

Open Bureau Call – follow up to MoU/MG meeting

25 July 2016, 1pm – 3pm CET

Bureau: Tahseen A. Khan, Sue Probert, Lance Thompson (Chair)

Bureau apologies: Anders Grangård, Estelle Igwe

Secretariat: Gianguglielmo Calvi, Yuri Saito

Domain Coordinators: Mary Kay Blantz, Eric Cohen, Liliana Fratini Passi, Norbert Pfaffinger, Edmund Gray, Rudolf Bauer

Domain Coordinator apologies: Frans van Diepen, Hidekazu Enjo, Jostein Frømyr, Benoît Marchal, Andreas Schultz

1a Approve the agenda

The agenda was approved with no comments.

1b Use of correct templates for BRS, RSM, project proposals

Domain Coordinators were reminded to use the new templates for [BRS](#), [RSM](#) and [project proposals](#).

The template for comments is contained in Annex I of the [new ODP document](#).

1c Indicating Milestones on project proposals

Head of Delegation (HoD) support for a project proposal can come before or after Bureau approval. However, if HoD support is sought after Bureau approval, there may be unexpected delays between the approval of the project (pending 3 HoD support) and its launch. Therefore, in order to make sure that the milestones remain relevant, it is suggested that “flexible dates” be used (e.g. “approval + 1 month”) instead of fixing specific dates.

At the same time, project teams are encouraged to have at least preliminary support from HoDs before the project is submitted to the Bureau.

2a Re-editing of UN/CEFACT ToR

As part of its effort to streamline UN/CEFACT procedures, the secretariat is merging the following UN/CEFACT documents:

- [Structure, mandate, ToR & procedures](#)
- [Revised rules of procedures for the Bureau \(& Rev.3\)](#)
- [Overview for rational of new structure](#)
- [Election procedures for Bureau](#)
- [Country HoD ToR](#)
- [Intersessional approval process](#)

This will allow for any inconsistencies or contradictions to be addressed. No substantive modifications will be made to the text. A draft is expected by the end of September 2016.

The secretariat is also preparing the UN/CEFACT Programme of Work for 2017-2018. The draft is expected in October 2016 and will be presented to the Plenary in April 2017.

3x pending issues

The following projects are pending:

Approved by the Bureau pending 3 HoD support:

- SHIP – eCMR project (received UA ; missing 2 others)
- M+T – Library Publication Formats (received UK ; missing 2)

Public Review periods:

- ITPD – [PPP-TF public review ends July 27th](#)
- BUY/PAY – [CII BRS+RSM public review ends August 27th](#)

Should be going to Project Exit:

- SHIP – VERMAS

Pending Bureau / Secretariat action:

REG – [Trusted Transboundary Environment](#)

4a Forum

The Domain Coordinators were requested to provide draft agendas by 1 August 2016.

Logistical information, including visa information and hotel recommendations, are available on the Forum website (<http://www.unece.org/28thuncefactforum#/>). Any questions can be addressed to the secretariat.

5a Go over [MoU/MG draft minutes and action points](#) for UN/CEFACT

The draft minutes of the meeting were shown and relevant sections (including Resolutions and Action Points) were reviewed.

R16/06 – there was a question regarding the relationship between CEN and the MoU/MG and whether the relationship should be formalized before there are resolutions involving them. This can be brought up at the next MoU/MG meeting.

R16/08 – the secretariat is preparing a paper on block-chain technology (going beyond its financial application), which will be circulated to M&T Domain. Eric Cohen (Accounting and Audit) and Edmund Gray (Supply Chain Management) are also working on block-chain. A conference call will be organized once the paper is drafted.

Liliana Fratini Passi (Finance and Payments) explained that there is no overlap between the work of UN/CEFACT and that of ISO TC 68. Some ideas suggested to clarify this were:

- Organize a meeting through the MoU/MG between the Finance and Payments Domain and TC 68 to define each entity's work programme, distribute tasks, etc.
- Based on the above, put an explanatory note on CUE
- Official letter from the UN/CEFACT Chair to the TC 68 Chair on renewed cooperation
- Discuss best way forward during the Bangkok Forum

The secretariat was requested to clarify who in UN/CEFACT receives notification from TC154.

R16/09 – UN/CEFACT considers second hand goods to be simply goods (not separate). The group had been invited to join UN/CEFACT activities; this should be coordinated better. This issue will be followed up during the next MoU/MG meeting. In the meantime, Mary Kay Blantz (Library

Maintenance Focal Point) will draft an e-mail to inquire about the status. The e-mail will be sent to ISO with a copy to the Chair of the MoU/MG.

R16/10 – The revision of UNECE Recommendation 20 is under consideration. The secretariat will check how UN/CEFACT can get in touch with Mary Lou Pelaprat (ISO CS) to explain our existing deliverables and how we can work together.

A16/03 – MoU/MG member organizations are invited to share their liaison policies. The secretariat will look into how to best approach this topic (e.g. UN/CEFACT ToR for Liaison, secretariat liaison policies, etc.).

A16/04 – UN/CEFACT had volunteered to organize a call in September 2016. There is a need to clarify the difference between semantic hub/interoperability and ontology from the outset.

Conformity assessment requirements (para 6.6) – The status of this will be checked with the Methodology and Technology PDA.

The UN/CEFACT Liaison to ISO PC295 reported that it appears that his input is not being considered. He will draft a brief e-mail to be sent to the ISO secretariat (with copy to the MoU/MG Chair) to see how this situation can be addressed. The issue can also be raised at the next MoU/MG meeting.

5b Finalize the MoU/MG spreadsheet of signatories' activities

The spreadsheet is near completion. The secretariat will see if there is any additional information needed. Any comments should be addressed to the secretariat.

6a Rebranding of Confluence to Collaborative UN/CEFACT Environment (CUE) & update on CUE

The “Confluence” website has been renamed Collaborative UN/CEFACT Environment (CUE). There is a new logo as well as some changes in the layout.

There is [a space on CUE](#) where the old “Confluence” website and uncefactforum.org are archived.

The secretariat may contact experts to see whether some documents should be archived or placed on the Domain pages.

6b Domain pages

The secretariat is preparing the Domain pages to be uploaded onto the public UNECE website. There will be linkages between the different Domain pages as well as into CUE (e.g. project pages).

The Chair, VC Probert and Mary Kay Blantz (Library Maintenance Focal Point) agreed clarify the role/scope of the “Code List FP”.

7a History of UN/CEFACT in key dates

In view of the 70th anniversary of UNECE next year, the secretariat is compiling information on key dates and events in UN/CEFACT history. The information will form part of a timeline illustrating the history of UNECE and each of its divisions.

Any photos, cartoons or other visual materials related to UN/CEFACT and its work are welcome.

A [page has been created on CUE](#) for sharing this information.

Next meeting

The next open Bureau meeting will be at the end of November to prepare for next MoU/MG meeting taking place at the beginning of December.

If there is a need, a meeting can be organized before that.