

DRAFT - Bureau teleconference discussion notes and decisions
Wednesday, 28 May 2014 GoToMeeting session (16:00-17:04 CEST)

Participants:

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

Invited Guest: Eduardo Gutentag (Adviser)

Apologies: Raffaele Fantetti, Anders Grangård

UNECE Secretariat: Tom Butterly, Maria Ceccarelli, Tauno Kangur

Agenda item	Discussion
1. Roll-call	Quorum: 5 of 7 Bureau members
2. Agree on Draft Agenda.	
3. Approve notes of previous session(s)	
4. Opening remarks / follow-up	<ul style="list-style-type: none"> a. Review of envisaged timing of calls. b. Bureau Communication to Heads of Delegation transmitted by secretariat on Friday, 23 May 2014, and includes Bureau Vice Chair responsibilities; now to take up contact with Programme Development Areas (PDAs), Domain Coordinators (DCs) and Project Leaders c. Attention needs to focus on specific priorities for the coming weeks, months and the longer-term. d. To facilitate Bureau discussions and focus on priorities, open items / action list and a calendar are in preparation e. Short-list of issues: <ul style="list-style-type: none"> i. Completion of Host Country Agreement for India Forum pending ii. Roles and responsibilities involving Programme Development Areas, Domains and Projects iii. Project Review and Support area within Bureau Programme Support (and procedures supporting the Open Development Process) iv. Schedule of Events in 2015: Plenary, Forums, other

	<ul style="list-style-type: none"> v. Election procedures (need for revision noted by EXCOM at 30 April 2014 meeting) vi. Review of procedures regarding Bureau discussion notes vii. Drafting of revision of Integrated Strategy (IS); drafting of Programme of Work (PoW) for 2015- 2016 viii. Announcement on UN/CEFACT website of publication on Naming and Design Rules Version 2.1 (Approved by Bureau on 10 April 2014) ix. Announcement for call for participation of on Common Framework for Freight Information Exchange Project (Approved by Bureau on 12 March 2014) x. Questionnaires involving projects on Single Window Interoperability and Public-Private-Partnerships for Trade Facilitation xi. MOUMG activities and other standards developments
5. Developments for information/decision	Project on Consultation Approaches: Josephine Balamonte proposed as Project Leader (replacing Johan Ponten) and Gordon Cragge to be indicated as Project Editor (replacing Josephine Balamonte)
6. Information from UNECE secretariat	Correction on website to be made for Authentication of Trade Documents-Recommendation 14
7. Planning next calls	Wednesday, 11 June 16-18 hrs CEST and possible face-to-face under consideration