

**Bureau meeting discussion notes and decisions**

**Marseille, France**

**Sunday, 1 November 2015 (10:00-18:00 CET)**

**Wednesday, 4 November 2015 (09:00-16:30 CET)**

**Thursday, 5 November 2015 (17:30-20:00 CET)**

**Participants:**

**Bureau present:** Harm Jan van Burg, Raffaele Fantetti, Anders Grangård, Estelle Igwe, Tahseen A. Khan, Lance Thompson (Chair)

**Secretariat:** Virginia Cram-Martos (1 November), Gianguglielmo Calvi, Maria Ceccarelli, Yuri Saito

| <b>Agenda item</b>  | <b>Discussion</b>  | <b>Action/Decision</b>  |
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| 1. Roll-call  | Five Bureau members were physically present in Marseille. One Bureau member joined by “Go To Meeting” at various stages through the three meetings. All Bureau members were present for key discussions, including on relationships with other organizations and on the strategy document.   |   |
| 1a. Approve the agenda                                      |  | Agreed  |
| 2a. Discussion on the Strategic Direction                   | <p>Prior to the meeting, the secretariat circulated a draft text based on bullet points circulated to the Bureau in October, which in turn were based on the outcomes of the Bureau face-to-face meeting in July.</p> <p>The Bureau carefully reworked the draft text during the meeting. The revised draft was circulated to the Bureau by e-mail after the meeting.</p> <p>Some key points in the proposed Strategic Direction include:</p> <ul style="list-style-type: none"><li>• UN/CEFACT as a hub for semantic elements (CCs, BRS, etc.);</li><li>• Support of WTO TFA and trade facilitation implementation in general; and</li><li>• Communication to disseminate and explain UN/CEFACT and its deliverables.</li></ul> | Finalisation of the text for presentation to the Plenary in April 2016                                    |
| 2b. Nomination of Domain Coordinator for Travel and Tourism | <p>A candidacy was received from Mr. Giljun Ko for Domain Coordinator for the Travel and Tourism Domain.</p> <p>At the time this item was discussed, the Bureau agreed that it had had enough time to revise the candidacy documents circulated on 1 November.</p>   | <b>Bureau Decision 1511026:</b><br>Approval of Mr. Giljun Ko as Domain Coordinator for Travel and Tourism |
| 2c. Description of other types of                           | The paper prepared by the secretariat outlines 4 types of documents other than recommendations: (1) White Paper/Policy Brief; (2) Green Paper/Discussion Paper; (3)  | <b>Bureau Decision 1511027:</b><br>Agreement on the principle of  |

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| guidance documents                                    | Technical Notes; and (4) Implementation Guide.   | the 4 types of documents other than recommendations<br><br>Discussion on the format, content, etc. will follow  |
| 3a. Update from the Methodology and Technology Domain | The Library Review Report was submitted by the Methodology and Technology Domain to the Bureau for consideration and approval.<br><br>CCL and Schema for CCL.15B were finalized, validated, etc. by the Methodology and Technology Domain. It was also sent to the Bureau to request approval for publication. The related Validation Report was also circulated.  | Discussion of the Library Review Report at the next Bureau meeting<br><br>Deadline for approval through written procedure of CCL.15B and its Validation Report: 13 November |
| 4a. Update from Forum Organizing Committee            | The Bureau was informed of adjustments that had to be made in light of new information received at the last minute (e.g. room allocations) and pending items.<br><br>Arrangements were made for the opening plenary, including the finalisation of the presentation.<br><br>More generally, there was a brief discussion on the length of the Forum. Holding the closing plenary on Friday morning instead of Friday afternoon as before has effectively shortened the Forum by half a day.<br><br>It was agreed that a “poster contest” for Domains will be announced. Details on this were presented at the closing plenary. More communication will follow. | Discussion on the length of the Forum at a future Bureau meeting  |
| 5a. Report from Liaison                               | No discussion under this item.   |   |
| 5b. Report from Secretariat                           | The secretariat informed the Bureau of discussions with UNCTAD, ITC and ESCAP to strengthen the inter organizational cooperation in Trade Facilitation   |   |
| 6a. ISO TC154 e-mail from TC Chair                    | Following on from discussions at the last Bureau meeting, it was agreed that clarification for the rationale for the review of Recommendation 1 shall be provided. The review does not affect the technical aspects of the Layout Key itself.<br><br>To avoid future misunderstanding and to ensure that all relevant stakeholders are involved in the process, ISO TC154 will be invited to formally participate in the project.  | ISO TC154 will be invited to formally participate in the project on Recommendation 1<br><br>Discussion on methods of collaboration in an upcoming Bureau meeting            |

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|                                   | <p>It was agreed that a more general discussion on methods for collaboration is needed. E.g. how to ensure consistency of standards in view of ISO's periodic review of its standards.</p> <p>It was noted that UN/CEFACT should enhance coordination with ISO TC154.</p> <p>The project on Recommendation 1 will continue. Efforts will be made to provide more information to interested parties.</p> |   |
| 6b. EMSFEI letter on EDIFACT      | <p>Following on from discussions at the last Bureau meeting, it was agreed that UN/CEFACT has no role in the discussion ongoing in CEN PC434.</p> <p>Nevertheless, if factually incorrect statements are being circulated about UN/EDIFACT, these should be addressed through, for example, the development of an Executive Guide on this topic.</p>  | <p>Informal consultations as appropriate</p> <p>Draft Executive Guide on UN/EDIFACT to be developed as a priority</p> |
| 7a. Other business / Next meeting | <p>The next Bureau call will be on 23 November.</p> <p>Issues to be discussed:</p> <ul style="list-style-type: none"> <li>• Strategic direction document</li> <li>• Documents other than recommendations</li> <li>• ODP light revision</li> </ul>   | <p>Next Bureau Call: 23 November from 11:00 CET</p>   |