

DRAFT - Bureau teleconference discussion notes and decisions

Monday, 16 March 2015 GoToMeeting session (13:00-15:00 CEST)

Participants:

Bureau: Raffaele Fantetti, Anders Grangård, Estelle Igwe, Lance Thompson (Chair)

Apologies: Harm Jan van Burg, Tahseen A. Khan

Secretariat: Maria Rosaria Ceccarelli, Fabrizio Meliado

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 4 of 6 Bureau members = quorum	
1a. Agree Draft Agenda		Agreed as proposed.
1b. Approve notes of previous session(s)	<p>The minutes of the following meetings were reviewed and approved:</p> <ol style="list-style-type: none">i. Monday-Tuesday, 2-3 Februaryii. Monday, 9 February: (on TDED the Secretariat had sent out a document to the Bureau and received no further comments. This item will be put on the agenda for the next Bureau call (March 30th)iii. Wednesday 11 February.iv. Sunday 15 Februaryv. Monday, 2 March:<ul style="list-style-type: none">• Objections by Vice-Chairs have been integrated in the latest version of the document.• A Vice-Chair requested a clarification as to the participation of Domain Coordinators in extended Bureau calls, raising the risk that the participation of experts in a specific field could catalyse the discussion or one or another specific topic, thus losing the generalistic nature of Bureau meetings. Some Vice-Chairs noted that some lines of confidentiality should be kept in order to preserve the well-functioning of the Bureau. I was also suggested that unresolved or “work in progress” issues would remain confidential (i.e. not published) until they are final for the Bureau.	<p>All pending Bureau meeting reports approved with proposed changes.</p> <p>TDED to be put on the agenda for the next Bureau call.</p> <p>Discussion on participation of Domain Coordinators to be further discussed in future meetings.</p>
2a. Formal objections received to March 2 nd PDA structure proposal	<p>The Bureau reviewed the various formal objections received from Vice Chair Van Burg to the PDA structure proposed on March 2nd.</p> <ul style="list-style-type: none">• It was suggested that the discussion on PDA structure & Vice-Chair responsibilities could be postponed to the next Bureau call when the Vice-Chair raising the objections to the structure	

	<p>originally proposed would take part in the discussion.</p> <ul style="list-style-type: none"> • In his absence, the Chair examined if there was any support from any other Bureau member of any of the objections. There was none. • Other Vice-Chairs expressed the view that, if consensus were reached during the present call, the new structure should be approved immediately. 	
2b. Finalized PDA Structure & Vice Chair responsibilities	<p>The Chair presented a slightly revised version of the PDA structure and Vice-Chair responsibilities. The principles behind the following points were discussed:</p> <ul style="list-style-type: none"> • Focal Points. • Communication committee. • Liaison/Coordination of contact points • Regional cooperation. 	<p>Bureau Decision 1503002 There were no objections to the proposed structure ToRs to be developed for the four points. Regional cooperation with other regions to be explored.</p>
2c. Project Review/Support ToRs	<p>The Chair reported about minor changes to the document (ECE/TRADE/C/CEFACT/Misc.2).</p> <ul style="list-style-type: none"> • The Bureau discussed further changes to the document, which were then approved. 	<p>Bureau Decision 1503003 Document ECE/TRADE/C/CEFACT/Misc.2 approved with changes discussed by the Bureau.</p>
2d. Proposed communiqué to HoDs	<p>The Chair presented the structure and content of the draft-Communiqué to HoDs.</p> <ul style="list-style-type: none"> • The Bureau proposed some modifications to the proposed text and approved the draft-Communiqué. <p>The Bureau discussed possible projects that could be mentioned on the communiqué.</p>	<p>Bureau Decision 1503004 The Bureau discussed some modifications and approved the Communiqué to HoDs</p>
2f. Welcome Brochures for UN/CEFACT	<p>Brochures circulated again to the Bureau. They were not further discussed.</p> <p>A Vice-Chair asked the Secretariat about which additional publications would be ready for the next Forum.</p>	<p>Bureau members to validate content of the Brochures for the next Bureau call. At least a short version Brochure will be made available for the Forum in Geneva.</p>
3.	<p>When discussing the Communiqué to HoDs (2d), the Secretariat reported that the project leader of FLUX had contacted them to send the project to public review, but the Secretariat highlighted that the relevant document should be preliminarily sent to the Bureau and made available on the appropriate Confluence page.</p>	
3a. Project proposal – Revision of Remittance Advice	<p>The Bureau discussed whether to categorize this project as a revision or a new project. The responsible Vice-Chair shall circulate the relevant documents in the coming days in order to allow a Bureau decision on this matter on the Bureau call of the 30th of March 2015.</p>	<p>Issue to be put on the agenda of March 30th call for approval if circulated in a timely manner.</p>
4a. Update on organization of Forums	<p>Report from Wednesday 11th of March Forum preparation meeting:</p> <ul style="list-style-type: none"> • The Chair reported on recent logistics developments in relation to forum preparation. • He recalled that Vice-Chairs should be in touch with Domain Coordinators to solicit the submission of duly-filled room request forms as well as of some preliminary notes on the 	

	<p>topics that will be addressed during the various sessions.</p> <ul style="list-style-type: none"> • The Bureau discussed the potential subjects for “Lunch&Learn” (L&L) events that will take place during the Forum. • It was agreed that L&L on the WCO Data Model’s Information Packages would be a good subject. • It was also agreed that L&L on the MoU/MG might be a subject of interest for many participants. • A Vice-Chair proposed an update on the WTO TFA implementation status; the possibility of holding a L&L event on this subject will be explored for the Wednesday. • A Vice-Chair proposed a L&L on library review as a candidate topic. He will verify the progression of the project and the possibility of having a copy of the report before decision and report back to the Bureau. • On preparatory meetings, a Vice-Chair recalled that a Sunday meeting was to take place before the beginning of the Forum. A place for this meeting needs to be found. • The next forum preparation meeting will be held on March the 25th at 11AM. 	<p>Room requests and meeting topics to be requested.</p> <p>The WCO and the MoU/MG will be approached on this subject.</p> <p>Library Review project to be submitted to the Bureau for decision on L&L.</p>
<p>5a.Liaison – MOU revision of Annex A – list of activities</p>	<p>The Chair suggested that an idea could be for Vice Chairs who so wish to reach out to the respective Domain Coordinators to check if there have been any developments on this point. Comments are to be submitted before the beginning of April.</p>	
<p>5b. Report from Secretariat</p>	<p>Proposal of new PowerPoint template: The Secretariat will collect proposals for a new PP and circulate it to the Bureau to inform future discussions on this point.</p> <p>RCC / EEC request for UN/CEFACT representation: answer has not yet been received by the Secretariat.</p>	
<p>Subjects for next conference call on March 30th</p>	<ul style="list-style-type: none"> • Domains / Domain Coordinator ToRs • Review of current domain coordinators & eventual approvals • Continue discussion on transparency / confidentiality • Additional subjects discussed during the call (see above) 	