Bureau teleconference discussion notes and decisions
Monday, 5 February 2018, GoToMeeting session (07:00-09:45 CET)
Participants:

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

Agenda item	Discussion	Action/Decision
1 Roll call	Attendance = 7 of 8 (Quorum)	
1a. Approval of the agenda	Approved with the addition point 4c on dates for a Bureau F2F meeting for approval, no other additions.	
1b. Approval of meeting report of 22 January 2018	Approved.	
1c. Meeting Report of the 3rd UN/LOCODE Conf	Document was not submitted on CUE. It will be circulated to the Bureau for information; any comments to be sent in before Wednesday, 7 February.	
1d. Meeting Report and Recommendations of the 4th UNECE SW Conf	The participation should list "experts from … countries" and not "countries represented" The list of countries should not be separated by ECE / non-ECE). No further comments.	The Bureau took note of the report.
1e. Meeting Report UN/LOCODE Advisory Group	The participation should list "experts from … countries" and not "countries represented" The list of countries should not be separated by ECE / non-ECE). No further comments.	The Bureau took note of the report.
1f. Meeting Report Sustainable Fisheries ToS	Document was not submitted on CUE. It will be circulated to the Bureau for information; any comments to be sent in before Friday, 9 February.	
1g. PoW of Sustainable Fisheries ToS	Document was not submitted on CUE. It will be circulated to the Bureau for information; any comments to be sent in before Friday, 9 February.	
2a. Intersessional Project / Domain meeting in lieu of Forum meetings Discussion	In the past, some of the domains have not met at Forums outside of Europe. It should be clear that if attendance at a F2F meeting takes place, it should not replace a Forum meeting. We should keep in mind the budgetary restraints of experts to participate in such F2F meetings in addition to Forums. The precedent of Domain F2F meetings is outlined in the Domain ToR, paragraph 4; these meetings (interim F2F and Forums) allow many participants to contribute to the work.	

3a. T+L – IMO FAL project proposal	Project proposal approved as written.	**Bureau decision 1802053:** The Bureau approved the T+L IMO FAL message project. Project leader: Nico De Cauwer Supporting VC: Probert Pending 3 HoD support
3b. T+L Rec16 revision project proposal	It was observed that the participation of other domains, especially ITPD would be useful for this project, especially in order to keep in line with the normal format and tone of recommendations. Project proposal approved as written.	**Bureau decision 1802054**: The Bureau approved the revision of Rec16 project. Project leader: Alper Keceli Supporting VC: Probert Pending 3 HoD support
3c. INS Health Claim Reimbursement project proposal	Project proposal approved as written.	**Bureau decision 1802055**: The Bureau approved the Insurance Domain project proposal on Health Claim Reimbursement. Project leader: Andreas Schultz Supporting VC: Probert Pending 3 HoD support
3x. Pending projects	Projects Pending 3 HoD support: • SWD – Rec33 rev (received SE, SN, missing 1) • T+L – BSP-RDM (received UK, missing 2) • T+L – TDEM (received JP, AT, missing 1) • ENV – Waste Mgmt project (received NL; missing 2 AT, IN) Projects post-Public Review: • T+L – eCMR	
4a. Forum Organization – Conferences	Three conferences have been proposed during the Forum. Their date and length are pending room allocations. • Single Window and Cross Border Supporting Documents Conference. • Traceability Conference – the Bureau requested that Transport and Logistics aspects of traceability also be addressed during this conference • Internet of Things Conference – Identifying use case scenarios could be useful, exploring the utility of IoT in our BSP model. The topic might become the subject of a future white paper. An observation was made that the usage of IoT and Blockchain technologies in our BSP model may lead to a revision of UMM.	**Bureau decision 1802056**: The Bureau approved three conferences to be held during the 31st Forum: • SW and Cross-Border Supporting Documents • Traceability • Internet of Things
4a. Forum Organization	Weekly schedules and agendas are being worked out with the relevant working groups. Any necessary deadline dates will be sent by email.	

4b. Dates for the 33rd Forum	Bureau members are requested to provide any dates to be avoided on or before Friday, 9 February, noon CET. Current dates to be avoided: • 18-22 February 2019 (Winter Vacation, Geneva) • 18-26 April 2019 (Easter Vacation, Geneva) • 01 May 2019 (Fête du travail) • 30 May 2019 (Ascencion) First half of April seems to be the current preference.	
4c. Dates for a F2F meeting of the Bureau	The Bureau wished to plan the date of the next Bureau F2F meeting in order to make relevant arrangements. A June meeting was proposed; however, budgetary restrictions would probably require this meeting to be in Geneva. The weekend between the Forum and the Plenary was suggested; however, many Bureau members may need some time to relax in between the two. The consensus was to opt for the two days following the Plenary (May 2-3, Wednesday and Thursday). Any Chair candidates will be informed of this required meeting.	**Bureau decision 1802057**: Bureau F2F meeting planned 2-3 May 2018 in Geneva.
4x. Representation	The following representation activities were reported: • VC Probert – FIATA Session programme on electronic commerce committee, 16 March 2017, CH Zurich • VC Grangard – UN/EDIFACT presentation at the WCO DMPT, 22-26 January 2017, BE Brussels	
5a. Liaison – ISO TC 154	The Proposed ToR for ISO 7372 (UNTDED JMA) was approved by the Bureau by written procedure on 26 January 2018. A question was raised on other joint projects with ISO TC154 and which procedures should be preferred. This topic was deferred to a future Bureau call.	**Bureau decision 1802058**: The Proposed ToR for the UNTDED Joint Maintenance Agency was approved by the Bureau.
6a. Report from the secretariat	The Secretariat reported on the following recent or future activities: • SW Training session in Beirut for Iraq – 16-17 January 2017 • ToS Fisheries in Geneva, 29-30 January 2017 • WCO – CN customs eCommerce event, 8-9 February 2017 • UNCTAD eCommerce week 16-20 April 2018	
7a. Communication	A news release was requested concerning the use of the UN/CEFACT CII standard in Switzerland. This should be presented at the next Bureau call. An HoD Quarterly Report should be prepared for the next Bureau call. The January 2018 Newsletter has been published on CUE.	
9a. Other Business	Other business • VC Laughlan announced his intention to send in his resignation	
9b	Next Bureau meeting: 19 February Topics for future calls: • Content management of CUE discussion • Harmonization discussion • HoD Quarterly Report	

	• News release for Swiss use of UN/CEFACT CII standard • Procedures for joint projects with ISO		