

Bureau teleconference discussion notes and decisions
Monday, 7 December 2015 GoToMeeting session (11:00-13:00 CET)

Participants:

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

Secretariat: Gianguglielmo Calvi, Maria Rosaria Ceccarelli, Yuri Saito

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 6 of 6 Bureau members = quorum	
1a. Approve the agenda		Agreed
1b. Approval of meeting report of 23 November	Minor editorial changes were made to the text.	Meeting report approved with minor modifications
1c. Approval of meeting report of 30 November	Minor editorial changes were made to the text.	Meeting report approved with minor modifications
2a. UN/CEFACT Strategy Document v1	Some editorial changes were made to streamline the text. It was agreed that while the Bureau remains responsible for the Strategy, this version should be circulated to Domain Coordinators (DCs) for comment. Bureau members can also bring any further comments to the document during this period.	The Secretariat will send the document to DCs (deadline for comments: 16 December) Feedback received will be presented on 21 December with a view to finalising the document
2b. Plenary Agenda first draft	The deadline for the agenda is 10 January 2016. However, given the holiday period, the agenda will have to be finalised before the next Bureau meeting on 21 January 2015. There was a comment that all Bureau terms of reference (Item 6) should be for noting/information rather than for decision. There was a discussion on whether and for how long a new Vice Chair should be elected at the Plenary in April 2016 (Item 9). The Secretariat explained that one new Vice Chair should be elected to meet the requirement of 6 Vice Chairs set by the 20 th Plenary. Moreover, according to the UN/CEFACT Procedures, this person should be elected for 3 years. In fact,	The Secretariat will check whether the Bureau terms of reference should be for noting or for decision The Bureau can send comments to the Secretariat regarding the election of Vice Chairs. These will be compiled and then submitted to the UN Legal Adviser.

	<p>according to the Procedures, the Bureau should be renewed by one third each year. Some Bureau members questioned this interpretation, as the current situation should entail a by-election procedure, not an election procedure.</p>	
2c. ODP – light revision	<p>The intention is to have a light revision to clarify some points in the document.</p> <p>The Vice Chair overseeing this item has received some comments and will circulate a revised ODP document and responses to comments. These can be discussed at the Bureau meeting on 4 January 2016.</p> <p>The revised ODP document will be added to the Plenary agenda.</p>	
3a. Trusted Transboundary Project – request to move to Public Review	<p>The Vice Chair overseeing this project briefly presented the current draft and expressed the request from the Project Team to go to Public Review.</p> <p>Concerns were raised that the current draft does not resemble other trade facilitation recommendations and that it might be better as a “Technical Implementation Guide”. The relation to other recommendations and UNCITRAL deliverables was also brought up.</p> <p>There was a majority of Bureau members who agreed that the project should be able to proceed to public review despite concerns with the current draft. The Bureau comments on the document will be provided to the project team.</p>	
4a. Events <ul style="list-style-type: none"> • Confirmation of availability for F2F Bureau meeting on 21-23 June 2016 in Rome, Italy • Confirmation of the 28th Forum in Bangkok 26-30 Sept 2016 	<p>The dates of the Bureau face-to-face (F2F) meeting are confirmed: 21 June (pm) – 23 June (am). The venue is tentatively Rome, Italy.</p> <p>The dates and venue of the Autumn Forum in Bangkok are also confirmed. The Secretariat has communicated the confirmation to ESCAP.</p>	The venue of the F2F meeting will be confirmed ASAP
4b. FOC updates	<p>The registration for the Spring 2016 Forum (25-29 April 2016 in Geneva, Switzerland) will be opened soon.</p> <p>The Host Country Agreement process with Morocco should start as soon as possible if the Autumn 2017 Forum is to be held there.</p>	

<p>5a. Report from Liaison</p>	<p>UN/CEFACT participated in a meeting of the MoU/MG on 2-3 December. The Secretariat will circulate the resolutions (with action items for UN/CEFACT) to the Bureau. Organizations have until 10 January 2016 to provide comments.</p> <p>At the meeting, UN/CEFACT made a presentation on conformance, which was generally positively received. There were some questions that need to be addressed regarding which tools are used as a basis.</p> <p>Collaboration with the UNECE Working Party on Regulatory Cooperation and Standardization Policies (WP.6) should be discussed in a future meeting.</p> <p>On 14 December, UNECE is co-organising a side event at the WTO Ministerial Conference in Nairobi, Kenya. The final agenda will be circulated to the Bureau.</p>	
<p>5b. Report from Communication Team</p>	<p>The Communication Team had a meeting on 30 November. It was agreed that official documents from UN/CEFACT are an important source for revising websites such as Wikipedia. There should also be a plan for continuous revision of such pages.</p> <p>The issue of unofficial translation of documents was raised.</p> <p>It was agreed that the visibility of UN/CEFACT projects needs to be improved. This could be done, for example, by giving visibility to the activities of each domain.</p> <p>The Communication Team will aim to produce press releases just before events (e.g. Forums) to provide preliminary information and generate interest.</p> <p>A press release could be prepared relating the side event in Nairobi (see Item 5a) to UN/CEFACT work.</p> <p>The next meeting of the Communication Team is on 21 December at 14:30 CET. The principal item to be discussed is the Quarterly Report to Heads of Delegation and getting input for this from each Domain. The Quarterly Report can be sent at the beginning of January 2016 and could pre-announce</p>	

	documents to be presented at the Plenary.	
5c. Report from Secretariat	No additional updates from the Secretariat.	
6a. Enquiries received	No enquiries received.	
7a. Other business / Next meeting	The next call will be on 21 December 2015 from 11am CET.	