

**Bureau teleconference discussion notes and decisions**  
**Monday, 7 November 2018, GoToMeeting session (10:00-12:00 CET)**

**Participants:**

**Bureau present:** Sue Probert (Chair), Anders Grangård, Estelle Igwe, Ian Watt

**Excused absence:** Harm Jan van Burg, Tahseen Khan, Raffaele Fantetti

**Secretariat:** Lance Thompson, Rutendo Tavengerwei

Agenda item	Discussion	Action/Decision
1a. Roll call	4 of 7 = Quorum	
1b. Approval of the Agenda	2c (PoW) is indicated as discussion only (not for approval). 2a (HoD support to projects) is differed as the requesting VC is not able to join the call today.	Approved with minor modification
1c. Approval of meeting report of 24 September 2018		Approved as written
1d. Schedule of Bureau calls	<ul style="list-style-type: none"> <li>• Cancelled calls: 29 Oct; 12 and 26 Nov; 10 and 24 Dec</li> <li>• Rescheduled calls: 7 and 19 Nov; 3 and 17 Dec</li> <li>• Then regular schedule from 7 January 2019</li> </ul> Question was raised if there would be a F2F meeting, perhaps just before the Forum or the Plenary? Or late Spring?	Proposed F2F meeting in June to be discussed on the next Bureau call.
2a. Seeking HoD Support	Subject deferred to next Bureau call	
2b. Publication of Code Management User Guide	Request to publish the document on the public website under Guidance Material – Under Guidelines	<b>Bureau decision n° 1811031:</b> Publication on the website of the Code Management User Guide under Guidance material.
2c. Programme of Work 2019-2020	The Bureau thanked the Secretariat for a well-structured document. There may be some information which is either too technical or too detailed and these might restrict our future work. It might be better to make these points more general (and perhaps mention functions instead of technical). We might need to review paragraph 20 – the notion of periodic reviews (we do not yet have a mechanism for this). Might need to add revision of Rec7 to section D as this should be up for update.	Bureau members are requested to provide written comments on or before 14 November (noon Geneva time).

3a. SCMP – CII BRS Repository project (p1050)	Request to modify milestone dates. New dates: <ul style="list-style-type: none"> <li>• Draft development to finish July 2019</li> <li>• Public Review to finish September 2019</li> <li>• Project Exit to finish October 2019</li> <li>• Publication to be requested October 2019</li> </ul>	<b>Bureau decision n° 1811032:</b> The Bureau approves the extension of milestone dates for the CII BRS Repository project
3b. T+L – Smart Containers project (p1055)	Request to modify milestone dates. New dates: <ul style="list-style-type: none"> <li>• Draft development to finish April 2019</li> <li>• Public Review to finish June 2019</li> <li>• Project Exit to finish September 2019</li> <li>• Publication to be requested September 2019</li> </ul>	<b>Bureau decision n° 1811033:</b> The Bureau approves the extension of milestone dates for the Smart Containers project
3c. SCMP – CI S.C. Track and Trace project proposal	Request to launch project Proposed project leader: Rolf Wessel The Bureau felt that such a project should require a “Requirements Gathering” A question was raised if an RSM is necessary for this or other projects (the project team plans a CCBDA). A comment was raised that the RSM was intended originally to be internal only and the CCBDA allows to align more closely to the RDMs. Concern was raised that if each project can choose RSM or CCBDA, it may result in divergences. Questions were raised on the relationship with RDMs as these are not outlined in the purpose and scope (though these are listed in initial contributions) – the Bureau felt that it should be clearly mentioned in the deliverables the relationship to existing RDMs. Question was also raised concerning the relationship to existing traceability deliverables (Will this be overarching? Will this create alternative standards? Is there no relation?). What is probably necessary is a roadmap concerning traceability in general.	Further precisions will be requested from the project proposer.  If any Bureau member has any comments, please communicate these to VC Watt rapidly.
3d. SCMP – CI Delivery Revision project proposal	Request to launch project Proposed project leader: Rolf Wessel The Bureau felt that the Requirements Gathering phase should be opened for at least a two month project.	<b>Bureau decision n° 1811034:</b> The Bureau approves the SCMP revision project of the “Cross Industry Delivery” deliverables with Project Leader Rolf Wessel, pending 3 HoD support.
3e. SCMP - Sustainable Procurement Recommendation project	Request to go to Project Exit and presentation to the Plenary	<b>Bureau decision n° 1811035:</b> The Bureau approves the SCMP Sustainable Procurement Recommendation to go to Project Exit

3f. Executive Guides	The Bureau thanked the Secretariat for the layout of the Executive Guides. They requested confirmation that the main text was not modified – this was confirmed.					The Bureau took note of the layout of the Executive Guides
3x. Pending projects	<p>Approved Projects Pending 3 HoD support:</p> <ul style="list-style-type: none"> <li>• INS – Health Claims (received ES, DE; missing 1)</li> <li>• AAA – A+A RDM (received AT; missing 2)</li> </ul> <p>Projects which have passed their draft development completion date:</p> <ul style="list-style-type: none"> <li>• SWD – Core principles (scheduled 2016-08-31)</li> <li>• SC+P – CII BRS Repository (scheduled 2017-08-01)</li> <li>• T+L – Data Pipeline project (scheduled 2017-01-15)</li> <li>• eGOV – Blockchain project (scheduled 2018-03-01)</li> <li>• T+T – Destination Travel Information Process (scheduled 2015-02-01)</li> <li>• T+T – Sustainable Tourism (scheduled 2018-06-30)</li> <li>• ISCO – Canonical Model (scheduled 2018-02-01)</li> </ul> <p>Currently in Public Review:</p> <ul style="list-style-type: none"> <li>• SWD – SSP project (until 11 November 2018)</li> </ul>					
4a. Plenary preparations	<p>UN/CEFACT Plenary. Documents which must be approved by the Bureau on or before 3 Dec call:</p> <ul style="list-style-type: none"> <li>• 2019-2020 Programme of Work (should be on 19 Nov call)</li> <li>• Sustainable Procurement Recommendation (on today’s call)</li> <li>• Single Submission Portal Recommendation (should be on 3 Dec call)</li> <li>• Blockchain White Paper 1 (for the 3 Dec call?)</li> <li>• Blockchain White Paper 2 (for the 3 Dec call?)</li> <li>• ISMIT White Paper (for the 3 Dec call?)</li> <li>• Sustainable Tourism Green Paper (should be on 3 Dec call)</li> <li>• 4 Executive New Guides (proposed on IMO-FAL, RDM, eCommerce, Streamlining Documentary Procedures) (should be on 3 Dec call)</li> </ul>					
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	
	Harm Jan	22-26 Oct	CCFICS 24 (eCert)	Australia	FAO / WHO	
	Eric Cohen	22-26 Oct	ISO TC307 (blockchain) meeting	Moscow	ISO	
	Yan	14-15 Nov	ISO TC46 (ISO 3166/MA)	Geneva	ISO	No report
	Sue	30 Nov	Global Maritime Logistics Dialogue	Brussels	OECD	
5a. Liaison						

6a. Report from the secretariat	Mario, Lance	24 Oct	Documentar y Procedures	Ukraine	UNECE
	Salehin	22-26 Oct	Transit & WTO TF	Astana, KZ	OSCE
	Lance	6 Nov	1 <sup>st</sup> Air Cargo Trade and Development Day	Geneva	IATA
	Lance, Maria	12 Nov	UNECE 5 <sup>th</sup> SW Conf	Casablanca	UNECE
	Lance, Maria	12-13 Nov	4 <sup>th</sup> annual SW Conference	Casablanca	Portnet
	Lance, Maria	13-14 Nov	IPCSA Annual Conference	Casablanca	IPCSA
	Lance	15-16 Nov	EuroFactura	Dusseldorf	Zugferd
	Mario, Sue	15-16 Nov	Data harmonization/data modelling	Skopje	UNECE
	Lance	23 Nov (21-23 Nov)	UNCTAD Multi expert meeting	Geneva	UNCTAD
	Maria & Estelle	26-27 Nov	Africa NTFC Meeting	Addis Ababa	UNCTAD
	Irina	26-27 Nov	Kazakhstan International Standards	Astana	OSCE
	Lance, Virginia	27 Nov	Blockchain conference	Geneva	WTO
	Sue, Yan, Lance	3-4 Dec	Rec16 revision meeting	Geneva	T+L
	Sue, Lance	5 Dec	eB-MoU MG meeting	Geneva	UNECE, IEC, ITU, ISO
	Mario, Lance, Sue	10-11 Dec	Data Harmonization	Minsk	UNECE

7x. Communication		
9a. Other Business		
9b. Next Bureau call	<p>Next Bureau call: Monday, <b>19 November</b> 2018 from 10:00 CET (Geneva)</p> <p>Potential future topics:</p> <ul style="list-style-type: none"> <li>• PoW 2019-2020</li> <li>• eB MoU preparations</li> <li>• Clarity on F.P. and Domains</li> <li>• Using generic names of projects for specific topics</li> <li>• HoD support</li> </ul>	