

Bureau teleconference discussion notes and decisions

Tuesday, 14 April 2015 GoToMeeting session (11:00-14:00 CEST)

Participants:

Bureau: Harm Jan van Burg, Estelle Igwe, Lance Thompson (Chair)

Apologies: Raffaele Fantetti, Anders Grangård, Tahseen A. Khan

Secretariat: Tom Butterly (until 12:00), Amelia Delle Foglie, Salehin Kahn, Fabrizio Meliado Yan Zhang

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 3 of 6 Bureau members = no quorum	
2a. Outstanding points from March 30 th call	Outstanding points from March 30 th call: Brochure – finalized: <ul style="list-style-type: none"> • Brochure with minor changes will be circulated within the Bureau. • 	Secretariat to circulate draft Brochure with minor changes agreed to within the Bureau (30 March call)
2b. Domains	Responses from the questionnaire, questions 1-3: <ul style="list-style-type: none"> • The Chair compiled the comments received around themes, for sake of discussion within the group. Proposed addendum to Rationale document: <ul style="list-style-type: none"> • A vice-Chair suggested that the document originally prepared by Lance and commented by Eduardo could be sent out to DCs and project leaders to start a discussion. 	Email from the Secretariat to be sent out to DCs and project leaders. Chair to prepare draft email.
4a. Forum planning - general	Update on logistics details (rooms, agendas, parallel events): <ul style="list-style-type: none"> • The Secretariat provided an update on the logistics for the forum. 124 persons registered on that date. Revised agendas from DCs have been updated on the Forum website. A draft weekly schedule would be circulated soon within the Bureau, with the aim of uploading it on the website before the end of the week. The weekly room planning is also work in progress. • A Vice-Chair highlighted that the agenda of the meeting of 	Secretariat to prepare the agendas all in a standardized format

	<p>the SCM Domain includes discussion on a “SC strategic plan”. He suggested that a project plan should be produced ahead of discussions on this topic, as otherwise it would be very difficult to engage partners. [The Secretariat presented the agenda received by the Domain Coordinator.]</p> <ul style="list-style-type: none"> • This agenda also brings out a number of joint sessions which do not appear on the other domains’ schedule. The Secretariat was asked to check with each group for which there is mention of a joint session in order to verify in which room they will meet and the number of participants envisioned. • Chair requested the secretariat to prepare the agendas all in a standardized format following the example of the Agriculture Domain (this has already been done). Such a template could be sent to domain coordinators before the next Forum so that they fill it out directly in a standardized format. 	<p>Secretariat to check the schedules of joint sessions to ensure both groups are aware of the session and to verify number of participants for room allocation.</p>
<p>4b. Forum planning – L&L Sessions</p>	<p>Update on the status of lunch and learn sessions:</p> <ul style="list-style-type: none"> • The Chair reported on discussions related to the organization of L&L events. 	
<p>4c. Forum planning – Bureau F2F meeting</p>	<p>Possibility to meet at the Palais on Sunday under certain conditions (explanation from Secretariat):</p> <ul style="list-style-type: none"> • Long-term conference badges are not valid over weekends, so all the members have to be at the Pregny gate at the same time as one member of the Secretariat will have to pick them up. • The Bureau discussed the time needed for this meeting, where mostly slides will have to be reviewed, along with more “strategic” discussions. • It was suggested that the meeting could start at 1PM. • Members need to be punctual for the above-mentioned reasons. Importantly, the names of the attendees have to 	<p>It was decided that participants to the Sunday meeting would meet at 1PM sharp at the Pregny gate.</p> <p>Bureau to communicate final list of attendees by Thursday 16 April at the latest.</p> <p>Secretariat to send email to the Bureau with the conditions, timing and other information on the meeting.</p>

	<p>be communicated by Thursday to the Secretariat, due to internal security procedures.</p> <p>Evening meetings: 17:30-18:30. Mon, Tue, Wed on projects. Thursday for Closing preparations.</p>	
<p>5a. Preparation of letter concerning the MoU/MG Annex A revision</p> <p>And the eBTR project</p>	<ul style="list-style-type: none"> • A Vice-Chair highlighted that what might need to be clarified is whether UN/CEFACT is really the focal point for semantic issues. He added that the MoU should be seen as a discussion forum. • The Secretariat expressed concern with letting discussions go too far without clarifying the nature of the consolidated work of UN/CEFACT, in the context of the MoU/MG discussions. From a strategic perspective, the Secretariat needs guidelines from the Bureau. Deadlines should be communicated clearly. It was suggested that a semi-political statement might need to be prepared; it would go back to the UN/CEFACT fundamental focus and its future developments. • A Vice-Chair raised issues related to the preparation of a semi-political statement, which might not be appropriate. He would rather suggest to take a more project-focused approach. 	<p>Vice-Chair to put together some points on the project-focused communication by UN/CEFACT. Secretariat to prepare draft statement on the basis of those points, as well as any other comments received from the Bureau.</p>

<p>5c. Report from Secretariat</p>	<p>Update on side events:</p> <ul style="list-style-type: none">• GFP: all speakers have been confirmed. The Secretariat presented the draft agenda of the meeting. The Secretariat recalled the opportunity to promote registration amongst the Bureau members' network.• Considering that Bureau members will have to leave the meeting before its final session, it might be the case that a statement by the Bureau will be read by the Secretariat and/or included in the report of the GFP meeting. A Vice-Chair suggested that for all sessions the PP presentations could be merged into one PP presentation, to save time.• UN/LOCODE : the Secretariat presented the draft agenda of the conference, already publicly available on the website. For the session on « practical use of UN/LOCODE », four speakers have been invited from both the public and private sectors.• Norway and Japan will share their experience as Focal Points.• All speakers have been confirmed. Turkish customs has been approached, but not sure of their availability; other customs officials will be contacted.• The Bureau discussed the possibility of inviting other speakers from customs (e.g. The Netherlands) for the session on “practical use”. The Swiss customs could also be an option.• A Vice-Chair stressed that the business perspective could be more prominent in the agenda, particularly in relation to geospatial coordinates. This, he recalled, was the main interest point for the participation of ITU and	
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other key organizations/partners (community of location identifiers). The Secretariat put in that the last session of the afternoon (RT on potential use of UN/LOCODE) could be suitable to discuss those issues. An idea could be to invite AGRI people to the RT discussion (e.g. Frans van Deepen).

- The Secretariat reported on a very successful meeting held with IATA on 13 April 2015 on the way forward to the future of UN/LOCODE and proactive cooperation between UN/CEFACT and IATA.