

DRAFT - Bureau teleconference discussion notes and decisions

Wednesday, 3 September 2014 GoToMeeting session (16:00-16:44 CEST)

Participants:

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

Apologies: Anders Grangård, Raffaele Fantetti

Advisers: Eduardo Gutentag, Christian Huemer

Secretariat: Maria Ceccarelli, Antonio Petrella, Tauno Kangur

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 5 of 7 Bureau members = quorum	
2. Agree on Draft Agenda.		Agreed
3. Approve notes of previous session(s)	Reviewed notes of 20 August call. Lance sent in comments during the call.	Approved when these comments taken into account.
4. Follow-up to last call and developments for information / decision • Events	<ul style="list-style-type: none">• India Forum: The Host Country Agreement (HCA) has been submitted to the secretariat by the Indian Government on September 1st. A communication to inform all UN/CEFACT participants will be sent as soon as the secretariat will receive all information on the hotels. The information will be also be immediately posted on the Forum website. A one day event on “security on interchange of documents” will be organized. A Bureau meeting will be organized on Sunday 26. October.• 21st session of Plenary, 16-17 February 2015: Documents for translation need to be submitted by 3 November and a detailed schedule needs to be prepared to foster a meaningful exchange of views and to build consensus.• A Bureau F2F should be organized in Geneva in September – to be agreed via doodle	24 th Forum will take place in New Delhi from 27 to 31 October, Bureau meeting before it, all day on October 26 in FICCI building, New Delhi

<ul style="list-style-type: none"> • <i>Liaison</i> • <i>Maintenance</i> • <i>Project developments/ proposals</i> 	<ul style="list-style-type: none"> • • • 	<p>Timetable to be prepared by secretariat for necessary deadlines and documents to be prepared.</p>
<ul style="list-style-type: none"> • <i>Drafting of documents</i> 	<ul style="list-style-type: none"> • Review of list of documents to be drafted, e.g., for Plenary and Bureau procedures: <ul style="list-style-type: none"> – Report of 20th Plenary (April 2014) – Draft Agenda for 21st Plenary (February 2015) – Elections – Project Review and Support – Good practices in using UN/CEFACT email lists for collaboration – Integrated Strategy – Programme of Work 	<p>Special Bureau calls will be organised on these topics.</p>
<p>5. UNECE secretariat</p>		
<p>6. Other business</p>		
<p>7. Planning next calls</p>	<p>Next call is tentatively proposed to take place on Wednesday, 10 or 17 September at 16:00 CEST.</p>	