

**Bureau teleconference discussion notes and decisions**  
**Tuesday, 02 May 2017 GoToMeeting session (15:00-17:25 CET)**

**Participants:**

**Bureau present:** Anders Grangård, Colin Laughlan, Estelle Igwe, Ian Watt, Lance Thompson (Chair), Raffaele Fantetti, Sue Probert

**Bureau absent:** Harm Jan van Burg, Tahseen A. Khan

**Secretariat:** Maria Teresa Pisani, Maria Ceccarelli, Tatiana Rosu

<b>Agenda item</b>	<b>Discussion</b>	<b>Action/Decision</b>
1. Roll-call	Quorum: 7 of 9 Bureau Members = quorum	
1a. Approval the agenda		Approved.
1b. Approval of meeting report of 20 April 2017		Approved with minor modifications.
2a. DMR procedures	VC Grangård presented the Data Maintenance Procedures. 4 August 2017 is the current cut-off date for library submissions for the next Forum (beginning 2 October 2017).	
2b. Submission of ToR for the advisory group for UN/LOCODE and FLUX	The subject will be re-discussed after the EXCOM meeting, scheduled for 23 June 2017. Two new groups of experts on the UNECE website will be created upon the EXCOM approval.	
3a. T+L – Smart containers project proposal		The discussion was postponed to the next Bureau call.

3b. M+T – Procedures for RDM Artefact Publication v1.09	VC Grangard presented the project and requested to publish it for project exit.	<b>Bureau Decision 1704010:</b> Approval of M+T – Procedures for RDM Artefact Publication v1.09 for publication.
3c. eGOV – Ensuring Legally Significant Trusted Transboundary...	It was suggested to convert the document into white paper and to put it to for public review to seek feedback.	The discussion was postponed to the next Bureau call.
3x. Change in responsible Bureau Vice-Chair (following new structure):		The discussion was postponed to the next Bureau call.
3x. Project updates	<ul style="list-style-type: none"> <li>• VC IGWE: ITPD – Women in TF (should end 3 Sept 2016), milestones to be updated.</li> <li>• VC PROBERT: Milestone dates to be updated for T+L – eCMR if the project goes beyond June 2017. More updates to be provided at the next call.</li> <li>• VC GRANGARD: M+T Procedures v2 publication project. More updates to be provided at the next call.</li> </ul>	
4b. Preparations for UN/CEFACT 30 <sup>th</sup> FORUM	<ul style="list-style-type: none"> <li>• The Secretariat is working with the Italian Government to organize the UN/CEFACT 30th FORUM during the 1<sup>st</sup> week of October, at the Italian Institute of International Commerce in Rome.</li> <li>• The Secretariat is finalizing the HCA (Host Country Agreement) with the Ministry of Economic Development and the Ministry of Foreign Affairs.</li> <li>• Before the 1<sup>st</sup> of September 2017 the room allocation and the schedule should be ready.</li> <li>• The UN/CEFACT 32nd Forum could be organized in Morocco. It was suggested to set a limit date for Morocco.</li> </ul>	
5a. Liaison Report from MoU/MG meeting	<ul style="list-style-type: none"> <li>• The Secretariat informed the Bureau about an upcoming election for Chair and the rotation of the secretariat.</li> <li>• VC Grangård highlighted the importance of being aware of what other organizations do on Blockchain (ITU focus group and ISO/TC 307). VC Grangård suggested that UN/CEFACT could join the latter as liaison.</li> <li>• VC Grangård also mentioned the discussion regarding Annex A of the MoU/MG. The signatories discussed the restructuring of the MoU. This would mean migrating the content of the Annex A to the body of the MoU.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Chair Thompson presented the MoU in general (with ISO, ITU, and IEC) to reduce duplication of work and better allocate resources in the area of e-business. There are some participating organizations who are not signatories such as OASIS, OAGI etc.</li> </ul>	
5b. Liaison activities	<ul style="list-style-type: none"> <li>• Chair Thompson reported on the meeting of Chairs of the main Committees of UNECE at the 67th Commission session. The need for enhanced cross-sectoral cooperation was highlighted during the meeting.</li> <li>• VC Probert reported: she provided a presentation at the DTLF meeting 4<sup>th</sup> Forum</li> <li>• The World Economic Forum invited UNECE to draft a paper on paperless trade. Chair Thompson accepted to lead the work. The aim of the paper is to provide an overview of trends and future prospects in this area, targeting countries implementing the WTO TFA. This may be presented as a joint project; in this case a project proposal will be submitted shortly.</li> </ul>	
6a. Report from Secretariat	<p>The Secretariat reported on recent activities:</p> <ul style="list-style-type: none"> <li>• Contribution to a training session organized by WTO on 11 April for the newly established Trade Facilitation Committee of Moldova.</li> <li>• Organization of 2 sessions during the e-Commerce week (24 - 28 April 2017) co-organized by UNECE, UNCTAD, ITC, and WCO.</li> <li>• Organization of a joint event organized with the African Alliance for e commerce on Single Window during the e-Commerce week.</li> <li>• Attendance of launch of the e-trade platform where UNECE and UN/CEFACT have a page dedicated to policy recommendations, standards, advisory services and capacity building activities.</li> <li>• Contribution to the IUCN side event</li> <li>• Organization of a stand on traceability in agriculture, textiles and fishery during the e-Commerce week.</li> <li>• Participation in a meeting on Digital Geneva. UNECE was invited to consider organizing a side event during the conference in December.</li> </ul> <p>The Secretariat presented key highlights of the 67<sup>th</sup> Commission session report. The Commission has requested UNECE to engage with the United Nations Initiative on Global Geospatial Information Management (GGIM) to gain a better understanding on how geospatial information could be used to complement the existing UNECE activities. This could be particularly interesting to UN/CEFACT.</p> <p>The secretariat reported on the coming activities:</p>	

	<ul style="list-style-type: none"> <li>• The Secretariat is going to contribute to the UNCTAD Empowerment Program in Gabon and Cameroon to help these countries understand the international standards and recommendations.</li> <li>• The secretariat will represent UNECE and UN/CEFACT at the UN OCEAN Conference during the 1<sup>st</sup> week of June in New York.</li> <li>• The secretariat is preparing an event with the Working Party 6 of the EU Development days in Brussels on 8 June 2017.</li> <li>• The secretariat is preparing a side event at the WTO Aid for Trade Conference in July to present the 2<sup>nd</sup> Global Survey on TF and paperless trade.</li> <li>• The Project Leader for SIEMA accepted to report at the transport Council IIIU where the EU has requested Richard Morton to do a briefing at the 2020 Project Group on Single Window.</li> </ul>	
7a. Quarterly Report		Approved with minor modifications.
7b. Report from Communication	<p>The Secretariat reported on communication activities undertaken since March 2017 including press releases and tweets on:</p> <ul style="list-style-type: none"> <li>• AFACT MoU</li> <li>• Recommendation on PPP and Trade Facilitation</li> <li>• Work on sustainable agriculture and the mini-conference during the Forum</li> <li>• Single Window development and the mini-conference during the Forum</li> <li>• The Plenary and its key outcomes</li> <li>• UNCTAD e-Commerce week and the support provided by UNECE and UN/CEFACT</li> </ul>	
9a Other business		
9b. Next Bureau meeting	Next Bureau meeting: May 16 (TUESDAY) <b>15:00 CET.</b>	