

**Bureau teleconference discussion notes and decisions**  
**Monday, 23 November 2015 GoToMeeting session (12:00-14:00 CET)**

**Participants:**

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

**Bureau apologies:** Harm Jan van Burg

**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	The following two items were added under “7a. Other business”: <ul style="list-style-type: none"> <li>- Reminder about the Open Development Process</li> <li>- Update from the Communication Team</li> </ul>	Agreed with modifications
1b. Approval of meeting report of 26 October 2015	No comments on the draft report.	Meeting report approved
1c. Approval of meeting report of the 26 <sup>th</sup> Forum	Due to the delay in finalisation of the draft report, this item will be discussed at the next meeting.	Item postponed to 30 November
1d. List of dates for Bureau calls in 2016	The list of meeting dates for 2016 was presented.  A face-to-face Bureau meeting is proposed in the summer, possibly 18-20 July. The idea to organise the meeting in Rome was positively received, but pending confirmation.	Date and venue of face-to-face meeting to be confirmed
2a. Policies, procedures and ToR	No policies, procedures, or ToR for discussion at this meeting	
3a. eGov: Trusted TransBoundary Environment	It was agreed to postpone discussion on this item to a subsequent meeting to allow all Bureau members to comment on the document.	Item postponed until 30 November or 7 December
3b. AGRI: eCrops 3rd HoD letter of support	The Bureau was informed that the project has received support from a third HoD, the HoD of the United States. As the Bureau had already approved the project pending 3 <sup>rd</sup> HoD support (Bureau Decision 1507014), no action is necessary at this point.  The Secretariat will create a page for the project on the Confluence platform.	
3c. SPEC: Library Review project exit	It was explained that the report describes the existing situation and proposes a way forward, including numerous project ideas for the Methodology and Technology Project Development Area (M&T PDA). This will be discussed on a call of the M&T	<b>Bureau Decision 1511028:</b> Approval of the Library Review project report

	PDA in January 2016. The Bureau looks forward to projects in this area.	
3d. Accounting and Audit: Journal Book public review	The Business Requirements Specification (BRS) and Requirements Specification Mapping (RSM) for the Journal Book for its public review have been completed.	Approved to move to public review
3e. CCL.15B and schema	The Bureau noted the approval through written procedure of CCL.15B and schema for publication.	<b>Bureau Decision 1511029:</b> Approval of CCL.15B and schema
4a. Events	<p>The Secretariat will follow up with ESCAP regarding the possibility of organising the Autumn 2016 Forum in Bangkok. If the meetings are not held on UN premises (e.g. Bangkok city centre), a Host Country Agreement is needed.</p> <p>Fall-back options may be Morocco or Germany.</p> <p>In setting the date, it is important to try to avoid overlaps with other meetings such as:</p> <ul style="list-style-type: none"> <li>- Week of 3 October: GS1 meeting</li> <li>- Week of 17 October: ISO/TC154 meeting</li> </ul>	
5a. Report from Liaison	<p>The Secretariat requested feedback from the Bureau on documents related to a meeting on the annexes to the Memorandum of Understanding on electronic business between IEC, ISO, ITU and UNECE. The call will take place on 27 November.</p> <p>The Secretariat has received a request from Ghana to participate in meeting on Single Window on 1 December. This invitation has been forwarded to a Vice-Chair who is considering attending.</p>	
5b. Invitation to participate in the African Congress for Transport and Logistics on November 25-27	The Chair of the Bureau has been invited to speak at the African Congress for Transport and Logistics. His presentation will be based on a presentation that was approved by the Bureau over the summer.	
5c. MoU/MG meeting December 2nd	<p>The presentation that will be delivered by the Secretariat at this meeting will be circulated to the Bureau for comment.</p> <p>Any comments related to this meeting or the meeting documents can be brought up at the next Bureau call.</p>	
5d. Report from Secretariat	Ms. Maria Ceccarelli has been appointed as Acting Chief of the Trade Facilitation Section. The process to recruit a temporary replacement for her (Chief of UN/CEFACT Support Unit) will be initiated soon. It is hoped that the Chief of the	The first draft of the agenda for the Plenary will be discussed in the Bureau meeting on 7

	<p>Trade Facilitation Section will be appointed by April 2016.</p> <p>The Secretariat is looking to organise a side-event at the WTO Ministerial Conference in Nairobi in December and is seeking possible partners (e.g. local university).</p> <p>The Secretariat participated in a meeting at ITC on 23 November, where ITC's programme in support of small and medium-sized enterprises was presented.</p> <p>An update on UN/CEFACT activities to Annex D+ organisations at WTO earlier this month was well received.</p> <p>Work on the agenda and documents for the Plenary will need to begin very soon. The deadline for submission of the final agenda is 15 January and for documents it is 22 January.</p> <p>The Secretariat requested Vice-Chairs to remind Domain Coordinators to send in the presentations made during the 26<sup>th</sup> Forum.</p>	<p>December</p> <p>The Secretariat will continue to upload presentations from the 26<sup>th</sup> Forum onto the website</p>
5e. Confluence disclaimer	<p>A disclaimer has been added to the bottom of the page of the UN/CEFACT Confluence platform. This text also appears on the homepage (before login).</p> <p>It was suggested that specific reference be made to the UN/CEFACT IPR Policy and UN/CEFACT Code of Conduct.</p> <p>This text will be submitted to the UN Legal Officer for revision.</p>	
5f. Trade Facilitation Roadmap document	<p>This document is now online and will be published in print version. The Secretariat is also looking into translation of the document.</p>	
7a. Other business / Next meeting	<p>The Bureau was reminded that the Open Development Process (ODP) document needs to be reviewed and possibly updated.</p> <p>The Bureau was informed that the Communication Team meeting planned for 23 November has been postponed by a week. One of the main tasks of the Communication Team is to provide official content that can be used to present UN/CEFACT (e.g. on Wikipedia). Existing documents (e.g. Welcome Brochure, Forum Newcomer Session presentation, bullet points from Virginia's speech) can be used as a basis to prepare such text.</p> <p>The next call will be on 30 November 2015 from 11am. Topics to be discussed:</p> <ul style="list-style-type: none"> <li>• Strategic Framework</li> </ul>	<p>ODP document will be discussed at a Bureau meeting in December</p>

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|  | <ul style="list-style-type: none"><li>• Relation with ISO TC154</li><li>• Relation with ISO TC204 (transport of agricultural goods)</li><li>• Comments on MoU/MG meeting on 2 December</li></ul> |  |
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