

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

**Participants:**

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

**Bureau excused:** Tahseen Khan

**Bureau absent:** Rafaelle Fantetti

**Secretariat:** Lance Thompson

Agenda item	Discussion	Action/Decision
1a. Roll call	Attendance = 5 of 7 (Quorum)	
1b. Approval of the Agenda	It was requested to add the following points: <ul style="list-style-type: none"> <li>• Programme of Work 2019-2020 preparations (put under item 9b)</li> <li>• TFIG update cycles (put under item 2a)</li> </ul>	Approved with minor modifications
1c. Approval of meeting report of 5 March		Approved
2a. TFIG updates	The secretariat announced that work was being done to update TFIG pages. UN/CEFACT Bureau and experts are invited to provide any necessary updates to content. <ul style="list-style-type: none"> <li>• Deadline for update requests: 30 May 2018</li> <li>• Update already planned for the WTO TFA and SW itinerary</li> <li>• A new itinerary is planned concerning MSMEs</li> <li>• Any new updates to be notified to secretariat on or before 30 May, afterwards updates are to wait until next cycle (updates to include link to page, email, date)</li> </ul>	
3x. Pending projects	Approved Projects Pending 3 HoD support: <ul style="list-style-type: none"> <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> </ul> Currently in Public Review: <ul style="list-style-type: none"> <li>• T+L – MMT-RDM (ends 05 May)</li> </ul>	
4a. Forum Organization	Forum Organization <ul style="list-style-type: none"> <li>• Domain/Project agendas have been requested by 23 February.               <ul style="list-style-type: none"> <li>○ Received : ITP, F+P, ENV, M+T, HMZ, T+L, T+T, AGRI, eGOV, INS</li> <li>○ <b>Waiting on : A+A, SCM+P</b></li> </ul> </li> <li>• Conference agendas:</li> </ul>	

	<ul style="list-style-type: none"> <li>○ Received: SW, IoT</li> <li>○ <b>Waiting on: Traceability</b></li> </ul> <p>Opening Session slides have been requested by 18 April.</p>	
4b. Open Bureau Meeting during the Forum	An Open Bureau meeting is scheduled during the Forum on Wednesday, 25 April. This should be chaired by the acting chair, VC Khan. Any specific topic items to be discussed on next Bureau call on 3 April.	
4c. Presentation of Bureau activities during the Plenary	<p>The secretariat went over the outline of the Plenary with the Bureau. It was reminded that the Chair elections are scheduled as the second item on the agenda. Whoever is elected will preside over the rest of the Session.</p> <p>In Item 4, Bureau members need to decide how to present the Bureau overview of developments as per Mandate/ToR paragraph 49.</p> <p>In Item 7b, the project leaders are going to be asked to present each of the deliverables (2-3 minutes max). In their absence, the corresponding VC should present.</p> <p>Item 7c will be presented by the secretariat.</p> <p>Item 8 will be presented by the secretariat.</p> <p>Items 9 and 10 will be presented by the acting chairs of these groups.</p> <p>For information, the invited organizations are:</p> <ul style="list-style-type: none"> <li>• Item 6: CMR team, TIR team, Mika (other UNECE trade)</li> <li>• Item 11: ITC, UNCTAD, WTO</li> </ul>	
4x. Representation	<p>Representation of UN/CEFACT by Bureau members or experts (any to announce?):</p> <ul style="list-style-type: none"> <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> <li>• VC Grangård will attend WCO Permanent Technical Committee (PTC) [Blockchain, IoT, AI, Biometrics, drones, 3d printing...] 16 April 2018, Brussels</li> <li>• VC Van Burg will attend WCO eCommerce working group meeting 9-12 April, Brussels</li> <li>• 180413 - VC Van Burg meeting with Animal Health international organisation in Paris on e-Certificates for animal health</li> <li>• 180322 - VC Probert to attend EU DG move in Brussels</li> <li>• VC Van Burg received an invitation to speak on cyber security in India in Nov (not yet clear if the context is UN/CEFACT or Dutch government)</li> <li>• 180316 - VC Probert presented to FIATA in Zurich</li> </ul>	
4x. Representation	<p>Plenary Preparations</p> <p>Deadline date for English only documents = <b>12 March 2018</b>.</p> <p>For reminder, the following are pending:</p> <ul style="list-style-type: none"> <li>• T+L White Paper on Data Pipeline (English only) (to be submitted by week-end for bureau approval)</li> <li>• eGOV White Paper on Blockchain Tech Applications to our Deliverables (English only)</li> </ul>	
5a. Liaison	For information, ISO has presented a new proposal on transaction assurance. There were no comments from the Bureau.	

	Several ISO TCs are meeting in the coming months. Reports are being prepared for each of these.	
5x. Information	For information, the following calendars could be of use to UN/CEFACT members: Calendar of TF events: <a href="https://teamup.com/kseepizvkjug6jujcs">https://teamup.com/kseepizvkjug6jujcs</a> Calendar of events in Geneva: <a href="http://calendar.geneve-int.ch/">http://calendar.geneve-int.ch/</a>	
6a. Report from the secretariat	<ul style="list-style-type: none"> <li>• Russian Customs training (video-conference), 21 March 2018</li> <li>• UNECE Transport SC.1 (eCMR), 4 April 2018</li> <li>• UNCTAD-ITC-UNECE eCommerce week 16-20 April 2018</li> <li>• Kirgizstan training on SCM, SW... Mai 2018</li> </ul>	
7x. Communication	The secretariat will be working on news release on several issues in preparation for Forum.	
9a. Other Business	The header/envelope project is progressing, and an ambitious schedule has been developed in order to align the results with CCTS and CCL. Aiming to have a public review draft ready soon	
9b. Other Business	The secretariat reminded the Bureau that the Programme of Work 2019-2020 will be a topic on the 2019 Plenary. VCs are suggested to put this topic on their agendas during the Forum meeting.	
9c. Next call	<p>Next Bureau call: <b>TUESDAY, 03 April, 2018</b> from <b>10:00 CET</b></p> <ul style="list-style-type: none"> <li>• Topics for the F2F meeting 2-3 May 2018, Geneva:</li> <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>• eCommerce and the B2B aspects of platforms for eCommerce</li> <li>• TFIG cycle of updates</li> <li>• Topics UN/CEFACT are covering (or not covering given the activities of other organisations)</li> <li>• ...</li> </ul>	