

Bureau teleconference discussion notes and decisions
29 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 Fratini-Passi, VC Khan, VC Laskowski</p> <p>Excused: VC Becha, VC Slot</p> <p>Secretariat present: Maria Ceccarelli, Lance Thompson</p>	7 of 9 = Quorum
1b. Presentation of the Agenda	Point added concerning new information on the website as any other business	Agenda agreed as written with one addition in AOB.
1c. Approval of the meeting report of 15 June 2020		<p>Bureau decision 2006016: The meeting report of 15 June 2020 was approved as written.</p>
2a. UN/CEFACT Strategy Document	<p>UN/CEFACT Strategy document</p> <ul style="list-style-type: none"> • Review of current strategy document and detail any modifications that would be necessary or confirm the continued validity of this document. • ECE/TRADE/C/CEFACT/2016/20/Rev.1 • http://www.unece.org/fileadmin/DAM/cefact/cf_plenary/2016_plenary/ECE_TRADE_C_CEFAC_T_2016_20E_Rev_1_prospective_directions.pdf <p>It was reminded that this document is the basis for all work of UN/CEFACT. As many of the Bureau members are new, it was requested to have a bit of time to review the document. It was underlined that the current document does not require any action unless there are requests to modify it, in which case the document would be opened to have further changes from outside the Bureau. Otherwise, this document would perdure.</p>	The agenda point was deferred to the next Bureau call. The Bureau members were requested to circulate any comments or modifications between each other prior to the call.
2b. UN/CEFACT PoW 2020-2021	<p>UN/CEFACT Programme of Work; Proposed calendar:</p> <ul style="list-style-type: none"> • Finalization of the Strategy (July) • Once D.C. are in place (August), give them the task of gathering input from their domain areas of projects that may be developed over the period 2021-2022. – These should be sorted by sections of the Strategy document and also align the proposed work with the SDGs they could support. • Compilation of potential work; first draft circulated for comments (early September) • Draft near finalized for 1st October <p>This document could be circulated to the experts after near finalization. The final document will need to final and ready for end of November.</p>	
3a. TPF – Disaster Recovery	The Disaster Recovery project team presents its second guideline to go to Public Review.	<p>Bureau decision 2006017: The Bureau approved the Disaster Recovery project second guideline to go to a 60-day Public Review.</p>

3b. SPEC – Header/Envelope project	<p>The Header/Envelope project team has finalized the project, including its Public Reviews and requests to move to publication and project exit.</p> <p>This project represents a successful collaboration between UN/CEFACT and OASIS technical committee, providing a single header specification for the two organizations.</p> <p>The project completed two Public Reviews.</p> <p>Statement of use have been finalized; these are internal documents unless the Bureau requests otherwise.</p>	<p>Bureau decision 2006018:</p> <p>The Bureau approved the final draft of the Header/Envelope project and requests the secretariat to publish the technical specification. The project is moved to Project exit.</p>
3c. SWD – Trade Information Portal	<p>This topic is deferred to the next Bureau call.</p>	
3x. Pending projects	<p>HoD support was received for the following projects:</p> <ul style="list-style-type: none"> • Pandemic Crisis: GR, IT, NG, SE • Packing List: GR, IT, RU, UA, US • IFTM: DE, ES, GR, IT, RU, UA, US • Dangerous Goods: GR, IT, NG, RU, SE, UA • RASFF: DE, ES, GR, RU, UA, US 	
4x. Representation	<p>No representations were reported during the meeting.</p>	
5a. Liaison	<p>A brief reminder of the UNECE liaison relation with ISO was made. The Category A liaison (with TC46, TC154, TC204 and TC307) require that we provide a written report for their plenary and allows us to participate in the development work within the TC. The Category B liaison (with TC68) allows us to provide written reports to their plenary and we are informed of advancements in their groups.</p> <p>It was also reminded that liaison with other organizations is the responsibility of the secretariat.</p> <p>ISO TC154 – UNECE Category A liaison report was prepared and shared with the Bureau. A small addition was made.</p> <p>ISO TC46 joint maintenance agency with suggested revisions will be circulated to the Bureau.</p>	<p>Secretariat to submit the updated UNECE-report to ISO TC154.</p> <p>Secretariat to share information on the proposed reorganization of ISO TC46.</p>
6a. Secretariat	<p>The secretariat seems to have secured Plenary dates for this year to replace the May 2020 Plenary. This is tentatively scheduled for 26-27 November in Geneva. This is being considered as a hybrid meeting partly in person and partly online.</p>	
9a. Any Other Business	<p>The secretariat created a new page on COVID-19 Response, responding to the internal requests on our work.</p> <p>Concern was raised on a few points:</p> <ul style="list-style-type: none"> • The website notes “instruments and tools” whereas UN/CEFACT usually refers to “recommendations, business standards and technical specifications”. It was suggested that we should use the same semantic terms. • Under the tab “instruments and tools”, there seem to be some inaccuracies. Use of the word “tools” which should be “standard” instead... The Smart Container project is not just seagoing containers... • Under the tab “projects”, the points raised are not UN/CEFACT ODP projects. This should perhaps be changed to “Technical Cooperation.” <p>The Bureau reminded that they are available for such consultations if the secretariat would like.</p>	

9x. Next Bureau call	Next Bureau call: Monday, 20 JULY from 13:00 CET (Geneva)	
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