

Bureau teleconference discussion notes and decisions
8 June, GoToMeeting session; 13:00 CET

Agenda item	Discussion	Action/Decision
1a. Roll call	<p>Bureau present: Chair Probert, VC Igwe, VC Bondarenko, VC Watt, VC Becha, VC Fratini-Passi, VC Slot, VC Khan, VC Laskowski</p> <p>Secretariat present: Maria Ceccarelli, Lance Thompson</p>	9 of 9 = Quorum
1b. Presentation of the Agenda	List of UN/CEFACT Contacts was added	Agenda agreed as written with minor additions.
2a. Distribution of Bureau PDA responsibilities	<p>The Chair presented the distribution of PDA responsibilities resulting from her consultations with all Bureau members. The distribution will be:</p> <ul style="list-style-type: none"> • VC Igwe jointly in charge of the ITP-PDA, heading the work on the Trade Procedures Facilitation Domain and joint projects with other domains • VC Bondarenko jointly in charge of the ITP-PDA, heading the work of the Single Window Domain and the Code List Focal Point • VC Watt jointly in charge of the ISC-PDA, heading the work of Supply Chain Mgmt and Travel and Tourism domains • VC Becha jointly in charge of the ISC-PDA, heading the work of the Transport/Logistics and Insurance/Health domains • VC Fratini-Passi jointly in charge of the ISC-PDA, heading the work of Finance/Payment and Accounting/Audit domains • VC Slot jointly in charge of the Regulatory/e-Gov PDA, heading the work of AGRI and ENV domains • VC Khan jointly in charge of the Regulatory/e-Gov PDA, heading the work of Cross Boundary Mgmt and eData mgmt domains • VC Laskowski in charge of the Methodology and Technology PDA, heading the work of Specification domain, Library/schema focal point, UN/EDIFACT focal point <p>A Code List Focal point has been added to the previous structure in order to help maintain the Code List Recommendations. This Focal Point position will aim to clarify the maintenance procedure of these recommendations.</p>	
2b. Distribution of active project responsibilities	<p>The responsible Vice Chairs of active projects was discussed and annexed to this report. From the existing responsibilities, the following changes were made:</p> <ul style="list-style-type: none"> • SWD – Core Principles under VC Bondarenko • SWD – Info Portals under VC Bondarenko • BUY – CII BRS Repository under VC Watt • BUY – MLETR under VC Watt and VC Khan • T+T – Sustainable Tourism under VC Watt • T+T – Exp.Prog.Tech.Art. under VC Watt 	<p>Bureau decision 2006001: The Bureau agreed to the distribution of VC responsibilities vis-à-vis active projects reflecting the finalized version of the distribution of Bureau-PDA responsibilities.</p>

	<ul style="list-style-type: none"> • SHIP – IMO eFAL under VC Becha • SHIP – Ship Agent Standards under VC Becha and VC Igwe • SHIP – Smart Container under VC Becha <ul style="list-style-type: none"> ○ Jaco Voorspuij will be the project leader • INS – Health Claims under VC Becha • A+A – A+A RDM under VC Fratini-Passi • CBM – CBM RDM under VC Khan and VC Watt • AGRI – eQuality Certif under VC Slot • AGRI – eCert Guide under VC Slot • AGRI – Textile Trace under VC Slot and VC Igwe • ENV – Waste Mgmt/Analysis under VC Slot • M+T – Head/Envelope under VC Laskowski • M+T – Message Construction under VC Laskowski • M+T – Ack/Erro under VC Laskowski • M+T – RDM2API under VC Laskowski • M+T – API Town Plan under VC Laskowski 	
2c. Schedule of Bureau calls	The secretariat presented the proposed schedule of Bureau calls from now until the April 2021 Plenary. It was reminded that there is a quorum of at least five Bureau members in order to a call to be maintained and official.	
2d. Launch of call for DC candidatures	The secretariat presented the documentation prepared in order to request candidates for Domain Coordinator for the coming two-year period. A deadline of 10 July was suggested. It was suggested to add the link to the Domain/ D.C. ToR in the text of the call for candidatures.	Bureau decision 2006002: The Bureau endorsed the launch of a call for candidatures for the position of Domain Coordinators to be published with an end date of 10 July.
2e. List of UN/CEFACT contacts	The secretariat presented a list of contacts of the Bureau members, secretariat and current DC for information and internal use. This will be the contact details that the secretariat will prioritize.	
3a. ITP-PDA Disaster Recovery	The project team requested to <ul style="list-style-type: none"> • Start the public review of the current text (recommended practice and general principles) 	Bureau decision 2006003: The Bureau approved to put the Disaster Recovery draft to move forward to 60-day Public Review.
3a. ITP-PDA Disaster Recovery	The project team requested to <ul style="list-style-type: none"> • Add a deliverable to the project outputs (a second guideline covering immediate response and preparedness) 	Bureau decision 2006004: The Bureau approved the addition of a deliverable (second guideline) to the Disaster Recovery project.
3b. ISC-PDA Dangerous Goods	A request was received to start a project on Dangerous Goods IFTDGN. <ul style="list-style-type: none"> • Proposed project leader: Nico de Cauwer • Proposed supporting VC: VC Becha 	Bureau decision 2006005: The Bureau approved the launch of a new project on Dangerous Goods under the SHIP area, pending three HoD support. Project leader: Nico de Cauwer; support VC: VC Becha.

3c. REG-PDA Chain project	<p>The Chain project has prepared a questionnaire on core functions of DLT and requests authorization to circulate it. The questionnaire makes reference to a “Recommendation” and it was requested that this be changed to “Guidance” as this project is not developing a recommendation.</p> <p>A question was raised as to the target audience and if there are already mappings to the companies to whom this will be addressed.</p> <p>If there are any accompany material that the project team wish to request (letter to be sent from the Secretariat), if the letter is substantial, then this does need to come through the Bureau and not directly from the Project Leader.</p> <p>If the information is to be sent to HoDs or to UN/CEFACT experts, then this should be sent through the UNECE secretariat.</p>	<p>Bureau decision 2006006: Bureau has agreed to circulate the questionnaire with the following conditions:</p> <p>(1) The word ‘recommendation’ be changed to ‘guidance’ on all three versions as well as in the name of the project on CUE;</p> <p>(2) The official name of the project should refer to “UN/CEFACT Chain” (instead of “UNECE Chain”) and this change should be made on the CUE page;</p> <p>(3) The list of experts outside of UN/CEFACT experts to whom this will be circulated should be shared with the Bureau;</p> <p>(4) The secretariat will circulate to HoDs with a simple email.</p>
3d. REG-PDA Chain project	<p>The Chain project has put forward a request to hold a conference (webinar).</p> <p>There was a question on how such a webinar would be different from a regular project team call.</p> <p>It was suggested that perhaps the questionnaire could be coordinated with such a conference.</p> <p>It was suggested that usually such a conference would be during a Forum. Furthermore, it sounds more like a project workshop – not a conference.</p> <p>The question was raised as to who would be invited to participate in this workshop/conference. The intention is to extend the participation to any relevant experts (even outside of the UN/CEFACT constituency).</p>	<p>Bureau decision 2006007: The Bureau agreed to approve the webinar request of the Chain project with the conditions:</p> <p>(1) the word ‘recommendation’ be changed to ‘guidance’ and</p> <p>(2) this be designated as a Workshop instead of Conference.</p>
3e. M+T PDA Message Construction	<p>The project team for the CCBDA Message Construction Guide has finalized its text and requests to circulate this for a 60-day Public Review.</p> <p>It was underlined that all deliverables are incorporated in the current document. The secretariat did go through the document and made some proposed modifications which the project team agreed to.</p>	<p>Bureau decision 2006008: The Bureau approved the draft of the CCBDA Message Construction Guide to go to its 60-day Public Review.</p>
3x. Pending projects	<p>The M+T-PDA ACK-ERR project received HoD support from Germany, Greece, Japan, Sweden, Slovenia and the US</p>	
4x. Representation	<p>Chair Probert and Secretary Thompson are participating in the EU DG-MOVE DTLF webinar meetings. The recent and future ones are scheduled:</p> <ul style="list-style-type: none"> • May 6, 7, 29; June 19, 22; July 3, 17, 31; Aug 14, 28 <p>Secretary Thompson, Tomas Malik and Anders Grangard are participating in the meetings of ISO TC154. The recent and future ones are scheduled:</p>	

	<ul style="list-style-type: none"> • May 13, June 10, July 17, 22, 24, Aug 14, 20, 27 <p>Secretary Thompson is participating in the EU DG-DIGIT EU Multi-Staekholder Platform meetings. The recent and future ones are scheduled:</p> <ul style="list-style-type: none"> • May 14, June 19, 26, July 3, 15 <p>Chair Probert and Secretary Thompson are participating in the WCO Data Model Project Meeting. The next one is:</p> <ul style="list-style-type: none"> • June 29 – July 3 <p>Chief Ceccarelli will participate in the EuroDigit Forum on 11 June and present UN/CEFACT activity on blockchain Secretary Thompson will participate in the 101 Blockchain meeting on Trade Finance on 17 June and present UN/CEFACT activity on blockchain.</p>	
5a. Liaison	<p>The secretariat announced that after consultation, it has requested to terminate its Category A Liaison with ISO TC295 (Accounting) and ISO TC308 (Chain of Custody). The secretariat will be studying the other liaisons which are currently in place against its available resources.</p>	
6a. Secretariat	<p>The Secretariat shared a news story which was recently published on the UNECE website concerning work that it is undertaking to assist the Kyrgyz government with a trade facilitation roadmap and trade facilitation measures. More information available at this website.</p>	
9x. Next Bureau call	<p>Next Bureau call: Monday, 15 June from 13:00 CET (Geneva)</p>	