

Bureau teleconference discussion notes and decisions

Monday, 22 June 2015 GoToMeeting session (11:00-13:00 CET)

Participants:

Bureau present: Harm Jan van Burg, Estelle Igwe (left the call at around 12:00), Tahseen A. Khan, Lance Thompson (Chair)

Bureau apologies: Anders Grangård, Raffaele Fantetti

Bureau absent:

Secretariat: Gianguglielmo Calvi, Maria Ceccarelli, Richard Mills

No quorum as of point 3a

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 4 of 6 Bureau members = quorum	
1a. Approve the agenda	<ul style="list-style-type: none"> Agenda approved apart from the moving of agenda matter number 6a to after 1b as Estelle must leave early. 	
1b. Approval of meeting reports	<ul style="list-style-type: none"> Report of meeting of June 8th, 2015: Approved with a small change in wording in paragraph two of section 1b. 	
6a. Enquiries received : CEN eBCG questions	<p>An open discussion took place by eBCG dealing with issues relating to e-procurement and e-invoicing in Europe as these areas are the ones with the most activity. They discussed the UN/CEFACT forum and made a decision to write a note to request some explanation on what we are doing as they are concerned with double work and overlapping.</p> <p>In this particular area of e-government we see multiple countries working on the same things and looking for similar solutions to similar problems. All groups create solutions and the market decides on which products are the ones to be utilised. UN/CEFACT technical products cover similar ground to others so debate is to be expected.</p> <p>The reason why UN/CEFACT's recommendations are good is because UN/CEFACT can tie lots of these works together on a higher level to make a larger amalgamated set of recommendations. Initial response to eBCG should be formulated in the next bureau call.</p>	Reserve the subject of the eBCG matter for the F2F meeting and all bureau members will prepare their thoughts and some notes on the subject for then.
2a. Domain Coordinator Call for Candidates: Update	Several potential candidates have asked to see the ToR for Domain Coordinators. ToR has been approved by the Bureau. The decision was to send it to HoDs for information. The ToR would then be made available by the Secretariat to those candidates who request it.	Send to HoDs for information
2b. Terms of Reference for "How To Guides"	New version sent to bureau members for any comments.	Re-circulate document to Bureau members
1. Roll-call	One vice chair needed to leave the call at this point. 3 of 6 Bureau members = no quorum	

3a. Projects – any project development to be discussed?	<ul style="list-style-type: none"> • No comments received for recommendation 4 and it will be put on the agenda for July 6th for approval of the bureau to be put to inter-sessional approval. • Public review of PPP nearing the end. It will be reserved for Plenary approval during the physical Plenary meeting. • Information sent on the updated version of the conformance statement. This should be one of the subjects of the next call. 	
4a. Events –Marseille Forum Update	The HCA has been presented for signature to the UNECE Secretary General. Secretariat will need to know who will follow the Forum Organising Committee.	
5a. Report from Liaison	<ul style="list-style-type: none"> • The vote on UBL will finish shortly. • The VChair in charge of liaison reported on the World Summit on the Information Society (WSIS) where he gave a brief report on the activities of UN/CEFACT. • The VChair in charge of liaison reported that he was working within the EU Multi-Stakeholder Forum on ICT Standards on an evaluation of the WCO Data Model. He further announced that he was chairing this evaluation committee. 	
5b. Report from Secretariat: News sections on website	Discussion on formatting of news articles.	
5c. Secretariat: Confluence update	Document to be shared with all Bureau Members for their feedback. A survey will be attached to get their opinions. Can be taken up in the next bureau meeting in July.	Document to be shared with Members of the Bureau.
5d. Report from Secretariat: Other points?	The UN Conference Service informed that the initial dates booked for the Plenary and Forum are not available due to Human rights meetings, the Bureau has to decide on alternative dates. It might be easier to have the two meeting separated.	Secretariat will follow up on possible dates.
7a. Other business		
8a. Topics for next Bureau call (July 6 at 11:00 CET):	<ul style="list-style-type: none"> • Representing UN/CEFACT • Recommendation 4 revision: • Update on the Marseille Forum and Forum Organizing Committee • Extended Bureau meeting • Report from Liaison • Comments on Oasis project and on ISO PC295 • 	

<p>9a. Topics for F2F meeting on July 22 (start 13:00) to July 24 (end 13:00):</p>	<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 	
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