

Bureau teleconference discussion notes and decisions
9 March 2020, GoToMeeting session; 10:00 CET

Agenda item	Discussion	Action/Decision
1a. Roll call	<p>Bureau present: Sue Probert, (Chair), Estelle Igwe, Ian Watt, Harm Jan van Burg, Tahseen Khan</p> <p>Bureau excused: Anders Grangård</p> <p>Bureau absent: Raffaele Fantetti</p> <p>Secretariat: Lance Thompson</p>	5 of 7 = Quorum
1b. Presentation of the Agenda	Item 3c was transformed into an item for Approval The topic of the Coronavirus/COVID-19 was added as item 2b.	Agenda approved with modifications.
1c. Approval of meeting report of 17 February 2020		Bureau decision 2003077: The Bureau approved the meeting report of 17 February 2020.
1d. Approval of the Extended Bureau report of 21 February 2020	The Bureau noted the request of the Extended Bureau (with Domain Coordinators) to have similar future calls on topics related to the Forum, organizational aspects and eventually targeted topics.	Bureau decision 2003078: The Bureau approved the Extended Bureau meeting report of 21 February 2020
2a. BRS-RSM CCBDA	<p>In January, the secretariat sent a request to all Domain Coordinators to assist with an alignment exercise of the BRS and RSM as well as the processes used to develop these. Responses have been received from several D.C. (F+P, SCMP, A+A, INS, ENV and T+T); there was also some discussion on the T+L contributions. These have been saved on a dedicated page on CUE. These responses will be studied and reported on in a future Bureau meeting.</p> <p>The CCBDA approach to deliverables for the schema is generally being used at present; however, this has not been possible for some of the deliverables that used qualified schema. It was suggested that we should move towards the CCBDA approach for a harmonized message design approach.</p>	This topic to be picked up at the next UN/CEFACT Forum
2b. Coronavirus	<p>The secretariat reported on the latest developments because of the Coronavirus COVID-19 outbreak. Many meetings have been postponed or cancelled in a principle of precaution. There have been instructions from the direction of the UN to inform all participants which has been done on the website (a Coronavirus tab was created with the mandatory brochure). However, these instructions are evolving on a daily basis and there are no guarantees that there will not be last minute decisions that affect meetings. Given the current information available, the new director of the Economic Cooperation and Trade Division has instructed to:</p> <ul style="list-style-type: none"> • Try to resize (down-size) meetings • Encourage remote participation • Avoid inviting external speakers • In the meeting rooms, try to allow for seating delegates at one-meter distance from each other 	<p>Bureau decision 2003079: The Bureau requested to postpone the Forum and Plenary.</p> <p>Secretariat to check availabilities of rooms for Forum & Plenary in either June or October.</p> <p>Secretariat to prepare an email to all UN/CEFACT experts to announce the postponement of the Forum.</p> <p>The Bureau requests that UN/EDIFACT DMRs be</p>

	<ul style="list-style-type: none"> It was recommended to ask participants to wait until April before reserving travel/hotels in order to see how this evolves. <p>For the Forum, this would imply the cancelling of all side events (conferences/L+L) and that groups planned in smaller rooms should not meet because we cannot allow for one-meter distance from each other... For other groups, we should not encourage new participation and allow, insofar as possible, to have distant participation.</p> <p>For the Plenary, this would imply cancelling external speakers, reducing speaking time and trying to maintain the entire event to a single day. A revised Plenary agenda has been prepared under the instructions of the Director and will be presented to the Executive Office for validation; it will be shared as soon as it has been validated.</p> <p>It was underlined that there will be an impact for experts who have already booked their travel and pre-paid. Beyond the financial implication, the health/well-being aspect should be underlined. As an organization, we have a responsibility for the health/well-being of the participants.</p> <p>There was a consensus to postpone the Forum possibly to June or October (given availabilities in the Palais). There was further a request from the Bureau to postpone the Plenary to October and that all mandates be extended until the Plenary.</p> <p>It was suggested to check other European venues for a Forum in October if there are not availabilities in the Palais.</p> <p>It was suggested to have a webinar in order to replace the UN/CEFACT Forum Assembly meeting (perhaps recorded so that it is available for all time zones).</p>	processed on line end of April 2020.
3a. eGOV Blockchain project	<p>An updated version of the White Paper has been prepared, integrating the sectoral views which were presented as a separate paper. The chapter on SDGs has been removed and will be reworked to combine with the Briefing Note that the secretariat has prepared on the topic. It is requested that an updated version of the White Paper be approved by the Bureau and subsequently presented to the Plenary.</p> <p>The secretariat underlined that it does not have special editor capacity to deal with such a long document; in the future, it is requested that documents be kept to the appropriate length of 20 pages maximum.</p> <p>For certain images, it was suggested to put a disclaimer for the images/diagrams.</p>	Bureau decision 2003080: The Bureau approved the updated Blockchain Overview/Sectoral Views White Paper. The project was moved to Project Exit stage.
3b. M+T XHE project	<p>The Header-Envelope project had some edits which were substantial in nature. The project team therefore requests that the text be put forward for a second Public Review for a 30-day period.</p>	Bureau decision 2003081: The Bureau approved a subsequent 30-day Public Review for the Header-Envelope project.
3c. T+L Supply Chain Track and Trace project	<p>Proposed project leader: Hanane Becha</p> <p>It was underlined that this project concerns the track and trace related to logistics purposes (as opposed to regulatory purposes). The logistics of tracking goods during transport.</p>	Bureau decision 2003082: The Bureau nominated Hanane Becha to lead the T+L Supply Chain Track and Trace project
3d. eGOV IoT-TF project	<p>The Internet of Things in Trade Facilitation project requested a Milestone prolongation. It was reminded that this project has come to the Bureau already twice for Milestone updated (decisions 1907019 and 1912054). It was also pointed out that</p>	

	the Public Review stage should be completed with a two-month period (not fifteen days). The request will be returned to the Project Leader for revision.	
3e. ENV Waste Management project	The Waste Management project requested a Milestone prolongation.	Bureau decision 2003083: The Bureau approved the milestone prolongation of the ENV Waste Management project with minor modifications.
3x. Pending projects	<ul style="list-style-type: none"> The T+L Ship Agent Standard project received HoD support from Greece and Vietnam. Vice Chairs are invited to check the pending projects in their PDAs.	
4a. 35 th UN/CEFACT Forum conferences	The synopsis for the two approved conferences (Digital ID and Information Portals) were presented to the Bureau.	Deferred to a future Bureau call as the Forum has been postponed.
4b. 35 th UN/CEFACT Forum Lunchtime Side Events	Three requests for Lunchtime Side Events were received: <ul style="list-style-type: none"> Tuesday: use of UN/CEFACT standards in T+L projects Thursday: IPPC use of UN/CEFACT eCert standard Thursday: eInvoicing 	Deferred to a future Bureau call as the Forum has been postponed.
4x. Representation		
9a. Other business		
9x. Next Bureau call	Next Bureau call: Monday, 30 March 2020 from 10:00 CET (Geneva)	