

Bureau teleconference discussion notes
31 May 2023, Teams session; 10:00 CET

Item	Topic	Subject	Discussion	Action/Decision
1a	Admin	Attendance and roll call	Bureau present: Sue Probert, Ian Watt, Marek Laskowski, Aleksei Bondarenko, Tahseen Khan, Hanane Becha Bureau apologies: Liliana Fratini Passi Secretariat: Kevin Bishop, Erin Kalejs, Kamola Khusnutdinova, Alla Shlykova, Yan Zhang	6 of 7 = Quorum
1b	Admin	Approval of the agenda	The Bureau reviewed and approved the agenda.	Agenda agreed as provided.
1c	Admin	Approval of meeting report of 26th April 2023	The Bureau reviewed and approved the meeting report.	Bureau decision 2305040: The Bureau approved the meeting report of 26 th April 2023.
2a	Admin	Resignation of VC Estelle	The Bureau accepted the resignation of VC Igwe and expressed their gratitude for her service. The Bureau further discussed that VC Bondarenko will take over the TPF Domain. The Bureau and the Secretariat discussed the active projects in the domain.	Bureau decision 2305041: The Bureau approved the resignation of VC Igwe. Bureau decision 2305042: The Bureau appointed VC Bondarenko to oversee activities of TPF domain.
3a	TPF	Digital Product Conformity Certificate Exchange project: approve the executive guide	The Bureau approved the Digital Product Conformity Certificate Exchange – Executive Guide.	Bureau decision 2305043: The Bureau approved Digital Project Conformity Certificate Exchange Executive Guide for publication.
3b	ISC	Methodology to Subset RDM-based Messages: record approval of the project following the written procedure	The written approval has been launched on 19 May for 7 days. No objections to the document had been received. The Bureau recorded the approval of the project. Following the discussion of the Bureau about the methodology to subset RDM-based messages, the Bureau recognizes the importance of this message implementation guideline; and decided to move it under M+T PDA. The Bureau expressed gratitude to the Secretariat for the support during the 40 th UN/CEFACT Forum where the idea of this area of work was conceived.	Bureau decision 2305044: The Bureau approved the launch of Methodology to Subset RDM-based Messages project with project lead Edmund Grey and supporting VC Laskowski.
3c	TBC	UNECE Rec#49 “Nowhere to hide” scaling traceability, transparency and	The written approval was launched on 19 May for 7 days. No objections to the document had been received.	

		trust in supply chains: record approval of the project following the written procedure	However, following the exchanges on the name of the project, the Bureau decided to re-record approval following the written procedure of 7 days when the title of the project is finalized. The Bureau decided to jointly coordinate this project under TPF and eData Domain.	
3d	TPF	Recommendation on encouraging private sector participation in NTFB: approve for a 60-day public review	The Bureau approved the Recommendation on encouraging private sector participation in NTFB to go forward to 60-day public review.	Bureau decision 2305045: The Bureau approved the Recommendation on encouraging private section participation in NTFB to be circulated for a 60-day public review.
3e	AGRI	Critical minerals traceability and sustainability: record minor changes to the project document	The Bureau approved minor changes to the project proposal document. The Bureau agreed to place the project jointly between AGRI + T&L Domain. The Bureau discussed the need to include in the project deliverable the following: <ul style="list-style-type: none"> Needs entries for CCL Submission 	Bureau decision 2305046: The Bureau approved minor changes in the project document of the project “Critical Minerals Traceability and Sustainability”.
3f	TBC	Parcel goods traceability in last-mile delivery: approve the project document	The Bureau discussed the project proposal document and agreed that the project be classified to be under the Transport and Logistics Domain. The Secretariat highlighted that in line with our collaboration with UPU. It will be important to engage UPU in this area of work. Furthermore, links to other groups can be invited to collaborate on the project, such as WCO, ISO TC 154, and TC 231. The Bureau requested an approval by 7 day written procedure.	
3g	TT	White Paper on technical applications for tourism: approve for publication and for project exit	The bureau approved the White Paper on Technical Applications for Tourism for publication and project exit.	Bureau decision 2305047: The Bureau approved the White Paper on Technical Applications for Tourism for publication and project exit.
3x	Admin	Other projects: record HoD support	The Bureau recorded Canada HoD support for the Critical minerals project and Japan HoD support for BSP project. The Bureau discussed and reviewed Annex 1 – Active Projects; emphasizing updates and progress made. The Bureau decided to	Bureau decision 2305048: The Bureau approved the eQuality Certificate project for project exit.

			archive the project on waste management.	
4a	Comm	Representation of UN/CEFACT by Bureau members or experts / Presence in other meetings	The Bureau members will inform the secretariat of updates to the event list. <ul style="list-style-type: none"> (Bureau members are to forward by email any events.) 	
4b	Admin	UNECE ISO BSP-RDM (Fast Track)	Deferred to the next call.	
4c	ISC	ToR on joint activities between ISO and UNECE	The ToR was circulated to the Bureau for comments and no comments have been received. Deferred to the next call.	
4d	Admin	ICC DSI WGKDDE	Deferred to the next call.	
4e	Admin	eb-MoU webinar on semantic interoperability	Deferred to the next call.	
4f	Admin	Catalogue of UN/CEFACT Deliverables	Deferred to the next call.	
4g	Admin	Appointment of Manual Reimer	The Bureau approved the appointment of Manual Reimer as Domain Coordinator of the Insurance Domain.	Bureau decision 2305049: The Bureau approved the appointment of Manual Reimer as the Domain Coordinator of the Insurance Domain.
5a	Admin	Next Bureau call dates	The Bureau discussed and approved the timetable for the next Bureau calls: 30 June 19 July (Extended Bureau call) 26 July 6 September 18 October	Bureau decision 2305050: The Bureau approved the timetable of the next Bureau calls.
6a	Admin	29th UN/CEFACT Plenary (9-10 November): approve agenda	The Bureau discussed and reviewed the draft 29 th UN/CEFACT Plenary agenda.	Bureau decision 2305051: The Bureau approved the draft 29 th UN/CEFACT Plenary agenda.
6b	Admin	Update of highlights page of UN/CEFACT website		
6c	Admin	UN/CEFACT marketing activities: https://unece.org/sustainable-development/news/uncefact-spearheads-efforts-bolster-resilience-supply-chains	The Bureau congratulated secretariat on the successful communication activities on LinkedIn.	

9a	Admin	Other business		
			Next Bureau call is on 30th June 2023 at 10.00 CET (Geneva)	