

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

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

## **Participants:**

**Bureau:** Harm Jan van Burg, Raffaele Fantetti, Stuart Feder (Chair), Anders Grangård, Tahseen A. Khan, Lance Thompson

**Advisers:** Eduardo Gutentag

**Apologies:** Estelle Igwe

**Secretariat:** Maria Rosaria Ceccarelli, Fabrizio Meliado, Antonio Petrella

<b>Agenda item</b>	<b>Discussion</b>	<b>Action/Decision</b>
1. Roll-call	Quorum: 6 of 7 Bureau members = quorum	
2. Agree Draft Agenda		Accepted
3. Approve notes of previous session(s)	<ul style="list-style-type: none"><li>• Adjustments to the minutes of 10 December 2014 were requested.</li></ul>	To be discussed during coming calls.
4. Follow-up to last call and developments for information / decision - <i>Events</i>	<ul style="list-style-type: none"><li>• Timing of meetings: Some Vice Chairs have problem attending the meeting on Wednesdays. A doodle will be launched to look for alternatives.</li><li>• 21th UN/CEFACT Plenary (Geneva): - Election Procedure: - Secretariat circulated the Election Procedure as endorsed by the EXCOM. The final document is still pending, and will be hopefully prepared in January. The “Responsibility of the Chair” document. One Vice Chair signaled a potential issue where a vice-chair becomes Chair, and that would create a vacancy in the vice-chairs and would need to be addressed according to existing procedures. One Vice Chair suggested considering the opportunity of having the term of office of the Chair to be in parallel with Bureau Vice Chairs. The Bureau could submit ideas to the Plenary to change the electoral procedure in a document to be presented to the Plenary.</li><li>• SWI event planning: Roundtable, Forums, Symposium  Roundtable planned to follow the Plenary: 4 discussion papers were progressed during the Summer and in September and were taken up at the Forum in Delhi. They will be the basis for a discussion with SW operators and implementers, as part of the preparations for further work at Forums and a possible Symposium. SW operators and implementers include government agencies and entities who have established single window systems. Invitations now being sent.</li></ul>	Doodle poll to be launched accordingly.  Secretariat to circulate documents on the responsibility of Chairs  The latest versions of the papers to be circulated for comments from the Bureau.

- *Liaison*

- 25th UN/CEFACT Forum (Geneva):
  - Registration is open, and the first invitation letter will go out asap. To avoid creating confusion with the SWI activities, invitations for the Forum in April should be clear.
- 26th UN/CEFACT Forum (Marseille HCA in progress):
  - Date to be set within the period 12 September - 2 October.
  - Work advances on the HCA. Modifications to the HCA have been proposed by France, approval from the UN Executive office is pending.

UNECE is organizing it with the responsible Ministry in France, the Ministry of Foreign Affairs. The HCA revision process should be finished before the actual beginning of preparations for the Forum.
- UNCTAD meeting of the Global Facilitation Partnership in April 2015:
  - GFP meeting will be hosted by UNCTAD; it is important to assure the presence of UN/CEFACT.
- Annual Session of the UNECE (14th-16th April):
  - The Executive Office is in charge of this event. There will be side-events organized during the 3 days.
- MOU/MG (Proof of Concept on Semantic Interoperability; Revision of Annex A):
  - With regard to the proof of concept, the MOU/MG was preparing a document and waiting for the document to be ready. Secretariat is following closely, and the exercise is advancing; parties involved in this discussion want to bring it into production, but this could undermine Annex A, where semantic interoperability is part of UN/CEFACT's responsibility. With the rest of the MOU/MG, discussions on Annex A started but have not advanced very much. Last year a decision was within sight, but this document never appeared. A discussion in the Bureau at some point would be appropriate. On the role of UN/CEFACT, the position needs consensus of UN/CEFACT Bureau and secretariat. .

The Proof of Concept is almost finalized, and the group is discussing to take it into production, possibly in February 2015. The position of the Bureau is that this group should not develop projects as there would be questions of governance, ownership and IP. The person who represents UN/CEFACT at the proof of concept meetings should be aware of this position

On the Revision of Annex A, the minutes from the last call suggest that there is a paper produced by the chair to start formalizes it, and this should be circulated now to the Bureau. The discussion on Annex A has expanded very quickly, as that document shows, and there are fundamental discussions that should be taken in the Bureau, for the latter to express views.

ISO should speak with one voice just as UN/CEFACT should speak with one voice. The next meetings on Semantic Interoperability project will be held in on 12th January and 26<sup>th</sup> of January on MoU/MG Annex A, and another in February.

Issue to be discussed under other business in the next call.

The paper produced by the chair should be circulated now to the Bureau together with the relevant discussions.

<p>- <i>Maintenance</i></p> <p>- <i>Project developments/ proposals</i></p>	<ul style="list-style-type: none"> <li>• Current Library maintenance publication procedure to be discussed further: validation has been done following library maintenance procedures and when completed by the experts involved are published on the website by the secretariat.</li> <li>• Facilitating Public Procurement (PP) in the Global Marketplace Using International Standards: <ul style="list-style-type: none"> <li>- The responsible Vice Chair informed the group that during the Forum in India, it was decided to create a project team of colleagues to move this project forward; the project proposal, which was circulated to the Bureau, is a result of the first activities of this project team. Priorities have been identified therein. What is proposed in essence is to work and eventually provide a high-level overview of initiatives related to PP around the world, and a review of standards and key components; then an analysis of deliverables, and the extent to which UN/CEFACT recommendations are currently utilized in PP around the world. He suggested that, even though the project draft is general in its concept, it would be important that the Bureau take a look at it and provide input and consider its approval.</li> </ul> </li> </ul>	<p>To be put on the agenda of the first meeting in January.</p>
<p>5. UNECE secretariat</p>	<ul style="list-style-type: none"> <li>• UNECE – UN/CEFACT Website changes: <ul style="list-style-type: none"> <li>- The new Executive Secretary of UNECE is very attentive to communication, and decided to review the website along the lines of the UNECA website. A small team in UNECE was involved in the exercise. The layout was decided ahead of time. The decision was to put it online very quickly and no one had a chance to express comments. Secretariat staff from UN/CEFACT went through the UN/CEFACT pages, to spot all mistakes or malfunctions that might have come about with the change, and a number of issues had already been signaled and fixed. Bureau should feel free to signal further issues.</li> </ul> </li> <li>• EXCOM Contact Group: Draft note on election for UN/CEFACT Chair will be circulated (see above)</li> <li>• Meeting on UN/LOCODE still planned during the Forum in April.</li> <li>• Other</li> </ul>	
<p>6. Other business</p>	<ul style="list-style-type: none"> <li>• Liaison policy</li> <li>• External communication and representation policy</li> <li>• Project office function</li> <li>• TDED</li> <li>• Domains and International Trade Procedures Programme Development Area</li> <li>• Status of draft note concerning Management e-identity for cross-borders</li> <li>• Possible domain on traceability</li> </ul>	<p>New list of topics to for the next meetings in 2015.</p>

7. Planning next calls/meeting	<ul style="list-style-type: none"><li>• 2015 meetings will be held, as a general understanding, on Mondays, still at the same time (4-5:30PM CET). By way of exception, due to the unavailability of a Vice-Chair, the calls will be held on Wednesdays in the following weeks:<ul style="list-style-type: none"><li>- week of 5 January (the call will be held on Wed. the 7<sup>th</sup>);and</li><li>- week of 2 February (call will be held on Wed. the 4<sup>th</sup>).</li></ul></li></ul>	
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