

Bureau teleconference discussion notes and decisions
13 August 2019, GoToMeeting session; 10:00 CET

Agenda item	Discussion	Action/Decision
1a. Roll call	<p>Bureau present: Sue Probert (Chair), Harm Jan van Burg, Ian Watt, Tahseen Khan Bureau apologies: Estelle Igwe Bureau absent: Anders Grangård, Raffaele Fantetti Secretariat: Lance Thompson, Maria Ceccarelli</p>	The meeting had quorum.
1b. Presentation of the Agenda	A project was added tardily (3d), but it was suggested to be postponed until the next call.	Agenda agreed as written with minor additions.
1c. Approval of meeting report of 22 July 2019	Comment was raised on how the Forum program conferences are documented; this was slightly modified.	<p>Bureau approval 1908026: The Bureau approved the meeting report of 22 July 2019 with minor modifications.</p>
3a. T+L – BSP RDM	The T+L BSP RDM project was presented to the Bureau after its Public Review period and requested project exit and publication.	<p>Bureau approval 1908027: The Bureau approved the T+L BSP RDM project exit and publication.</p>
3b. AGRI – Textile/Leather Traceability	The AGRI Textile/Leather Traceability project requested an update in its Milestones	<p>Bureau approval 1908028: The Bureau approved the AGRI Textile/Leather Traceability Milestone updates.</p>
3c. T+L – IMO eFAL	<p>The T+L IMO eFAL project requested to publish its technical artefacts. The equivalent to the BRS has been developed within the IMO and these technical artefacts reflect the agreement with the IMO and two other standards organizations.</p>	<p>Bureau approval 1908029: The Bureau approved the T+L IMO eFAL technical artefacts to be published. The equivalent to BRS is being developed within the IMO.</p>
3d. T+T – Experience Program Tech artefact project	T+T presented a project proposal on technical artefacts for Experience Programs. There was question on the type of deliverable it will produce; it has been postponed to the next call.	Discussion deferred to next call
4a. Forum Conf API	<p>VC Watt presented the synopsis for the Web API conference during the Forum. It was suggested to review the title/subtitle; some suggestions were made and agreed.</p>	
4b. Forum Conf SW	The Secretariat presented the synopsis for the Single Window conference. The aim will be to have countries share experiences and difficulties with SW implementation. This is being done in parallel to the update of the Repository of SW case studies.	

4c. Forum weekly schedule	An initial meeting schedule was shared with the Bureau. Concern was raised that there is a group which proposes to have a meeting at the same time as the Assembly meeting; the responsible VC will take this up with the group.	
4x. Representation	<ul style="list-style-type: none"> • October 7th: Chair Probert will attend the 3rd Plenary meeting of the DTLF organized by EU DG Move. • September 17-18: VC Van Burg will also attend the Asia Pacific Trade Facilitation Forum in New Delhi organized by UNESCAP & ADB • September 19th: the Secretariat is organizing a Workshop on NTFC experiences on the sideline of the New Delhi Asia Pacific Trade Facilitation Forum; VC Khan, VC Watt and VC Van Burg plan to attend. • September 18th: Chair Probert will attend part of the SMDG meeting in Singapore • September 18th: Chair Probert will attend part of the UN/CEFACT Interledger project team meeting in Singapore. 	
6a. Secretariat info	<p>The secretariat reminded that it should be invited to all project/domain F2F meetings. And that only the secretariat can use the UN logo.</p> <p>It was suggested that we should discuss how to help facilitate these meetings (under the Code of Conduct / IPR policy) and help them to advertise these.</p>	
8a. Communication	The next HoD Quarterly Report will need to be prepared mid-to end-September. If you have any suggested topics, please send these to the Secretary.	
9a. Other business – Spring 2020 Forum	Update on Spring Forum – we still have our dates reserved for the end of April 2020 but with a request from the IMO to try to move it if possible. No other dates are available in the Palais in the Spring; other locations are being considered and studied.	
9x. Next Bureau call	Next Bureau call: Monday, 9 September 2019 from 10:00 CET (Geneva)	