

**Bureau teleconference discussion notes and decisions**  
**Monday, 18 November 2016 GoToMeeting session (11:00-13:30 CET)**

**Participants:**

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

**Secretariat:** Maria Rosaria Ceccarelli, Gianguglielmo Calvi, Benjamin Czapnik, Yuri Saito, Yan Zhang

**Observer:** Bill Luddy (for Item 2c only)

<b>Agenda item</b>	<b>Discussion</b>	<b>Action/Decision</b>
1. Roll-call	Quorum: 7 of 7 Bureau members = quorum	
1a. Approve the agenda	Addition of Item 3c on the SCM deliverable revision project	
1b. Approval of meeting report of 7 November 2016		Approved
2a. UN/CEFACT Mandate & Terms of Reference – Final version	The final draft of the consolidated document has been shared on CUE. If no comments or questions are received by the secretariat by 25 November, it will be considered approved.	Any comments or questions from the Bureau should be sent to the secretariat by 25 November
2b. Initial draft questionnaire on use of UN/CEFACT standards	The draft questionnaire was presented. There were discussions on aspects such as how detailed the questionnaire should be (e.g. listing of all standards), the platform that should be used and who should respond to the questionnaire.	The questionnaire will be updated and uploaded onto CUE
2c. Code of Conduct issues on the previously discussed case	<p>The Plenary Bureau Adviser, Bill Luddy, gave a detailed overview of the issues and pointed to sections of the Code of Conduct that could apply. He noted that the Code of Conduct does not list any penalties for infraction.</p> <p>The Bureau agreed that experts who express criticism or dissatisfaction with UN/CEFACT or its work should be invited to dialogue. If appropriate, this could involve the relevant HoD.</p> <p>The Bureau expressed its appreciation to Bill Luddy for his comprehensive analysis of the case.</p>	
2d. UN/LOCODE ToR	VC Probert, responsible for the Ship PDA, expressed her approval of the terms of reference. There were no additional comments from the Bureau.	

	<p>The terms of reference will be finalised by the secretariat and re-circulated to the Bureau for approval.</p>	
3a. M+T Exec Guide CCTS	<p>It was suggested that information on the Core Component Library (CCL) be incorporated into this Executive Guide in order to make it more understandable.</p> <p>The Bureau agreed to seek third-party input (e.g. non-technical staff at UNECE, non-technical Trade Facilitation experts) to see if the Executive Guide on CCTS is sufficient or whether it should be modified to include CCL. Feedback will be provided at the next Bureau call.</p> <p>The secretariat suggested creating a new page on the UN/CEFACT website, under “Outputs”, to store the Executive Guides. This page could be named “Guidance Materials” and could also include white papers and green papers. The Executive Guides can also be added to the pages of the relevant deliverables.</p>	<p>Executive Guide on CCTS will be shared with non-technical experts</p> <p>Creation of a new page on the UN/CEFACT website to store Executive Guides</p>
3b. Agri FLUX community ToR	<p>The discussion on the ToR was postponed to the next Bureau call.</p> <p>On the general issue of the creation of subgroups, the secretariat explained that this is common practice in the UN. Such groups should report to the Plenary; it is up to the Bureau to decide whether they should report to the Bureau first. The creation of expert groups implies additional resource requirements for the secretariat; this needs to be approved by the EXCOM (the FLUX and UN/LOCODE groups have been included in the proposed budget for 2018 – 2019).</p> <p>The issue of how to address implementation, not just development, of standards in UN/CEFACT was raised. This reflects the restraints of the current project-oriented structure. Discussions on this topic will continue.</p>	
3c. SCM deliverable revision project	<p>This initiative was welcomed by the Bureau as a progression from the Supply Chain Reference Data Model (SCRDM) project. The dependency between this project and the code management project under the Methodology and Technology PDA was pointed out.</p> <p>It was suggested that the project team could be asked to also cover receiving advice (not just dispatch advice) when delivery is updated. This could be included in the scope if it is feasible or if a business need is defined.</p> <p>Due to the late submission of the project proposal to the Bureau, decision on its approval was deferred to the next meeting. In the meantime, VC Fantetti will ask the project team</p>	<p>VC Fantetti to contact the project team regarding the possible revision of the scope</p>

	<p>if they would like to include the updating to cover receiving advice. If so, the updated proposal should be submitted to the Bureau by 25 November.</p>	
<p>3x. Pending issues</p>	<p>The following items are pending:</p> <p>HoD support:</p> <ul style="list-style-type: none"> <li>• T+L – e BOD (missing 2 &amp; project proposal; already has AT) <ul style="list-style-type: none"> <li>○ A possible link with the eCMR project has been identified</li> <li>○ VC Probert to follow up</li> </ul> </li> <li>• T+L – Pipeline (received SN and ES; already has UK) <ul style="list-style-type: none"> <li>○ Call for Participation should now be prepared</li> </ul> </li> <li>• M+T – Geospatial (missing 2; already has NL) <ul style="list-style-type: none"> <li>○ VC Grangård to follow up</li> </ul> </li> <li>• M+T – SBDH (missing 2; received DK) <ul style="list-style-type: none"> <li>○ VC Grangård to follow up</li> </ul> </li> <li>• M+T – Code Mgmt (missing 2; received SE) <ul style="list-style-type: none"> <li>○ VC Grangård to follow up</li> </ul> </li> </ul> <p>Calls for participation:</p> <ul style="list-style-type: none"> <li>• T+L – Pipeline <ul style="list-style-type: none"> <li>○ VC Probert to follow up</li> </ul> </li> <li>• Agri – Traceability Framework</li> </ul> <p>Public review periods:</p> <ul style="list-style-type: none"> <li>• ITPD – Rec1rev (public review ends 20 Nov)</li> <li>• SWD – Rec 36 – SWI (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 (intersessional approval ends 25 Dec)</li> </ul> <p>Should be going to Project Exit:</p> <ul style="list-style-type: none"> <li>• SCMD – SCRDM (public review ended 30 Oct) <ul style="list-style-type: none"> <li>○ Should be completed by 15 December so it can be presented at the Plenary in April (can already be included in the agenda)</li> <li>○ VC Fantetti to follow up</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>• BUY/PAY – CII BRS+RSM (public review ended 27 August)</li> <li>• F+P – Trade Finance as tool for TF <ul style="list-style-type: none"> <li>○ The project team is now addressing the final comments received; the document should be submitted to the secretariat soon</li> </ul> </li> <li>• AAA – Journal Book <ul style="list-style-type: none"> <li>○ The secretariat will re-send the relevant communication to VC Khan, who will follow up with the project team</li> </ul> </li> </ul>	
4a. Events	<p>A Forum Organizing Committee call is scheduled for 21 November.</p> <p>Information/requests to Domain Coordinators will be sent before 30 November. Then, the Domain Coordinators can be reminded during the open Bureau call.</p>	
5a. Report from Liaison	<p>The secretariat participated in an MoU/MG call on 18 November concerning amendments to the MoU. The main topic of discussion was the table of activities carried out by the 4 signatory organizations; the table will be re-discussed because information on UNECE had not been included. The revision of the text of Annex A was not discussed; this will be on the next call.</p> <p>The secretariat attended the 34<sup>th</sup> AFACT Plenary in Tokyo on 5 – 7 November. A key discussion was AFACT’s request for an MoU with UNECE to formalize the cooperative relationship. An official letter will be sent from AFACT to UNECE on this matter. The AFACT Plenary has mandated the AFACT Steering Committee to take the lead on this and, eventually, sign the MoU. The secretariat will keep the UN/CEFACT Bureau informed of developments.</p> <p>The secretariat also participated in the ITU Maritime Working Party, where UN/LOCODE is used. A presentation was made and a focal point was nominated (confirmation pending).</p> <p>WTO will run a training course for National Trade Facilitation Committees in November/December in Geneva. UNECE will provide support.</p>	
5x. MoU/MG	<p><u>Liaison activities from MoU/MG which have been completed:</u></p> <ul style="list-style-type: none"> <li>• R16/01, R16/02, A16/01, R16/08 (Block Chain paper), R16/10 (Mrs. Prelaprat has been contacted); R16/11 &amp; A16/04 (Semantic POC call held on 8/11); A16/06 (CCTS Exec.Guide)</li> </ul> <p><u>Liaison activities pending from MoU/MG:</u></p> <ul style="list-style-type: none"> <li>• Nothing pending</li> </ul>	All items are now considered closed

6a. Report from Secretariat	<p>The migration to CUE and the decommissioning of the old Confluence webpage has been completed. Redirection rules are in place so there should be no broken links (e.g. from TFIG).</p> <p>The question on where to place deliverables of the SCRDM project will be followed up with the relevant individuals.</p>	
6x.	<ul style="list-style-type: none"> <li>• Preparation of ToR for use of UN slides, UN logo and UN titles <ul style="list-style-type: none"> <li>○ Pending</li> </ul> </li> <li>• Certificate of appreciation / letter of appreciation <ul style="list-style-type: none"> <li>○ An example has been shared on CUE</li> <li>○ If the Bureau agrees, the secretariat can prepare a draft for UN/CEFACT based on this</li> </ul> </li> <li>• Trusted Transboundary Environment way forward <ul style="list-style-type: none"> <li>○ Letter has been sent to the project leader</li> </ul> </li> <li>• WCO eCommece, TF sub-committee (ongoing) <ul style="list-style-type: none"> <li>○ Sub-working groups have been set up (including one on Trade Facilitation). The scope is relatively narrow, focusing on what global express carriers are doing, small value consignments, ecommerce, etc.</li> <li>○ UNECE can follow any of the sub-working groups by notifying WCO.</li> </ul> </li> </ul>	
7a. Report from Communication	<p>VC Fantetti, in charge of the UN/CEFACT Communication Team, has received some inputs from Domains and projects wishing to promote their work. In addition to articles, they can be encouraged to submit tweets that can be sent out from the UNECE Twitter account.</p> <p>The next HoD Quarterly Report is being prepared. The draft will be shared with the Bureau and discussed on the next call.</p>	
8a. Enquiries received	No enquiries received.	
9a. Other business	The secretariat will participate in a meeting organized by EU TAXUD on 5 – 6 December. Ahead of this meeting, a questionnaire has been sent by TAXUD. The secretariat will send this to the Bureau for comment.	
Next meetings	<p>Open Bureau meeting on Wednesday, 30 November from 12pm CET to discuss:</p> <ol style="list-style-type: none"> <li>1. Support to the secretariat for preparation for the MoU/MG meeting on 7 – 8 December</li> <li>2. Preparation for the Forum in April (mini conferences, etc.)</li> <li>3. Update on Plenary preparations</li> <li>4. AOB</li> </ol>	

	Next regular Bureau call on Friday, 2 December from 11 a.m. CET	
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