Bureau teleconference discussion notes
6 April 2022, Teams session; 10:00 CEST

Item	Topic	Subject	Discussion	Action/Decision	Other
1a	Admin	Roll Call	**Bureau present**: Sue Probert (Chair), Aleksei Bondarenko, Hanane Becha, Estelle Igwe, Marek Laskowski, Liliana Fratini Passi, Ian Watt **Bureau apologies**: Tahseen Khan **Secretariat:** Maria Ceccarelli, Markus Pikart, Alla Shlykova, Kevin Bishop, Yan Zhang, Kamola Khusnutdinova	**7 of 8 = Quorum**	
1b	Admin	Approval of the agenda	The Bureau added the following points to the agenda: 3f - API Tech Spec: project update 5c - ISO NWIP guidelines for overseas warehouse services 6b - AGRI cross-domain discussion on 17 May	Agenda agreed as provided with minor changes.	
1c	Admin	Approval of meeting report of 16 March 2022	The Bureau reviewed the meeting minutes and approved them.	**Bureau decision 2204069:** The Bureau approved the meeting report of 16 March 2022.	
2a	ISC	Catalogue of UN/CEFACT Deliverables	The item was postponed to the next Bureau meeting. Chair Probert asked the Bureau members to consider rearranging our published trade recommendations in subject order as a first improvement step.		To retain for the next bureau call
3a	SCMP	Transfer of MLETR-compliant titles	The item was postponed to the next Bureau meeting. Chair Probert proposed to suggest to Vice-Chair Khan to have a call with the MLETR project leader and the ISO TC154 5909 project leader.		To retain for the next bureau call
3b	TPF	Recommendation on Encouraging Private Sector Participation in National Trade Facilitation Bodies	The draft project proposal was submitted for discussion with the two proposed alternatives. Option one is publishing the white paper as a recommendation.		

			Alternative proposal is annexing the white paper to the current Recommendation 4. VC Igwe stressed the hard work of the project team. The Bureau supported the option one on transforming the white paper to the recommendation.		
3c	TPF	Discussion on the project "Revision of Recommendation 2"	Chair Probert and VC Igwe will have a call to prepare a proposal on this item.		To retain for the next Bureau meeting
3d	TPF AGRI	Digitisation transit accompanying documents: Document requirements for goods in transit: request for approval by written procedure	The written procedure ended on 28 March 2022, the project has been approved with Birgit Viohl as a project leader and Ian Watt as VC.	**Bureau decision 2204070:** The Bureau approved the project "Digitization transit accompanying documents" with Birgit Viohl as a project leader and Ian Watt as VC.	
3e	A+A	A+A RDM project discussion	VC Passi informed the Bureau that the project is ongoing, and the team resumed regular working meeting this month. The current work includes mapping and the collation of used cases.		
3f	M+T	API Tech Spec: project update	The item was postponed to the next meeting.		The domain on the project page has to be changed. To keep it for the next agenda to record the new project lead.
3x	Admin	See Annex for updates on other projects	The Bureau reviewed the list of active projects. The Bureau approved the change of milestones of the project "Experience Programme Technical Artifacts" until 31 March 2023.	**Bureau decision 2204071:** The Bureau approved the change of milestones of the project "Experience Programme Technical Artifacts" until 31 March 2023.	

| 4a | Comm | Representation of UN/CEFACT by Bureau members or experts / Presence in other meetings | The following events were added:
• Azerbaijan seminar on digitalization - Chair Probert
• Regional Forum on Sustainable Development – VC Passi
• National Australian Traceability Summit – VC Watt
• Third international seminar on trade facilitation and a roundtable on digital economy- Secretariat
• ICC/DSI Advisory board meeting – VC Probert
• International Conference of Confederation of Employers of Uzbekistan and UNECE Programme "The sustainable garment and footwear industry of the future" - Secretariat
• 2nd UNECE-FAO RLC Latin America Regional Workshop – Accelerating action for the sustainable and circular garment and footwear industry, innovation for inclusive cotton value chains - Secretariat | | |
| 5a | Admin | Liaison information | UNECE secretariat reported on the latest MoU MG meeting. The next webinar will take place towards the end of the year and will focus on semantics.
UNECE secretariat informed that they have organized two webinars during the UNECE Regional Forum.
On 24 March at the EXCOM meeting, the renewal of the UN/LOCODE mandate was approved. The preparation for the next steps is ongoing. | | |

5b	Admin	Overview of HoDs collaboration with Bureau	UNECE secretariat had a meeting with the Australian delegation including the HoD of Australia and informed them on the UN/CEFACT activities. The HoD of the United States of America made an intervention noting the appreciation for the work of the UN/CEFACT. The HoD of the United States of America and the representative of the European Union made an intervention noting the appreciation for the work on UN/LOCODE.		
5c	CMB	ISO NWIP guidelines for overseas warehouse services	Chair Probert presented the project on ISO NWIP submitted by China which often uses ISO exclusively, while it would be preferably to be based on UN/CEFACT BSP RDM. Considering the MoU and the long-standing collaboration, it is an issue that the contribution of UN/CEFACT is not taken into consideration by ISO.		Yan will collaborate with Sue on the development of the formal complaint to the ISO
6a	Admin	Planning for UN/CEFACT 28th Plenary 10-11 October • Agenda • UN/CEFACT Programme of Work • UN/CEFACT Bureau Report of Developments	Chair Probert confirmed that the two new implementation guides on Reference Data Model Implementation and on electronic invoicing would be prepared as English-only documents. The Bureau discussed the agenda and approved it for publication. The Bureau has provided some comments for the UN/CEFACT Programme of Work. The Bureau report will include reports and decisions up to May 2022.	**Bureau decision 2204072:** The Bureau approved the agenda for the 28th UN/CEFACT Plenary 2022 for editing and publication at the 28th UN/CEFACT Plenary. **Bureau decision 2204073:** The Bureau approved the Programme of Work of the UN/CEFACT 2023-2025 to be presented for editing and publication at the	

				28th UN/CEFACT Plenary.	
6b	Admin	Planning for UN/CEFACT 38th Forum 16-20 May 2022 AGRI cross-domain discussion on 17 May	VC Watt presented the AGRI cross-domain discussion that will take place during the Forum. All VC and domain coordinators were invited to participate in the discussion. Secretariat reminded that all agendas have to be sent to secretariat by 8 April 2022.		
9a	Admin	Other business	No other business		VC Igwe notified that she is changing job from August on.
			Next Bureau call is on **4 May 10:00 AM CEST** (Geneva)		