

20 Oct

**FINAL APPROVED MINUTES FROM FMG CALL  
14 September 2009**

**Participants:** Chair Mike Doran, Mary Kay Blantz, Tom Butterly, Gordon Cragge, Mark Crawford, Michael Conroy, Rajan Dhanjee, Anders Grangard, Chris Hassler, Scott Hinkelman, Christian Huemer, Tauno Kangur, Garret Minakawa, Natascha Pottier

**Excused:** Michael Dill, David Dobbing, Jostein Frømyr, Gait Boxman, Bart W. Schermer, Jim Wilson

**Recorded by:** Yvette Issar

ITEM	DISCUSSION	ACTION AGREED/ Person(s) Responsible	Action Item Number
1. Approval of the Agenda	The agenda was approved with minor changes	Approved	
2. Approval of the draft Minutes, and Follow-up of the FMG call on 31 August	The Group reviewed the draft minutes by item, and conducted follow-up on the status of action items discussed, as indicated below:		
	UNLOCODE – Action Item No.914 Tauno K. reported that the 2009-1 issue is in post-production and verification stage. It will be on the website by 18 <sup>th</sup> September	Secretariat to publish the document on the website	928
	D.08B XML Schema audit – Action Item No. 915 This has been completed. Files will be available on the website, with a note on the CEFACT website announcing their availability	Secretariat to publish the document on the website	929
	D.09A XML Schema production - Action Item No. 916 Jostein has indicated that he can start work on this item this week.		
	BSP UNeDocs – The draft minutes were revised to reflect that this is a Bureau matter, and will be discussed in Sapporo.		
	TFIG – Clarified as being a Bureau matter. There will be a confidential		

	meeting to discuss this in Sapporo.		
	ISO TC 154 – Anders has been in contact with Mary Kay and the proposer of the work item to agree on a way forward. The initial suggestion involved a joint agreement that if the work item is adopted, any work that comes under it should occur in collaboration with UN/CEFACT. The Group agreed that this matter should be on the agenda for Sapporo. However, as US-TAG is set to vote on the item on 16 Sep at 2300hrs CET (Ballot deadline is October 4 <sup>th</sup> ), some clarity must be arrived at before then (US-TAG delayed its vote in order to establish contact with UN/CEFACT). This item will be taken up on the Bureau call on 15 Sep.	The Bureau to discuss this matter on the call on 15 Sep.	930
	<p>Plenary Documents – The Bureau’s revisions to the FMG Report, Programme of Work, and the two EXCOM documents (Capacity Building Strategy, and Strategy for including Transition Economies) have been circulated to the Bureau and FMG lists and comments are requested by Wednesday afternoon at 1530 hrs CET.</p> <p>The draft document on the status of R 650 Rev. 5 needs to be discussed by the Bureau before it gets submitted to the Plenary.</p> <p>The revision of R 650 could be started at the Sapporo Forum</p>	FMG members to provide comments, if any, on the documents by 1530 hrs on 16 Sep	931
	ICG Audit Procedure – Action Item No. 923 Garrett M. will need more time to work on this, and anticipates having something ready for review by Sapporo.	Discuss this item at Sapporo	932
	FPT Revised Workflow – Action Item No. 924 A clarification was made to the draft minutes. The version of the workflow that has been submitted to the Secretariat should be published on the website. Work on the workflow within TBG will continue beyond its publication on the website. Discussions on future versions of the document will continue with Alain D. at Sapporo.	Secretariat to check with Jim Wilson, and publish the correct version of the document on the website.	933
	eBGT draft Procedure for Project Proposals was approved by the FMG.		

	There are some issues raised by the secretariat to resolve, but the Bureau is the appropriate Forum for this.		
	The minutes from 31 August will need to be revised	Anders Mike D. and Yvette are to clean up the minutes	934
3. Forum Meetings	<p>• 28 Sep – 2 Oct, Sapporo, Japan - Registrations As of Wednesday 9 Sep, 162 participants had registered.</p> <p>- Room Allocations The FMG reviewed room allocations made for the Sapporo event, and made necessary changes.</p> <p>TBG Steering reminded the Group that their initial room request included requests for meetings in the afternoon on Monday 28 Sep (3-5 pm) and Thursday 1 Oct (2-5 pm). The requested room capacity in each case is 15 participants.</p> <p>It was noted that TMG EBAWG did not exist, and therefore the room allocation made under this Group should be cancelled.</p> <p>TBG 17 does not require a meeting room on Monday 28 Sep and Friday 2 Oct.</p> <p>TBG 1 and TBG 6 are in a joint meeting on Tuesday 29 Sep and Wednesday 30 Sep. They will be meeting in the room allocated to TBG 6, and as such, TBG 1 does not require a separate room for the aforementioned days.</p> <p>Although there will be a lunchtime session on UNeDocs (Monday 28 Sep) there is need to plan other meetings similar to the stakeholder meetings in Rome, (possibly a half day event). Several FMG members</p>	<p>Secretariat will send out an update regarding registrations</p> <p>Secretariat will transmit this information to Kazumi</p> <p>Secretariat will transmit this information to Kazumi</p> <p>Secretariat will transmit this information to Kazumi</p> <p>Secretariat will transmit this information to Kazumi</p> <p>Mike D. will contact Peter and Kazumi regarding follow up meeting.</p>	<p>935</p> <p>936</p> <p>937</p> <p>938</p> <p>939</p> <p>940</p>

	<p>will be needed for this (Jostein, Natascha, Chris Hassler and Christian Huemer). It was agreed that the follow-up to the Stakeholder meeting will be held from 0900hrs– 1230hrs on Tuesday morning (previously MRI meeting).</p> <p>There is a conference call scheduled with the organizers on Thursday Sep 17 to clarify all the above details.</p> <p>- FMG/XBureau Meetings and Agendas          FMG members were invited to raise issues they would like to see on the Agenda. Mike D noted he would be leaving for Japan next week, and would like to agree, together with Tom B and Tauno K, on how to organize meetings.</p> <p>- Lunch and Learns          Mon 28 Sep – BSP UNeDocs Stakeholder Follow-up (P. Amstutz)          Tue 29 Sep – eTendering and PSCPM Standards (B. Longhi and C. Hassler)          Wed 30 Sep – Understanding CCTS 3 datatypes (M. Crawford)          Thu 1 Oct – UN/CEFACT Standards Development Framework (C. Huemer)          Fri 2 Oct – African Alliance for e Commerce – Ibrahima Diagne</p> <p>- JASTPRO Seminar          Speakers presentations have all been sent in, and the translators have begun to work on them. Kazumi would like all the speakers to submit short biographies for introductions.</p> <p>The TBG 18 presentation contains a number of slides that show information that is out of date. Other slides do not conform to the</p>	<p>Peter A. will coordinate with FMG members to find out who will be available for the Tuesday morning meeting on UNeDocs</p> <p>FMG members will send Mike D items they would like to see on the Agenda</p> <p>Mark C. to confirm with Secretariat the title of the ATG Lunch and Learn</p> <p>Speakers should directly send their bios to Kazumi.</p>	<p>941</p> <p>942</p> <p>943</p> <p>944</p>
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	<p>template. Presentations were sent to the FMG for comment and Kazumi for translation in parallel. Necessary corrections can be sent to Kazumi.</p> <p>- Communication and Contingency Planning – Swine Flu Kazumi sent a flow diagram to the Mike D and the Secretariat outlining steps to take in case the Swine Flu epidemic in Japan peaks during the time of the Forum.</p> <p>- Gala Dinner Scheduled for 1915hrs – 2115hrs on Tuesday 29 Sep. The dress code for the event is business casual. There will be transportation from the convention centre to the venue for the Gala dinner. Akio Suzuki (Chairman of JASTPRO) will give the official welcome, and Mike D will have to respond. There is also a programme of Japanese drumming envisioned.</p> <p>- 73/72 MA – Mary Kay B asked who would be in attendance at this meeting on Thursday 24<sup>th</sup>, in order to inform the organizers. She will forward a list showing those who have committed to participating. This could be accompanied by a reminder/call for participation in case others are interested.</p> <p>• Spring 2010 Barry Keogh informed at the end of last week that the Australian Federal Government has turned down the request to contribute to financing of the Spring 2010 Forum in Melbourne. Barry continues to pursue negotiations with the State Government (Victoria). If they accept the offer, they will have to provide funding. Barry will confirm either way by Sapporo. If he returns a negative response, we will accept the</p>	<p>Rajan D. to forward the flow chart to FMG members. PG Chairs should forward this to WG Chairs</p> <p>PG Chairs should inform their constituents of the dress code.</p> <p>Rajan will send the document (related to Gala dinner) to PG Chairs.</p> <p>Mary Kay to send an email to the Group containing a list of names and a call for further participation.</p>	<p>945</p> <p>946</p> <p>947</p> <p>948</p>
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	Malaysian offer.		
4. Plenary Documents	<ul style="list-style-type: none"> <li>• R 650 Rev.5</li> </ul> <p>The secretariat has sent a draft note regarding the revision of R.650 to Anders which, once finalized, would be sent to the Plenary. The note will be discussed at the Bureau call. Deadline for submission as an English only Plenary document is 18 September. This is an issue that could be discussed in Sapporo.</p>		
5. Forum Procedures AND 6. eBGT	These issues were taken up under Agenda item 2 “Approval of the draft Minutes and Follow up of the FMG call 31 Aug 2009)		
7. Group Reports	<p>ATG – Jostein has confirmed that he will start schema production involved in D.09A this evening.</p> <p>Mark C. sent an email informing the Group that ATG 2 has developed a Draft Business Data Type Schema to facilitate implementation verification. The schema have passed internal ATG audit and are available for use by interested parties, as they will make implementation verification much easier.</p> <p>ICG – Waiting for the OK to update schemas on the website. D08B schema was sent to the FMG site a week ago. D08B is ready to be put on the website.</p> <p>D09A EDIFACT site – The problem concerning the number of columns still persists. The Secretariat is trying to get the original software engineer in to help with this problem. It is unlikely that this individual will be available by the end of the week. Hopefully the work can be completed before Sapporo.</p>	<p>Tauno K. to check on this</p> <p>Tom B. will keep the Group updated on Progress.</p>	<p>949</p> <p>950</p>

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	<p>TBG – Of the 16 submissions received under CCL 09B, 13 have been harmonized. The remaining 3 will be completed by tomorrow’s (15 Sep) meeting. Then work will commence on getting the library together, with the Oct 9 deadline for handing over to ICG.</p> <p>TMG – No report</p> <p>Secretariat Report – The last few weeks have seen most of the focus on preparation of Plenary documents.</p>		
<p>8. AOB</p>	<p>The FMG will meet at 1400hrs on Sunday 27 September at the Sapporo Grand Hotel.</p> <p>Kazumi was asked if he would like to provide a generic slide for the opening plenary</p>	<p>Reminder to send in Opening Plenary Presentations by, latest, first thing Monday morning (21 Sep).</p> <p>Remind Kazumi about Opening Plenary Slide</p> <p>It will be good to have Kazumi inform the MRI and XBureau people about the arrangements for Sunday - Rajan will send a request to Kazumi on this.</p>	<p>951</p> <p>952</p> <p>953</p>