**IAB Working Group on Key Trade Documents and Data Elements (KTDDE)**

Thursday 21 March 2024 at 13:00 CET/ 08:00 EDT/20:00 SGT, Virtual

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| **Present** | **Absent** |
| Robert Beideman | GS1 - Chair | Danson Ang | ANGLO AMERICAN |
| Henri Barthel | GS1 - Project Manager | Asar Siddiqui | BHP |
| Pamela Mar | ICC DSI | Grant Hunter | BIMCO |
| Hannah Nguyen | ICC DSI | Salehin Khan | CITES Secretariat |
| Wong Wai Yee | ICC DSI | Shehu Adekanye | DANGOTE |
| Gerard Hartsink | ICC DSI IAB Chair | Adam Abdullahi  | DANGOTE |
| Rodrigo Robles | Agricultural and Livestock Service (SAG), Chile | Yekaterina Ryabushko | DB Cargo |
| Nuria Vegas | GLEIF | Christian Gyntelberg | DCSA |
| Clare Rowley | GLEIF | Niels Nuyens | DCSA |
| Piergiorgio Licciardello | GS1 | Pruks Itchayapruks | EXXONMOBIL |
| Abdel Alim Fourali | HSBC | Tej Contractor | FIATA |
| Bhupendra Jagdev | HSBC | Anastasia McAlpine | FINASTRA |
| Henk Mulder | IATA | Glen Manners  | FINASTRA |
| Cortney Robinson | ICAO | Tze Tze LEE  | HSBC |
| Henk Wit | ICC | Martin van der Weide | ICC NL |
| Yuan Chai | ICC | Harm Jan van Burg | ICC NL |
| Marco De Nobili | ICC | Thapelo Seanego | ICISA |
| Parshant Mittal | IndusInd Bank Ltd | Albert Marti Molina | INDITEX |
| Riho Vedler | Logistics & Digital Expert | Jacobo Iribarnegaray  | INDITEX |
| Yurdagül Meral | Medipol University  | Laura Mathew | ISO |
| Erik Bosker | Ministry of Agriculture, Nature & Food Quality (NL) | Benjamin (Yu) Shi | ISO TC 154 |
| Satya Prasad Sahu (SP) | The World Bank | Dr Lyu Tianyang | ISO/TC 295 |
| Nis Jespersen | TRANSMUTE | Andre Casterman | ITFA |
| Ian Watt | UNECE – UN/CEFACT | Christian Dellis | MRP-APHIS |
| Yan Zhang | UNECE – UN/CEFACT | Michel Alves | RIO TINTO  |
| Houssem Gharbi | UPU | Bobo Mencia | SANTANDER |
| Tejo Kusuma  | WCO | Piotr Cichocki | SECRO |
|  |  | Hariesh Manaadiar | Shipping & Freight  |
|  |  | Fabio Ochoa Mancipe | SUCAFINA |
|  |  | Raphaelle Hemmerlin | SUCAFINA |
|  |  | Terry Hubert | SWIFT |
|  |  | Avanee Gokhale  | SWIFT |
|  |  | Mukta Kadam  | SWIFT |
|  |  | Tom Alaerts  | SWIFT |
|  |  | Daniel Cotti | T3i Partner |
|  |  | Ali Salamat | The Commonwealth Sec.  |
|  |  | Tom Shinya | TOKIO MARINE & IUMI |
|  |  | Kevin Bishop | UNECE – UN/CEFACT |
|  |  | Komala Khusnutdinova | UNECE – UN/CEFACT |
|  |  | Maria Rosaria Ceccarelli | UNECE – UN/CEFACT |
|  |  | Jingwen Yu | UNECE – UN/CEFACT |
|  |  | Hanane Becha | UNECE – UN/CEFACT |
|  |  | Steve Capell | UNECE – UN/CEFACT |
|  |  | Sue Probert | UNECE – UN/CEFACT |
|  |  | Bryan Clark | UNECE – UN/CEFACT |
|  |  | Romain Hubert | UNECE |

**Minutes**

1. **Opening remarks**. Robert opened the meeting and welcomed everyone.
2. **Minutes of the meeting held on 29 February, 2024.** Ricardo remarked that he was not representing IPPC in the working group. He should be recoded as a representative of the Agricultural and Livestock Service (SAG), Chile. With that change, the minutes of the previous meeting were approved.
3. **Batch 3 documents status.** All reports on documents analysed in batch 3 were completed. A few comments on the reports and data glossary had still to be processed; The final versions of the documents reports and data glossary will be circulated to the working group.
4. **Final report, approval process and publication schedule**

Hannah informed the group that the Industry Advisory Board approved the final report. It will be finalised and released in April. Pamela thanked everyone for their contributions. The report and the web tool will be publicly released on April 24th, on the second day of the Commodity Trading Week 2024 conference to be held in London, <https://europe.commoditytradingweek.com/>. The report might be published earlier on the ICC DSI web site.

We should make every effort to ensure that the report has an impact on the market. Pamela asked the WG members to propose ideas on how to communicate the public release. Nuria said that she would speak to the GLEIF communications team. She suggested to set a call to agree on the key messages. Cortney stressed the importance of developing clear and simple messages. Gerard suggested that the ICC national organisations should be targeted. Robert supported the idea of developing key messages and a communication plan. Pamela would prepare a draft and call a meeting focused on communications.

1. **Future steps.** The web tool that will comprise the reports on the analysis of each document and the data elements database will need to be maintained. Gerard suggested that WG experts should remain involved. Henk proposed that we maintain an inventory of the relevant sources of information. Erik supported the fact that the tool should be kept up-to-date. For example, WOAH will start working on digitalisation in 2024 and one can expect useful updates before the end of the year.
2. **Next meeting, close.** The WG did not set a date for a next meeting. This will be arranged later on, likely after the public release of the deliverables. Robert thanked everyone for their active participation and contributions. He closed the meeting at 14:00 CET.

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