**Bureau teleconference discussion notes and decisions**
**Monday, 22 January 2018, GoToMeeting session (07:00-09:30 CET)**

**Participants**:

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

| Agenda item | Discussion | Action/Decision |
|---|---|---|
| 1 Roll call | Attendance = 7 of 8 (Quorum) | |
| 1a. Approval of the agenda | Approved with the addition of a project on textile traceability, no other additions. | |
| 1b. Approval of meeting report of 8 January 2018 | Approved with minor modifications. | |
| 2a. Communication discussion | Questions were raised on the role of the Communication Team and the role of the Bureau concerning communication. A request was made to brand UN/CEFACT independently from its UNECE parent body. However, UN/CEFACT, as a child body of the UNECE, must comply with the rules of the UNECE; in matters of communication, this is ultimately held by the Communication Unit of the UNECE secretariat. | |
| 2b. Plenary Agenda | Deadline date for English only documents = 12 March 2018. For reminder, the following are pending:<br>• ITPD Women in Trade Facilitation (English only)<br>• T+L White Paper on Data Pipeline (English only)<br>• eGOV White Paper on Blockchain Tech Applications to our Deliverables (English only) | The Bureau endorsed this agenda. No comments were received |
| 2c. Proposal to create a new domain under Buy/Pay PDA: e-Commerce Domain | Concept of a new domain on eCommerce presented. The current membership of such a domain seems to be dominated by a single country at this time; propose first to have a conference on such a topic since many of the topics could be covered by other domains. The topic was postponed until the next call when the proposing VC is on the call. | |
| 3h. AGRI – Textile Traceability Project Proposal | The UNECE secretariat has been working with the Agriculture Domain on this topic for at least two years. The project seems to be currently a UNECE project and if it is to be a UN/CEFACT project, it would need to be fully in line with all UN/CEFACT procedures (under the Sectoral PDA, tangible deliverables, be coherent with other active UN/CEFACT work). A new project proposal will be presented to a future Bureau call. | **Bureau decision 1801048**: The Bureau supports the progression of the subject matter as it is building on many current projects within UN/CEFACT and has the support of several UN/CEFACT experts. It supports the further |

| | | development of the project proposal. |
|---|---|---|
| 3a. SWD – Rec33 revision Project Proposal | A comment on the milestone timetable being a bit ambitious. The report of the 4th UNECE SW conference was added as background material. Publication milestone changed to 16 months. | **Bureau decision 1801049**: Approved with minor modifications pending 3 HOD support. Supported by VC Igwe. Project Leader: Mats Wicktor. |
| 3b. T+L & SCM+P – Buy-Ship-Pay reference Data Model Project Proposal | The project was well received as a quality assurance topic. A question was raised on the distinction between this project and the Library Maintenance Focal Point; the overarching RDM needs to be created before it can be maintained. Caution was underlined on the subject of harmonization. There are three levels of harmonization intended here: pre-harmonization within the domains, harmonization within Library Maintenance and sub-setting within such RDMs. It is not intended that this sub-setting modify the core components (this would require official submissions through Library Maintenance). The long-term maintenance was also brought up as a subject, which will be a topic for all RDM; this would need to be further discussed at a later time. | **Bureau decision 1801050**: Approved pending 3 HOD support. Supported by VC Probert. Project Leader: Zisi Palaskas |
| 3c. T+L – eCMR Executive Guide | A comment on the space given to history is perhaps a bit large, but it is factually correct. Will perhaps not attract executive audiences. | **Bureau decision 1801051**: Approved |
| 3d. LOC – UN/LOCODE Executive Guide | A comment that more emphasis might have been given to the importance of locations (and not necessarily UN/LOCODE). | **Bureau decision 1801052**: Approved |
| 3e. T+L – IMO FAL messages Project Proposal | Deferred to 5 February call. | |
| 3f. T+L – Rec16 revision Project Proposal | Deferred to 5 February call. | |
| 3g. INS – Health Claim Reimbursement Project Proposal | Deferred to 5 February call. | |
| 4a. Forum Organization | Any imminent deadlines will be sent by email. | |
| 4x. Participation of Bureau members in meetings | <ul><li>T+L meeting in Paris, FR – 30 January – 1 February</li><li>IMO FAL Focus Group of the WCO DMPT, Brussels, BE – 22-26 January.</li><li>WCO eCommerce Meeting 25 January (tbc)</li><li>WCO China eCommerce Meeting, 9-10 February (tbc)</li></ul> | |

| 5a. Report from Liaison | ISO TC154 – proposed ToR for ISO 7372 (UNTDED) JMA For written procedure. Any comments on or before 26 January noon CET. | |
|---|---|---|
| 6a. Report from Secretariat | <ul><li>SW Training session in Beirut for Iraq – 16-17 January</li><li>Sustainable Fishery ToS 1st Meeting 29-30 January in Geneva</li></ul> | |
| 7a. Report from Communication | <ul><li>Newsletter for written procedure. All comments requested prior to 24 January 12:00 CET.</li><li>News release request for hybrid e-invoice used in Switzerland</li></ul> | |
| 9a | Other business | |
| 9b | Topics for next Bureau meeting: 5 February from <u>07:00 CET, Geneva-time</u><ul><li>3e, 3f, 3g</li><li>Content management of CUE discussion</li><li>'Intersessional Project or Domain meeting in lieu of Forum meetings' discussion</li><li>Harmonization discussion</li></ul> | |