



The Global Language of Business

GS1 Australia

Recall FD&CG Advisory Group

Wednesday Dec 1 2021



Agenda



ID#	Details	Owner
1	Welcome message and Agenda	Melanie Wishart, GS1
2	GS1 Australia Trade Notice Act	Melanie Wishart, GS1
3	Introductions and welcome to new Co-chairs and attendees	Co-Chair - Leah Williamson, Coles
3	Recall Advisory Group framework and stakeholders	Co-Chair
4	Review of past meeting actions	Co-Chair
5	Current Position of Recall Service - Adoption & Usage	Chris Drougas, GS1
6	Recall Development Roadmap	Chris Drougas, GS1
7	Open Discussion - Challenges & opportunities	Co-Chair / All
8	General Business – New partners, engagement, events and communications	Andrew Brown and Tracey Kelly-Jenkins - GS1
9	Guest Speaker – Using the GS1 Recall Portal	Carolyn Dennis – Peters
10	Confirmation of actions and next steps	Co-Chair
11	Meeting Close Next Meeting: Wednesday 2 nd March 2022 @ 2:30pm – 4:00pm	Co-Chair

GS1 Australia Trade Practices Compliance notice



GS1 Australia Limited

Trade Practices Compliance Notice



Participants on GS1 Boards, committees, task forces, work groups, or other similar bodies, must always remember the purpose of the Board, committee, task force, or work group is to enhance the ability of all industry members to compete more efficiently and effectively to provide better value to the consumer or end user. GS1 activity almost always involves the cooperation of competitors; therefore great care must be taken to assure compliance with trade practices laws in Australia and in other jurisdictions

This means:

- Participation must be voluntary.
- There will no exchange of confidential information such as prices products.
- Meetings will have a pre-prepared agenda and recorded by minutes.
- All recommendations from any meeting are recommendations only. Individual companies remain free to make independent, competitive decisions.
- Any standards developed must be voluntary standards.
- If any participant believes the group is drifting toward impermissible discussion, the topic shall be tabled until the opinion of lawyer(s) with experience in trade practices law can be obtained.

[GS1 Meeting
Compliance Statement](#)

Introductions, Attendance, Welcome to new attendees



Current AG invited stakeholders

ACCC receive documentation arising from the meetings



AFGC		FSANZ		NSW Food Authority	
Arnott's	 	Goodman Fielder		PMA A-NZ	
BE Campbells		Greens Foods		Red Bull	
Bidfood		GS1 Australia		Simplot	
Clorox		Harris Farm		Sunny Queen	
Coles		HPV		Suntory	
Costa Group		Lion (now Bega)		Super Retail Group	
Costco		Metcash		Unilever	
Foodbank		Mondelez		WD-40	
Pental		Nestle		Woolworths	
Vilis's Bakery		Patties Foods		Peters	
				Drakes	

Recall Advisory Group Framework



Advisory Group framework



- The Advisory Group is a forum to:
 - discuss issues and opportunities within Recall space and wider traceability efforts
 - assist with prioritisation of development efforts
 - provide a mechanism for engaging with organisational recall management networks to assist with deployment programmes
 - advocate alignment of recall with systems & processes of all stakeholders
 - identify and escalate issues of national importance related to recall management
- GS1 acts as secretariat and will operate as proxy co-chair as required
- Quorum Requirements for AG meetings:
 - Minimum attendees – 10
 - Optimal mix - 3 receivers, 5 suppliers, 2 associations

Review of past meeting actions



Actions arising from previous meeting



- FSANZ has requested feedback from community for proposed changes to the Recall protocol
GS1 has submitted proposed changes, FSANZ to confirm over coming months
- Woolworths to present on 2DBarcodes at September 1st meeting
This will be included in the next meeting

There are no other on-going past actions

Current Position of Recall Food, Liquor & Consumer Goods



Report Summary

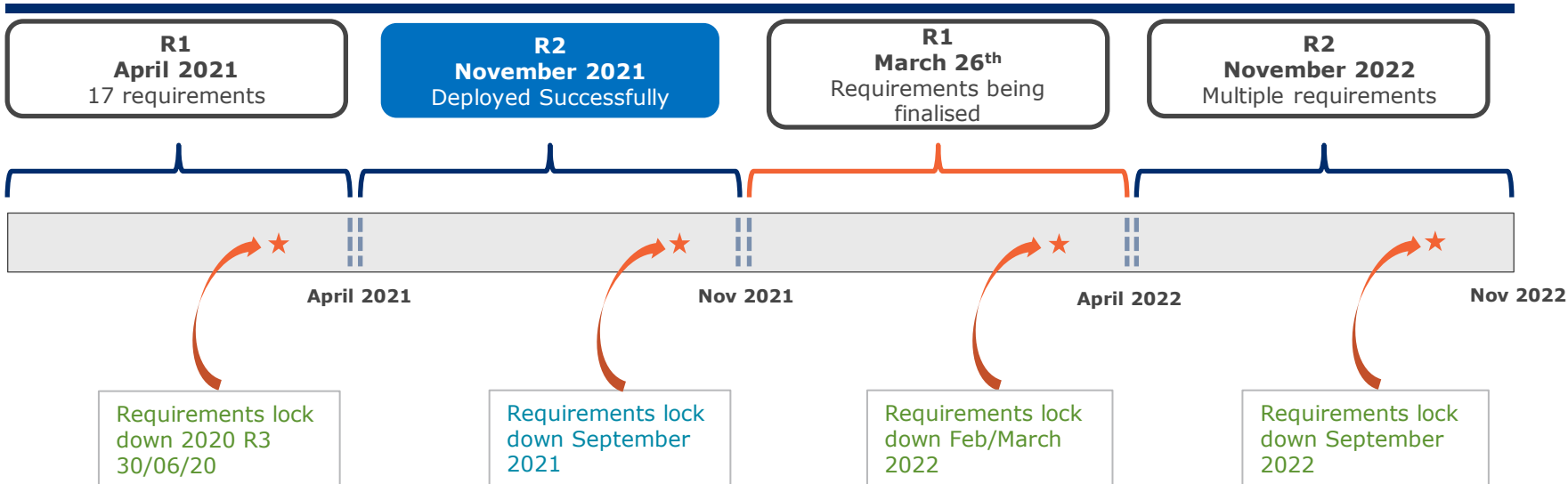


- Subscriber Onboarding 97% live (10 outstanding)
- 16 Recalls listed on FSANZ site QTD, 1 Recall subscriber has issued via Recall
- Questions?
- Pre-reads available here: <https://www.gs1au.org/our-services/recall/gs1-australia-recall-and-recall-health>

Recall Development Roadmap



Recall Roadmap - overview



- R2 Deployments was successful
- Requirements for next release are being finalised
- R1 2022 scheduled for 26 March

R2 Nov 2021 – Deployed



ID	Industry	Recall Enhancement Items	Dev Points
138	HC & FB	Update T&C's upon first login	3
129	HC	Updates to Notification Workflow (F&B)	28
106	HC & FB	FSANZ Post Recall reporting templates update (Part A+B)	26
139	HC & FB	Jurisdiction filters for Initiators	10
128	HC & FB	Adverse Event Reporting - TGA	3
		Total	70

- Releasing April 24 2021
- Details of each available in appendix

R1 March 2022 – Currently in Development



ID	Industry	Recall Enhancement Items	Dev Points
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		Total	70

- Releasing April 24 2021
- Details of each available in appendix

Requirement Prioritisation



1. Food and Beverage only

Drag and drop in order of preference

106: Updates to FSANZ Post Recall Reporting Templates

060: Foodbank Specific Notification for Donations

129: Better Alignment with FSANZ Recall Report

127: Advise of Completed Mandatory Injury Reports via Yes/No radio button

126: Automatic Targeting of Insurance Providers

New format

Now using Microsoft Forms to collect results - much more user friendly and less time consuming

"This new online survey process for selecting the Roadmap items is fantastic!" **Happy customer**

The Recall platform is community driven so would like to see more participation in future

Feedback

- In reporting, would like to see the ability to add the stock returned to warehouse from customers
- Alignment between GS1 AU and NZ

Open Discussion



Items for discussion



Issues, Challenges and Opportunities

- Development Roadmap feedback
- Stakeholder uptake
- Regulatory Updates
 - FSANZ update
- Other ?



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General Business



Marketing

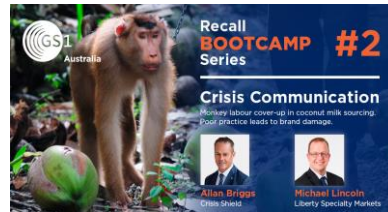


Recall Practical
December



Collaborative event
80 registrations
[Key take outs video](#)

Bootcamp 2
February



80 registrations
#3 Recall recovery &
root cause analysis
[Video](#)

Giveaway
February



Social media fun
595 impressions
Winner: Sarah Crisp,
Carman's Kitchen
[Link to post](#)

Recall Toolkit
New



Hidden webpage of
resources for
bootcamp attendees
[Link](#)

Marketing



Editorial

Apr-Jun



Full page advertorial
AIFST Food Journal

Next Bootcamp

May



Root-cause analysis
Martin Stone, HACCP
Fiona Fleming, AIFST

Advertising

2021

Food & Drink
BUSINESS

RetailWorld

April: AIFST eNewsletter
May: Retail World
June: Food & Drink Bus.
Oct: Food & Drink Bus.
Oct: Food & Bev News

Recall Showcase page



GS1 Australia Recall platform

25 ▲ 733%

Unique visitors

6 ▲ 200%

New followers

1.4K ▲ 540%

Post impressions

[Link](#)

Recall Partners



- AFGC



- Victual



- FSANZ



- PMA (ANZ)



- HACCP Australia



- Liberty International Underwriters



- NRA



- AIFST



- The Recall Institute



Can be viewed [here](#)

Recall Partners



- Added benefits for partners
 - Ability to participate in events
 - Recall toolkit
- New partners in pipeline – Product Safety Solutions, Food Labelling and Safety
- Align to GS1 Alliance partner program – progressing
- Working to add more insurance partners

Expanding Recall reach-new engagement

- GM&A
 - Working with Industry Associations to target improving capability
- Healthcare
 - WA Health



Industry Events - Planning



- Working with ATA for events and partnership – progressing – Product Recall Practical
- Next AIFST Recall workshop for May
- Recall Bootcamp series ongoing

NGTAG Open Industry Briefing Session



Digital trade standards & simplified trade systems

Thursday 09 December 2021, 1.00pm AEDST

Join the conversation with keynote speakers and panellists including Gerard Hartsink from ICC DSI Industry Advisory Board and Randall Brugeaud, Australian Simplified Trade System Implementation Taskforce.

NGTAG briefing sessions are open to all participants and are offered at no cost.

[Reserve your place](#)

Past NGTAG meeting



Is there a biosecurity consideration here?

Where has this person visited?

Are you open to take deliveries today?

GS1 Australia | National GS1 Traceability Advisory Group
Connecting Australian supply chains for enhanced e2e traceability

Location, location, location
OPEN INDUSTRY BRIEFING SESSION
Tuesday 09 Nov, 11.00am to 1.00pm AEDST

José Antonio Mesa Reyes
REGIÓN CENTRAL

Louise Rawlings
Agriculture Victoria

Ryan Mavin
ACT Health

Anojan Sivarajah
NSW HealthShare

Caroline Barrett
AGRICULTURE VICTORIA

Video Recording of all speakers available here
<https://www.youtube.com/playlist?list=PL58XqjGUfzbVKeT4eQ4Ag3-pZ9hLc7Lk5>

Presentation and overview available on request

National Traceability Accord



Call for support

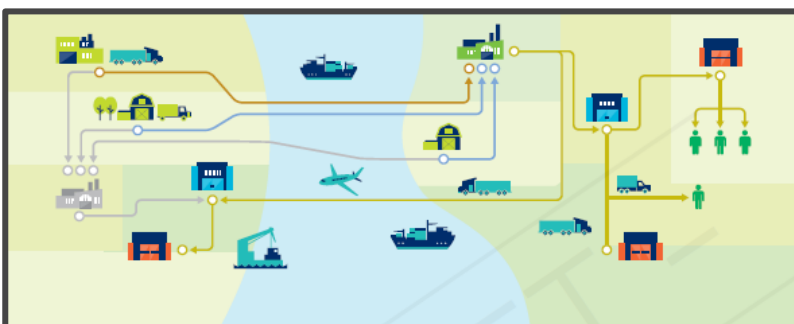
Senior executives and representatives from Australian government, industry, associations and agencies have agreed to a set of six principles for a co-ordinated and harmonised approach toward sustainable end-to-end supply chain traceability and trade modernisation.

Titled as the National Traceability Accord (NTA), the agreement represents;

- Open non-competitive collaboration on cross-sector supply chain traceability
- The adoption of a whole-of-economy model and a national 'traceability culture'
- Heighten trust and interoperability between non-traditional allies
- Improved market access, product safety and strengthening of global competitiveness for Australian trade

[Register your support](#)

[Find out more](#)



National Traceability Accord

End-to-end traceability requires harmonisation within and across government and industry. To achieve a harmonised approach and the benefits of traceability, an agreed set of principles are required, enabling a whole of economy adoption.

- | | |
|--|--|
| 1 | For the greater good |
| Traceability systems can deliver competitive advantages to individual companies. It is its aggregate value across the economy that will deliver greater safety for all Australians and lift Australia's brand in key export markets. | |
| 2 | Interoperability and global data standards |
| Interoperability of traceability systems is critical to ensure transparent and cost-effective implementation of solutions. Interoperability is needed within and across sectors, domestically and internationally. | |
| 3 | Traceability insights, collaboration and sharing |
| The business value of full product traceability can be harnessed through collaboration and sharing of traceability insights along with necessary data on both critical incident as well as on a regular basis. | |
| 4 | Transparency with privacy |
| Transparency is a key principle for responsible sharing of traceability data to establish full end-to-end product traceability. | |
| 5 | Resolution of incident and data disposal |
| Resolution of product safety incidents, including food safety, in a timely manner is one of the key criteria for successful implementation of traceability solutions. | |
| 6 | Traceability with purpose |
| Traceability must deliver benefits that are tangible, measurable and meaningful to consumers, industry and governments. In this respect traceability is a means to an end, rather than an objective on its own. | |



Signatories of the National Traceability Accord agree to

1. Openly collaborate on end-to-end traceability in a non-competitive way, for the benefit of all.
2. Utilise global data standards, update or develop new standards when necessary and strive to support interoperability to the greatest extent practical.
3. Commit to share traceability insights to enhance product safety and recall, biosecurity and authenticity in both domestic and global markets.
4. Recognise the need to share traceability data with supply chain partners based on data sharing agreements, whilst protecting privacy and intellectual property.
5. Agree to share relevant product data amongst themselves along with external entities for timely resolution. Signatories will commit to the timely disposal of data shared along with the supporting artefacts.
6. Share a common goal to enhance traceability to achieve safer and more responsible production and consumption, to gain market access, more effectively meet regulations, to increase efficiencies and capitalise on circular economy opportunities.

Why do we need Traceability?

- To improve market access for Australian industry
- To meet export market requirements and regulations
- To improve product safety in Australia
- To remain globally competitive
- To improve supply chain efficiency

How will the National Traceability Accord be used?

- To foster a 'traceability culture' leading to trust, interoperability and end-to-end supply chain traceability.
- To influence government policy across portfolios based on industry vision for traceability.
- To inform new members of the National GS1 Traceability Advisory Group and other domestic and international bodies of the group's purpose and vision.

To become a signatory of the National Traceability Accord, please register your support at www.gs1au.org/nta



The National Traceability Accord is facilitated through the National GS1 Traceability Advisory Group.

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Language of

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Guest Speaker

**Carolyn Dennis – QA Manager,
Peters**

Recall Advisory Group Co-Chair



Confirmation of actions and next steps



Questions?



Meeting close

Next Meeting: Wednesday 2nd March 2022 2.30pm AEST

Proposed dates for 2022: 2.30pm – 4.00pm (AEST)

Wednesday 1st June 2022

Wednesday 31st August 2022

Wednesday 30th November 2022



Appendix



GS1 resources on Traceability



NEW GS1 Global Traceability Case Study Library

<https://www.gs1.org/standards/traceability/case-study-library>



Australian meat industry saves over \$200 million each year

Australia sends over 250,000 tonnes of meat to the United States each year.... [see more](#)



Irish fisheries come together for fish traceability

Market and consumer demands are pressuring the food industry to provide... [see more](#)



MIGROS: Traceability and its positive impact on fruits and vegetables

Swiss retailer MIGROS wanted to gain more transparency throughout the... [see more](#)

GS1 resources on Traceability



GS1 Global Implementation Guidelines for Retail

<https://www.gs1.org/industries/retail/fresh-foods/implementation-guidelines>

Retail sub-sectors



Apparel



Fresh Foods



CPG



General Merchandise



Foodservice

GS1 resources on Traceability



Our Standards in Action

<https://www.gs1.org/industries/retail>

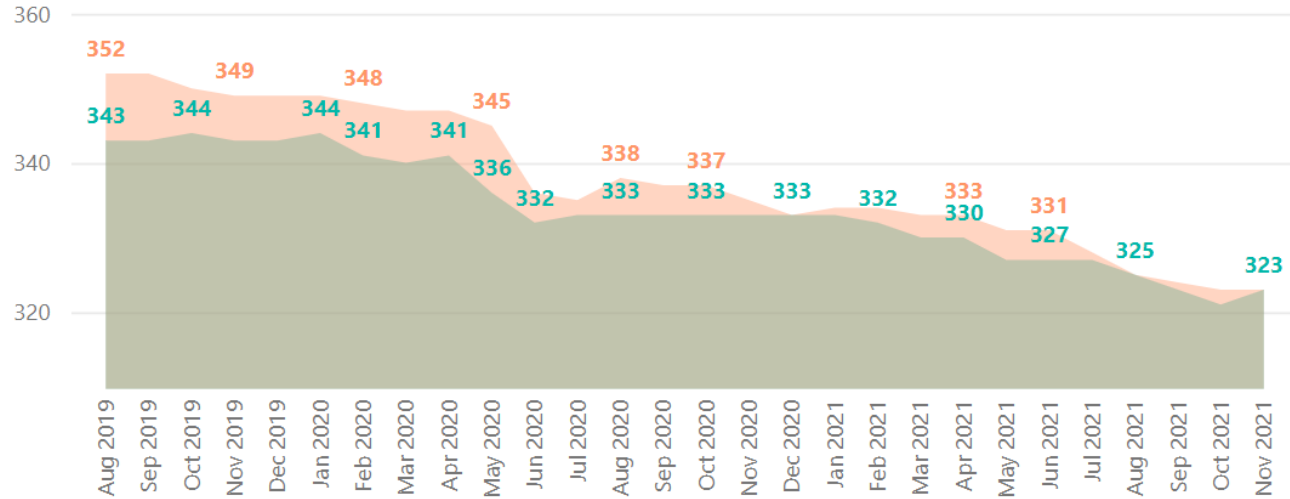
Interactive tool



Recall Subscriber Growth

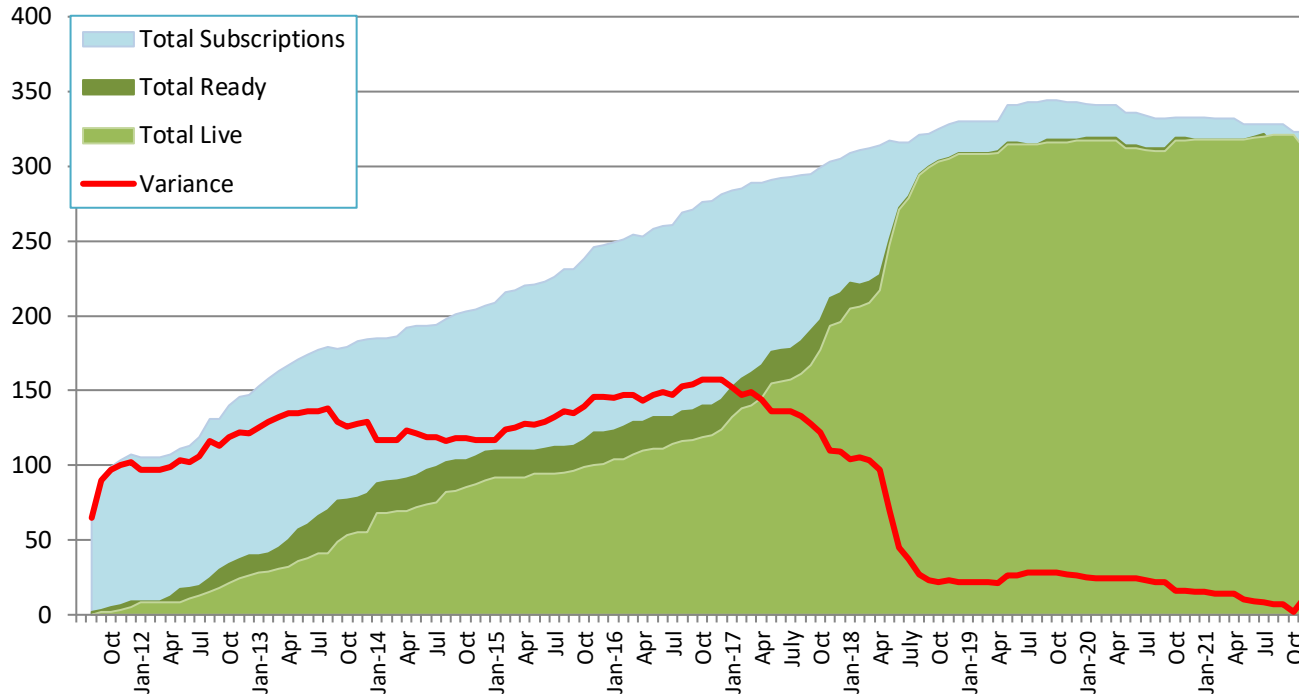


Growth To Date ● Recall ● Recall Health



Recall Health: 323
Recall: 323

Supplier Onboarding



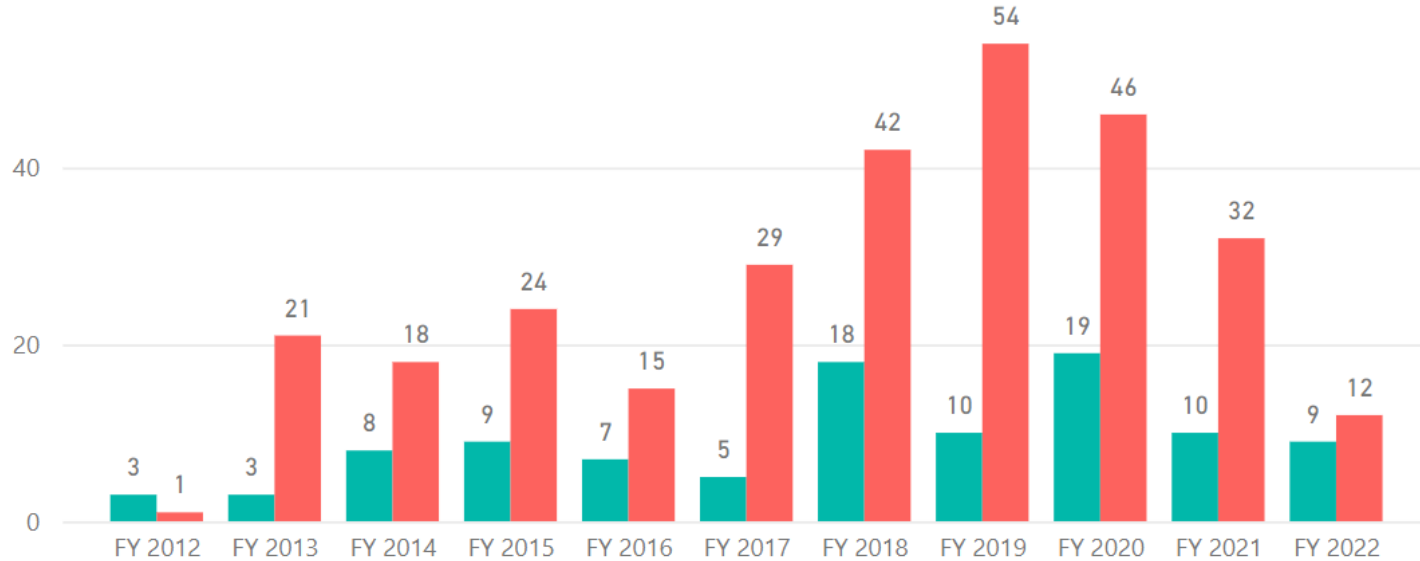
Status:

Subscribed: 323
Not Ready: 8 (2%)
Ready: 2 (1%)
Live: 313 (97%)
On-boarding Target :20
Outstanding : 10

'Live' Notifications issues by FY Food, Drinks and Gen Merch



● Recall ● Withdrawal/Non-recall action

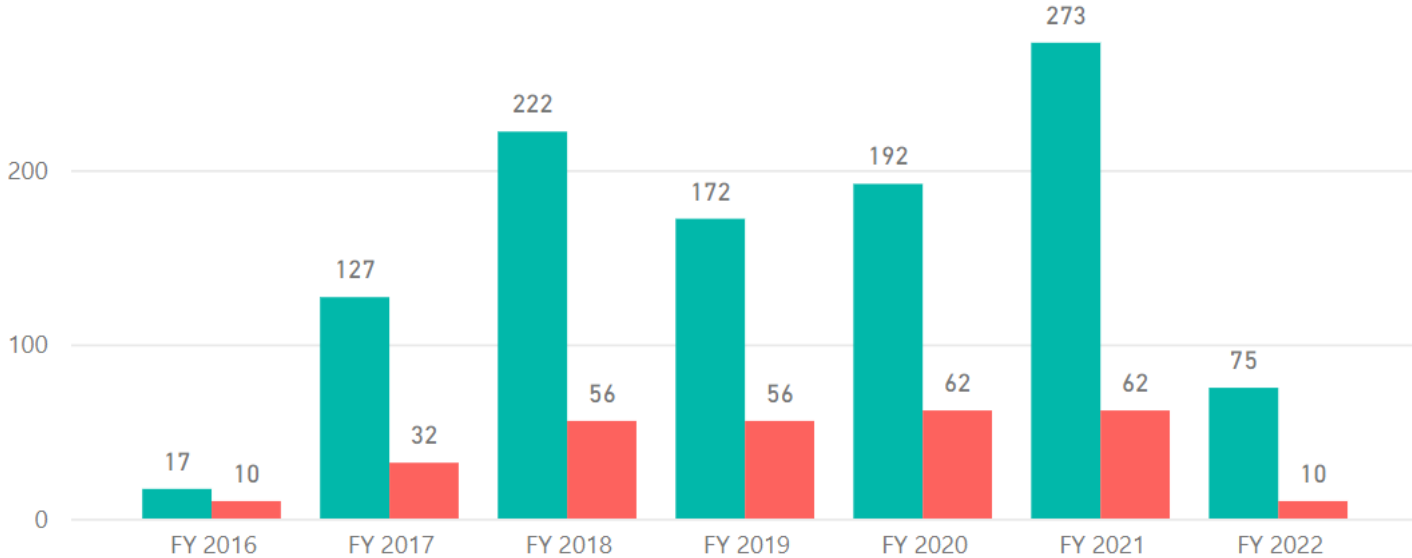


'Mock' Notifications issues by FY

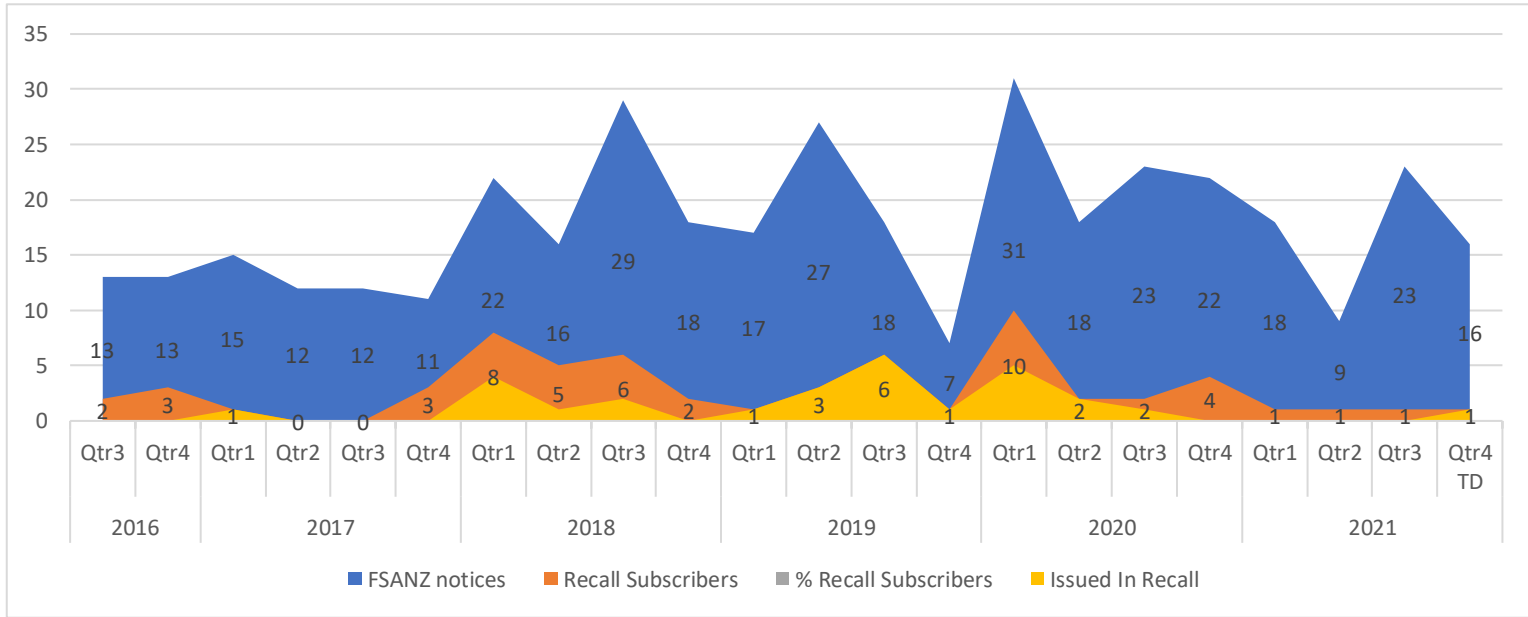
Food, Drinks and Gen Merch



● Recall ● Withdrawal/Non-recall action



FSANZ Recalls vs Recall Portal subscribers



10 companies have issued notifications in QTR 3 TD, none of whom are recall subscribers.
 * % of Recall platform notices vs FSANZ Recalls in any QTR

Release 2 – Nov 20th 2021



ID	Industry Portal	Item	Need/Problem	Description	Benefits/ROI	Dev Points
106	FB	Updates to FSANZ Post Recall Reporting Templates	FSANZ post recall reporting templates need to be updated to reflect the questions on the current post recall reports.	Part A and B need to be updated in the Recall platform to ensure FSANZ are receiving the required information after each notification.	Fulfil requirements for post recall reporting	26
128	HC	Advise of Completed Adverse Event Reporting	The platform does not ask whether the supplier has completed any adverse even reporting (if required)	In Regulatory Reports - Include a radio button asking Yes/No/NA - Whether Adverse Event Reports were completed, and if so, provide a non-mandatory uploader, or field for reference to the report	More thorough information to regulator	3
129	FB	Better Alignment with FSANZ Recall Report	After review of the current FSANZ Recall report, there is a need to update some of the fields in the Recall platform to ensure they align with the information required by the FSANZ and the state regulators	Before supplier progresses with Recall notification type, ask whether the state-based regulator has been notified first Include section for supplier to complete manufacturer details Include ability to advise distribution of product by state Updates to wording to further align with FSANZ protocol and recall report	More thorough information to regulator	28
138	HC & FB	Update T&C's upon first login	T&C's presented to user are outdated	Update the T&C's in the platform	Updated T&C's	3
139	HC & FB	Jurisdiction filters for Initiators	There is no 'simple' way of identifying those customers in a Hierarchy for initiators in the subscribed recipients area	Introduce a filter in the subscribed recipients area that allows initiators to search for recipients within a specified hierarchy. This could be drop down, checkbox etc. This would allow an initiators to select "WA health" for example, and then all the public recipient sites linked to a hierarchy will show.		10

Recall Development Roadmap



ID	Industry Portal	Item	Need/Problem	Description	Benefits/ROI	Dev Points
025	HC	Add a New field for Dosage and Dosage Form	The Dosage and Dosage form can only be captured in a free text field. This can create issues and confusion	Create non-mandatory fields in Item > Product Details section beneath Packaging Material and Type. Dosage Dosage Form	Better clarity and reporting capability	TBC
037	HC & FB	API Data Feed into Recall platform (Inbound API)	There is currently no inbound API to feed data into the Recall platform. This might be useful for those companies that house product information in an ERP and want to use this to create notifications quickly. Would still require each company to configure the API to work with their own systems	Create an API that allows data to feed into Recall. Allows the Initiating company to populate the fields in the recall via an API with minimal input. Notifications may crat automatically and appear as Draft. All other workflows would be done in the UI (approval, go live etc.)	Integrate with other systems for better Recall management	26-39
049	GS1 Admin	Updates to the GS1 Admin console	Reporting is cumbersome and could be improved. Support team often required to extract and analyze data from notices.	Additional fields in the admin console to allow for better reporting, -TGA Reference ID - (HC) -Issue Date (BOTH)	Decreased Admin effort and better reporting to AG groups	5

Recall Development Roadmap



ID	Industry Portal	Item	Need/Problem	Description	Benefits/ROI	Dev Points
055	GS1 Admin	Updated Email Notification viewer for GS1 Admin	Currently all emails are displayed in a drop-down list making it difficult to search and assist Recall Platform users when they query email effectiveness/delivery records	Email viewer options: Add Company / date search / email type search fields to better assist Admin team to support users	Improved Support response times and better reporting capability	TBC
056	HC & FB	Enhancements to Fax	If both Fax and Email are entered into the non-subscriber details, fax takes precedence, which is odd. The email experience is substantially better than fax as it is an outdated technology	Add +61 to the fax number field as an auto populated data that can be overwritten - ensure email is the preferential method of contact (if both entered) - reduce overall text	QoL improvements	TBC
060	FB	Donation notice Foodbank	Option does not exist for an initiator to create a donation notice, outside the current Recall/Withdrawal notice types.	New notice type - 'Foodbank Donation' This would be a notification specific to Foodbank and would bypass any regulatory workflow	More simplified version of notice, would be for Foodbank only	TBC
065	HC & FB	Further Update to Note functionality	Notes cannot be extracted from the UI into a separate document	Allow user to extract all notes to pdf	QoL improvements	TBC

Recall Development Roadmap



ID	Industry Portal	Item	Need/Problem	Description	Benefits/ROI	Dev Points
084	HC & FB	Update to Mandatory Additional Information field	Some recipients require mandatory additional information after being selected. In this form, Supplier code and Supplier product code are mandatory fields, where they may not even exist with some trading relationships making it difficult for initiators to proceed Also Tracking codes not represented in this area making it difficult to assign them to the affected states.	Fields should be flexible based on recipient requirements. In Healthcare remove the Supplier ID and Supplier Product ID fields as they are less relevant.	More detail provided to recipient, allowing for more thorough responses back to initiator	TBC
085	HC & FB	Flexible Regulatory Reporting dates	The TGA suggested reporting dates for post recall reports be flexible, rather than system generated based on issue date. FSANZ post recall reporting can benefit from this also	Currently Dates for submitting reports are system generated 2/6 week 3 months from date of notice issue. Either the TGA, FSANZ or Sponsor can update dates manually (override system generated if required). Will need a communication to either party to advise of change to date and dates need to be reflected in Notification Snapshot	More flexibility in regulatory reporting area - simulates current real-world practice	TBC

Recall Development Roadmap



ID	Industry Portal	Item	Need/Problem	Description	Benefits/ROI	Dev Points
089	HC & FB	Internal Locations - assign Initiator Role	Currently a user at a sub-location (internal locations) cannot be assigned the initiator role within that location and can not forward notices to other departments if required	Allow sub locations to be assigned initiator access so they may forward notices to whomever is affected		TBC
107	HC & FB	End Consumer notification	Currently limited functionality exists to target consumers directly	For some small business where they create small batches, they would like to notify consumers directly. This could be done via the 'non-subscribed recipients' area, although the email and notification are B2B centric. An alternative type of email notification/recall notice could be issued to B2C. Requires workshop if this requirement is prioritised	Ability to send consumers clear and relevant information in even they have purchased affected product	TBC
108	HC & FB	Social Media Integration	Currently limited functionality exists to target consumers directly	Plugin for Facebook, LinkedIn, Twitter could exist so that company can notify their consumers via these channels If they choose to. Structured message would be pushed through from Recall platform to these other platforms, and post on companies behalf. Requires workshop if this requirement is prioritised	Ability to notify consumer base via plugin to media channels	TBC

Recall Development Roadmap



ID	Industry Portal	Item	Need/Problem	Description	Benefits/ROI	Dev Points
125	HC & FB	New File Sharing Module	Some users are required to share files between each other, but there is no clear way to do this. The workaround is the 'notes' section or by using the 'specific reports' functionality, however this can be cumbersome and needs to be easier and more functional.	Create a section where files can be shared safely between initiator and receiver.	New capability to share files in the platform and increased level of data exchange	TBC
126	FB	Automatic Targeting of Insurance Providers	Insurance companies require visibility of notifications that their clients are issuing to recipients.	Insurance Providers should be automatically targeted when a client company issues a notification to its recipients. Would be managed by GS1 admin upon company setup. Reminder email to company to confirm arrangement is current	More visibility for stakeholders	TBC
130	HC & FB	Update Various Email Templates	Some email templates in Recall are outdated and don't provide enough information to the user. Training and user guide information is unclear. When user roles are assigned, the company name is omitted - meaning the user does not know which company they have been assigned a role at.	Templates can be improved to provide better information to the user about where to locate user guides, or how to register for training. A review of all email templates is required to ensure they are clear, concise and direct	Clearer more concise information in all email communications	TBC

Recall Development Roadmap



ID	Industry Portal	Item	Need/Problem	Description	Benefits/ROI	Dev Points
135	HC & FB	Batch reports to non-subscribed recipients	Suppliers can not add product quantities against non-subscribed recipients if Batch Reports are used.	Include Batch reporting for non-subscribers so item qty's can be added.	More thorough reporting for initiators	TBC
136	HC & FB	Recall Ready Status for Receivers	Currently, there is no way within Recall to track the 'Ready' status of Receiver type companies Recall Support need to maintain manual lists of which hospitals are trained and ready to receive notices.	Hospitals who are on boarded as part of a health jurisdiction roll out need to be monitored and maintain a Ready status much like initiators do. The current Recall Ready status is based on the Initiator issuing a notification. We need to decide a process for Receivers. Does this trigger when they receive and (complete) a notice? The status expiry needs to be considered as well, is this 12 months, 6 months, 18 months?	Ability to monitor the Recall Ready status of receiver sites, ensuring users are trained and ready to receive notices	TBC
141	HC & FB	Represent multiple products more clearly in dashboard / emails and reporting	When multiple products are added to a notification, there is significant slowdown when viewing the item list due to the way they are represented. The notification in the UI becomes very large for both recipient and initiator, also the recipient email, pdf, is too large. Reporting is cumbersome as the product list is not concise. Editing a large list of items is also difficult as there is no option to select a group or select all.	Add features like Select all, Delete all, Expand/minimise list of products, checkbox selector, refine the table columns Bulk uploader needs to be edited and include error checking for excel errors ad easier to use Needs to load faster when there are multiple products Recipient Email needs to better represent information - more succinct - table format perhaps Notification in UI needs to be refined to better represent multiple products PDF needs to reflect the new layout as per the UI	Easier for recipients to work with Recalls that have multiple products.	TBC

Recall Development Roadmap



ID	Industry Portal	Item	Need/Problem	Description	Benefits/ROI	Dev Points
142	HC & FB	Contacts Page - Select from existing Contacts	Whilst the user who is logged in at the time will see their details prefilled, any other contact needs to be added manually to a notification each time.	Add a drop down box so users without that company can be selected easily	Single source of data	TBC
143	HC & FB	Import Images from NPC (Add Item by GTIN)	Acquiring the right product master data and images can be difficult. There is a need for users to be able to draw the correct product information and images quickly and easily from a single source of truth.	If a company has loaded product information and images to their NPC catalogue, users can simply enter the GTIN (barcode number) and draw on the most up to date packaging information, without need to input this manually.	NPC is single source of product data, user confidence	TBC
144	HC & FB	New status not impacted	Recipients do not feel comfortable switching the status to 'completed' when they are not affected by the recall	Add a new status to the progress report, called 'Not Affected'. This status indicates a recipient is not affected by the recall and should stop all reminders to report.	New status update, provides better clarity in reporting	TBC
145	HC & FB	Add mouseover to role types in new user creation	When a new user is created, the user must select which roles to assign them. The role definitions are available in the Recall User guides	Add a mouseover to each role which provides a description of the role, so the user doesn't have to spend time locating this in the user guide	Quickly identify role types	TBC