2017-11-23 ISCRM Domain: Confcall #005 Agenda & Meeting notes

Date

21 Nov 2017

Attendees

- Ian Watt
- Jonathan Tat Tsen KOH
- Rajiv Garg
- Natthaphat Rojanasupamit
- Harry MOYER
- Nita Sharma
- William McCarthy

Apology

- Supachok jantarapatin
- Natthaphat Rojanasupamit
- Max Tay
- Eric Cohen

Goals

- Positioning to brief the UNECE Secretariat and UN/CEFACT Bureau on the HZN direction and launch of program of work

Discussion items

	Time	Item	Who	Notes
1	10min	Agree agenda	Ian Watt Jonathan Tat Tsen KOH	Agenda agreed. - Commence transition of Harmonization PDA management from Vice Chair to Domain Coordinator. - The objective of this conference call is to pass the milestone of research and PDA establishment to commencing execution, communicating with the bureau and thus secretariat, and to commence engagement with all PDA's - This is 5-of-5 of the original HZN PDA conf calls to established post the ROME forum the operational HZN PDA
2	3min	Approve prior meeting Notes	Ian Watt	Approved - Confirm prior meeting notes (4-of-5) as supportive of the Goals of meeting 4-of-5.
3	10min	CUE	Natthaphat Rojanasupamit Ian Watt	- Brief PDA on CUE set up for HZN. - Discussion of progress by Nott and Ian with Tomas. - Indicate the CUE setup work to be readied by 30/11/2017. Spaces, access etc.

4	15min	MM PDA	Jonathan Tat Tsen KOH Ian Watt	 CUE space - Har...ation PDA .mmap - Team to confirm as basis of HZN PDA structure and proceeding to communicating with Secretariat & Bureau & PDA's. - IW to develop document proposing CUE pages structure for HMZ PDA, including edit/view access control - Seek Tomas assistance in setting up CUE - Call for resources. Discuss concept of engaging existing current active UN/CEFACT experienced 'experts' in key roles in the HZN PDA - JK to approach Alibaba contacts already engaged at UN/CEFACT to recruit additional resources to the HMZ PDA
5	10min	MindMap Collateral	Ian Watt Harry MOYER	- Approach to the 'document tree' structure in CUE and upload collateral gathered from research and discovery (IW HM NS WMcC). The collateral organized in a MindMap prepared by IW to be uploaded into CUE for reference by all UN/CEFACT registered experts. - Position for new material
6	5min	Project Plan	Ian Watt Jonathan Tat Tsen KOH	- IW to hand over to JK and team to progress to sub project delivery plans - These project plans to be included in the "projects' pages in CUE
7		Schedule of mtgs	Jonathan Tat Tsen KOH Ian Watt	- We may need to continue to run full team conf calls for a bit longer. - The intent would be that a full conf call meeting occur once monthly (maybe every 2 weeks) initially - That the sub projects would maintain their own meeting schedule and work - Liaison, plans, progress, transparency would be managed through CUE 'projects pages
8		Forum 31	Ian Watt	- The next forum will be held on Geneva last week May 2017 - We need to start planning for that. - Use existing PDA's to understand how PDA's work at Forums.
9		AOB	Jonathan Tat Tsen KOH	- A 3 pager is to be developed by the HMZ PDA for communication with the Bureau and Secretariat of the proposed recommendations and approach to the HMZ PDA work and deliverables - HM & WMcC to hold off-line meeting to bring forward ideas initiated circa 2000 re UMM and REA - Develop wording in CUE for the HMZ domains of BRS/RSM and Validation - Blockchain 'Process' paper due from HMZ PDA to the Blockchain project by 10th. Jan 2018.
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11				

Action items

- [ ] Jonathan Tat Tsen KOH: to take over operational management of the HMZ PDA, Scheduling & Facilitating Conf Calls. Coordinating the team across the Canonical Model Project deliverables (IW to assist the transition

- [ ] Natthaphat Rojanasupamit: Work with IW and Tomas to establish the operational CUE environment for the HMZ PDA

- [ ] Ian Watt: Arrange briefing to Secretariat and Bureau of Collateral in CUE (ref Hitch hikers guide to UN/CEFACT), aim to move this collateral to Bureau level as applicable to all PDA's

- [ ] Jonathan Tat Tsen KOH: IW to provide work to date on the OBS/WBS/RBS to the team to refine and initiate project planning, and deliverables development.

- [ ] Jonathan Tat Tsen KOH : IW to ,liaise with JK transitioning PDA mgt to the Domain Coordinator role

- [ ]

- Harry MOYER: HM & IW to rough out a 3 pager communication to the Secretariat and Bureau on how the HMZ PDA proposes to proceed and how this compliments past work, positioning for ongoing value to society and specifically in relation to Process modelling
- [ ] Harry MOYER: WMcC & Harry to hold 1-on-1 bringing forward ideas from 2000 re UMM & REA.
- [ ] Ian Watt: facilitate NS & WMcC registration at UNECE as 'expert' and thus able to access CUE.
- [ ] Ian Watt: Commence to engage team in development of the Blockchain processes project deliverable
- [ ] Ian Watt: IW & JK to establish the objectives, agenda and schedule of the next 3 HMZ PDA weekly conference calls.