

01 Bureau teleconference discussion notes
30 June 2023, Teams session; 10:00 CET

Item	Topic	Subject	Discussion	Action/Decision
1a	Admin	Attendance and roll call Apologies: None	Bureau present: Sue Probert, Ian Watt, Marek Laskowski, Aleksei Bondarenko, Hanane Becha, Liliana Fratini Passi, Tahseen Khan Secretariat: Maria Teresa Pisani, Kamola Khusnutdinova, Jie Wei, Erin Kalejs	7 of 7 = Quorum
1b	Admin	Approval of the agenda	The Bureau reviewed and approved the agenda. Two additional agenda items proposed by the Chair: 1) ebMoU webinar discussion (was already on the agenda under 4e) 2) Delay in publication of RDM artefacts D22B	Agenda agreed as provided with additionally suggested items.
1c	Admin	Approval of meeting report of 31 May 2023	The Bureau reviewed and approved the meeting report.	Bureau decision 2306052: The Bureau approved the meeting report of 31 May 2023.
3a	TPF	Recommendation on encouraging private sector participation in NTFB	Secretariat reported on the Recommendation that is out for public review from 8 June and until 8 August. VC Watt agreed to lead the project in the absence of the project lead.	Bureau decision 2306053: The Bureau approved Ian Watt as a new project lead for the “Recommendation on Encouraging Private Sector participation in NTFB” project
3b	SWD	Single Window Assessment Methodology White Paper: for approval	VC Bondarenko presented the White Paper on Single Window Assessment Methodology. The Bureau approved the Single Window Assessment Methodology White Paper. The Secretariat confirmed that this document will be submitted for translation and presented to the 2023 UN/CEFACT Plenary.	Bureau decision 2306054: The Bureau approved the Single Window Assessment Methodology White Paper.
3c	TPF/AGRI	Business Requirements Specification for Digital Product Conformity Certificate Exchange - High Level Process: approve the project document	VC Watt presented the project proposal on the Business Requirements Specification for Digital Product Conformity Certificate Exchange. The Bureau reviewed the project document “Business Requirements Specification for Digital Product Conformity Certificate Exchange”, added some additional suggestions to the project deliverables, and	

			requested the Secretariat to circulate the proposal for approval by written procedure for two weeks.	
3x	Admin	<p>Other projects: record HoD support</p> <ul style="list-style-type: none"> • API Transformation of EPs Technical Artefacts with Sustainability Claims (HoD support : ES, UA) • Travel Agency and DMC API Reference Data Model (HOD support : ES, UA) • Recommendation 49 (HoD Support : RU, SL, IN) 	<p>The Bureau reviewed the HoD support for projects listed.</p> <p>For the two projects API Transformation of EPs Technical Artefacts with Sustainability Claims and Travel Agency and DMC API Reference Data Model, the Bureau and the Secretariat has received two HoD support statements and will seek support from Japan or India.</p> <p>For Recommendation 49 project proposal, the written approval procedure of 7 days was requested at the last Bureau call to confirm the project title. No objections were received in the written procedure and three HoD support have been recorded. The project is now ready to be formally launched in line with the project document.</p>	<p>Bureau decision 2306055: The Bureau approved the launch of the Parcel goods traceability in last mile delivery with project leader Kyeongrim Ahn and supporting VC Becha, pending three Head of Delegation support by written procedure.</p> <p>Bureau decision 2306056. The Bureau approved the launch of the Transparency at scale – digital solutions for trust, resilience and sustainability: verifiable credentials in supply chains project with project leader Steve Capell and supporting VC Khan by written procedure.</p>
4a	Comm	Representation of UN/CEFACT by Bureau members or experts / Presence in other meetings	The Bureau members will update the event list.	
4e	Admin	ebMoU webinar on semantic interoperability	<p>The Bureau welcomed the webinar discussion and thanked the Secretariat for the excellent efforts on preparing and marketing this webinar.</p> <p>Chair Probert flagged possible miscommunication between the Secretariat and the Bureau regarding the webinar agenda and the content of the presentations, resulting in the sharing of some inaccurate UN/CEFACT information.</p> <p>The Secretariat thanked the Bureau members for their contribution to the webinar and confirmed that the agenda and list of speakers had been approved by the Bureau and the presentations had been shared just ahead of the webinar.</p>	

4b	Admin	Publication of RDM artifacts D22B issues	<p>The Chair raised a concern about a delay in the publication of RDM artefacts D22B, which has also been raised by a French government project expert representative. The Secretariat has informed the Bureau on the UNECE-wide technical issue with the website preventing from posting updates. The Secretariat will keep the Bureau updated once the issue has been resolved and the publication completed.</p> <p>The Secretariat will respond to the email from French representatives and clarify the timelines of publication of RDM artefacts D22B issues (around 2 weeks).</p>	
4b	Admin	Fast track of BSP RDM	The Secretariat and the Bureau discussed the matter and decided to move the agenda item to the next call.	
4c	Admin	ToR on joint activities between ISO and UNECE	The Secretariat and the Bureau discussed the matter and decided to move the agenda item to the next call.	
4d	Admin	<p>ICC DSI</p> <ul style="list-style-type: none"> • Working Group on Key Trade Documents and Data Elements (WGKTDDE) • DSI UN/CEFACT Cooperation 	<p>VC Watt presented an update and progress on ICC DSI collaboration.</p> <p>The Secretariat had a meeting in Geneva with the ICC DSI Managing Director and reported that ICC DSI have proposed to have regular follow-up meetings while inviting the Bureau members and/or other participating UN/CEFACT experts to join.</p> <p>The next was proposed on 20 July at 10:00 CET. The Secretariat will liaise with the Bureau members to discuss participation and agenda.</p>	
4f	ISC	Catalogue of UN/CEFACT Deliverables	The Bureau reviewed the catalogue of UN/CEFACT projects and their deliverables.	
4g	Admin	BIMCO Workshop on ship-shore digital information exchanges and the use of international standards	Chair Probert briefly presented the future workshop and encouraged UNECE UN/CEFACT participation.	
4h	Admin	Digital Identity Standardization for Trade Facilitation project – way forward	VC Khan presented progress and concerns of the Bureau relating to the Digital Identity Standardization for Trade Facilitation project	Bureau decision 2306057: The Bureau will organize a discussion among Chair Sue, VC Khan, VC Watt, VC Becha and the

			The Bureau agreed to organize a call to discuss among the Chair, three VCs and the Secretariat on the way forward.	Secretariat on the way forward for the Digital Identity Standardization for Trade Facilitation project.
6a	Admin	29 th UN/CEFACT Plenary (9-10 November) 41 st UN/CEFACT Forum (2-6 October)	<p>The Secretariat and the Bureau discussed about the agenda of the 29th UN/CEFACT Plenary and the 41st UN/CEFACT Forum.</p> <p>For side events during the 41st Forum, the Secretariat proposed to organize side events on Monday to avoid conflict of the Forum expert networking sessions on Tuesday to Thursday of the week. The Secretariat also encouraged Domain Coordinators to share event proposals before the next Bureau call on 19 July.</p> <p>During the next extended Bureau call, the Secretariat will present the room arrangement for the 41st Forum.</p> <p>As for the Plenary update, the Secretariat will finalize the agenda next week. The Secretariat has shared a preliminary agenda and list of documents and will continue to keep the Bureau updated on any changes.</p> <p>The Secretariat also informed the Bureau about launching the election procedure and will share communications on nominations in upcoming week (3 months prior to the Plenary).</p>	
6b	Admin	Update of highlights page of CEFACT website		
6c	Admin	UN/CEFACT marketing activities: <ul style="list-style-type: none"> • UN/CEFACT LinkedIn • Project announcements 	Deferred to next call.	
8a	Admin	UNECE EDIFACT Standard Releases - Commercial Licensing Model inquiry	Chair Probert agreed that there would be no objection to approving the recently received UN/EDIFACT Directory publication licensing inquiry subject to the UN copyright being included in any such	

			publications and that the content should be an accurate rendition of the official standards. The Secretariat will arrange a follow up call on this matter and will invite the Bureau to participate.	
9a	Admin	Other business		
			Next Bureau call: 19th July 2023 10:00 AM CEST (Ext Bureau call) (Geneva)	