

**Bureau teleconference discussion notes and decisions**  
**Monday, 07 November 2016 GoToMeeting session (11:00-13:40 CET)**

**Participants:**

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

**Bureau apologies:** Raffaele Fantetti,

**Secretariat:** Maria Rosaria Ceccarelli, Gianguglielmo Calvi

<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	2b. Removed from agenda as Bill Luddy is not available 3g. Added	
1b. Approval of meeting report of 10 October 2016	Approved.	
1c. Dates of the next Bureau calls	Approved. Dates of next Bureau calls. <ul style="list-style-type: none"> <li>• Request to move the November 21 call to Nov 18 @ 11:00</li> <li>• Request to move the December 5 call to Dec 2 @ 11:00</li> <li>• Proposed optional ad-hoc meeting on Dec 12 to prepare the Plenary documents</li> </ul>	
2a. PoW & ToR	Clean final document, combine documents  For the PoW, comments to be sent to Secretariat by Nov 23 <sup>rd</sup> so they can be shared with Domain Coordinators Need to make an Annex of the documents which will be published and interpreted  For ToRs, the version which goes to plenary should highlight the original document where each para comes from. There are virtually no substantive changes and this should be highlighted.	Comments to Secretariat by 23 <sup>rd</sup> November
2b. Code of Conduct issues - Removed from the agenda		
3a. M+T SBDH	The project team will follow the ODP  OASIS and CEFACT should aim for simultaneous publication	<b>Bureau Decision 1611040:</b> Project has been approved (by written procedure 14/10/2016),

		pending 3 HODs. Co-project leader: Anders Grangard and Kenneth Bengtsson Supporting Bureau member: V.C. Probert
3b. T+L VERMAS	<ul style="list-style-type: none"> <li>• Project Exit approved at Bureau call on 10/10/2016</li> <li>• Support letters from industry users of the message</li> </ul>	
3c. Reg Trusted Transboundary Environment	<ul style="list-style-type: none"> <li>• Way forward described by Secretariat in a draft proposal.</li> <li>• Some EU Member States have approached UNCITRAL regarding global cooperation on this issue. UNCITRAL will be contacted to organize a joint conference.</li> <li>• This proposal should be further edited and ultimately shared with UNCITRAL and EU.</li> </ul>	<b>Bureau Decision 1611041:</b> A letter will be sent to the project team.
3d. M+T Code Management Project	<p>Purpose: define the rules and policies on codes. This work appears to be supported by the domains.</p> <p>VC Probert suggested discussing this issue at the upcoming T+L meeting to get input. It was noted that any work to update the code lists would be a separate project.</p>	<b>Bureau Decision 1611042:</b> Project proposal has been approved pending 3 HODs. Project leader: Rolf Wessel Supporting Bureau member: V.C. Grangard
3e. M+T Exec Guide CCTS	A first draft version of an executive guide on CCTS was shared with the Bureau. It was suggested that it might be useful to provide a bit more context in order to make it understandable/accessible for a less technical audience, especially high-level deciders.	
3f. AAA Journal Book Project Exit	<p>VC Khan submitted a new version to the Bureau for information.</p> <p>The reference to the relationship between EDIFACT and XML should be revised.</p> <p>It was suggested to use the Oxford Dictionary or the International Accounting Body (UK) for the definitions under section 6.2 instead of Wikipedia</p> <p>There was some discussion of whether it was appropriate to mention EDIFICAS. The</p>	The final draft will be sent back to the project team for revision.

	<p>conclusion was that this is not a problem since it's an organisation not a company.</p>	
<p>3g. CII announcement on website</p>	<p>The Supply Chain Domain prepared two versions of the Cross Industry Invoice XML schema, one with coupled and one without coupled (uncoupled) code lists. It was explained that there were advantages to both versions: coupled allows to encourage the use of controlled code lists; uncoupled allows a flexible version that either allows to use controlled code lists that are more recent than the fixed schema version and also allows to use user-defined code lists. This should encourage wider use.</p> <p>It was explained that UN/CEFACT internal procedures had been properly followed. The Bureau recognized this important contribution.</p> <p>The uncoupled version of the CII was a direct result of requests made by CEN. These requests are often made with very short notice. It was suggested to make a request to CEN to check whether they have procedural rules on this subject, and whether they could be shared.</p>	
<p>3x.</p>	<p>The following projects are pending:</p> <p>HoD support:</p> <ul style="list-style-type: none"> <li>• Agri – Traceability Framework (missing 1; already has DE and NL)</li> <li>• T+L – e BOD (missing 2 &amp; project proposal; already has AT). We may need to discuss this project with AT.</li> <li>• T+L – Pipeline (missing 2; received UK). VC Probert asked if Bureau could help get more support for this project.</li> <li>• M+T – Geospatial (received NL; missing 2)</li> <li>• M+T – SBDH (received DK; missing 2)</li> </ul> <p>Calls for participation:</p> <ul style="list-style-type: none"> <li>• None pending</li> </ul> <p>Public review periods:</p> <ul style="list-style-type: none"> <li>• ITPD – Rec1rev (public review ends 20 Nov )</li> <li>• ITPD – TTFMM (public review ends 14 Dec )</li> <li>• SWD – SW Vocab paper (public review ends 14 Dec )</li> </ul> <p>Intersessional approval periods:</p> <ul style="list-style-type: none"> <li>• ITPD – PPP-TF. The deadline for the intersessional approval periods is 25 December.</li> </ul>	

	<p>Should be going to Project Exit:</p> <ul style="list-style-type: none"> <li>• SCMD – SCRDM (public review ended 30 Oct )</li> <li>• BUY/PAY – CII BRS+RSM (public review ended August 27<sup>th</sup>)</li> <li>• F+P – Trade Finance as tool for T.F. <ul style="list-style-type: none"> <li>○ A publishable version of this paper will be finalized and ready for publication by beginning of December.</li> </ul> </li> </ul>	
4a. Events	The next Forum will be in Geneva. Preparations will start soon. DCs will be contacted about mini-conferences. The other Forum will be held in October.	
5a. Report from Liaison	<p>Semaine Economique de la Méditerranée. UN/CEFACT meeting was well attended. The speakers gave concrete examples of the use of UN/CEFACT standards in daily life.</p> <p>VC Probert followed up on two liaison activities  DG- MOVE on e-manifest. Will follow the IMO FAL Focus Group meeting tomorrow, including harmonization of terms in compendium. IMO FAL meeting will be the same week as the Plenary.</p> <p>T+L meeting will be held in Paris 14<sup>th</sup> to 18<sup>th</sup> November</p> <p>The Chair had a meeting with the Spanish UN/CEFACT delegation</p> <p>Secretariat had a meeting with ITU on UN/LOCODE and will attend the AFACT meeting in Tokyo.</p>	
5b. WCO eCommerce, Trade Facilitation sub-committee	Secretariat participated at the WCO conference on electronic Commerce in Brussels. Secretariat will monitor sub-groups to ensure that the TF sub-working group doesn't duplicate work.	
5x.	<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 <ul style="list-style-type: none"> <li>○ Secretariat liaised with Mary Lou Prelaprat and no further action is required</li> </ul> R16/11 – Semantic POC project conf-call – UNECE has organized a conf-call on 8 November, 3pm CET</p>	

	<p>A16/04 – Semantic POC project conf-call –project conf-call on 8 November, 3pm CET</p> <p>A16/06 – preparing an Executive Guide on CCTS for consideration at next MoU/MG meeting (see Item 3e)</p> <p>Secretariat will attend an ISO/ITU/IEC meeting on 18 November on MOU Annex A and a MOU/MG on 7-8 December.</p> <p>30<sup>th</sup> November @ 12:00 (noon) Meeting with the Domain coordinators, send an invitation to DCs</p>	
6a. Report from Secretariat	Latest version of the UN/CEFACT Mandate & ToR has been circulated	
6x.	<ul style="list-style-type: none"> <li>• Update on UN/LOCODE Maintenance Group ToR (moved to next call)</li> <li>• Preparation of ToR for use of UN slides, UN logo and UN titles</li> <li>• Certificate of appreciation / letter of appreciation (will be drafted and discussed at the next call)</li> </ul> <p>Trusted Transboundary Environment way forward</p>	
7a. Report from Communication		
8a. Decision 16-16 from the 22 <sup>nd</sup> Plenary	<p>“The Plenary requested that the Bureau, in coordination with the secretariat, request information from member States and international organizations in order to develop a report on how UN/CEFACT deliverables are being used for its next session”</p> <p>Suggestion: The preparation of a questionnaire that will be presented to the Plenary and subsequently circulated to compile responses</p> <p>Bureau and Secretariat should start thinking of relevant questions.</p> <p>Suggestion: To invite speakers like the ones who attended the seminar in Marseille to present on their use of UN/CEFACT standards</p>	
9a. Other business	The old Confluence site will be decommissioned on 17 November.	
Next Bureau call:	November 18 @ 11:00 (ATTN: this is a Friday)	