

Bureau teleconference discussion notes and decisions
Monday, 18 July 2016 GoToMeeting session (11:00-13:15 CET)

Participants:

Bureau present: Harm Jan van Burg, Anders Grangård, Estelle Igwe, Tahseen A. Khan, Sue Probert, Lance Thompson (Chair)

Bureau apologies: Raffaele Fantetti

Regional Rapporteurs (for Items 2a and 4a): Ibrahima Diagne, Mitsuru Ishigaki

Secretariat: Gianguglielmo Calvi, Benjamin Czapnik, Yuri Saito

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 6 of 7 Bureau Members = quorum	
1a. Approve the agenda	Approved	Approved
1b. Approval of meeting report of 4 July2016		Approved with minor modifications
2a. Terms of reference rewrite	<p>The Bureau put the following questions to the Rapporteurs:</p> <ul style="list-style-type: none"> • Should there be more than one Rapporteur for each region? • Should there be Rapporteurs for more regions? • How can we improve reporting on regional activities in which the Rapporteurs were not present/involved? <p>The Rapporteur for Asia pointed out that AFACT was organized by the Rapporteur for Asia in the first stage when the scheme of Rapporteur started, whose main purpose was to support the Rapporteur to disseminate UN/CEFACT activity and deliverables to Asian country members effectively through this channel. In addition, ESCAP is supporting AFACT. Therefore, there is no specific need for another Rapporteur in the region. It would be interesting to have Rapporteurs in additional regions to African and Asian regions.</p> <p>The Rapporteur for Africa requested better coordination with the Bureau. For example, when Bureau members are conducting activities in the region.</p> <p>The Terms of Reference of the Regional Rapporteurs will be updated to read “Regional Rapporteurs are elected for two year terms, renewable once, in so far as possible”. The Rapporteur for Africa suggested having Vice Rapporteurs to support the Rapporteurs and to facilitate handover. The Bureau agreed with the idea.</p>	The secretariat will check whether the Vice Rapporteur position should be formal (i.e. included in the ToR)

	<p>It was recalled that formerly the Bureau had Focal Points for regions who acted as direct contact points for the Rapporteurs. It was not seen as necessary to reinstate these, as the Rapporteurs are able to approach the secretariat or Bureau members directly.</p>	
2b. Domain pages to be approved	<p>The Bureau reviewed the following draft Domain pages:</p> <ul style="list-style-type: none"> • Supply Chain Management Domain: approved • Procurement Domain: approved • Finance and Payments Domain: approved • Library Maintenance Focal Point: approved pending clarification from the secretariat on use of “UN/CCL” acronym • Specification Domain: approved 	<p>Bureau Decision 1607024: Approval of the page-content for the following domains: Supply Chain Management, Procurement, Finance and Payments, Library Maintenance Focal Point (pending clarification), Specification</p>
2c. Domain pages yet to be submitted	<p>Domain/Focal Point pages yet to be submitted:</p> <ul style="list-style-type: none"> • UN/LOCODE Focal Point • Validation Focal Point • Code List Focal Point • Utilities Domain • Customs Domain • Syntax Focal Point 	<p>Some Focal Points / Domains need to be discussed between the PDA Vice Chair and secretariat (e.g. nomination of UN/LOCODE Focal Point)</p>
3a. SHIP & BUY/PAY – Rec20 Revision Project Proposal	<p>The submission of this project proposal is on hold, pending discussions on what should be revised (e.g. whether the format of the annexes will also be revised).</p> <p>Those who expressed interested in the last MoU/MG meeting can also be included in these discussions.</p>	
3b. AGRI – Traceability Framework Project Proposal	<p>The secretariat and some Bureau members had a call with the Project Leader and Project Editor last week to clarify pending issues. During this call, it was agreed to rename the project proposal to “Traceability Framework” in order to allow the project to move forward. One of the first tasks of the project group will be to define the scope of the project and, subsequently, find an appropriate title for the recommendation.</p> <p>It was pointed out that due to possible delays in approval of the project proposals, milestone dates should refer to e.g. “approval + 1 month” instead of specific dates. This will be discussed during the upcoming open Bureau call.</p>	<p>Bureau Decision 1607025: Approval of “Traceability Framework” project and Project Leadership (Frans van Diepen) under Sectoral PDA pending 3 HoD support</p>
3c. SWD – Rec36 project on SW	<p>The project team had a conference call last week. It was discovered that the editing of the document was not done on the latest version. Therefore, it is being redone. The</p>	

Interoperability request to go to Public Review	document should be ready for Public Review by September.	
3x Pending issues	<p>HoD support received for:</p> <ul style="list-style-type: none"> • SWD – Vocab project – FR & US & IN HoD support received • SWD – Core Principles Operation – UA HoD support received • ITPD – TTFMM – UA HoD support received • T+L – eCMR – UA HoD support received <p>Still pending 3 HoD support:</p> <ul style="list-style-type: none"> • SHIP – eCMR project (UA & missing 2) • M+T – Library Publication Formats (UK & missing 2) <p>Missing calls for participation:</p> <ul style="list-style-type: none"> • SWD – Core Principles Operation of SW <p>Public Review periods:</p> <ul style="list-style-type: none"> • ITPD – PPP-TF until 27 July 2016 • BUY/PAY – CII BRS&RSM (was pending new template. Published?) <p>Should be going to Project Exit:</p> <ul style="list-style-type: none"> • SHIP – VERMAS <p>Pending next steps:</p> <ul style="list-style-type: none"> • REG – Trusted Transboundary Environment – pending update from secretariat 	
4a. Preparations for Bangkok Forum	<p>The discussion centred on how the Regional Rapporteurs can help promote the upcoming Forum in Bangkok (26-30 September).</p> <p>The Rapporteur for Asia informed the Bureau that he is encouraging participation through AFACT. This brought up the topic of whether/how AFACT can be recognized by UNECE so that it can approve participants (instead of them being part of country delegations).</p> <p>The Rapporteur for Africa is working with UNECA. However, their focus tends to be on trade rather than trade facilitation. He is also in touch with the African</p>	The secretariat will follow up on the relationship with AFACT

	<p>Development Bank.</p> <p>It is expected that the Forum in Autumn 2017 will be organized in Morocco.</p>	
4b. Other preparation for Bangkok Forum	<p>The Bureau was informed of the interest from the Thai Government to have an event on FLUX at the Forum. The Agriculture Domain is willing to organize a Mini Conference on country experiences in the implementation of FLUX.</p> <p>Domain Coordinators should be reminded to submit draft agendas. This will be mentioned on the open Bureau call on 25 July.</p>	Bureau Decision 1607026: approval of a Mini Conference on FLUX at the 28 th Forum, providing a time slot can be found
5a. MoU/MG Annex A text revision	The Secretariat will circulate the latest version of the document with comments to the Bureau.	Any additional comments from the Bureau expected by 31 July
5b. MoU/MG Table of activities	<p>Any additional suggestions from the Bureau should be submitted this week. The table will then be discussed on the open Bureau call.</p> <p>It was unclear to the Bureau whether the two documents (discussed in Item 5a and Item 5b of this meeting) will be part of the MoU.</p>	<p>Bureau to provide any additional comments by 22 July</p> <p>To be discussed on the open Bureau call</p>
5c. Liaison activities pending from MoU/MG	<p><u>Liaison activities pending from MoU/MG:</u></p> <p>R16/01 – put ISO/TC215 in touch with ITPD</p> <p>R16/02 – put ISO/TC215 in touch with Travel & Tourism Domain. This has been discussed with the Domain.</p> <p>R16/08 – block-chain technology and input from M&T PDA. The secretariat is preparing a background paper on block-chain technology and how it fits into Trade Facilitation scenarios. This will be ready over the summer.</p> <p>R16/10 – update of units of measure code lists (see Item 3a above)</p> <p>R16/11 – Semantic POC project conference call – future host of project conference call in Sept</p> <p>A16/01 – liaising with CEN (any possibilities?)</p> <p>A16/04 – Semantic POC project conference call – future host of project conference call in September</p> <p>A16/06 – preparing an Executive Guide on CCTS for consideration at next MoU/MG meeting</p>	
5d. ISO 8601 (Representation of dates & times)	The internal review of the revised draft of ISO 8601 is a good opportunity for UN/CEFACT (as a liaison to TC154) to provide comments. At the same time, UN/CEFACT should see which of its deliverables would need to be updated as a result of the revised document (e.g. Recommendation 7).	

	Comments on the draft document are due by 3 September.	
5e. Liaison – other points	No other updates on liaison.	
6a. Report from Secretariat	<p>The secretariat is being represented at UNCTAD XIV in Nairobi.</p> <p>The secretariat will be attending the following events:</p> <ul style="list-style-type: none"> • 5th edition of the International Single Window Conference, 5-7 September, Marrakech • EGM on Transport & Connectivity to GVCs, 16-17 November, Cairo • eCom21 - 5th Anniversary, 17-18 November, Riga (TBC) <p>The secretariat is working on reorganizing the UN/CEFACT public website. This includes uploading the Domain pages and reflecting the linkages in their work.</p>	
7a Report from Communication	<p>The secretariat has been approached regarding the production of a video on FLUX for the European Parliament Visitors' Centre. The secretariat will maintain the Bureau informed of any developments.</p> <p>ITU, ISO and IEC have launched a video competition for World Standards Day. This information has been forwarded to the Communication Team (VC Fantetti) for input. It will also be shared with the Bureau.</p>	
8a. Email from Mr. Potgieser	Bureau to send comments, if any, to the Chair by e-mail after the call.	The Chair will send the reply on 18 July
9a. Other business		
Next Bureau call: 29 August		
Open Bureau call: 25 July		