

Bureau teleconference discussion notes
14 December 2022, Teams session; 10:00 CET

Item	Topic	Subject	Discussion	Action/Decision
1a	Admin	Roll call	<p>Bureau present: Sue Probert, Ian Watt, Liliana Fratini Passi, Aleksei Bondarenko, Marek Laskowski, Hanane Becha, Estelle Igwe</p> <p>Bureau apologies: Tahseen Khan</p> <p>Secretariat: Kevin Bishop, Kamola Khusnutdinova, Maria Teresa Pisani, Alla Shlykova, Jie Wei</p>	7 of 8 = Quorum
1b	Admin	Approval of the agenda	<p>The following items were added to the agenda:</p> <ul style="list-style-type: none"> • CBM white paper status • Streamlining of publications • EU Single Window Regulation entering into force on 12 December 2022. 	Agenda agreed as provided with minor changes.
21c	Admin	Approval of meeting report of 16 th November 2022	The Bureau reviewed the meeting report and approved it.	Bureau decision 2212015: The Bureau approved the meeting report of 16th November.
3a	Admin	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 Bureau discussed the upcoming project proposal about the Buy-Ship-Pay to be ready for JSON LD and TC154. The Bureau will develop the project proposal by next Bureau call.	
3e	Admin	Extension of drafting end date for all projects until 31 May 2023	<p>The Bureau discussed the extension of the drafting end date for all projects until 31 May 2023.</p> <p>The Bureau approved Jake Schostag to replace Courtney Robinson as the project lead of “Private Sector in NTFB”. The project lead Courtney Robinson is no longer available, and Jake will replace as a temporary lead.</p> <p>The Bureau decided to keep on hold the status of CII project with a new project proposal with updated scope coming for the Bureau call in February 2023.</p> <p>The Bureau requested the Secretariat to help Bureau and UN/CEFACT reach out to PEPPOL to support our standards on the PEPPOL data exchange network infrastructure.</p> <p>The Secretariat requested updates from eQuality Certificate project lead and received no response.</p>	<p>Bureau decision 2212016: The Bureau approved Jake Schostag to replace Courtney Robinson as the project lead of “Private Sector in NTFB”.</p> <p>Bureau decision 2212017: The Bureau approved the extension of drafting end date for all projects until 31 May 2023.</p>
3x	Admin	See Annex for updates on other projects CBM white paper status	The Bureau discussed the Annex on active projects.	

4a	Comm	Representation of UN/CEFACT by Bureau members or experts / presence in other meetings	The Secretariat updated the representation of UN/CEFACT by Bureau members or experts/presence in other meetings:	
4b	Admin	UNECE ISO Collaboration	The Bureau proposed a call to prepare the ISO proposal forms. The Bureau reiterated the need to establish a formal liaison with TC 307 due to overlaps. Chair Probert proposed to discuss this item under EB MoU.	
4c	Admin	WCO UN/CEFACT alignment	The Secretariat confirmed no formal interest received from WCO yet. The contact point Mr. Hao Wu will leave WCO but will remain as an official UN/CEFACT expert. Next WCO meeting is in January.	
4d	Admin	EU Digital Product Passport	The Secretariat confirmed that UN/CEFACT expert Gerhard Heemskerk is working with CENELEC, CEN, ISO and ITU to encourage the use of UN/CEFACT standards for the development of DPPE.	
4e	Admin	CCL BSP-RDM and ISO as a possible channel to market UN/CEFACT	The Bureau discussed the BSP RDM work that is advancing, and draft JSON export which will be ready shortly for testing and validation. The Bureau suggested to set up a meeting with the Secretariat on the fast-tracking of the BSP RDM to ISO.	
4f	ISC	Catalogue of UN/CEFACT Deliverables Streamlining of publications	VC Laskowski requested to schedule a call to discuss the streamlining of the publications and suggested waiting until further update from various meetings on standards. The Bureau discussed with the Secretariat on the automatic production/export of the artefacts. The Secretariat reported on the IT resource constraints at UNECE to publish the deliverables (RDMs). The Bureau and the Methodology & Technology Domain will provide a review of the progress toward incorporating improvements and further discuss how to showcase the standards on the UN/CEFACT GitHub.	
5a	Admin	Liaison information EXCOM meeting (30 November 2022) Liaison request between UN/CEFACT and CEN/CLC Request for number of UN/CEFACT experts	The Secretariat reported on EXCOM meeting, noting that it had high representation from Member States. UN/CEFACT received strong support from the US, EU, UK, Azerbaijan, Russian Federation, and the Kyrgyz Republic. The EXCOM approved the UN/CEFACT PoW for 2023-24 and extended the ToS mandate through 2025. The Secretariat reiterated that during the Plenary the US Mission asked to quantify experts' engagement in UN/CEFACT activities especially the projects. The Secretariat reported that it had bilateral meetings with the missions of the	

			<p>US, EU, and UK and the chair on re-engineering UN/LOCODE. They are looking into identifying funding opportunities for the Secretariat with promised confirmations hopefully to follow in January.</p> <p>The Bureau received liaison requests from CEN TC 440 on EU e-Procurement and e-Invoicing. There hasn't been any official liaison, but around 5 years ago, UN/CEFACT worked hard on this relationship in order to ensure that the UN/CEFACT CII became one of the two mandatory eInvoice implementation formats. Now that UBL has an official liaison, the Bureau and the Secretariat agreed to explore an official liaison opportunity. The Secretariat suggested setting up an internal call early January on this liaison inviting Svante, David, Edmund and Gerhard for determining a way forward.</p>	
5b	Admin	UN/LOCODE updates	<p>The Secretariat reported that Yan is at an FAO meeting in Rome. At FAO, there is interest in using UN/LOCODE for identifying fisheries.</p> <p>Chair Probert suggested bringing UN/FLUX into the Buy- Ship-Pay Reference Data Model environment.</p>	
6a	Admin	39th UN/CEFACT Forum post forum discussion	<p>The Secretariat will circulate the numbers and list of participation for the recent online Forum to the Bureau members. The Bureau thanked Secretariat for organizing this very well attended Forum.</p>	
6b	Admin	40th UN/CEFACT Forum preparation	<p>The Secretariat will keep this agenda item on the 40th Forum for the next Bureau call. The Spring Forum dates are 8-12 May 2023.</p> <p>The Secretariat introduced the room allocation for the next Forum, with one large conference room and several small meeting rooms (around 10-25 people) without equipment. Opening session will take place on Monday morning, Wednesday afternoon will have an afternoon conference to be decided. Each domain can have up to 2 days allocated to them during the Forum, given that we have 7 rooms available for allocation. The Secretariat will send out invites to domain leads for coordination of preferred dates.</p> <p>The Bureau and the Secretariat discussed possibilities to arrange to hold a fund-raising event one day during the Forum (for example on Wednesday - either breakfast or lunchtime to have it back-to-back with the meetings and showcasing of UN/CEFACT work). The Secretariat plans to also organize a networking event on</p>	

			Wednesday, open to all missions to enable a global gathering.	
6c	Admin	Update of highlights page of CEFACT website	The Secretariat reported that three press releases have been issued recently and these will be updated in the UN/CEFACT Highlight pages, along with the Plenary outcomes uploaded to the page. The Bureau and the secretariat to have a discussion on what should be included in highlights page.	
6d	Admin	Webinar on E-invoicing for Cross-border Paperless Trade, 29 November 2022	The Bureau discussed the experiences of the Bureau participants to the recent Webinar on E-Invoicing for Cross-Border Paperless Trade.	
6e	Admin	UNCTAD E-learning for National Trade Facilitation Committees	The Bureau received an invitation from UNCTAD for this event on 16 January 2023 and Chair Probert will present.	
6f	Admin	EU Single Window Regulation entering into force on 12th Dec	The Secretariat reported on the recently published press release on Single Window Regulation.	
9a	Admin	Other business	VC Watt confirmed that ICC reached out to him for discussion next week on LIE identifiers.	
			Next Bureau call is on 25th January at 10:00 CET (Geneva)	