Bureau teleconference discussion notes and decisions
Monday, 06 June2016 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: Virginia Cram-Martos, Maria Rosaria Ceccarelli, Markus Pikart, Gianguglielmo Calvi, and Pamela Ugaz

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 7 of 7 Bureau Members = quorum	
1a. Approve the agenda	Approved	
1b. Approval of meeting report of 23 May 2016	The minutes were approved with a minor modification	Approved with modification
1c. Approval of meeting report of 30 May 2016	Minor corrections were made to the text	Approved with modifications
2a. Procedure for modification or archiving bureau-approved project proposals that have received HoD support	To be discussed in the face-to-face meeting on 23 June 2016.	
3a. AGRI – modification of active project number p1015 • Extension of project scope • New proposed leadership • New Milestones dates	Vice Chair van Burg presented the project and explained the changes compared to the existing project: i. Extension of project scope: The revised proposal will include plants and plants products and animal products (animal and plant traceability use the same technology). ii. New proposed leadership: Niki Dieckman was proposed to lead the project iii. New Milestones dates: update of the dates The Bureau noticed that the project should result in multiple BRS, RSM and guides (waiting for confirmation from the project team).	**Bureau Decision 1606013**: Approval of the modifications to the active project p1015 under the understanding that there will be multiple BRS, multiple RSMs, and multiple guides (one per type of traceability). If this is not the case, the project should come back to the Bureau. (New Project Leader: Niki Dieckmann)

3b. AGRI – Traceability Framework project	The project seemed to reflect regulatory aspects of traceability and not necessarily the operational aspects. The current title suggests that all aspects are covered. Also "Framework" and "Architecture" are synonoumus so only one or the other should be used.	The project proposal is returned to the proposers requesting that the scope be clearly defined (if the operational aspects are to be considered and how) and the title be revised ideally to indicate "regulated goods"

3c. eGOV – Trusted Transboundary Environment
• Request to go to Public Review
Active project number p1021
	The Bureau and the Secretariat shared the opinion that it was premature to send the project to public review. There were issues to fix, including:
	  i. English editing
	  ii. The principles should be reflected in the recommendation and not just in the guidelines
	  iii. Organizational infrastructure: The International Coordination Council does not yet exist so as written, it would not be implementable
	  iv. Authentication in general – contradicts the base principle in approved recommendations.
		The project draft will need to be updated before it can go to Public Review. The Secretariat will propose editorial changes by the next Bureau meeting.

3d. TRANSPORT & LOGISTICS – MMT Project milestone update request Active project number p1023	Bureau commented on the new exit date of the project, which was fixed for February 2017. This extension gave extra time for receiving comments from different modes of transport and for holding internal reviews	**Bureau Decision 1606014**: Approval of the Transport & Logistics – MMT Project milestone update request
3e. SHIP/PAY – CII Extension Project Active project number p1035	Vice Chair Fantetti updated on the project The project team requests that the XML schema be published.	**Bureau Decision 1606015**: Approval for the publication of the schema (SHIP/PAY – CII Extension Project)
3f. Project updates	**HoD support received**: **ITPD Women in T.F.:** US and ES HoD received **M+T Ref Data Model Publication:** DE and FR HoD received **Still pending 3 HoD support:** **ITPD – Women in T.F. (missing 1):** Nigeria will provide support before the end of the week. VChair Igwe will follow up. **SWD – Core Principles for Operation of SW (missing 2):** Senegal and Ukraine identified as potential HoD support. VChair Igwe will follow up. **SWD – Vocab project (missing 3):** France, Russia and the USA identified as	**Bureau Decision 1606016**: Bureau pre-approves the publication of the UN/EDIFACT Directories as soon as the secretariat and VChair Grangard esteem it is ready for publication. This will include the VERMAS message.

	potential HoD support. Chair Thompson will follow up.**M+T – Ref Data Model Publication Project (missing 1):** Austria's support pending. VChair Grangard will contact Austria HoD regarding the HoD support **M+T – Library Publication formats:** Despite this focussing on internal processes not intended to be published publicly, the proposing group expected to have three HoD support. VChair Grangard will follow up. **Still missing Call for participations:** **SCMD – CI Scheduling Project:** VChair Fantetti will request and follow up. **Public Review periods:** • ITPD – PPP-TF until 27 July 2016: It has gone on public review Should be going to Project Exit: • **ENVI – Transboundary Movement of Waste**: it did not go to public exit officially. VChair Khan will follow up. • **SHIP – VERMAS:** EDIFACT directories, including VERMAS message should be published shortly. The review process will be completed as agreed at project approval shortly. VChair Probert will follow up.	
4a. Bangkok Forum mini-conf requests	To be discussed in the face to face meeting in Rome	
4b. Events – other updates	- VChair Probert will participate as moderator in a WTO seminar on the Standard and Trade Development Facility (STDF) on 24 -25 June.	
5a. Report from Liaison	The Bureau will discuss at the next meeting the resolutions of the MoU/MG meeting held on 1 and 2 June 2016, circulated by the Secretariat As a follow-up on the comments sent on the OASIS's Business Document Envelope, VChair Grandgard informed that he had been in contact with the project lead and they would have a discussion before the end of June regarding future joint developments. The Bureau would need to decide on how to handle joint developments.	
6a. Report from	The Secretariat informed about the upcoming activities from 6 to 17 June,	

Secretariat	namely the - WTO training on National Trade Facilitation Bodies from 6 to 10 June in Geneva and - the Workshop on Single Window in Albania from 13 to 17 June in Tirana	
7a. Report from Communication	Nothing urgent	
8a. Enquiries received	None	
9a. Renaming "Confluence"	Secretariat presented ideas on how to rename the collaboration environment. A new term would better reflect the day-to-day work. The initial proposal was not positively received; the Secretariat will work on new proposals.	
9b. Other business	The attendance for the next meeting in Rome would be the following: Chair Thompson and VChairs Van Burg, Fantetti, Grangård, Probert have confirmed their participation. VChair Igwe will confirm her attendance this week VChair Khan will connect through conference call	