

DRAFT - Bureau teleconference discussion notes and decisions

Wednesday, 15 October 2014 GoToMeeting session (16:00-16:35 CEST)

Participants:

Bureau: Harm Jan van Burg, Stuart Feder (Chair), Anders Grangård, Tahseen A. Khan,

Apologies: Estelle Igwe, Raffaele Fantetti, Lance Thompson, Eduardo Gutentag

Secretariat: Tom Butterly, Tauno Kangur

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 4 of 7 Bureau members = quorum	
2. Agree Draft Agenda		Accepted as proposed
3. Approve notes of previous session(s)	Review of notes of October 1	Not discussed
4. Follow-up to last call and developments for information / decision		
<ul style="list-style-type: none"> • Events 	<ul style="list-style-type: none"> • India Forum: The organization is advancing. At the moment we have some 75 participants registered and approved; a final reminder will be sent tomorrow. Preparation for the workshop on October 29 is well progressing, draft programme posted to Forum site. The Forum's schedule has been publishing on the web. Newcomer session after opening plenary by secretariat and Bureau. Bureau will meet in FICCI house on October 26. • Mailing list maintenance and nomination of experts: to be agreed that only nominated UN/CEFACT experts can participate in meetings/projects/confluence activities and only secretariat created mailing lists (listservers). For IP documents should be on to UNECE website/confluence/listservers. 	Opening plenary slides to be prepared about a week before and reviewed at Bureau meeting on October 26.
<ul style="list-style-type: none"> • Liaison 	<ul style="list-style-type: none"> • VChair Van Bourg has been invited to a Trade & TF event in Munich in December. He has been requested to prepare a trade finance presentation. 	
<ul style="list-style-type: none"> • Maintenance 	<ul style="list-style-type: none"> • Secretariat prepared database for UN/EDIFACT DMRs for assessment during New Delhi Forum, sent to BPS UN/EDIFACT assessment team last week. 	
<ul style="list-style-type: none"> • Project developments/ proposals 	<ul style="list-style-type: none"> • Multi Modal Transport (MMT) project: the Bureau approved this project. A joint call for participation involving the project on Common Framework for Freight Information Exchange to be issued before India Forum. 	Approved on September 17 th . Call for participation to be issued. Text for call for participation to be

		provided to secretariat for uploading to website. Project leader/Editor to be named.
<ul style="list-style-type: none"> • Drafting of documents 	<ul style="list-style-type: none"> • Review of the list of documents to be prepared, 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 procedures – Project Review and Support – Good practices in using UN/CEFACT email lists for collaboration – Integrated Strategy – Programme of Work 	Special Bureau calls can be organised on these topics.
5. UNECE secretariat	none	
6. Other business		
7. Planning next calls/meeting	26 October F2F meeting in FICCI Centre, New Delhi, start at 9:30 am	