

Bureau AD-HOC Face-to-Face Meeting Notes and Decisions

22-24 July 2015, Geneva

Participants:

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

Secretariat: Tom Butterly, Gianguglielmo Calvi, Richard Mills, Yuri Saito

Facilitator (22-23 July): Marie-José Astre

Agenda item	Discussion	Action/Decision
1. Roll-call	Three Bureau members were physically present in Geneva. The other three Bureau members joined by “Go To Meeting” at various stages through the three days. All Bureau members were present for decisions.	
1a. Welcome and overview of objectives	<p>The Chair welcomed the participants and outlined the schedule for the meeting. The main objective of the meeting is to set the strategic direction of UN/CEFACT. A Facilitator will help guide part of the discussions.</p> <p>The Secretariat also provided words of welcome.</p>	
1b. Approve the agenda	<p>It was proposed that some of the agenda items be addressed in “Bureau conference” mode rather than “Bureau meeting” to allow open discussions. The outcome for such items will be a proposal rather than formal minutes.</p> <p>Items 3b (project proposal on eCROP data exchange) and Item 3c (requirements document on conformance and interoperability of standards) were added to the agenda for discussion and approval; Item 3d (update on ITP Domain) was added for information.</p> <p>Item 2e was moved between Items 2a and 2b. It was agreed that if comments from the Legal Advisor who is reviewing the draft document are received during the week, the Item can be revisited on Friday.</p> <p>The Secretariat notified the Bureau that the Facilitator would support discussions on the strategy, starting with a SWOT analysis at the end of the first day.</p>	Agreed with proposed modifications.
1c. Approval of meeting report of July 6 th , 2015	A few editorial modifications were suggested.	Approved with proposed modifications.
1d. Introduction to Facilitator & any suggestions from Facilitator	The Facilitator explained that her main role was to help the Bureau reach agreement on a strategic direction for UN/CEFACT.	

1e. Request to open an election at the next Plenary for two additional Vice Chairs	<p>A request to open two new Vice-Chair positions was presented, as this could facilitate quorum and therefore allow the work of the Bureau to progress more smoothly.</p> <p>Some Vice-Chairs agreed on the benefit of having additional Vice-Chairs to share the workload; others wondered how the PDAs would be distributed. It was noted, however, that the issue of lack of quorum will remain the same, regardless of the number of Bureau members.</p> <p>There was strong engagement from all Vice-Chairs to attend regular Bureau meetings. There was also agreement on the need to regulate repeated absences from meetings.</p>	<p>No request to open two additional Vice Chair positions</p> <p>Engagement to have quorum at all meetings</p>
2a. Terms of Reference for How To Guide	<p>The document which was presented reflects input received from the Bureau (just one Vice-Chair provided input).</p> <p>There were a few comments regarding the target audience, as UN/CEFACT’s outputs could be considered to be for technically oriented audiences. The Secretariat maintained that the target audience for the Guides is high-level policy makers, as described in the document.</p> <p>The title of the document was also questioned. After discussion, it was agreed that the Secretariat would provide a new title for this document. This will be: “Executive Guide on UN/CEFACT Deliverables.”</p> <p>Once finalised, the ToRs for the Guides will be published on Confluence. It will be an internal document that will be shared with all project leaders.</p> <p>Their placement on the website need to be decided.</p>	<p>Bureau decision 1507010: approval of the “Executive Guide on UN/CEFACT Deliverables”, pending minor editing by the Secretariat.</p>
2b. Terms of Reference for Communication	<p>The document was briefly presented but given time constraints, will be brought back up on one of the next Bureau calls.</p>	<p>Suggestions to be drafted and submitted to the Secretariat. A new version to be discussed on coming Bureau calls.</p>
2c. Terms of Reference for Representation	<p>Agenda item postponed due to time constrains.</p>	
2d. Terms of Reference for External Relations	<p>Agenda item postponed due to time constrains.</p>	

<p>2e. Terms of Reference for Liaison</p> <ul style="list-style-type: none"> • Establish a list of all organizations with which we have Liaison 	<p>The document was presented; it is based on an earlier version, integrating comments from the Legal Advisor.</p> <p>A Vice-Chair suggested adding resource constraints as another possible reason for the Secretariat to delegate responsibility.</p> <p>The possibility of distinguishing between different types of liaison (organizational, technical) was mentioned.</p> <p>A Vice-Chair suggested creating a small committee with representatives from the Secretariat and one or more Vice-Chairs to assign liaison roles and activities on a case-by-case basis.</p> <p>Another Vice-Chair recommended simplifying the terms of reference as much as possible and making a distinction between Bureau members and experts.</p> <p>The Secretariat reminded the Bureau that UN/CEFACT is a working party. Communication from the experts to the Bureau and Secretariat needs to be ensured. The aim of the document is to establish a frame for matters that Bureau members (or experts) can cover on behalf of the Secretariat and those that require the Secretariat's prior approval (e.g. formal statements).</p>	<p>Suggestions to be drafted and submitted to the Secretariat. A new version to be discussed on coming Bureau calls.</p>
<p>2f. Open Development Process (ODP)</p> <ul style="list-style-type: none"> • Proposed corrective and addendum to the ODP o Clarification on 'Maintenance' o List of deliverables and short description • Guideline for Recommendation development 	<p>Agenda item postponed due to time constrains.</p>	
<p>2g. Draft UN/CEFACT</p>	<p>This item was deemed superfluous following the conclusion of Item 1e. It will be discussed and brought up in time for presentation for information at the April 2016</p>	<p>Secretariat will circulate a WORD version of the most recent version.</p>

<p>Election procedure</p> <p>21st Plenary document: ECE/TRADE/C/CEFACT/2015/Misc. 3</p> <p>Request to move to Intersessional Approval</p>	<p>Plenary meeting.</p>	
<p>2h. Strategic direction of UN/CEFACT</p> <ul style="list-style-type: none"> • What is UN/CEFACT? • What does UN/CEFACT stand for? • What does UN/CEFACT deliver? 	<p>The discussions began with an analysis of strengths, weaknesses, opportunities, and threats (SWOT) for UN/CEFACT. Next, there was a discussion on the priority issues in each of the four areas. Based on this, the three guiding questions were addressed.</p> <p>As part of the discussions, a list was compiled of standards that are currently produced. The Bureau agreed to continue work on all these deliverables without exception. The Bureau further agreed to strengthen or enhance the work in specific areas to ensure it was still relevant and properly focused. Specifically, the Bureau discussed areas that could be added, archived, continued conditionally, and addressed differently. It was agreed to obtain input from the user community before taking any decisions regarding such enhancements. The need for a clear written procedure for this was highlighted.</p>	<p>Bureau Decision 1507011: The Bureau agreed on a framework for the revision of the strategy. This framework will be taken forward to revise the existing strategy for presentation to the April 2016 Plenary. A Bureau-agreed draft will be ready by 6 November 2015.</p>
<p>2i. What is the relationship of UN/CEFACT with other standards org?</p> <ul style="list-style-type: none"> • World Customs Organization <ul style="list-style-type: none"> o (please come familiar with the WCO Data Model) 	<p>Agenda item postponed due to time constrains.</p>	
<p>2j. What is the relationship of UN/CEFACT with other standards org?</p> <ul style="list-style-type: none"> • MoU/MG <ul style="list-style-type: none"> o (please be prepared to discuss the Annex A and the Semantic 	<p>Annex A, which defines activities of all participating organizations, is being revised and should be finalized in October 2015. The Bureau needs to agree on how UN/CEFACT should be depicted in this document.</p> <p>There were also discussions on EBTR and its relationship to UN/CEFACT's work (e.g. CCL).</p>	

Interoperability project and to decide on a strategic position on these)		
2k. What is the relationship of UN/CEFACT with other standards org? • Others to discuss?	Agenda item postponed due to time constrains.	
2l. Nomination of domain coordinators	<p>The Bureau reflected on all the nominations. In some cases it came to a vote, in other cases it was unanimous.</p> <p>A new Bureau Support area was created, entitled “TFIG Outreach” with the role of promoting TFIG and other UN/CEFACT tools as well as assisting the Secretariat in seeking funding for these tools.</p>	<p>Bureau Decision 150712: Nomination of Domain Coordinators See Annex 1: List of nominated Domain Coordinators</p> <p>Bureau Decision 150713: Vice Chair Fantetti nominated to oversee the TFIG Outreach.</p>
2m. Meetings without quorum – how to document? • Officially agree on what constitutes a quorum.	Agenda item postponed due to time constrains.	
3a. Projects • Any projects to discuss? (please submit before 15 July to the Bureau)	Items 3b and 3c were submitted. See below.	
3b. Project proposal on eCROP data exchange	The project proposal and the two support letters were briefly presented.	<p>Bureau Decision 1507014: approval of the project proposal on eCROP data exchange, pending support from a third Head of Delegation. Confirmation of Project Leader: Henk ZWINKELS Under the Sectoral PDA Vice Chair.</p>

3c. Requirements document on conformance and interoperability of standards	<p>A Vice-Chair explained that this project was presented in May. Since, comments were received from the Chair and the Project Editor addressed these comments.</p> <p>The next step is the development of two project proposals which will be put forward for approval. There will be a PDA call next week to discuss this.</p>	Bureau Decision 150715: Approval of the requirements analysis/feasibility study
3d. Update on ITP Domain	The domain is moving forward with the project proposal for revision of Recommendation 1, following a meeting on 21 July. A project proposal will be drafted over the next week or so and will be presented for approval at the next regular Bureau meeting.	
<p>4a. Events – Extended Bureau meeting (with D. Coordinators)</p> <ul style="list-style-type: none"> • Proposed suggestion of 22, 23 or 25 September at 11:00) • Update on all projects; check progression on Confluence 	Agenda item postponed due to time constrains.	
4b. Events – Marseille Forum update and next steps	The Host Country Agreement is still pending. Nevertheless, organization of logistics (website, registration, etc.) has begun. There will be a Forum Organization Committee call on 4 August at 2pm CET.	
4c. Events – Autumn Forum 2016 possibilities	A Vice-Chair has had initial discussions with UNESCAP on the possibility of holding the 2016 Autumn Forum in Bangkok.	
5a. Report from Liaison	The Chair informed the Bureau of recent and upcoming meetings on his agenda related to UN/CEFACT. These include informal meetings with UN/CEFACT Delegations during travels for work, as well as the “Logistics Information Standards Forum” in Korea on September 9 2015.	
5b. Report from Secretariat	<p>The Secretariat informed the Bureau that funding was recently received for updating TFIG. Existing organizations and relevant Focal Points will be contacted. There is a need for a proper funding mechanism in the longer term. (See 2l and the Bureau Support area on “TFIG Outreach”)</p> <p>The draft minutes of the UN/LOCODE Conference have been disseminated to the conference participants for comment (deadline: beginning of September). The</p>	

	<p>minutes will be publicly circulated once they are finalized. Moreover, a consultant will be hired over the next months to prepare a report on the reform of mechanisms and fundraising for UN/LOCODE.</p> <p>There will be an exhibition on the Economic Cooperation and Trade Division at the end of August / beginning of September to showcase the impact of UNECE's work, specifically in relation to the Sustainable Development Goals (SDGs). The participation of UN/CEFACT in this exhibition will be confirmed during the week of 3 August.</p>	
<p>6a. Enquiries received</p> <ul style="list-style-type: none"> • (If any, will be sent before 15 July to the Bureau) 	None received.	
7a. Any other business		
<p>Topics for next Bureau call:</p> <ul style="list-style-type: none"> • 3 August • 31 August • 14 September 	The next meeting will be on 3 August 2015.	

Annex 1: List of approved Domain Coordinators

International Trade Procedures

International Trade Procedures	Paloma Bernal Turnes
Single Window	Andrea Hampton
Trade Facilitation Agreement Focal Point	Salehin Khan
Trade Facilitation Implementation Guide Focal Point	Jari Salo

Supply Chain

Finance and Payments	Liliana Fratini Passi
Procurement	Jostein Fromyr
Supply Chain Management	Edmund Gray
Transport and Logistics	Sue Probert
	Rudolf Bauer

Regulatory

Accounting/Audit	Eric E. Cohen
	Benoit Marchal
Customs	Tejo Kusuma
eGovernment	Eric Okimoto
Environmental Management	Norbert Pfaffinger

Sectoral

Agriculture	Frans van Diepen
Insurance	Andreas Schultz
Travel and Tourism	(Vacant)
Utilities	Kees Sparreboom
	Shingo Sakaguchi

Methodology and Technology

Library Maintenance Focal Point	Mary Kay Blantz
Specification Domain	Christian Huemer
Syntax Focal Point	Gait Boxman
Validation Focal Point	Enjo Hidekazu