

**Bureau teleconference discussion notes and decisions**  
**Monday 27 May 2019, GoToMeeting session; 10:00 CET**

**Participants:**

**Bureau present:** Sue Probert (Chair), Anders Grangård, Estelle Igwe, Harm Jan van Burg, Ian Watt, Tahseen Khan & Raffaele Fantetti (arrived at item 4)

**Secretariat:** Lance Thompson, Maria Ceccarelli

Agenda item	Discussion	Action/Decision
1a. Roll call	6 of 7 = Quorum	
1b. Presentation of the Agenda		Agenda agreed as written.
1c. Approval of meeting report of 3 May 2019		<b>Bureau decision 1905007:</b> The Bureau approved the meeting report of 3 May 2019.
1d. Schedule of Bureau calls	Next call is scheduled for the 17 June 2019. No foreseen absences were recorded.	
1e. Proposed agenda of the Paris F2F meeting	The secretariat prepared a draft agenda for the Face-to-Face meeting in Paris. <ul style="list-style-type: none"> <li>• Request to add discussion on the ISCO Domain future</li> <li>• Request to add a topic on a potential publication focal point</li> <li>• Topic on the Streamlined Standards website added</li> </ul>	
3a. T+L – Rec16rev	T+L – revision of Recommendation 16 <ul style="list-style-type: none"> <li>• The project team has submitted a text and requested to go to Public review</li> </ul> The secretariat has gone through the draft and identified some points which require further work. Most of the changes are editorial. There are a few places where text is missing. The secretariat proposes to add the missing text and share with the Project leader to finalize. They will be requested to check and validate before the 10 <sup>th</sup> of June so that it can be circulated for the next Bureau call on the 17 <sup>th</sup> June.	Secretariat to propose some small additional text, share with the Project Leader for validation and have a clean version back for the 10 <sup>th</sup> of June to be discussed on the next Bureau call on the 17 <sup>th</sup> .
3b. SCMP – CI Delivery	SCMP – Cross Industry Delivery Process <ul style="list-style-type: none"> <li>• The project team has submitted a text and requested to go to Public Review</li> </ul> The project team used the official BRS template, including technical diagrams. It was requested that the Bureau members keep this document in mind when we go to the Paris F2F meeting.	<b>Bureau decision 1905008:</b> The Bureau approved the CI Delivery Process project to go to a 60-day Public Review as soon as the WORD version is received.

	<p>The secretariat requested a WORD version of the text in order to process it for Public Review.</p> <p>The secretariat also enquired if the Excel spreadsheet providing the CCL submission should also be put out for Public Review, or only the BRS (as we normally do). It was agreed to put only the BRS for Public Review.</p>	
3x. Pending projects	<p>ITPD – ISMIT is near finalization, pending submissions for the annex.</p> <p>SWD – Rec33rev is hoping to be ready for Public Review for June 2019.</p> <p>SWD – Core Principles is waiting for Rec33 to finalize.</p> <p>T+L project will be discussed at the F2F in Paris.</p> <p>ISCO project will be discussed at the F2F in Paris.</p> <p>F+P – VC Watt to contact the group for update on POF.</p> <p>A+A – Secretariat to ask Eric Cohen to update his Milestone dates for the A+A RDM.</p> <p>ENV – Secretariat to ask Norbert to update his Milestone dates for the Waste mgmt./analysis project</p> <p>eGOV – suggested that the Blockchain project to propose a new project to continue the work on the use cases.</p> <p>eGOV – IoT for TF project will update its Milestones. Questions were raised on relation with the Smart Containers.</p> <p>AGRI – FLUX project delivered, proposed to archive. Reminded that submissions to the library should be covered by an active project.</p> <p>AGRI – eQuality – to go to Project Exit</p> <p>AGRI – Textile Trace is pending. Will require an update of Milestones</p> <p>T+T – DTI will be discussed at the T+T F2F. Perhaps to be archived.</p> <p>M+T – Head/Envelope project – update of the text has resulted in a substantial change which should require a second, 30-day Public Review. Suggestion to add the data elements in the library from this project; this would be the subject of an additional, new project.</p>	
4a. 34th UN/CEFACT Forum	<p>The International Maritime Organization has graciously offered to host our Forum in London during the week of 28 October to 1<sup>st</sup> of November.</p> <p>They have offered to provide:</p> <ul style="list-style-type: none"> <li>• One large room for 150 persons</li> <li>• Four medium rooms for 36, 36, 28, 16</li> <li>• Three small rooms for 10, 8 and 8</li> </ul> <p>Three of the rooms do not have projectors or screens.</p> <p>Suggestion to keep the same format of the Forum (i.e. with a mid-week Assembly meeting)</p> <p>Concern was raised on the cost of hotels in London.</p>	Secretariat to send a letter to all experts to announce the Forum.
4x. Representation	<p>Maria attended the EU DE TAXUD SW meeting in Bucharest on 15-17 May</p> <p>Lance attended the WCO DMPT IMO eFAL W.G. in Brussels on 21 May</p> <p>Virginia is attending the ISO TC307 meeting in Dublin on 27-31 May</p> <p>Maria is presenting Rec43 at a UNEP meeting in Geneva on 27 May</p> <p>Sue is participating in a UNECE training in Odessa on 28 May</p> <p>Maris is attending the EU MSP-ICT in Brussels on 17 June</p> <p>Maria-Teresa and the Exec.Sec. at the EED-days in Brussels 18-19 June</p> <p>Sue is attending the EU DTLF meeting in Brussels on 18-19 June</p> <p>Lance will speak on blockchain at UNCTAD G-Nexid in Geneva on 26 June</p> <p>A request was launched for someone at the Nairobi role of infrastructure</p> <p>A request was launched for a SW / eCert meeting in Nigeria</p>	
7a. HoD Quarterly Report	Text added on the new streamlined web page as well as announcement on the 34 <sup>th</sup> Forum.	<b>Bureau decision 1905009:</b> The Bureau approved the HoD Quarterly Report
8a. Request received	The Congolese delegation request translation into French during the UN/CEFACT Forums.	

9a. Other Business	Update on Rec 20 – Annex not yet published on the website? Press release in Interfax on eCert between the Netherlands and Russian Federation.	
9x. Next Bureau call	Next Bureau call: Monday, <b>17 June</b> 2019 from 10:00 CET (Geneva) Reminder, Paris F2F meeting planned 1-2-3 July 2019	