

**Bureau teleconference discussion notes and decisions**  
**Monday, 20 February 2017 GoToMeeting session (11:55-13:45 CET)**

**Participants:**

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

**Bureau apologies:** Raffaele Fantetti

**Secretariat:** Maria Rosaria Ceccarelli, Maria Teresa Pisani, Yan Zhang, Maike Carstensen

<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		Approved with minor modifications.
1b. Approval of meeting report of 6 February 2017		Approved.
2a. DMR Process	VC Grangård reported on the DMR process. There is a need to move this issue forward to have the code DMR reviewed.	VC Grangård will follow up on the 200 code requests from GS1.
3a. M+T – Reference Data Model Publication	Approved by Written Procedure to go to Public Review.	<b>Bureau Decision 1702061:</b> The M+T Reference Data Model Publication was approved to go to public review.
3b. F+P – Purchase Order Financing Request BRS	Request to go to Public Review.	<b>Bureau Decision 1702062:</b> The F+P Purchase Order Financing Request BRS was approved to go to public review.
3x. Pending issues	<p>The following project are pending:</p> <p><u>HoD support:</u></p> <ul style="list-style-type: none"> <li>• M+T – Geospatial (missing 2; already has NL) <ul style="list-style-type: none"> <li>○ To be withdrawn? Waiting for confirmation from the Agriculture Domain (then email to be sent to the Dutch HoD)</li> </ul> </li> </ul> <p><u>Should be finishing Draft Development and going to next steps:</u></p> <p>VC Fantetti:</p> <ul style="list-style-type: none"> <li>• SCMD – CI Scheduling (should end 1<sup>st</sup> Sept 2016) <ul style="list-style-type: none"> <li>○ VC Fantetti following up</li> </ul> </li> </ul>	VC van Burg will follow up and inform the Secretariat in case the project will be withdrawn.

	<p>VC Probert:</p> <ul style="list-style-type: none"> <li>• T+L – eCMR (should end 30 Sept 2016) <ul style="list-style-type: none"> <li>○ Should be advanced &amp; followed up at Forum</li> <li>○ The milestone dates might be updated</li> </ul> </li> </ul> <p>VC Grangård:</p> <ul style="list-style-type: none"> <li>• M+T – Procedure v2 publication project <ul style="list-style-type: none"> <li>○ Project should have been completed. VC Grangård to check with project team to bring it to Project Exit.</li> </ul> </li> </ul>	
4a. UN/LOCODE mini conference	<p>The agenda for the mini conference was reviewed. The Secretariat stated that the workshop was especially designed for newcomers. The secretariat can be flexible and adjust to Delegates needs and can envisage to run a training (on demand) also on Wednesday, 29 March, to enable interested experts to attend the Single Window mini conference. The latter will be mentioned in the invitation letter.</p>	<p>The Secretariat will amend the UN/LOCODE mini conference agenda accordingly and send out the invitation letter.</p>
4b. Preparations for the 29 <sup>th</sup> UN/CEFACT Forum	<p>Equipment</p> <ul style="list-style-type: none"> <li>• Conference call facilities can be provided by Chair Thompson, VC Probert and the Secretariat (three have been requested)</li> <li>• The Secretariat may be able to provide three projectors. Thus, three more projectors might still be required (six have been requested).</li> </ul> <p>TTP mini conference</p> <ul style="list-style-type: none"> <li>• Chair Thompson provided some input on this topic.</li> <li>• It was proposed to have UNESCAP involved.</li> <li>• VC Khan is working with the project team on this.</li> </ul> <p>Registration</p> <ul style="list-style-type: none"> <li>• It was suggested to highlight that everyone has to register, also the participants calling in.</li> </ul>	<p>The Secretariat will follow up on the conference equipment, sending an email to the DCs.</p> <p>The Secretariat will include this information about registration in the invitation letter.</p>
4c. Other Events	<p>Preparations for the 23<sup>rd</sup> UN/CEFACT Plenary:</p> <ul style="list-style-type: none"> <li>○ Trade Finance paper</li> <li>○ SCRDM Guideline <ul style="list-style-type: none"> <li>▪ The document has been approved by the Bureau on 161219 and can now be prepared for the Plenary.</li> </ul> </li> <li>○ Questionnaire on UN/CEFACT Deliverables <ul style="list-style-type: none"> <li>▪ Chair Thompson will follow up on this with the Secretariat.</li> </ul> </li> </ul>	<p>The Secretariat is offering to support the finalisation of the Trade Finance paper. VC van Burg will follow up on this with the project team.</p>

	<ul style="list-style-type: none"> <li>○ Women in TF <ul style="list-style-type: none"> <li>▪ Chair Thompson and VC Igwe provided some input on the paper.</li> </ul> </li> </ul> <p>Standards for noting at the Plenary – links missing</p> <ul style="list-style-type: none"> <li>• Verified Gross Mass (VERMAS) BRS</li> <li>• Verified Gross Mass (VERMAS) RSM <ul style="list-style-type: none"> <li>○ RSM is not applicable for UN/EDIFACT messages. Therefore, the RSM will be removed from the agenda</li> </ul> </li> <li>• Remittance Advice BRS</li> <li>• Remittance Advice RSM</li> <li>• Supply Chain Reference Data Model BRS</li> <li>• Supply Chain Reference Data Model RSM</li> <li>• Cross-Industry Invoicing BRS</li> <li>• Cross-Industry Invoicing RSM</li> </ul>	<p>Chair Thompson and the Secretariat will discuss the Questionnaire on UN/CEFACT Deliverables.</p> <p>The Secretariat will finalise the Women in Trade Facilitation paper and share it with the Bureau for information.</p> <p>VC Probert will follow up on the VERMAS BRS</p> <p>Chair Thompson will follow up with VC Fantetti concerning the Remittance Advice standards</p> <p>The Secretariat will publish the Supply Chain Reference Data Model BRS and RSM, and the Cross-Industry Invoicing BRS and RSM documents on the UN/CEFACT website.</p>
5a. IMO FAL 41 document 5-1	VC Probert will attend the IMO meetings beginning of April. Document concerning UN/CEFACT to be shared with the Bureau for information.	
5b. CEN 434 request to use Conformance Project as background material	Request from CEN 434 participants to use the results of the UN/CEFACT Conformance project within CEN.	<p>The Bureau agreed that the results can be shared and that it would be appreciated to include UN/CEFACT in future developments.</p> <p>Chair Thompson will prepare a response to CEN 434, VC Grangård will be available for a meeting.</p>
5c. Other Liaison	There will be a WCO meeting 6 – 7 March taking place in Brussels.	The Secretariat will send an email to the Bureau about this meeting whether any Bureau member would be available to attend.

6a. Report from Secretariat	<p>Report from Secretariat</p> <ul style="list-style-type: none"> <li>• Future VC elections: There are 8 candidates <ul style="list-style-type: none"> <li>○ The Secretariat raised the point whether it might be worth considering to raise the number of members of the Bureau</li> <li>○ Chair Thompson stated that so far the Bureau seems to be in favour of this.</li> </ul> </li> </ul>	
6x.	<ul style="list-style-type: none"> <li>• Establish type A liaison with ISO TC 154</li> </ul>	The Secretariat will establish a liaison with TC154
9a. Other business	<p>Library Publication Project</p> <ul style="list-style-type: none"> <li>• VC Grangård raises the concern that leadership and milestone dates might need to be changed</li> </ul> <p>The Secretariat reported on the request from Iran to be put in touch with an expert on Single Window.</p> <p>It was discussed how other deliverables (reference data models) can be published.</p>	
9b. Next Bureau call	Next regular Bureau call: 6 March 2017 @ 11:30	