Bureau teleconference discussion notes and decisions
4 January 2021, GoToMeeting session; 13:00 CET

Agenda item	Discussion	Action/Decision
1a. Roll call	**Bureau present**: Chair Probert, VC Watt, VC Becha, VC Fratini-Passi, VC Khan **Bureau excused**: VC Igwe, VC Bondarenko, VC Slot, VC Laskowski **Secretariat present**: Maria Ceccarelli, Lance Thompson, Maria-Teresa Pisani	
1b. Presentation of the Agenda		Agenda approved as written.
1c. Approval of the meeting report of 14 December 2020		**Bureau decision 2101072**: The meeting report of 14 December 2020 was approved as written.
2a. Call to Action on the use of UN/CEFACT standards	Request approval to be presented to the Plenary for endorsement. • Suggested to add a reference to Recommendation 4. • Suggest a link to the Executive Guides. • There was a suggestion to add a paragraph about e-commerce within the Introduction. It was requested that the Bureau agree to a written procedure approval of the document in order to add such a paragraph. • Suggestion to add "reducing paper exchanges" as an ouput.	A slightly revised version of the document will be circulated by Tuesday morning at the latest with a request for written procedure decision by Thursday 7 December COB.
2b. Bureau Report of Activities for the Plenary 2021	A report of Bureau activities was prepared. This includes a list of all decisions up until the end of December 2020 and all meeting/representation reported to the Bureau up until the end of December 2020. It was explained that an addendum will be made for any decisions and presentations made between now and the time of the Plenary.	**Bureau decision 2101073**: The Bureau approved the "Bureau Report of Activities" for the 2021 Plenary.
2c. Executive Guides for the Plenary 2021	Four Executive Guides have been consolidated in this document on: • Trade Information Portals • Cross-Industry family of supply chain standards • Transport and Logistics standards in support of COVID-19 recovery • Application Programming Interfaces (APIs) in relation to UN/CEFACT standards Request approval to be presented to the Plenary	**Bureau decision 2101074**: The Bureau approved the Executive Guides for the Plenary 2021.
2d. UN/CEFACT 2021 Plenary Provisional Agenda	A first draft of the 2021 Plenary Provisional Agenda was presented for information and any comments. This will be submitted officially before the next Bureau call. Bureau members were requested to take a close look at the names of all documents that will be presented (in the tables under each agenda item) – if there are any changes, they must be made before the end of the week.	The Bureau took note of the 2021 Plenary Provisional Agenda.

3a. TPF Pandemic Crisis Rec project	The TPF Pandemic Crisis Recommendation Public Review finished on 2 January 2021. The project team had a meeting this morning (4 January), reviewed all the comments and agreed on the final text. The project team requests that the final text be approved to move to the Plenary for final approval.	The Bureau agreed to review and approve the final recommendation text of the TPF Pandemic Crisis project by written procedure decision by Wednesday 6 January COB.
3b. AGRI Textile Traceability Rec project	The AGRI Textile Traceability Recommendation Public Review finished on 24 December 2020. The project team reviewed all comments and agreed on the final text. The project team requests that the final text be approved to move to the Plenary for final approval.	**Bureau decision 2101075**: The Bureau approved the final version of the AGRI Textile Traceability Recommendation to be presented to the Plenary for final approval.
3c. AGRI SDCE RDM project proposal	This project aims to create a contextualized view of the Buy-Ship-Pay Reference Data Model in order to cover sustainable development and circular economy needs. This will compliment the already existing MMT-RDM and SCRDM and the current project on CBM-RDM. It was reminded the technical work of this project and the need to ensure that the experts with the substantive knowledge join the work. Request to launch a new project with proposed project leader Frans van Diepen	**Bureau decision 2101076**: The Bureau approved the AGRI SDCE RDM project to launch with Frans van Diepen as project leader and supporting Bureau member VC Slot pending three HoD support.
3d. AGRI eCert Guide project	The project team finalized its draft of the eCert Guide and request to move to Public Review. There was a question on the title citing "SPS-part" as the project proposal calls for a single implementation guide and not multiple. Further question on the sub-title "e-Certification" which could cover multiple procedures and not just agriculture. The Bureau agreed that the document title should be modified to "Implementation Guide for UN/CEFACT eCERT standard for SPS". The updated title will be sent to the project team; if they have no objection, then it will go immediately for Public Review. They will be given a deadline of Wednesday 6 January to respond.	**Bureau decision 2101077**: The Bureau approved the guide with a change in title to: "Implementation Guide for UN/CEFACT eCERT standard for SPS"
3e. T+L IMO eFAL project	Request to update milestone dates	**Bureau decision 2101078**: The Bureau approved the update to the draft development milestone of the T+L IMO eFAL project.
3f. INS Health Claim project	Due to lack of advancement in the INS Health Claim project, the Bureau decided to close the project.	**Bureau decision 2101079**: The Bureau decided to archive the INS Health Claim project due to lack of advancement.
3g. Overdue projects	The Bureau has extended the draft development milestones until 30 June 2021 for the following projects: • TPF – Trade Information Portal BRS • SCMP – Automotive project • T+L – Smart Container project • A+A – A+A RDM project	**Bureau decision 2101080**: The Bureau approved a draft development milestone extension until 30 June 2021 for all projects nearing their milestone deadline.

	- eDATA – IoT for TF project - eDATA – Digital ID for TF project - eDATA – Interledger Pref CoO project - eDATA – UN/CEFACT Chain project - CBM – CBM RDM project - AGRI – eQuality Certificate project - AGRI – eCERT Guide project - AGRI – Textile Traceability project - ENV – Waste Mgmt/Analysis project - SPEC – RDM2API project - SPEC – API Town Plan project	
3x. Pending Projects	HoD support has been received for the T+L Modal project from: CG, DE, ES, IT, RU, UA, US, VN The A+A RDM project will shortly request a change in project leadership and will request guidance from VC Watt on the preparation of the BRS. A new expert from Finland will be joining the future work of this project. No news from the IoT for TF project; waiting on update from the project leaders. The Digital ID for TF's project leader is unable to continue; project team is studying who could pick up this role. No news from the Inter-ledger project leader. The UN/CEFACT Chain project leader was contacted to address the comments from the Bureau's November call. CBM-RDM project was waiting on the EU-CDM information in order to progress. This has just been made available so the project will be progressing shortly.	
4x. Representation.	VC Becha will present the smart container work and SC-CI-T+T work at the Makers and Movers of Cold Chain 2021 event on 4 February 2021. The Chair has been invited to present the RDM 2 API work to the GS1 Transport and Logistics sector on 21 January 2021. The Chair and secretariat will participate in the WC DMPT meeting 25-29 January 2021. The Chair will participate in the IMO EGDH meeting on 10 October 2021. The secretariat has been invited to present its work related to MSMEs at the WTO on 18 January 2021.	
5a. Liaison	ISO TC154 WG7 has proposed a new work item on eCommerce index model which is not aligned with the UN/CEFACT BSP-RDM. UNECE will need to prepare an official comment for it to align to the UN/CEFACT BSP-RDM.	
6a. Secretariat	The UNECE secretariat has comments on the PoW. These will be finalized and circulated before the end of the week. The Bureau will have until the 16th of January to provide any comments.	

9a. Editing – use of capitalization	There was a question on editorial changes after something has been approved by the Bureau. Recently, there are terms which are put in lower-case which were normally in upper case. The Bureau requests that certain terms remain always capitalized: • Reference Data Model • Core Component Library • Single Window • National Trade Facilitation Body • Trade Information Portal • Single Submission Portal A further list will be prepared and discussed on a future call.	
9a. UN letters concerning UN/CEFACT	The Chair mentioned that there are official UN letters that directly reference the work of UN/CEFACT. Some are signed by the UNECE. It was requested that such letters be shared with the Bureau for information.	
9x. Next Bureau call	Next Bureau call: Monday, **25 January 2021** from 13:00 CET (Geneva)	