Bureau teleconference discussion notes and decisions
9 September 2019, GoToMeeting session; 10:00 CET

Agenda item	Discussion	Action/Decision
1a. Roll call	**Bureau present**: Sue Probert, Estelle Igwe, Ian Watt, Tahseen Khan **Bureau excused**: Harm Jan van Burg, Anders Grangård **Bureau absent**: Raffaele Fantetti **Secretariat**: Lance Thompson	4 of 7 = Quorum
1b. Presentation of the Agenda		Agenda agreed as written.
1c. Approval of meeting report of 13 August 2019		**Bureau approval 1909030**: The Bureau approved the meeting report of 13 August 2019.
3a. ITPD – ISMIT White Paper	The ITPD ISMIT team presented its final White Paper and requested that it be brought to project exit and publication. The project team is waiting on an annex submission for a case study from India; as with all such use cases, this would be added as-is once received.	**Bureau approval 1909031**: The ITPD ISMIT White Paper was approved for project exit and publication.
3b. T+L – Data Pipeline BRS	The T+L Data Pipeline project went to Public Review through written procedure agreement on 23 August.	**Bureau approval 1909032**: The T+L Data Pipeline project was approved to go to Public Review by Written Procedure decision on 23 August 2019.
3c. SCMP – CI Delivery	The SCMP CI Delivery project team finalized its Public Review and responded to all comments received. The team requests to move to project exit and publication.	**Bureau approval 1909033**: The SCMP CI Delivery BRS was approved for project exit and publication.
3d. SCMP – Purchase Order Financing Request	The SCMP Purchase Order Financing Request finalized its Public Review and integrated the relevant data into the CCL. The team requests to move to project exit and publication.	**Bureau approval 1909034**: The SCMP Purchase Order Financing Request for project exit and publication.
3e. T+T Experience Program Technical Artefacts	There was some doubt as to the final version of the project proposal; there may be some small modifications. As this project has been on the Bureau agenda for several months, once the final version of the project proposal is ready, the secretariat will highlight the changes from today's call and request a Written Procedure approval to move to launch the project (pending HoD support) within 5 days, with Project leader = Sachin Mehta and supporting VC = VC Van Burg.	Secretariat to check on the final version of the project proposal then launch a request for Written Procedure approval.
3f. AGRI – eQuality Certificate Guide	The AGRI eQuality Certificate Guide project requested an update of the Milestone dates.	**Bureau approval 1909035**: The AGRI

		eQuality Certificate Guide request for milestone update was approved.
3x. Pending projects	SUMMARY OF PENDING PROJECTS • The SWD Core Principles project is advancing and plans to finalize before the Forum as a White Paper instead of a Recommendation. • The CI SC Track/Trace project will try to identify a project leader at the Forum in London. • The eGOV Blockchain project has nearly submitted its final chapters and should finalize before the Forum • The M+T Header/Envelope project has been approved under the OASIS procedures; pending final presentation to the UN/CEFACT Bureau for approval.	
4a. UN/CEFACT London Forum	All of the Domain/Project agendas received will be consolidated in the Forum schedule on Wednesday and circulated with an aim to publish by the end of the week. Missing information will be supplemented by the information which is known by the secretariat at this time. The Lunch and Learn sessions are noted on the website on the same page as the conferences; a synopsis can be added as a PDF file. There was suggestion for a Monday L+L on CUE and Project development. The secretariat will put this together.	
4x. Representation	The Secretariat (Lance) will attend the EU Multi-Stakeholder Platform meeting in Brussels on 17 + 18 October. The Secretariat (Lance) and Chair (Sue) will attend the IMO Expert Group on Data Harmonization on 10 + 11 September in Antwerp. The Chair (Sue) will try to attend part of the ISO TC154 Plenary meeting in Luxembourg. There is difficulty to find a participant for the Sea Express meeting in Saint Petersburg on 18 September. The Secretariat will suggest a recorded presentation. Several recent events have underlined the importance of clear semantic data from the private sector in order to perform regulatory procedures at the border; the UN/CEFACT RDMs clearly provide the necessary information.	
6b. Use of UN/CEFACT Titles	The secretariat updated and finalized the Terms of Reference for the use of UN/CEFACT titles. This will be published internally to UN/CEFACT on CUE shortly.	
7a. Communication	HoD Quarterly report should be prepared in the coming week(s); if there are any topics that should be included in this document, please let Lance know before the end of the week (13 September).	
8a. Request from Ukraine HoD to update Rec5	The secretariat has contacted the ICC who publish the INCOTERMS in order to see about our re-publication of the new version 2020. This version should be available for our work by mid-September. If we want this to go to the Plenary, then a project to update this recommendation (5) will need to proceed very quickly. There was a comment that the use of all former INCOTERMS are not always discontinued with the new version; in order to maintain the historic ones within UN/EDIFACT, it might be	

	necessary to slightly reword the "Maintenance" section of this recommendation.	
8b. Request from ISO TC154 to update Rec7	The secretariat has gone through the ISO8601 standard and the UNECE Rec7 and identified the main points which require updating. The preparatory documents will be forwarded to interested Bureau members in view of quickly launching a project and ensuring the document is finished and ready in time for the May 2020 Plenary.	
9a. Other business – raising awareness	VC Igwe has worked within Nigeria to ensure that there is further participation within UN/CEFACT and its Forum. Chair Probert has also worked within the UK to ensure that there is further participation within UN/CEFACT and its Forum.	
9a. Other business – ISO TC154, JWG8	ISO TC154, JWG8 has sent a draft of a new standard along with the request for a new standard. The ballot was launched in the last days. LISS (Logistics Information System Supplier) are defined in this document and the standards they should use; this is very linked to the UN/CEFACT MMT-RDM and SSP Rec37. Our MMT is included in the document as a normative reference.	All interested parties should prepare any comments in view of coordinating a UNECE response. The topic should be added to the next Bureau call for information and update.
9x. Next Bureau call	Next Bureau call: Monday, **30 September 2019** from 10:00 CET (Geneva)	