

# **Bureau teleconference draft discussion and action items**

**Tuesday, 13 May 2014 GoToMeeting session (11:10-12:39 CEST)**

## **Participants:**

**Bureau:** Harm Jan van Burg, Raffaele Fantetti, Stuart Feder (Chair), Anders Grangård, Estelle Igwe, Tahseen A. Khan, Lance Thompson

**UNECE Secretariat:** Tom Butterly, Maria Ceccarelli, Tauno Kangur

<b>Agenda item</b>	<b>Discussion</b>
1. Roll-call	all Bureau members present
2. Agree on Draft Agenda.	
3. Approve notes of previous session(s)	
4. Bilateral discussions with Vice Chairs regarding area(s) of responsibility	<ul style="list-style-type: none"><li>• The Chair reviewed the on-going discussions with Vice Chairs regarding roles and responsibilities.</li><li>• It was evident to all that the goal was to work together as a united Bureau and unified UN/CEFACT – silos of activity were to be avoided. This approach would encourage those interested in particular PDAs and domains to work together on projects advancing UN/CEFACT’s deliverables across PDAs and domains.</li><li>• As UN/CEFACT’s structure was project-oriented, project leaders should be more actively involved in Bureau discussions.</li><li>• More information about the Project Review and Support area within BPS was to be prepared.</li><li>• There was agreement that the Communication area in BPS needed to be supported by members of the Bureau as well as experts, particularly focusing on UN/CEFACT’s “single voice”.</li></ul>
5. Status of Maintenance, Ongoing Projects and Project Proposals	<ul style="list-style-type: none"><li>• Vice Chairs were invited to comment on questionnaires for projects on single window interoperability and on PPP in TF. Comments should be submitted before next call, especially concerning content and number of items in questionnaires.</li><li>• There was an initial discussion on a possible project to develop a recommendation to use UN/CEFACT standards, in particular with regard to the WTO Bali agreement (TFA) along the lines of Rec. 25 on EDIFACT. Concern was raised that this might be better handled as a matter of communication rather than recommendation.</li></ul>
6. Follow-up to Plenary and Forum	Forum in India: HCA still pending
7. Planning of Communication to Heads of Delegation	The latest version of the Communication to HoDs will be submitted to the Bureau in next few days. Target is to release asap.
8. Secretariat developments	<ul style="list-style-type: none"><li>• An acting UNECE Executive Secretary (ES) has recently been appointed – to serve for the coming months until the Secretary General appoints a permanent ES.</li><li>• An EXCOM meeting took place on April 30 and the UN/CEFACT Contact Group for EXCOM reported on their participation in UN/CEFACT’s Forum and Plenary. Attention was focused on the timely preparation of the integrated strategy document and election procedures by the Bureau.</li></ul>
9. Other business	<ul style="list-style-type: none"><li>• Information on internal/external meetings/events should be circulated to Bureau members, enabling creation of an event calendar.</li><li>• An open items list should be developed and be maintained.</li></ul>
10. Planning next calls	May 28, Wednesday at 16:00 to 17:00 CEST