

Bureau teleconference discussion notes and decisions
20 April 2020, GoToMeeting session; 10:00 CET

Agenda item	Discussion	Action/Decision
1a. Roll call	<p>Bureau present: Sue Probert, (Chair), Estelle Igwe, Ian Watt, Raffaele Fantetti, Tahseen Khan, Harm Jan van Burg, Anders Grangård</p> <p>Secretariat: Lance Thompson, Maria Ceccarelli</p>	7 of 7 = Quorum
1b. Presentation of the Agenda	<p>Item 3c on a proposed COVID-19 recommendation was added.</p> <p>Milestone and project leadership added for some projects</p> <p>It was requested that the meeting report be approved in session as this is the last standing meeting of the current Bureau.</p>	Agenda approved with modifications.
1c. Approval of meeting report of 30 March 2020		<p>Bureau decision 2004096:</p> <p>The Bureau approved the meeting report of 30 March 2020.</p>
2a. Words of appreciation to the current Bureau	<p>This meeting is the last standing meeting of the current Bureau Vice Chairs. The secretariat thanked the Bureau for the long standing, positive collaboration – especially with some Bureau members who have been involved for a very long time. The secretariat expressed its appreciation for the participation of VC Grangard, VC Fantetti and VC Van Burg. The Chair expressed her gratitude for a positive and constructive collaboration since the beginning of her term as Chair.</p> <p>VC Fantetti expressed his appreciation for the experience of the last six years; it has been a very fruitful collaboration. He apologized for his absences due to his role as Senator of the Italian Parliament. He thanked the secretariat (especially Secretary Lance Thompson and Chief of Section Maria Ceccarelli) for its continued support. He underlined that UN/CEFACT punches above its weight – it is a strong point to leverage on the interaction between public and private sector actors. However, UN/CEFACT should seek funding for its activities instead of depending solely on volunteer time-contributions. He expressed his willingness to contribute further in the future, eventually in an advisory function.</p> <p>VC Grangård echoed the proposal to contribute further in the future, possibly in an advisory role. He has been involved long time within bureaus of UN/CEFACT – it has not always been very easy; the current Bureau has been the best functioning and he has appreciated the collaboration.</p> <p>VC Van Burg thanked all for the kind words. He underlined the usefulness of having government members within the Bureau and has been happy to have been able to take up this role. He will retire at the same time as his term of UN/CEFACT and despite future activities after retirement, looks forward to seeing Bureau members perhaps in different roles and responsibilities. He wishes the new Bureau all the</p>	

	<p>best, especially in promoting coordination with other standards organizations.</p> <p>VC Igwe, VC Khan and VC Watt expressed their gratitude to the exiting Vice Chairs for the collaboration and good environment within the Bureau.</p> <p>The Chair, the Vice Chairs for re-election and the secretariat wish the very best for the exiting Bureau members.</p>	
3a. M+T Error-Ack project	<p>An M+T project proposal on Error-Acknowledgement was put forward.</p> <ul style="list-style-type: none"> • Proposed project leader: Hisanao Sugamata • Propose co-project leader: Gerhard Heemskerk • Proposed supporting VC: Anders Grangård (M+T) <p>Modification in deliverable (CCBDA instead of RSM)</p>	<p>Bureau decision 2004097:</p> <p>The Bureau approved the M+T Error-Acknowledgment project with minor modification. Project leader Hisanao Sugamata; project co-leader Gerhard Heemskerk; supporting VC: VC Grangård</p>
3b. T+L Smart Container project	<p>The Smart Container project team has requested to add a Green Paper as a deliverable to their project.</p> <p>Question was raised on the purpose of a Green Paper – it is an exploratory document.</p> <p>It was suggested that the project team create a new project proposal to cover either a Green Paper or an Implementation Guide.</p>	
3c. ITPD COVID-19 project	<p>A proposal for a recommendation relevant to the current COVID-19 pandemic situation was presented for the Bureau’s consideration.</p> <p>This proposal was proposed from ITC and UNCTAD for information and consideration.</p> <p>The secretariat checked with the project leader of the currently active Emergency Relief project; the project leader outlined that the current project only aims to cover the first 15 days of a natural disaster situation.</p> <p>There was a comment that the cross-border guidance would most likely be very similar between the first 15 days and ongoing disasters; this would complicate the maintenance procedure.</p> <p>It was underlined that the type of pandemic that we are living today would be a different type of management (dealing with safety of exchanges) – even if the facilitations at the border would be very similar.</p> <p>It was noted that the current pandemic is still ongoing and these types of pandemics may not be very frequent; shouldn’t we wait for the end of the pandemic before proposing best practices in order to ensure that it is complete?</p> <p>Emergency Relief getting across the border is critical when the border agents have difficulty to deal with the requests.</p> <p>Today’s pandemic affects the physical movement of people which complicates the border crossing of truck drivers – but also of merchandise which usually travels on passenger vehicles (such as flowers moving on passenger flights).</p> <p>It was also underlined that the current project proposal uses the term “Standard Operating Procedures” which already exist at borders, so we would not need to develop new ones.</p> <p>It is important to ensure that all relevant actors be included in these types of projects (WHO, IPPC, Red Cross...)</p>	

	<p>It was reminded that the life cycle of a UN/CEFACT recommendation is a long process and should not be rushed; other types of documents (Green Papers or White Papers) can be developed quicker if needed.</p> <p>Two options were proposed: either having two different recommendations (OCHA concentrating on first 15 days; the current proposal concentrating on longer-term). Or to request to rewrite the first part of the current recommendation project to be more generic and put forward an annex to cover the first 15-day situation and another annex for longer time line.</p> <p>Perhaps a recommendation on supply chain disruptions (not just border crossing procedures) would be useful. We should underline our major role in electronic business exchange.</p> <p>There was consensus to move towards a single recommendation with multiple annexes to cover the different scenarios.</p>	
3d. T+L IMO eFAL project	The Bureau approved a Milestone extension of the IMO eFAL project; new draft development milestone = October 31st	Bureau decision 2004098: The Bureau approved a milestone extension of the T+L IMO eFAL project.
3e. eGOV Digital ID project	The Bureau approved a Milestone extension of the eGOV Digital ID for Trade Facilitation project; new draft development milestone = October 31st	Bureau decision 2004099: The Bureau approved a milestone extension of the eGOV Digital ID project.
3f. ENV Waste Management project	The Bureau approved a Milestone extension of the ENV Waste Management/Waste Analysis project; new draft development milestone = October 31st	Bureau decision 2004100: The Bureau approved a milestone extension of the ENV Waste Mgmt project.
3g. AGRI eQuality Certificate project	The Bureau approved a Milestone extension of the AGRI eQuality Certificate project; new draft development milestone = October 31 st There may be need to look at the need for a guideline on this project within the new Bureau.	Bureau decision 2004101: The Bureau approved a milestone extension of the AGRI eQuality cert project.
3h. AGRI eCERT Guideline	A request for change in project leadership was requested. New proposed Project Leader = Jan Peter Aalbers	Bureau decision 2004102: The Bureau approved a change of Project Leadership for the AGRI eCERT Guideline project. New project leader = Jan Peter Aalbers
3x. Pending projects	The M+T Header Envelope project has finalized its second Public Review. It should be presented to the next Bureau for publication and project exit. The technical specification is ready in Word for this. The proof of concept reports/statement of use and migration guidelines should be ready and with the secretariat.	
4a. UN/CEFACT Plenary	The secretariat explained that as of today, the Plenary is planned for both 4 and 5 May as a Virtual Meeting. In order to accommodate most time zones, it is split to two days from 13:00 – 16:30 each day. The secretariat is studying how best to utilize the “Silent Approval” process encouraged by the UNECE Executive Committee. This means that the election, the three recommendations and the three PoW of the A/G+ToS would	

	<p>be put forward for Silent Approval. The secretariat is still studying how best to address all other necessary decisions (either through Silent Approval, Written Procedure or approval in session); idem for the meeting report.</p> <p>A document has been prepared for the elections to request that all Vice Chair candidates be elected by acclamation and enabled to start in May 2020.</p>	
4b. Plenary Doc.9 on Emergency Relief project	<p>A summary of the Emergency Relief project has been prepared for presentation to the Plenary.</p> <p>This document is independent of the discussions earlier on the call; its objective is to announce the progression and request intersessional approval if it is ready for that.</p> <p>This will not affect the regular approval procedure within the Bureau.</p>	<p>Bureau decision 2004103: The Bureau approved Plenary Document 9 on Emergency Relief to be presented to the Plenary for information.</p>
4x. Representation	<p>No additional representation by Bureau members or experts were announced on this call.</p> <p>The secretariat reported that the Regional Advisor is preparing a meeting in Ukraine next week – exact dates and topic to be confirmed.</p>	
7a. HoD Quarterly Report	<p>The Quarterly report will be prepared for circulation after the Plenary</p>	
9a. Other business	<p>VC Van Burg brought up a technical guide being developed within CODEX; this would be a White Paper but CODEX normally does not publish such documents. This might be done in cooperation with the secretariat.</p> <p>Chair Probert announced that D20.B schema has been successfully validated. She also congratulated the Supply-Chain Trace and Track call for its launch.</p>	
9b. Approval in session of this report	<p>As this is the last standing meeting of the current Bureau, the meeting report was approved in session</p>	<p>Bureau decision 2004104: The Bureau approved the meeting report of 20 April 2020.</p>