

Bureau teleconference discussion notes and decisions
Monday, 10 October 2016 GoToMeeting session (11:00-13:40 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, Yuri Saito

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 6 of 7 Bureau Members = quorum	
1a. Approve the agenda		Approved
1b. Approval of meeting report of 25 September 2016	Approved with minor correction.	Approved
1c. Approval of meeting report of 27 September 2016 (Open Bureau Meeting)	Approved with minor correction.	Approved
2a. PoW 2017-2018	The Bureau was requested to send comments on the draft document prepared by the secretariat. Inputs for the annex (list of planned publications) should also be provided. Once the Bureau's comments are taken into consideration, the document will be shared with Domain Coordinators. A final version of the document is expected by 30 November.	Bureau to send comments to the secretariat by 24 October
2b. ToR/Mandate consolidation	This document has been prepared by the secretariat and the draft should be finalized by 24 October. Once the Bureau's comments are taken into consideration, the document will be shared with Heads of Delegation in November. A final version of the document is expected by 30 November.	Bureau to send comments to the secretariat by 24 October
2c. Certificate of Appreciation	It was suggested that a certificate of appreciation could be awarded to long-serving UN/CEFACT experts who are retiring/leaving the organization. For this, (informal) guidelines should be prepared. At the same time, it would also be good to show appreciation for existing experts, as this	

	<p>could help get support for their work from their employers. It was suggested that a letter could be sent to Project Leaders and Editors when projects go to Project Exit.</p> <p>The secretariat will see whether there are model certificates/letters of appreciation that could be adapted.</p>	
2d. Nomination of Bureau Advisor	<p>The Bureau discussed the role of the Plenary Bureau Adviser (para 3, Code of Conduct). The secretariat explained that the incumbent would have a consultative role and would not be able to make binding decisions. His/her role would be complementary to that of the UN Legal Advisor.</p> <p>The Plenary Bureau Adviser will not only address issues related to the Code of Conduct, but also suspected breaches of the IPR Policy.</p> <p>The CV of a possible candidate, Bill Luddy, was presented and received support from the Bureau.</p>	<p>Bureau Decision 1610032: Nomination of Bill Luddy for pending issues related to the Code of Conduct</p>
3a. M+T SBDH project proposal (joint project with OASIS)	<p>The Bureau welcomed this joint initiative as a great way to restore collaboration between the two organizations and hoped that it could lead to further collaboration in other areas.</p> <p>Two Project Leads (one from OASIS, one from UN/CEFACT) are proposed for the project. As the Vice Chair in charge of Methodology and Technology PDA is one of the proposed Project Leads, a different supporting Bureau member will need to be identified.</p> <p>Comments were made on the wording and structure of the proposal. The proposal will be revised on the basis of the comments received and re-submitted for approval by written procedure.</p>	<p>The project proposal will be re-submitted for approval by written procedure by COB on 14 October</p>
3b. M+T Geospatial project proposal	<p>Some modifications to the wording were suggested.</p>	<p>Bureau Decision 1610033: Approval of the Geospatial project proposal with Project Leadership (Maurizio Morabito), under M&T PDA, pending 3 HoD support</p>
3c. ITPD TTFMM project request to go to Public Review	<p>The Bureau approved this project to go to Public Review. VC Igwe will work with the project team to prepare a note announcing this for the website.</p>	<p>Bureau Decision 1610034: Approval of TTFMM project to go to Public Review</p>

3d. SWD SW Vocab project request to go to Public Review	It was reported that the title of the project was changed to “Technical Note on terminology for Single Window and other related platforms” to better reflect the content of the project.	Bureau Decision 1610035: Approval of “Technical Note on terminology for Single Window and other related platforms” to go to Public Review
3e. AAA Journal Book request to go to Project Exit	Approved with minor corrections. Some minor comments were made (e.g. removal of two paragraphs in both the BRS & RSM, changing the wording concerning XML being more modern than UN/EDIFACT, etc.). VC Khan will inform the Project Team.	Bureau Decision 1610036: Approval of Journal Book project to go to Project Exit and subsequent publication
3f. T+L VERMAS project to go to Project Exit	VC Probert will share the relevant letters with the Bureau for information. The Communication Team will be contacted for possible communication work on this item.	Bureau Decision 1610037: Approval of VERMAS project to go to Project Exit
3g. ITPD – PPP TF to go to Intersessional Approval	This item was approved by the Bureau in September (Bureau Decision 1609031). A request was made to amend this decision to remove Annex 5 (functionalities of a Single Window) and Annex 6 (coordinated border management) from the document. It was agreed that Annex 5 (functionalities of a Single Window) and Annex 6 (coordinated border management) should be removed from the document. The former was considered out of scope of the project; a new project will be proposed on the latter topic.	The Recommendation and Bureau Decision 1609031 will be amended accordingly.
3h. Publication of the CCL 16B	The secretariat announced that the Library and associated schema have been published.	
3x. Pending issues	The following project are pending: HoD support: <ul style="list-style-type: none"> • Agri – Traceability Framework (missing 2 already has DE) • T+L – e BOD (missing 2 & project proposal; already has AT) • T+L – e CMR (received AT, already had DE, NL, UA) • T+L – Pipeline (missing 3) Calls for participation: <ul style="list-style-type: none"> • M+T – Library Publication Formats (published 25/09/2016) Public review periods: <ul style="list-style-type: none"> • SCMD – SCRDM (public review ends Oct 30th) 	

	<ul style="list-style-type: none"> • ITPD – Rec1 rev (public review ends Nov 20th?) <p>Should be going to Project Exit:</p> <ul style="list-style-type: none"> • BUY/PAY – CII BRS+RSM (public review ended August 27th) • F+P – Trade Finance as tool for T.F. <p>Pending Bureau / Secretariat: REG – Trusted Transboundary Project</p> <ul style="list-style-type: none"> ○ The secretariat will draft a letter to be sent to the project team regarding next steps ○ The draft letter will be circulated to the Bureau by Monday, 17 October 	
4a. Final updates from Bangkok Forum	<p>The secretariat has uploaded all the presentations received onto the Forum website.</p> <p>VCs were requested to follow up with Domain Coordinators to collect remaining presentations used during the Forum.</p>	VCs to remind Domain Coordinators to send Forum presentations to the secretariat for uploading onto the Forum website
4b. Preparations for Geneva Forum and Plenary meetings	The secretariat is preparing the list of documents for Plenary and will circulate to the Bureau shortly.	Secretariat to send list of Plenary documents to the Bureau
4c. Thank you email sent by AACE for Andrea Hampton's presentation	The Bureau was informed that a thank you e-mail was received from AACE.	
5a. IMO FAL meeting report	There was nothing new to be reported on this issue. This item will be discussed before the next meeting in January.	
5b. Proposed letter concerning ISO PC295 (Accounting)	A letter has been drafted to ISO PC295 and the ISO secretariat to remind them to take into consideration contributions from other organizations, including the use of CCTS (as set out in the MoU).	The letter will be sent by the UNECE secretariat to the ISO secretariat and chair of PC295
5c. Meeting with UNDA	<p>There was a UNDA8 project in which ESCAP took the lead role. The evaluator of this project noted that UN/CEFACT had not been involved and recommended dialogue with UN/CEFACT and UNNExT.</p> <p>The minutes of the lunch meeting on 27 September in Bangkok have been shared with the Bureau. There was agreement to improve cooperation in the future.</p> <p>It was noted that there is a project in UNNExT on cross-border paperless trade in Asia Pacific. It could be interesting for UN/CEFACT to collaborate on this.</p>	

5x. MoU/MG	<p><u>Liaison activities from MoU/MG which have been completed:</u> R16/01, R16/02, A16/01, R16/08 (Block Chain paper)</p> <p><u>Liaison activities pending from MoU/MG:</u> R16/10 – update of units of measure code lists</p> <ul style="list-style-type: none"> • Secretariat to contact Mary Lou Prelapat <p>R16/11 – Semantic POC project conf call – future host of project conf-call in Oct/Nov A16/04 – Semantic POC project conf call – future host of project conf-call in Oct/Nov A16/06 – preparing an Executive Guide on CCTS for consideration at next MoU/MG meeting</p> <ul style="list-style-type: none"> • Lib Maintenance has drafted a sample – to be circulated <p>The secretariat attended an informal meeting of Annex A of the MoU/MG on 5 October. There were discussions on the pertinence of the MoU/MG meetings, given that ISO and ITU also meet in other fora. The UNECE secretariat agreed to provide to the MoU/MG a list of ISO groups that cooperate with UN/CEFACT to highlight the usefulness of the MoU/MG.</p> <p>A group to look at block chain will be set up by ISO; the UNECE secretariat requested to be involved. There is a call planned at the end of November.</p>	The secretariat will contact ISO to check availability for the Semantic POC project conference call
6a. Report from Secretariat	<p>A member of the UNECE secretariat is currently participating in the Regulatory Delivery International Conference 2016 in London.</p> <p>The secretariat will also participate in the 1st African Forum for National Trade Facilitation Committees in Ethiopia next week.</p>	
6x.	<ul style="list-style-type: none"> • Preparation of ToR for use of UN slides, UN logo and UN titles • Update on UN/LOCODE Maintenance Group ToR? <p>Both items remain pending with the secretariat.</p>	
7a. Report from Communication	No report from communication.	
8a. No enquiries received	The secretariat noted that it had circulated to the Bureau the call for comments for the OASIS SBDE project.	
9a. Other business	There is a meeting of ISO TC154 next week. It was suggested that the secretariat nominate Mary Kay Blantz to represent UN/CEFACT at the meeting.	The secretariat will contact Mary Kay Blantz regarding her possible participation in the

		meeting
	The secretariat reminded the Bureau of the request for input for speaking points for the IEC General Meeting Council Open Session. The Chair of UNECE WP.6 will be speaking at this event and can mention the work of UN/CEFACT in relation to digitalization.	Bureau to send input to secretariat by noon on 11 October
Next Bureau meeting: 24 October from 11 a.m. CET		