

**Bureau teleconference discussion notes and decisions**  
**Monday, 14 September 2015 GoToMeeting session (11:00-13:20 CET)**

**Participants:**

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

**Secretariat:** Maria Ceccarelli, 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		Agreed
1b. Approval of meeting report of August 31st, 2015	Minor points of clarification in the report were addressed by the Bureau.	Meeting report approved
2a. Liaison ToR	The revised text was presented to the Bureau. There was general agreement that the text needs further work, some of which should be done now (e.g. modality of work – whether a separate committee should be established) and other in the longer run (e.g. differentiating between types of liaison).	Further changes will be made to the text for discussion between the Bureau meetings. The revised ToR will be discussed at the next meeting.
2b. Description of other types of guidance documents		This item will be discussed at the next meeting.
3a. ITP-PDA: Recommendation 1 revision – UN/LAYOUT KEY <ul style="list-style-type: none"> <li>• Designation of a Project Lead</li> </ul>	<p>The Bureau was informed of a new candidate for Project Lead: SP Sahu. Discussions centred on the value added to the project by having two co-leaders.</p> <p>The project now has the support of US, UK, Senegal, and Austria.</p>	<b>Bureau Decision 1509021:</b> Project Lead: SP Sahu Co-Project Lead: Mike Doran
3b. SC-PDA: SCRDM Project Proposal	There was general consensus to approve the project. The Bureau's interpretation was that: 1) each process/document should continue to be developed as a separate project with a separate BRS/RSM; 2) one of the objectives of the project is to ensure consistent use of UN/CEFACT business processes and semantic data models.	The Bureau will move to approve the proposal at the next meeting, pending confirmation of the points raised.
4a. Update from FOC	Since the signature of the host country agreement, the FOC has been working on the programme and practical issues such as room allocation. The FOC hopes to circulate a draft agenda next week.	

	There will be a FOC call on 14 September at 2pm.	
4b. Preparation for Extended Bureau call with Domain Coordinators	A draft agenda will be developed and circulated to the Secretariat and Bureau for input. The final agenda will be circulated to the DCs.	
4c. Update on possible Forum 2016 in Bangkok	Discussions with UNESCAP are continuing.	
5a. Report from Liaison	Members of the Bureau provided updates on liaison-related activities they have been involved in, namely a call with ISO/TC154 on the Recommendation 1 revision project and meetings with the Japanese and Korean UN/CEFACT delegations. The Bureau was also informed of an upcoming meeting with the Spanish delegation.	
5b. Report from Secretariat	<p>The development of the new Confluence platform is progressing well; a first draft will be shared as soon as it is ready. It is expected that the new platform can be presented at the Forum in November.</p> <p>EXCOM requested a Contact Group meeting; this will take place on 21 September. The Chair of UN/CEFACT will present on progress.</p> <p>Discussion between UNECE and ISO to nominate Eric Cohen UN/CEFACT Focal Point in PC295 are ongoing.</p>	
6a. Enquiry received from Swedish HoD	The e-mail enquiry was presented and discussed. Particular attention was paid to the procedure that was followed for the selection of DCs.	A reply will be sent shortly.
7a. Other business / Next meeting	<p>The Extended Bureau call with DCs will be on 25 September.</p> <p>The next Bureau call will be on 28 September.</p>	<p>Extended Bureau with DCs: 25 September from 13:00 CET</p> <p>Next Bureau Call: 28 September from 11:00 CET</p>