

BUREAU DISCUSSION NOTES

(highlights of Bureau discussions since 18th Plenary; see also UN/CEFACT website and Bureau Decisions)

Draft 30 April 2012

current list of topic areas

1. PROGRAMME DEVELOPMENT AREAS
2. BUREAU PROGRAMME SUPPORT
3. UN/CEFACT PLENARY
4. UN/CEFACT FORUM
5. UNECE SECRETARIAT
6. UNECE EXECUTIVE COMMITTEE AND UNECE COMMITTEE ON TRADE

1. PROGRAMME DEVELOPMENT AREAS	
a. Common Topics	
25 April	Domain Coordinators: The invitation to Domain Coordinators for the Bureau meeting scheduled for 2 May 2012 was confirmed. Drafting of the invitation and topics to be taken up will be prepared as soon as possible.
25 April	UN/CEFACT Roster: Developments are still underway. Confirmed access to be given initially to Bureau, Domain Coordinators and Coordinators within Bureau Programme Support.
25 April	Status of Recommendations, Standards and Projects: Integrated lists were being updated as part of efforts to monitor developments in PDAs of recommendations, standards and projects.
15-20 April	Updating key lists: Three main lists will be updated during the Forum period with reference to responsibilities of Programme Development Areas and Bureau Programme Support: the list of UNECE Recommendations, UN/CEFACT Standards and UN/CEFACT Projects.
15-20 April	<p>Domain Coordinators: Michael Onder has been appointed as a Domain Coordinator for Transport and Logistics and joins Dominique Vankemmel, who was also recently confirmed as a Domain Coordinator for this domain after having served for some time on an ad hoc basis.</p> <p>Domain Coordinator information on the UN/CEFACT website page for the Programme Development Area of Trade and Transport Facilitation will be updated.</p> <p>Following a review of the list of Domain Coordinators and acceptance of a new candidature application, a revised list will be prepared and follow-up emails expressing appreciation from the Bureau will be sent to all Domain Coordinators with a copy to their Heads of Delegation. Such emails of appreciation will also be sent to Coordinators of activities involved in Bureau Programme Support activities and their Heads of Delegation.</p>
15-20 April	Domain Coordinators: Domain Coordinators will be invited to the Bureau call on Wednesday, 2 May, with the view to strengthen communication.

15-20 April	UN/CEFACT Roster: There was strong interest in making available the UN/CEFACT Roster, especially to help find experts who would be able to assist in urgently needed areas that require specific skills sets.
7 March	Coordination: Activities of domain coordinators were discussed and consideration was also given to additional candidates.
b. Trade and Transport Facilitation	
25 April	Revision of “Authentication of Trade Documents by means other than Signature” (Recommendation 14): The proposed revision was introduced by Bureau Vice Chair Mats Wicktor with accompanying documents. The Bureau will review the proposal over the next two weeks and take it up on 9 May.
15-20 April	Domain Coordinators: Michael Onder has been appointed as a Domain Coordinator for Transport and Logistics and joins Dominique Vankemmel, who was also recently re-confirmed as a Domain Coordinator for this domain after having served for some time on an ad hoc basis. Domain Coordinator information on the UN/CEFACT website page for the Programme Development Area of Trade and Transport Facilitation will be updated.
7 March	Domain Coordinator: Re-confirmed Dominique Vankemmel as Domain Coordinator for Transport and Logistics.
c. Supply Chain	
7 March	Legal Notification Publication (LNP) Project: Announce call for participation.
d. Regulatory	
e. Sectoral	
21 March	CCTS 2.01 and 3.0 Migration: Issues were raised concerning migration issues involving CCTS 2.01 and 3.0. They will be followed up with the Methodology and Technology PDA.
f. Methodology and Technology	
25 April	CCL/CCTS: A summary of issues concerning the Core Component Libraries (2.01 and 3.0) and the Core Component Technical Specifications (2.01 and 3.0) was being drafted.
15-20 April	Technical Report: Reviewed issues raised during Forum discussions.
15-20 April	Rules For Presentation Of Standardized Message And Directories Documentation (R.1023): As few comments were received following the end of a 60 day public review period on 16 April, R.1023 will be published on UN/CEFACT website. The revision was developed by the UN/CEFACT Methodology & Technology Programme Development Area for the purposes of correct formatting of a UN/EDIFACT message GOVCBR introduced in the release D.11B. The modification concerns the size of the segment position indicator for section 4.3.1, the segment table. This has now been increased from its initial size of 4 digits to 5 digits. Programs that extract the information from the ASCII message directory (EDMD) will likely need to be updated. Revised version 12.0 can now published with a disposition log of comments received and addressed.
11 April	Updated Business Requirements Specification (BRS) and Requirements Specification Mapping (RSM) templates Version 2.0: Following a 60 day public review period publish during the week of the Forum.
11 April	“Open Data Interchange” Framework Technical Report (ODIF) Project: Announce call for participation.
4 April	Rules For Presentation Of Standardized Message And Directories Documentation (R.1023): Public Review scheduled until 16 April. Comments have been received and there will be a call with the secretariat on Tuesday 10 April to review developments. Once approved, EDIFACT production and publication systems are envisaged to require modification and testing. An estimate of time to make these changes is being prepared by the secretariat.

4 April	Technical Framework: A discussion paper concerning the challenges to be addressed in the UN/CEFACT Technical Framework is being taken up in the Methodology and Technology PDA and will be followed up during the upcoming Forum. In addition, a Question and Answer session is being scheduled for Thursday afternoon, 18 April, at 16.00 hrs CET. The ISO TC 154 Chair has been invited to join the session. A proposal for work on a Joint Technical Report with UN/CEFACT has been proposed within ISO TC154 and agreement to proceed is expected soon.
21 March	“Open Data Interchange” Framework Technical Report (ODIF) Project: Coordinate with ISO TC/154 necessary formalities concerning joint effort.
14 March	Updated “Core Components Business Document Assembly Technical Specification Version 1.0”: Announce 60 day public review until 18 May.
7 March	Technical Framework: Following the 18th Plenary, renewed consideration of the current UN/CEFACT Technical Framework was taken up, including the possible launch of a project, with respect to alternative ways forward, particularly in line with efforts to avoid duplication of work by cooperation with others involved in the development of standards and recommendations that support trade facilitation and electronic business.
29 February	Draft Recommendation 37: Consideration of the input from the French Head of Delegation was favourably considered concerning the report of the 18th Plenary session. Steps forward with other standards organisations are being taken up with regard to the decision taken by the Plenary.
2. BUREAU PROGRAMME SUPPORT	
25 April	Communication: Plans for the next Communication to Heads of Delegation were discussed.
25 April	Communication: The Online Forum is scheduled to be completed by the end of April and released for use by experts and Heads of Delegation no later than 1 May.
25 April	Liaison: With the view to advancing efforts in liaison and associated outreach, Mrs. Liliana Fratini Passi was appointed as UN/CEFACT liaison to ISO/TC 68 (to be re-confirmed following completion and approval of UN/CEFACT Policy and Procedures concerning Liaison). The UNECE secretariat will send an email to Mrs. Fratini Passi (with a copy to her Head of Delegation).The Bureau Vice Chair for Liaison (Harm-Jan van Burg) will be in contact with Mrs. Fratini Passi and will involve her in the continuing work on the policy note being drafted on this topic.
25 April	Event Planning: The BPS Vice Chairs (headed by Peter Amstutz) will form a committee involving others to prepare for the 20th Forum in Vienna.
25 April	Project Management Tools: Reviewed status of issues and planning for new tools to assist in project management.
15-20 April	UN/EDIFACT Data Maintenance Requests: Reviewed and confirmed 9 approved, 16 approved with changes, 25 postponed and 9 rejected
15-20 April	Project Management Tools: The status of work on project management tools was reviewed briefly. Follow up discussions will involve the Vice Chair of Bureau Programme Support (Peter Amstutz) with respect to next steps in their envisaged installation.
15-20 April	Coordinators: Following a review of the list of Domain Coordinators and acceptance of a new candidature application, a revised list will be prepared and follow-up emails expressing appreciation from the Bureau will be sent to all Domain Coordinators with a copy to their Heads of Delegation. Such emails of appreciation will also be sent to Coordinators of activities involved in Bureau Programme Support activities and their Heads of Delegation.
15-20 April	UN/CEFACT Roster: The secretariat presented further steps in the preparation of a pilot and focused attention on retrieval categories, e.g., skill sets.
15-20 April	Communication: During the open Bureau sessions experts expressed the view that more communication about Bureau activities and discussions was needed.

15-20 April	Liaison: During the open Bureau sessions, more information was requested concerning developments in ISO TC 154 involving ISO Technical Specification 15000 on Electronic Business Extensible Markup Language (ebXML) -- Part 5: ebXML Core Components Technical Specification, Version 2.01(ebCCTS), which is now a work item in TC154 with the view to it being balloted as an International Standard.
11 April	Event Planning: Update in planning for meetings involving UN/CEFACT 2012-2013 (*new): UN/CEFACT 19th Forum, 16-20 April, 2012 (Geneva) – confirmed UNECE Executive Committee, 5-7 June 2012 (Geneva) – confirmed UNECE Committee on Trade, 18-19 June 2012 (Geneva) – confirmed UN/CEFACT 20th Forum, 17-21 September, 2012 (Vienna) – confirmed UNECE Executive Committee, December 2012 (Geneva) – provisional *UN/CEFACT 21st Forum, 15-19 April, 2013 (Geneva) – provisional *UN/CEFACT 19th Plenary, 5-7 June 2013 (Geneva) - provisional *UN/CEFACT 22nd Forum, October/November 2013 (India) – provisional
11 April	Library Maintenance: So far limited participation by business users with respect to Cross Industry Invoice for validation of Core Component Library based on Core Component Technical Specification 3.0. Internal review to follow within BPS CCL Maintenance Team. A survey document will be sent to previous CII project participants to confirm stakeholder requirements. Further consideration of CCL maintenance issues required with respect to CCTS 2.01 and 3.0.
4 April	Roster of Experts: Issues concerning release of the Roster of Experts were discussed.
4 April	UN/CEFACT Website: Adjustments to be implemented following discussion of ways to make it easier to identify documents, e.g., Policies, Procedures and Terms of Reference to be identified in main list rather than within “About us”.
4 April	EU Multistakeholder Forum: UNECE and UN/CEFACT were represented at the first meeting of the EU Multistakeholder Forum on 26 March.
4 April	Communication: Online Forum - Envisaged to be available at time of Forum. Procedural and maintenance issues still under discussion within Bureau and with secretariat.
21 March	Liaison: Reviewed developments at MOUMG.
7 March	Communication: Efforts to upgrade the website, including steps to release an Online Forum (wiki) were discussed, as well as the possible review/update of UN/CEFACT Wikipedia pages.
7 March	Communication: The overall design for the Online Forum follows those being used by the Bureau, Programme Development Areas and Bureau Programme Support. Content is being added and it should be ready shortly for release to experts and Heads of Delegations.
7 March	Domain Coordinators: Activities of domain coordinators were discussed and consideration was also given to additional candidates.
7 March	Outreach and Liaison: Various issues were discussed concerning the upcoming MOUMG meeting in Geneva, opportunities for cooperation with ISO (in particular, ISO/TC154), developments concerning an MOU with ETSI as well as cooperation with the EU and CEN.
29 February	List of Open Items: The list of open items was discussed.
29 February	Documentation of Procedures: Input concerning improving documentation of procedures associated with confirmation and tasks of Domain Coordinators is being reviewed.
3. UN/CEFACT PLENARY	
25 April	Strategy: Exchanged view on some of the strategic themes raised during the 19th Forum, with a view to reviewing open items to be (further) addressed, e.g. communications, liaison and outreach, resources.
25 April	Procedures: Exchanged view on ways to make more efficient the functioning of Bureau meeting, their frequency and topics to be taken up regularly.
25 April	Heads of Delegation: Status report on drafting of response to the French Head of Delegation’s email of 22 March.

25 April	Communication to Heads of Delegation: Discussed timing and contents of next Communication to Heads of Delegation following the 19 th Forum.
15-20 April	Heads of Delegation: Status report on response to the French Head of Delegation's email of 22 March.
11 April	2013 Plenary: Provisional date of 5-7 June 2013 (Geneva) is being given consideration for the 19 th Plenary.
11 April	Heads of Delegation: Review of status of response to the French Head of Delegation's email of 22 March.
4 April	Heads of Delegation: Further steps taken to prepare response to the French Head of Delegation's email of 22 March.
28 March	Heads of Delegation: Discussion of response to French Head of Delegation's email of 22 March.
29 February	18th Plenary Report: The draft report of the 18th Plenary, held in Geneva from 15-17 February 2012, was released to Heads of Delegation for inter-sessional approval. A special one-month approval period ends 31 st March.
29 February	18th Plenary Review: The Bureau briefly reviewed developments at the Plenary, including lessons learned.
29 February	2013 Plenary: A date for the 19th Plenary, envisaged to be held in early 2013, will need to be proposed in due course

4. UN/CEFACT FORUM

25 April	Follow-up to 19th Forum: Press release made available on the Monday, 23 April, and a shorter information note was also available for the UNECE Weekly communication.
25 April	Preparations for 20th Forum: Plans should proceed as quickly as possible.
15-20 April	Forum planning: During the open Bureau sessions at the Forum, experts expressed the view that the planning and agenda for the week should be available at least one month in advance of any Forum.
15-20 April	Press Release / Highlights of 19th Forum: Agreed on drafts for release on Monday, 23 April.
11 April	Planning: Developments reviewed.
4 April	Planning: Developments reviewed.
28 March	Planning: Developments reviewed.
21 March	Planning: Developments reviewed.
14 March	Planning: Developments reviewed, including draft letter to experts.
7 March	Secretariat support: Steps towards support of the Forum by the secretariat over the months ahead, until a replacement for the UN/CEFACT secretary, were discussed.
7 March	Documentation: There is a need to update/revise documentation used to prepare Forums, given the new UN/CEFACT structure.
7 March	20th Forum: Steps to plan for the 20th Forum (17-21 September 2012, Vienna University of Technology, Vienna) will be taken up shortly.
29 February	Planning: Preparations for the upcoming 19th Forum (16-20 April 2012, Palais des Nations, Geneva) were reviewed, with particular steps being taken to focus on room assignments and the schedule of meetings. A Forum organizing committee under the responsibility of the Vice Chair for Bureau Programme Support is coordinating next steps and meets weekly.

5. UNECE SECRETARIAT	
4 April	Updating of Records: As part of the routine validation of records and files, Heads of delegation are being informed of the list of their nominated country experts who can participate in UN/CEFACT activities and a request to confirm or adjust the information provided.
21 March	Programme of Work: Secretariat is reviewing proposal prepared by Serguei Koouzmine on model standardization.
21 March	Updating of Records: Mailing list under review.
21 March	Liaison: Participation in EU Multistakeholder Forum was reviewed.
14 March	Secretariat e-mail address: There is now a “common” email address for the secretariat supporting UN/CEFACT: secretary-uncifact@unece.org
14 March	UNECE Staff: Kamola Khusnutdinova will be joining the secretariat staff supporting UN/CEFACT temporarily until May.
29 February	Liaison: The MOU with ETSI is under review.
6. UNECE EXECUTIVE COMMITTEE AND UNECE COMMITTEE ON TRADE	
15-20 April	UNECE Committee on Trade Strategy: The secretariat noted that the strategy document was now available on the Committee’s pages on the UNECE website for the June 2012 meeting and that comments from the UN/CEFACT Bureau were likely to have been taken.
4 April	UNECE Committee on Trade Strategy: UNECE Committee on Trade Bureau to receive drafting suggestions proposed by UN/CEFACT Bureau concerning draft note on Committee on Trade Strategy.
4 April	UNECE COMMITTEE ON TRADE: Input prepared by the UNECE Secretariat concerning the EXCOM Review of the Budget, which will take place in June 2012, was taken up and there was no objection to it being transmitted to the UNECE Committee on Trade Bureau.
7 March	UNECE EXECUTIVE COMMITTEE: Discussion of preparations for the EXCOM December 2012 session, when UN/CEFACT has been asked to present the final report on progress in achieving EXCOM recommendations to UN/CEFACT.
7 March	UNECE COMMITTEE ON TRADE: Preparations for UN/CEFACT’s contribution to the Committee on Trade meeting in June will include developments in the field of tracing, e.g., of cross-border agricultural products. The draft agenda is in preparation.
7 March	UNECE EXECUTIVE COMMITTEE: Following the 18th Plenary, preparations were started concerning the UN/CEFACT presentation to the UNECE EXECOM meeting to be held in June 2012. All subsidiary bodies of the Committee on Trade will be reviewed at that time.
7 March	UNECE COMMITTEE ON TRADE: A Committee on Trade strategy note for the June 2012 EXCOM session was being drafted by the CT Chair, following input from a brainstorming session in January 2012, which involved the CT Chair, Chairs of subsidiary bodies and the CT secretariat.
29 February	UNECE EXECUTIVE COMMITTEE: EXCOM’s June 2012 meeting in Geneva will include a review of the allocation of UNECE internal resources to the various working parties according to views and needs of member states.
29 February	UNECE COMMITTEE ON TRADE: The Committee on Trade will meet on 18-19 in Geneva.