Participants:

Bureau present: Sue Probert (Chair), Estelle Igwe, Ian Watt, Tahseen Khan
Excused: Anders Grangård, Harm Jan van Burg
Absent: Raffaele Fantetti
Secretariat: Lance Thompson, Maria Ceccarelli, Helen Ross, Maria-Teresa Pisani, Tomas Malik

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 4 February 2019		Approved as written
1d. Schedule of Bureau calls		
2a. ToS / A/G – relationship with UN/CEFACT procedures	It was suggested that all questions or concerns be compiled during the week (sent to Lance in the Secretariat by 22 February) and that this be discussed at the next Bureau call.	
3a. T+L BSP RDM	Buy-Ship-Pay Reference Data Model project • Request to go to Public Review VC Watt presented the BRS and suggested that this should be essential reading for all Bureau members and all experts within UN/CEFACT developing technical artefacts.	**Bureau decision 1902054**: The Bureau approved the BSP-RDM to go to a 60-day Public Review.
3x. Pending projects	Approved Projects Pending 3 HoD support: • INS – Health Claims (received ES, DE; missing 1) Project pending Call for Participation • AAA – A+A RDM (AT, FI, US received) Projects which have passed their draft development completion date: • eGOV – Blockchain project (scheduled 2018-03-01) Projects on hold: • SWD – Core principles (scheduled 2016-08-31 on hold) • SCM+P – PO Financing BRS (pending library submission & CCBDA or RSM) • ISCO – Canonical Model (scheduled 2018-02-01) • T+T – Destination Travel Information Process (scheduled 2015-02-01 on hold)	
4a. 33rd Forum Conferences	The synopsis of the three conferences were reviewed. The conference titles need to be changed from what the proposers suggest to something catchier to attract a wider audience. The Bureau agreed on catchier titles for the three conferences	**Bureau decision 1902055**: The Bureau approved the reworked titles of the conferences to be put on the website

	UNCTAD eCommerce week will take place the same week as the UN/CEFACT Forum, so there may be experts from UNCTAD coming to our event – so the Secretariat has arranged to have the ISMIT and New Technologies topics to be on the UNCTAD agenda. There might be slots in their agenda where we could participate; for example, the topic of Women in Trade on Wednesday afternoon. It was suggested that Estelle represent UN/CEFACT at this meeting even if it means that she will need to be absent from the Forum Assembly meeting.	(with an objective to render these more attractive). The content of the synopsis may be slightly modified at a later stage. The three titles are: "Expanding the horizon for MSMEs in international trade: Role of e-Services" "Impact of new technologies on Accounting and Audit: Harmonizing Interoperability of Standards and Specifications" "Latest technology trends impacting eBusiness, internet trading and trade facilitation: Anticipating the fourth industrial revolution"
4b. 33rd Forum weekly schedule	The weekly schedule was shared. The format was accepted by the Bureau. The general meeting "Forum Assembly" timetable was shared. It was agreed that a keynote speech could be interesting, if it is the correct person and topic.	
4x. Representation	The Chair announced that she participated in the SMDG meeting in Rotterdam on 12 February and provided a brief presentation on UN/CEFACT work. The Chair also announced that she will be participating in the DTLF II SG2 meeting organized by EU DG MOVE in Brussels on 7 March. VC Van Burg will be participating in the UN ESCAP 6th Asia Pacific Trade and Investment Week in Bangkok from 11 to 15 March.	
5. Liaison	ISO TC154 CAT call this week; Sue and Yan will attend. ISO TC 308 will take place during the Forum. ISO PC 295 comments were sent on their ballot to raise concerns of the compatibility of their standard with existing ones. ISO TC46 comments were sent on the impact changes to the country codes have on UN/LOCODE so that stakeholders can take an informed decision.	
6a. Report from ToSSF	The ToSSF has provided an email report directly to Bureau members. This will be part of the discussion raised in point 2a. The official report of the ToSSF will be circulated later this week.	

	Portugal may put forward a candidacy for a VC of ToSSF.	
9x. Next Bureau call	Next Bureau call: Monday, **4 March** 2019 from 10:00 CET (Geneva) Reminder, Paris F2F meeting planned 1-2-3 April 2019	