

**Bureau teleconference discussion notes and decisions**  
**Monday, 20 March 2017 GoToMeeting session (11:30-13:15 CET)**

**Participants:**

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

**Bureau apologies:** Tahseen A. Khan

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

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 6 of 7 Bureau Members = quorum	
1a. Approval the agenda		Approved with minor modifications.
1b. Approval of meeting report of 6 March 2017		Approved.
3a. F+P Trade Facilitation / S.C. Finance	<ul style="list-style-type: none"> <li>• VC Fantetti and VC van Burg provided input on the document.</li> <li>• The document will be presented to the Plenary for noting, as Green Paper.</li> <li>• The project was requested to go for project exit.</li> </ul>	<b>Bureau Decision 1703064:</b> Approval of the Green Paper on Trade Finance as a tool for Trade Facilitation.
3x. Pending issues	<p>The following project are pending:  <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○ To be withdrawn?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 confirmation from Agriculture Domain (then email to be sent to this Domain Coordinator and HoD supporter).</li> <li>○ Will be discussed at the Forum.</li> </ul> </li> </ul> <p><u>Should be finishing Draft Development and going to next steps:</u>  VC FANTETTI:</p> <ul style="list-style-type: none"> <li>• SCMD – CI Scheduling (should end 1 Sept 2016) <ul style="list-style-type: none"> <li>○ VC Fantetti following up.</li> </ul> </li> </ul> VC GRANGÅRD: <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.</li> <li>○ VC Grangård to check with project team to bring it to Project Exit.</li> </ul> </li> </ul>	

<p>4b. Preparations for the 29<sup>th</sup> UN/CEFACT Forum</p>	<p>Mini conferences</p> <ul style="list-style-type: none"> <li>• The agenda of the TTP mini conference is being finalized by the Secretariat.</li> </ul> <p>Slides for Opening Session: Deadline Wednesday 20 March</p> <ul style="list-style-type: none"> <li>• The following slides have been received: Specification; Syntax Focal Point; Library Maintenance Focal Point; Finance &amp; Payment; Utilities; Agriculture; Validation.</li> <li>• The following slides should still be submitted: <ul style="list-style-type: none"> <li>○ ITP (VC Igwe): ITP; Single Window</li> <li>○ Buy/Pay (VC Fantetti): Procurement; Supply Chain Management</li> <li>○ Ship (VC Probert): Transport &amp; Logistics; UN/LOCODE</li> <li>○ Regulatory (VC Khan): The Secretariat will check whether there will be any slides from the PDA</li> <li>○ Sectoral (VC van Burg): Travel &amp; Tourism; Insurance</li> </ul> </li> <li>• The VCs will follow up with the respective DCs.</li> <li>• The DCs will present their slides. In case the DC is not present at the Forum Opening Session, the respective VC will present the slides.</li> <li>• Will be consolidated and circulated for Wednesday 22 March COB; comments on or before noon on Friday 24<sup>th</sup>.</li> </ul>	<p>Slides will be submitted by the DCs by 20 March. If no slides have been received by then, the respective VC and the Chair will prepare the slides.</p> <p>COB for the final slides is 22 March, 5.30pm Geneva time. After that, the Secretariat will share the slides with the Bureau for review until Friday, 24 March, noon.</p> <p>The Secretariat will look after editorial changes before sharing them with the Bureau.</p> <p>The VCs will submit their travel plans, hotel name and contact number to the Secretariat.</p>
<p>4c. Other Events</p>	<p>Preparations for the 23<sup>rd</sup> UN/CEFACT Plenary:</p> <ul style="list-style-type: none"> <li>• Trade Finance as a tool for Trade Facilitation paper has been finalized for publication.</li> <li>• The Secretariat prepared a revision of the Plenary Agenda.</li> <li>• Questionnaire on UN/CEFACT Deliverables <ul style="list-style-type: none"> <li>○ Input was provided on the questionnaire.</li> <li>○ At the Plenary it will be discussed whether there is the need to translate the questionnaire, what the time frame will be, and about how to best distribute the questionnaire.</li> </ul> </li> </ul>	<p>The Secretariat will review the schedule of the Plenary and discuss with the Chair who will be presenting the documents at the Plenary.</p> <p>The Secretariat will make the suggested changes and circulate the revised version with the Bureau.</p>
<p>5a. Other Liaison</p>	<p>The UN/CEFACT Secretariat met with the ISO Secretariat, discussing the various liaisons (TC154, TC68, and the three existing ones).</p> <p>This week there is a conference held on Blockchain at ITU. Chair Thompson, Gianguglielmo Calvi, Virginia Cram Martos and Tauno Kangur will attend.</p>	

	<p>A conference on Oceans and Sustainable Fisheries will be held in New York next June. It was suggested that UN/CEFACT could take part in the meeting. UNCTAD and WTO are organizing a preparatory meeting on the matter on 20-22 March in Geneva.</p> <p>The Secretariat participated in an Annex D meeting last week.</p> <p>There was an EU meeting on Single Window, which Mario Apostolov attended. Richard Morton delivered a presentation on Single Window.</p> <p>VC Probert will attend the IMO FAL meeting early April.</p> <p>VC van Burg and VC Grangård attended the WCO meeting in Brussels.</p> <p>UN/CFECAT will have a stand at the 70<sup>th</sup> Commission Session of UNECE (26 – 27 April), showcasing UN/CEFACT activities on traceability in Agriculture, Fisheries, Textiles and Transport.</p>	<p>VC van Burg will share his notes on the meeting with the Bureau when in Geneva.</p>
5x.	<p>Resolutions from MoU/MG 7+8 Dec 2016 call</p> <ul style="list-style-type: none"> <li>• R16/14 – Written concerns on ISO/PC295 to be submitted <ul style="list-style-type: none"> <li>○ VC Khan to request written comments from Eric.</li> <li>○ Secretariat will bring up the subject with ISO C.S.</li> </ul> </li> <li>• R16/15 – ITU recommendations on collaboration – feedback? <ul style="list-style-type: none"> <li>○ All interested parties to underline the topics which are important on or before the next Plenary</li> </ul> </li> </ul> <p>Resolutions MoU/MG resolved: R16/12 (6 FEB 2017); R16/14, R16/17, R15/02, R07/06 (3 MAR 2017)</p>	
6a. Report from Secretariat	<p>Press Releases need to be drafted on time for the Forum and Plenary.</p> <p>Chair Thompson will have an EXCOM UN/CEFACT Contact Group meeting on 24 March.</p>	<p>VC Igwe and VC Fantetti will sent the available draft press releases to the secretariat.</p>
7b. Referencing UN/CEFACT on: Joinup.ec.europa.eu	<p>It was discussed how UN/CEFACT could be promoted on the website of the European Commission. It was suggested to raise this with the new Bureau, possibly dedicating one VC to reviewing the information already available on the website and to see what could be added.</p> <p><a href="https://joinup.ec.europa.eu/interoperability/search">https://joinup.ec.europa.eu/interoperability/search</a></p>	

	<p>VC Probert noted that the Bureau has to take care of the link if UN/CEFACT would like to share information here.</p> <p>VC van Burg mentioned that there had been a project on this in the past to make it easier to search and retrieve UN/CEFACT deliverables. It was suggested to review what has been done in the past and what needs to be done in the future. It was suggested to have a more generic logo than the one that has been used previously.</p> <p>This issue will be further discussed after the 23<sup>rd</sup> Plenary.</p>	
9b. Next Bureau meeting	<p>Next Bureau meetings:</p> <ol style="list-style-type: none"> <li>1) During Forum, Thursday, 30 March, from 17:45.</li> <li>2) The following meeting after that will be on Saturday, 1 April, from 10:00 (Plenary preparation).</li> </ol>	