Participants:

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

Agenda item	Discussion	Action/Decision
1 Roll call	quorum	
1a. Approval of the agenda		Approved with minor change
1b. Approval of meeting report of 20 November 2017	Report was circulated late. Bureau members have not had the opportunity to read it yet.	For written procedure approval by Monday 11 December
2a: Discussion on RSM template	VC Probert and VC Watt are going to look at the RSM template (developed in 2003 before schema were being produced) and study how this might be a little less labor intensive. However, this should not be exclusive of certain tools. Suggestion to include C. Huemer of the Library Publication project in this study.	
2b. Presentation of Harmonization Space on CUE (Mind Map)	VC Watt explained the work he has been doing on the historical work of UN/CEFACT and how it is being put onto CUE.	
3a	No new projects to discuss	
3x. The following projects are pending	Pending 3 HoD support: • T+L project (former eBOD) (JP +AT received, pending 1 HoD support) • ENV – Waste Mgmt project (NL received; pending 2 HoD support) Milestone update or project completion – deadline 31 December 2017 • Insur – Reimbursement of Claims (should end in 2014?): • UTIL – Alignment Master Data (should end 1 Sept 2013). • Agri – Animal Traceability (should end 31 Dec. 2013) • Agri – eCrop (should end 31 Aug 2016)	
4a. Forum Organization Update	Room requests will be sent early January. It will be unlikely that any group will be able to have a room for the entire week.. Bureau suggested to make a proposal to PDAs/Domains on which days they could have meetings. On the use of the large room (750 persons) for conferences and/or small group meetings, this will be further looked into.	

	A request for a conference on Internet of Things was expressed.	
4b. Preparations for the Plenary.	Deadline date for all documents = 15 January 2018. We have planned for the following project completions: • SWD Core principles • ITPD Women in Trade Facilitation • T+L White Paper on Data Pipeline • eGOV White Paper on Blockchain Tech Applications to our del • SCM+F Sustainable Procurement • Several Executive Guides	
5a. Liaison	ISO TC154 • Proposed ToR for ISO 7372 (UNTDED) JMA (ballot until 2018/01/01) • Call today on new T+L work items discussed at 10 today. MoU/MG meeting on 5 December 2017 • Bureau requested to go over the agenda before the meeting in the future	
5b. Liaison	UNNExT Advisory Committee Meeting Resolutions Nomination of Tahseen Khan as liaison from UNNExT to UN/CEFACT	
5x. Liaison	ISO TC154 ISO PC295 • Proposal to become a TC and new work items for ballot until December. ISO TC307	
6a. Report from Secretariat	• UN/LOCODE Advisory Group (30 Nov – 1 Dec) • WP6 Meeting (29 Nov – 1 Dec) Reminder from last call: • SW Conference in Moscow, 7-8 Dec. (Tahseen and Secretariat to participate) • WTO Ministerial in Buenos Aires, 11-13 Dec. (UNECE side event on 9 December) • SW Conference in Rabat, 12 December • EU SW Conference in Sofia, 13-15 December • Sustainable Fisheries ToS 29-30 January 2018 o Question as to the role of the Bureau member. Bureau feels that the VC in charge of this area should be involved. Reminder • Sue presenting at an eCommerce event in China (Alibaba)	
7a. Communication	Communication Team meeting to be held (Wednesday 6 Dec. at 08:30 Geneva) Social media usage concerning UN/CEFACT was reported to the Plenary – to be studied	
9a	Other business	

9b	Next Bureau meeting: 18 December from <u>07:00 CET, Geneva-time</u> VC Probert may be absent on 18; if so, VC Watt will chair the meeting	