

DRAFT - Bureau teleconference discussion notes and decisions

Wednesday, 11 February 2015 GoToMeeting session (16:00-18:00 CEST)

Participants:

Bureau: Harm Jan van Burg, Raffaele Fantetti, Stuart Feder (Chair), Anders Grangård (until 5PM), Estelle Igwe

Advisers: Eduardo Gutentag (as of 5PM)

Apologies: Tahseen A. Khan, Lance Thompson

Secretariat: Maria Rosaria Ceccarelli, Fabrizio Meliado

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 5 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">Monday-Tuesday, 2-3 FebruaryMonday, 9 February	Bureau decided to review the minutes on Sunday F2F meeting (15 February 2015)
4. Planning next face-to-face	<ul style="list-style-type: none">FACE-TO-FACE: Sunday 15 February<ul style="list-style-type: none">- 10:00-13:00 hrs and 14:00-17:00 hrs - Conference Room Hotel Eden, 135 rue de Lausanne, Geneva- 13:00-14.00 hrs: working lunch - proposed restaurant (as last time) La Perle due Lac, 126 rue de Lausanne, Geneva	It was decided that all Vice-Chairs contribute to the funds needed for the conference room at the Hotel Eden. Chair will show the bill at the lunch.
5. Topics/development for information/discussion/decision	<p>Plenary Preparations (60 minutes):</p> <ul style="list-style-type: none">Elections (email from Mitsuru Ishigaki): Procedures already exist to deal with mid-term vacancies on the Bureau and the secretariat will draft an email reply simply quoting the existing procedures in replying to the question raised by Ishigaki.secretariat had a reply by the legal advisor in relation to RCC having an observer status at the Plenary.EEC rapporteur topic:	Secretariat to draft answer to Ishigaki, share with the Bureau for endorsement and send it to Ishigaki on behalf of the Bureau.

	<ul style="list-style-type: none"> • UNTDED: secretariat has circulated to the Bureau the email received containing a Bureau draft about the UNTDED. Secretariat is concerned for the resource issues which need to be looked into further. • UN/LOCODE: the note prepared by the Secretariat was circulated and will be taken up at the next meeting for further discussion. <ul style="list-style-type: none"> - The invitation should be sent out within the next few days to reach out to the largest group of people. - need to clarify general issues about Forum closing events on Thursdays or Fridays • Status of Projects – Information on Confluence: <ul style="list-style-type: none"> - the status of projects list was sent ahead of the meeting. Vice-chairs should send their comments on the list by Friday 13 February • Slides for Plenary: <ul style="list-style-type: none"> - current slides for Plenary were briefly reviewed with the Bureau and suggestions/adjustments made; more will be done to ensure a smooth and clear set of slides. - secretariat circulated “supplementary slides” to the Bureau to invite vice chairs to add further ideas, especially projects where they feel there are significant developments; Lance Thompson was asked to prepare speaking notes and slides concerning Plenary approval of Recommendation 40. -The Bureau discussed some potential changes to the list of domains, which will be taken up at Sunday’s meeting. -The Bureau went through the slides prepared by the Chair and discussed potential changes. The Chair took note of those changes. 	<p>Secretariat to draft a reply</p> <p>It was decided that the LOCODE conference will take place on Friday 24th April in the Forum’s week and that this will be clearly mentioned in the invitation.</p> <p>The secretariat will send an email asking for responses by Friday, 13 February</p> <p>It was confirmed that the Chair would give the main presentations on behalf of the Bureau, with questions being supported by Vice Chairs. The secretariat noted the current Chair remains in office until the end of the 21st Plenary session.</p> <p>circulated revised slides to</p>
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	<p>-Some vice chairs stressed the importance of not conveying a message of rigid subdivision of PDAs and domains, and to concentrate on the projects instead from a UN/CEFACT perspective as a whole.</p> <p>The slides will be adjusted somewhat further and then sent around for further input as Vice Chairs seen appropriate. The target date is Thursday, 12 February for the slides to be sent around, with comments by Friday, 13 February or asap.</p> <ul style="list-style-type: none"> • 26th UN/CEFACT Forum, Marseille (5 minutes) 2-6 November 2015 – dates reconfirmed with secretariat. 	<p>the group on Thursday 12 February</p> <p>It was confirmed that the dates for the Forum in Marseille will be 2-6 November</p>
6. Events	<ul style="list-style-type: none"> • February 16-17 – 21st UN/CEFACT Plenary 18-19 – SWI Roundtable 18-19 – MOUMG meeting on Conformance 20 – ITP projects meeting • April 14-16 – Annual Session UNECE 20-24 – 25th UN/CEFACT Forum UNCTAD meeting of the Global Facilitation Partnership (GFP) UN/LOCODE • September-October-November 26th UN/CEFACT Forum: dates still to be determined • November-December SWI Symposium envisaged: dates to be determined 	
7. Other	<ul style="list-style-type: none"> • 	