

Bureau teleconference discussion notes and decisions
Monday, 4 September GoToMeeting session (15:00-17:00 CET)

Participants:

Bureau present: Anders Grangård (Acting Chair), Ian Watt, Raffaele Fantetti, Sue Probert, Colin Laughlan

Apologies: Harm Jan van Burg, Estelle Igwe, Tahseen A. Khan

Secretariat: Lance Thompson, Tatiana Rosu, Helen Ross (helen.ross@unece.org)

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 5 of 8 Bureau Members = quorum	
1a. Approval of the agenda		Approved without modifications.
1b. Approval of meeting report of 24 July 2017		Approved with minor modifications.
3a. HMZ – Canonical Models		Bureau Decision 1709031 Approval HMZ – Canonical Models by written procedure. Project leader: Jonathan Koh under the responsibility of VC Watt
3b. AGRI – FLUX		The discussion was postponed until the next Bureau call.
4a. Preparations for UN/CEFACT 30 th FORUM	<p>The secretariat updated the Bureau on the latest Forum organization activities. Mini-conference organizers have been invited to share their lists of speakers, and presentations when available with the Forum Organizing Committee.</p> <p>The organization of the Cocktail for 30 years of UN/EDIFACT was discussed. The Bureau members have been invited to suggest nominations for organizations to be given certificates for their contributions to UN/EDIFACT.</p>	The Bureau decided to organize an Open Bureau meeting on Tuesday 17:45-19:00 and Bureau meetings on Monday and Thursday at 17:45-19:30.
4b. Communication meeting during Forum	A communications workshop is planned parallel to the newcomers session of 1 hour, intended for representatives from all domains. The workshop plans to cover various types of model texts, strategies for better communicating and re-establishing a Communication Committee.	
5a. Liaison	<p>The secretariat reported on the recent liaison activities:</p> <ul style="list-style-type: none"> • Liaison request sent to ISO TC307 (Blockchain) – ballot closes 04/09 • Maintained good liaison with ISO central secretariat, and met regarding trade data element directory maintenance agency reference. 	

	<ul style="list-style-type: none"> • Liaison request ISO TC154 to be sent shortly. Meeting 27 Oct. Secretariat will attend (pending confirmation on hours). • Liaison request ISO TC 204 to be sent shortly. Meeting 23-27 October. • Liaison with ebMOU progressing. Meeting planned with signatories, end of October. • Following ITU FG-DLT. Conference 17-19 October. 	
6a. Report from Secretariat	<p>The secretariat reported on the recent and upcoming meetings:</p> <ul style="list-style-type: none"> • VC van Burg, VC Khan and the secretariat are participating in the Asia-Pacific Trade Facilitation Forum 2017 on 3-8 September in Yogyakarta, Indonesia. • The secretariat will attend the World Congress on Information Technology organized by WITSA in Taipei on 10-13 September 2017. • VC Probert will attend the Data Model Project Team session organized by WCO in Brussels on 10-15 September. • The secretariat will participate in the 16th Customs Cooperation Committee Meeting organized by CAREC in Dushanbe, Tajikistan on 18–20 September. • The secretariat will participate in the Regional Single Window conference in Istanbul, Turkey on 21 September. • We are considering participation in the ITU Telecom World in Geneva on 25-28 September 2017. • We are considering participation in the Trade for Sustainable Development conference organized by ITC in Geneva on 25-27 September. • The secretariat will participate in the conference organized in Accra, Ghana on 3-5 October by the African Alliance for e-Commerce: Trade Facilitation Agreement and e-Commerce Development: The role of Single Window as a Catalyst. • The secretariat will participate in the Intergovernmental Group of Experts on E-commerce and the Digital Economy organized by UNCTAD in Geneva on 4-6 October. • An expert of the Blockchain project is organizing and will participate in a Blockchain workshop organized by FNTR in Paris, France on 5 October. • VC van Burg to attend a WCO eCommerce conference in Brussels, Belgium on 10-13 October. • The secretariat is organizing the 3rd Single Window Symposium in Geneva, Switzerland on 30-31 October. 	

	<ul style="list-style-type: none"> The secretariat is organizing the UN/LOCODE Advisory Group Launch in Geneva, Switzerland on 30 November and 1 December. 	
7a. Welcome Brochure new version	A preliminary version of a new Welcome Brochure was shared. Its target audience are newcomers to UN/CEFACT (who know of UN/CEFACT, but not its details). The layout and text was already passed by the UNECE Communications department.	The VCs to send their comments by 8 th September. A new version will be circulated on the 14 th . The new brochure to be approved at the next Bureau call.
7b. UN/CEFACT bi-annual journal	The Bureau discussed introducing a bi-annual journal with a number of rubrics that would look retrospectively at the past 6 months and the 6 months ahead. It could be distributed to experts, HoD, liaison organizations, etc. The Bureau to discuss this subject further at the forum Bureau meetings.	
9b.	Next Bureau meeting: September 18 from 15:00 (Geneva-time)	