

DRAFT - Bureau teleconference discussion notes and decisions

Monday, 19 January 2015 GoToMeeting session (16:00-17:30 CEST)

Participants:

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

Apologies: Anders Grangård

Advisers: Eduardo Gutentag

Secretariat: Tom Butterly (until 17:00), Maria Rosaria Ceccarelli, Fabrizio Meliado

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 6 of 7 Bureau members = quorum	
2. Agree Draft Agenda		Agreed as proposed.
3. Approve notes of previous session(s)	<ul style="list-style-type: none"> • Notes of the 12 January 2015 call were submitted. 	To be taken up for approval on upcoming call
4. Open topic(s) to be taken up on 19 January	<ul style="list-style-type: none"> • Brainstorming of domains currently listed under the existing PDAs identified opportunities to strengthen structure of domains and coordinators: <ul style="list-style-type: none"> - International Trade Procedures PDA Possibly create two domains: Trade Facilitation Measures and Single Window - Regulatory Domains ok, domain coordinator for Government expected to be proposed shortly - Supply Chain Possible review of domain structure to be considered – pending discussion with domain coordinators - Sectoral Domains ok, possible consideration of legal domain (not to compete with UNCITRAL, but to deal with issues and assist in coordination within and outside UN/CEFACT; interest from experts in UN/ESCAP) or a legal adviser to Bureau - Methodology and Technology To be taken up at face-to-face • SWI Roundtable: <ul style="list-style-type: none"> - Draft Agenda is almost completed and will be circulated soon, along with tentative questions for the roundtable 	<p>PDA domain structure to be taken up again with a view to reach consensus at face-to-face meeting on 2-3 February 2015</p> <p>Draft Agenda and list of participants to be circulated to Bureau shortly</p> <p>Comments could be sent by Friday 23</p>

	<p>discussion. In terms of attendance forecast, more than 50 people are planning to come.</p> <ul style="list-style-type: none"> • Update on project office functions: <ul style="list-style-type: none"> - last version of the document was circulated - the idea was to have an early round of comments to know whether the document was going towards the right direction. More comments would be welcome before finalization. • Projects on confluence and ECE website: <ul style="list-style-type: none"> - There are several projects that have not been updated on confluence for some time and would appear inactive. Vice Chairs will indicate whether projects listed are active or inactive. If inactive, they will be identified as such on the website (with no data or documentation lost). If to be continued, it needs to be clarified if the ODP version used should be the current or an earlier version. To make this work, a procedural note will be prepared. Vice- Chairs should make the recommendation on archiving projects, and part of the process should include an email to those HoDs that initially supported the projects (with a view to the possibility that they might identify new project participants. Mr. Eduardo Gutentag, Adviser, offered to prepare a draft note on the topic. • Brief review of ODP topics: <ul style="list-style-type: none"> - an email was circulated with observations on the issues. 	<p>January cob. Secretariat will resend the document in if will receive comments its latest version to the whole Bureau</p> <p>To be taken up at 2-3 February face-to-face.</p> <p>Secretariat to resend the document in the latest version to the Bureau.</p>
<p>5. Planning next calls/meeting</p>	<ul style="list-style-type: none"> • Open topics and possible schedule: <p>No call on Monday, 26 January</p> <ul style="list-style-type: none"> - As several Bureau members will not be able to participate, the call will not be held. <p>FACE-TO-FACE/CALL: Monday-Tuesday, 2-3 February</p> <ul style="list-style-type: none"> - Four Bureau members expected to participate in Geneva (Messrs. Van Burg, Fantetti, Feder and Grangard). Others will try to participate via teleconference. 	<p>No call on Monday 26 January.</p>

	<p>- Initial list of topics to be taken up: Preparations for plenary TDED UN/LOCODE Possible ODP adjustments Bureau approval of standards, e.g. library maintenance Project office functions Review of projects (active/inactive status) Liaison Policy External Communications Other</p> <p>CALL: Wednesday 4 February (16:00-18:00 hrs CET) Open priority topics CALL: Monday, 9 February (16:00-18:00 hrs CET) Open priority topics FACE-TO-FACE: Sunday 15 February (10 – 17 hrs CET) Preparations for plenary</p>	
<p>6. Topics / developments for information / discussion / decision</p>	<ul style="list-style-type: none"> • Draft Project Proposal on Public Procurement To be followed up on 4th February call • Follow-up on “Management e-identity for cross-borders” To be followed up on 4th February call 	
<p>- <i>Events</i></p>	<ul style="list-style-type: none"> • <u>February</u> 16-17 – 21st UN/CEFACT Plenary: 18-19 – SWI Roundtable: • <u>April</u> 14-16 – Annual Session UNECE 20-24 – 25th UN/CEFACT Forum: - Invitation letters are about to be sent out; it is important to know which days the big events would be held (see following item on “GFP and UN/LOCODE”). - UNCTAD meeting of the Global Facilitation Partnership (GFP) (C0-hosted by UNECE, UNCTAD, and ICC on “the role of the private sector in supporting the implementation of the WTO TFA”). Early discussions suggested to have the 	

	<p>event in parallel with the Forum, in order to have the participation of UN/CEFACT experts (potentially as speakers so that UN/CEFACT can present itself to these high-level stakeholders, such as the WTO and ICC.</p> <p>- secretariat will look into arrangements and UN/CEFACT participation – with suggestion that GFP take place on the Wednesday, and the UN/LOCODE event on Friday.</p> <ul style="list-style-type: none"> • <u>September-October</u> 26th UN/CEFACT Forum: dates still to be determined • <u>November-December</u> SWI Symposium envisaged: dates to be determined 	
- <i>Liaison</i>	<ul style="list-style-type: none"> • MoU/MG (Proof of concept on semantic interoperability; revision of Annex A; conformance): Latest developments to be taken up at face-to-face on 2-3 February 	
- <i>Maintenance</i>	<ul style="list-style-type: none"> • Developments to be taken up at next call 	
- <i>UNECE Secretariat</i>	<ul style="list-style-type: none"> • EXCOM: no news • Website: no news 	