Bureau Regular Meeting discussion notes and decisions
Tuesday 04 June 2018, Bureau call

Participants:

Bureau present: Sue Probert (Chair), Ian Watt, Tahseen Khan, Raffaele Fantetti
Excused: Harm Jan van Burg, Anders Grangård, Estelle Igwe
Secretariat: Lance Thompson, Rutendo Tavengerwei

Agenda item	Discussion	Action/Decision
1a. Roll call	Attendance = 4 of 7 (Quorum)	
1b. Approval of the Agenda		Approved as written
1c. Approval of meeting report of 22 May 2018		Approved as written
1d. Schedule of Bureau calls	Vice Chairs are requested to send a message with their summer holiday schedules. Secretariat pointed out some errors on Bureau call dates from January 2019 onwards which have now been corrected.	
2a. Project Proposal Template	Following the Bureau Decision 1805005, the Secretariat prepared an updated Project proposal template. It was requested that the new template modify Annex III of the ODP. As per the Bureau request on 21 May 2018, a change log was presented with all modifications. The Bureau thanked the Secretariat for its work.	**Bureau decision 1806011**: The Bureau approved the new project proposal template to replace Annex III of the ODP.
2b. Responsibility of the Vice Chair following a project	Secretariat requested clarity on the responsibility of a Vice Chair vis-à-vis a project that they have been officially nominated to follow. Though nothing is formally written on the topic, the Secretariat understands that normally only the VC sponsoring a project should be presenting it on Bureau calls where they are present unless they themselves invite another Bureau call participants to present it. It was suggested that guidelines might be useful on the topic. It was also outlined that the responsibility of the VC sponsoring a project should ensure that the work of the project team should align with our existing standards and the project proposal. We might need to expand the discussion to the responsibilities of the Project Lead. Also to expand to a larger topic on joint projects.	The Bureau requested that the Secretariat outline a short briefing note on the topic for discussion and approval on the next call.

2c. Compatibility of our deliverables to our standards before publishing publicly	Secretariat explained that it cannot knowingly publish something that does not comply with existing UN rules or the rules approved by the committee. The Bureau agreed that our deliverables should be compliant with our standards before they are published. It was underlined that the XHE project broke a number of the UN/CEFACT approved normative rules. It was suggested that if an MoU exists, this should cover how we work with the other organization. If the MoU is no longer valid, then we should enter into discussion in order to update it. As the current topic concerns a joint project with Oasis, all Bureau members are invited to read the existing MoU with Oasis and prepare any comments on this by 11 June to be discussed on the next Bureau meeting. It was also raised that Oasis have published a folder on their public review website called CEFACT and using an unauthorized logo. It was asked that the Secretariat liaise with Oasis in order to rectify this public webpage.	Bureau to discuss the Oasis-UNECE-UN/CEFACT MoU on the next call. Comments to be circulated by 11 June. The Bureau asked the Secretariat to contact Oasis concerning the CEFACT 'folder' on their public review page and to remove the unauthorized use of the UN logo.
3a. T+L MMT	Request to go to Project Exit and Publication	**Bureau decision 1806012**: Following its successful Public Review, the Bureau approved the MMT project to go to Project Exit and Publication and requests the Secretariat to publish.
3b. AGRI – eQuality certificate	Request to launch the project. Proposed project leader = Johan den Engelse Responsible VC = Harm Jan van Burg It was noted that "User Guide" is not verbally mentioned in the ODP, but the Bureau felt that this was a positive deliverable to include; this could be understand in 16d of the ODP.	**Bureau decision 1806013**: The Bureau approved the launch of the AGRI – eQuality Certificate project pending three HoD support. Project leader = Johan den Engelse; Supporting VC = VC Van Burg
3c. Change in responsible VC	Following the election of Sue Probert as Chair and the reorganization of Bureau responsibilities that followed, the following projects are proposed to be under the responsibility of Ian Watt: • Buy-Ship-Pay RDM (p1060) • IMO FAL Mapping (p1061) • Pipeline Data Carrier (p1045) • Rev.Rec.16 (p1062) • Smart Containers (p1055)	**Bureau decision 1806014**: The Bureau changed the responsible Vice Chair to Ian Watt for the following projects: • Buy-Ship-Pay RDM (p1060)

	The Bureau requested that Chair Probert continue to follow the XHE project as she has been very closely following it. The Bureau thanked the Secretariat for reorganizing the CUE to reflect the new Bureau structure.				• IMO FAL Mapping (p1061) • Pipeline Data Carrier (p1045) • Rev.Rec.16 (p1062) • Smart Containers (p1055)
3x. Projects	Approved Projects Pending 3 HoD support: • T+L – TDEM (received JP, AT, missing 1) • INS – Health Claims (received ES, DE; missing 1) Currently in Public Review: • eGOV – Blockchain WP.1 (ends on 21 July 2018)				
4a. Hangzhou Forum	Deadline for proposals for conferences is 25 June 2018. Deadline for domain/project agendas is 6 August 2018. The full website (with registration page) should be available by the end of this week.				
4x. Representations	23 May	Brussels	EU DG MOVE DTLF	Chair Probert	EU DG MOVE
	29 May	Brussels	EU e-Invoicing Conference	VC Van Burg	EU Digit
	01 June	Odessa	SW Conference	Chair Probert	UNECE & IPCSA
	5-8 June	London	IMO FAL 42	Chair Probert	IMO
	5-8 June	Lima	WCO IT Conference	Hanane Becha	WCO
	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
5. Liaison	EU is pushing international standards to converge, especially with respect to the DG TAXUD Single Window work because they are using the WCO DM as a base for their EU Customs DM and that they are using UN/CEFACT for their certificates. There is an initial meeting planned on 19 June.				
6a. Report from Secretariat					
	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	Lance	EU Digit
	31 May	Astana	UNESCAP Dry Port Meeting – UN/LOCODE presentation	Yan	UNESCAP
	01 June	Odessa	SW Conference	Mario	UNECE & IPCSA
	20 June	Baku	WCO Conference	Mario	WCO
	21-22 June	Baku	Support for a NTFC	Mario	UNECE

7. Communication	Nothing to report at this time.	
9. Other business	No other topics raised.	
	Next Bureau call: Monday, June 18 from 10:00 CET Potential topics: • Procedures for joint projects in general. • MoU UNECE-UN/CEFACT-Oasis discussion (submit comments before 11 June) • How to maintain RDMs	