

Bureau teleconference discussion notes and decisions
21 September, 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 Khan, VC Slot, VC Laskowski</p> <p>Secretariat present: Elisabeth Tuerk, Maria Ceccarelli, Lance Thompson, Alla Shlykova, Maria-Teresa Pisani</p>	9 of 9 = Quorum
1b. Presentation of the Agenda	<p>Three requests added under “Other Business”:</p> <ul style="list-style-type: none"> • Brief update on current work with GS1. • Brief update on the COVID19 project. • Brief update on the textile project. 	Agenda approved with minor modifications.
1c. Introduction of Director Tuerk	<p>Director Tuerk presented her vision of UN/CEFACT within the UNECE</p> <ul style="list-style-type: none"> • UN/CEFACT has a massive importance for the standardization work globally. There is a strong normative process. • Importance of the deliverables such as UNLK, UN/EDIFACT which are flagship deliverables. • The Bureau of UN/CEFACT is the most active in the division and she expressed her gratitude for this engagement. • The breadth of topics covered within UN/CEFACT: enormous spectrum of topics, many of which are related to the UN SDGs. • UN/CEFACT very successful in COVID times (virtual meetings are a normal). <p>There are some challenges in the coming future</p> <ul style="list-style-type: none"> • COVID-19 second wave which will likely have an impact on our work (like the UN/CEFACT Plenary end of November). Resources are limited for hybrid meetings – the Plenary will be F2F only. There are serious limitations on what UN-Geneva can provide. • The United Nations has a serious liquidity crisis; it is not possible to transfer money between funds to cover interpretation, for example. • Three main themes: RELEVANCE, IMPACT and REPUTATION. How to take the very technical work of UN/CEFACT to a more political audience? Always good to have figures on how our standards are used and how much efficiency gains are possible. We also need to be mindful of the use of the UN logo which is on all of the work of UN/CEFACT – we all need to work together to make sure that the documents we produce are of the highest possible quality. <p>She expressed her appreciation to the Chair and her extensive experience within UN/CEFACT as well as that of all of the Bureau members. There are many tasks, but confident with the Chair’s leadership.</p> <p>On the way forward, it might be necessary to focus and communicate on specific work. Need to intensify the</p>	

	<p>communication on strategic issues between the UNECE secretariat and the Bureau. Perhaps more frequent interactions to discuss the future directions and the work done in different sub-programs of the UNECE.</p> <p>UN/CEFACT is of great relevance and value.</p> <p>The Bureau members thanked the Director for taking the time to join the meeting and for the support of the secretariat in the work of UN/CEFACT. They reminded the importance of the international aspects of UN/CEFACT work as reflected in the representation of Bureau members. Further involvement of the four other regional commissions could perhaps help to enhance the international aspect.</p> <p>The Bureau also appreciated the emphasis on communication and suggested that perhaps a more flexible use of a logo would help to raise visibility; the use of social media could also help to raise this visibility.</p> <p>The Bureau also welcomed the opportunity of the development of a new PoW to emphasis the strengths of UN/CEFACT and its future role.</p>	
1d. Approval of the meeting report of 31 August 2020	No modifications.	Bureau decision 2009040: The meeting report of 31 August 2020 was approved as written.
2a. PoW 2021-2022	<p>A first draft of a Programme of Work for 2021-2022 was presented. This takes into account the feedback received by Domain Coordinators and follows a streamlined logic which can cover all prospective projects. It was suggested to share this version with the larger UN/CEFACT community for any inputs.</p> <p>The Chief of Section suggested that concrete tasks need to be presented and that it cannot be overly generic. She proposed to share some examples from other UNECE divisions.</p> <p>Current, ongoing and future work might be added in an annex.</p>	
3a BUY – Automotive project	The HoD of Germany submitted a project proposal for a subset of the SCRDM for the global automotive industry. This will expand on the scheduling and help to integrate the needs of ODETTE (with strong links to North America and Japan as well as Europe). Request the launch of a new project with proposed project leader Rob Exell and supporting Vice Chair Ian Watt.	Bureau decision 2009041: The Bureau approved the launch of a new project on an automotive industry subset of SCRDM with project leader Rob Exell and supporting Vice Chair Ian Watt pending three HoD support.
3b. SPEC – RDM2API	<p>The first of three guidelines “JSON LD Vocabulary Publishing” has been completed and is presented to the Bureau for next step. This establishes how to make JSON LD artefacts from UN/CEFACT Reference Data Models. The other documents related to this project are available on CUE and will be presented to the Bureau soon.</p> <p>The document is suggested for consumption by internal groups within UN/CEFACT for testing and feedback before a technical specification on the subject can be</p>	Bureau decision 2009042: The Bureau approved the guidance document on “JSON LD Vocabulary Publishing” for internal publication
3c. eCert Guide	The supporting Vice Chair requested an extension of the eCert Guide project until end of December 2020	Bureau decision 2009043: The Bureau approved a Milestone extension of the eCert Guide project for

		draft development to end on 31 December 2020 and all subsequent milestones updated accordingly.
3d. Textile project	The supporting Vice Chair requested an extension of the Textile project end of December 2020	Bureau decision 2009044: The Bureau approved a Milestone extension of the Textile project for draft development to end on 31 December 2020 and all subsequent milestones updated accordingly.
3x. Pending projects	<p><u>eNegotiation</u>: HoD support received from DE, GR, IT, JP, MA, RU, UA and VN</p> <p><u>Disaster Recovery</u> – should do final call for Public review comments in the coming weeks</p> <p><u>Core Principles</u> – White Paper to soon be published. Working with project team to decide on next steps.</p> <p><u>Health Claims project</u> – no news</p> <p><u>A+A RDM</u> – regular calls, trying to link with other projects.</p> <p><u>IoT for TF</u> – Most of the work has been finalized, waiting on a few missing chapters.</p> <p><u>Interledger</u> – seeks an extension until November; checking if all deliverables will be done by then. A first draft of BRS is near final and will be submitted for Public Review shortly.</p> <p><u>Chain project</u> – will likely request an extension.</p> <p><u>eCert Guide</u> – project delayed because of scoping, will need to be extended</p> <p><u>Textile</u> – work is near finalized; should be sent to the Bureau shortly.</p> <p><u>API projects</u> – dates will be reassessed during the Forum.</p> <p><u>Public Review</u> ends this week for several projects: Disaster Recovery, TIP, Ship Agent, IFTM, RASFF, PackList</p>	
4a. Forum webinar synopsis on NTFB	The Domain Coordinators of the TPF Domain have put together a synopsis and agenda for their proposed webinar on encouraging private sector participation in trade facilitation reforms and the NTFBs. The website for the event has already been created. It is presented to the Bureau for information and discussions.	
4b. Forum webinar synopsis on M+T	VC Laskowski has put together a synopsis and agenda for the proposed webinar on technological advances. The website for the event will be created shortly. It is presented to the Bureau for information and discussions.	
4c. UN/CEFACT Forum	<p>The general agenda for the virtual Forum has been put online and there is a detailed agenda outlining the start times of each sessions. These were forwarded to the Domain Coordinators and Bureau members for any comments or suggestions. None have been received so far. It is planned to be able to link to individual domain agendas if these are provided.</p> <p>An invitation email will be sent to all experts early this week. It was also commented that the Forum Organization Committee (FOC) no longer exists, but it is suggested that this be recreated – perhaps with a Bureau member, a DC and/or an expert. This should be discussed and put on the next Bureau call.</p>	

<p>4d. November 26th Plenary</p>	<p>The 26th Session of the UN/CEFACT Plenary will take place on Thursday, November 26th.</p> <p>There seem to be new travel restrictions for coming to or returning from Geneva with many countries. If the Bureau members are not able to travel, they are asked to consult with their Missions in Geneva for any key points.</p> <p>Efforts will be made to ensure that there is at least an on-line connection to hear what is going on during the Plenary.</p> <p>There are three points which have been added to the original May-agenda.</p> <ul style="list-style-type: none"> • The first point to record the seven silence procedure decisions. • The second point on the preparations for the 69th session of the ECE which will be concentrating on Circular Economy. Several documents have been prepared for this. • The third to present the AGAT COVID-19 response document. 	
<p>4e. 27th Plenary forecast of documents</p>	<p>The secretariat reminded that documents for a Plenary must be declared well in advance of the event. A forecast of documents must be provided around six months prior to the event and the number of documents (and their individual numbers) are determined by this forecast.</p> <p>The secretariat prepared a work-in-progress list of documents planned for the April 2021 Plenary for information and comments. There are a number of Recommendations and White Papers which should be prepared and ready by the beginning of December. The secretariat asked three questions:</p> <ul style="list-style-type: none"> • Are the documents (Rec & WP) in this list going to be finalized and ready for the early December cut-off date? • Are there any other documents from the Bureau which should be added to this list? • Does the Bureau have proposals on topics for the four Executive Guides? <p>The Bureau confirmed that the Rec & WP in the list should be finalized by early December; they will double check before 23 September.</p> <p>The Bureau suggested that a paper on traceability and the complementarity of regulatory and operational be initiated as a Bureau project lead by VC Watt and the results added as a Plenary document.</p> <p>The Bureau suggested that an Executive Guide on UN/CEFACT's API work and another on the current COVID-projects could be a good addition.</p> <p>The secretariat will also be adding three training materials resulting from a funded project (on Single Window, on International Standards and on NTFBs)</p> <p>Comments on the forecast of documents are welcome until Wednesday 23 September.</p>	
<p>4x. Representation</p>	<p>The Secretariat will participate in the Global Trade Week organized by the Graduate Institute of Geneva on 30 September / 1st November on three different panels.</p> <p>The Regional Advisor will organize a virtual conference for the Western Balkans on 27-28 October during which the Chair will participate.</p>	

5a Liaison	<p>ISO has created a new type of standard internally called a “horizontal standard.” This implies that the standard is of pertinence not only to the committee in which it was created, but also transversally to all potential committees and beyond. As a result of requests of the UNECE secretariat to the ISO TC154 Plenary in August, the ISO 15000-5 standard has just been confirmed as a horizontal standard. For reminder, the ISO 15000-5 is the same as the UN/CEFACT CCTS 2.01 which outlines how all semantic data should be created for electronic messages and the link back to the UN/CEFACT Core Component Library.</p>	
9a Other business – GS1	<p>VC Watt has initiated in depth discussions with GS1 and sought to reboot the relationship with UN/CEFACT. There is a new set of people in the management of GS1 and they are seeking better collaboration and alignment. At this point, it will be informal.</p> <p>It was underlined that GS1 has also been very active in the textile project and this may be presented on their next annual meeting.</p>	
9b Other business – COVID project	<p>First phase of the COVID 19 related project is coming to completion. There are several projects for which the Public Review is finalizing. The multi-modal aspects of the project have a strong team with good representation from all modes of transport (road, rail, maritime, air...). Finalization will be done this week and published shortly. All information so far is already present in the CCL and MMT-RDM which is very encouraging (that our work already addresses all aspects of multi-modal transport so far). There may be more elements to add as the projects moves into more detail on rail and inland water transportation.</p>	
9c Other business – Textile project	<p>The textile project will soon finalize its policy recommendation and guidelines and would like to request to move to Public Review. However, as the next Bureau call will be four weeks away, the supporting VC requested that this be done by written procedure for decision one week after circulation of the clean documents.</p>	
9x. Next Bureau call	<p>Next Bureau call: Monday, 19 October from 13:00 CET (Geneva)</p>	