

**Bureau teleconference discussion notes and decisions**  
**Monday, 12 October 2015 GoToMeeting session (11:00-13:00 CET)**

**Participants:**

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

**Bureau apologies:** Anders Grangård

**Secretariat:** Gianguglielmo Calvi, Maria Ceccarelli, Yuri Saito

<b>Agenda item</b>	<b>Discussion</b>	<b>Action/Decision</b>
1. Roll-call	Quorum: 5 of 6 Bureau members = quorum	
1a. Approve the agenda	Item 2d was added to discuss a paper on types of guidance documents that could be produced by UN/CEFACT.	Agreed with modification
1b. Approval of meeting report of 28 September 2015	No comments were made on the draft report.	Meeting report approved
1c. Approval of meeting report of 25 September 2015 (Extended Bureau)	<p>It was agreed that Bureau and DC excused absences (apologies) should be mentioned in the list of participants.</p> <p>It was also agreed that the discussions at this type of meeting do not result in decisions. Therefore, the title of the last column (“Action/Decision”) was modified to reflect this, with the deletion of the word “Decision”.</p> <p>Ways to increase the involvement of Rapporteurs in UN/CEFACT’s work were briefly discussed, including copying them in e-mails to DCs and inviting them to participate in Extended Bureau Meetings.</p>	<p>Meeting report approved with modifications</p> <p>The report will also be circulated to Rapporteurs</p>
2a. Discussion of bullet point ideas for future Strategic Framework	<p>The bullet points presented are based on the SWOT analysis that was done at the face-to-face meeting in July 2015.</p> <p>There was general consensus that more time was needed to study the document. The deadline of 19 October was set for comments. The secretariat will prepare a paper based on the comments received.</p> <p>It was clarified that the Strategic Framework would not contradict the current Programme of Work approved by the Plenary.</p>	Bureau members will send comments by 19 October
2b. Approval of slight modification of	There was a short discussion on the benefit of experts from different domains working together. The collaboration between ITP and Transport domains on several	<b>Bureau Decision 1510025(a):</b> Approval of Domain / Domain

Domain / Domain Coordinator ToR following the Extended Bureau meeting	projects/ideas was mentioned as a good practice.	Coordinator ToR with modification
2c. Approval of slight modification of “Executive Guides ToR” following the Extended Bureau meeting	The two proposed modifications were presented and approved.	<b>Bureau Decision 1510025(b):</b> Approval of “Executive Guides ToR” with modification
2d. Description of other types of guidance documents	<p>A document was prepared by the secretariat to describe different types of guidance documents that could be produced to diversify guidance produced by UN/CEFACT, which is currently mostly limited to recommendations.</p> <p>A discussion point was raised regarding the life cycle of documents, for example whether an expiry date should be applied.</p> <p>It was clarified that a guidance document could subsequently be developed into a recommendation.</p>	This topic will be brought to the next Bureau call for approval
3a. Any project updates?	No project updates.	
4a. Update from Forum Organizing Committee	<p>The first draft of the week’s schedule has been published; an updated version will be published in the coming days. Final details will be settled at the Bureau meeting on 1 November.</p> <p>The opening session also needs to be discussed. It is hoped that a representative of France, the host country, will be present at the opening. No translation will be provided as the meeting it is not on UN premises.</p> <p>It is expected that projectors will be provided in each meeting room. WiFi is available at the venue, so virtual participation should be feasible.</p> <p>The schedule of the information sessions was modified as follows:  Monday: closed session for Domain Coordinators  Tuesday: Confluence  Wednesday: Case study on the use of UN/CEFACT Standards in the aircraft</p>	Each Vice-Chair should review the schedules for the domains and projects under them

	<p style="text-align: center;">industry Thursday: TFIG / WTO TFA</p> <p>More information on the joint meeting with <i>Semaine économique de la Méditerranée</i> is expected soon.</p> <p>From the secretariat, Maria, Gianguglielmo and Yuri will participate in the Forum. Virginia will attend the first two days, including the opening session.</p>	
5a. Report from Liaison	In the next Bureau call there will be a discussion on effective communication with the user community of Recommendation 1 which is currently under revision.	
5b. Report from Secretariat	No update under this item.	
5c. Proposed Communiqué to HoD for the Quarterly Report	<p>A draft of the Communiqué was circulated before the meeting.</p> <p>It was noted that this document could also be the basis for communication by the Communication Team.</p>	Comments should be sent to the secretariat and the Chair by Wednesday, 14 October, for finalisation by the end of the week.
5d. MoU/ MG meeting minutes from May 5 2015	<p>The Bureau supported the changes requested by the secretariat to the meeting minutes.</p> <p>As a general comment, it was suggested that dates of UN/CEFACT meetings could be better highlighted by inclusion in the report itself (“Dates and venues of next meetings”), rather than in an annex.</p> <p>In view of this, it is expected that the dates of the two Forums in 2016 will be set before the next MoU/MG meeting in December 2015.</p>	
5e. Update on Confluence	<p>The secretariat reported that the work on the new Confluence platform is going according to schedule.</p> <p>It is now in the testing phase until 18 October. The goal of this phase is to allow users to interact with the system and receive feedback from them. After the testing phase, the components will be reviewed based on feedback and all active projects will be migrated onto the new platform.</p>	All Bureau members are encouraged to access the platform and provide comments (if possible via the platform itself)
6a. Finalize a response to Swedish HoD	The draft response was revised by the secretariat based on comments received. This text was approved by the Bureau.	The response will be sent by the Chair on behalf of the Bureau

6b. Email received from Bruno Prepin about Agriculture domain's work	The e-mail received and proposed reply were presented.	The reply will be finalised and sent by the Chair in the coming days.
7a. Other business / Next meeting	The next Bureau call will be on 26 October.	Next Bureau Call: 26 October from 11:00 CET