

01 Bureau teleconference discussion notes
5 April 2023, Teams session; 10:00 CET

Item	Topic	Subject	Discussion	Action/Decision
1a	Admin	Roll call	Bureau present: Sue Probert, Ian Watt, Liliana Fratini Passi, Hanane Becha, Aleksei Bondarenko, Estelle Igwe, Bureau apologies: Tahseen Khan, Marek Laskowski, Secretariat: Maria Teresa Pisani, Yan Zhang, Kevin Bishop, Alla Shlykova, Jie Wei	6 of 8 = Quorum
1b	Admin	Approval of the agenda	Agenda agreed as provided with an addition of the following points: 3a White Paper Digital Product Conformity Certificate Exchange: for approval, 3f API Transformation of EPs Technical Artefacts with Sustainability Claims project for project approval	Agenda agreed as provided with minor updates.
1c	Admin	Approval of meeting report of 9 March 2023	The Bureau reviewed and approved the meeting report.	Bureau decision 2304030: The Bureau approved the meeting report of 9 March 2023.
3a	Admin	White Paper Digital Product Conformity Certificate Exchange: for approval	VC Watt presented the White Paper for approval of written procedure for 2 weeks, with the aim to have the final version by the next bureau call on 26 April and then submit the paper to the Forum. The Bureau requested the “White Paper Digital Product Conformity Certificate Exchange” to go for a written procedure for approval for publication for 2 weeks.	
3b	AGRI	Project Proposal “Critical Minerals Traceability and Sustainability” for approval	VC Watt and Maria Teresa Pisani presented the project proposal and highlighted its important link between critical minerals and energy transition. Partners such as WEF and EU are all very interested in this area. VC Watt requested the Bureau to approve this proposal.	Bureau decision 2304031: The Bureau approved the "Critical Minerals Traceability and Sustainability" project with project leader Norris Nancy and supporting VC Watt, pending three Head of Delegation support and validation procedures of JSON-LD Web Vocabulary.
3c	TPF	Resignation of Co-Domain Coordinators of the TPF Domain	The Bureau and Secretariat proposed to keep in touch with Jake and Birgit for follow-up. VC Watt suggested to reassess the project status and support the project for the Forum. VC Estelle proposed to liaise with UNCTAD	

			via the Secretariat for project support as well. The Secretariat will arrange a bilateral call on the project with Chair Probert and VC Watt and proposed to keep the sessions on the Forum agenda.	
3d	SCM	Buy-Ship-Pay Data Exchange Structure for Trade Finance Facilitation – HOD Approval	Chair Probert briefed the Bureau on the project status and will follow up with relevant experts for HoD approval, with the aims to launch the “Buy-Ship-Pay Data Exchange Structure for Trade Finance Facilitation” at the Forum. The secretariat received two HoD (RU, ES) support for this project.	
3e	M+T	<p>JSON-LD Web Vocabulary for project exit.</p> <ul style="list-style-type: none"> • Completion steps to move JSON-LD project to project exit: • Formation of a new Focal Point for JSON-LD Vocab maintenance and documentation of publication procedures • Documentation of exported CCL JSON Schema to JSON-LD Vocab transformation software • Addition of validation procedures for Validation Focal Point to follow for each 6 monthly releases. 	The Bureau and Secretariat discussed the JSON-LD Web Vocabulary Project and highlighted its importance as an additional output of UN/CEFACT deliverables. VC Watt complimented the project team for the work done. Chair Probert proposed to engage VC Laskowski on a call following this Bureau call to discuss competition steps, appointment of a JSON-LD Vocab Maintenance Team, Documentation of CCL JSON Schema to JSON-LD Vocab Transformation Software and Validation Procedures.	<p>Bureau decision 2304032: The Bureau approved the technical infrastructure of the UN/CEFACT data model on the web as JSON-LD for publishing.</p> <p>Bureau decision 2304033: The bureau approved the JSON-LD for project exit pending the documentation of validation and publication procedures including formation of new Focal Point.</p>
3f	TT	API Transformation of EPs Technical Artefacts with Sustainability Claims project for project approval	VC Watt presented the project proposal “API Transformation of EPs Technical Artefacts with Sustainability Claims project” for project approval. The Bureau decided to approve this project via 2 week written procedure.	
4a	Comm	Representation of UN/CEFACT by Bureau members or experts / Presence in other meetings	Postponed to next meeting.	
4b	Admin	EU Digital Product Passport	Maria Teresa Pisani presented the Note on the EU Digital Product Passport and highlighted how much UNECE UN/CEFACT can contribute to the EU DPP project.	
4c	Admin	UNECE ISO BSP-RDM	Yan Zhang briefed the Bureau on the progress of ISO BSP-RDM and TC work and proposed to nominate the project lead by next Wednesday 12 April. Chair Probert will look for nominees by then.	

4d	ISC	Catalogue of UN/CEFACT Deliverables	Postponed to the next meeting.	
4e	ECE	WP.6 project on risk management and UN/CEFACT participation	VC Bondarenko briefed the Bureau on updates from WP.6 project that will be presented to the Steering Committee. Maria Teresa Pisani proposed to keep the Bureau and UN/CEFACT community in the loop and ensure the UN/CEFACT contribution is acknowledged properly in this project going forward.	
5a	Admin	Liaison information	Chair Probert suggested to discuss agenda item 5a and 6a together. Yan Zhang briefed the Bureau on the update on liaison with IMO, such as during the IMO e-learning Course and IMO FAL47, and thanked Chair Probert, VC Becha and other UN/CEFACT experts involved in the process.	
6a	Admin	IMO eLearning Course		
6b	Admin	40th UN/CEFACT Forum	The Secretariat briefed the Bureau on the Forum agenda and registration process.	
6d	Admin	29 th UN/CEFACT Plenary (9-10 November), Plenary Documents Forecast	The Secretariat has been updating the list of documents and will continue to liaise with the Bureau in finalizing the list of forecasted documents and report back to the Bureau on the updates.	
6e	Admin	Update of highlights page of CEFACT website	Postpone to next meeting.	
6f	Admin	UN/CEFACT marketing activities	Postpone to next meeting.	
6g	Admin	Discussion on revising the UN/CEFACT ODP to recognize modern technological outputs and their publication	VC Becha raised the issue of how to better support the new project leads in UN/CEFACT in the ODP process.	
9a	Admin	Other business		
			Next Bureau call: 26 April 10:00 AM CEST (Geneva)	