DRAFT - Bureau teleconference discussion notes and decisions
Monday, 2 March 2015 GoToMeeting session (16:00-18:00 CEST)

Participants:

Bureau: Harm Jan van Burg, Raffaele Fantetti, Anders Grangård, Estelle Igwe, Tahseen A. Khan, Lance Thompson (Chair)
Advisers: Eduardo Gutentag
Secretariat: Maria Rosaria Ceccarelli, Tristan Irschlinger

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 6 of 6 Bureau members = quorum	
2. Agree Draft Agenda	It was suggested that the proposed agenda could have been shorter. It was also requested that preparatory documents including the agenda be sent individually and not in zip files.	Agreed as proposed
3. Approve notes of previous session(s)	The minutes of the following meetings are still pending approval and will be re-circulated by the Secretariat. • Monday-Tuesday, 2-3 February • Monday, 9 February • Wednesday 11 February • Sunday 15 February	Secretariat to re-circulate minutes of previous meetings for which approval is still pending.
4. List of contacts (Bureau, Secretariat and Advisors)	The Chair circulated a list of updated contact details of Bureau Members and Secretariat. Minor corrections were suggested and made.	It was decided that the list would be for Bureau internal use.
5. Regular Bureau meeting schedule and organization	• Chair proposed to hold a Bureau meeting every other Monday, as well as an extended bureau meeting every other month (with participation of domain coordinators). • Questions were raised about the nature, purpose and scope of such meetings. It was also suggested that meetings with domain coordinators could be considered as "extra-meetings", rather than extended Bureau meetings. The group brainstormed also on the attendance of such "extended" or "ad-hoc" Bureau meetings with domain coordinator, particularly on whether domain coordinators should be invited on the basis of the topic of the meeting. It was suggested to have a first meeting during the Forum to discuss this in more detail. • The Chair also proposed to decide to make the minutes of Bureau meetings public as well as more detailed. The group debated on the opportunity of making the minutes more detailed and public. It was suggested that two separate documents could be produced: (1) a more detailed minutes made available to all registered experts, and (2) a short list of decisions which would become public to all (internal & external to UN/CEFACT). The group noted that the option chosen would double the work for the Secretariat.	The meeting on April 13th was moved to April 14th. Meetings on April 27th, August 17th and November 9th were cancelled. Regular Bureau meetings will normally take place at 11 am, and the next one at 1 pm. Issue of extended Bureau meetings to be discussed again during next Bureau meeting (March 16th) and possibly during the Forum.

6.	Principle of transparency / confidentiality Confluence	• The Chair proposed to change the principle of confidentiality and to establish a general rule of transparency for Bureau meetings, which would mean de facto transparency unless specified otherwise. Specific issues could still be made confidential if they are sensitive, and reports could be expressed in diplomatic terms. • This proposition was met with opposition by some Vice-chairs, underlining that they perceive the organization to be governmental in nature and not expert driven. They ~~who~~ were concerned that this would change the nature of the organization in a fundamental way and that a plenary decision might be needed to change this. The Chair disagreed as transparency is outlined in most core UN/CEFACT documents and there is no written premise for this confidentiality. • It was suggested that the rule could be flexible, depending on the type of topics being addressed. In this context, the participation of CEFACT experts in specific Bureau meetings was also discussed. • It was suggested that the discussion on transparency gravitates mostly around how the minutes of Bureau meetings are presented, and whether the rationale for decisions is included in the final version of the minutes. On a related but separate note, it was also suggested that the other main issue to be solved is the level of openness of Bureau meetings, with or without the ad-hoc participation of other CEFACT experts.	Discussion to be continued on next call.
7.	Terms of reference for domains - initial proposition	• The Chair proposed a document to clarify the role of Domains and Domain Coordinators. This issue was discussed, with questions being raised about the status that such a document should have and the approach that should be taken in advancing this issue. It was suggested that Domain Coordinators could be included in this discussion. • It was suggested that the rationale document ECE/TRADE/C/CEFACT/ 2012/9, used as a basis to integrate and construct the document being discussed, had already been presented to the Plenary and now the Bureau was supposed to implement its various guidelines. • It was also suggested that an addendum document would be a formal document that needs Plenary approval. The Chair further suggested that the rationale document and other documents such as the Terms of Reference should be streamlined together to simplify and reduce the number of core documents.	Discussion to be continued on next call
8.	Structure of PDAs and responsibilities Decision on the number of Vice Chairs	• The Chair suggested not to replace the outgoing Vice Chair, and to keep the situation as it is, with one Chair and five Vice Chairs. • While many agreed, Vice Chair Van Burg expressed concern that this option might not respect the will of the Plenary when it decided to elect 6 Vice Chairs. • The Chair presented its proposition for new domain and PDAs structure – based on the pre-existing	**Bureau Decision 1503001:** It was decided by consensus that the outgoing Vice Chair will not be replaced. This decision could be revised if the

Discussion on the proposed organization	structure in order to promote continuity of work – and the relevant responsibilities of Vice Chairs, indicating that the proposed structure would be flexible. • The group discussed the proposition. Strong disagreement was expressed, particularly with respect to the reduction in some responsibilities especially in relation to the role of external relations.	workload is too high for the five Vice Chairs. The Chair will collect suggestions until the weekend and work on potential amendments to be presented during the next meeting (16th March)
9. Events	• The Chair emphasized the need to set up some ad hoc meetings for the Forum, proposing the following dates: March 11th, Match 25th and April 8th each at 13:00 CET. He further indicated that everyone will need to be present from Sunday April 19th 10 am until Friday April 24th 5 pm. The Secretariat indicated that there is a problem with organizing Sunday meetings at the Palais des Nations. The issue will be taken up during future calls. • The Vice Chair who had until now been in charge of the Forum Organizing Committee announced that he will no longer take on this role because he felt the Chair unnecessarily intervening.	Organization of the Forum preparatory f2f meeting on Sunday 19 April to be taken up at future meetings.
10. Report from liaison / secretariat / rapporteurs / other	• One Vice Chair asked if clarifications could be given about an ongoing project which is already submitting some changes to the library but the Bureau had not been informed. • The Secretariat recalled that project revisions of libraries should be preliminary accepted by the Bureau. The Chair questioned if this was the approved procedure. • It was agreed that there is a gray area regarding the rules and procedures and that the Bureau needs to work on that.	Library Maintenance procedures to be reviewed and clarified.