

Bureau teleconference discussion notes and decisions
Monday, 21 December 2015 GoToMeeting session (11:00-13:00 CET)

Participants:

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

Bureau apologies: Anders Grangård, Estelle Igwe

Secretariat: Gianguglielmo Calvi, Maria Rosaria Ceccarelli, Yuri Saito

Agenda item	Discussion	Action/Decision
1. Roll-call	Quorum: 4 of 6 Bureau members = quorum	
1a. Approve the agenda	It was requested that the Bureau discuss whether it should formally congratulate OASIS on UBL. Since this item involves a decision by the Bureau, it will be added to the agenda of the next meeting (4 January), when all Bureau members are expected to be present.	Agenda for this meeting approved OASIS issue will be discussed on 4 January
1b. Approval of meeting report of 7 December	Minor editorial changes were made to the text.	Meeting report approved with minor modifications
2a. Strategic Framework & Comments Received	<p>The comments received from the Domain Coordinators (DCs) have been compiled. Bureau members are requested to submit written comments on these by 27 December with a view to finalizing the document on 4 January.</p> <p>The Secretariat explained that the title of the document should be changed in order to avoid confusion with a specific type of UN document referred to as “Strategic Framework”. Alternative titles suggested during the meeting are “UN/CEFACT Prospective Directions” and “Strategic Directions for UN/CEFACT Deliverables”.</p>	<p>The Secretariat will circulate the compiled comments</p> <p>Bureau members are requested to send comments on the DC comments and suggestions for the title by 27 December</p>
2b. TOPIC: Compatibility of UN/CEFACT deliverables with each other	There is a need to discuss the possibility that new recommendations that are not in line with existing deliverables may be considered or proposed. While all UN/CEFACT deliverables should function together and support each other, a view was expressed that this should not constrain groups from exploring or suggesting recommendations that appear to contradict existing work.	This item will be discussed again on 18 January
3a. CI-Scheduling Supply Chain Project Proposal	<p>The project proposal was presented to the Bureau for approval.</p> <p>The Bureau approved the project as written with the following points to be brought to the attention of the project team:</p> <ul style="list-style-type: none">- It should be clarified whether there are any other related deliverables or potential duplication in other standards organizations;	Bureau decision 1512030: Approval of the CI-Scheduling revision pending three HoD support Project leader: Samy Scemama Vice Chair: Raffaele Fantetti

	<ul style="list-style-type: none"> - The exit criteria should be re-written – an example was provided as a basis; and - The project should indicate that participants must comply with the UN/CEFACT Code of Conduct and IPR Policy. 	
4a. Events	<p>The Forum Organizing Committee will resume in the new year.</p> <p>It was noted that the organization of a UN/LOCODE Conference was announced in the latest UN/LOCODE Newsletter. The Secretariat explained that this Conference is planned to take place during the UN/CEFACT Forum in April 2016 in Geneva.</p>	
5a. Report from Liaison	No updates from liaison	
5b. Share results of Conformance Project with the MoU/MG ?	There were no objections to sharing the results of the project with the MoU/MG.	
5c. Collaboration UN/CEFACT & UNECE-WP6	Due to time constraints, this item will be discussed on 18 January.	This item will be discussed on 18 January
5d. Report from Secretariat	<p>The Secretariat provided a briefing on the side event organized in Nairobi on 14 December. All Trade Facilitation organizations took part in the event, including UN/CEFACT, UNCTAD, ITC, UNIDO and WTO. The event was well-attended and well-received. UN/CEFACT got visibility.</p> <p>A recent publication by the WCO on National Trade Facilitation Bodies was briefly discussed.</p>	Secretariat will circulate the agreement reached during the WTO MC.
5e. Report from Communication <ul style="list-style-type: none"> • Quarterly report • Wikipedia 	<p>In promoting UN/CEFACT, the Communication Team would like to put emphasis on projects. For this, Domains should have publicly accessible webpages which appear in search engines. The Secretariat explained that Domain pages are available on the Confluence Collaboration Environment; it is for each Domain to populate these pages. Once these pages are functioning properly, there can be a discussion on which parts can be made public.</p> <p>Official UN/CEFACT documents that the Communication Team can use to update Wikipedia, etc. can be accessed here: http://www.unece.org/cefact/cf_docs.html.</p>	Draft Quarterly Report by 4 January

	The Communication Team will meet on 21 December. The key task is the Quarterly Report, which will focus on new developments. The draft Quarterly Report will be discussed in the Bureau on 4 January.	
6a. Enquiries received	No official enquiries received.	
7a. Other business / Next meeting	<p>The next call will be on 4 January 2016 from 11am CET.</p> <p>Topics for next Bureau call:</p> <ul style="list-style-type: none"> • ODP ‘light revision’ • Finalized Strategic Framework for translation • Finalize all Plenary documents • Discussion on OASIS and UBL 	