**Wednesday, 25 April 2018, Salle XXII – Palais des Nations (17:50 - 18:50 CET)**

**Participants**:

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

**Bureau absent:** Raffaele Fantetti, Harm Jan van Burg

**Secretariat:** Lance Thompson, Maria Ceccarelli, Natalia Papu Carrone *(minutes)*

The acting chair, Tahseen Khan, opens the meeting and gives the floor to each PDA & Domain to present their current situation and any relevant issues to be brought up to the Bureau.

*1.* INTERNATIONAL TRADE PROCEDURES *(Virginia Cram-Martos)*

Current situation and comments

- Meeting on Trade procedures to be held on Friday morning.

Specific issues

- Need for wider variety of participants and experts on the ISMIT project going on.
- Discussion on possible new projects coming up soon

*2.* SINGLE WINDOW *(Estelle Igwe)*

Current situation and comments

- There are 3 active projects. By next Forum in China its is expected to be finalizing 1 or 2 of the projects
- Encouraging Monday Conference, the revision of Recommendation n.33 also received useful input from new experts.
- TFIG site being updated, new inputs will be made to that update

Specific issues

- Need for more experts to participate, however several new experts participated for this forum and made useful contributions (now taking these suggestions into consideration)

3. FINANCE *– no presence -*

4. SUPPLY CHAIN MANAGEMENT AND PROCUREMENT *– no presence -*

5. **ACCOUNTING AND AUDIT** *– no presence -*

*6.* **TRANSPORT AND LOGISTICS** *(Sue Probert)*

Current situation and comments

- For the ongoing projects of smart containers, it remains a challenging subject to connect IoT and new standards to align to the projects.

- Current discussion of the potential for the use of MMT modelling to be applied for the air cargo sector (IATA - standardization of air cargo)
- New project launch: there are new IMO regulations (IMOFAL for maritime port reporting and the Maritime Single Window) that will come into force during 2019. To support these new regulations for electronic reporting, the IMO FAL Compendium is undergoing a full review and an updated version is scheduled to be published as soon as possible. UN/CEFACT T&L Domain is contributing to the WCO DMPT IMOFAL Focus Group development of the updated Compendium which will include a syntax neutral data model. There will be three annexes to the new Compendium to map to implementations to a) UN/CEFACT standards (CCL and UN/EDIFACT), b) WCO Data Model and GOVCBR and c) ISO TC8 schema-based standard. Our new project will be to develop the UN/CEFACT annex.

Specific issues

- Lack of time for new project due to short timelines for the coming into force of the new IMO regulations
- Next IMO Session 1st week of June: An intermediary report regarding data modelling of the Compendium dataset and mapping to support mapping to with other models will be presented
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## 7. INSURANCE *(Andreas Schultz)*

Current situation and comments

- It is Andreas last meeting as domain coordinator. In the project, Michel Bormans will be proposed to the Bureau as the next domain coordinator (provisional) and project leader for their approved health insurance claims project.
- There was a useful discussion in Brussels on the project to create digitalized green cards under the umbrella of UN/CEFACT.
- The refurbished meeting rooms for the working groups were highly appreciated.

Specific issues:

- The possibility to have a PROVISIONAL Domain Coordinator will be requested to the Bureau.

*The Bureau appreciated the contribution of Andreas to UN/CEFACT over many years. It was suggested that he may continue to spare some time to be part of UN/CEFACT Expert group, even in virtual environment, so that his valuable expertise is not completely lost.*

## 8. **REGULATORY** *(Kaushik Srinivasan and Virginia Cram-Martos)*

Current situation and comments

- There were good discussions both in the IoT Conference and eGov session.
- Virginia has agreed to work with the domain on a project proposal for a white paper on IoT. In the case the project is approved by the bureau, she could take the role as project leader, once the Blockchain project is finished.

- Data retention and Electronic Archiving have been identified as relevant areas for potential new project proposalso.
- The Blockchain project is progressing:
  - 1st white paper ready for comment
  - 2nd white paper a little behind in schedule, expect to have a final draft to present to the Bureau by the end of May.

Specific issues:

- Need for more experts participating in the domain projects.

## 9. ENVIRONMENTAL MANAGEMENT – *Meeting scheduled for 26.04.2018 and no issues to be presented -*

## 10. AGRICULTURE – *no presence -*

## 11. TRAVEL AND TOURISM – *no presence -*

## 12. METHODOLOGY AND TECHNOLOGY *(Anders Grangård)*

Current situation and comments

- Finalized DMR Review, no new comments, there was a very good interaction with submitters to ensure quality of the standard.

Specific Issues:

- Procedures on UN/EDIFACT and its change requests are not always well known or sometimes misunderstood. There is work being done on a document produced for internal guidance to resolve issues of misunderstanding.

## 13. HARMONIZATION *(Ian Watt)*

Current situation comments

- The domain is currently between the forming and the norming stage and will appreciate the support of other PDA.

Specific Issues:

- There is a need to define domain coordinator and project leader, the domain will approach the bureau with proposed candidates.

## 14. FURTHER COMMENTS/ SUGGESTIONS FROM THE FLOOR

- The question was raised on the promotion and dissemination of publications.

On promotion procedures, once a deliverable is published the domain can place a suggestion for press release to the Secretariat and this can be reviewed and published. Any further structured suggestions regarding promotional material to aid the dissemination were encouraged and will be reviewed by the bureau on their next meeting if submitted.

On the dissemination of the publications, the Secretariat is looking into how to better publish deliverables on the website to enhance findings through search engines. Although some deliverables are uploaded as a .zip, the names and relevant words appear in the website for the search engine to retrieve.

It was stated that ongoing projects cannot be disseminated until the work is completed, except for public reviews, which are already  reported.

- **Project Sections on Work Space.**

A brief discussion between the Sections for Active and Archived projects was held. A proposal was made to have Active, Completed and Archived Sections. This will be an item in the agenda of the next Bureau meeting for further discussion.

- **Registration to Forum.**

It would be good for new experts to get acquainted to ongoing projects before the Forum meetings, to be able to make more meaningful contributions. The suggestion was made that a general sentence could be included during registration pointing out where they can find complementary information for their domain interest.

The new security system does not allow to ask for Domain interests during registration. Currently a list is sent to PDA coordinators to check for the experts they know from each domain.

There is no current differentiation between registration for in-person and electronic presence. It could be a possibility of experts sending an email stating **that they will be connecting online so that the secretariat can put asterisk manually at the end of the week. Added to this, it was brought up that the passport registration for experts joining electronically might not be necessary.**

The registration procedures will be further brainstormed and discussed during next bureau meeting.

## 15. CLOSING REMARKS

The Acting Chair thanks for the participation and feedback received and closes the meeting.