

Bureau teleconference discussion notes and decisions
Thursday, 20 April 2017 GoToMeeting session (15:00-17:25 CET)

Participants:

Bureau present: Harm Jan van Burg, Raffaele Fantetti, Anders Grangård, Estelle Igwe, Tahseen A. Khan, Colin Laughlan, Sue Probert, Lance Thompson (Chair), Ian Watt

Secretariat: Maria Teresa Pisani, Maike Carstensen, Tatiana Rosu

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 9 of 9 Bureau Members = quorum	
1a. Approval the agenda		Approved.
1b. Approval of meeting report of 20 March 2017		Approved with minor modifications.
1c. Approval of meeting reports Forum meetings	<ul style="list-style-type: none"> • 170401 Bureau F2F meeting • 170401 Open Bureau meeting • 170328 Open Bureau meeting (project development) 	Approved.
2a. Welcome of new Vice Chairs & general points on Bureau functioning	<ul style="list-style-type: none"> • Organization of meetings, agendas, deadlines <ul style="list-style-type: none"> ○ Agendas prepared in principle one week prior to a meeting. All documents should be available at least 72h prior to a meeting. • ‘Representation’ of UN/CEFACT activities <ul style="list-style-type: none"> ○ Only the secretariat can represent UNECE and UN/CEFACT. However, the secretariat can delegate this function. ○ Vice Chairs can participate in punctual activities concerning their PDAs or delegate this punctual activity to a registered expert. This must be reported and documented on Bureau minutes. • Use of UNECE / UN/CEFACT logo, slide templates and signatures <ul style="list-style-type: none"> ○ No UN/CEFACT logo exists currently. ○ Only the secretariat can approve the use of the UNECE logo in presentations, avoiding the mixing of UNECE and external activities. ○ When in doubt about using the UNECE logo, Bureau members will check with the secretariat. ○ VC Khan suggested to have clear guidelines on when and how the logo can be used instead of approving presentations every 	The secretariat will follow up concerning the rules of using the UNECE logo for presentations.

	single time, especially as presentations slides may be finalized shortly before a presentation is given.	
2b. Bureau structure & responsibilities	<ul style="list-style-type: none"> • VC Grangård suggested to have a group working on codes, possibly integrating such a group in Library maintenance. • VC Fantetti suggested to change the Domain to Supply-Chain & Procurement. • The structure of the Bureau was discussed, including whether the division into PDAs is still coherent and applicable. However, the mandate of UN/CEFACT states that the work of the VCs should monitor projects through PDAs. 	Bureau Decision 1704001: Approval of the new Bureau structure (from April 2017).
2c. Bureau Meeting Schedule 2017 (updated version)	<ul style="list-style-type: none"> • For the summer season it was decided to have the Bureau meetings on Mondays at 15:00 CET. • The next two calls will be taking place on Tuesdays, 2 and 16 May respectively. • For the winter season it was suggested to have the meetings taking place at 7:00 CET in winter time, the day can be reassessed. 	The timing of the calls for the winter season will be further arranged in autumn.
2d. Fixing a date for a Bureau F2F meeting in the summer	<ul style="list-style-type: none"> • It was decided to have a three day F2F meeting from 26–28 June in Paris. 	Chair Thompson will look into options for meeting rooms in Paris.
2e. Preparations for Domain Coordinator Nominations	<ul style="list-style-type: none"> • The announcement for Domain Coordinator nominations was presented. • Candidatures must be sent in by Friday, 9 June 2017, noon CET. • VC van Burg suggested that candidates might possibly inform their HoD about their candidacy. 	<p>The secretariat will include the list of nominated DCs in the quarterly HoDs report.</p> <p>The secretariat will publish the call for DC candidacies on the UNECE website.</p>
2f. Questionnaire on deliverables	<ul style="list-style-type: none"> • https://www.surveymonkey.com/r/UNCEFACT-deliverables • The final version after the Plenary input was approved. • The set target audience was approved. • The deadline date was set for 15 September 2017. 	<p>Bureau Decision 1704002: Approval of the questionnaire on UN/CEFACT deliverables.</p> <p>The secretariat will launch the questionnaire with the deadline of 15 September 2017.</p>
2g. CCBDA CI Transition Plan	<p>VC Fantetti provided input on the matter.</p> <p>VC Probert remarked that there is progress, project proposals have been submitted and that more needs to be done about publishing these schemas.</p>	Bureau Decision 1704003: Approval of the way forward with

		the suggested CCBDA CI Transition Plan.
3a. SPEC – Geospatial project	To be withdrawn	Bureau Decision 1704004: Approval to have the SPEC – Geospatial project withdrawn. The secretariat will notify the project team and the HoDs who supported the project of this withdrawal.
3b. AGRI – T+T prim-natural-prod BRS	The project has not gone through public review yet. The Bureau requested for the project to go to public review.	Bureau Decision 1704005: Approval to move the AGRI – T+T Primary Natural Products from Plant or Animal Origin project to public review.
3c. AGRI – T+T Animal Traceability Data Exchange BRS		Bureau Decision 1704006: Approval of the AGRI – Animal Traceability Data Exchange BRS project with minor modifications for publication.
3d. eGOV – Blockchain White Paper project proposal	VC Khan presented the project proposal.	Bureau Decision 1704007: Approval of the eGOV – Blockchain White Paper project with minor modifications, and Project Leadership (Virginia Cram-Martos), under the Regulatory PDA (VC Khan).
3e. CII BRS Repository of case studies	VC Fantetti presented the project. VC Probert clarified the use cases and scope. VC van Burg suggested to have a small explanatory guide for using the European eInvoice, possibly based on the template.	Bureau Decision 1704008: Approval of the CII BRS Repository of case studies and Project Leadership (Rolf Wessel), under the Buy/Pay PDA (VC Fantetti).
3f. SCMD - Sustainable Public Procurement project	To be discussed at the next Bureau call.	The secretariat will prepare a project proposal.

3g. LIB – publication of D17.A CCL & schema	This project has already been completed and published.	
4b. Preparations for the 30 th UN/CEFACT Forum	<ul style="list-style-type: none"> • Dates for the Forum: 2 – 6 October 2017 • A Bureau meeting will be taking place on Sunday, 1 October 2017 in the afternoon. 	
6a. Report from Secretariat	<ul style="list-style-type: none"> • The secretariat presented the finalized Report of the 23rd Plenary, including the modifications that had been submitted by The Netherlands. • The Bureau approved the report. It was commented that the Bureau is aware of the fact that the scope of the RDMs and the UN/CCL is wider than the scope of the WCO data model (paragraph 54 of the report). 	<p>Bureau Decision 1704009: Approval of the Report of the 23rd UN/CEFACT Plenary.</p> <p>The secretariat will publish the report.</p>
9b. Next Bureau meeting	Next Bureau meeting: Tuesday, 2 May 2017 at 15:00 CET	