

## Bureau teleconference discussion notes and decisions

**Monday, 06 July 2015 GoToMeeting session (11:00-12:40 CET)**

### Participants:

**Bureau present:** Harm Jan van Burg, Anders Grangård, Estelle Igwe, Tahseen A. Khan, Lance Thompson (Chair)

**Bureau apologies:** Raffaele Fantetti

**Bureau absent:**

**Secretariat:** Tom Butterly, Gianguglielmo Calvi, Maria Ceccarelli, Richard Mills, Yuri Saito (as observer).

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 5 of 6 Bureau members = quorum	
1a. Approve the agenda	<ul style="list-style-type: none"> <li>• Agenda approved.</li> </ul>	
1b. Approval of meeting reports	<ul style="list-style-type: none"> <li>• Report of meeting of June 22nd, 2015: Approved.</li> </ul>	
1c. Representing UN/CEFACT	<ul style="list-style-type: none"> <li>• The Bureau discussed the eventuality that someone who is not mandated to represent UN/CEFACT could give a UN/CEFACT presentation.</li> <li>• It was also requested that any official presentations made under UN/CEFACT's name (by a Bureau member or any other UN/CEFACT expert) be made known preferably before the event to the Bureau so that these can be documented and presented to the Plenary. Also that when presentation material is used, these be shared with the Bureau.</li> </ul>	
2a. Any procedural aspects to discuss?	A request was sent in to extend the deadline for Domain Coordinators candidates.	Names of the candidates to be circulated to Bureau members. Domain coordinators to be decided during F2F. Extend deadline for 10 days until July 22 <sup>nd</sup> and discuss this matter in the F2F meeting.
3a. Recommendation 4 revision: <ul style="list-style-type: none"> <li>• request to move to intersessional approval</li> </ul> text available at: <a href="#">Recommendation 4</a>	<ul style="list-style-type: none"> <li>• Comments received and 3<sup>rd</sup> of July the Project team organized a conference call to discuss these comments.</li> <li>• Everything is now in order as the questions have been dealt with in an appropriate manner.</li> <li>• Bureau approved Revision of Recommendation 4.</li> </ul>	Bureau decision 1507009: approval of recommendation 4 for moving to inter sessional approval.

<a href="#">revision text</a>		
4a Events: Update on the Marseille Forum.	Waiting for approval of the Host Country Agreement (HCA) from the French foreign department.	
4b. Forum Organizing Committee <ul style="list-style-type: none"> <li>• Agreeing on a representative from the Bureau</li> <li>• Agreeing on a mandate for this position</li> </ul>	<ul style="list-style-type: none"> <li>• Summary given of what tasks and role the representative of the bureau would take in the Forum Organising Committee (FOC). These are mostly logistical in nature.</li> <li>• There will be less meeting rooms available than usual. Domain Coordinators will have to book the meeting rooms as soon as possible. They will have to present the agenda while reserving the room. Empty rooms will be unacceptable.</li> </ul>	The Bureau invited VChair Van Burg to chair the FOC; he accepted. Bureau members and local organizers will be welcome to attend the FOC conference calls. They will receive an invitation and will be kept updated on the issue.
4c. Establishing a date for an Extended Bureau meeting (proposing dates to D.C.) <ul style="list-style-type: none"> <li>• September 22, 23 or 25 at 11am CET</li> </ul> <p>To discuss again project development and check Confluence</p>	<ul style="list-style-type: none"> <li>• Discussion will take place during the F2F on the exact nature of such a call. Input from Domain Coordinators will be requested on what topics they would expect in such a call.</li> </ul>	Extended Bureau meeting will take place on Friday 25 <sup>th</sup> of September at 13:00 CET.
5a. Report from Liaison	<ul style="list-style-type: none"> <li>• The Asia Pacific Trade Forum will take place at the end of October in China. VChair Van Burg will attend.</li> </ul>	
5b. Report from Secretariat  Confluence new version	<ul style="list-style-type: none"> <li>• The originally requested dates for Forum/Plenary being impracticable, the weeks of April 18<sup>th</sup> and 25<sup>th</sup> 2016 available for Forum/Plenary.</li> <li>• UNESCAP will be contacted to see if they are willing to host the autumn forum 2016 in Bangkok, Thailand.</li> <li>• UN/EDIFACT 15a has been published.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Secretariat is finalising a document on the new version of confluence to be circulated to Bureau members.</li> <li>• During the previous week took place in the WTO the Aid for Trade meeting. UNECE organized a stand with UNCEFACT information and two side event on trade facilitation and paperless trade.</li> <li>• SPECA meeting organised by UNECE as well on Friday 3<sup>rd</sup> July.</li> </ul>	
6a. Enquiries received: Comments on Oasis project	<ul style="list-style-type: none"> <li>• The deadline for comments had already passed.</li> <li>• The bureau believed that there could be potential overlaps and will investigate further, to be discussed in July.</li> </ul>	
6b. Enquiries received: ISO PC295	<ul style="list-style-type: none"> <li>• Accounting and audit standards. The first meeting of this group will take place in Beijing China the same week as the Marseille Forum. An invitation to appoint a liaison was received. The Bureau will look into the possibility to appoint a Contact Point for this.</li> </ul>	
7a. Other business		
7b. Next meeting:	F2F meeting on July 22 (start 13:00) to July 24 (end 13:00):	