Bureau teleconference discussion notes and decisions
Monday, 06 February 2017 GoToMeeting session (11:30-13:45 CET)

Participants:

Bureau present: Harm Jan van Burg, Raffaele Fantetti, Anders Grangård, Estelle Igwe, Sue Probert (joined late), Lance Thompson (Chair)
Bureau absent: Tahseen A. Khan
Secretariat: Maria Rosaria Ceccarelli, Maria Teresa Pisani, Maike Carstensen

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 5 of 7 Bureau Members = quorum	
1a. Approve the agenda		Approved with minor modifications.
1b. Approval of meeting report of 23 January 2017		Approved.
3a. F+P – Trade Finance as tool for T.F.	The Secretariat offered feed-back and suggested that the paper requires some revision. It might have to be seen how much further work the finalization of the document needs. The Secretariat would be glad to support the project team for the necessary revision.	The Secretariat will share written comments with the Bureau. Following this, a way forward with the document will be discussed.
3b. M+T Reference Data Model Publication – Public Review	Put forward for written procedure until 10 February, noon.	Each VC will have a look at the document and will send eventual comments by 10 February, noon. The Secretariat will aim at putting it on the website on 10 February, afternoon.
3x. Pending issues	The following project are pending: HoD support: • M+T – Geospatial (missing 2; already has NL) o VC Grangård and VC van Burg seeking the 2 HoD support. Pending call of Participation: • M+T – SBDH (DK, JP & NL support received – published 2 February)	

	• M+T – Code Mgmt (received IN, SE, JP, ES)
	  ○ Chair Thompson will prepare the CUE project page.
	
	Should be finishing Draft Development and going to next steps:
	• Proc – Background Research (should end 30 Sept 2016)
	  ○ Will be advanced and followed up at the Forum
	• SCMD – CI Scheduling (should end 1st Sept 2016)
	  ○ VC Fantetti to follow up.
	• F+P – Purchase Order Financing Request (should end 1st Aug 2015)
	  ○ Should be completed. Will request the final versions.
	• T+L – eCMR (should end 30 Sept 2016)
	  ○ Should be near-completed. VC Probert to follow up.
	• M+T – Procedure v2 publication project
	  ○ Project should have been completed. VC Grangård to check with project team to bring it to Project Exit.	

4a. Preparations for UN/CEFACT 29th FORUM	• Weekly schedule
	  ○ The new layout was presented and discussed.
	  ○ Last amendments will be made.
	  ○ Will be put on the website as it is, and adjustments can be made later on.
	• Synopses of mini-conf
	  ○ RDM, Single Window and TTP are almost finalized.
	  ○ SW: ready to be put online
	  ○ TTP: The Secretariat to follow up with VC Khan and then publish it.
	  ○ RDM: ready to be put online.
	  ○ Agriculture: VC van Burg will work on it.
	  ○ LOCODE: The Secretariat is working on the synopsis and will circulate to the Bureau.
	  ○ The Secretariat suggested to create a template for future mini conference synopses.
	• Agendas for Domains / Projects
	  ○ All agendas have been received, except the one from Agriculture.
	  ○ VC Grangård will provide an updated version of the Syntax and Library Maintenance Meeting Agenda.
		The Secretariat will update the weekly schedule and put it online.
		
		The Secretariat to follow up on the M+T meeting agendas with VC Grangård.
		
		VC van Burg to follow up on the Agriculture mini conference synopsis.
		
		The Secretariat will cross check the agendas for joint meetings and put them online once they have been checked and finalised.

	o The Secretariat will cross check the agendas for joint meetings and publish them once finalized. • Communication o A general reminder / invitation for the Forum will be sent out at the end of February.	
4c. Other Events	Preparations for UN/CEFACT 30th Forum: • The Secretariat is negotiation with the Italians for the 30th Forum to be hosted in Rome during October	The Secretariat to follow up on the location of the Autumn Forum.

5a. Report from Liaison	• The Secretariat participated in the Annex D+ meeting with WTO (19 Jan)
	• The Secretariat participated in the GFP Steering Committee meeting (19-20 Jan)
	  o It was discussed and decided to continue the partnership
	  o It was suggested to hold a Forum with GFP in connection with the UN/CEFACT Forum next year
	• The Secretariat contributed to the Forum of Trade Facilitation National Committees, led by UNCTAD (23-27 Jan)
	• The Secretariat is supporting training for the Trade Facilitation Committee chairs taking place at the WTO this week.
	• The Secretariat is contributing to a joint survey of the Regional Commissions, led by UNESCAP, whose outcome will be a Global Report on Trade Facilitation and Paperless Trade, to be submitted to Member States in the coming days.
	• VC van Burg reported on some project ideas on gender with WP6.
	• VC van Burg discussed work on traceability of meat with WP7 and eventual collaboration.
	• VC Probert reported on a call with DG Move and the input she provided concerning the new data model and IMO standards.
	
	VC Grangård suggested to create a list of outstanding actions concerning liaisons.
		The Secretariat will share the questionnaire on paperless trade with the Bureau once it has been finalized.
		
		VC van Burg will share the information concerning WP6 with VC Igwe.

5x. Resolutions from MoU/MG 7+8 Dec 2016 call	• R16/12 – Liaison with ISO 8000 data quality series of standard
	    o Probably not seek the liaison at this time until we have specific intentions on this subject.
	    o What work do we intend to do in the area of data quality at the master data level?
	    o T+L Pipeline project addressing this, but in a different aspect (which would support the ISO 8000 series).
	    o Eventually check with M+T if this is pertinent and if we need a liaison for this.
	
	The further resolutions will be discussed at a future Bureau meeting.
	
	The Secretariat will start setting up a type A liaison with TC154.
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6a. Report from Secretariat	A tab on the website for "Guidance Material" under Outputs has been created. It was suggested to add a short text explaining the nature of executive guides, green papers and white papers. The dates for the 2018 Forum and Plenary have been fixed • Forum 23 – 27 April 2018 • Plenary 30 April – 1 May 2018 Chair Thompson suggested to put these dates in the Quarterly HoD Report.	

7a. Report from Communication	• Preparation of a Press File / Press Release
	    o The Secretariat has finalized the press releases for TFA and PPP.
	    o Chair Thompson suggested to include the project teams in producing press releases.
	• The Secretariat mentioned the need for input on the financial benefits of UN/CEFACT work, for the background papers for the 70th UNECE Session.
		VC Fantetti to start working on the press releases for the documents of the Plenary (e.g. Recommendations 1 (Chair Thompson), 36 (Colin Laughlan), 41 and 42 (Tengfei Wang).
		
		The Secretariat will share the information request with the Bureau.

9b. Next Bureau call	Next regular Bureau call: 20 February 2017 @ 11:30	