

**Bureau teleconference discussion notes and decisions**  
**Monday 19 and Tuesday 20 November 2018, GoToMeeting sessions**

**Participants:**

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

**Secretariat:** Lance Thompson, Maria Ceccarelli, Rutendo Tavengerwei

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 7 November 2018		Approved with minor modifications
1d. Schedule of Bureau calls	<ul style="list-style-type: none"> <li>• Cancelled calls: 26 Nov; 10 and 24 Dec</li> <li>• Rescheduled calls: 19 Nov; 3 and <del>17</del> Dec</li> <li>• Change of the last 2018 call from Monday 17 Dec to 19 Dec at the request of the Secretariat</li> <li>• Then regular schedule from 7 January 2019</li> </ul>	
2a. PoW 2019-2020	<p>The Bureau reviewed the proposed draft PoW in detail. Corrections were brought directly into that document. A general comment was made, inquiring if such a PoW should list all possible work or if it should be limited to the strategic direction of the Bureau provided current capacity. It was further discussed that the market place can move quickly and we need to be flexible enough to be able to move with it. PoW should cover all possible work that may come up within the next two years.</p> <p>It was not possible to review the entire document and an ad-hoc meeting was suggested in order to continue this point and the rest of the Bureau agenda on Tuesday 20 October from 09:00 CET.</p>	
3a. SCMP – CI S.C. Track and Trace project proposal	Deferred to the next call	

3b. AGRI – eQuality certificate project	<p>Request to go to Public Review</p> <p>The definitions (notably of Consignment) does not seem to be aligned to the Buy-Ship-Pay model, so it should be updated.</p> <p>The tables of data also seem to be going beyond the needs of a BRS and should be removed. Section 2.4 to be removed for the Public Review.</p> <p>A revised version of one of the tables was presented belatedly to the Bureau.</p>					<p>The Bureau to approve the eQuality certificate project by written procedure. Any comments or objections to be sent on or before Friday, 24 November at noon CET.</p>
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>Post Public Review:</p> <ul style="list-style-type: none"> <li>• SWD – SSP project (final call on 2018-11-24; will be presented to Bureau on 2018-12-03)</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>• 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	

	Sue	30 Nov	Global Maritime Logistics Dialogue	Brussels	OECD	
5a. Liaison						
6a. Report from the secretariat	Mario, Lance	24 Oct	Documentary 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>3 December</b> 2018 from 10:00 CET (Geneva)</p> <p>Potential future topics:</p> <ul style="list-style-type: none"> <li>• PoW 2019-2020 – Formal approval</li> <li>• Generic Trace &amp; Track project proposal - discussion</li> <li>• Approval of all documents to be presented to the Plenary</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>• Clarity on F.P. and Domains</li> <li>• Using generic names of projects for specific topics</li> <li>• HoD support</li> </ul>				