

Bureau meeting discussion notes and decisions
Tuesday, 21 June 2016, 14:00 CET to Thursday, 23 June 2016, 13:00 CET

Face-to-face meeting in Rome, Italy

Participants:

Bureau present: Raffaele Fantetti, Anders Grangård, Estelle Igwe, Tahseen A. Khan, Sue Probert, Lance Thompson (Chair)

Bureau apologies: Harm Jan van Burg

Secretariat: Virginia Cram-Martos (for Item 3d), Maria Rosaria Ceccarelli, Gianguglielmo Calvi (for Item 9a), Yuri Saito

Observers (for part of Item 2a): Jostein Frømyr, Edmund Gray

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 6 of 7 Bureau Members = quorum	
1a. Approve the agenda	Addition of Item 3d. eGOV – Trusted Transboundary Environment (Request to go to Public Review Active project number P1021)	Approved with addition of Item 3d
1b. Approval of meeting report of 6 June 2016	No comments from the Bureau	Approved as written
1c. Procedure for project suspension / termination	<p>The Open Development Process (outlined in ECE/TRADE/C/CEFACT/2016/17) explains the procedure for the Bureau to disband projects. The same procedure can be applied for project suspension/termination (archiving).</p> <p>When modifying or archiving a project, the Bureau will seek to inform the supporting HoDs and Project Leader of the decision and rationale.</p> <p>Points to be considered for the next update of ODP document:</p> <ul style="list-style-type: none"> - Submission of project proposals by the Secretariat; and - More detailed procedure for modifying or archiving of projects. 	
2a. Domain pages for internet	<p>The Bureau went through the draft pages received from Domain Coordinators and Focal Points. The secretariat will prepare revised versions of the pages based on the Bureau’s comments.</p> <p>It was agreed that “related deliverables” does not imply ownership, but rather refers to deliverables related to the work of the Domain. This section reflects the cross-cutting nature of some of the work carried out in UN/CEFACT.</p> <p>Jostein Frømyr and Edmund Gray, Coordinators of the Procurement and Supply Chain Management Domains respectively, were invited to discuss their pages and more</p>	<p>Bureau Decision 1606017: Approval of the page-content for the following domains: ITPD, SWD, TFIG, TFA, Finance & Payment, Transport & Logistics, Accounting & Audit, Environment, Library, eGovernment</p> <p>The secretariat will prepare the</p>

	<p>generally the relationship between their two Domains. It was explained that although the Domains remain separate, there is close cooperation between them. The work of the Procurement Domain is related to public procurement or tendering. The Bureau agreed to consider how this could be clarified (e.g. changing the Domain name or combining the two Domains).</p>	<p>web pages accordingly.</p> <p>Clarifications on the page content are still pending for Procurement and Supply Chain Management Domains as well as the other Domains/Focal Points not listed above.</p>
2b. Programme of Work 2017-2018	<p>The input received from the Domain Coordinators was reviewed.</p> <p>The secretariat will create the text/generic themes based on this input and on the 2015-2016 Programme of Work. Some projects will be listed as examples under each, but it will be made clear that these are not exclusive lists.</p> <p>Other Domains/work areas (e.g. UN/EDIFACT) will be included to ensure a comprehensive and flexible Programme of Work.</p> <p>The Programme of Work could have a separate section on day-to-day activities.</p>	<p>The secretariat will prepare a draft 2017-2018 Programme of Work and circulate it to the Bureau by October 2016</p>
2c. Mandate / Terms of Reference rewrite	<p>The draft text prepared by the secretariat (a merge of existing approved documents) was the basis for this discussion. This merged the following documents: ECE/TRADE/C/CEFACT/2010/15/Rev.5, ECE/TRADE/C/CEFACT/2010/17/Rev.4, ECE/TRADE/C/CEFACT/2012/9.</p> <p>It was agreed that, where possible, there should be a limit on the number of terms for Regional Rapporteurs, just as there is for Bureau members. This will be reflected in the revised draft.</p> <p>If additional Regional Rapporteurs can be identified now, they can act as advisors to the Bureau until the next Plenary, where they can be presented for election.</p> <p>Other issues discussed and to be revised in the text are:</p> <ul style="list-style-type: none"> - re-election of Bureau members (2016/10/Rev.1); - country HoD ToR (2011/7/Add.1/Rev.2); and - intersessional approval process (2010/15/Rev.3/Add.1). <p>Once a Bureau-agreed draft is available, it will be circulated to Domain Coordinators and discussed at an open Bureau meeting.</p>	<p>The Regional Rapporteurs will be invited to the Bureau meeting on 18 July to discuss their role in promoting the next Forum</p> <p>The secretariat will incorporate the agreed changes and circulate a new draft to the Bureau in September</p>

3a. SCMD – CII BRS & RSM to go to Public Review	<p>The Bureau agreed that Public Review should not be delayed since the XML Schema is already published. Nevertheless, the correct templates should be used for the BRS and RSM.</p> <p>The secretariat will inform all Domain Coordinators to make sure that all projects use the new templates for BRS and RSM.</p>	<p>Bureau Decision 1606018: Approval for Public Review of the CII BRS & RSM pending submission in new template</p>
3b. SHIP – eCMR project proposal	<p>This is a project proposal supported by the International Road Transport Union (IRU) and there is also interest in this project from the UNECE Transport Division.</p>	<p>Bureau Decision 1606019: Approval of the eCMR Project and Project Leader (Evgeniya Iafiev) pending three HoD support</p>
3c. ENV – Transboundary Movements of Waste (TMW)	<p>There were no objections for the project to go to Project Exit.</p> <p>However, it was noted that the old templates have been used for the BRS and RSM.</p>	<p>Bureau Decision 1606020: Approval for Project Exit of Transboundary Movements of Waste Project pending submission in new template</p>
3d. eGOV – Trusted Transboundary Environment	<p>The Director of the Economic Cooperation and Trade Division provided her feedback on the draft document. She pointed out that the document cannot be considered a recommendation because it is not immediately implementable (it requires an International Coordination Council).</p> <p>Therefore, it was suggested that UN/CEFACT consider the possibility of a binding agreement (e.g. international convention) on this issue. The following steps were suggested:</p> <ol style="list-style-type: none"> 1. Presentation of a document at the next Plenary calling for the establishment of a small working group to analyse what form an agreement might take, define the scope of the agreement to be negotiated, and set out the procedures for the negotiation. 2. Presentation of the document setting up the working group to EXCOM for approval. 3. Presentation of the document prepared by the working group to Plenary, recommending the development of an international convention. <p>The small working group will only look at the scope and procedures; the actual negotiation of the agreement will be undertaken by countries. The negotiation should be open to all countries interested in eventually signing the agreement.</p> <p>At the same time, it would be interesting to consider what UN/CEFACT might put in</p>	<p>VC Khan will communicate with the project group to inform them that options are being explored by the Bureau</p> <p>The secretariat will clarify procedural issues, after which next steps can be decided</p>

	<p>place in order to support this work. For example, there is no technology (e.g. block chain technology) that might make implementation feasible from a financial standpoint.</p> <p>There were no objections from the Bureau to working in the direction of an international convention.</p>	
3e. Pending issues	<p>HoD support</p> <ul style="list-style-type: none"> • ITPD – Women in TF – additional HoD support received from Nigeria and Sweden (total 4) • SWD – Core Principles for Operation of SW received from Senegal and Morocco (missing 1) • SWD – Vocab project (missing 3) • M+T – Ref Data Model Publication Project (missing 1) • M+T – Library Publication formats (missing 3 – not obligatory but suggested by Project Leader) <p>Call for participation</p> <ul style="list-style-type: none"> • ITPD – Women in TF – will be put online once finalised <p>Public Review periods:</p> <ul style="list-style-type: none"> • ITPD – PPP-TF until 27 July 2016 <p>Should be going to Project Exit:</p> <ul style="list-style-type: none"> • SHIP – VERMAS – VC Probert will inform the Bureau when it is ready for Project Exit 	
4a. Organization of mini conferences during Forums	<p>A check list was prepared by ITPD on the preparation of mini conferences. It was suggested that this form be shared with Domains that had organized mini conferences at the April 2016 Forum in order to collect and share best practices.</p> <p>To get feedback from participants, a question(s) could be added on mini conferences in the general questionnaire distributed at the end of each Forum.</p>	<p>The Bureau had no objection to sharing such best practices among Domains. The ITPD check list will be shared with the other relevant Domains.</p>
4b. Mini conference requests	<p>The Bureau considered the requests for mini conferences. Given the high demand, it was decided that topics on which mini conferences had been held at the last Forum (i.e. TTFMM and FLUX) should not be repeated. Moreover, each mini conference will be 0.5 days long (Monday pm to Friday am) with the exception of the eCert mini conference, which consists of two separate events.</p> <p>TTFMM (ITP Domain), FLUX (Agriculture Domain), and the Transport and Logistics</p>	

	<p>Domain joint meeting can be held as open sessions instead of mini conferences.</p> <p>The following mini-conferences will be planned for the Bangkok Forum:</p> <ul style="list-style-type: none"> • Women in Trade Facilitation (ITPD) • SW Operational/Governance Issues (SWD) • Trade/S.C. Finance (Finance/Payment Domain) • Presentation of relevant work (Travel/Tourism Domain) • eCert (Agriculture Domain) • Transboundary Movement of Wastes (Environmental Management Domain) • VC Khan exploring a possible mini-conf based on Item 3d above. 	
4c. Update on preparations for Bangkok	No other updates.	
5a. MoU/MG <June 1-3 meeting> update	<p>It was reported that the MoU/MG meeting went well and the importance of collaboration was stressed by all parties.</p> <p>There needs to be a follow-up discussion on semantic interoperability within UN/CEFACT (e.g. a “theme day”) to define how it will act as a semantic hub.</p> <p>The liaison report submitted by CEN was discussed. It was noted that some of the deliverables are very similar to those of UN/CEFACT. It was pointed out that there was alignment up until 2005, but the current status is unclear.</p> <p>In relation to the Resolutions, the Bureau will follow up on action points identified, namely:</p> <p><u>Res. 16/01</u>: put ISO/TC215 in touch with ITPD</p> <p><u>Res. 16/02</u>: put ISO/TC215 in touch with Travel and Tourism Domain</p> <p>Some of the comments voiced on the Resolutions were:</p> <p><u>Res. 16/03</u>: noting that the discussion has been started, UN/CEFACT would like to stay software-neutral/independent</p> <p><u>Res. 16/06</u>: there is currently no liaison between ECE and CEN</p> <p><u>Res. 16/08</u>: The Bureau takes note of the importance of block-chain technology and encourages M&T PDA to look into this if they have the resources. The secretariat will also follow up on this internally.</p> <p><u>Rec. 16/10</u>: duplication of UN/CEFACT work should be avoided. UNECE Recommendation 20 should be updated to reflect the updated code lists (the body of the</p>	<p>The Bureau welcomed the positive perception of UN/CEFACT at the MoU/MG</p> <p>The Bureau noted all the Resolutions of this MoU/MG meeting and will follow up as appropriate</p> <p>An Executive Guide on CCTS for forwarding to the MoU/MG (deadline: beginning of November)</p>

	<p>recommendation does not need to be changed). ITU-T SG17 can be asked to join this initiative. It was also mentioned that UNECE Recommendation 21 needs to be reassessed, as there are views that there are not enough code lists.</p> <p><u>Rec. 16/11</u>: There will be a teleconference in September 2016, where UN/CEFACT can reinforce its position.</p> <p>Some of the comments voiced on the Action Items were:</p> <p><u>A16/01</u>: ECE does not have an MoU with CEN, so cannot establish a liaison. The secretariat will look into this and explore the way forward.</p> <p><u>A16/04</u>: UN/CEFACT's position will be clearly stated in the meeting in September</p> <p><u>A16/06</u>: There will be a half-day workshop on this issue at the next MoU/MG meeting in December. An Executive Guide on CCTS will be prepared for forwarding to the MoU/MG. She could also participate in the meeting. On a related note, UN/CEFACT can take this opportunity to clearly define "data quality".</p>	
5b. Eb MoU	<p>UNECE input for the revision of Annex A is pending. Bureau members are requested to prepare draft text for the current Annex A draft to be discussed at the meeting on 18 July.</p> <p>Furthermore, the Excel spreadsheet will be recirculated to the Bureau to ensure that there are no omissions.</p>	Annex A revision to be discussed on 18 July
5c. Report from Liaison	<p>VC van Burg and VC Fantetti attended the Semantic Interoperability Conference in Rome. VC Fantetti will circulate additional documents to the Bureau.</p> <p>In May, UN/CEFACT provided some comments for the public review of the draft OASIS Business Document Envelope specification. However, these comments appear to have not been taken into consideration. VC Grangård and the Chair of the OASIS Working Group concerned are discussing a possible joint project on this topic. The Bureau agreed that there is need for more collaboration between UN/CEFACT and OASIS. The MoU between the two organizations is still in effect; all experts should be encouraged to cooperate.</p> <p>VC Probert will be attending the WTO Standards and Trade Development Facility meeting in Geneva in the week of 27 June to discuss electronic phytosanitary certificates. She will participate on behalf of UN/CEFACT.</p>	The Bureau welcomes closer collaboration with OASIS, including a possible joint project
6a. Report from Secretariat	<p>On 6-10 June in Geneva, the secretariat supported a WTO training for National Trade Facilitation Committee Chairs. This training focused on skills-building for the (future) Chairs.</p>	The HoD quarterly reports could be shared with interested parties, including the other UN Regional Commissions and the UN Office

	<p>On 13-17 June the secretariat, the Chair, and VC Probert supported a workshop on establishing a Single Window in Albania. The workshop was well-received in general. UNCTAD also participated, including with a demonstration of how ASYCUDA could be used to monitor movements.</p> <p>The Chair and the secretariat participated in a meeting organised by the UNECE Working Party on Customs Questions affecting Transport (WP.30) on 20 June in Geneva. Their presentations on UN/CEFACT activities/deliverables related to transport and transit and on TFIG were very well received. There was particular interest in the new eCMR project.</p> <p>It was suggested that presentations on UN/CEFACT deliverables could be create and pre-approved for use by Bureau members and secretariat.</p> <p>It was also suggested that a repository for Trade Facilitation Roadmap best practices could be created.</p>	of the High Representative for the Least Developed Countries, Landlocked Developing Countries and Small Island Developing States (UN-OHRLLS)
7a. Report from Communication	<p>There is a need to make more information on UN/CEFACT accessible on the public website. We should aim to get more hits on internet searches. The Domain pages and Executive Guides are good initiatives in this direction.</p> <p>Information on certain projects (e.g. VERMAS) can be broadcast to specialised magazines or newspapers. The secretariat can support this, but needs input from the experts (e.g. articles).</p> <p>VC Igwe has been requested to prepare an article for her organization newsletter. The secretariat will provide some materials for this.</p>	
8a. Enquiries received	<p>UN/CEFACT has received an invitation from Morocco to participate in an event on African Single Window on 5-7 September in Marrakech. There is a possibility to organise a side event.</p> <p>UN/CEFACT's proposal for a side event at the Semaine economique de la méditerranée was accepted. The event will take place on 4 November in Marseille. The Chair and secretariat will participate.</p>	VC Khan will confirm whether he can participate in the African Single Window event
9a. Rebranding "Confluence to ...?"	<p>The secretariat presented three proposals for the rebranding.</p> <p>The option selected was Collaborative UN/CEFACT Environment (CUE).</p>	Rebranding of Confluence to Collaborative UN/CEFACT Environment (CUE)
9b. Other business	The Bureau agreed that the development of Executive Guides for technical deliverables should be encouraged. The UN/EDIFACT Executive Guide can be used as a template.	

	This can be brought up at the next open Bureau meeting.	
--	---	--