

01 Bureau teleconference discussion notes
25 January 2023, Teams session; 10:00 CET

| Item | Topic | Subject | Discussion | Action/Decision |
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| 1a | Admin | Roll call | <p>Bureau present: Sue Probert, Ian Watt, Aleksei Bondarenko, Marek Laskowski, Estelle Igwe, Tahseen Khan, Hanane Becha</p> <p>Bureau apologies: Liliana Fratini Passi</p> <p>Secretariat: Kevin Bishop, Kamola Khusnutdinova, Jie Wei, Yan Zhang</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"> Check the status on the liaisons | Agenda agreed as provided with minor changes. |
| 1c | Admin | Approval of meeting report of 14 th December 2022 | The Bureau reviewed the meeting report and approved it. | Bureau decision 2301018: The Bureau approved the meeting report of 14th December 2022. |
| 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 | Pending project deliverables and postpone for further discussion. | |
| 3b | Admin | GLEIF Digital Identity Standardization for Trade Facilitation | <p>The Bureau reviewed and formally approved the project proposal from the eData Management Domain, pending support from three (3) HoDs.</p> <p>The Bureau further proposed that the Secretariat expedite the process of attaining HoD support.</p> <p>The Secretariat will circulate the project proposal to HoD’s for support.</p> | Bureau decision 2301019: The Bureau approved the launch of the Digital Identity Standardization for Trade Facilitation project with the project leader of Clare Rowley and supporting VC Becha, Khan and Watt, pending three Head of Delegation support. |
| 3c | TPF/AGRI | White Paper on Digital Product Conformity Certificate Exchange: for approval to public review | <p>The Bureau reviewed and discussed the WP on Digital Product Conformity Certificate Exchange and found it to be an excellent paper.</p> <p>VC Ian reported progress regarding the White Paper and presented the draft, proposing to move forward with 60-day public review period and that the paper could probably become a BRS.</p> | Bureau decision 2301020: The Bureau approved Digital Product Conformity Certificate Exchange project White Paper on Digital Product Conformity Certificate Exchange to be circulated for a 60-day public review. |

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| | | | VC Estelle thanked Ian, the domain coordinator and the experts who participated in the project for their contribution and efforts to the quality of the project. | |
| 3d | Admin | Extension Textile and Leather BRS part 2: Use case and CCBDA data structure supporting product circularity: for project extension | The project extension has been approved during the previous call. No further action is needed. | |
| 3x | Admin | See Annex for updates on other projects | The Bureau reviewed the project list and discussed the progress of 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, Secretariat and/or experts/presence in other meetings. | |
| 4b | Admin | UNECE ISO BSP RDM Fast Track – Project Document | The Secretariat reported on the progress and presented the latest draft of the project document based on the ISO template for comments before the next ISO/TC 154/CAG meeting early February. The document will be submitted to ISO/TC 154 to fast track as ISO 20197. Chair Probert proposed to be the project lead and to work with Yan, with support from Hanane and Ian. VC Hanane thanked the Secretariat and particularly Yan Zhang for her hard work on this project. | |
| 4c | Admin | EU Digital Product Passport | The Secretariat reported progress on this project from UN/CEFACT Expert - Gerhard Heemskerck. | |
| 4d | Admin | ICC DSI IAB | The Secretariat reported on the progress of two Working Groups on Key Trade Documents and Data Elements and Trusted Technology Environment and presented the latest documents. The draft paper will be circulated to the Bureau for comments. Chair Sue proposed to organize a strategic Bureau and Secretariat call for a discussion of the UNECE/UN/CEFACT participation and involvement in the ICC DSI initiative. The Secretariat will organize a strategic call on ICC DSI to discuss collaboration. The Bureau will be invited to join the call on Wednesday, 1 February. | |

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| 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 discussed the BSP RDM work that is advancing, and the draft JSON export which will be ready shortly for testing and validation. See item 4b. | |
| 4f | ISC | Catalogue of UN/CEFACT Deliverables | | |
| 5a | Admin | Liaison information | <p>The Secretariat presented updates on other liaisons and coordination (e.g., ISO/TMB meetings, IMO, FAO, etc.). Chair Sue suggested that the Secretariat coordinate with TC154 Chair on ISO/TMB Task Force for new TC and PC on smart logistics and warehouse services proposed by SAC which have potential overlapping with the work of UN/CEFACT and other ISO TCs.</p> <p>IMO have invited UNECE to review its e-learning course on Maritime Single Window.</p> <p>The Secretariat attended the last meeting of the FAO Global Record Informal Open-Ended Technical and Advisory Working Group (GRWG) and the PSMA Technical Working Group on Information Exchange (TWG-IE3). The Secretariat will work with the FAO to promote the use of UN/LOCODE and UN/FLUX.</p> | |
| 5b | Admin | UN/LOCODE updates | <p>The Secretariat reported to the Bureau on all actions to resolve the current UN/LOCODE system cybersecurity vulnerabilities.</p> <p>The Secretariat is recruiting a consultant competent in MS .NET Framework and SQL Server to fix the cybersecurity issues.</p> <p>Chair Sue reminded that in December a discussion with key members of EXCOM had discussed additional funding opportunities for a long-term solution which could potentially help with this.</p> | |
| 5c | Admin | Term of Reference of the Joint Working | The Secretariat reported on the ISO/TC154 meeting on the discussion of ToR for Joint Working Group(s). Joint Sub Committee | Bureau decision 2301021: The Bureau supports the idea of JWG and requests the |

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| | | Group with ISO TC 154 | under TC 154 and Joint Maintenance Agency (UNTD/ISO 7372) were proposed and discussed at the meeting. The Bureau expressed support for the innovative idea of UNECE joining the TC154 to form a Joint Working Group (JWG) and requested the Secretariat to officially raise it at the next ISO/TC 154/CAG meeting. | Secretariat to officially raise it at the next ISO/TC 154/CAG meeting. |
| 6a | Admin | 44th Meeting of the IEC-ISO-ITU-UNECE Electronic Business Memorandum of Understanding Management Group Report | <p>The Secretariat presented the draft meeting report of the 44th IEC-ISO-ITU-UNECE Electronic Business Memorandum of Understanding Management Group, hosted by UNECE, including participation, resolutions and actions. The Secretariat created a new page to make relevant information available on the UN/CEFACT Collaborative User Environment (CUE) for the Bureau Members and DCs.</p> <p>VC Laskowski would like to contribute to activities related to the Metaverse shared by ebMoU/MG.</p> <p>The Secretariat will host a consultation meeting with the four signatories of the eB-MoU on March 14th, 2023.</p> <p>The Secretariat thanked the UN/CEFACT Vice Chairs and DCs for their presentation and contributions to the eB-MoU/MG. The 45th Session of the eB-MoU/MG will be on 12-13 December 2023. A new template will be used to guide the reporting more interactive on coordination between the MG members.</p> | |
| 6b | Admin | HoD Report | The Secretariat presented the UN/CEFACT report to the HoDs including details of all the events, activities and projects in 2022. | |
| 6c | Admin | IMO MSW Symposium Meeting Report | The Bureau and Secretariat discussed the IMO Symposium "Maritime Single Window 2024 - Window of opportunities for shipping and ports", held on Wednesday, 17 - 18 January 2023 where VC Hanane participated in Panel 4 (Interoperability) on behalf of UNECE | |
| 6d | Admin | 40th UN/CEFACT Forum preparation 29th UN/CEFACT Plenary | <p>The Bureau and Secretariat discussed plans for the 40th UN/CEFACT Forum and the 29th UN/CEFACT Plenary.</p> <p>The Secretariat will share a spreadsheet for domain coordinators to coordinate the Forum schedule, time slots and room allocations.</p> | |

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| 6e | Admin | UNCTAD-EEC (Online conference to discuss e-commerce) | The Bureau and Secretariat discussed the UNCTAD-EEC Webinar. The Bureau suggested that UN/CEFACT Domain Coordinator Birgit Viohl could be invited to participate. | |
| 6f | Admin | Update of highlights page of CEFACT website | <p>The Bureau and the Secretariat will work jointly to keep this page up to date.</p> <p>The Secretariat is in the process of developing a communication plan for the year, including key products and events; and would like to work with the Bureau.</p> <p>Regarding the upcoming Commission session, the Secretariat would like to organize a series of briefings and invite the Bureau members to present on the UN/CEFACT's contribution and identify priorities, to increase publicity for the UN/CEFACT work. Will provide more updates in the next Bureau call.</p> <p>The Bureau embraced these future opportunities to work with partners and potentially identify funding resources.</p> | |
| 6g | Admin | Preparing inputs to the proposed eB-MoU/MG Webinar on Semantic Interoperability | The Secretariat circulated the revised concept note of the ebMoU/MG webinar on Semantic Interoperability and its role for eBusiness for comments before 3 March. The webinar has been rescheduled for this July. | |
| 6h | Admin | Liaison between UNECE UN/CEFACT and CEN-CENELEC | <p>The Secretariat presented updates on the request for establishing a liaison submitted by CEN.</p> <p>The Secretariat will follow up on the issue and keep the Bureau informed of progress.</p> | |
| 9a | Admin | Other business | <p>VC Watt confirmed that ICC have reached out to him for a discussion next week on LEI identifiers.</p> <p>A Lunch & Learn session on the Metaverse during the 40th UN/CEFACT Forum was proposed.</p> | |
| | | | Next Bureau call is on 15 February at 10:00 CET (Geneva) | |