

# **DRAFT - Bureau teleconference discussion notes and decisions**

Wednesday, 30 July 2014 GoToMeeting session (16:00-17:30 CEST)

## **Participants:**

**Bureau:** Harm Jan van Burg, Raffaele Fantetti, Stuart Feder (Chair), Estelle Igwe, Lance Thompson

**Apologies:** Anders Grangård, Tahseen A. Khan

**Advisers:** Eduardo Gutentag, Christian Huemer

**Secretariat:** Maria Ceccarelli, Luisa Freitas

<b>Agenda item</b>	<b>Discussion</b>	<b>Action/Decision</b>
1. Roll-call	Quorum: 5 of 7 Bureau members	
2. Agree on Draft Agenda.	Reviewed draft agenda. No objections.	Agreed
3. Approve notes of previous session(s)	Discussion notes of 30 June Bureau call reviewed. No objections.	Approved
4. Follow-up to last call and developments for information / decision  • <b>Events</b>	<ul style="list-style-type: none"><li>• India Forum: remaining uncertainty about completion of Host Country Agreement (HCA) for 24<sup>th</sup> UN/CEFACT Forum, scheduled to be held in New Delhi from 27-31 October 2014; awaiting copy of signed agreement.</li> <li>• Discussion of preparations for 21<sup>st</sup> session of Plenary to be held in Geneva on 16-17 February 2015</li></ul>	<p>Letter of acceptance from India to be sent to secretariat asap.</p> <p>If HCA not received by secretariat within a week, rooms to be booked in Palais as possible venue for Forum; if HCA not received by 20<sup>th</sup> August (next Bureau call) will formally propose and decide on shift of venue from New Delhi to Geneva for October Forum 2014. Announcement to be made on website.</p> <p>Planning of drafting process, involving teams of editors, and scheduling, to be organized when everyone is back from holidays by end August. Secretariat to prepare deadline calendar for document preparations. Secretariat will complete asap draft report of 20<sup>th</sup> session of Plenary held on 10-11 April 2014.</p> <p>Drafting efforts on Integrated Strategy and Programme of Work to be circulated on a restricted basis within Bureau for discussion and input.</p>

<ul style="list-style-type: none"> <li>• <b>Liaison</b></li>   <li>• <b>Maintenance</b></li>   <li>• <b>Project developments/ proposals</b></li>   <li>• <b>Communication</b></li> </ul>	<ul style="list-style-type: none"> <li>• Discussion of preparations for 25<sup>th</sup> UN/CEFACT Forum in Geneva 20/24 April 2015</li>   <li>• Discussion of possible venue for 26<sup>th</sup> Forum in Marseille (France) in October 2015.</li>   <li>• Proposal concerning Single Window Interoperability</li>   <li>• Discussion of efforts of MoUMG on e-Business to facilitate semantic interoperability and proof of concept project. UN/CEFACT does not have a nominated expert participating as yet, but this will be reviewed.</li>   <li>• Brief review of developments with respect to other liaison efforts, including OASIS, ISO, and WCO.</li>   <li>• An error has been found in Rec. 28 code list and has been corrected. Secretariat will upload on the website the correct file.</li>   <li>• Library review project: collecting input on expectations</li> <li>• Common Framework on Freight Information Project has already been approved and is awaiting call for participation pending completion and approval of proposed MultiModal Transport Proposed Project.</li> <li>• Purchase Order Financing Proposed Project: the updated version will be circulated for approval by written procedure</li>   <li>• Communication: efforts to produce short video clips on UN/CEFACT (using professional speakers to present the material) is envisaged now to proceed in September.</li> </ul>	<p>Secretariat will start discussing the HCA with the French Government.</p> <p>A special Bureau call will be organized on this topic.</p> <p>A special Bureau call will be organized on the many activities going on concerning semantic interoperability.</p> <p>A special Bureau call will be organized on liaison activities and efforts to achieve “one voice”.</p> <p>Vice Chair Fantetti to provide Bureau with summary information about the proposed video clips.</p>
<ul style="list-style-type: none"> <li>• <b>Drafting of documents</b></li> </ul>	<ul style="list-style-type: none"> <li>• Review of list of documents to be drafted, e.g., for Plenary and Bureau procedures: <ul style="list-style-type: none"> <li>– Report of 20<sup>th</sup> Plenary (April 2014)</li> <li>– Draft Agenda for 21<sup>st</sup> Plenary (February 2015)</li> <li>– Elections</li> <li>– Project Review and Support</li> </ul> </li> </ul>	<p>Special Bureau calls will be organised on these topics.</p>

	<ul style="list-style-type: none"> <li>– Good practices in using UN/CEFACT email lists for collaboration</li> <li>– Integrated Strategy</li> <li>– Programme of Work</li> </ul> <p>Also focused on principles concerning “one voice” and delegation of authority, e.g., the need to allow for flexibility and take into consideration judgment, experience and professionalism.</p>	
5. Information from UNECE secretariat	Review of UNECE input on UN/CEFACT website .	
6. Planning next calls	Next call is tentatively proposed to take place on Wednesday, August 20th at 16:00 CEST.	To be confirmed.