<u>**Extended Bureau teleconference discussion notes and decisions**</u>
Monday 24 June 2019, GoToMeeting session; 14:30 CET

Participants:

Bureau present: Harm Jan van Burg (FOC), Sue Probert (Chair), Estelle Igwe, Ian Watt
Domain Coordinators present: Virginia Cram Martos (ITPD), Aleksei Bondarenko (SWD), Yves Jobin (TFA-FP), David Roff (T+L), Edmund Grey (SCMP), Rajiv Garg (ISCO), Anita Patel (AAA), Elina Koskentalo (AAA), Fabio Sorrentino (F+P), Michel Bormans (INS), Kaushik Srinivasan (eGOV), Niki Dieckmann (AGRI), Akio Suzuki (T+T), Mary Kay Blantz (Lib), Gait Boxman (STX), Hisanao Sugamata (SPEC)
Apologies recieved: Raffaele Fantetti, Tahseen Khan, Anders Grangård, Eric Cohen (AAA), Liliana Fratini Passi (F+P), Norbert Pfaffinger (ENV), Kees Sparreboom (UTIL)
Secretariat: Lance Thompson, Amelia Delle Foglie

Agenda item	Discussion	Action/Decision
1a. Roll call		
4a.. General presentation of event	Opening presentation from the Forum Organizing Committee. Presentation of the International Maritime Organization who will be hosting us. Explanation of the conferences which are not obligatory and that we should concentrate. The General Assembly can be an opportunity to provide a strategic vision and not just a list of what they are doing. For joint meetings, these need to be coordinated by the FOC in order to ensure that all rooms are used to their maximum possibilities. Deadline for visa assistance letter is 30 September. Agenda details Some initial ideas of conferences were briefly shared on Blockchain interoperability, SW use cases, Agri Textile project. During the call, another conference on ISCO's current work seemed logical for Wednesday morning as it is cross-domain.	
4b. Templates and deadlines	Deadline dates presented. There will be the general assembly meeting on the Wednesday. We are looking to have the information concerning the Forum on line by early September in order to get everything on line and attract more participants. Templates for conferences, speaker bios and domain agendas were shared. The Weekly program was shown in order to provide an idea of the amount of space which will be available for each group's meeting details. These details will need to be precise enough to help people attend, but brief enough to fit in the space.	
4c. Initial expectations of each group	**ITPD** – principle project will be the OCHA project & short period to discuss case studies for ISMIT. (+/1 day)	

	SWD – finalize Rec33, progress Core principles, possibilities of use case examples of SW implementations. (+/1 or 2 days + conf) **TFA FP** – update during the assembly meeting **T+L** – joint meeting Tues afternoon multi-modal (with ISCO). They request Mon PM updates, TUES & WED AM). **SCMP** – Track & Trace project to discuss. Delivery process finished, so not much to discuss. Looking for new projects. EU standards perhaps to be discussed. Will want a joint meeting with T+L and with ISCO (perhaps all same time). **ISCO** – a lot of work to do. Plans joint sessions with T+L, SCMP, AAA, AGRI, eGOV and M+T. 2 projects recently approved. Sounds like Wed AM would be a good conference topic to coordinate with all groups at the same time (EDI3, JSON, APIs). **AAA** – will have a team of 4 working on the AAA RDM and would like a room (all week). **F+P** – half day for projects if possible. Then working with IoT project for F+P applications. **T+T** – working about 5 people together. **AGRI** – requests Mon – Thurs (Thursday would probably be textile). **LIB** – difficult to know the schedule because need to know how many DMRs. Hopeful to finalize the library submissions so that Enjo and his team can work on it during the Forum. It would be good to know in advance, insofar as possible we should ask organizations to provide **SNTX** – Tuesday normally for EDIFACT DMRs and spill over to Wednesday if necessary. **SPEC** – will need a half day for current projects (Message Construction guideline) and another half day for issues on CCBD, CCTS, NDR specifications. Expecting joint session with ISCO on API, SCMP RDM. An initial draft schedule was shown on screen; it is not yet finalized. It will be pending Bureau approval and discussion with the groups who were not able to join the call. This first draft will be shared, but please do not communicate on it until it is approved by the Bureau.	
9x. Other	A big thank you was extended to all Domain Coordinators who were able to join the call and for their continued support of UN/CEFACT activities.	