

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

**Monday, 12 January 2015 GoToMeeting session (16:00-18:00 CEST)**

## **Participants:**

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

**Advisers:** Eduardo Gutentag

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

<b>Agenda item</b>	<b>Discussion</b>	<b>Action/Decision</b>
1. Roll-call	Quorum: 7 of 7 Bureau members = quorum	
2. Agree Draft Agenda		Agreed with proposed changes.
3. Approve notes of previous session(s)	<ul style="list-style-type: none"><li>Changes to the notes of previous meetings (10 December 2014, 17 December 2014, Bureau discussions during Forum in Delhi, 7 January 2015) were discussed:<ul style="list-style-type: none"><li>Notes of the 10<sup>th</sup> December 2014 call were approved with the proposed changes proposed by the group.</li><li>Notes of the 17<sup>th</sup> December 2014 call approved with proposed changes proposed by the group.</li><li>Notes of the 7<sup>th</sup> January 2015 call approved with changes proposed by the group.</li></ul></li></ul>	All pending notes were approved with proposed changes.
4. Open topic(s) to be taken up on 12 January	<ul style="list-style-type: none"><li>External communication and representation policy:<ul style="list-style-type: none"><li>This follows from a discussion held in India about external representation; notes were discussed.</li><li>The role of the Secretariat in external representation follows the standard UNECE rules for external representation.</li><li>it was suggested that no limits should be put to the expression of ideas and points of view</li><li>some Bureau members took the position that information should be provided in advance to experts who will speak in official meetings on behalf of UN/CEFACT.</li><li>Regarding prior approval of presentations, it was suggested that perhaps only sensitive issues would deserve ex-ante scrutiny by the Bureau, otherwise implementation of such a policy could become too burdensome.</li><li>The situation was reported that experts in meetings introduced themselves as “UN/CEFACT experts”, suggesting that they spoke on behalf of UN/CEFACT, and it seemed necessary to develop guidelines.</li></ul></li><li>Liaison policy:<ul style="list-style-type: none"><li>The issue of having a liaison policy was discussed by the group. An issue faced by UN/CEFACT is its institutional nature, which involves UNECE rules, so that only formal liaison can be provided by the UNECE secretariat. A Bureau member is seen as a technical support to the UNECE secretariat. In the light of these UN rules, a liaison needs to be</li></ul></li></ul>	<p>To be discussed again during the face-to-face meeting on 2-3 February 2015, on the basis of a draft document.</p> <p>Meeting with Secretariat’s representatives will tentatively</p>

	<p>established via the UNECE secretariat.  A MoU would always be between the UNECE and another organization, and UN/CEFACT as such could not sign its own MoUs.  It was suggested that reporting on issues related to the relationship with other organizations should be reviewed annually.</p> <ul style="list-style-type: none"> <li>• Old projects on confluence and ECE website: <ul style="list-style-type: none"> <li>- It was reported that old projects still exist in the platform, and a Bureau's decision about their existence on the website/confluence should be taken.</li> <li>- It was suggested that within the ODP there is no official procedure for these situations. If a project has been inactive for a long time, it could be considered to be identified as inactive and be archived.</li> <li>- It was suggested that this would be the responsibility of each of the vice-Chairs, who should be in charge of saying which project is or is not active (following guidelines to be developed).</li> <li>- It has been noticed that some projects started in UN/CEFACT/ flag subsequently developed in other bodies, without even updating the Confluence page or bringing back deliverables, e.g. a BRS.</li> </ul> </li> <li>• Brief review of open ODP issues: <ul style="list-style-type: none"> <li>- It was recalled that during the drafting of the revision of the ODP, the idea was that everything should follow the ODP. So the list of types of deliverables under 7.d was focused on should be presented to the Plenary, either for information or for approval.</li> <li>- If there is a need for a document or proposal which is not necessarily to be brought to the Plenary, it does not need to be mentioned in 7.d of the ODP.</li> <li>- This should be brought to the attention of the Plenary as a matter of clarification, e.g. the case of background papers.</li> </ul> </li> </ul>	<p>be organized to further discuss the issue during the face-to-face meeting on 2-3 February 2015.</p> <p>Follow-up on 19<sup>th</sup> February 2015</p> <p>Follow-up on 19<sup>th</sup> February 2015</p>
<p>5. Planning next calls/meeting</p>	<ul style="list-style-type: none"> <li>• Open topics and possible schedule: <p><u>CALL: Monday, 19 January</u>  <i>Current domain list and possible changes</i>  <i>SWI Roundtable</i>  <i>Update on Project Office functions</i>  <i>Projects on Confluence and ECE website</i>  <i>Brief review of OPD topics</i></p> <p><u>CALL: Monday, 26 January</u>  <i>To be determined</i></p> </li> </ul>	

	<p><u>FACE-TO-FACE/CALL: Monday-Tuesday, 2-3 February</u>  <i>Preparations for plenary</i>  <b>TDED</b>  <b>UN/LOCODE</b>  <i>Possible ODP adjustments</i>  <i>Bureau approval of standards, e.g. library maintenance</i>  <i>Project office functions</i>  <i>Review of projects</i>  <i>Liaison Policy</i>  <i>External Communication</i>  <i>Other</i></p> <p><u>CALL: Monday 9 February</u>  <i>To be determined</i></p> <p><u>FACE-TO-FACE: Sunday 15 February (10 am – 5 pm)</u>  <i>Preparations for plenary</i></p>	
<p>6. Topics / developments for information / discussion / decision  – <b>Events</b></p>	<ul style="list-style-type: none"> <li>• Draft Project Proposal on Public Procurement</li> <li>• Follow-up on “Management e-identity for cross-borders”</li> <li>• <u>February</u>  16-17 – 21<sup>st</sup> UN/CEFACT Plenary:  18-19 – SWI Roundtable:</li> <li>• <u>April</u>  14-16 – Annual Session UNECE  20-24 – 25<sup>th</sup> UN/CEFACT Forum  UNCTAD meeting of the Global Facilitation Partnership</li> <li>• <u>September-October</u>  26<sup>th</sup> UN/CEFACT Forum</li> <li>• <u>November-December</u>  SWI Symposium</li> </ul>	<p>Follow-up on 19<sup>th</sup> February 2015</p>
<p><b>Maintenance</b></p>	<ul style="list-style-type: none"> <li>• The matter of approval of standards published on the website was re-opened; in particular that the Bureau should approve updates to standards following a Plenary decision during the restructuring of UN/CEFACT.</li> </ul>	