

**Bureau F2F Meeting discussion notes and decisions**  
**Tuesday 22 May 2018, Bureau call**

**Participants:**

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

**Secretariat:** Lance Thompson, Rutendo Tavengerwei

Agenda item	Discussion	Action/Decision
1a. Roll call	Attendance = 7 of 7 (Quorum)	
1b. Approval of the Agenda	Addition of <ul style="list-style-type: none"> <li>• Timing of Publication topic</li> <li>• Header/Envelope project (requested by the Project Leader to be put on the agenda – the Bureau member following this project did not feel this is ready to be on the call)</li> <li>• eQuality Certificate (for next call)</li> <li>• Discussion on compatibility of our standards before a project goes to Public Review (e.g. XHE project) (for next call)</li> <li>• Discussion on Bureau member responsibility following a project.</li> </ul>	Agenda approved with minor modifications
1c. Approval of meeting report of F2F 2-3 May 2018		Approved
1d. Approval of Open Bureau meeting report 25 April 2018		Approved with minor modification
2a. Call for candidates for Domain Coordinator	<p>Suggest to have a small modifications including to explain why there is this call and extend the deadline to 24 June. Mr. Rajiv Garg has already volunteered for the ISCO-FP.</p> <p>A question was asked if the current Domain Coordinators were aware of the Bureau reorganization. This will be done this week at the latest by the corresponding Vice Chairs.</p>	<p><b>Bureau decision 1805007:</b> The Bureau approved a call for candidates for Domain Coordinator for the following Domains: the TFIG Focal Point, the WTO-TFA Focal Point, the International Supply Chain Orchestration Focal Point, the Insurance Domain, the Cross-Border Management Domain,</p>

		Project Review and Support Focal Point, Communication Team Focal Point
2b. List of Bureau calls for 2018	Bureau members are requested to send a message to the secretariat to announce their summer holiday dates. The list of Bureau calls to be reviewed on each call.	
2c. Project Proposal Template and Template to modify an approved project	Following the Bureau Decision 1805005, the Secretariat prepared an updated project proposal template. A request was put forward to have a document which explains all of the changes from the ODP Annex III for discussion on the next call. It was suggested that the “Template to modify an approved project” only be optional. This was agreed.	
2d. Timing of publication	A VC received questions from the M+T on the Library Publications being delayed, waiting on UN/EDIFACT. All directories were published on 14 May (two weeks after the Forum) so the “delay” is not clear. The Bureau requested that these directories not be dependent on each other and published as soon as they are ready.	
3a. SC+P Sustainable Procurement paper	The project team requested that their paper go for an Internal [public] Review in order to ensure more input from experts in the field and the robustness of the document. Question was raised on the ODP if such an Internal Review is possible. Paragraph 33 does foresee that such a draft can be circulated to stakeholders for comments. However this is done informally by the project team and not on a public website. The Bureau therefore invite the project team to circulate the document to stakeholders as foreseen under paragraph 33 and to keep track of to whom the document is being circulate. The Bureau does recognize that such a public Internal Review could be beneficial and that this should be further discussed on future Bureau calls.	
3b. eGOV Blockchain White Paper – Technical Applications		<b>Bureau decision 1805008:</b> Bureau approves the eGOV Blockchain White Paper to go to Public Review.
3c. ISCO Canonical Models	The Vice Chair in charge of this project requested a change of leadership. A comment was raised to ensure that the former project leader is aware of this change request.	<b>Bureau decision 1805009:</b> Bureau approves a new project leader for the Canonical Model project under the

	<p>The Vice Chair has contacted the current project leader, Jonathan Koh and clarified things with him. He would be interested to have a different role within UN/CEFACT and steps down as Project Leader and Domain Coordinator. Note that this is a change in project leadership and not in the Focal Point (which will be done through a public call for candidates).</p> <p>A question was raised if the entire project proposal should be resubmitted at the next call or if the current request is sufficient. As the Bureau appoints the project leader (ODP §23), this does not seem required.</p>				ISCO FP. New project leader: Steve Capell.
3x. Projects	<p>Approved Projects Pending 3 HoD support:</p> <ul style="list-style-type: none"> <li>• T+L – TDEM (received JP, AT, missing 1)</li> <li>• INS – Health Claims (received ES; missing 2)</li> </ul> <p>Currently in Public Review:</p> <ul style="list-style-type: none"> <li>• T+L – MMT-RDM (ends 05 May)</li> </ul>				
4a. China Forum, Hangzhou	<p>No updates.</p> <p>The hotel website seems to be very, very slow.</p> <p>There might be questions on the name of the event, to be followed up at a later time.</p> <p>Letters for visa should be available after the 1<sup>st</sup> of June.</p>				
4x. Representations	14-16 May	Brussels	WCO DMPT (FAL meetings)	Chair Probert	WCO
	14-16 May	Brussels	WCO DMPT	VC Grangard	WCO
	23 May	Brussels	EU DG MOVE DTLF	Chair Probert	EU DG MOVE
	01 June	Odessa	SW Conference	Chair Probert	UNECE & IPCSA
	5-8 June	London	IMO FAL 42	Chair Probert	IMO
	14 June	Brussels	DG MOVE DTLF	Chair Probert	EU DG MOVE
	14 June	Sofia, BG	SEMIC 2018	VC Van Burg	EU DG Connect
	18-20 June	Brussels	WCO e-Commerce	VC Van Burg	WCO
	29 May	Brussels	EU e-Invoicing Conference	VC Van Burg	EU Digit
	<p>It was reminded that the Chair can make presentations on behalf of all of UN/CEFACT; Vice Chairs on areas that cover their PDAs according to the Representation procedure.</p>				
5. Liaison	<p>There are currently some discussions on ISO TC204.</p> <p>Request to put in place a Category A liaison with ISO TC8</p>				
6a. Report from Secretariat					
	15-16 May	Minsk	EU Eastern Neighborhood Digital Forum	Mario	EU
	22-25 May	Bishkek	Training on SCM & SW	Maria	UNECE
	23 May	Bangkok	UNESCAP Dry Port Meeting – UN/LOCODE presentation (conf call)	Yan	UNESCAP

	25 May	Prague	FIT-PRO annual meeting	Mario	FIT-PRO
	29 May	Brussels	EU e-Invoicing conference	Maria	EU Digit
	31 May	Astana	UNESCAP Dry Port Meeting – UN/LOCODE presentation	Yan	UNESCAP
7. Communciaton Quarterly Report	A comment that it would be good to separate the list of projects waiting on HoD support.				<b>Bureau approval 1805010:</b> Bureau approves the HoD Quarterly Report with minor change.
9. Other business					
	<p>Next Bureau call: <b>Monday, June 4</b> from 10:00 CET</p> <p>Potential topics:</p> <ul style="list-style-type: none"> <li>• Change in Template of Project Proposals</li> <li>• ODP and Internal Reviews</li> <li>• AGRI – eQuality Certificate</li> <li>• Responsibility of the Vice Chair following a project</li> <li>• Generic discussion on compatibility to our standard of projects before they go to Public Review (e.g. XHE project)</li> </ul>				