

Bureau teleconference discussion notes and decisions
Friday, 02 December 2016 GoToMeeting session (11:00-12:50 CET)

Participants:

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

Absent: Tahseen A. Khan

Secretariat: Maria Rosaria Ceccarelli, Maike Carstensen

| Agenda item | Discussion | Action/Decision |
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| 1. Roll-call | Quorum: 6 of 7 Bureau Members = quorum | |
| 1a. Approve the agenda | | |
| 1b. Approval of meeting report of 18 November 2016 | | Approved with minor editorial changes |
| 2a. UN/LOCODE ToR | The discussion on the ToR was postponed to the next regular Bureau call. | |
| 2b. Agri – FLUX Community ToR | <p>The Bureau supports the idea of setting up a user community under UN/CEFACT. It was considered whether to create a permanent subcommittee (group of experts) for sustainable fisheries, which is managed by the secretariat and embedded in the UN/CEFACT structure. This subcommittee would report to the Plenary via the Bureau. It was noted that it needs to be ensured that there is no overlap with the work of other sections.</p> <p>The scope of tasks of the group of experts was discussed. It was suggested to limit the ToR to fisheries, more specifically to sustainable fisheries. Following this discussion, the name of the document was changed to “Mandate and Terms of Reference of the Sustainable Fisheries Group of Experts”.</p> | Bureau Decision 1612043: Approval of the changes made to the Agri – FLUX Community ToR, now entitled “Mandate and ToR of the Sustainable Fisheries Group of Experts” and endorsement of the ToR |
| 2c. Letter of Appreciation | <p>On the basis of the letter, which the Secretariat has shared, it was discussed whether this example is too generic. It was suggested that information would be provided by the VC of the PDA or the DC to tailor the letter to the recipient.</p> <p>It was agreed that the Bureau and the Secretariat could suggest eligible candidates for receiving a letter of appreciation.</p> | Bureau Decision 1612044: The secretariat will prepare Letters of Appreciation for 2 Experts (Gordon Cragge and Bernd Bösler) that are retiring after many years of activities. |
| 3a. SCM – SCM deliverables revision project | VC Fantetti reported on the progress of the SCRDM project and the pertinence of this new deliverable. | Bureau Decision 1612045: Approval of the SCM – SCM |

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| | | deliverables revision project pending three HoD support. Project leader: Ralf Wessel Supporting Bureau member: VC Fantetti |
| 3b. M+T Exec Guide CCTS | Chair Thompson reported on the progress of the CCTS Executive Guide with input from multiple non-technical experts as requested on the previous call. Following the suggestion to change the title the Bureau approved the document with minor changes. | Bureau Decision 1612046: Approval of the M+T Exec Guide CCTS |
| 3c. ITPD – Rec1rev Request to go to Project Exit | VC Igwe reported on the comments of the public review, asking for the project to be approved to move to project exit so that it can be presented to the Plenary for final approval. | Bureau Decision 1612047: Approval of the ITPD – Rec1rev project to go to project exit |
| 3d. SWD – Rec36/SWI Request to go to Project Exit | VC Igwe requested the project being approved to move to project exit so that it can be presented to the Plenary for final approval. | Bureau Decision 1612048: Approval of the SWD – Rec36/SWI project to go to project exit |
| 3e. Use of wiki-definitions in deliverables | <p>The Bureau discussed the use of official definitions in the documents. It was noted that the use of Wikipedia and other wiki-type sources might be problematic as these pages are not stable sources as they can be freely edited, modified without notice and as their hyperlinks may change. Therefore, it should be attempted to refrain from using such sources, basing definitions on more authoritative sources. However, if Wikipedia has been used, it is recommended to indicate that this is a working definition and that other definitions may be found elsewhere.</p> <p>The concern was raised that the working definition could potentially contradict the official definition and that this needs to be taken into account when providing definitions. It was suggested to use the claim that the used working definition(s) “may not necessarily coincide with the official definition(s)”.</p> <p>VC Probert mentioned that as ISO is also working on this issue, it might be worth checking with ISO to be in line regarding the definitions used.</p> <p>During the forum it will be highlighted that that Wikipedia and wiki-type sources should not be used and/or presented as authoritative source(s). It could be suggested to revise deliverables that used Wikipedia definitions in the past.</p> | Bureau Decision 1612049: The Bureau decided to not recognise Wikipedia or Wiki-style sources as authoritative. It strives to avoid such sources in UN/CEFACT documents, attempting to use authoritative definitions instead. |

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| 3e. AAA – Journal Book Request to go to Project Exit | <p>The new phrasing discussed at the last Bureau call has been integrated in the document.</p> <p>Following the Bureau decision above (1612049), the Bureau agreed to allow the project to move forward with the wiki-definitions provided as this was already permitted on the other Accounting and Audit deliverables. It is hoped that these can be updated for more official definitions.</p> | <p>Bureau Decision 1612050: Approval of the AAA – Journal Book project to go to project exit</p> |
| 3x. Pending issues | <p>The following items are pending:</p> <p>HoD support:</p> <ul style="list-style-type: none"> • T+L – e BOD (missing 2 & project proposal; already has AT) <ul style="list-style-type: none"> ○ VC Probert to follow up, investigating the link with the eCMR project • M+T – Geospatial (missing 2; already has NL) <ul style="list-style-type: none"> ○ VC Grangård to follow up • M+T – SBDH (missing 2; received DK) <ul style="list-style-type: none"> ○ VC Grangård to follow up • M+T – Code Mgmt (missing 2; received SE) <ul style="list-style-type: none"> ○ VC Grangård to follow up <p>Public review periods:</p> <ul style="list-style-type: none"> • ITPD – TTFMM (public review ends Dec 14th) • SWD – SW Vocab paper (public review ends Dec 14th) <p>Intersessional approval periods:</p> <ul style="list-style-type: none"> • ITPD – PPP-TF (intersessional approval ends Dec 25th) <p>Should be going to Project Exit:</p> <ul style="list-style-type: none"> • SCMD – SCRDM (public review ended Oct 30th) • BUY/PAY – CII BRS+RSM (public review ended August 27th) • F+P – Trade Finance as tool for T.F. <ul style="list-style-type: none"> ○ VC van Burg is finalising the document | |
| 4a. Events | <p>VC van Burg reported on the Forum Organizing Committee from Nov 28th. Invitations have been sent out, waiting for contributions and replies from Domain Coordinators (deadline Dec 14th).</p> | <p>Further options for the location of the Autumn 2017 Forum will be explored by the Secretariat.</p> |

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| | <p>It was suggested to limit the number of mini conferences to one per day. This issue will be discussed further on the next regular Bureau call (Dec 19th).</p> <p>Morocco informed the secretariat that it prefers to host the Forum in autumn 2018 to have more time to prepare it.</p> | |
| 5a. Report from Liaison | <p>During a call with the DC the input for the MoU/MG was given. The slides for the MoU/MG presentation were shared with the Bureau.</p> <p>Secretariat is currently supporting a WTO training.</p> <p>Secretariat gave a presentation at the WP6 meeting (Dec 1st) Secretariat will give a presentation on Single Window at the EU (Dec 5th / 6th)</p> | |
| 5x. MoU/MG | <p><u>All pending tasks were completed. All additional notes and preparations for the Dec 7-8 MoU/MG meeting were discussed on the Open Bureau Call with Domain Coordinators. These discussions will be the base of UN/CEFACT positions during the meeting.</u></p> <p><u>Mary Kay Blantz was invited to join the MoU/MG meeting to help support representation of UN/CEFACT.</u></p> | |
| 6a. Report from Secretariat | <p>The were no issues being reported.</p> | |
| 6x. | <ul style="list-style-type: none"> • Preparation of ToR for use of UN slides, UN logo and UN titles • Trusted Transboundary Environment way forward As requested by the Bureau the Secretariat contacted UNCITRAL that will be willing to co-organize a Conference on Trusted Environments in conjunction with the 2017 Plenary. UNCITRAL also informed that they have establish a Committee that is looking into the matter. • WCO eCommerce, TF sub-committee (ongoing) • Create a tab on the website for “Guidance Material” under Outputs | |
| 7a. Report from Communication | <p>The were no issues being reported.</p> | |
| 7b. HoD Quarterly Report | <p>The HoD Quarterly Report has been shared with the Bureau.</p> | |

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| | The report is put forward for written procedure approval by Monday December 5 th at noon; the Bureau members were asked to provide any input or comments by that date. | |
| 8a. Enquiries received | No enquiries received. | |
| 9a. Other business | <p>It was suggested that the EDIFACT Exec Guide should be presented at the Plenary as an official document.</p> <p>The document will be published on the website once the tab “Guidance Material” has been added.</p> <p>It was suggested to present the EDIFACT Exec Guide at the Plenary for noting. It was noted that it should be ensured to include the executive guides in the PoW.</p> | Bureau Decision 1612051: Approval of the EDIFACT Exec Guide as an official executive guide |
| 9b. Next Bureau call | <p>Ad hoc meeting Dec 12th @ 11:00 (for the finalization of all the documents presented to the plenary)</p> <p>Next regular Bureau call: Dec 19th @ 11:00</p> <p>The first regular Bureau call of 2017 will be on January 9th, every other week from there on.</p> | |