

**Bureau teleconference discussion notes and decisions**  
**15 February 2021, GoToMeeting session; 13:00 CET**

Agenda item	Discussion	Action/Decision
1a. Roll call	<p><b>Bureau present:</b> Chair Probert, VC Igwe, VC Bondarenko, VC Watt, VC Becha, VC Fratini-Passi, VC Slot, VC Khan, VC Laskowski</p> <p><b>Advisors present:</b> Harm Jan van Burg</p> <p><b>Secretariat present:</b> Lance Thompson, Maria-Teresa Pisani, Nariné Aldasheva</p>	
1b. Presentation of the Agenda		Agenda approved as written.
1c. Approval of the meeting report of 25 January 2021		<p><b>Bureau decision 2102090:</b> The meeting report of 25 January 2021 was approved as written.</p>
2a. ToR ToS SVC	<p>Following the request of the 26<sup>th</sup> Session (Plenary decision 20-05), the secretariat prepared a Terms of Reference to broaden the scope of the ToSSF to cover other sustainable value chains. The document has been prepared and submitted for the 27<sup>th</sup> Plenary.</p> <p>A question was raised on the title of the Team of Specialists which includes the term “traceability”. This was not in the title in the Plenary agenda which was approved by the Bureau on 4 January. It was suggested that the objective is “transparency” which might be a more appropriate term.</p> <p>It was noted that these Teams of Specialists run in parallel to the Bureau without reporting to the Bureau. As traceability is a cross-sectoral issue, there was hesitation to accept the creation of a separate group to work on this.</p>	
3a. SCMP SC CI T+T White Paper	<p>The SCMP Domain project on Supply Chain Cross-Industry Track and Trace developed a White Paper which is presented to the Bureau for final approval and presentation to the Plenary. This paper concentrates on the linkages between the identifiers in the different aspects of the supply chain. Given the input to date, it is unlikely that it will be able to finalize the BRS by August. It was underlined that this White Paper pulls together a good deal of expertise from multiple experts from around the world and it would be timely to be able to share this externally.</p> <p>It was asked if this could be translated to French and Russian. For this Plenary it is too late, but may be possible if there are changes in the document to present it in 2022 as a revised version. Alternatively, if there are member States that request a translation during the Plenary, there might be a possibility if there is also a budget for the translation.</p>	<p><b>Bureau decision 2102091:</b> The Bureau approved the SCMP White Paper on Supply Chain Cross-Industry Track and Trace for publication and presentation to the 27<sup>th</sup> Plenary.</p>
3b. SPEC RDM2API UML Profile Guide	<p>The SPEC Domain project on RDM2API developed an internal guideline for UML Profile which is presented to the Bureau for final approval and internal publication. This is the</p>	<p><b>Bureau decision 2102092:</b> The Bureau approved the SPEC Guide on RDM2API UML Profile for internal</p>

	<p>second deliverable of this project and there is a third document and the townhall plan yet to be completed. It was noted that there is a relation between this document and the UPCC (which albeit was developed for CCTS 3.0) and moving forward it will be necessary to ensure that the deliverables are conformant with the published technical specification.</p> <p>The secretariat updated the document to provide figure numbers of each diagram, the double check capitalization and punctuation. The example diagram in 4.1.1 references a certificate of origin which does not yet exist as a UN/CEFACT standard; it will need to be updated. The Bureau agreed to approve this document for internal publication pending the update of the diagram in 4.1.1.</p>	<p>publication pending update of diagram in 4.1.1.</p>
3c. AGRI Textile BRS	<p>The AGRI domain Sustainable Garment and Footwear project finalized two BRS; these both completed Public Review and are ready for final publication.</p>	<p><b>Bureau decision 2102093:</b> The Bureau approved the two AGRI Sustainable Textile Traceability BRS for publication and project exit.</p>
3x. Pending projects	<p>A call was made to request help to identify a new project leader for the Digital ID for TF project. VC Khan will check the current status of the Preferential CoO project.</p>	
4a. UN/CEFACT 27 <sup>th</sup> Plenary	<p>The secretariat provided an update on the progress for the 27<sup>th</sup> Plenary Session (19-20 April 2021). All documents for translation have been officially submitted. The secretariat is currently finalizing the documents which are not for translation. The website for the Plenary is open and all information is being made available as soon as it is finalized.</p>	
4b. UN/CEFACT 36 <sup>th</sup> Forum	<p>Advisor Van Burg provided an update on the preparations for the 36<sup>th</sup> Forum, scheduled from 26 April to 7 May 2021 as a fully virtual event.</p> <p>The Forum Organizing Committed (FOC) has tried to adapt the timing of the virtual meetings in order to enable multiple channels and parallel meetings. It was confirmed that we could use three parallel WebEx streams.</p> <p>It was suggested to keep the duration of the meetings to around two and a half hour sessions – from recent experience, this is the maximum which is efficient. It could even be possible to have webinars repeat for two different time zones. It may be possible to also have MS Teams meetings for smaller groups if necessary – with the caveat that the secretariat would need to be present in each virtual meeting.</p> <p>It was suggested that organizers of meetings be precise on what will be done in the individual sessions. For example, make a distinction between webinar-type meetings (presentation only with Q/A); and working group meetings to progress the active projects (much more interactive). It was suggested that webinar-type meetings would be open to anyone. The working group meetings would be smaller and would be reserved for registered experts only. It was suggested that non-registered experts might be allowed to enter as observers.</p> <p>A webinar guidance document is being prepared to be sent with the registration confirmation in order to outline connection details and webinar best practices.</p>	<p>Bureau members are requested to consult the weekly schedule forecast and provide any input on or before COB Tuesday 16<sup>th</sup> February.</p> <p>The schedule will be shared with Domain Coordinators on 18<sup>th</sup> February.</p>

	<p>An initial timetable was put together to share with Domain Coordinators.</p> <p>It was suggested that the secretariat and FOC will prepare a provisional agenda for each domain group and request confirmation (instead of waiting for input).</p> <p>It was suggested already that there may be a webinar on Supply Chain T+T and another on the COVID-19 T+L projects. It was suggested that a SPEC webinar on technology updates could also be interesting. A training session on the AGRI Textile project might also be organized (perhaps as a joint session with SCMP and T+L).</p> <p>It was appreciated to have three parallel sessions on the first Monday morning for Newcomers, CUE and Communication.</p>	
4x. Representation	<p>The secretariat (Thompson) presented the work of UN/CEFACT and the transport related COVID project to the UNECE WP.30 on 10 February 2021.</p> <p>The secretariat (Thompson) will present the ISMIT project and related work to the WTO Working Group on MSMEs on 18 February 2021.</p> <p>The secretariat (Pisani) and VC Watt participated in the OECD Forum with a presentation on due diligence in the garment and footwear sector on 1 February 2021.</p> <p>The secretariat (Pisani) presented at the UNCTAD Multi-year expert meeting on commodities and development 12<sup>th</sup> session on 8 February 2021.</p> <p>Chair Probert presented the work of UN/CEFACT (RDM2API and eCMR) to the GS1 Global T+L sector on 11 February 2021.</p> <p>The secretariat (Pisani) and VC Watt will participate in the GS1 Australia Traceability Advisory Group session in early April 2021.</p>	
5a. Liaison	<p>IMO FAL EGDH meeting took place 8-10 February 2021.</p> <p>The FAL Working Party foresees the addition of data which goes beyond the reporting requirements of the FAL Compendium. The UNECE secretariat will prepare an official document to repeat our support to the IMO FAL, but to warn against creating an eternally expanding data model.</p>	
6a. Secretariat	<p>Following up on the Bureau request from its previous call, the secretariat brings to the attention the following correspondences:</p> <ul style="list-style-type: none"> <li>• Letter received from EU Commission</li> <li>• Letter received from DG Near</li> <li>• Letter from UNECE to ICAO</li> <li>• Letter received from ICAO</li> </ul> <p>The background of these are the COVID-19 project which is being facilitated by the UNECE Regional Advisor Apostolov. There has been excellent feedback from these other organizations and the potential pilots that would allow to test UN/CEFACT deliverables.</p> <p>It was announced that the modal specific project should be brought to the next Bureau call for approval.</p> <p>The COVID-19 project is publishing these deliverables on a joint UN website: <a href="http://unttc.org">unttc.org</a>.</p>	
7a. Communication	<p>Differed to the next call</p>	

9a. AOB	The WTO General Council will appoint today the new Secretary General from Nigeria, Ms. Dr. Ngozi Okonjo-Iweala.	
9x. Next Bureau call	Next Bureau call: Monday, <b>8 March 2021</b> from 13:00 CET (Geneva)	