Bureau teleconference discussion notes and decisions
29 March 2021, GoToMeeting session; 13:00 CET

Agenda item	Discussion	Action/Decision
1a. Roll call	**Bureau present**: Chair Probert, VC Igwe, VC Bondarenko, VC Watt, VC Becha, VC Fratini-Passi, VC Khan, VC Laskowski **Bureau absent**: VC Slot **Advisors present**: Harm Jan van Burg **Secretariat present**: Lance Thompson, Markus Pikart, Alla Shlykova, Nariné Aldasheva	
1b. Presentation of the Agenda	A point for the 27th Plenary was added late into the call.	Agenda approved with a few minor adjustments.
1c. Approval of the meeting report of 8 March 2021		**Bureau decision 2103098**: The meeting report of 8 March 2021 was approved as written.
1d. Approval of the Extended Bureau call report of 12 March 2021	An Forum Organization call was held with the Bureau members, secretariat, Domain Coordinators and Bureau advisor Van Burg. Mr. Van Burg chaired the meeting. The call was originally called "Extended Bureau Call" reflecting the participation; however, no formal decisions are made during such meetings, so this naming is inaccurate. It was suggested to rename this and subsequent meetings according to their purpose, so here: "Forum Organization Call". A discussion on the circulation of the meeting report also took place, in order to know if these are only circulated to participants of the call or published publicly. It was suggested that an "Extended Bureau Call" meeting's report might be published publicly. As it was agreed to change the name, it was agreed to circulate just to those who participated.	**Bureau decision 2103099**: The Forum Organization call report of 12 March 2021 was approved with minor modifications. It was requested to circulate the minutes to those who participated in the call.
2a Green Passport topic	The secretariat presented an idea for a topic on a human vaccine e-passport. An initial project proposal was prepared and shared for information. Work has already been undertaken within the WHO and the EU eHealth Network on the topic. Several terms seem to be used interchangeably: electronic vaccination certificate, green certificate and green passport. ICAO has published the data required for a green passport which seems to correspond with the UN/CEFACT Animal Passport standard. It was noted that the ICAO work is for passenger and trade. It was noted that this topic may not directly be related to trade facilitation; though, the crew and drivers may need such proof of vaccination in order to cross borders. It was further noted that there may not yet be international mutual understanding of such vaccination certificates and their electronic equivalent. It seems that it has been difficult to coordinate the views of many organizations on this topic. The Bureau thanked the secretariat for the initial research and considered that it may be premature to launch such work	

	within UN/CEFACT; consideration may be given in the future to this topic within the Travel and Tourism Domain or the Insurance Domain On a related issue, the passport (travel document) has been dematerialized in many countries and can be machine readable.	
3a. TPF White Paper on Private Sector Engagement in TF	TPF Domain has put forward a project proposal on private sector engagement in National Trade Facilitation Bodies and trade facilitation reforms. • Request to launch a new project • Proposed Project Leader: Birgit Viohl • Proposed co-Project Leader: Jake Shostag It was underlined that this topic is very timely in today's environment of digitalization in general. It was noted that when Rec40 was put forward, there were some concerns that were raised by developed economies who have already put in place consultation; if the project is approved, it was suggested to ensure that the efforts of these countries are taken into consideration. The secretariat provided a few observations on points that needed to be resolved: • there are a number of phrases in the project proposal which were negative or critical of existing deliverables of UN/CEFACT; requested that these phrases be removed. • the reference to the PoW was a good practice, but a bit awkward since it is only citing the 2019-2020 version; suggested adding a reference to the 2021-2022 PoW. • the proposed initial title of this document links the results to the pandemic which seems incorrect since this is a topic independent of the current situation and no information was provided on this scope limitation; suggested to remove the reference to the pandemic. • the deliverable one states white paper and recommendation; reference to recommendation should be removed as it follows a different process. • the Exit Criteria for deliverable one was also inaccurate as comment logs are only necessary when there is an internal or public review; neither are planned for this project so this reference should be removed. • the deliverable two for a webinar is inappropriate in a project proposal; a webinar should be requested as a separate Bureau decision with a synopsis so that the Bureau members know exactly what they are approving; suggested that such an event be requested at a later time with a synopsis. • the text in section 8 on further inputs is unnecessary as this is already stated in the section heading; suggest that this text be removed. There were no comments to the observations of the secretariat.	**Bureau decision 2103100**: The Bureau approved the launch of a new project under TPF for a White Paper on Private Sector Engagement in Trade Facilitation with the changes proposed by the secretariat and the project leader Birgit Viohl, project co-leader Jake Shostag and supporting Vice Chair Igwe.
3b. SPEC – request to perform maintenance on XML NDR and CCBDA	The SPEC Domain submitted a request to develop under maintenance (ODP8) an XML NDR v2.2 and CCBDA v1.1. The secretariat explained that three things needed to be outlined for a maintenance procedure: the scope (in general)	

	of the maintenance), the leader of the maintenance and the timeframe. The secretariat also underlined that in order to be considered maintenance under ODP8, the changed needed to be non-substantive in nature. It was noted that the scope needs to be clear on the intentions (the proposer should detail the changes requested in these documents). If it is resulting from a UN/CEFACT project (ACK-ERR for example), then the changes should only be done in the framework of that project. If the result is not from a UN/CEFACT project, then the types of changes really need to be detailed as many others rely on the same technical specifications.	
3x. Pending projects	It was noted that the SC CI Track and Trace project will likely take more than two months to develop the BRS and technical deliverables; a milestone extension will likely be necessary. The third document of the RDM2API project has been drafted and is scheduled to be discussed and finalized shortly.	
4a. Forum SW Webinar synopsis	Following Bureau decision 2103097 authorizing the SW and COVID Webinar during the Forum, the SWD presents its synopsis and initial schedule for approval by the Bureau. It was suggested to identify the third part as a panel as this would be much more interactive.	**Bureau decision 2103101**: The Bureau approved the synopsis and initial schedule for the 36th Forum Webinar on "Single Window and COVID-19"
4b. UN/CEFACT 36th Forum	Nearly all domain schedules are completed and online (now only missing the SWD schedule). All Bureau members were requested to register for the event as the links to the actual meetings will have individualized links/passwords. It was reminded that the API meeting on April 26 was intended to be a sandbox meeting to test the implementation of the guidelines produced. An initial schedule was put together for the traceability discussion where each of the three domains will have time to present their work and then discuss potential synergies, overlaps, etc. It was suggested that a preparatory meeting be organized on the subject.	
4c. UN/CEFACT 27th Plenary	Nearly all documents are now online. A few informal documents are being finalized and will be online shortly. Each Bureau member was requested to register for the event as the links to the actual meetings will only be sent after the registration has been completed.	
4x. Representation	Secretary Thompson attended the EU ICT MSP meeting on 19 March 2021 and will attend the next meeting on 16 April 2021. Secretary Thompson presented at the Russian Customs Academy MIM programme, on the topic of technologies and recent advancements that may impact customs regulatory electronic procedures on 24 March 2021 Secretariat Thompson and Malik will be participating in the WTO Global Trade and Blockchain Forum "Accelerating Trade, Digitalization through DLT" on 30 March 2021. Chair Probert and Secretary Thompson will participate in the IMO EGDH on 15 April 2021.	
5a. Liaison	The secretariat announced the availability of the EU MSP ICT Rolling Plan 2021. It was explained that this document reflects the standardization needs of various EU agencies and	

	allows the standards organization bodies to share what they offer on each topic. The secretariat asked Vice Chairs to take a look and see if there are further standards that need to be referenced in this document; if so, to please let Secretary Thompson know so that he can make the necessary proposals. The secretariat also announced that the eB-MoU MG December 2020 meeting report had been finalized and was prepared as a UN/CEFACT Plenary document; the document was shared for information.	
9a. AOB Absence of VC Slot	A correspondence was officially received from VC Slot's employer that he will not be available for the next few months (and perhaps more). In the event of such an absence, the UN/CEFACT Mandate/ToR, article 70 provides that either the remaining Bureau members elect a replacement or redistribute the workload. The Chair proposed that Mr. Van Burg (the previous VC responsible for the same area) temporarily take over as "Acting Vice Chair" until VC Slot is well enough to return to his responsibilities supporting the AGRI and ENV domains.	**Bureau decision 2103102**: The Bureau asked Mr. Van Burg to temporarily take over as "Acting Vice Chair" until VC Slot is well enough to return to his responsibilities.
9x. Next Bureau call	Next Bureau call will take place after the Plenary and Forum. It was suggested to launch the next cycle of meetings from: **17 May 2021** at a frequency of every three weeks.	The secretariat will draft a list of Bureau calls for the next period starting off on 17 May 2021 and post it to the Bureau's CUE page.