

Bureau teleconference discussion notes and decisions
Monday, 26 October 2015 GoToMeeting session (11:00-13:15 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	UN/CEFACT's relationship with ISO TC154 was added under Item 5a.	Agreed with modification
1b. Approval of meeting report of 12 October 2015	An addition was proposed to Item 5b to clarify that the item will be discussed at a subsequent meeting.	Meeting report approved with modification
2a. Be prepared to discuss Strategic Framework on Wednesday 4 Nov	The Bureau was informed that the Secretariat is preparing a document to be discussed on 4 November.	
3a. Any project updates?	No discussions under this item.	
4a. Update from Forum Organizing Committee	<p>The preparations for the Forum are nearly complete.</p> <p>A few pending issues:</p> <ul style="list-style-type: none"> - Further details will be provided on the meeting on Friday - The venue of the Bureau meeting on Sunday will be confirmed shortly - An e-mail will be sent to DCs regarding slides for the opening (to be presented by DCs present) and closing sessions (to be presented by Vice Chairs) - A reminder for the meeting on Monday will be sent to DCs <p>It was clarified that the meeting with DCs on Monday will be a closed meeting.</p> <p>The Bureau meetings in the evenings will be held only if needed.</p>	
5a. Report from Liaison	The Secretariat informed the Bureau of a meeting with the Chinese HoD and experts from the China National Institute for Standardization (CNIS) in Beijing on 16 October. A large part of UN/CEFACT standards and recommendations have been translated into national legislation. CNIS is willing to collaborate for the organization of technical meetings in China. A media clipping on this visit will be posted on the UN/CEFACT website.	

	<p>The Secretariat, Vice Chair van Burg, and Vice Chair Khan attended the Trade Facilitation meeting organised by ESCAP in Wuhan. UN/CEFACT was represented at several side events and at an UNCTAD workshop for some 40 young professionals from customs, chamber of commerce, etc. from Latin America and Africa.</p> <p>The importance of collaboration with ESCAP was highlighted, particularly:</p> <ul style="list-style-type: none"> - Possibility of organizing the Autumn 2016 Forum in Bangkok - Project on transport and trade facilitation corridor <p>UN/CEFACT's relationship with ISO TC154, in particular representation at its annual Plenary meeting, will be discussed during a future Bureau meeting.</p>	
5b. Report from Secretariat	On 23 October, the Secretariat co-organised an event on Single Window in Shanghai. A media clipping on the event will be translated and circulated.	
5c. Update on Confluence	<p>The Secretariat reported that the test phase for the new platform has been successfully completed. The feedback received is being analysed and integrated to finalise the platform in time for the Marseille Forum. The final version will be presented and launched in Marseille.</p> <p>The Bureau positively received the new platform and looks forward to its launch.</p>	
6a. ISO TC154 email from Klaus Naujok	<p>The Bureau agreed that it is necessary to reiterate that the project to review Recommendation 1 aims to update the explanatory text; it will not modify the technical aspects of the Layout Key.</p> <p>There is a need for a wider discussion on the relationship between UN/CEFACT standards and ISO standards.</p> <p>This topic will be discussed again in Marseille.</p>	A reply will be sent to ISO
6b. EMSFEI letter on EDIFACT	<p>The letter and its context were presented. It was agreed that UN/CEFACT does not have a role in influencing the decision, but does have the obligation to ensure that there are no misunderstandings about EDIFACT.</p> <p>The issue will be further discussed in Marseille.</p>	
6c. MoU/MG Conformity assessment requirements	Jostein Fromyr and Christian Huemer have been invited to participate in the MoU/MG call on 27 October.	
7a. Other business /	The next Bureau meeting will be face to face on 1 November in Marseille. Issues to be	Next Bureau meeting:

Next meeting	discussed during the Forum: <ul style="list-style-type: none">- Strategic framework- ODP light revision- ISO TC154- EMSFEI/EDIFACT	1 November from 10:00 CET
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