

**Bureau teleconference discussion notes and decisions**  
**Monday, 29 August 2016 GoToMeeting session (11:00-13:00 CET)**

**Participants:**

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

**Bureau apologies:** Harm Jan van Burg

**Secretariat:** Maria Rosaria Ceccarelli, Gianguglielmo Calvi, Benjamin Czapnik, Yuri Saito, Yan Zhang (for Item 2a)

<b>Agenda item</b>	<b>Discussion</b>	<b>Action/Decision</b>
1. Roll-call	Quorum: 6 of 7 Bureau Members = quorum	
1a. Approve the agenda	Approved	Approved
1b. Approval of meeting report of 18 July 2016	Approved	Approved
1c. Approval of meeting report of Open Bureau call of 25 July 2016	Approved	Approved
2a. ToR UN/LOCODE Maintenance Group	<p>The secretariat presented and responded to the Bureau's questions on the draft terms of reference for the UN/LOCODE Maintenance Group.</p> <p>The secretariat suggested that this group be established as an ad hoc group that will be slightly independent from UN/CEFACT. Such a set up will allow the secretariat to provide better support (e.g. staff time) to the group. The Bureau supported this idea and requested that the secretariat present revised terms of reference. For example, the relationship with UN/CEFACT should be clarified.</p> <p>Once approved by the Bureau, the terms of reference will be presented for approval to the UN/CEFACT Plenary and then to the UNECE Executive Committee.</p>	The secretariat will present revised terms of reference
3a. SCMD – SCRDM to go to Public Review	<p>The deliverables ready for public review were presented. As there were additional deliverables produced, the original project proposal was revised. The milestone dates in the proposal were also updated.</p> <p>It was explained that there are no XML-based deliverables in this project because these will be produced through separate projects (e.g. Cross-Industry Invoice</p>	<u>Bureau Decision 1608027</u> : Approval of modified project proposal for the Supply Chain Reference Data Model (SCRDM) project and approval of the project deliverables to go to Public Review (2 months)

	<p>project in the Buy/Pay PDA).</p> <p>The Heads of Delegation who supported the original proposal will be informed of the revised project proposal.</p>	
3b. T+L – Pipeline project	This item was postponed to the next meeting.	
3x Pending issues	<p>The following project are pending:</p> <p>HoD support:</p> <ul style="list-style-type: none"> <li>• Agri – Traceability Framework (DE received, missing 2)</li> <li>• M+T – Library Publication Formats (received AT, already had UK, missing 1)</li> <li>• M+T – Ref Data Model Publications (received AT, already had FR, DE, UK)</li> <li>• T+L – e BOD (received AT – missing project and 2 other HoD) <ul style="list-style-type: none"> <li>○ UN/CEFACT is trying to encourage global interest for this project</li> </ul> </li> <li>• T+L – eCMR (DE and NL received already received UA)</li> <li>• SWD – SW Vocab (NL received, already had FR, US &amp; IN)</li> </ul> <p>Calls for participation:</p> <ul style="list-style-type: none"> <li>• M+T – Ref Data Model Publication (published 19/07)</li> <li>• SWD – SW Vocab Project (published 18/07)</li> <li>• SWD – Core Principles Operation (pending publication?) <ul style="list-style-type: none"> <li>○ VC Igwe to follow up</li> </ul> </li> <li>• T+L – eCMR (published 23/08)</li> </ul> <p>Public review periods:</p> <ul style="list-style-type: none"> <li>• SWD – Rec36 (should be going to public review?) <ul style="list-style-type: none"> <li>○ The documents will be ready and circulated for next Bureau call</li> </ul> </li> <li>• ITPD – Rec1rev (should be going to public review?) <ul style="list-style-type: none"> <li>○ The documents will be ready and circulated for next Bureau call</li> </ul> </li> <li>• F+P – Trade &amp; SC Finance w/ TF (should be going to project exit?) <ul style="list-style-type: none"> <li>○ To be discussed after the next Forum</li> </ul> </li> </ul> <p>Should be going to Project Exit:</p> <ul style="list-style-type: none"> <li>• ITPD – PPP-TF (public review ended 27 July) <ul style="list-style-type: none"> <li>○ There remains one last conference call</li> </ul> </li> <li>• BUY/PAY – CII BRS+RSM (public review ended August 27<sup>th</sup>)</li> <li>• SHIP – VERMAS</li> </ul>	

	<ul style="list-style-type: none"> <li>Account – Journal Book Project (Public review ended 27 Jan)</li> </ul> <p>Pending Bureau / Secretariat:  REG – <a href="#">Trusted Transboundary Project</a>  The secretariat is looking to clarify next steps. Previously, the possibility of developing an international convention based on the work done under this project has been discussed. However, this will be a very lengthy process with resource implications (e.g. secretariat for the new convention). Therefore, the secretariat is exploring whether a framework convention could be a solution. There should be more clarification by the Forum.</p>	
4a. UN/CEFACT 28th Forum, Bangkok	<p>The secretariat announced that there will be a UNECE event on People-first Public-Private Partnerships (PPP) in Bangkok on 23 September. At this event, the draft Recommendation on PPP in Trade Facilitation will be presented by the Bureau Chair on behalf of the project team. UN/CEFACT experts, particularly those involved in the development of the Recommendation, are encouraged to attend the event.</p> <p>The draft agendas for the Domain meetings and Mini Conferences are online. The website is being continuously updated.</p> <p>The secretariat circulates the provisional list of participants to the Bureau every Friday. It was agreed that this list should be shared with Domain Coordinators as well.</p> <p>The Bureau noted the registration of participants from new countries (South Africa, Republic of Congo, etc.) and expressed appreciation for the work done by ESCAP, AFACT and the Regional Rapporteurs to encourage this enhanced participation.</p> <p>The secretariat explained that if the preparatory Bureau meeting on Sunday, 25 September, takes place at ESCAP, it can only last 2 hours due to constraints posed by the security service. However, booking an external meeting room for the day has financial implications. The Bureau agreed that to have the meeting at ESCAP (i.e. 2 hours only). All opening session slides will need to be submitted to the secretariat well in advance.</p> <p>The Director of the Economic Cooperation and Trade Division will attend the</p>	Weekly provisional list of participants to be circulated to the Domain Coordinators in addition to the Bureau

	International Single Window Conference in Morocco in early September (UNECE is organizing a side event). She can follow up on the discussions on organizing the 30 <sup>th</sup> UN/CEFACT Forum there in Autumn 2017.	
4b. Marseille “Semaine Internationale de la Méditerranée”	UN/CEFACT is organizing a side event during the Semaine Internationale de la Méditerranée in Marseille during the first week of November. The topic is electronic standards and how they can support trade facilitation. The Chair and secretariat will attend.	
5a. Report from Liaison	VC Probert attended a meeting in Uruguay. There was a lot of interest in UN/CEFACT. There is a good opportunity to encourage more experts from Latin America to get involved in UN/CEFACT work. This will be discussed with the secretariat, also in light of the Division Director’s recent mission to Lima (see Item 6a).	
5b. Liaison activities from MoU/MG	<p><u>Liaison activities from MoU/MG which have been completed:</u></p> <p>R16/01 – put ISO/TC215 in touch with ITPD</p> <p>R16/02 – put ISO/TC215 in touch with Travel &amp; Tourism Domain</p> <p><u>Liaison activities pending from MoU/MG:</u></p> <p>R16/08 – block-chain technology and input from M&amp;T PDA</p> <ul style="list-style-type: none"> <li>• The secretariat has prepared a draft paper and will circulate it shortly</li> </ul> <p>R16/10 – update of units of measure code lists</p> <ul style="list-style-type: none"> <li>• There is a conference call in September. There is a need to make sure that this work is compatible with UNECE Recommendation 20; it is also an opportunity to update this Recommendation.</li> </ul> <p>R16/11 – Semantic POC project conf call – future host of project conf-call in Sept</p> <ul style="list-style-type: none"> <li>• Working on proof of concept</li> </ul> <p>A16/01 – liaising with CEN (any possibilities?)</p> <ul style="list-style-type: none"> <li>• The secretariat explained that it is not possible to liaise directly</li> </ul> <p>A16/04 – Semantic POC project conf call – future host of project conf-call in Sept</p> <ul style="list-style-type: none"> <li>• Working on proof of concept</li> </ul> <p>A16/06 – preparing an Executive Guide on CCTS for consideration at next MoU/MG meeting</p> <ul style="list-style-type: none"> <li>• The Library Maintenance Focal Point has prepared a draft</li> </ul>	
6a. Report from Secretariat	<p>Over the summer, the secretariat has mainly been working on the organization of the Forum and other events (see Item 4).</p> <p>The Director of the Economic Cooperation and Trade Division attended the APEC Electronic Commerce Steering Group meeting in Lima in August. Feedback will be provided soon.</p>	

7a. Report from Communication	The UN/CEFACT Communication Team will prepare a draft Press Release prior to the Forum. The Press Release will be finalized and disseminated by the secretariat.	
7b. Quarterly Report to HoDs	The draft report was approved. The secretariat will finalize and send it shortly.	
8a. Info: ISO-TC154: Business Semantic Thesaurus project	It appears that this project is on ontology rather than on semantics. The title/wording should be clarified to ensure that it is not in conflict with the UN/CEFACT Library.	
8b. Proposed letter to Henry Cuschieri concerning ISO-PC245 “2 <sup>nd</sup> Hand Goods”	As stated previously, the position of the Bureau is that no distinction should be made for second hand goods. This will be reiterated to the ISO secretariat and the MoU/MG secretariat.	
8c. Email from Mr. Potgieser	Mr. Potgieser has written that the subject is considered closed on his side.	
8d. Proposed letter to Henry Cuschieri concerning ISO-PC295 (Accounting)	During the last Open Bureau Meeting, the UN/CEFACT Liaison to ISO PC295 informed the Bureau that it appears that his input is not being considered by the group. A letter will be sent to ISO PC295 on this issue.	
9a. Other business	The secretariat will participate in meetings with WCO and DG MOVE in Brussels in September. VC Probert will also attend the meeting with DG MOVE on behalf of UN/CEFACT.	
Next Bureau call: TBC	The next planned Bureau meeting is on 12 September. However, as this falls on a UN holiday, the secretariat requested a change of date. A Doodle poll will be sent to select an alternative date.	