

Bureau teleconference discussion notes
16th November 2022, Teams session; 10:00 CET

Item	Topic	Subject	Discussion	Action/Decision
1a	Admin	Roll call	<p>Bureau present: Sue Probert, Ian Watt, Tahseen Khan, Liliana Fratini Passi, Aleksei Bondarenko, Marek Laskowski, Hanane Becha</p> <p>Bureau apologies: Estelle Igwe</p> <p>Secretariat: Kevin Bishop, Kamola Khusnutdinova, Aleksandra Kokoreva, Maria Teresa Pisani, Alla Shlykova, Yan Zhang</p>	7 of 8 = Quorum
1b	Admin	Approval of the agenda	The following items were added to the agenda: Discussion on JSON-LD Web Vocabulary	Agenda agreed as provided with minor changes.
1c	Admin	Approval of meeting report of 2 nd November 2022	The Bureau reviewed the meeting report and approved it.	Bureau decision 2211008: The Bureau approved the meeting report of 2nd November.
2a	ISC	Catalogue of UN/CEFACT deliverables	The agenda item was postponed to the next Bureau call.	
3a	M+T	Addition of technical specification “Procedures for Reference Data Model (RDM) & Associated Artefacts Publication” the publication format of the UN/CEFACT JSON schemas and OpenAPI Specifications	The project proposal surrounding these deliverables has not yet been completed. The draft project proposal will be submitted for the next Bureau call.	
3b	Reg	White paper on the Use of Artificial Intelligence for Trade Facilitation: for approval for publication.	<p>VC Khan presented the contents of the document to the Bureau and expressed that it was ready for approval. The Bureau approved the project for project exit.</p> <p>The Secretariat reported on the information received from the UN Document Services: for the purposes of presenting them to the Plenary, White Papers are not considered as UN parliamentary documents. In the event where Bureau decides to present a White Paper to the Plenary as an official document either English-only or in three languages, a cover page denoting that this is a report of a respective domain will be accompanying the paper. If submitted as an informal document, it can still be submitted as a White Paper. The secretariat also clarified, that for the purposes of internal UN/CEFACT documents it will continue being White papers and green papers and other kind of deliverables as outlined under the UN/CEFACT Terms of Reference and the Open Development Process.</p>	Bureau decision 2211009: The White paper on the Use of Artificial Intelligence for Trade Facilitation has been approved for publication and the respective project for project exit.

3c	M+T	API Tech SPEC: for project exit	The Bureau congratulated the project team on the work done on this deliverable.	Bureau decision 2211010: The Bureau approved the API Tech SPEC for project exit.
3d	M+T	JSON-LD Web Vocabulary Discussion	The Bureau discussed the public relations (post) on LinkedIn surrounding the disclosure of the publication of the JSON-LD Web Vocabulary Endpoint https://vocabulary.uncefact.org and recommended that a disclaimer text be added that this resource is a draft.	
3e	Admin	Extension of drafting end date for the project until 30 December 2022: <ul style="list-style-type: none"> • Recommendation on Encouraging Private Sector participation in NTFB • Digital Product Conformity Certificate Exchange 		Bureau decision 2211011: The Bureau approved the extension of the drafting end date for the projects on Recommendation on Encouraging Private Sector participation in NTFB and Digital Product Conformity Certificate Exchange.
3x	Admin	See Annex for updates on other projects	The Bureau reviewed the Annex of active projects.	Bureau decision 2211012: The Bureau approved Maintenance CCBDA and XML NDR for project exit.
4a	Comm	Representation of UN/CEFACT by Bureau members or experts / presence in other meetings	The Bureau disclosed representation to past/upcoming events by email. The Secretariat recorded representation to the following meetings/events: <ul style="list-style-type: none"> • Sixth meeting of the Global Record Informal Open-Ended Technical and Advisory Working Group (GRWG6), 12 December 2022 • Third meeting of the Agreement on Port State Measures (PSMA) Open-ended Technical Working Group on Information Exchange (TWG-IE3), 13-14 December 2022 	
4b	Admin	UNECE ISO Collaboration	The Secretariat reported with a briefing on the resolutions from the 41 st ISO/TC Plenary. <ul style="list-style-type: none"> • ISO 9735 Part 10 & 11 - Terms of Reference – which is currently with ISO for approval. • New projects: Fast Tracking of the BSP RDM 	
4c	Admin	WCO UN/CEFACT alignment	The item was postponed to the next Bureau call.	

4d	Admin	EU Digital Product Passport	<p>The Bureau and the secretariat discussed the involvement in the EU Digital Product Passport by UN/CEFACT Expert Gerhard Heemskerk. At current, the EU is mapping all existing standards and tools to which we have provided inputs to the link between UN/CEFACT standards to the EU DDP.</p> <p>The Secretariat will inquire with the EU Delegation in Geneva about adding UN/CEFACT as an EU recognized Standards Development Organization (SDO).</p>	
4e	Admin	CCL BSP-RDM and ISO as a possible channel to market UN/CEFACT	<p>The Bureau discussed what deliverables should be submitted to ISO to advance with the fast-tracking of the CCL BSP-RDM to ISO. The Bureau discussed the possibility of only fast-tracking (submitting) the BRS Buy Ship Pay BRS to ISO at this point before proceeding with the accompanying technical artefacts. The Bureau proposes an internal project (Technical Appraisal – Reset of the UN/CEFACT Core Component Library) to clean up and align the CCL to deal with the depreciations so that we can provide a quality deliverable before submitting it to ISO. The Secretariat expressed the importance of this work as it will provide positive antecedents towards all the work involved in the UN/CEFACT Technical Publications.</p>	<p>Bureau decision 2211013: The Bureau approved the decision on submitting BSP-RDM BRS to ISO as a possible channel to market UN/CEFACT.</p>
4f	Admin	IMO e-learning course "Introduction to implementation of Maritime Single Window"	<p>The Secretariat reported on the IMO Digital e-Learning Platform, from their request to have UN/CEFACT contributions/comments on the platform and requested review.</p> <p>The Bureau and Secretariat will have the opportunity to review the draft content in January 2023.</p>	
4g	Admin	IMO FAL November Seminar	<p>The Bureau discussed the recommendations from the recent MSW Workshop, and the Secretariat will circulate the documents to the Bureau.</p>	
4h	Admin	ICC DSI	<p>The Bureau discussed the input provided and the finalization of the status reports on the Bill of Lading, Packing List, etc.</p>	
5a	Admin	<p>Liaison information</p> <p>EXCOM meeting (30 November 2022)</p>	<p>No other liaison activities to report.</p> <p>The Secretariat discussed the plans for the upcoming EXCOM meeting - bilateral discussions with Member States around funding and additional resources to the UN/CEFACT and the UN/LOCODE.</p>	

			The secretariat requested the Bureau members to provide the number of active experts to each project.	
5b	Admin	UN/LOCODE updates	The Secretariat reported on the UN/LOCODE System cybersecurity issues and current solutions to resolve the problems.	
6a	Admin	39 th UN/CEFACT Forum – approval of the agenda	The Secretariat presented the current agenda for the 39 th UN/CEFACT Forum. The Bureau discussed the plan for the 39 th UN/CEFACT Forum. The Bureau approved the 39 th UN/CEFACT Forum agenda.	Bureau decision 2211014: The Bureau approved the 39 th UN/CEFACT Forum agenda.
6b	Admin	Update of highlights page of CEFACT website	The item was postponed to the next Bureau call.	
6c	Admin	Expert status of Forum participants	All UN/CEFACT 39 th Forum participants will sign a code of conduct form.	
9a	Admin	Other business	No other business was raised.	
			Next Regular Bureau call is on 14th December at 10:00 CET (Geneva)	