

**Bureau teleconference discussion notes and decisions**

**7 June 2021, GoToMeeting session; 13:00 CET**

**Participants:**

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

**Bureau excused:**

**Secretariat:** Lance Thompson, Alla Shlykova

<b>Agenda item</b>	<b>Discussion</b>	<b>Action/Decision</b>
1a. Roll call	9 of 9 = Quorum	
1b. Presentation of the Agenda		
1c. Approval of Meeting Report of 17 May		<b>Bureau decision 2106004:</b> The Bureau approved the meeting report of 17 May 2021.
2a. T+L Domain page on CUE	The secretariat requested an update to the T+L Domain page on CUE in order to align with published ToR.	<b>Bureau decision 2106005:</b> The Bureau approved the updated text for the T+L Domain page on CUE.
2b. Certificates of appreciation	<p>At the request of the Bureau, the secretariat has prepared a “Certificate of appreciation” which would be used for conference speakers; project leaders at the end of projects; VC and DC at the end of their mandate; etc.</p> <p>It was noted that other people have received these certificates in the past and the Bureau requested that the secretariat compare the content with former certificates.</p> <p>It was also requested that the signature correspond to the level of the position (Vice Chair or Chair should be signed by someone higher than the Secretary).</p> <p>It was noted that this certificate is intended for project leaders or conference speakers after the completion of the work or conference. If other “justification” documents are necessary before the completion, then a special request should be sent to the secretariat.</p>	
3a. TIP Project	The Trade Information Portal (TIP) project has completed its BRS and requests that this be circulated for public review. An internal review had already been performed and the team felt that it was ready for its Public Review.	<b>Bureau decision 2106006:</b> The Bureau approved the TIP project BRS to be circulated for a 60-day public review.
3b. Automotive project	The Automotive project has completed its revised BRS for Despatch and for Scheduling and request that they both be circulated for public review. Some minor spelling/references to correct.	<b>Bureau decision 2106007:</b> The Bureau approved the revised Despatch Advice BRS and the revised Scheduling BRS to be

		circulated for a 60-day public review.
3c. Modal project	<p>The Modal project presented the technical artefacts for:</p> <ul style="list-style-type: none"> <li>• CIM SMGS Consignment Note</li> <li>• CIM SMGS Consignment Note Unified Rail Law</li> <li>• Wagon List</li> <li>• Maritime Bill of Lading</li> <li>• River Bill of Lading</li> </ul> <p>These are covered under the BRS-equivalent of the UNECE Convention contract on international carriage of goods by rail and the Budapest Convention on the Contract for the Carriage of Goods by Inland Waterways (CMNI). These deliverables are presented to the Bureau for approval and publication.</p>	<b>Bureau decision 2106008:</b> The Bureau approved the T+L modal project technical artefacts for the CIM-SMGS Consignment Note, the CIM-SMGS Consignment Note Unified Rail Law, the Wagon List, the Maritime Bill of Lading, the River Bill of Lading for publication.
3d. eCert Guide project	<p>The eCert guide was inadvertently published publicly on the website when the project went to Public Review. It is to be removed from the public website and allow the project team to finalize its Public Review process.</p> <p>A few comments were received, and it was requested that the project team take these into consideration. It was deemed that one set of comments might have been out of scope of the current project. It was reminded that the current standard was developed and currently used by many countries so there might be some impact on implementations. It has also been taken up by the CODEX.</p> <p>It was noted that there are some errors in the 2008 version that may merit a future backwards-compatible update with a new version number.</p>	<b>Bureau decision 2106009:</b> The Bureau requested that the project team take into consideration the comments which have been received and circulated for this Bureau call and finalize the implementation guide accordingly. The secretariat was requested to remove the draft version on the public website by inadvertence.
3e. SPEC Maintenance CCBDA and XML NDR	<p>The SPEC domain requested to perform a maintenance of the Core Component Business Document Assembly (CCBDA) and XML Naming and Design Rules (NDR) specifications. The scope of these maintenance is intended for a non-substantive update based on errors identified during the Message Construction Guideline (approved in 2020). This will entail for the NDR:</p> <ul style="list-style-type: none"> <li>• Set required annotation in the XML Schema definition to optional</li> <li>• Allow optional replacement of code list modules in XML Schema</li> </ul> <p>This will entail for CCBDA:</p> <ul style="list-style-type: none"> <li>• Make the use of header/envelope optional</li> <li>• Correct editorial mistakes in the definition rules</li> <li>• Rewrite (editorial) unclear parts of the definition rules into clear sentences</li> </ul>	<b>Bureau decision 2106010:</b> The Bureau approved a maintenance of the CCBDA and XML NDR with the scope defined in the Bureau meeting report with Hisanao Sugamata with a deadline of 10 September 2021.
3f. Code List updates	<p>An update of Rec20 and Rec21 was prepared to correct some minor spelling errors and graphics. Code list recommendations are only reported to the Plenary once a year; if there were two updates in the same period, it was questioned how that might be perceived. It was felt that we should try to be agile so best to publish these updates now and we'll deal with other requests if and when they come in.</p>	<b>Bureau decision 2106011:</b> The Bureau approved the update of the code list annexes of Rec20 and Rec21.
3x. Pending projects	<p>There was a request to perhaps classify these projects (a, b or c) depending on the resources available to them. It was suggested that this should be taken into consideration when</p>	

	defining the draft development milestone deadline, and to be generous when this is being defined (in order to avoid multiple updates of project milestones).	
4a. EXCOM	UN/CEFACT presents its work to the UNECE EXCOM at least once a year and any structural changes need to have the final approval of EXCOM. UN/CEFACT is scheduled to present its work at the 8 July EXCOM meeting and the new PoW and the ToR of the new ToS will need to receive final approval of EXCOM at this meeting. The Chair will be able to make a 10-minute presentation and the Chair Report circulated prior to this meeting will be presented as an informal document. There were no comments on this document.	
4b. Forum	Proposal to hold the 37 <sup>th</sup> Forum as an online only event from 4 to 15 October. These dates would avoid overlapping with ISO TC154 or IMO meetings.	<b>Bureau decision 2106012:</b> The Bureau requested to organize the 37 <sup>th</sup> UN/CEFACT Forum as a fully virtual event from 4 to 15 October and requested the Forum Organizing Committee to reconvene to make the necessary preparations.
4x. Representation	<p>The secretariat requested that we only record active representation for the Plenary (where a presentation was made on behalf of UN/CEFACT or working within a workshop type of event). It was underlined, however, that just attending and getting UN/CEFACT's name in the participant list is also important. It was decided therefore to make this distinction when recording the participation, and to report on both active and passive participation to the Plenary, but perhaps with a simplified table for the passive participation.</p> <p>The following active representation was recorded on this call:</p> <p>UNOCHA IMPACCT, 4 May 2021 (secretariat);  UNCTAD training (Eswanti), 5 May 2021 (secretariat);  IMO certif. modelling, 18 May 2021 (Chair);  EC DG MOVE DTLF, 21 May 2021 (Chair);  Odessa conf, 26-28 May 2021 (secretariat, Chair, experts);  EU MSP TFRP, 31 May 2021 (secretariat);  GSMI 2.0 Global Taxation WG, 1 June (secretariat, expert);  ICAO implementing MMT, 2 June 2021 (Chair);  WCO-UPU working group, 2 June 2021 (Chair);  eB-MoU signatories meeting, 3 June 2021 (secretariat);  Brainstorming with EEC, 7 June (secretariat, Chair, expert);  IMO FAL 45, 1-7 June 2021 (secretariat, Chair, expert);  IMO EGDH, 9-15 June 2021 (secretariat, Chair, expert);  EU DG MOVE DTLF, 11 June 2021 (secretariat);  GSMI 2.0 Global Taxation WG, 15 June (expert);  ISO TC154 CAG, 16 June 2021 (secretariat, Chair, expert);  EU DG MOVE DTLF, 18 June, 2021 (Chair);  WCO-UPU working group, 23 June 2021 (Chair);  EU MSP TFRP Workshop, 25 June 2021 (secretariat);  UNCTAD training (Congo Kinshasa), 1 July (secretariat);  EU MSP TFRP, 2 July 2021 (secretariat);  GS1 AU T+T, 20 July 2021 (VC Watt, secretariat, expert);  UNCTAD training (Ecuador), 27 July 2021 (secretariat);  eB-MoU signatories meeting, 12 August 2021 (secretariat);</p>	

	UNCTAD training (Madagascar), 18 August (secretariat); UNCTAD training (Bolivia), 22 September (secretariat).	
5a. Liaison information	We have officially withdrawn our Category A liaison with ISO TC307 and will do the same with TC204 shortly. Ms. Anita Patel has agreed to take up a “liaison” role with the GSMI Global Taxation Working group, with a scope of: “to promote the UN/CEFACT semantic standards, encourage participation within the A+A-RDM work and reuse of this work, eventually assist in other tasks of the GSMI 2.0 initiative as long as it does not contradict existing UN/CEFACT standards or those in development.” She will update the Bureau (through the secretariat) of any meetings and any information that may have an impact on UN/CEFACT or its deliverables.	
7a. HoD Report	A Report for HoDs was prepared. There are some links that need to be updated following the decisions of today’s call.	<b>Bureau decision 2106013:</b> The Bureau approved the HoD Report and requested the secretariat to circulate this as soon as the links are updated.
7b. Logo	The secretariat has been researching the possibility of having a logo and how it can be used. A very advanced draft of logos and of use of logos were put together. It is important to define how this would be used afterwards in order to properly prepare the use document. Requirements for using the logo: a commitment to the Call to Action. How would it be used? On the webpage (related to the deliverable or on a “Partners” page), on a standard product (promotional material about deliverables which are covered by a Call to Action), in a presentation to show their commitment to use UN/CEFACT standard. There was a preference for the logo with the globe perhaps with a simpler sub-line such as “Powering trade facilitation & e-business” and perhaps with a little less colour. The secretariat will study the feedback from this call and prepare a guideline of usage document for the next steps.	
7c. Communication Team	A request was formulated for volunteers to lead the Communication Team. No one in the Bureau stepped forward. It was suggested that perhaps an advisor to the Bureau on this topic might be appointed. The secretariat requested that such a person be chosen from internally within UN/CEFACT. The reason for this request is that the UNECE already has a strategy on how and where to communicate; what is needed is the material to be communicated (not how).	
9x. Next Bureau call	Next Bureau call: Monday, <b>28 June</b> from 13:00 CET (Geneva)	