

Bureau teleconference discussion notes and decisions
Monday, 28 September 2015 GoToMeeting session (11:00-12:30 CET)

Participants:

Bureau present: Raffaele Fantetti, Anders Grangård, Estelle Igwe, Lance Thompson (Chair)

Bureau apologies: Harm-Jan van Burg, Tahseen Khan

Secretariat: Gianguglielmo Calvi, Maria Ceccarelli, Yuri Saito

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 4 of 6 Bureau members = quorum	
1a. Approve the agenda	The following items were added to the agenda: <ul style="list-style-type: none"> • 3b Procurement project • Under 5a Update from GS1 • 6b Request to support Austrian project 	Agreed with modifications
1b. Approval of meeting report of 14 September 2015	The nomination of two Project Leads in Item 3a was discussed. The Secretariat explained that when there are two individuals, they are listed as “Project Lead” and “Co-Project Lead”.	Meeting report approved with minor adjustments
2a. Liaison ToR	No additional comments were made on the latest version of the ToR for Liaison. It was reported that Vice-Chair van Burg, who is the Focal Point for Liaison within the Bureau, has no objections to the latest version of the document.	Bureau Decision 1509022: ToR for Liaison approved
2b. Description of other types of guidance documents	The document for discussion is under preparation.	This item will be discussed at an upcoming meeting.
3a. SCRDM Project	The responses of the Project Team to the questions posed by the Bureau were presented: “The [SCRDM] meeting agreed to provide the Bureau with the following supporting statements: 1) Yes - as part of our Project we will develop a high-level BRS which encompasses the scope of the project area. In addition we may identify the need to update the relevant existing BRS/RSMs, which will be done in cooperation with the existing teams. The project proposal states "we will review and update the existing work". 2) Yes - the main purpose of the project is trying to be consistent by providing a common higher level approach which shows how the various existing processes will work together and will also show the relationship with the international supply chain model.	Bureau Decision 1509023: Project approved

	<p>Clarifications to Bureau Statements 1 and 2 are consistent with the approach from existing MMT Project which is essentially a complementary project, and has already adopted these approaches.”</p> <p>The Bureau was satisfied by the clarifications provided.</p>	
3b. Procurement project	<p>The issue of project management was discussed.</p> <p>Vice-Chair Fantetti, as the Focal Point for the Supply Chain PDA, offered to be the Project Lead. The Chair was nominated as the Sponsoring Bureau Member.</p>	<p>Bureau Decision 1509024: Project Lead: Raffaele Fantetti Sponsoring Bureau member: Lance Thompson</p>
4a. Update from FOC	<p>The organization of the Forum is continuing.</p> <p>Rémy Marchand (AFNET) has confirmed that all items that had been requested by the FOC will be provided, including additional meeting rooms and a welcome desk.</p> <p>Some meeting room requests have been received. Vice-Chairs are encouraged to remind DCs to coordinate with their experts.</p> <p>In Marseille, the Bureau will meet on Sunday, 1 November at 10am to review the opening plenary slides and the schedule for the week. A Bureau meeting to work on the strategy document and any other business is planned for Wednesday, 4 November.</p> <p>The meeting of the FOC on 28 September has been rescheduled (date and time TBC) due to unavailability of participants.</p>	<p>A reminder will be sent to DCs to submit meeting room requests if they have not yet done so.</p> <p>The Secretariat will circulate an updated schedule shortly.</p>
5a. Report from Liaison	<p>The Bureau was informed that GS1 has been cooperating with the UN Global Compact and ITC on a project to uniquely identify farms with “Blue Numbers”.</p> <p>The initiative is not currently related to the eCrops projects, but there are possibilities for links in the future.</p> <p>The system is structured using global location numbers, but unlike in UN/LOCODE, they are not significant globally unique numbers.</p>	

5b. Report from Secretariat	<p>The UN/CEFACT secretariat will participate in the Asia-Pacific Trade Facilitation Forum in China. A meeting has also been planned with the Chinese HoD in Beijing. The secretariat will give an update on UN/CEFACT activities and address the possibility of organizing a future Forum in China.</p> <p>Vice-Chair Fantetti has been invited to participate in a session on Trade Facilitation Convention of Italian Accountants and may present some slides on UN/CEFACT. If so, he will circulate them to the Bureau and secretariat beforehand.</p> <p>The secretariat informed the Bureau that slides from the presentations used recently by the Chair can be considered as pre-approved and used directly.</p>	
6a. Finalize a response to Swedish HoD	The Bureau reviewed the draft response. Suggestions were made to clarify the message.	The Secretariat will reword the reply and circulate it to the Bureau for final comments.
6b. Request to support Austrian project	<p>A letter of support has been requested from UN/CEFACT for the Living Inter-Organizational Processes project. The request will be re-circulated to the Bureau for comment. The potential cooperation with academia was welcomed.</p> <p>The project proposal will also be shared with relevant colleagues from UN/CEFACT and the UNECE Trade Facilitation Section.</p>	The Bureau will further study the information supplied and prepare a letter of support if appropriate.
7a. Other business	<p>The Bureau will prepare and send the periodic communiqué to HoD very soon.</p> <p>There will be a light review of the ODP document. If there are concerns about the current ODP, these can be e-mailed to Vice-Chair Grangård. A discussion paper will be put together based on these.</p> <p>Discussions on the strategic framework document will be picked up again soon. Ideas will be circulated within the Bureau before the next meeting.</p>	<p>A draft text for the communiqué will be circulated for the next Bureau call.</p> <p>Comments on current ODP will be compiled by Vice-Chair Grangård for discussion.</p>
	The next Bureau call will be on 12 October.	Next Bureau Call: 12 October from 11:00 CET