

Bureau teleconference discussion notes and decisions
19 July 2021, GoToMeeting session; 13:00 CET

Item	Topic	Subject	Discussion	Action/Decision
1a	Admin	Roll Call	<p>Bureau present: Sue Probert (Chair), Aleksei Bondarenko, Ian Watt, Hanane Becha, Liliana Fratini-Passi, Marek Laskowski</p> <p>Excused: Estelle Igwe, Harm Jan van Burg, Tahseen Khan</p> <p>Secretariat: Lance Thompson, Alla Shlykova</p>	6 of 9 = Quorum
1b	Admin	Presentation of the Agenda		Agenda agreed as written.
1c	Admin	Approval of meeting report of 28 June 2021		Bureau decision 2107016: The Bureau approved the meeting report of 28 June 2021.
2a	Plenary	Call to Action on Digitalization	<p>Following up on the approval of the Call to Action on Digitalization, the secretariat would like to request that all Vice Chairs:</p> <ul style="list-style-type: none"> • Each obtain at least 1 commitment to the Call by 37th Forum • Each obtain a second commitment to the Call by end of year <p>A question was raised if the advantages for organizations is outlines somewhere and if a PowerPoint presentation (the one page on the Call to Action and the two or three slides on UN/CEFACT to provide the context.)</p>	
3a	SWD	SWAM project proposal	<p>The SWD put forward a project proposal for a White Paper on “Single Window Assessment Methodology” (SWAM) with proposed Project Leader Joaquín E. González Galván and proposed supporting VC, VC Bondarenko.</p> <p>It was suggested to take into consideration the methodology of within Rec34. A question was raised on how this relates back to the work within the EU and a potential case study repository submission or a commitment to the Call to Action.</p>	Bureau decision 2107017: The Bureau approved the launch of the SWAM project with Project Leader Joaquin Gonzalez and supporting VC Bondarenko.
3b	CBM	CBM-RDM project	The CBM Cross Border Management Reference Data Model (CBM-RDM) has completed its BRS and requests that it be circulated for its 60-day Public Review.	Bureau decision 2107018: The Bureau approved the CBM-RDM project to go to Public Review until end of September
3c	eDATA	IoT-TF project	<p>The eDATA Internet of Things and Trade Facilitation (IoT-TF) project requests an update to extend its draft development and subsequent milestone dates.</p> <p>The request was only for a 45-day prolongation which is short. In the absence of the supporting VC, the topic was deferred to the next call.</p>	

3d	AGRI	eCert User Guide project	The AGRI Sanitary-Phytosanitary electronic Certificate (eCert) User Guide project has completed its final draft and requests that it be approved for publication and project exit.	Bureau decision 2107019: The Bureau approved the eCert User Guide for publication and project exit.
3e	SPEC	API TechSpec project	The SPEC put forward a project proposal for a Technical Specification on “Application Programming Interface (API)” with proposed Project Leader Ian Watt and proposed supporting VC, VC Laskowski. This project will help to make UN/CEFACT semantics more accessible to web developers and other technical. Clarification was requested that the project scope would be working from the BRS-level deliverables towards API as many teams within UN/CEFACT want to develop APIs within their project. The project is planned to have an official launch call on 21 August.	Bureau decision 2107020: The Bureau approved the launch of the API Technical Specification project with Project Leader Ian Watt and supporting VC Laskowski pending three HoD support.
3x	Admin	Pending Projects		
4a	Forum	Conferences	The deadline to submit requests for themes for Forum conferences was set for 12 July 2021. Five ideas were received with requests to prepare webinars: <ul style="list-style-type: none"> • Private sector participation in NTFB (full day) • Agriculture theme • CCL& BRS 101 (half day) • Multimodal Dangerous Goods • UNECE Regional Survey on TF (half day) 	Bureau decision 2107021: The Bureau approved five webinars during the 37 th Forum on Private sector & NTFB, on an Agriculture theme, on a beginner session for CCL & BRS, on Multimodal Dangerous Goods and on the UNECE Regional Survey on TF.
4b	Forum	FOC	A general Forum Organization call is scheduled with Domain Coordinators and Bureau members on Monday 26 July 2021 . On this call, it is planned to review the overall schedule, brief topics for the Forum brochure, as well as any concerns raised by the Domain Coordinators.	
4x	Comm	Representation	The secretariat and Bureau announced the following events where UN/CEFACT is to be presented: <ul style="list-style-type: none"> • L.Thompson presented UN/CEFACT work to the group of Land-Locked Developing Countries on 7 July 2021 in Geneva. • L. Thompson represented UNECE in the ISO TC154 JWG webinar on 15 July 2021 and will participate in the one on 19 August 2021. He will also represent UNECE on the TC154 CAG on 11 August 2021 as well as the ISO TC 154 Plenary meetings scheduled for 2 and 23 September 2021. • Chair Probert will represent UNECE at the EU DG MOVE DTLF SG1 meeting on 20 August 2021. • Chair Probert will represent UNECE at the IMO EGDH Modelling Meeting on 21 September 2021. 	

			<ul style="list-style-type: none"> • L.Thompson will present the work of UN/CEFACT on the UNCTAD TF Training for Peru on 6 September 2021. • L.Thompson will represent UNECE at the DG DIGIT meeting of the EU MSP TFRP on 24 September 2021. 	
9a	Liaison	AOB – link with ISO TC321	Chair Probert has been encouraging the new ISO TC321 (eCommerce) group to reference UN/CEFACT standards.	
9b	Admin	AOB – future absence	VC Becha will not be available for the 9 August call.	
9x	Admin	Next Bureau call	Next call: Monday, 26 July 2021 on Forum organization from 12:00 CET (Geneva) Next Bureau call: Monday, 9 August 2021 from 13:00 CET (Geneva)	