

**Bureau teleconference discussion notes and decisions**  
**Wednesday 19 December 2018, GoToMeeting session; 10:00 CET**

**Participants:**

**Bureau present:** Sue Probert (Chair), Harm Jan van Burg, Tahseen Khan, Ian Watt

**Apologies:** Anders Grangård, Estelle Igwe

**Absent:** Raffaele Fantetti

**Secretariat:** Lance Thompson

Agenda item	Discussion	Action/Decision
1a. Roll call	4 of 7 = Quorum	
1b. Approval of the Agenda		Approved as written
1c. Approval of meeting report of 3 December 2018		Approved with minor modifications
1d. Schedule of Bureau calls	<ul style="list-style-type: none"> <li>• Cancelled calls: 24 Dec</li> <li>• Regular schedule starts again from 7 January 2019</li> </ul>	
2a. Plenary Agenda	<p>The secretariat presented the first draft of the Plenary agenda. This will need to be submitted before the next Bureau call.</p> <p>The Bureau requested that the Advisory Group on Advanced Technologies Terms of Reference be brought to a Bureau meeting for discussion (and approval). It was noted that existing sub-groups are not reporting regularly to the Bureau which may cause problems in the future.</p>	<p>The Bureau requested that all sub-groups report regularly in the Bureau calls.</p> <p>The Bureau requested that the A/G on Advanced Technologies be presented to the Bureau for approval.</p>
3a. AGRI – eQuality	The eQuality Certification project was approved to go to Public Review by written procedure on 24 November.	<p><b>Bureau decision 1812040:</b> The Bureau approved by Written Procedure the eQuality Certification project to go to a 60-day Public Review.</p>
3b. eGOV – Blockchain WP2	The Blockchain White Paper 2 was presented to the Bureau for approval and publication. It was noted that the Annex 1 of White Paper 1 was reused in the body of this text (White Paper 1 will therefore be modified accordingly).	<p><b>Bureau decision 1812041:</b> The Bureau approved the White Paper “Introduction to Blockchain and Trade</p>

	<p>The project team is finalizing the annexes which will provide case reports.</p> <p>There are experts who have created business cards citing “UN/CEFACT Section Editor”. However, these are not official titles and should not be used outside of UN/CEFACT and should be discontinued after project completion. Project Leader to remind their experts on this when the project has been completed.</p>	<p>Facilitation” to go to publication and the Plenary. The Annex 1 of White Paper 1 and the cross referencing will be updated accordingly.</p>
3c. SWD – SSP Template model	<p>The Bureau reviewed the template for an SSP repository of case studies. An example was provided from one such case study for information. This template is intended to be an annex of the SSP recommendation in view of developing and maintaining a repository of case studies similar to that of Rec33 (on single window implementations)</p>	<p><b>Bureau decision 1812042:</b> The Bureau approved the SSP recommendation template for case studies to be adjoined to the SSP recommendation as an annex.</p>
3d. SCMP – CI S.C. Track and Trace project proposal	<p>The project proposal on Cross-Industry Supply Chain Track and Trace was presented to the Bureau.</p> <p>Question was raised on the relationship with the Smart Container project – as it will be aligned to MMT-RDM, they should be fully aligned.</p> <p>Question was also raised on the pertinence of creating a new domain on the subject of traceability. Concern was raised that this might divide experts. It was pointed out that domains were not meant to be</p> <p>It was decided to postpone some of the substantial points to a F2F meeting. And postpone this project discussion until all Bureau members can be present.</p>	
3e. SPEC – XHE project	<p>The XHE project BRS was presented to the Bureau to go to Public Review.</p>	<p><b>Bureau decision 1812043:</b> The Bureau approved the XHE project to go to a 60-day Public Review.</p>
3e. SPEC – XHE project	<p>The secretariat underlined that all documents which are to be published (final versions and public reviews) should be provided to the UNECE secretariat in a modifiable WORD version (not in PDF), in compliance with the principle in ODP paragraph 66 (“...the UNECE secretariat updates [drafts] to comply with UNECE requirements... Internal Publications do not need to be reformatted unless they are intended to be shared outside of UN/CEFACT.”) As a Public Review draft is intended to be shared outside of UN/CEFACT, the secretariat must be able to modify it as required (headers, margins, top page, spelling, grammar). It is requested that all future documents which are to be shared outside of the UN/CEFACT community be presented to the secretariat in a modifiable WORD version.</p>	<p><b>Bureau decision 1812044:</b> The Bureau recognized that all documents which are to be published outside of the UN/CEFACT must be provided to the secretariat in a modifiable WORD version (recognized standard within the UN) or eventually in an open-document format (where tools are available free of</p>

	The Bureau agrees on applying this rule outlined in the ODP paragraph 66 with the understanding that the content will not be modified.				charge to modify/format these).
3f. T+T Sustainable Tourism Green Paper	The Travel and Tourism Green Paper on “Sustainable Tourism – Experience Programs” was presented to the Bureau for approval to go to publication and presentation to the Plenary. The project team is finalizing with the help of the secretariat, its proposed annexes to this text.				<b>Bureau decision 1812045:</b> The Bureau approved the Sustainable Tourism Green Paper to go to publication and the Plenary.
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> <li>• SCMP – CI Delivery (received DE, UK; missing 1)</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 – on hold)</li> <li>• SC+P – PO Financing BRS</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 – on hold)</li> <li>• T+T – Sustainable Tourism (scheduled 2018-06-30)</li> <li>• ISCO – Canonical Model (scheduled 2018-02-01)</li> </ul>				
4x. Representation	Harm Jan	4-6 December	EU ICT 2018 event	Vienna	EU Presidency / Commission
	Harm Jan	29 Nov	ISA <sup>2</sup> mid-term conference	Brussels	ISA Programme EU DIGIT
	Harm Jan	23 Nov	Digital Government beyond 2020	Brussels	EU DIGIT
	Harm Jan	15 Dec	DEI Digital Europe Industry	Brussels	DG Industry
5a. Liaison					
6a. Report from the secretariat	Sue, Yan, Lance	3-4 Dec	Rec16 revision meeting	Geneva	UN/CEFACT
	Lance, Sue	5 Dec	eB-MoU MG	Geneva	UNECE-ISO-IEC-ITU
	Mario, Sue	10-11 Dec	Data Harmonization	Minsk	UNECE

7x. Communication	Article on standards in China.	Deferred to the next Bureau call.
7a. HoD Quarterly Report	The secretariat prepared an update report for HoDs.	<b>Bureau decision 1812046:</b> The Bureau endorsed the fourth HoD Quarterly Report.
7b. Video	Portnet has posted some videos of interviews performed on the sidelines of the Casablanca Single Window event: <a href="https://www.youtube.com/watch?v=5m0-8xmbrg8">https://www.youtube.com/watch?v=5m0-8xmbrg8</a> <a href="https://www.youtube.com/watch?v=9ip_L9OFWfs">https://www.youtube.com/watch?v=9ip_L9OFWfs</a>	
9. Other business	Bureau members have received emails from a Morocco conference. We might want to check how email addresses are being shared. The secretariat underlined that it is careful to always send emails in hidden copy instead of “cc-ed”. The Bureau might consider making this a rule.	
9. Other business	A European funded project called “Stand ICT” is being used by experts of other standards organizations. UN/CEFACT might want to consider encouraging our experts and deliverables to be referenced here. <a href="https://www.standict.eu">https://www.standict.eu</a> (there will be a new call in 2019).	
9b. Next Bureau call	Next Bureau call: Monday, <b>7 January</b> 2019 from 10:00 CET (Geneva) Potential future topics: <ul style="list-style-type: none"> <li>• Advisory Group on New Technologies ToR</li> <li>• Scheduling a F2F meeting (June or July? Perhaps in parallel with an EXCOM meeting?)</li> <li>• SCMP – CI Track &amp; Trace</li> </ul> Topics for potential future F2F meeting: <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>	