

Bureau teleconference discussion notes and decisions
Monday, 30 November 2015 GoToMeeting session (11:00-13:00 CET)

Participants:

Bureau present: Harm Jan van Burg, Raffaele Fantetti, Anders Grangård, Estelle Igwe, Lance Thompson (Chair)

Bureau absent: Tahseen A. Khan

Secretariat: Gianguglielmo Calvi, Maria Ceccarelli, Yuri Saito

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 5 of 6 Bureau members = quorum	
1a. Approve the agenda	The following item was added: “3b. eCrops – call for participation”. The following two items were added under “7a. Other business”: - Communication on Bureau meetings (use of Confluence) - Bureau meeting dates for 2016	Agreed with modifications
1b. Approval of meeting report of the 26 th Forum	Minor editorial changes were made to the text.	Meeting report approved with minor modifications
2a. Strategic Framework	Due to the delay in circulation of the draft document, this item will be discussed at the next meeting.	Item postponed to 7 December
3a. ITPD: Rec1 revision letter to ISO TC154	It was reiterated that ISO TC154 should be invited to formally participate in the project on Recommendation 1.	The Chair of the UN/CEFACT Bureau will send an invitation to the Chair of ISO TC154
3b. eCrops – call for participation	The Secretariat is in contact with the relevant Domain Coordinator and Project Lead to finalise the call for participation. It will be published as soon as it is ready.	
4a. Event update	The Secretariat has received confirmation that the Autumn 2016 Forum can be held in ESCAP offices in Bangkok, Thailand. The proposed dates are 26-30 September 2016. The Forum Organizing Committee will begin working on logistical aspects. Morocco is interested in hosting the Forum in Autumn 2017. There are also discussions on the possibility of Germany hosting the Forum in Autumn 2018. The Secretariat will follow up on discussions regarding the Host Country Agreements.	Confirmation of dates and venue of the 28 th UN/CEFACT Forum: 26-30 September 2016 in Bangkok, Thailand
5a. Report from Liaison	The Bureau was informed that the CEN TC434 ballot for official syntaxes open until 11 December. UN/EDIFACT and Cross Industry Invoice are included in the balloting list. Discussions have taken place with ETSI regarding work on cross-boundary	

	<p>electronic signature interoperability. There is agreement to exchange relevant documents and connect technical documents. The UN/CEFACT project on this issue, “Recommendation for ensuring legally significant trusted trans-boundary electronic interaction”, will be discussed in the Bureau next week.</p>	
<p>5b. Relation with ISO TC154</p> <ul style="list-style-type: none"> • ISO TC154 CAT letter to UNECE Director • Chinese project proposal • MOU MG Project • General relationship between UN/CEFACT and ISO/TC154 	<p>It was discussed that ISO TC154 may initiate work that may overlap with UN/CEFACT work (work in the Supply Chain Domain and Recommendation for ensuring legally significant trusted trans-boundary electronic interaction).</p> <p>The MoU/MG Annexes are currently being revised. The rationale is to update the list of participating organizations without modifying the MoU itself.</p> <p>There is a need to strengthen the general relationship between UN/CEFACT and ISO TC154. Some ideas are:</p> <ul style="list-style-type: none"> • Re-establishment of formal relations (e.g. exchange of liaison officers); • Representation of UN/CEFACT at key meetings such as the Plenary; • Encouraging participation of UN/CEFACT experts in ISO TC154 work, including through planning back-to-back meetings; and • Improve the functioning of joint groups. 	<p>The Bureau will reach out to relevant UN/CEFACT Domain Coordinators and experts. Liaison matters to be discussed with ISO TC154 in the coming months</p>
<p>5c. Relation with ISO TC204</p>	<p>An e-mail was received from ISO TC204 indicating that they may initiate work that could overlap with work in the UN/CEFACT Agriculture Domain and Transport and Logistics Domain. It is the Bureau’s understanding that there is no formal work item proposal in TC204 at this time, so no action is required.</p> <p>The Bureau agreed to put the relevant UN/CEFACT and TC204 experts in contact to avoid overlap and ensure coherence between ongoing and forthcoming work in this area.</p>	
<p>5d. Report from Secretariat</p>	<p>At the request of the Secretariat of WP6, a short presentation on UN/CEFACT will be delivered on 2 December based on the “Newcomer session” presentation used at the Forum in Marseille.</p> <p>The Secretariat will participate in a meeting of the MoU/MG on 2 – 3 December.</p> <p>The Secretariat is co-organizing a side event at the 10th WTO Ministerial Conference that will take place in Nairobi from 15 to 18 December.</p> <p>It was requested that any materials or presentations produced be shared with the</p>	<p>The Secretariat will circulate the slides for the MoU/MG to the Bureau for comment</p>

	Communication Team for reference.	
6a. Enquiries received	No enquiries received.	
7a. Other business / Next meeting	<p>The list of Bureau meetings in 2016 was discussed. The dates of the face-to-face meeting are tentatively set (21-23 June 2016) and will be confirmed at the next Bureau meeting.</p> <p>The Bureau agreed to transition towards sharing of documents for Bureau meetings through the Confluence platform. During the transition period up to mid-February 2016, documents will be uploaded onto Confluence but will also continue to be circulated via e-mail. At the end of the transition period, the Bureau will take a formal decision on how it shares meeting documents.</p> <p>The next call will be on 7 December 2015 from 11am. Topics to be discussed:</p> <ul style="list-style-type: none"> • Trusted Transboundary Project • Strategic Framework • ODP – light revision • First draft of agenda for plenary 	