DRAFT - Bureau teleconference discussion notes and decisions

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

Participants:

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

Apologies: Tahseen A. Khan **Advisers:** Eduardo Gutentag

Secretariat: Maria Ceccarelli, Antonio Petrella, Tauno Kangur

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 6 of 7 Bureau members = quorum	
2. Agree on Draft Agenda.		Accepted as proposed
3. Approve notes of previous session(s)	Review of notes of 20 August and 3 September	Approved
4. Follow-up to last call and		
developments for information /		
decision		
• Events	• India Forum: The organization is well advanced. At the moment 25 participants registered and approved, reminder will be sent tomorrow. Preparation for the workshop on October 29 is progressing well, it will be finalized by end of the week. For the time being secretariat received only 2 room requests, deadline for this is in 3 working days; project leaders and DCs to be asked to act quickly. Schedule will be distributed to Bureau before publishing it. Closing plenary is planned on Friday morning because many flights leave in the afternoon.	
• Liaison	MOUMG meeting – as soon as the agenda will be ready will be distributing to the Bureau to receive feedback from Vice-Chairs.	We need better coordination of meetings with other groups within the MoU/MG. (the ISO-TC204 meetings are at the exact same time as the Autumn Forum 2014 and the Spring Forum 2015)
Maintenance	A formal request to ISO publication format was sent out to slightly amend the new version of ISO 9735-10. A copy will be distributed to	

• Project developments/ proposals	 Projejct Proposal on Integrating Trade Finance & Supply Chain Finance into Trade Facilitation. Will focus on and explain the missing link between financial world and supply chain. Bureau will take it up in 2 weeks. Project Proposal on Multi Modal Transport (MMT). Approved by the Bureau. A joint call for participation involving the project on Common Framework for Freight Information Exchange to be issued before India Forum. 	
Drafting of documents	 Review of the list of documents to be prepared, e.g., for Plenary and Bureau procedures: 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 	
5. UNECE secretariat	Bullet points on elections and comments on the Plenary report from Bureau are expected by tomorrow.	
6. Other business	On the 1st October members of the Bureau will meet in Geneva and those that cannot be at the face-to-face will join via conference call. Forum: The first Bureau meeting in India will meet on Sunday morning at 9:30 am until 5 pm, October 26, at FICCI.	
7. Planning next calls	Next call is tentatively proposed to take place on Wednesday, 1 October F2F Special calls can be organized to discuss the document to be prepared for the Plenary.	