

**Bureau teleconference discussion notes and decisions**  
**31 August, GoToMeeting session; 13:00 CET**

| Agenda item   | Discussion   | Action/Decision  |
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| 1a. Roll call   | <p><b>Bureau present:</b> Chair Probert, VC Igwe, VC Bondarenko, VC Watt, VC Becha, VC Fratini-Passi, VC Khan, VC Laskowski</p> <p><b>Excused:</b> VC Slot</p> <p><b>Secretariat present:</b> Maria Ceccarelli, Lance Thompson</p>   | 8 of 9 = Quorum  |
| 1b. Presentation of the Agenda                                      | <p>Agenda approved with minor modifications. There are two requests for Forum conference from TPF and eDATA. The secretariat will provide an update on the progress of the PoW under secretariat point 6a. The report of the Extended Bureau call was also added.</p>  | Agenda approved with minor modifications.  |
| 1c. Approval of the meeting report of 10 August 2020                | Minor modification.  | <p><b>Bureau decision 2008033:</b><br/>The meeting report of 10 August 2020 was approved with minor modifications.</p>   |
| 1d. Approval of meeting report of Extended Bureau call of 25 August | The Bureau was presented with the minutes from the Extended Bureau call. An extension to consult the minutes was requested until Wednesday 2 Sept noon (Geneva-time).  | Secretariat to circulate the minutes of the Extended Bureau call to the Domain Coordinators on Wednesday 2 Sept following any comments from Bureau members.  |
| 3a. SWD TIP   | The SWD Trade Information Portal project has developed its Case Study Repository template questionnaire. They request approval of the template and authorization to start to use it. Questions were raised on the next steps of the project (eBusiness standard to exchange the information relevant to a TIP -between agencies and between countries). Several Vice Chairs expressed interest to participate in these next steps. | <p><b>Bureau decision 2008034:</b><br/>The Bureau approved the Case Study Repository questionnaire template for the SWD Trade Information Portal project.</p>  |
| 3b. SCMP eNegociation   | A new project proposal has been put forward on eNegociations. Proposed project leader: Hisanao Sugamata There was a question if the eTendering was to be included in this project – it is planned as background material and may result in a request to revise that project separately.  | <p><b>Bureau decision 2008035:</b><br/>The Bureau approved the project proposal for the eNegociations project with the project leader Hisanao Sugamata and supporting Vice Chair Watt pending three HoD support.</p> |
| 3c. SPEC Message Construction Guide                                 | The SPEC Message Construction Guide project team has completed work on their deliverable. They request approval of the guide and project exit.   | <p><b>Bureau decision 2008036:</b><br/>The Bureau approved the SPEC Message Construction Guide for publication and the project for exit.</p>   |

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| 3d. SPEC RDM2API                       | <p>The secretariat requested that the RDM2API project be included on the agenda. It reminded that this project has already been the subject of four milestone deadline extensions and that many other groups both within UN/CEFACT and within the UNECE secretariat plan to work and deliver on APIs. It raised concern that the delay in delivery is blocking these other projects to progress.</p> <p>The Bureau reported that the project is currently in very positive development which is supporting the long-standing standards of UN/CEFACT. There is hope that documents will be available for review on the next Bureau call, but that we should not sacrifice the quality by rushing this work.</p> <p>It was decided that Vice Chairs ensure that any of their interested groups join the project team and help finalize the current project. The next call will be 10 September from 12:00 to 14:00 Geneva-time.</p> <p>It was further suggested to have an update meeting during the Forum on the Monday 5<sup>th</sup> October to allow all groups to know the current developments.</p> | Vice Chairs were requested to ensure that any of their groups interested in API join the next project team meetings.     |
| 3x. Pending projects                   | <p><u>SWD Core Principles</u> – Currently discussing with the Project Leader and Domain Coordinator to finalize the project</p> <p><u>INS Health Claims</u> – VC will reach out to Project Leader</p> <p><u>A+A AAA RDM</u> – a call is planned next week (Thursday 3 Sept at 15:00) aiming to finalize the RDM; will have an update next week</p> <p><u>eDATA IoT for TF</u> – soon to be finished</p> <p><u>eDATA Interledger PrefCoO</u> – update will be ready for the next Bureau call</p> <p><u>eDATA UN/CEFACT Chain</u> – team was reminded of their milestone dates; update for the next Bureau call</p> <p><u>AGRI Textile</u> – normally all of the deliverables should be finalized by the end of the year. Perhaps a milestone update is needed.</p> <p><u>SPEC API Town Plan</u> – use case and governance part to still be developed; effort will be made to help wrap it up</p>   |  |
| 4a. UN/CEFACT Forum                    | <p>The next deadline is the submission of webinar synopsis and forum agendas on 7 Sept. Both will be published immediately after reception and green light received from the supporting Vice Chair. These will be brought to the next Bureau call for information.</p> <p>An internal meeting on UN/CEFACT work on API will be planned for the first Monday of the Forum (either parallel to the New Comer’s session, or directly after)</p>  |  |
| 4b. UN/CEFACT Forum Webinar – SWD      | The SWD requested a webinar on Trade Information Portals  | <b>Bureau decision 2008037:</b><br>The Bureau approved the forum-webinar request of the SWD on Trade Information Portals |
| 4c. UN/CEFACT 26 <sup>th</sup> Plenary | The date for the 26 <sup>th</sup> Plenary is tentatively scheduled as a F2F meeting on the 26 or 27 November 2020. It is still pending so the date should not yet be communicated. The secretariat is trying to have all meetings during this week with the Textile   |  |

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|                                     | project meeting on 23-24 November, the AGAT meeting on 25. Still studying when the UN/LOCODE A/G meeting might take place.  |  |
| 4d. UN/CEFACT Forum Webinar - TPF   | The TPF domain requested a webinar on private sector engagement within NTFBs  | <b>Bureau decision 2008038:</b><br>The Bureau approved the forum-webinar request of the TPF on private sector engagement within NTFBs. |
| 4e. UN/CEFACT Forum Webinar – eDATA | The eDATA domain requested a webinar on artificial intelligence   | <b>Bureau decision 2008039:</b><br>The Bureau approved the forum-webinar request of the eDATA on artificial intelligence.              |
| 4x. Representation                  | Chair Probert will attend an IT Roundtable Meeting of Strategy Insights on 15 October 2020.<br>Chair Probert will attend the UNECE Steering Group on CMIS SGDS on 10 September 2020.<br>Chair Probert will participate in the EU-DG MOVE DTLF SG1 data team on 4 September 2020.<br>VC Khan will participate in the Russian Federation Annual conference on Electronic Signature in Saint Petersburg from 15 to 17 September 2020.<br>Secretariat Thompson will participate in a meeting of the four signatories to the eB-MoU on 1 September 2020. |  |
| 5a. Liaison                         | ISO TC 154 Plenary <ul style="list-style-type: none"> <li>• New JWG8 PWI on “Data interchange processes of blockchain based negotiable maritime bill of lading, related to eCommerce platform”</li> <li>• Request “Horizontal Standard status” of IS15000-5</li> <li>• Progression of JWG1 work</li> <li>• General comment on the management of this TC</li> </ul> IMO EGDH scheduled the mornings in the same week as the UN/CEFACT Forum  |  |
| 6a. Secretariat: PoW Status         | Input has been received from: ITP-PDA, SCMP, F+P, T+T, AGRI, ENV, CBM, eDATA, LIB, SPEC<br>Input still pending from: T+L, A+A, INS  |  |
| 7a. Slogan Proposal                 | Several slogans were received. It was suggested to include the name UN/CEFACT, to avoid a passive sentence, to ensure the phrase is short and to differentiate us with other organizations. The request for suggested slogans will be extended to the next meeting please send these to secretariat Thompson.   |  |
| 9a. Any Other Business              | The secretariat reported that the UNECE Director of the Economic Cooperation and Trade Division is requesting updates on the work of UN/CEFACT; the secretariat is providing this.  |  |
| 9x. Next Bureau call                | Next Bureau call: Monday, <b>21 September</b> from 13:00 CET (Geneva)   |  |