

Bureau teleconference discussion notes
2 February 2022, Teams session; 10:00 CET

Item	Subject	Discussion
1a	Roll Call	<p>Bureau present: Sue Probert (Chair), Liliana Fratini-Passi, Ian Watt, Hanane Becha, Aleksei Bondarenko, Estelle Igwe</p> <p>Bureau apologies: Tahseen Khan, Marek Laskowski</p> <p>Secretariat: Maria Ceccarelli, Alla Shlykova, Kevin Bishop, Yan Zhang</p> <p>Domain Coordinators: Birgit Viohl, Sachin Mehta, Michel Bormans, Anita Patel, Fabio Sorrentino, Erik Bosker, Norbert Pfaffinger, Kaushik Srinivasan, Mary Kay Blantz, Hisanao Sugamata, Enjo Hidekazu, Gait Boxman</p> <p>Domain Coordinators apologies: Jake Schostag, Jalal Benhayoun, Edmund Gray, David Roff, Gaëlle Cheruy Pottiau, Amar More, Ananth Rathakrishnan</p>
2a	Approval of the agenda	The agenda is approved without any changes.
2b	General presentation of 38th UN/CEFACT Forum	The spring Forum 2022 will have a new format to attract new members and showcase UN/CEFACT work. The Forum, which will take place on 16-20 May 2022, will have two parallel meetings spots in the morning (10-12.30) and afternoon (13.30-16.00) and two slots for webinars (12.30-13.30 and 16.30-18.00). During the allocated meeting slot, domains are invited to choose any format they see fit. Examples could include a roundtable, series of presentations etc. Domains are encouraged to meet on the week preceding the Forum (9-15 May but can also be earlier – subject to domain’s preferences) to progress on the work. If needed, Secretariat can set up a meeting for pre-forum meetings using teams/webex.
2c	Templates and deadlines for the 38th UN/CEFACT Forum	<p>4 Feb 2022 Objection to allocated slots</p> <p>18 Feb 2022 Initial ideas for Webinar themes</p> <p>16 March 2022 Webinar synopsis to be submitted</p> <p>21 March 2022 DMR cutoff date UN/CCL and UN/EDIFACT</p> <p>8 April 2022 Domain Agendas to be submitted</p> <p>1 May 2022 Speakers’ photo + bio to be submitted</p> <p>When submitting of domain agendas, please follow the following best practices</p> <ul style="list-style-type: none"> • Make the title sound appealing to a wider audience • Consider a series of interactive presentations/roundtables • Include successful case studies / successful stories • Include videos and photographs of how, for example, the standard is used. <p>Please refer to these forums for examples: https://unctad.org/conference/ntfc-global-forum-2022/programme https://unctad.org/eweek2022</p>
2d	Plans of each domain for the 38th UN/CEFACT Forum	All domains except for CBM have confirmed the slots. M+T Vice Chair needs to confirm the current status. TPF plans to organize a webinar on Monday. DMR review will take place on 10 May in the afternoon.
9a	Other business	The Plenary will take place on 10-11 October 2022 in a hybrid format. Commission’s discussions in 2023 will focus on “Digital and green transformations for sustainable development in the UNECE region”. UN/CEFACT is requested to provide a brief stocktake of pertinent UNECE tools and instrument. UN/CEFACT will be developing the Programme of Work 2023-2025, Secretariat will send out a request for inputs.

9x	Next Bureau call	Next Bureau call: Wednesday, 9 February 2022 from 10:00 CET (Geneva)
----	------------------	--