Bureau teleconference discussion notes and decisions
Monday, 24 September 2018, GoToMeeting session (10:00-12:00 CET)
Participants:

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

Agenda item	Discussion	Action/Decision
1a. Roll call	7 of 7 = Quorum	
1b. Approval of the Agenda		Approved as written
1c. Approval of meeting report of 10 September 2018		Approved as written
1d. Schedule of Bureau calls	• Meeting on October 8 cancelled as it will be close to forum dates. • Proposed a Bureau meeting on Thursday 18 October 8am • Next Regular Bureau call scheduled for on October 29 – no absences recorded	
2a. T+L D.C.	The Bureau noted with regret the resignation of Domain Coordinator Jerome Besancenot who resigned due to an increase of responsibilities at his work, through a formal letter to the secretariat. However, he will remain active in as a regular expert. David Roff remains as Domain Coordinator and will complete the term alone. Secretariat and VC Watt will send thank you emails.	The Bureau noted the resignation of Jerome Besancenot as T+L DC.
2b. Programme of Work 2019-2020 v1	The secretariat circulated a first draft of a Programme of Work 2019-2020 based on a questionnaire that was requested from Domain Coordinators and Focal Points. It was suggested to circulate it to the D.C. and F.P. for comments by 19 October	First draft of the PoW to be circulated to DCs and FPs for comments by 19 October
3x. Pending projects	Approved Projects Pending 3 HoD support: • INS – Health Claims (received ES, DE; missing 1) • AGRI – eQuality Certificate (received NL; missing 2) • AGRI – Textile Traceability Project (missing 3) • AAA – A+A RDM (missing 3) Projects which have passed their draft development completion date: • SWD – Core principles (scheduled 2016-08-31)	PO Financing project completed its BRS which was approved on the last call. It was requested that this group ensure that the data element

	• SC+P – CII BRS Repository (scheduled 2017-08-01) • T+L – Data Pipeline project (scheduled 2017-01-15) • T+L – Smart Containers (scheduled 2017-08-02) • eGOV – Blockchain project (scheduled 2018-03-01) • T+T – Destination Travel Information Process (scheduled 2015-02-01) • T+T – Sustainable Tourism (scheduled 2018-06-30) • ISCO – Canonical Model (scheduled 2018-02-01) Currently in Public Review: • SWD – SSP project (until 11 November 2018) Post Public Review: • SC+P – Sustainable Procurement (until 20 September 2018)					requirements be integrated into the CCL through a CCBDA even if no RSM is planned. This will be discussed in person at the Forum.
4a. Hangzhou Forum	Hangzhou Forum: • Forum Weekly Schedule needs to be finalized (will be printed locally) • Deadline for photo & bio of conference speakers: 31 August (see 4b) • Deadline for registrations (reminder) 20 September • Deadline for PowerPoints (opening and conferences): 10 October Question was raised about the various logos on the program. The local organizations are all governmental. Question was also raised as to the actual contributions of each of these organizations. It was questioned if we could look at sponsoring for future events, with logos like on the current program. This will need to be researched. It may be possible outside Geneva – not certain for events organized in the Palais.					
4b. Travel plans	A table with the travel plans, hotel and contact details during the Forum was prepared by the Secretariat. All travel plans have been received except VC Khan who will send this later this week. VC Fantetti will unfortunately not be able to join the Forum for personal reasons. For information: It is still possible to reserve at the venue hotel; there may be problems for the Friday 19 evening, but the rest of the week should be OK. If there are problems in the reservation, the hotel manager contact details are provided on the event website. If Bureau members or delegates are accompanied by a significant other who are not directly involved in the Forum, they should not request an official invitation letter from CNIS, but rather request a tourist visa. If they will intend to join the Welcome Banquet, then they should register for the Forum and let the Secretariat know so that they can be approved temporarily just for this event.					
4x. Representation	Sue	1-5 Oct	WCO DMPT	Brussels	WCO	
	Harm Jan	8-12 Oct	WCO Working Group on eCommerce	Brussels	WCO	
	Sue, Yan, Lance	8-12 Oct	ISO TC154 (data) meeting	Hangzhou	ISO	Report submitted

	??	15-17 Oct	ISO PC308 (Chain Custody) meeting	Rasunda, SES	ISO	Report submitted
	Harm Jan	22-26 Oct	CCFICS 24 (eCert)	Australia	FAO / WHO	
	Eric Cohen	22-26 Oct	ISO TC307 (blockchain) meeting	Moscow	ISO	Report submitted
	??	22-26 Oct	ISO PC295 (accounting) meeting	Hangzhou	ISO	
	Harm Jan	22-26 Oct	CCFICS 24 (eCert)	Australia	FAO/WHO	
	Yan	14-15 Nov	ISO TC46 (ISO 3166/MA)	Geneva	ISO	No report
5a. Liaison						
6a. Report from the secretariat	Lance, Salehin	1-3 Oct	eCommerce training	Chisinau, MD	OSCE	
	Lance, Maria, Maria Teresa	2-4 Oct	WTO Public Forum	Geneva	WTO	
	Mario, Lance	24 Oct	Documentary Procedures	Ukraine	UNECE	
	??	22-26 Oct	Transit & WTO TF	Astana, KZ	OSCE	
	Mario, Sue	15-16 Nov	Data harmonization/data modelling	Skopje	UNECE	
7x. Communication	The HoD Quarterly Report was prepared by the Secretariat. It was suggested to put the Hangzhou Forum as the first point. It was also suggested to circulate this to the General UN/CEFACT Community through the Domain Coordinators and Focal Points. The Bureau members did not have any comments; the Chair had not been able to consult it yet. Once she has approved the text, it will be approved to be circulated.					**Bureau decision 1809030**: The Bureau approved the September HoD Quarterly Report pending final approbation from Chair Probert.
9a. Other Business						

| 9b. Next Bureau call | Next Bureau meeting: Thursday, **18 October** 2018 from 08:00 to 09:00 during the Hangzhou Forum.
Next call: Monday, **29 October** 2018 from 10:00 CET
Potential topics:
• Overrunning projects
• Clarity on focal points and domains
• Generic naming of projects in Agri
• Eb-MoU/MG ToR | |