatory – TMW Project Exit?	This item will be discussed at the next regular Bureau meeting.	
3d. Core Principles for the Operation of Single Windows Recommendation	The Bureau noted that the first of three HoD support letters has been received from Morocco.	
3e. Recommendation for ensuring legally significant trusted	Public Review of this document is pending. The Bureau had provided comments to the Project Team and the document is now	

transboundary electronic interaction	under review by the secretariat. It will be taken up as an agenda item at an upcoming Bureau meeting.	
4a. Rome F2F meeting agenda: • Programme of Work • Mandate/Terms of Reference re-write • Domain pages for internet • Any other topics?	It was proposed that the new Programme of Work (2017-2018) be drafted based on the recently approved Prospective Directions. It should cover the work that is already being done and work that is foreseen. A table will be circulated to the Bureau to consolidate ideas. It will then be circulated to Domain Coordinators for their input.	A table to collect input for the new Programme of Work will be circulated to the Bureau and, subsequently, to Domain Coordinators (deadline: 10 June).
4b. Report on other events	There was no update from the Forum Organizing Committee. The secretariat and VC Probert participated in a meeting with the European Commission – DG MOVE with DG-TAXUD on 19 May. UN/CEFACT has been invited to participate in a brainstorming on support to eManifest. This request was based on a request from the private sector in relation to UN/EDIFACT. The Chair will represent UN/CEFACT at the meeting of the African Alliance for e-Commerce on 31 May in Senegal. VC van Burg and VC Fantetti will participate in the Semantic Interoperability Conference in Rome. They will prepare a note to circulate to the Bureau and a space for sharing documents can be created on the Confluence platform. The secretariat will participate in the following meetings: • UNCTAD meeting, 25-26 May, Belgrade • UNECE Steering Committee on Trade, 27 May, Geneva • WTO Advanced course on Trade Facilitation for National Committee Chairs, 6-10 June, Geneva • Training on Single Window in Albania, 13-17 June, Durres (with the Chair and VC Probert) • UNECE Executive Committee, 20 June, Geneva	
5a. Report from Liaison	ISO-IEC-ITU-UNECE Memorandum of Understanding (MoU) Management Group (MG) will meet on 1-2 June. In preparation for this, each organization has been	

	requested to fill in an Excel sheet to categorise its activities. The secretariat requested support for providing this information. It may also be helpful to have some Domain Coordinators or Project Leaders present on the call to respond to technical questions.	Domain Coordinators will be requested to fill in the Excel sheet and invited to an open Bureau call on 30 May from 10 a.m.
6a. Report from Secretariat	No update from secretariat.	
7a. HoD Quarterly Report	Minor changes were made to the draft text.	Approved for distribution
7b. Any other report from Communication	Bureau members were encouraged to send possible tweets to the secretariat when attending events.	
8a. Enquiries – relationship with AFACT	AFACT asked for a MoU or other formal agreement to formalise cooperation with UN/CEFACT. The secretariat is exploring what form this should take. Such an agreement would not affect the relationship of UN/CEFACT with member States, as organizations like AFACT have an observer status in Plenary.	
9a. Other business	The issue of inactive project was brought up – who decides (Bureau as a whole or PDA VC) if an inactive project should be deleted/archived? There is a need to decide how to do and document this (e.g. inform HoD that supported the project). There was request from the Project Team of the Trade and Transport Facilitation Monitoring Mechanism (TTFMM) Project to correct the project title on the Confluence platform.	The secretariat will check previous discussions on archiving projects. It can be discussed on the next Bureau call or at the face-to-face meeting in Rome. TTFMM project title corrected.
	Open Bureau meeting on MoU/MG preparation: Monday, 30 May, from 10 am Next regular Bureau meeting: Monday, 6 June, from 11am Topics: • Regulatory – TMW Project Exit? • Renaming "Confluence" • Agriculture Domain – extension of the track and trace project • Preliminary list of Mini Conferences at the Bangkok Forum	

| | No Bureau meeting on 20 June | |