

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

Agenda item	Discussion	Action/Decision
1a. Roll call	<p><b>Bureau present:</b> Sue Probert, Estelle Igwe, Ian Watt, Harm Jan van Burg, Anders Grangård, Raffaele Fantetti</p> <p><b>Bureau excused:</b> Tahseen Khan,</p> <p><b>Secretariat:</b> Lance Thompson, Markus Pikart</p>	6 of 7 = Quorum
1b. Presentation of the Agenda		Agenda agreed as written.
1c. Approval of meeting report of 09 September 2019		<p><b>Bureau approval 1909036:</b> The Bureau approved the meeting report of 09 September 2019.</p>
3a. ITPD – Rec5rev (INCOTERMS)	<p>Following the request of the Ukraine HoD, a project proposal and first draft of text was put together to launch a revision of Recommendation 5 on the INCOTERMS. The timeline has been accelerated in order to correspond with a publication for the 2020 Plenary. The ICC are happy to participate in the project (but not lead).</p> <ul style="list-style-type: none"> <li>• Request to launch a new project pending 3 HoD support.</li> <li>• Proposed project leader: Tomas Malik</li> <li>• Proposed supporting VC: VC Igwe</li> </ul> <p>There was hesitation of having a project led by a member of the UNECE secretariat. It was recognized that the secretariat does support project development and involve supporting Vice Chairs in relevant correspondences. It was noted that the Secretariat, the Bureau members and the experts each have their own roles and we should try to remain in each respective role. However, an exception was considered for this project given the tight deadline.</p> <p>A concern was raised on the French version of the previous version, so it was requested that we take care with the translations.</p> <p>It was mentioned that there might be some interest in the project team considering the possible continuance of interest in the previous INCOTERMs versions.</p>	<p><b>Bureau approval 1909037:</b> The ITPD project to revise Recommendation 5 (INCOTERMS) was approved pending three HoD support. Project leader: Tomas Malik; Supporting VC: VC Igwe</p>
3b. M+T – Rec7rev (date/time formats)	<p>Following the request from ISO TC154, a project proposal and first draft of text was put together to launch a revision of Recommendation 7 on date/time formats. The suggested timeline has been accelerated in order to correspond with a publication for the 2020 Plenary.</p> <p>The topic has been on the table for a number of years. It was suggested that we do not rush this recommendation for the 2020 Plenary as there may be various aspects which may be affected and checked (such as the links with our code lists or other uses). An in-depth analysis may be required.</p>	The topic will be picked up during the Forum, notably in M+T meetings.

3c. T+L – Smart Container BRS	<p>Upon completion of its Public Review period, the Smart Container project team has submitted its final draft for approval. The work has been developed around 22 use cases and their different possible scenarios.</p> <ul style="list-style-type: none"> <li>Request approval and publication</li> </ul> <p>It was confirmed that the project team will continue to work on its CCL submissions as its next deliverable.</p> <p>A small issue was raised on some definitions in the BRS quoted from Wikipedia. Usually this website is not approved for use as a source for definitions within UN/CEFACT deliverables; furthermore, there are some direct quotations which lack quotation marks. The secretariat proposes to resolve these issues with some non-substantial modifications during the editing processes.</p> <p>It was also noted that there is a need to check some of the definitions in the Annex (definitions missing for consignee and notify party) including to ensure that the concepts of shipment versus consignment are aligned to the MMT-RDM as this BRS should be based on the MMT-RDM high-level BRS.</p>	<p><b>Bureau approval 1909038:</b> The Bureau approved the final draft of the Smart Container BRS pending some minor editorial modifications.</p>
3d. T+L – Rec16rev (UN/LOCODE)	<p>Upon completion of its Public Review period, the project team for the revision of Recommendation 16 (UN/LOCODE) presents its final draft for approval and Project Exit.</p> <ul style="list-style-type: none"> <li>Request approval and presentation to the Plenary for final approval.</li> </ul>	<p><b>Bureau approval 1909039:</b> The Bureau approved the final draft of the revised Recommendation 16 and submits it to the Plenary for final approval.</p>
3e. T+T – Experience Program Technical Artefacts	<p>The T+T Experience Program Technical Artefacts project was submitted to Bureau members for Written Procedure approval by 25 September. Only one substantial comment was received, suggesting that the project should include submission to the CCL and this was agreed</p>	<p><b>Bureau approval 1909040:</b> The T+T project on Experience Program Technical Artefacts was approved with a minor modification and pending three HoD support. Project leader: Sachin Mehta; supporting VC: VC Van Burg.</p>
3x. Pending projects	<p><u>SUMMARY OF PENDING PROJECTS</u></p> <ul style="list-style-type: none"> <li>SWD – Rec33rev is on track. There should be a post-Public Review meeting in two weeks and the final draft should be presented at the next call or directly after the Forum.</li> <li>AGRI – eCert Guide project is pending milestone update which should be presented at the next Bureau call. Aiming for Spring of next year.</li> <li>M+T – Header/Envelope project should be presented shortly to the Bureau</li> </ul>	
4a. UN/CEFACT London Forum	<p>The agenda for the Forum has been published and the room reservations have been finalized (all unused rooms have been relinquished to the IMO).</p> <p>The conference agendas and speaker bios should be finalized this week and posted on the website.</p> <p>There was a request to have a second new comer’s session on Thursday; this could be done as an L+L session.</p>	

	Spring 2020 Forum dates are maintained end of April 2020 in Geneva. The Autumn 2020 Forum location has not yet been confirmed and we are open for ideas.	
4x. Representation	<p>The Secretariat (Lance) made a video-presentation at the Sea Express meeting in St Petersburg on 18 September. It was well received.</p> <p>The Secretariat (Lance) made a video-presentation at the UNECE Transport Facilitation &amp; Security meeting in Budapest on 18 September. It was well received and a follow-up presentation is planned for their next Geneva meeting.</p> <p>VC Van Burg and VC Watt reported on the Asia Pacific Trade Facilitation Forum, showcasing UNESCAP and ADB work.</p> <p>VC Igwe reported on the AACE SW Conference. She underlined that many SW are not taking into account transit (for landlock countries).</p> <p>Chair Probert reported on the SMDG meeting in Singapore which was well attended; She also reported that the UN/CEFACT presentation provided at the Global Liner Shipping Conference, also held in Singapore, had been well received.</p>	
6a. Secretariat information	The use of titles ToR has been published onto CUE and has been adopted by other sections of the UNECE.	
7a. Communication	<p>An HoD Quarterly report has been prepared for consideration of Bureau members.</p> <p>The report is put forward to the Bureau for Written Procedure Approval by 2 October (Wednesday) noon (Geneva-time).</p>	HoD Quarterly Report put forward for Written Procedure decision by Wednesday 2 October noon
9a. Other business:	A call was raised to consult Forum conference agendas.	The secretariat will circulate the agendas for both conferences as soon as they have been submitted.
9x. Next Bureau call	Next Bureau call: Monday, <b>21 October 2019</b> from 10:00 CET (Geneva)	