

**Bureau teleconference discussion notes and decisions**  
**Friday 3 May 2019, GoToMeeting session; 10:30 CET**

**Participants:**

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

**Secretariat:** Lance Thompson, Maria Ceccarelli

<b>Agenda item</b>	<b>Discussion</b>	<b>Action/Decision</b>
1a. Roll call	7 of 7 = Quorum	
1b. Presentation of the Agenda	Request to add topic 3e. Request to add a topic under other business.	Agenda agreed as written with minor additions.
1c. Approval of meeting report of 18 March 2019		<b>Bureau approval 1905001:</b> The Bureau approved the meeting report of 18 March 2019.
1d. Schedule of Bureau calls	<p>The secretariat requested to transition to a one-call per month (probably longer: 4 hours) instead of a bi-weekly call, using written procedure for urgent matters in between calls. It was suggested that we should consider the possibility of having Ad-Hoc meetings when necessary. It was suggested that other solutions should be explored, perhaps one official and one informal meeting per month. It was pointed out that the Secretariat has too much work and that the sub groups (Advisory Groups and Team of Specialists) likely take a lot of the Secretariat's time. The Secretariat responded that these sub groups should only have one or two meetings per year so should not take much time from the normal business – and these sub groups are not serviced by the same person.</p> <p>Concern was raised that a conference call which is longer than two hours will not be productive, so other forms of exchange / decision making should be considered. It was also reminded that these meetings provide an opportunity for exchange and exploring various facets of the issues on each Bureau agenda; this may be lost if other methods are used.</p> <p>The next call of 13 May has been cancelled. The next call will be therefore 27<sup>th</sup> of May.</p>	The issue was deferred to the Face to Face meeting. The Chair will take up the issue with the Secretariat in the meantime.
2a. Nomination of Domain Coordinators	<p>The majority of Domain Coordinators were nominated in 2017 for two-year mandates and therefore would require renewal or new elections. The secretariat prepared the nomination documents for Domain Coordinators. In the interest of reducing the administrative burden, it was suggested that these nominations be done for a three-year</p>	<b>Bureau decision 1905002:</b> The Bureau decided to prolong all Domain Coordinators through to 2020 (if each agrees) and to study the change of the Terms of

	<p>period instead of a two year period to correspond with the renewal of the Bureau.</p> <p>It was commented that a three-year term might be a difficult commitment for many experts; but it was underlined that it is possible for Domain Coordinators to resign at any time. This would imply a change in the Terms of Reference for Domains and Domain Coordinators.</p>	Reference to make the mandate correspond with the renewal of the Bureau Vice Chairs.
3a. AGRI – eQuality Certificate project	<p>The eQuality Certificate project finalized its Public Review period. No external comments were received; however, a few small changes were requested from the Library Maintenance procedure which have been integrated.</p> <p>The project requested the approval of the BRS and its subsequent publication.</p> <p>The issue was raised that specific references from the CCL are perhaps not suited in a BRS; this topic is proposed to be added to the Paris F2F meeting.</p>	<b>Bureau decision 1905003:</b> The Bureau approved the eQuality Certificate BRS and requested its publication.
3b. AGRI – eCert Implementation Guide project	<p>New project proposed to create an eCert Technical Implementation Guide. The eCert standard has been implemented by a number of countries around the world. This technical implementation guide aims to help countries to adopt this standard.</p> <ul style="list-style-type: none"> <li>• Proposed project leader: Benno Slot</li> <li>• Proposed supporting VC: VC Van Burg</li> </ul> <p>A question was raised if the standard is still pertinent as it was created in 2008 and has not been updated since. It was originally intended for SPS animal sanitary certificates but is now being adopted for ePhyto and Veterinary Certificates. It also used SPS specific qualifiers in their library entries and message names. However, it was indicated that the eCert standard is for the message exchange and not the payload (with the semantic information for the individual certificates). There is good progress on getting new countries to adopt the standard so it would politically be complicated to change the base standard at this time.</p>	<b>Bureau decision 1905004:</b> The Bureau approved the launch of the eCert Implementation Guide with the project leader Benno Slot and supporting VC Van Burg.
3c. T+T Sustainable Tourism project	<p>New project proposed to create a White Paper on business standards for sustainable tourism. This project would work on definitions and guidance material on sustainable tourism.</p> <ul style="list-style-type: none"> <li>• Proposed project leader: Mr. Tunghua Tai</li> <li>• Proposed supporting VC: VC Van Burg</li> </ul> <p>This project would support the SDG Target 8.9 on sustainable tourism as well as a number of other targets.</p>	<b>Bureau decision 1905005:</b> The Bureau approved the launch of the Business Standards for Sustainable Tourism White Paper project with the project leader Tunghua Tai and supporting VC Van Burg
3d. T+T Experience Program technical artefacts project	<p>As a follow up to the Green Paper on Experience Programs, a technical artefacts project has been proposed. This is to add definitions and labels within the library on Sustainable Tourism and experience programs. The category of experience programs does not exist in many reservation processes.</p> <ul style="list-style-type: none"> <li>• Proposed project leader: Sachin Mehta</li> <li>• Proposed supporting VC: VC Van Burg</li> </ul>	Project proposal postponed for further information

	<p>It was suggested that perhaps a high level BRS could cover the overall needs of this domain area (with a T+T RDM). The current project is proposing submissions into the library without an existing BRS or a new BRS to reflect the data. The existence of a BRS and an RSM (or equivalent) allows to understand the data in the library in a specific context. It was suggested that this might be a bulk-submission – however, in this case, there should be the existence of a BRS equivalent in order to do the harmonization work.</p> <p>A question was also raised on a technical implementation guide and what this deliverable will actually contain and at what level.</p> <p>A request was made to allow the group to continue their preparation work on this while waiting for the final Bureau approval – however, no entries into the CCL would be proposed until Bureau approval. Furthermore, the working group should understand that there could be a risk that the project is never ultimately approved in the way that it is proposed.</p>	
<p>3e. SPEC Library Publication project</p>	<p>This project has not progressed for a significant number of months. It was suggested that the project be archived. The HoDs who supported the project would need to be contacted to signal this action to them; the secretariat can prepare such a letter in cooperation with the supporting VC.</p>	<p><b>Bureau decision 1905006:</b> The Bureau decided to archive the Library Publication Project (P1042) due to insufficient resources to run it at this time.</p>
<p>3x. Pending projects</p>	<p><u>SUMMARY OF PENDING PROJECTS</u>  Approved Projects Pending 3 HoD support:</p> <ul style="list-style-type: none"> <li>• ITPD – Disaster Recovery Relief (missing 3)</li> <li>• INS – Health Claims (received ES, DE; missing 1)</li> </ul> <p>Projects pending Call for participation:</p> <ul style="list-style-type: none"> <li>• eGOV – Interledger PrefCoO (received AU, CN, SG)</li> </ul> <p>Projects that have passed their deadline:</p> <ul style="list-style-type: none"> <li>• T+L – eIMO FAL (scheduled 2018-08-22)</li> <li>• T+L – Smart Containers (scheduled 2018-08-02)</li> <li>• T+L – Rec16 revision (scheduled 2018-11-19)</li> <li>• ENV – Waste Mgmt (scheduled 2018-04-03)</li> <li>• M+T – Header/Envelope project (scheduled 2017-05-01)</li> </ul> <p>Projects that have completed their Public Review timing:</p> <ul style="list-style-type: none"> <li>• T+L BSP-RDM (finished mid-April 2019)</li> </ul> <p>Projects on hold:</p> <ul style="list-style-type: none"> <li>• SWD – Core principles (scheduled 2016-08-31 on hold)</li> <li>• SCM+P – PO Financing BRS (pending library submission &amp; CCBDA or RSM)</li> <li>• ISCO – Canonical Model (scheduled 2018-02-01)</li> <li>• T+T – Destination Travel Information Process (scheduled 2015-02-01 on hold)</li> </ul> <p>FOR INFORMATION, the following projects are planned to be archived on CUE:</p> <ul style="list-style-type: none"> <li>• SWD – SSP</li> <li>• SCM+P – Sustainable Procurement</li> <li>• SCM+P – CI Scheduling</li> <li>• T+T – Experience Programs Green Paper</li> </ul> <p>QUESTION, the following projects seem to have delivered; should they be archived? If no, what stage in their project and what are they working on?  AGRI – FLUX project</p>	

4a. 33 <sup>rd</sup> UN/CEFACT Forum	Bureau members were requested to take a look at the presentations section of the website to see if everything they expect to be on line is there.	
4x. Representation	VC Van Burg, 7 May 2019, ISA, ISA <sup>2</sup> program final workshop in Brussels Chair Probert, 15 May, Global Liner Shippers' Forum, Hamburg VC Khan, 25 April, Single Window Forum on electronic commerce in Dakar	
7. Communication	Need to prepare a quarterly HoD report for the next call.	
9a. Other Business	An interim meeting of the Travel and Tourism domain is planned in June. A request to publish this on the public UN/CEFACT website was declined from the secretariat. The secretariat explained that only UN meetings are put on the website and without the presence of a UN staff member, this is not possible. Request to pick this topic up during the Paris F2F meeting.	
9x. Next Bureau call	Next Bureau call: Monday, <b>27 May</b> 2019 from 10:00 CET (Geneva) Reminder, Paris F2F meeting planned 1-2-3 July 2019	