

Bureau teleconference discussion notes and decisions

Monday, 8 June 2015 GoToMeeting session (11:00-13:00 CEST)

Participants:

Bureau present: Harm Jan van Burg Raffaele Fantetti, Anders Grangård, Estelle Igwe, Lance Thompson (Chair)

Bureau apologies:

Bureau absent: Tahseen A. Khan

Secretariat: Gianguglielmo Calvi, Maria Ceccarelli, Fabrizio Meliado

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 5 of 6 Bureau members = quorum	
1a. Approve draft agenda	<ul style="list-style-type: none">• Agenda approved with the addition of section 2e on publication of the CCL 15A.	
1b. Approval of meeting reports	<ul style="list-style-type: none">• Report of meeting of May 22nd, 2015: It was questioned if a complete report with discussions items should be published if there is no quorum. Opinions supporting such publications as well as opinions which found this might be misleading externally were expressed. The Secretariat recalled that, according to established UN procedures, there would be no problem in publishing such reports. It was recalled that meetings should take place even when there is no quorum. Reports of such meetings should always be prepared. This could perhaps be presented during the next Bureau call for adoption or further discussion. It was concluded that the actual call without quorum should be documented but that it end at the first point where the roll call points out that there is no quorum – all other notes from the meeting would be brought to the next Bureau call for adoption or further discussion. The Secretariat explained the functioning of the written procedure for approval of decisions inter-sessionally: accordingly, a request is formulated and sent to all Bureau members, with a deadline for comments and responses. Once that a majority of Bureau members has approved and if no objections are raised, then the give decision is approved. It was recalled that consensus on approval would be reached even in cases where some Bureau members would remain silent as to their intention to approve a given decision.	
2a. Domain Coordinator – candidature &	<ul style="list-style-type: none">• The importance of selecting new domain coordinators (DCs) was recalled. It was proposed that, to the greatest extent possible, UN official procedures and guidelines should be used and referred to.	

<p>selection procedure</p>	<ul style="list-style-type: none"> • It was suggested that the call for candidacies should be published on the largest number of sections of the UNECE website, even though this would be an unpaid, volunteer position. • The proposal was tabled to create a short-list of suitable candidacies – a committee comprised of the relevant Vice-Chair, a member of the Secretariat and another Bureau member (perhaps the Chair?) would be in charge of screening candidacies. A final decision as to the selection of DCs would then be taken by the Bureau during the F2F meeting of July 2015. • Selection of DCs should be a collective decision by the Bureau, it was stressed. In this connection, it was proposed that the responsible Vice-Chair for a specific PDA where a DC is being selected, could have two votes instead of one. • The comment was made on the desirability of keeping application files received as simple and as short as possible. The Bureau agreed on this point. • It was highlighted that, from a procedural point of view, this selection process could establish important precedents. Along similar lines, it was suggested that asking HoDs to play a role in this process could be delicate. • The hypothesis was described where no candidate meets the specific requirements for the position the Bureau should retain the possibility not to select anyone. • It was discussed that the selection procedure should be kept as light as possible. The actual presentation of the candidates could be done by the relevant PDA Vice Chairs. And voting done at the time of the F2F meeting. As Domains are flexible in nature and may change PDAs in the future, it was suggested that the relevant PDA Vice Chair should perhaps not have a double vote. • As to the publication, the Secretariat reported that it should seek advice to ascertain whether or not the call for candidacies can be published on the UNECE website. The news section of the UN/CEFACT website, however, would be available to host the call, and the same would apply to Confluence. • It was agreed that the application file sought from candidates would be composed of a personal profile or CV, a letter of motivation (1/2 page maximum) and the form in Annex B of ECE/TRADE/C/CEFACT/2012/9. • The Bureau agreed that candidacies would be accepted during 30 days, starting on the date of publication of the call for candidacies on the UN/CEFACT website, and closing at 12:00-noon (CET) on the 30th day if such period. • The call for candidacies would be prepared straight after the call and circulated within the group for approval. 	
<p>2b. Extended Bureau call with Domain</p>	<ul style="list-style-type: none"> • A doodle request was created for Bureau members to provide their availability for an extended Bureau meeting with Domain Coordinators. 	<p>The Bureau decided to hold the extended Bureau call</p>

Coordinators – agenda	<p>In the ToRs for DCs it was promised to have regular extended Bureau calls. An opinion was expressed on the desirability of having a call with DCs in September instead of July 2015.</p> <p>The Bureau decided to hold the extended Bureau call with DCs in September 2015.</p> <ul style="list-style-type: none"> • 	with DCs in September 2015. A doodle will be circulated.
2c. Proposed ‘How To Guide’ Terms of Reference	<ul style="list-style-type: none"> • After Bureau input, suggest to circulate to domains for input: <p>It was proposed to include this item in the agenda for the next Bureau call. Comments will be be circulated intersessionally.</p>	
2d. Domain Scope & Activities template	<ul style="list-style-type: none"> • A short text on the scope is foreseen in both the rationale document and in the ToRs for Domains and DCs. • It was agreed that the Secretariat would circulate within the group of DCs the document on the scope of Domains for comments as amended during the Bureau call. 	
2e. Library publication	<ul style="list-style-type: none"> • It was suggested that the publication of the library should be a Bureau decision. Not all changes in the library are the result of active projects, it was added, as some of them originate in bulk submissions. • As part of a broader discussion, it was suggested that the timing of library publication could be revised. • The documenting of the as-is process was underlined as crucial in order to fully understand how library development is done today and how it might be improved. It was questioned if the “Library Review Project” was working on this point. • The publication of the CCL 15A was approved by the Bureau after having been informed that all the relevant steps had been covered. 	

4a. Events –Marseille Forum	<ul style="list-style-type: none"> • Host Country Agreement (HCA): <p>The Secretariat reported that a new proposal was received on Friday by the responsible Ministry of the host country. Definitive approval is likely to be communicated shortly, as very few comments on the text of the HCA had been expressed by the responsible Government.</p>	
5a. Report from Liaison	None	
5b. Report from Secretariat	None	
7a. Other business	<ul style="list-style-type: none"> • Cancellation of the Bureau conference call on July 20th, replace by F2F) 	
8a. Topics for next Bureau call (22 nd June at 11:00AM CET)	<ul style="list-style-type: none"> • Agriculture Domain eCROP project: more information to come shortly • M+T Conformance Study: It was agreed that more information on this point would be reported during the next conference call. • New version of Confluence • Proposed ‘How To Guide’ ToR 	
9a. Topics for F2F meeting on July 22 (start 13:00) to July 24 (end 13:00)	<ul style="list-style-type: none"> • Any discussion on transparency, decision taking? • Domain Coordinator (& Focal Point) final selection / validation • Internal gap analysis of deliverables in each domain • MoU/MG Annex A position • Terms of Reference for: <ul style="list-style-type: none"> ○ Communication Committee (Raffaele) ○ External Relations (liaison, contact point, etc.) (Harm) ○ International Relations (Estelle & Tahseen) ○ ‘How-to-Guides’ (Lance) • Preparations for next Forum (setting a calendar, all tasks, creation of a Forum Organizing committee?, PowerPoint) • Open Development Process <ul style="list-style-type: none"> ○ Clarification of the term ‘Maintenance’ necessary • Perhaps list of deliverables & short guideline on structure for each necessary 	