Bureau teleconference discussion notes and decisions
Monday, 08 January 2018, GoToMeeting session (07:00-08:30 CET)
Participants:

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

Agenda item	Discussion	Action/Decision
1 Roll call	Attendance = 5 of 8 (Quorum)	
1a. Approval of the agenda	Approved with minor modifications	
1b. Approval of meeting report of 18 December 2017	Orthography to be checked. Approved with minor modifications.	
2a. Harmonization	A standards gap analysis paper was briefly presented for information and will be submitted to the Blockchain project team for their consideration. If there is further input, it should be promptly sent to the Blockchain project team.	
2b. Preliminary Plenary Agenda	Deadline date for all (translated) documents = 15 January 2018. Deadline for English-only documents = 12 March 2018. The following are pending: • ITPD Women in Trade Facilitation (maintained for English only) • T+L White Paper on Data Pipeline (to maintain as English only?) • eGOV White Paper on Blockchain Tech Applications to our delegates (maintained English only) • SCM+F Sustainable Procurement (removed as it cannot be ready for the deadline)	
3a. eCMR Executive Guide	To be deferred to 22 January call.	
3b. Projects to be archived	Insur – Reimbursement of Claims Util – Alignment Master Data Agri – Animal Traceability Agri- eCrop	**Bureau decision 180147**: The Bureau archived these four projects as their Milestone deadlines have been passed and no request to update these despite several requests.
4a. Forum Organization	No further comments were received to the proposed weekly schedule. The FOC will develop an updated schedule and circulate.	
4x.	Participation of Bureau members in meetings:	

	• T+L meeting in Paris, FR 30 January – 1 February	
5a.	Report from Liaison • ISO TC154 – proposed ToR for ISO 7372 (UNTDED) JMA – circulated for info • Secretariat will check the approval process of this type of document Joint project JWG8 on transport data. If it is a joint project, then there needs to be a UN/CEFACT project	
6a.	Report from Secretariat • SW Training session in Beirut for Iraq 16-17 January • ToS Sustainable Fisheries 29-30 January in Geneva	
7a.	Report from Communication • Communications Team ToR was circulated for information and further discussion on the 22 January call • Newsletter was circulated for information. At the Bureau request, the publication is deferred until after the 22 January Bureau call • Slogan suggestions for UN/CEFACT welcomed • A news release request for hybrid e-invoice used in Switzerland was received.	
9a	Other business	
9b	Topics for next Bureau meeting: 22 January from <u>07:00 CET, Geneva-time</u> • Insurance Domain – new project proposal • Revision of Recommendation 16 new project proposal • Revision of Recommendation 33 new project proposal • eCMR Executive Guide • Content management of CUE discussion • 'Intersessional Project of Domain meeting in lieu of Forum meetings' discussion • Harmonization discussion • Communication discussion	