

**Bureau teleconference discussion notes and decisions**  
**Monday, 19 February 2018, GoToMeeting session (10:00-12:00 CET)**

**Participants:**

**Bureau present:** Harm Jan van Burg, Tahseen Khan, Ian Watt (acting chair), Estelle Igwe, Sue Probert, Anders Grangård

**Bureau absent:** Raffaele Fantetti

**Secretariat:** Lance Thompson, Maria Ceccarelli, Helen Ross, Tomas Malik

<b>Agenda item</b>	<b>Discussion</b>	<b>Action/Decision</b>
1a. Roll call	Attendance = 6 of 7 (Quorum)	
1b. Designation of meeting chair		VC Ian Watt designated as acting chair
1c. Approval of the Agenda	Point 5a – ISO 8601-1 added	Approved with minor modifications
1d. Approval of Meeting report of 5 February 2018	Approved with minor modification in 4a concerning the reference IoT and Blockchain and UMM.	Approved with minor modifications
1e. Meeting Report of the 3 <sup>rd</sup> UN/LOCODE Conference April 2017	The report was noted by written procedure on 7 February 2018.	Noted
1f. Meeting Report of the Sustainable Fisheries ToS	The report was noted by written procedure on 9 February 2018.	Noted
1g. Sustainable Fisheries ToS PoW	This PoW was noted by written procedure on 9 February 2018.	Noted
2a. Resignation of VC Laughlan	The Chief of Section of the secretariat has acknowledged receipt of the resignation of VC Laughlan. It was suggested that the Bureau also acknowledge this resignation and inform the HoDs perhaps through the Quarterly Report. The Bureau shall consider the ToR of the Communication Team and its eventual revision. A letter from the Bureau drafted by acting Chair Watt to VC Laughlan, circulated to the Bureau for comments.	
2b. Data content on CUE	There are problems on the content of CUE pages: <ul style="list-style-type: none"> <li>• On Bureau page, the approved minutes are missing.</li> <li>• On Projects, M+T – Canonical Model should be under Harmonization. There are a number of projects that have been completed and should be archived.</li> </ul>	

	<ul style="list-style-type: none"> <li>On Domains page – there is no longer a procurement page, Customs changed name, ISCRM is not going to an ISCRM page.</li> </ul> <p>The secretariat is responsible for the content of these pages and will ensure that these are updated. The Bureau and experts are invited to bring any problems to the attention of the secretariat and these will be corrected.</p> <p>This topic will be added to the Bureau F2F meeting on 2-3 May 2018.</p>	
3a. T+L eCMR BRS & technical artefacts	<p>Request to go to Project Exit and Publication</p> <p>A few minor modifications were brought to the BRS (“Sender/Consignor” was indicated instead of just “Consignor” in order to correspond to the CMR Convention data. As well as translation of the Convention name into English and clarification on the contract of carriage definition.</p>	<p><b>Bureau decision 1802059:</b> eCMR project approved to go to Project Exit and Publication with minor modifications</p>
3b. T+L Smart Container project update	<p>Request to update the deliverables to add a White Paper and update the Milestone dates.</p> <p>A comment was made that a new deliverable has been added so the Requirements Gathering should be in the future, not the past.</p>	<p><b>Bureau decision 1802060 :</b> Deliverable and Milestone Dates (with small modification) of the Smart Container project approved.</p>
3x. Pending projects	<p>Projects Pending 3 HoD support:</p> <ul style="list-style-type: none"> <li>SWD – Rec33 rev (received SE, SN, missing 1)</li> <li>T+L – BSP-RDM (received UK and DE, missing 1)</li> <li>T+L – IMO FAL mapping (missing 3)</li> <li>T+L – Rec16 rev (received FI, TR; missing 1)</li> <li>T+L – TDEM (received JP, AT, missing 1)</li> <li>INS – Health Claims (received ES; missing 2)</li> <li>ENV – Waste Mgmt project (received NL, IN; missing 1 AT)</li> </ul> <p>Projects post-Public Review:</p> <ul style="list-style-type: none"> <li>T+L – eCMR</li> </ul>	
4a. Forum Organization	<p>Weekly schedule on the event website:  <a href="http://www.unece.org/31stuncefactforum.html">http://www.unece.org/31stuncefactforum.html</a></p> <p>Agendas have been requested by 23 February.  Open Session slides have been requested by 18 April.  It was stressed that when a group has a room allocated to them, they absolutely must occupy the room.</p>	
4b. 2019 Spring Forum	<p>The secretariat will proceed with a venue request based on the periods to avoid</p>	
4x. Representation	<p>The following representation activities were reported:</p> <ul style="list-style-type: none"> <li>VC Probert will attend the FIATA Director’s meeting 16/03/2018 (presenting RDM, MMT-RDM)</li> <li>VC Van Burg has been invited to an EU multi-modal meeting in Sofia – he will pass this to VC Probert</li> <li>VC Van Burg is invited to the SEMIC 2018 (on government data models) 14 June 2018 in Sofia, BG</li> </ul>	
4x. Plenary preparations	<p>Plenary website has been activated, registration is available and official documents for translation have been put on line (in their English version); the translations and English-only documents will be put on line progressively.</p>	

	Vice Chairs will be auto-registered by the secretariat.	
5a. Liaison	<p>ISO 8601-1 (representation of date/time) final draft was shared. The Public Review of this draft has already been completed. It does not appear that any of the modifications will affect UN/CEFACT or its deliverables directly. There may be updates to a few of our specifications because of this (UN Rec 7) VC Grangård is willing to do a gap analysis of Rec7 once the ISO 8601-1 has been completed.</p> <p>EDIFACT has a block date/times and this seems to be the preferred methodology in Blockchain.</p>	
6a. Report from the secretariat	<p>The Secretariat reported on the following recent or future activities:</p> <ul style="list-style-type: none"> <li>• WCO – CN customs eCommerce event, 8-9 February 2018</li> <li>• UN-OCHA meeting on disaster relief, 9 February 2018</li> <li>• UNCTAD eCommerce week 16-20 April 2018</li> <li>• WTO Annex D+ retreat, 20+21 February 2018</li> <li>• Tajikistan fact finding mission to support the Tajik National TF Committee, 19-23 April 2018</li> <li>• Kirgizstan training on Supply Chain, SW..., March 2018</li> </ul>	
7a. Communication	<p>The proposed HoD Quarterly Report will be circulated by the end of the day.</p> <p>If there are no substantive comments from the Bureau by Friday 23 February, it will be circulated to the HoDs.</p> <p>Any comments or suggestions for the July newsletter to be centralized to the secretariat by end of March 2018.</p>	
9a. Other Business	<p>Other business</p> <ul style="list-style-type: none"> <li>• Suggest to put Bureau Communication under the responsibility of VC Fantetti. The secretariat will approach him on the topic.</li> </ul>	
9b. Next call	<p>Next Bureau meeting: <b>5 March 2018 from 10:00 CET</b></p> <p>Topics for future calls:</p> <ul style="list-style-type: none"> <li>• Header Envelope Project to go to Public Review</li> </ul> <p>F2F Meeting of the Bureau 2-3 May 2018 topics:</p> <ul style="list-style-type: none"> <li>• Harmonization discussion</li> <li>• Procedures for joint projects with ISO</li> <li>• Management of information on CUE</li> <li>• Communication Team ToR update?</li> <li>• HoD support to projects &amp; relations with HoDs / Missions in Geneva in general</li> <li>• ...</li> </ul>	