

Bureau Face-to-Face Meeting Notes and Decisions

26-28 June 2017, Paris

From Mon 26 June 14:00 to Wed 28 June 14:00

Participants:

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

Secretariat: Maria Ceccarelli, Tatiana Rosu

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 9 of 9 Bureau Members = quorum	
1a. Approval of the agenda		Approved with slight modifications.
1b. Approval of meeting report of 12 June 2017		Approved with no changes.
2a. Nomination of Domain Coordinators	<p>The Bureau discussed and agreed the nomination of the Domain Coordinators, as listed in Annex 1.</p> <p>For the domains with no candidates at this time (CBM, eGOV, SPEC and TFA F.P.) the Bureau will invite the HoD to suggest Domain Coordinators via the quarterly report. It was also suggested to have an open call for DCs until the positions are filed.</p>	<p>Bureau decision 1706017</p> <p>Approval of the nominations as per Annex 1.</p>
2b. Temporary Replacement of UN/CEFACT Chair until the 24 th Plenary	<p>It was decided to have a rotating chairmanship between the VCs until the next Plenary, taking place from 30 April 2018.</p> <p>The Acting Chairs:</p> <ul style="list-style-type: none"> • 1 July – 18 September: VC Grangård • 19 September – 16 October: VC Fantetti • 17 October – 11 December: VC Igwe • 12 December – 22 January: VC Probert • 23 January – 25 February: VC Laughlan • 26 February – 16 March: VC Watt • 17 March – 30 April: VC Khan <p>VC van Burg will continue to be in charge of the FOC.</p>	<p>Bureau decision 1706018</p> <p>Approval of a rotating chairmanship for 10 months until the next Plenary.</p>
2c. ODP – Project lead & Editor from same country & HoD support	<p>Some project leaders have recently encountered issues seeking HoDs support and some HoDs are solicited more than others. In addition, some project leaders look for HoD support before the Bureau approved the project proposal. For this it has been suggested:</p> <ul style="list-style-type: none"> • HoDs should be solicited only if the experts know them personally. 	

<p>& any other topics on the ODP</p>	<ul style="list-style-type: none"> • HoDs should be encouraged to suggest experts from their countries. The terms of reference of HoDs implies having to support UN/CEFACT projects. • The HoDs support should be centralized and shared in a logical way. Seeking the HoD support from countries other than their own could go through the responsible VCs or through the secretariat. The secretariat could send the proposal to all HoDs who can decide which projects they are willing to support. • The experts should go to their own HoD who could facilitate the liaison with other HoDs that might be interested in supporting a project. • The project leader is encouraged to send a list of potential participants and their delegation who will be working on the project – this could assist the Secretariat and/or VC to approach appropriate HoDs and follow up thank you. • Approaching HoDs for project support could be decided case by case by the Bureau. <p>Once the project has been launched (3 HoD support & Bureau approval):</p> <ul style="list-style-type: none"> • Secretariat could send a press release at the launch of new projects (that the HoD could forward to their constituency). <p>Project lead and Lead editor from a same country/organization.</p> <ul style="list-style-type: none"> • To avoid undue influence over projects and ensure wider participation, the Bureau strongly suggests to avoid having a project lead and lead editor from the same country / from the same organization. 	
<p>2d. Representation Procedure policy</p>	<p>The Bureau proposed a representation procedure policy.</p> <ul style="list-style-type: none"> • The secretariat should approve presentation materials using the UN logo when someone represents UN/CEFACT. • Any presentation shared with other organizations for publication or distribution should be done only in a non-editable format. • Private companies' logos should not be mixed with UN's logo. The speaker should strive not to leave any impression that the UN/CEFACT endorses any commercial message that may be associated with the speaker. This could be achieved by having 2 different presentations. The speaker should make sure there is no ambiguity as to which organizations they are representing. • It was suggested that the secretariat adds a disclaimer in the template presentation after reviewing the presentation. • The code of Conduct applies to the Communications covered by the Guidelines which will be published on CUE. 	<p>Bureau decision 1706019 Approval of the Representation Procedure Guidelines with the modifications.</p>
<p>2e. Harmonization</p>	<p>The VC in charge of the Harmonization PDA made a presentation of the history of harmonization within UN/CEFACT and a proposed way forward. The Bureau agrees that UN/CEFACT should try to maximize harmonization opportunities throughout the organization, specifically on the processes</p>	<p>Bureau decision 1706020: The Bureau</p>

	<p>described in the BRS and RSM. It was suggested that a project be put together in order to do a gap analysis against existing instruments such as UMM, CCTS, BRS, RSM, ISCRM, etc. as well as develop an impact statement. This project should probably concentrate in priority on the Buy-Pay and Ship PDAs.</p> <p>The harmonization process should take into account the new technologies arising such as blockchain. This technology will require a certain level of consistency in processes and choreography which UN/CEFACT should be able to offer.</p> <p>The harmonization process will be built on the results of:</p> <ul style="list-style-type: none"> • UN/CEFACT Deliverables Use Survey • Examination of the existing published material <p>The process started in 2002, when the intent was to harmonize processes, choreography and data which nicely supports the current Reference Data Models. The process should be continued by using a harmonized system for several domains (ruled by UMM).</p> <p>A Pilot study on Paper-free Trade for Smallholder Farmers developed in 2015 brought as an example. It illustrates the importance to synchronize the physical flow and the data exchanged. The smart containers project will give the opportunity to standardize the physical part of the logistics process.</p> <p>Some of the suggestions discussed:</p> <ul style="list-style-type: none"> • Creating a recommendation on the general actors and processes as defined in an updated ISCRM. • Updating all the standards would be a very time-consuming process and perhaps not well received by experts. • The harmonization process should keep in mind all existing UN/CEFACT deliverables and recommendations. Industry needs should be taken into account. <p>The harmonization process should facilitate easier BRS development process and library maintenance.</p>	<p>welcomed the detailed presentation and looks forward to the gap- project proposal.</p>
7a. Communication issues	<p>The VC in charge of Communication PDA made a presentation of the current communications issues and suggested several solutions (discussed by the Bureau) including:</p> <ul style="list-style-type: none"> • Establish an Internal Communication Committee (PDA) with experts representing their domains who would monitor and facilitate the communication process and ensure consistency 	<p>The VCs have been asked to identify the strengths, weaknesses,</p>

	<p>and coherency. The Committee would also ensure that all the delegations, domains and experts are up-to-date on internal developments.</p> <ul style="list-style-type: none"> • Establish Domains responsible for TFIGS review and input (bottom up) and Focal points responsible for review and input of SDGs (top down). • Continue updating the Trade Facilitation Implementation Guide. Each domain to examine what TFIG is missing. Develop further guidance and Standards (BRS, ICTs). • Enhance cooperation with other UN bodies and other standards organizations. • Create guidelines on how to use UN/CEFACT deliverables such as: executive guides for deliverables, brochures (what is UN/CEFACT), Wikipedia update, video (official YouTube channel), and social media (framework set up by the secretariat). • Develop generic slide deck for external communications to support speakers and presentations promoting UN/CEFACT • Encourage more participation in development and public review of deliverables • Rewrite the mission statement on the UN/CEFACT web page and improve searchability. • The users of UN/CEFACT deliverables should be involved in the branding process of UN/CEFACT. • Media monitoring and active engagement with media (including regional media). • Draft news releases/announcements with “news hooks” at local, regional, and global levels. 	<p>opportunities and threat (SWOT analysis) of the UN/CEFACT website, deliverables and brand using a SWOT by Friday 7 July.</p>
<p>7b. Website updates</p>	<p>The UNECE website will be reconstructed. The UN/CEFACT deliverables and information on the current UNECE website should be prepared for the new version of the website.</p> <p>Some of the suggestions:</p> <ul style="list-style-type: none"> • Search functionality for UN/CEFACT only • For security reasons, the deliverables might to be put onto CUE and a link on the website. • Some deliverables could be archived. The experts should have an input on which documents are being used. 	
<p>3a. SWD – Single submission Portal project proposal</p>	<p>The responsible VC presented the proposal and invited the Bureau to discuss the project proposal. Some of the questions raised:</p> <ul style="list-style-type: none"> • The purpose and scope is too specific to an existing solution for an UN/CEFACT project. • One-stop Services is the considered the same as the One-Stop Shop which is a physical location and not an electronic platform. The deliverable of this project might not be compatible with one the existent UN/CEFACT deliverables. 	<p>The comments and questions to be sent to the project proposer.</p>

	<ul style="list-style-type: none"> • The process is very B2B driven and there is no link to Government procedures. • This could be used to describe the initiatives taken by the private sector and could be a good candidate for a next project within the SW family of recommendations. 	
3b. SC+P – Sustainable procurement	<p>The VC in charge presented the project and invited the Bureau to approve the project proposal. Some of the suggestions:</p> <ul style="list-style-type: none"> • The existent policies, standards and best practices cannot be compared in a recommendation. However the best practices might be cited in an annex. • Since it is a recommendation, it might be useful to have a project editor from ITPD domain. • A new title has been suggested: Sustainable Procurement in Trade Facilitation 	<p>Bureau Decision 1706021: Approval of SC+P – Sustainable procurement with minor modifications. Pending three HoD support. Project leader: Enrico Camerinelli VC in charge: VC Fantetti</p>
3c. eGov – Trusted Trans-Boundary project • Letter proposal Way forward	<p>The Bureau discussed the way forward for this project. A letter has been drafted to be sent to the project proposers.</p> <p>In order to move forward to an international convention, the project team will need to prepare a position paper. The UNECE Secretariat to provide an example to the project team and then assist in creating an appropriate position paper.</p>	<p>Bureau decision: 1706022: The Bureau endorses the letter with minor modifications and sent to the secretariat for input.</p>
3d. T+L – eBOD project		<p>The discussion is postponed until the next Bureau meeting.</p>
3e. SC+P Scheduling BRS		<p>The decision was postponed until the next Bureau meeting since a new</p>

		version of the deliverable has been made available.
3f.SC+P CI extension	The VC in charge has updated the Bureau on the project development. A new project proposal will be put forward.	
3x.	<p>Change in responsible Bureau Vice-Chair (following new structure): <u>Procurement Domain project:</u> Background Research... (request to move to VC... &/or change lead)</p>	<p>Bureau decision 170623:</p> <p>The Bureau requested the Project Leader of Sustainable Procurement Project to bring forward as Background material within the Sustainable procurement project and invite the respondents to participate in the new project. The Procurement Background Research is archived.</p>
3x.	<p>The following projects are pending: Pending</p> <ul style="list-style-type: none"> • T+L eBod Project <p>Pending 3 HoD support:</p> <ul style="list-style-type: none"> • T+L Smart Containers (missing 3 HoD support): 1 French HoD received, 2 HoD missing. <p>Milestone update or project completion? VC PROBERT:</p> <ul style="list-style-type: none"> • Insur – Reimbursement of Claims (should end in 2014?): The project is being modified and to be discussed at the next bureau meeting. A new project proposal for a full reference data model to be submitted. 	

	<ul style="list-style-type: none"> • Insur – CC for C'al Insurance (should end 1 Jan 2014): Project completed. • Insur – CC Property Claims (should end 2012?): Project completed. <p>VC VAN BURG:</p> <ul style="list-style-type: none"> • UTIL – Alignment Master Data (should end 1 Sept 2013): A new updated project proposal to be submitted soon. • UTIL – Reutilization of Data Mgmt Sys (should end 31 May 2014): Project archived. <p>Waiting on Milestone update: VC VAN BURG: still pending</p> <ul style="list-style-type: none"> • Agri – Animal Traceability (should end 31 Dec. 2013) • Agri – eCrop (should end 31 Aug 2016) • Agri – FLUX (should end 30 Nov 2012) 	
3g. M+T Procedures v2 publication project	The procedures for v2 publications were confirmed with the cross industry invoice pilots. No modifications to the current procedures were required and hence the project is successfully completed.	Bureau decision 1706024: Completion of M+T Procedures v2 publication project.
3h. Code Management Project	Request to modify the project proposal as follows: decoupling the versioning of code list or decoupling the published code lists schemas from the business message versions.	The Bureau decided to keep the current version of the project proposal.
4a. Preparations for UN/CEFACT 30th FORUM	The VC in charge of FOC reported on the latest preparations for the UN/CEFACT 30 th Forum: <ul style="list-style-type: none"> • The Host Country Agreement is pending security clearance. • The registration is open and the invitations are being sent. • The Bureau approved the 2 mini-conferences requests to take place at the same time on Tuesday 3 October. • It was suggested to organize a mini-conference on UN/EDIFACT on Wednesday 4 October and a meeting for communications before the opening session on Monday 2 October. 	
5a. Liaison	The secretariat reported on: <ul style="list-style-type: none"> • The preparation of a side event on 12 July 2017 at the Aid for Trade Global review (WTO): "Implementing Trade Facilitation and Paperless Trade for Sustainable Growth" based on the Paperless Trade Survey led by UNESCAP. • The organization of a seminar at the WTO "Implementing Trade Facilitation and the Sustainable Development Goals in Central Asia" on 10 July. • The participation at the WTO Aid for Trade meeting in collaboration with the World Economic Forum on 14 July. 	

	<ul style="list-style-type: none"> • The participation at the “Digital Trade-Related Provisions in Regional Trade Agreements” organized by ICTSD in partnership with the Inter-American Development Bank (IDB) on 13 July • The support of OSCE in a National Trade Facilitation bodies workshop in Central Asian countries in July 2017. <p>VC van Burg reported on:</p> <ul style="list-style-type: none"> • His participation (part of the Dutch Delegation) in the EU Conference on Semantic Interoperability (SEMIC) 14 June in Malta. • His participation at the Digital Assembly "Digital Europe: Investing in the Future” on 15-16 June in Malta. • His participation at an OIE management meeting in Paris on 26 June in Paris. <p>VC Probert will moderate a panel at World Bank on Single Window from UN/CEFACT and WCO perspective on 19-20 September.</p> <p>VC Fantetti will participate at the ECA Annual Trade Facilitation Conference on Coordinated Border Management in BUDVA on 19-20 September 2017.</p>	
5x.	<p>The Bureau discussed some MOUMG pending points:</p> <ul style="list-style-type: none"> • The next MOUMG meeting to take place in November. • The secretariat to establish liaison with TC154 when the new chair is elected. • The discussion to be continued at the next Bureau meeting. 	
6a. Report from Secretariat	<p>The secretariat reported on:</p> <ul style="list-style-type: none"> • The outcome of the last UNECE Executive Committee (EXCOM), where it has been approved the UN/CEFACT programme of work, the UN/CEFACT ToR and mandate, ToR Sustainable Fisheries Team of Specialists with minor adjustments and the ToR Advisory Group on the United Nations Code for Trade and Transport Locations (UN/LOCODE). 	
7a. Report from Communication	<ul style="list-style-type: none"> • A Communication plan to be presented before the Forum. • For the Forum, some press releases will be prepared (e.g. UN/EDIFACT, blockchain, and textile traceability). 	
9a. Other business		
9b. UNECE survey for evaluation of Cross Cultural Cooperation 2017	<p>The UN audit team requested to report on the cross sectoral cooperation within the UN. The Bureau was invited to respond to a survey.</p>	
9c.	<p>Next Bureau meeting:</p> <ul style="list-style-type: none"> • July 10 from 15:00 (Geneva-time) 	

Annex 1: List of approved Domain Coordinators

International Trade Procedures

International Trade Procedures	Virginia Cram-Martos
Single Window	Aleksei Bondarenko
Trade Facilitation Agreement Focal Point	Vacant

Buy/Pay

Supply-Chain and Procurement	Edmund Gray
Finance and Payments	Liliana Fratini Passi
Accounting / Audit	Benoit Marchal Eric Cohen

Ship

Transport and Logistics	Jérôme Besancenot David Roff
Insurance	Andreas Schultz
UNLOCODE Focal Point	Vacant

Regulatory

Cross-Border Management	Vacant
eGovernment	Vacant
Environmental Management	Norbert Pfaffinger

Sectoral

Agriculture Fisheries and Agri food	Frans van Diepen
Travel and Tourism	Akio Suzuki
Utilities	Kees Sparreboom

Methodology and Technology

Library Maintenance Focal Point	Mary Kay Blantz
Specification Domain	Vacant
Syntax Focal Point	Gait Boxman

Harmonization

Validation	Enjo Hidekazu
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