

Bureau teleconference discussion notes
7 September 2022, Teams session; 10:00 CEST

Item	Topic	Subject	Discussion	Action/Decision
1a	Admin	Roll Call	<p>Bureau present: Hanane Becha, Aleksei Bondarenko, Sue Probert, Marek Laskowski, Estelle Igwe, Ian Watt, Tahseen Khan</p> <p>Bureau apologies: Liliana Fratini Passi</p> <p>Secretariat: Maria Ceccarelli, Kamola Khusnutdinova, Aleksandra Kokoreva, Yan Zhang</p>	7 of 8 = Quorum
1b	Admin	Approval of the agenda	<p>The Bureau agreed that the discussion of the following two items of the Agenda will be postponed to the next call on <u>21 September 2022</u></p> <ul style="list-style-type: none"> • JSON schema naming and design rules: technical specification: for approval for publication • MMT T&T BRS post public review <p>The Bureau added the following points to the agenda:</p> <ul style="list-style-type: none"> • White paper on Transit Accompanying Documents 	Agenda agreed as provided with minor changes.
1c	Admin	Approval of meeting report of 3 August	The Bureau reviewed the meeting minutes and approved them.	Bureau decision 2209099: The Bureau approved the meeting report of 3 August
2a	ISC	Catalogue of UN/CEFACT Deliverables	The Bureau agreed to keep this item on the Agenda for next meeting.	
3a	API Tech SPEC	JSON schema naming and design rules: technical specification: for approval for publication	<p>Bureau agreed to set up another meeting for 21 September and requested the project team to circulate the final document by the 14th September.</p> <p>Most Bureau members confirmed participation at the 21 September meeting and those who won't be able to participate committed to reviewing the document and providing comments in time for the next meeting.</p>	
3b	TT	MMT T&T BRS post public review	Bureau agreed to set up another meeting for 21 September and requested the project team to circulate the final document by the 14 th September and discussed in a special Bureau meeting.	

3c	TPF	White paper Transit Accompanying Documents	<p>VC Igwe shared her concern about lack of experts to work on the project and requested the secretariat to reach out to experts to support this project.</p> <p>From the Bureau, two Vice Chairs (VC Bondarenko and VC Khan agreed to contribute to the project with their expertise.</p>
3x	Admin	See Annex for updates on other projects	<p>The Bureau and the secretariat reviewed the Annex of projects.</p> <p>Two projects are to be finalized after the meeting on the 21st September.</p>
4a	Comm	Representation of UN/CEFACT by Bureau members or experts / Presence in other meetings	<p>Chair Probert and VC Becha - GS1 Industry and Standards event – remotely on 22 September 2022</p> <p>VC Bondarenko and VC Khan – 8th edition of the international single window event in -person on 26-28 September 2022 in Morocco</p> <p>VC Becha - WTO Public Forum – 30 September</p> <p>Chair Probert and VC Becha – WCO DMPT – Brussels 6-8 September 2022</p> <p>VC Becha and Chair Probert - 13-14 September – IMO DM meeting in Stockholm in person</p> <p>VC Watt and VC Khan – APEC event in Taiwan (Digital twins) – 3-4 November – virtual pre-recorded presentation</p>
4b	Admin	UNECE ISO Collaboration	<p>Secretariat reported on the meeting of 4 signatories taking place next week ahead of the seminar on semantics to be held on 15 November 2022. The concept note has been circulated by the secretariat for feedback a while ago.</p> <p>TC154 – draft TOR has been circulated for a new joint working group (JWG) – for comments. It was highlighted that the group experienced some coordination issues, especially in JWG8, in the past. It was decided to prepare a TOR for a new joint working group, which has been circulated to the Bureau for comments.</p> <p>This TOR has been developed to ensure better coordination that has been possible in the past and to improve the organization of the joint work in line with ebMoU.</p>

			<p>The Bureau expressed concern about additional workload to manage projects in new JWG through ODP in parallel, however it appreciated the time and efforts by Chair and other VCs dedicated to the ISO projects.</p> <p>The Bureau highlighted the importance of reviewing ISO project development process and the scope of the TOR, including projects in JWG1. The Bureau welcomed the request from one project related to cold chain in WG7 to align with UN/CEFACT standards and appreciated that ISO is recognizing UN/CEFACT semantic standards and is willing to align.</p>	
4c	Admin	WCO UN/CEFACT alignment	<p>Chair Probert reported on presenting at the WCO meeting and receiving positive feedback.</p> <p>She gave an overview of UN/CEFACT reference data models and WCO data model referred to as “golden standards”. She highlighted the importance of joint coordination of global use of these standards.</p> <p>Such coordination warrants a future discussion at the high level.</p> <p>Secretariat reported about the press release that has been prepared by the secretariat and will be sent to the chair and subsequently to the WCO colleagues before being published.</p> <p>Bureau Chair expressed the opinion that now might be too early for a press release as the relationship with WCO is very sensitive and there should ideally be further talks on possible collaboration strategies beforehand.</p>	
5a	Admin	Liaison information EXCOM meeting (30 November 2022)	<p>Secretariat shared that the results of the plenary will need to be presented to the next EXCOM meeting to ensure input to the next Commission session, exploring the possibility of the Chair’s in-person participation at the meeting.</p> <p>Chair confirmed her in-person participation.</p>	
5b	Admin	New domain coordinator appointment for Single Window	<p>Bureau reviewed nominations for two new domain coordinators for Single Window: Joachin Gonzales of Mexico and Neelima Pamulapati of Singapore.</p>	<p>Bureau decision 2209100: Bureau approved Joachin Gonzales of Mexico and Neelima Pamulapati of</p>

				Singapore as new domain coordinators for Single Window
6a	Admin	Update on UN/CEFACT 28th Plenary 10-11 October 2022	<p>Secretariat updated the Bureau on the preparations to the next Plenary session.</p> <p>They reported that the concept note is being developed for the event to be held under the Agenda item 11 and shared about potential speakers.</p> <p>The draft will be circulated to the Bureau for review and feedback. Chair confirmed her in-person participation at the Plenary.</p>	
6b	Admin	Possible networking event in autumn	<p>Following the discussion during and after the last Bureau call, secretariat informed the Bureau of alternative possibilities for a networking event that would replace the second Forum 2022. It was proposed to have either an in-person Forum or an online one and half networking event, which could be held later this year.</p> <p>The Bureau members will discuss this issue further. Chair invited VC's participation in the planning of the event to support the secretariat. VC Bondarenko and VC Igwe offered support in organizing such event.</p> <p>Suggested dates are end of November or early December for an online event and April 2023 for an in-person Forum 2023.</p>	
6c	Admin	Timetable of the Bureau calls	Next call on 21 September 2022.	
9a	Admin	Other business	<ol style="list-style-type: none"> 1. Chair shared about the evaluation form received from OIOS which needs to be filled out by 14th September. 2. Secretariat brought up the point about an email received from the Dutch semi-governmental organization enquiring on the use of UN/CEFACT standards. <p>VC Becha suggested to develop KPIs on measuring relevance of UN/CEFACT standards and the success of adoption and use of standards.</p> <p>Chair Probert highlighted that UN/CEFACT standards are used as a base for the reference data models in FIATA, EU, DSCA and other organizations.</p>	

			<p>3. Secretariat presented a draft survey as agreed during the last call – it will work with VC Becha, VC Watt and Chair Probert to finalize and share the survey with the rest of the Bureau for feedback. It was suggested to highlight more questions on the impact as well and ask respondents to rate the deliverables.</p> <p>4. Some Vice-Chairs informed of recent changes in their email addresses and requested that the information be updated accordingly.</p>	
			<p>Next Special Bureau call is on 21 September 10:00 AM CEST (Geneva) Next Regular Bureau call is on 19 October 10:00 CEST (Geneva)</p>	