

**Bureau teleconference discussion notes and decisions**

**17 May 2021, GoToMeeting session; 13:00 CET**

**Participants:**

**Bureau present:** Sue Probert (Chair), Aleksei Bondarenko, Ian Watt, Hanane Becha, Liliana Fratini-Passi, Harm Jan van Burg, Tahseen Khan, Marek Laskowski

**Bureau excused:** Estelle Igwe

**Secretariat:** Lance Thompson, Alla Shlykova

<b>Agenda item</b>	<b>Discussion</b>	<b>Action/Decision</b>
1a. Roll call	8 of 9 = Quorum	
1b. Presentation of the Agenda	Agenda item 2f was added	Agenda agreed as written with minor additions.
2a. Communication referencing other organizations	<p>In order to raise visibility of the use of UN/CEFACT standards and encourage their uptake, the Bureau has expressed the desire to have a logo similar to “Intel inside” but for our standards (something like “UN/CEFACT inside”). We do not have a mechanism to verify any claims of compliance, but there have been two separate deliverables which contribute to this: a Specification Domain project on conformance / compliance and the “Call to Action” on digitalization using UN/CEFACT standards. The latter has a template with questions which has been endorsed by the Plenary, so this could be a tool which would justify the use of such a logo. The idea is to build up a “UN/CEFACT supporter’s club”. Alternative wording which was suggested “Using UN/CEFACT” or “UN/CEFACT supporter” or “eBusiness powered by Trade Facilitation”. It was requested that the Bureau determine the exact logo phrase they would like to request (pending validation from the UNECE Communication Unit). There was some discussion on who would be authorized to use such a logo and it was suggested that long-standing participants within UN/CEFACT should be authorized in priority. It was noted, however, that the role of the UN, in the spirit of the SDGs, is to be inclusive and that even small SMEs in developing countries should have equal access to such initiatives, through, for example, the submission of a commitment on the Call to Action.</p>	<p>The Bureau requested the Secretariat to check if a logo on the topic may be permitted.</p> <p>Bureau members to exchange between each other any ideas on logos.</p>
2b. API TownPlan	<p>In the continuation of the Guidelines which have been produced in the RDM2API project, the API Town Plan project seeks to organize the data into logical units which could enable API exchanges. For this, the business knowledge present in each domain will be essential.</p> <p>In parallel to this bottom-up approach, it was suggested that a top-down approach with the involvement of the whole Bureau could be useful, in order to rethink such technical aspects.</p> <p>It was reminded that our main goal is to work on semantics and not necessarily technology. So, the involvement of</p>	

	business domains may need to first be reserved for areas where they have a business need for such API work.	
2c. ODP Maintenance clarification	<p>The Open Development Process (ODP) is established with seven steps for the development of all projects within UN/CEFACT. The project team that developed a project is officially disbanded at the end of step 5 (Project Exit). However, there may be adjustments required to a deliverable after it has been published. If the adjustments are non-substantive in nature, then this can be done through the ODP step 7, Maintenance. The ODP states: “A non-substantive revision is a change that does not affect the publication’s scope and function or technical content.”</p> <p>In order to launch step 7, the Bureau records in its meeting minutes the non-substantive nature of the revision and what exactly will be modified, records who will handle these modifications (team) and the timeline for this to be done. The resulting deliverable will have a change in its variant number (2.0 becomes 2.1).</p> <p>If the change is determined to be substantive in nature (affects the publication’s scope, function or technical content), then a revision project should be launched starting at ODP step 1. The resulting deliverable will have a change in its version number (2.0 becomes 3.0).</p> <p>There is currently a request on the Message Assembly-CCBDA and NDR as maintenance under step 7. This will be put forward on the 7 June call; VC Laskowski will confirm the team members and the timeline.</p>	
2d. Code Lists not related to UN/EDIFACT	<p>At present, all non-recommendation code lists must be added and/or maintained through the UN/EDIFACT process. However, many requests (even though pertinent in our work in the CCL) do not have corresponding business requirements in UN/EDIFACT. It was suggested that the UNTDED could be used for new code requests and express the business requirements vis-à-vis the UNTDED. This implies the need for an update project of the UNTDED or a project to align UNTDED and UN/EDIFACT. It was also reminded that the UNTDED is the only link between the UN Layout Key box entry numbers and electronic messages.</p> <p>It was suggested to look back at the Codes List Working Group maintenance procedures in order to determine how this had been done in the past under Working Party 4 (predecessor to UN/CEFACT).</p>	
2e. Bureau call schedule	<p>The Secretariat presented a preliminary schedule of Bureau calls up until the 28<sup>th</sup> Plenary in May 2022. This continues with a frequency of every three weeks. It was proposed to advance the time of the calls by two hours from June 21<sup>st</sup> onward.</p> <p>As engagements have been made over the next few months based on a 13:00 Bureau call schedule and the time difference is not too large for the far-east Bureau members, it was suggested to implement the time change in October 2022.</p>	
2f. CBM Domain CUE page	The CBM Domain presented an updated text for its page on CUE. This document is a minor modification of the January version which was discussed and approved pending confirmation from the Chair and Secretariat.	<b>Bureau decision 2105001:</b> The Bureau approved the text of the CBM Domain for the CUE website.

3a. eDATA – AI-TF	<p>The eDATA Domain presented a new project proposal on the topic of Artificial Intelligence in Trade Facilitation, aiming to develop two white papers on this topic and with proposed project leader Sray Agarwal.</p> <p>The other projects within the eDATA domain are nearing completion; for the IoT project, the White Papers are near ready for approval. The group feels confident that it will have the appropriate resources necessary to launch this project.</p> <p>It was noted that work has already been done in the AGAT on this topic, including a paper presented to the Plenary. Other domains will also have an interest in this topic, notably Transport and Logistics domain. It was asked that these groups be invited and that the paper be taken into consideration as one of the background documents.</p> <p>It was noted that the work is more exploratory in nature, so perhaps a green paper might be appropriate for future projects of this type.</p>	<p><b>Bureau decision 2105002:</b> The Bureau approved the eDATA project proposal on Artificial Intelligence in Trade Facilitation supported by VC Khan and with Project Leader Sray Agarwal and inclusion of the AGAT paper on AI as background material.</p>
3x. Pending projects	Agenda point deferred to the next call.	
4a. Forum	Agenda point deferred to the next call.	
4x. Representation	VC to send an email to Secretary for any representations; they will be recorded in the next Bureau meeting.	
5a. Liaison	Given the direct link to the Cross-Industry family of deliverables, the Bureau requested the Secretariat to study the possibility of establishing a liaison directly with the Comité Européen des Normes (CEN) TC 434 (invoice) and 440 (order).	<p><b>Bureau decision 2105003:</b> The Bureau requested the Secretariat to study the possibility of establishing liaison with CEN TC434 and TC440.</p>
6a. Secretariat	Agenda point deferred to the next call.	
7a. Communication	VC Fratini Passi presented the minutes of the Forum Communication Session. She made a call to the other Bureau members for interest to take the lead of such a group.	
9a. CODEX meeting	VC Van Burg will be in CODEX meetings over the next few weeks in the Australian time zone. This will integrate the work of UN/CEFACT on Single Window and the eCert guide.	
9x. Next Bureau call	Next Bureau call: Monday, <b>7 June</b> from 13:00 CET (Geneva)	