01 Bureau teleconference discussion notes
15 February 2023, Teams session; 10:00 CET

Item	Topic	Subject	Discussion	Action/Decision
1a	Admin	Roll call	**Bureau present**: Sue Probert, Ian Watt, Aleksei Bondarenko, Marek Laskowski, Estelle Igwe, Tahseen Khan, Hanane Becha **Bureau apologies**: Liliana Fratini Passi **Secretariat:** Kevin Bishop, Kamola Khusnutdinova, Jie Wei, Alla Shlykova **Domain coordinators present:** Akio Suzuki, Ananth Rathakrishnan, Anita Patel, Birgit Viohl, Erik Bosker, Edmund Gray, Hidekazu Enjo, Hisanao Sugama, Joaquin Gonzalez, Kaushik Srinivasan, Neelima Pamulapati, Pfaffinger Norbert, Sachin Mehta, Fabio Sorrentino **Domain coordinators apologies:** Mary-Kay Blantz, Jake Schostag, Gait Boxman, David Roff, Michel Bormans	**7 of 8 = Quorum**
1b	Admin	Approval of the agenda	Re Bureau-only call agenda: Added item 3c. Moving 3a, 4c and 6f to the next meeting.	Agenda agreed as provided with minor updates.
Extended Bureau Agenda Items				
2a	Admin	40th UN/CEFACT Forum schedule	The Secretariat discussed the tentative schedule of the 40th UN/CEFACT Forum, explaining special sessions, conferences, time slots and room allocations. The Secretariat requested that Domain Coordinators share any ideas, tentative list of experts who will be attending, and any other useful information.	
2b	Admin	Plans of each domain for the 40th UN/CEFACT Forum and planned attendance	The Bureau and Domain Coordinators discussed the tentative schedule of the 40th UN/CEFACT Forum and highlighted additional sessions required on key projects to be highlighted. The Bureau encouraged DCs to consider additional lunch and learn sessions, including those that encourage female participation (i.e., gender responsive or gender balanced). The Bureau expressed appreciation to DCs and to the Secretariat for their much appreciated support for preparations to the Forum.	

			Domain coordinators requested a bigger room for Wednesday morning session, potentially in Salle XXIV with expected 70-75 people. Will get back on Wed PM session this week. DC Birgit requested Russian interpretation for TPF PM session (possibly combine with Forum session on Wed PM) DC Erik highlighted a possible conflict between the eCITES Task Force and TPF and AGRI on Transit WP and/or DPCC WP Session (avoid conflict between eCITES and Transit sessions) DC Neelima and DC Joaquin (SW) plan to present White Paper on Tue and Thu sessions and do not plan to have seminars during the Forum. DC Edmund (CII) will organize a session on Monday PM. DC Patel (A+A) revised the organization (timeslots/room allocation) of the sessions. DC Fabio (F+P) explained the domain meeting during the Forum would be about work based on the BRS on user cases, which were reported in the White Paper on open finance. This project was approved by the technical domain members, but is still collecting the HOD approvals, so it's not yet an official project. DC Erik suggested to split AM sessions on Wed to cover topics of WP7. DC Pamilapati (ENV) No environment sessions or events planned during the Forum. DC Ananth has AM sessions on Friday with 30-40 people to discuss their White Paper. Chair Sue added one session on Monday PM with topic TBD.	
2c	Admin	Other business from Domain Coordinators -Agri meeting in collaboration with WP.7 on Thursday morning	DC Birgit suggested to discuss core standards such as UNTDED, CCL, BSP-RDM, etc.	
1c	Admin	Approval of meeting report of 25th January 2023	The Bureau reviewed the meeting report and approved it.	**Bureau decision 2302022:** The Bureau approved the meeting report

				of 25 January 2023.
3a	Admin	Project Proposal "Buy/Ship/Pay Data Exchange structures for Trade Finance Facilitation" for approval	The Bureau discussed the Project Proposal Buy/Ship/Pay Data Exchange structures for Trade Finance Facilitation". Chair Probert and VC Becha proposed the project and expressed the need to identify a project leader urgently and look for ideas and partners. The Secretariat recommended that we identify a project lead before seeking HoD approval.	**Bureau decision 2302023:** The Bureau approved the Buy/Ship/Pay Data: Exchange structures for Trade Finance Facilitation project with project leader TBC and supporting VC Becha.
3b	Admin	Project Proposal "Data Governance for Trade Facilitation" for approval	The Bureau discussed the project proposal "Data Governance for Trade Facilitation". VC Khan introduced the details on the development of the project on data governance in trade facilitation and planned to create a White Paper on extending existing data governance and presenting best practices, aiming to finish before the Plenary.	**Bureau decision 2302024:** The Bureau approved Data Governance for Trade Facilitation project with project leader Sray Agarwal and supporting VC Khan.
3c	Admin	Request from TPF	VC Estelle discussed the White Paper on Trade Facilitation and informed the Bureau and Secretariat of the progress made working on the recommendations. VC Estelle further suggested to introduce a survey and reach out to target audiences from the national trade facilitation committees (NTFCs). UNCTAD has been active in projects, and we should encourage UNCTAD to participate in the projects.	
Y 3x	Admin	Other projects • Digital identity – BR HoD support + India HoD support	Digital identity project - received 2 HoD support from Brazil and India. One more HoD support is needed to formally launch the project.	
4a	Admin	ESCAP-ECE-UN/CEFACT meeting	The Secretariat provided an update on the follow-up discussions with ESCAP on a number of areas for potential collaboration, including holding the UN/CEFACT Forum in Bangkok. Secretariat informed that ESCAP has suggested UN/CEFACT might become a partner of their ICC database. VC Tahseen expressed support to UN/CEFACT collaboration with ESCAP.	

4b	Admin	WP.6 project on risk management and UN/CEFACT participation	Secretariat informed Bureau about a project in WP.6 GRM with participation of UN/CEFACT experts and joint deliverables and asked for clarification from relevant VC. VC Bondarenko informed the Bureau about a joint project with WP6-GRM and Single Window Domain that was not presented to the Bureau before. Bureau requested additional information on the project and in the case of joint deliverables, requested clarification of procedure. Moved to next meeting.	
4c	Admin	UNESCAP-ICC-WCO-ADB Webinar Series on Accelerating cross-border paperless trade facilitation	Moved to next meeting.	
4d	ISC	ECOWAS eLearning programme	Moved to next meeting.	
6a	Admin	UN/CEFACT Event dates in 2024	The Bureau approved the proposed event dates in 2024: • 42nd Forum: 13-17 May 2024 • 30th Plenary: 14-15 October 2024 • 43rd Forum: 7-11 October 2024 • UN/LOCODE AG: 2 days around May Forum • ToS meeting: 24 September 2024	
6b	Admin	UN/CEFACT marketing activities	Moved to next meeting.	
6c	Admin	UN/CEFACT Forum 2025 in Australia	Moved to next meeting.	
			Next Bureau call is **on 09 March** at **10:00 CET** (Geneva)	