

Draft for Bureau approval

Bureau teleconference

Minutes

Wednesday, 7 August 2013 GoToMeeting session (9:30-10:10 CEST)

Participants:

Bureau:

Stuart Feder (Chair), Tahseen A. Khan, Tim McGrath, Bruno Prépin

Apologies: Peter Amstutz, Harm Jan van Burg, Pier Alberto Cucino, Mike Doran, Viktor Dravitsa, Mats Wicktor

UNECE Secretariat:

Tom Butterly, Claudio Meza, Kamola Khusnutdinova

Agenda item	Discussion
1. Roll-call, introductory remarks, agree draft Agenda, approve minutes of last call.	The agenda was agreed. The minutes of the previous meeting were nearly ready to be sent around within Bureau (pending clarification of a matter raised by a member of the Bureau).
2. Items for Decision	<ul style="list-style-type: none">• Transboundary Movements of Waste (Draft project proposal): <i>Approved on 31 July 2013 and the secretariat is awaiting text to announce the call for participation on the UN/CEFACT website, based on project proposal purpose and scope.</i>• UN/EDIFACT Maintenance Procedures <i>Secretariat aspects of the procedures and drafting of a note for the attention of CEN-eBES nearly completed.</i>
4. PDA Reports on projects /developments (15 minutes)	<ul style="list-style-type: none">• Sectoral <i>- Further preparations underway for new project proposal on traceability of groups of animals and animal products, chicken eggs, tuna etc.</i>• Methodology and Technology <i>- Call to clarify question concerning XML representation of text (CEN/BII3 and UN/CEFACT) to be held on Friday, 9 August.</i>
5. BPS Reports (10 minutes)	<ul style="list-style-type: none">• Forum <i>- Programme for Agriculture domain activities to be published on website; video to be prepared for traceability of groups of animals and animal products – will review with secretariat with respect to any points involving UNECE-UN/CEFACT.</i>• Communication <i>- Secretariat will hire part time assistant to develop brochures on UN/CEFACT: (a) overview, (b) how to participate and (c) roles and responsibilities. Will work with Bureau VC for Communications and will submit drafts to Bureau</i>
6. Secretariat Report (5 minutes)	<ul style="list-style-type: none">• <i>The Confluence Bureau Information section is now updated with Bureau minutes.</i>
7. 20th UN/CEFACT Plenary (5 minutes)	<ul style="list-style-type: none">• <i>Document review and timeline - 20th Plenary document deadlines</i><ul style="list-style-type: none">- <i>Draft Agenda: 30 August</i>- <i>Draft Programme of Work (2014-2015) and other documents for translation: 11 September (12 weeks before Plenary last deadline).</i>

	<ul style="list-style-type: none"> - Documents to be produced in English only deadline: 25 September (10 weeks before Plenary) - Informal documents (MISC) can have a shorter deadline • Contributions from Vice Chairs requested by end August <ul style="list-style-type: none"> - Developments since last plenary – status of projects - Recommendations and standards
8. External events (5 minutes)	
9. Any other Business (5 min)	<ul style="list-style-type: none"> • UN/CEFACT Code of Conduct (ECE/TRADE/C/CEFACT/2010/18/Rev.1) <ul style="list-style-type: none"> - Draft communication to HODs in preparation, comments by Friday, 9 August COB CEST. • Special meeting to be arranged for AgroEDI book "Les échanges numériques, un levier de compétitivité pour l'Agriculture". French Ministry to hold event for press. • Systematic review of projects <ul style="list-style-type: none"> - To be organised in September • Possible Conference on Single Window Interoperability <ul style="list-style-type: none"> - Need special call: secretariat working within Joint UN Regional Commission approach on a concept paper; Bureau to be sent copy shortly for input and possible inclusion in September Forum and 20th Plenary discussions; need Bureau point person. • Issues concerning semantic interoperability <ul style="list-style-type: none"> - Need special call • Proposed Forum/special event in India making progress with Home Country Agreement
10. Proposed next meeting	<i>Envisaged for Wednesday, 28 August (written procedure to be followed until then; special calls to be organised as needed); possible face-to-face in November</i>