

DRAFT - Bureau teleconference discussion notes and decisions

Wednesday, 7 January 2015 GoToMeeting session (16:00-18:00 CEST)

Participants:

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

Apologies: Tahseen A. Khan

Secretariat: Maria Rosaria Ceccarelli, Antonio Petrella, Tom Butterly (first 30 min.)

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 6 of 7 Bureau members = quorum	
2. Agree Draft Agenda	<ul style="list-style-type: none">•	Accepted.
3. Approve notes of previous session(s)	<ul style="list-style-type: none">• Notes of previous meetings (10 October 2014 and 17 December 2014)	To be discussed and approved during the next conference call.
4. Open topic(s) to be taken up on 7 January	<ul style="list-style-type: none">• Project office function: The possibility of setting up of a project office/ helpdesk for projects was discussed. Several ideas were explored:<ul style="list-style-type: none">- set up a helpdesk for questions relating to project proposals, especially for recommendations and standards- prepare checklist to guide proposal formulation;- a summary status report on open projects. Such a complete overview or monitoring of projects could be helpful to the Bureau as a whole, which would not replace Bureau members talking directly with project leaders, so that projects report on a regular basis in dedicated meetings and in Confluence;- another idea would involve posting initial drafts of project proposals on the website so as to allow interested parties to take part and provide input; <p>It was also discussed that the role of the Secretariat <i>vis à vis</i> this new function should also be defined. Bureau asked the secretariat to prepare a list of the responsibility on behalf of UN/CEFACT (which includes providing for the Entry Point functions).</p> <p>With the current resources level, it can only manage the confluence space and support the project leaders and editors in updating their project in the Confluence space or in uploading documents.</p>	
5. Planning next calls/meeting	<ul style="list-style-type: none">• The group updated the doodle poll to plan for next meetings.• Face-to-face meeting before the plenary• TDED discussion possibly shifted on 2 February 2015.• SWI round table to be discussed on 19 January 2015.• FOC will meet next Monday 12 January.• Open topics and possible schedule:	The Bureau considered holding a face-to-face meeting on 2-3 February. Chair and vice-Chairs should circulate information about their availability

	<p><u>Monday, 12 January</u> <i>External communication and representation policy</i> <i>Liaison policy</i></p> <p><u>Monday, 19 January</u> <i>Current domain list and possible changes</i> <i>SWI Roundtable</i></p> <p><u>Monday, 26 January</u> <i>To be determined</i></p>	and arrival time in Geneva.
<p>6. Topics / developments for information / discussion / decision</p> <p>– <i>Liaison</i></p> <p>– <i>Maintenance</i></p> <p>– <i>Project developments/ proposals</i></p>	<ul style="list-style-type: none"> • SWI Roundtable (18-19 February): - 10 of 15 participants expect to attend were already confirmed. • 26th UN/CEFACT Forum (Marseille HCA in progress): - Work advances on the HCA, Secretariat is negotiating with Paris. • MOU/MG meeting Agenda includes Proof of Concept on Semantic Interoperability; Revision of Annex A; Conformance: - Meeting planned for next week. • The Secretariat informed the group that UN-LOCODE 2014_2 was published in December 2014. Recommendation 20 was also updated with the library maintenance group. <p>Facilitating Public Procurement (PP) in the Global Marketplace Using International Standards: - The responsible Vice Chair informed the group that a team of procurement experts came up with a proposal, circulated in mid-December 2014, and asked for the green light from the Bureau to go ahead with the work, if no objections were expressed. Two Vice Chairs noted that the deliverables of the project did not appear to be sufficiently clear, including references to existing projects where appropriate. The project will be revised as soon as possible, with the expectation this will be done before the next Bureau call. The Vice Chairs will supply comments so that the proposal can be quickly updated.</p>	
7. UNECE secretariat	<ul style="list-style-type: none"> • UNECE – UN/CEFACT Website changes: - Secretariat informed that work is on-going in the news section of the website. 	
8. Planning next calls	Next call: January 12 at 16:00 CET	