

UNTP Adoption Group - Morning CET Meeting

Meeting summary - Thursday Oct 2, 10:58-11:54 Template: General template

Quick recap

The meeting began with introductions and discussions about a UN CFACT project under UNTP, emphasizing open development processes and the importance of communication protocols. The team explored implementation strategies and work packages, with various participants sharing their perspectives on how to proceed with the adoption process while addressing concerns about structure and coordination. The conversation ended with discussions about specific work packages, including textiles extensions, and established next steps for various team members to move the project forward.

Next steps

- [!\[\]\(30a147af384f9f71632c2ff17bc706c8_img.jpg\) Adrienna to review the existing work package documentation on GitLab and in her files to understand the defined goals for the different work packages.](#)
- [!\[\]\(9b33568d5c136f08ca688ce48be37574_img.jpg\) Zachary to update the GitLab site with the Adoption working group meeting minutes and documentation.](#)
- [!\[\]\(8c93063dab026f10e159986b27c41c64_img.jpg\) Matthias to send Viola Gerhard's email address for textile extension collaboration.](#)
- [!\[\]\(8a17676a8da87a4e59299223a765e613_img.jpg\) Zachary to lead the Implementers work package and coordinate with Matthias on potential overlap with Extensions working group.](#)
- [!\[\]\(f7fdc7cc047b770fc5fdd2c2137c07d9_img.jpg\) Zachary to work with Michael on better defining the business case and community activation program components.](#)
- [!\[\]\(3ca549f0313858650ddae522dc3cfea6_img.jpg\) Zachary to connect with Adrienna to ensure she has access to the work package goals documentation.](#)
- [!\[\]\(b6026cac39735f17b6ea8953e5327900_img.jpg\) Viola to contact Zachary regarding business case and community activation program collaboration.](#)
- [!\[\]\(7e162357375a287a75d78d6b99984a4b_img.jpg\) Adrienna to start using the Adoption Gaggles mailing list for communications related to the working groups she leads.](#)
- [!\[\]\(17fbc2f440f4c1d85c1121a996c73050_img.jpg\) Adoption group to continue developing the Frequently Asked Questions document that was started by the Secretariat.](#)

Summary

UN CFACT Project Introduction Meeting

The meeting began with introductions and casual conversation, including Sin's background in the Singapore government and Adrienna's work with Circular Economy Asia. Zachary, filling in for Michael, explained that the meeting was part of a UN CFACT project under UNTP, emphasizing the open development process and the importance of not sharing proprietary IP. He also invited new participants to introduce themselves and share their reasons for joining the adoption discussion.

UN Communication Guidelines Implementation Plan

The group discussed the need for UN guidelines on communication and training, with Adrienna requesting access to these protocols. They also talked about the importance of having foundations in place before starting, and the need for different team leaders from working groups to map out implementation plans. Zachary mentioned that a link to the relevant Slack channels had been shared, but screen sharing was not possible.

Work Packages and Implementation Strategy

The team discussed implementation strategy and work packages, with Adrienna proposing a structured approach that would require conformity sign-off before proceeding. Matthias advised against waiting for UN guidelines, suggesting to use best practices as guidance instead. Zachary shared the work packages distribution, which included teams led by Michael Shea, Ann Dao, and others, while Virginia mentioned technical difficulties accessing the Slack channel.

UNTP Adoption Work Package Structure

The group discussed the structure and purpose of the UNTP adoption work package, with Matthias explaining that it focuses on supporting software vendors and businesses implementing UNTP for commercial operations. Adrienna raised concerns about the need for a clear structure, particularly a steering group for working group leads, which Matthias confirmed exists and is responsible for aligning different working groups' activities. Zachary suggested the need to better articulate and communicate the steering group's existence and role to ensure coordination between different work streams.

Adoption Training Group Kickoff Meeting

The Adoption - Training & Guidance Sub-Working Group kicks off on Monday, October

20th at 12:00 Toronto time, with meetings scheduled for Google Meets. The agenda includes introductions, discussion of skills brought to the group, and exploration of core concepts around training and guidance, including defining these terms and specifying goals for different work packages. Matthias suggested checking the GitLab site for meeting minutes and important documents, while Zachary agreed to follow up with Michael about uploading missing documents. The group also discussed the need to better define entry points and customer journeys for different stakeholders, including those interested in textile extensions, with Gerhardt and Harley identified as points of contact for textiles-related inquiries.

UNTP Circular Economy Collaboration

The meeting focused on connecting Viola's work on circular economy projects with the UNTP ecosystem. Matthias advised Viola to contact Gerhard regarding the textile extension and suggested she engage with sector-agnostic groups for other sectors. The group discussed the need for more work package leaders and agreed to prioritize communication efforts. Zachary announced he would take the lead on the implementers/extenders work package and promised to send his email contact information to Viola for collaboration on business cases and community activation programs.