

**Bureau F2F discussion notes**  
**Saturday, 1 April 2017, Geneva (10:00-13:00 CET)**

**Participants:**

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

**Bureau apologies:** Raffaele Fantetti

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

**Invited:** Colin Laughlan, Ian Watt

Plenary Preparations

**Item 1 – the revised agenda**

- Chair Thompson pointed out that there had been some changes to the agenda. These changes will be pointed out by the secretariat under this item.

**Item 2 – Elections of VCs**

- The Secretariat added information about the election procedures to the Plenary slides
- Discussion whether the VC candidates should introduce themselves if all 8 VCs can be elected
- It was suggested for all VCs to have a few words prepared in case (current) VCs are requested to introduce themselves
- Chair Thompson suggested not to have presentations, just to briefly acknowledge the new VC candidates, Ian Watt and Colin Laughlan

**Item 2 – Elections of Rapporteurs**

- Discussed whether the rapporteurs will present themselves
- Nigeria and India will present the candidate

**Item 3 – Matters arising**

- Mario and Maria will present the Item

**Item 4 – Bureau overview of developments**

- Each PDA will have 5 minutes to present their activities, especially those for approval and noting.
- Present especially the documents that will be under Item 7 on the agenda (documents for noting and approval)
- Chair Thompson presented the slides he had prepared for Item 4

**Item 5 – Reports of Rapporteurs**

- No comments

**Item 6 – Activities of other UNECE bodies and international organizations of interest to UN/CEFACT**

- Presentations will be made by ITC, UNECE-WP4, UNECE-WP6, UNECE-WP7 and UNCTAD
- Not all slides have been received yet. Some presentations too long, but will be kept complete for posting to the website.

**Item 7 – UN/CEFACT recommendations and standards**

- Chair Thompson will briefly present each point under item 7. If there are questions, these can be reverted to the individual Vice Chairs.

**Item 8 – UN/CEFACT structure, mandate, terms of reference and procedures**

- Chair Thompson will briefly present the Consolidated ToR/Mandate.
- The Secretariat will briefly present the ToR of the Expert groups.

**Item 9 – Future challenges in trade facilitation and electronic business**

- Presentations will be made by WTO, UNEP, UNCTAD, DE-HoD (on use of CII).
- Maria-Teresa will present the briefing paper on Women in Trade Facilitation

**Item 10 – UN/CEFACT programme of work 2017-2018**

- Chair Thompson will present the PoW and the logic of its organization

**Item 11 – Other business**

- Nothing noted