

**APPROVED MINUTES FROM FMG CALL
6 JULY 2009**

Participants: Chair (Mike Doran), Mary Kay Blantz, Tom Butterly, Mark Crawford, Anders Grangard, Chris Hassler, Scott Hinkelman, Christian Huemer, Yvette Issar, Peter Potgieser, Natascha Pottier, Jim Wilson,

Excused:

Recorded by: Serguei Kouzmine

ITEM	DISCUSSION	ACTION AGREED/ Person(s) Responsible	Action Item Number
1. Approval of the Agenda	The agenda was approved with small additions under Item 3		
2. Approval of draft minutes from the FMG call on 9 June 2009	Minutes were approved with minor changes.	MD will consult Serguei on appropriate language.	
3. UN/CEFACT projects	<ul style="list-style-type: none"> • EEI Peter Potgieser updated on EEI project. Letter to UNCEFACT with questions (on development process and on concrete submissions) was sent. Replies from UN/CEFACT were compiled and also sent. A new letter was sent. Stuart will work on the response. EEI group shall finish its mandate in December 2009 (provisional report shall be ready in August). Italian Government is setting up an e-invoicing project. The representative of the group (Liliana Fratini Passi/TBG5) contacted	Peter will clarify the questions so that UN/CEFACT can respond appropriately. Peter's document will be available in a week, and Anders will provide Peter with the work plan. Peter will contact Coen Janssen.	839

	<p>UN/CEFACT to see if UN/CEFACT could send a representative to this initiative.</p> <ul style="list-style-type: none"> • BSP/UNeDocs <ul style="list-style-type: none"> - Bureau Communication and Next Steps: Peter Amstutz has prepared his report and this will be discussed with the Bureau next week. Two phases of work foreseen. The first a discussion of immediate deliverables, assigning tasks in the short term, and the second involving a set of deliverables (ideally to start at Sapporo). Peter's will be submitted to HOD and FMG. - APEC Data Harmonization Handbook: Mike and Natasha will compile the comments, and send these to Stuart, as communication should originate from the Bureau. • Architecture Project Approval <p>On 27th May Christian H distributed the project proposal of the "UN/CEFACT Development Reference Framework" for comments. No comments were received. All FMG members present at the call agreed to content and nature of the proposal.</p> <p>In a next step, the organizational structure fitting best to reach the goals of the proposal was discussed. All FMG members present at the call agreed that the proposal does not fulfil the requirements of a classical project with a well defined start and end event, but rather requires work on an on-going basis, which is best carried out by an Ad hoc advisory group to the FMG.</p> <p>The proposal sent out by Christian H did not fully specify the membership rules. It was commonly agreed that the ad hoc advisory group has to come up with Terms of Reference. These Terms of</p> 	<p>Peter Potgieser will take this up with Coen and Liliana.</p> <p>Stuart will send Peter's BSP/UNeDocs document to HoD</p> <p>As discussed</p> <p>Establishing of a new ad hoc group is approved. CH will email permanent group chairs with a request that they issue calls for volunteers to participate.</p>	<p>840</p> <p>841</p> <p>842</p>
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	<p>Reference have to include the membership rules. The setting up of this ad hoc group and its TORs and membership rules will have to have to have Bureau approval. (Note from Mike D following discussion with SF after the FMG call).</p> <p>The newly formed UN/CEFACT Standards Development Advisory Group depends on active participation from all PGs. All chairs of the PGs present at the call were confident that there will be participation from their PG.</p> <p>Christian H stressed the fact that a first F2F meeting of the advisory Group is required before the next UN/CEFACT Forum in Sapporo. He volunteered to organize the first F2F meeting and to lead the formation of the advisory group until a chair is elected. Following his plans, the first meeting will take place in the week of 31st August - 4th September 2009. The location of the meeting has to be fixed. All chairs of the PGs have to ensure participation from their group at this F2F meeting.</p> <p>.An invitation to nominate representatives from PGs will be sent out.</p> <ul style="list-style-type: none"> • TFIG Project Update TB- There are significant problems with the quality of work received. The project team has asked that the issues be raised to the level of the Bureau. A consideration of possible options for the future is underway in consultations with the UN Procurement. A note on possible ways forward will be prepared and will be submitted to the Bureau • Approval of TBG Projects - BRS and RSM project proposals were sent out. No comments were received by the deadline of Friday, June 26. Therefore no objections were noted. 	<p>As discussed</p> <p>Projects approved</p>	<p>843</p>
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	<p>- List of Requirements has been circulated within TBG. Since the deadline for comments has passed, approval is assumed. Serguei reminded about the request from EXCOM that all projects should have support from at least three countries. Mike noted that this issue would need to be considered by the UN/CEFACT Plenary.</p> <p>• Confluence Website Updates Some groups have begun to put projects up on the website (initial deadline of end May). Although progress is being made, things are not perfect. The Group will soon need to address the question of putting someone in charge of the website. It was also noted that several changes had been made to the UN/CEFACT website without these being discussed prior with the FMG. It was further noted that information on the FMG website was out of date.</p>	Secretariat to ensure that the information on FMG website is up to date.	844
4. Forum meetings	<p>• 28 September – 2 October 2009, Sapporo, Japan. - Room and Joint meeting requirements procedure: Forms will need to be submitted as usual. On Wednesday 30 September a day-long JASTPRO seminar is planned. We will need a team of speakers to cover UN/CEFACT standards and recommendations. A specific request was made for agricultural standards. - At last call with Japan organizers, there were 40 or 50 registrations. FMG would like more information. Serguei informed that the deadline for visas was moved to 24 August. • Spring 2010. Barry Keogh is trying to get support for hosting the Forum in Australia. Virginia Cram Martos also sent letters on behalf of UNECE Trade.</p>	<p>PG's chairs to send room requests – to discuss at next call</p> <p>There are standing instructions to the Secretariat to send a list of all registrations every Friday. Similarly should be copied into all communications from the Secretariat.</p>	845 846
5. UN/CEFACT Plenary Documents	<p>• R.650/Rev.5 draft – Anders has listed 45 changes in an excel sheet, which has been sent to Mike and Stuart for review. It will be difficult to revise R.650 and its attachments in one month. We may have to select priority documents to complete by the translation</p>	Secretariat will provide information about the timeline for documents and the possibility of translating of	847

	<p>deadline. For R.650 in its entirety, that may not be possible. Possibilities for Intercessional approval to be explored. Serguei suggested to define in R.650 classification of projects and deliverables and to address the issue of the required support of 3 countries.</p> <ul style="list-style-type: none"> • Programme of Work The Secretariat sent a list of Plenary documents required to Stuart. In some cases the lead person identified to work on a section was a member of FMG. Need to clarify that. •Deadline for Group Reports. 	<p>R.650 later. Some documents may be submitted for Plenary in English only.</p> <p>Mike will seek clarification with Tom.</p> <p>The timetable should be in Mika's documents. Serguei will include this as an Annex to the minutes, in addition to the document outlining procedure for room requests.</p>	848
6. Forum Procedures	<ul style="list-style-type: none"> • FPT – Revised Workflow Next Steps. JW waiting for clarification from DD. When completed, it will be sent to Alain (TBG). JW will send the document for everyone to review by next conference call. 		
7. eBGT	<p>Stuart, Sylvie and Jim are finalizing project approval process.</p>		
8. Group Reports	<ul style="list-style-type: none"> • ATG A face-to-face in Washington. Meeting tomorrow to finalize comments. Moving CC data-type catalogue to ODP6. Naming and design rules being considered for reverting to ODP5. The group does not anticipate any comments on the one issue – simplifying the names of the Business Data Types. The group also had a first meeting of Standard Business Document Header 2.0 Project. 		

	<ul style="list-style-type: none"> • TBG It had been suggested that TBG17 take responsibility for insuring that RSMs were aligned with the CCL; TBG17 does not agree. Instead, this is the responsibility of the submitting TBG. Re. CCL D.09B, there is a lot of work coming up, with (get numbers of submissions from Mary Kay). There is an interim meeting the first week in August in Vienna, and you are all invited to attend, especially Christian. There was talk that RSMs match CCL, but TBG 17 does not agree. •TMG Core Component Working Group Washington Joint Meeting. Good outcome, most of this meeting was focused on UCM. Met 5 of 7 goals. UCM has progressed the graph chapter of the specification. CCTS adjudicated several minor metadata changes to the metamodel that do not impact the technical aspects of the spec or the implementation verifications that are underway. •Secretariat Update on Georgia workshop (organized by the Regional Adviser under UN development account). There is interest in the Caucuses to have a regional initiative on Single Window. Mike- It would be good to have some advance information on RA's activities and meetings relayed to the group. Serguei- will inform Director of this request. . 	<p>Mary Kay will send an overview/planning document to the FMG</p>	<p>849</p> <p>850</p>
8. AOB	<p>Next FMG call on 20 July, 1700hrs CET. Group members encouraged to send their holiday plans to Serguei</p>	<p>Secretariat to set up the calls. Serguei will send an email to members requesting holiday dates.</p>	<p>851</p>