

**Bureau teleconference discussion notes and decisions**  
**27 January 2020, GoToMeeting session; 10:00 CET**

Agenda item	Discussion	Action/Decision
1a. Roll call	<p><b>Bureau present:</b> Sue Probert (Chair), Estelle Igwe, Ian Watt, Harm Jan van Burg, Tahseen Khan, Anders Grangård</p> <p><b>Bureau absent:</b> Raffaele Fantetti</p> <p><b>Secretariat:</b> Lance Thompson, Maria Ceccarelli</p>	6 of 7 = Quorum
1b. Presentation of the Agenda	The Secretariat added a document from the Secretariat General	Agenda approved with no modifications.
1c. Approval of meeting report of 16 December 2019		<p><b>Bureau decision 2001066:</b> The Bureau approved the meeting report of 6 January 2020.</p>
3a. ITPD – Rec5 revision INCOTERMS	The Rec5 revision project team completed the final draft and the 60-day public review. There were no comments received. The project team presents the final version to the Bureau for approval and presentation to the Plenary.	<p><b>Bureau decision 2001067:</b> The Bureau approved the Rec5 revision for presentation to the Plenary</p>
3b. T+L Annex V-VI of Rec21	<p>An updated Annex V-VI of Rec21 was presented to the Bureau for approval.</p> <p>There was a short discussion on the link between the update procedure and the semantic information. It may be necessary to address the proposed code as the logic of naming of the code may not be consistent (It was suggested to not structure the code itself in the future). It was suggested that this topic should be further discussed in the future.</p>	<p><b>Bureau decision 2001068:</b> The Bureau approved the update to Annex V-VI of Rec21</p>
3c. T+T Annex II-III of Rec 20	<p>An updated Annex II-III of Rec20 was presented to the Bureau for approval.</p> <p>The same issues were repeated as the Rec21 annex.</p>	<p><b>Bureau decision 2001069:</b> The Bureau approved the update to Annex II-III of Rec20</p>
3d. ITPD – Disaster Recovery Relief	<p>The Disaster Recovery Relief project requested to update it Milestone dates.</p> <p>It was suggested that we should put forward a document to the Plenary in order to later be able to request an intersessional approval. A brief summary of the document within one or two pages should be presented to the Plenary as an informal document so that they are aware of the document and its progress.</p>	<p><b>Bureau decision 2001070:</b> The Bureau approved the Milestone update of the Disaster Recovery Relief project. A two- or three-page informal document should be presented to the Plenary to report on progress.</p>
3x. Pending projects	<ul style="list-style-type: none"> <li>• CI-SC T+T project: GS1 Australia may be interested in taking the project leadership; VC Watt is following up.</li> <li>• IMO eFAL project: there should be an update after the next IMO EGDH meeting</li> <li>• The CCL submission for the Smart Container project should be finalized within the next library</li> <li>• The Pipeline project requires a small update; it will be removed from the Plenary agenda (as the link is</li> </ul>	

	<p>unavailable) and can be added to the revised agenda if it can be finalized before the Plenary.</p> <ul style="list-style-type: none"> <li>• eCert Guide project, a draft has been started, discussion continues on what should be in the document</li> <li>• Sustainable Tourism project progressing.</li> <li>• Header Envelope project is ready to go to a second Public Review.</li> </ul>	
4a. 26 <sup>th</sup> UN/CEFACT Plenary	The Secretariat shared the latest agenda which will be submitted this week.	<b>Bureau decision 2001071:</b> The Bureau approved the 26 <sup>th</sup> Plenary agenda
4x. Representation	<ul style="list-style-type: none"> <li>• Chair Probert was at a GFFA Expert Panel on SPS certification in Germany on 17 January</li> <li>• Chair Probert will be at the WCO DMPT in Brussels 27-29 January</li> <li>• VC Van Burg will participate in a GLEIF meeting on legal identity identifier in Amsterdam on 4 February</li> <li>• Chair Probert and Secretariat will participate in the T+L Interim F2F meeting in Paris 4-5 February</li> <li>• Secretariat organizing a side event during OECD Forum on blockchain and textile traceability in Paris on 13 Feb.</li> <li>• Secretariat organizing a pre-forum even to OECD Forum on policy approaches for textile traceability in Paris on 11 Feb.</li> <li>• Secretariat will be at the WCO eCommerce WG in Brussels on 12 February</li> <li>• Secretariat will be at the EU MSP on ICT in Brussels on 13-14 February</li> <li>• VC Van Burg will participate in an Interim T+T meeting in Taipei from 2-6 February</li> <li>• VC Van Burg will participate in a meeting of the Organization of Wine Growers on eQuality certificate in Paris on 27 March</li> <li>• Secretariat organizing a side event during UNECE SDG Forum on Smart Connectivity in Geneva on 20 March</li> </ul> <p>There was a short discussion on the development of certification and the need to ensure that the generic information on each is aligned to international standards.</p>	
6. Plenary preparations	<p>The Secretariat shared with the Bureau the following documents which have been prepared for presentation to the Plenary:</p> <ul style="list-style-type: none"> <li>• 6a. UN/LOCODE A/G Programme of Work</li> <li>• 6b. UN/LOCODE A/G 3<sup>rd</sup> annual meeting report</li> <li>• 6c. UN/LOCODE A/G Reporto n activities in 2019</li> <li>• 6d. A/G on Adv. Tech Programe of Work</li> <li>• 6e. A/G on Adv. Tech Mission Statement</li> <li>• 6f. A/G on Adv. Tech Provisional agenda</li> <li>• 6g. New Technologies conference report</li> <li>• 6h. 6<sup>th</sup> Single Window conference report</li> </ul>	
6i. Speech of UN-SG to UN-GA	The Secretariat shared a speech that Secretary General Guterres made during the 22 January General Assembly which addresses the dark side of some modern technologies.	
9a. Other business	Question was raised on the elections of Vice Chairs and the announcement. The Secretariat announced that this was already on line and official announcement later this week.	

9b. Other business	<p>There are some projects on digitalization (such as Swiss have launched a project at Davos Forum). UN/CEFACT should try to capture these opportunities in order to increase our visibility.</p> <p>It was pointed out that capacity building activities often find funding, but the standardization work on which it is based does not receive such funding.</p> <p>The UNCTAD eCommerce will be the same week as the UN/CEFACT Forum so the conferences during the Forum should be on this topic in order to be part of the UNCTAD event.</p>	
9x. Next Bureau call	Next Bureau call: Monday, <b>17 February 2020</b> from 10:00 CET (Geneva)	