

**Bureau teleconference discussion notes and decisions**  
**Monday, 3 August 2015 GoToMeeting session (11:00-12:40 CET)**

**Participants:**

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

**Secretariat:** Tom Butterly, Gianguglielmo Calvi, Yuri Saito

<b>Agenda item</b>	<b>Discussion</b>	<b>Action/Decision</b>
1. Roll-call	Quorum: 6 of 6 Bureau members = quorum	
1a. Approve the agenda	Discussion on the contact point for the ISO PC295group was added to Item 5a.  Discussion on Item 2a was postponed to the next Bureau call (31 August) to allow Bureau members to review the document in more detail.	Agreed with proposed modifications.
1b. Approval of meeting report of F2F meeting July 22-24	Editorial comments were made on the draft report.  There was a query regarding the treatment of suggestions that were made for facilitating quorum in Bureau meetings (Item 1e in the draft report). The Secretariat explained that any changes to the core document, including the redefinition of quorum, will need to be approved by Plenary. Therefore, it would be best to propose all necessary changes at the same time.	Bureau members will provide written comments to the Secretariat. The Secretariat will incorporate changes and recirculate the report. It is expected that the report will be approved by written procedure.  The Bureau agreed to start compiling a list of changes to core documents to be presented at the next Plenary.
2a. Terms of Reference for Liaison	Postponed to the next Bureau meeting to allow all Bureau members to review the documents under consideration.	
2b. Terms of Reference for Communication	A number of changes were made collectively to the text to clarify the role of the proposed Committee and its relationship with the Bureau and the Secretariat.  It was agreed that the Communication Committee would aim, on a consultative basis, to bring together best practices and assist the relevant Vice Chairs and ultimately the Bureau in effective communication.  A distinction was made between the Terms of Reference for Communication and the Terms of Reference for External Representation. The latter is still on the table	The updated version of the text will be circulated for comment. If there are substantial changes, the Item can be re-discussed at the next Bureau meeting. Otherwise, it is expected that the document will be approved by written

	for discussion.	procedure.
3a. Projects	There were no projects to discuss.	
4a. Events – update on Marseille	<p>The host country agreement is still pending; the Secretariat will follow up on this as a priority.</p> <p>A suggestion has been made by one of the partners to organize a one-day conference on Friday, 6 November. The objective of the conference would be to encourage cross-fertilisation between UN/CEFACT and experts attending an event on cooperation within the Mediterranean region which is taking place concurrently in Marseille, especially with regard to use of single window systems. Once confirmed, information on this conference will be circulated as early as possible to encourage maximum participation.</p> <p>The scheduling of face-to-face Bureau meetings during the Forum was also discussed. The two main points of discussion will be the strategic framework document and changes to terms of reference.</p> <p>There will be a Forum Organizing Committee call on 4 August at 2pm.</p>	<p>A concrete proposal from the partner regarding the one-day conference will be requested. This can then be discussed at the next Bureau meeting.</p> <p>There will be a half-day Bureau meeting on 1 November, as well as one morning during the week (tbd).</p>
4b. Events – update on Fall 2016 possibilities	The Vice-Chair liaising with UNESCAP will be in Bangkok 7-12 September. He will have the occasion to continue the discussion on the possibility of organizing the Fall 2016 Forum in Bangkok.	
4c. Events – Extended Bureau meeting	<p>The dates proposed for the extended meeting were 22, 23, and 25 Sept at 11am.</p> <p>A suggestion was made to change the time to 1pm to take into account time differences.</p>	The extended meeting will take place at 1pm on Friday, 25 September 2015.

5a. Report from Liaison	<p>An overview was given of the communications regarding the nomination of a Contact Point for the ISO PC295 group.</p> <p>As the first meeting of the group will take place in Beijing during the same week as the Marseille Forum, an invitation to appoint a liaison was considered during the Bureau meeting on 6 July. Mr. Eric Cohen and Mr. Benoit Marchal were contacted for this purpose. While Mr. Marchal was unavailable, Mr. Cohen accepted.</p> <p>The Bureau considered that Mr. Cohen's involvement in XBRL would not affect his ability to act as the Contact Point for UN/CEFACT in the ISO PC295 group.</p>	<p><b>Bureau decision 1508016:</b> Nomination of Eric Cohen as proposed Contact Point for the ISO PC295 group.</p>
5b. Report from Secretariat	No updates were provided under this Item.	
5c. Secretariat: update on Confluence	Due to time constraints, this Item was addressed informally after the Bureau meeting with the participation of available Bureau members. There will be a focused Bureau call on Confluence when the platform is more advanced.	
5d. Secretariat: dates of Spring 2016 Forum	The dates of the Plenary (21-22 April) and Forum (25-29 April) were communicated. The Secretariat informed the Bureau that the dates have been announced on the UNECE website.	
6a. Enquiries received	No enquiries were received.	
7a. Other business	No other business was discussed.	
Next meeting	The meeting on 17 August will be omitted given the vacation period.	Next meeting: 31 August 2015, 11h CET