

Bureau teleconference discussion notes and decisions
Monday, 31 August 2015 GoToMeeting session (11:00-13:10 CET)

Participants:

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

Secretariat: Gianguglielmo Calvi, Maria Ceccarelli, Yuri Saito

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 6 of 6 Bureau members = quorum	
1a. Approve the agenda	An update on the Confluence platform was added to the end of the meeting, after the formal meeting.	Agreed with proposed modifications.
1b. Approval of meeting report of August 3rd, 2015	Minor editorial comments were made on the draft report.	The Secretariat will incorporate the changes and finalize the report.
2a. Communication Committee ToR	Some changes were agreed to the document. These included referring to the entity as a “Team” rather than a “Committee” and some editorial changes.	The Secretariat will incorporate changes and finalize the text. Bureau Decision 1508017: approval of the ToR with proposed modifications.
2b. Liaison ToR	No comments were submitted to the Secretariat prior to the meeting. Bureau members will submit comments in writing and discuss a revised version of the ToR at the next meeting.	
2c. Election procedure	Minor editorial comments were made on the document.	The Secretariat will incorporate changes and finalize the text. Bureau Decision 1508018: approval of the draft ToR with proposed modifications, to be presented to the next Plenary.
3a. SC-PDA: SCDRM Project Proposal	Several questions arose during the discussion of this project proposal, including its specific objectives and its relation to ongoing projects by UN/CEFACT and other standards organizations. Therefore, it was agreed that further clarification is needed before a decision can be taken on this item.	The Bureau will consolidate its questions and seek clarification as appropriate. A decision will be taken at the next meeting.
3b. ITP-PDA: Revision of	It was explained that the purpose of this project is to update the text in Recommendation 1, not to modify the Layout Key itself.	Bureau Decision 1508019: The project was approved provisionally pending 3 rd

<p>Recommendation 1 : UN/Layout Key</p>	<p>The importance of cooperation and collaboration with other organizations, including ISO/TC154, was highlighted. Any conflicts or issues should be flagged to the Bureau.</p> <p>Given the cross-sector nature of this project, the Bureau agreed that it should be under the joint sponsorship of International Trade Procedures (ITP) and Methodology and Technology (M&T) Programme Development Areas</p> <p>The project has received support from two countries.</p>	<p>HoD support and project lead designation.</p>
<p>3c. Remittance Advice going to Public Review</p>	<p>The UN logo should be deleted from the front page. The UN logo should only be used on official UN secretariat documents.</p>	<p>Bureau Decision 1508020: Approval to go to public review, with the deletion of the UN logo</p>
<p>4a. Marseille Forum update</p>	<p>The host country agreement (HCA) is still pending; the Forum Organizing Committee will follow up on this as a priority.</p> <p>It was suggested that a deadline should be set for the signing of the HCA. If the deadline is not met, the Bureau will need to search for an alternative location.</p> <p>There will be a Forum Organizing Committee call on 31 August at 2pm.</p>	<p>The Forum Organizing Committee will maintain the Bureau informed.</p>
<p>4b. Autumn 2016 Forum possibilities in Bangkok update</p>	<p>The discussion was deferred to the next meeting.</p>	
<p>5a. Report from Liaison</p>	<p>The Secretariat informed the Bureau of a teleconference to discuss the revision of the MoU between UNECE, ISO, ITU and IEC, that took place on 26 August. It was suggested that the Bureau start identifying topics for the coming meeting in December. This should be done from a strategic perspective, based on how to best serve the standard community, our stakeholders, and maximise its capacity to produce deliverables.</p>	<p>Two Vice-Chairs will prepare a first proposition to be presented to the Bureau in October.</p>

5b. Report from Secretariat	The Secretariat informed the Bureau of a UNECE exhibition that is currently taking place in the Palais des Nations. The exhibition includes photos related to UN/CEFACT work on single window, small-scale lodging houses and online payments.	
6a. Enquiries received	No enquiries were received.	
7a. Other business	No other business was discussed.	
Next meeting	The next Bureau call will be on 14 September and the Extended Bureau call with DCs will be on 25 September.	Next meeting: 14 September 2015, 11h CET Extended Bureau call with DCs: 25 September 2015, 13h CET