

<b>Title</b>	<b>Recall FD&amp;CG Advisory Group Meeting Minutes</b>
<b>Version</b>	<b>Meeting # 4 2023</b>
<b>Date</b>	<b>6<sup>th</sup> December 2023</b>
<b>Doc Type</b>	<b>Meeting Minutes</b>
<b>Access</b>	<b>Unrestricted for Internal Use</b>



## Document Purpose

The purpose of this document is to provide a documented record (minutes) of the Recall Food, Drinks and Consumer Goods (FDCG) Advisory Group meetings.

The document is intended for use by participants of the Recall Food, Drinks and Consumer Goods Advisory Group only.

## Document Control

### Document version and change history

Version	Date	Nature of change / comments	Editors
Meeting 4	6-Dec-2023	Final	GS1 Recall team

### Document authors / contributors

Name	Title / Organisation
Melanie Wishart	Principal Advisor - Retail, Food, Beverages & Primary Industries, Industry Engagement - GS1 Australia
Chris Drougas	Senior Business Analyst - Recall / NLR Lead

### Document endorsement

Role	Name	Title	Endorsement
Secretariat	Melanie Wishart	Principal Advisor - GS1 Australia	Chris Drougas

### Document location

GS1 Internal MS Teams File system

### Document validity

All downloaded and printed documents are non-authorized and uncontrolled copies. Refer to the document location for the current authorized version.

### Document status

This document is effective from date of endorsement. The date of document review is to be no more than 0.5 years from date of endorsement.

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## Table of contents

Document Purpose .....	1
Document Control .....	1
1.0 Attendees .....	4
2.0 Minutes .....	4
2.1 GS1 Welcome Message and Agenda .....	5
2.2 GS1 Australia Limited Competition Law Caution.....	5
2.3 Recall Advisory Group Purpose and Framework .....	5
2.4 Introductions and Attendance (Quorum) .....	5
2.5 Review of Past Meeting Actions.....	7
2.6 Current Position of Recall Service.....	7
2.7 Recall Development Roadmap .....	7
2.8 Issues / Challenges / Opportunities .....	9
3.0 Guest Speakers – Craig Shadbolt – NSW DPI and Greg Calvert FreshChain Systems .....	9
4.0 General Business .....	9
4.1 Marketing, Events and Comms .....	9
4.2 New Engagement & Partners.....	10
5.0 Confirmation of Actions and Next Steps .....	11
6.0 Next Meeting.....	12
7.0 GS1 Australia Limited Trade Practices Compliance Notice .....	12
8.0 Appendix .....	13

## 1.0 Attendees

Attendees:	
Leah Williamson	Coles
Bill Northausen	Costa
Melanie Wishart	GS1 Australia
Nim Phoa	GS1 Australia
Andrew Brown	GS1 Australia
Anuja Varghese	GS1 Australia
Sascha Timoschanko	GS1 Australia
Sarah Dawes	Harris Farm
Brenda Gilet	Nestle
Craig Shadbolt	NSW DPI
Robyn Gledhill	Pental
Apologies:	
James Valentine	FSANZ
Duncan Craig	AFGC
Marcel Sieira	GS1 Australia
Bhaskar C	Goodman Fielder
Sonya Muhlsimmer	Greens General Foods
Sunita Kewada	GS1 Australia
Christopher Drougas	GS1 Australia
Tracey Kelly-Jenkins	GS1 Australia
Pooja Prasad	Nestle
Selina McNulty	Patties Foods
Bhumika Patel	Villi's Bakery
Sjoerd Doornbos	RedBull
Tammarah Sparks	Woolworths
Dominique Pinker	Woolworths
Danica Siratkov	Goodman Fielder
Terry McWilliam	Costco
Elisa Nasol	Metcash
Daniel Davidson	Unilever
Farisha Hussein	Clorox
Julie Thompson	Bega
Melissa Williams	Woolworths
Deon Mahoney	IFPA A-NZ
Suganth	Coles
Klara Kinclova	Metcash
Carolyn Dennis	Peters
Cindy Pickard	Simplot

## 2.0 Minutes

## 2.1 GS1 Welcome Message and Agenda

Delivered by Melanie Wishart, GS1 Australia.

Acknowledgement of Country, permission to record and housekeeping

## 2.2 GS1 Australia Limited Competition Law Caution

Delivered by Melanie Wishart, GS1 Australia

Note this Recall FD&CG AG meeting (and all subsequent meetings) are conducted under the auspices of the GS1 compliance policy and a Competition Law Caution.

The compliance policy guidelines are included in the Meeting minutes

## 2.3 Recall Advisory Group Purpose and Framework

Delivered by Leah Williamson, Coles.

- Co-Chairs: Leah Williamson (Coles), Carolyn Dennis (Peters)
- Current terms expire Q2 2023

### 2.3.1 Nominations for new chairs for 2024

Leah and Carolyn's co-chair terms has come finished. They have both agreed to do another term. To be fair to the Advisory Group we would like to ask other Advisory Group members if they would like to nominate themselves or another member.

If there are no other nominations, we would like this group to ratify the existing chairs for another term, prior to the next meeting. Melanie will send a link to nominate or vote in the next co-chairs.

From the Recall Advisory Group Charter, Chairpersons are responsible for:-

- Overseeing the orderly performance of business based on the agenda
- Determining when an issue should be escalated to another body for resolution
- Dissemination of the GS1 Recall Advisory Group decisions, via the secretariat
- GS1 will operate as proxy co-chair where required

**Basis for nomination of co-chairs is that they represent both the sponsor and recipient community.**

We would like to thank Caroline and Leah for their time and commitment over the last two years and thank them for agreeing to chair for another term.

## 2.4 Introductions and Attendance (Quorum)

Delivered by Melanie Wishart, GS1 Australia.

Melanie advised that James Valentine from FSANZ has left the business and no longer participating in the advisory group, however, another member of the food recall team will still be representing FSANZ in 2024.

Janie Zimmermann – Quality Manger at Coopers and Brewery will be joining the group in 2024 and we will ask her to introduce herself then.

Melanie asked for the participants to advise if there are others that may benefit from joining the Recall Advisory Group and that we will be looking for more members to join in 2024. Robyn at Pental has suggested that Dulux attend as Pental has sold its consumer goods division to them.

There was a total of 11 attendees, and as we only had 3 supplies on the call, we did not meet quorum. Quorum specifies 10 participants - 2 receivers and 5 suppliers.

Melanie asked the group if they were in favour of continuing the meeting as we had guest speakers on the call. Melanie advised that no decisions would be made in this meeting and that detailed minutes would be sent to the group. Three participants including the chair agreed to continue.

## 2.5 Review of Past Meeting Actions

Delivered by Leah Williamson.

Colour legend used below:

(Current Action) = Current action required to progress the discussion point

(Finalised Action) = Advice or action being taken to close the action

- Ongoing - GS1 and Co-chairs to invite presenters for future meetings.

Leah advised that there are no on-going past actions that have not been covered elsewhere. As a running action We would like to invite presenters for future meetings based on the group's needs, if anyone has any suggestions or topics, they would like to hear about in regard to recalls, recall notifications or food safety and traceability please let Melanie know.

## 2.6 Current Position of Recall Service

Report Summary of the current position of the Recall Service - delivered by Nim Phoa

Subscriber Onboarding 97% live (11 outstanding). This is those companies that have subscribed to the service but have not proceeded to on-board status. It is important for these companies to on-board and our support team have a process to assist them.

- Live notifications – 2 Recalls issued this FY, 29 Withdrawals / LY total was 42 might exceed
- Mock recalls are comparable to last year LY 242 – Q4 TD is 115 – on track
- 8 companies have issued notifications in Q4 TD. 2 Subscribed, 1 Supplier issued a Recall, and the other Supplier is being followed up for training.
- If a subscriber of the Recall portal has a recall that is not issued through the portal, then we will give them a call to ensure that they have training or to see if they need any assistance.

The full report is available on the GS1 Australia Recall Report. These details are sent a week or so prior to the meeting and are available here: [GS1 Australia Recall Report](#)

## 2.7 Recall Development Roadmap

Roadmap update - delivered by Anuja Varghese, GS1 Australia

- 2023 two planned releases, one extra unplanned for December '23, to accommodate critical requirement for Healthshare Victoria (Import/Export feature for item reporting)
- R2 October, was pushed back from July to accommodate items in UI refresh
- Next release in April/May (TBC) – a number of requirements submitted by Healthshare VIC and Metcash



Anuja reviewed all the changes due to be released in December and advised that full details are available in the appendix of the slide deck.

## Release 2: October 22<sup>nd</sup>

### Visual update will:

- Update look and feel of platform
- More closely align with other GS1 services
- More closely align with GS1 Global style guide for web sites and service
- Adhere to Canadian standard regarding accessibility for visually impaired (contrast, colours etc)
- Mobile site included
- Guest portal included
- All reporting
- Email templates will not change

Changes are a collaboration between GS1 AU and Canada. They work together to provide feedback to developers.

Access QA/Developer environment for continual testing (450 pages needs to be visually updated)

### Previous Dashboard

- Inconsistent colouring (too many colours) and does not meet GS1 style guide
- Inconsistent with layout/look and feel of other GS1 services
- Only 65% (approx.) of screen space used

### New Dashboard

- Colour pallet consistent with GS1 Global style guide, no more orange (purple white alternating rows removed from tables)
- Data fields right aligned
- Buttons are all consistent, dark blue for primary button, blue outline with white filling for secondary button
- Full screen used, whilst remaining scalable for mobile and small browser windows (responsive design)

## R3: December 2nd 2023 – Item Reporting (Import/Export)

### Import/Export feature

- New section allows users to export and Import item reporting figures
- Spreadsheet accessed by all in organisation (instead of multiple people logging in) and one person uploads back to platform

## Upcoming release R1: April 2024 (TBC)

- Currently submitting requirements for April release
- 12 requirements
- Refining with developers

- All available in appendix

If there are any questions around these please contact the team

Please submit requirements suggestions or any bugs to [recallsupport@gs1au.org](mailto:recallsupport@gs1au.org) or via the feedback button in Recall.

## 2.8 Issues / Challenges / Opportunities

There were no issues or challenges discussed. There was general feedback that the new visual look of the portal is an improvement

## 3.0 Guest Speakers – Craig Shadbolt – NSW DPI and Greg Calvert FreshChain Systems

Craig is a participant in the recall AG and is the Principal Food Safety Scientist for the NSW Dept of Primary Industries for Biosecurity and Food Safety.

Greg Calvert is Co-founder and Director of FreshChain Systems, an Australian company which was established in July 2018. FreshChain is a fully integrated RegTech and Provenance platform supporting the food and beverage industries around food safety, biosecurity, market access, provenance, sustainability capture and reporting, cold chain management and brand protection.

The Department of Agriculture Forestry's and Fisheries Regulatory Technology projects are part of the investments and projects the Albanese Government has committed to agricultural traceability. Over \$100 million will be spent to support action to meet the objectives of the National Agricultural Traceability Strategy 2023-2033. The Strategy has been launched and work is being carried out now to release the operation plans for the 10 year strategy.

The RegTech projects will inform us on how to improve and streamline regulatory compliance with technology. Greg and Craig are working on a project to "Enhance and validate additional standardised features on traceability platforms for RegTech applicants in agri-food supply networks".

Melanie asked if the slides and video recording can be shared to the group and it was agreed.

## 4.0 General Business

Delivered by Melanie Wishart, GS1 Australia

### 4.1 Marketing, Events and Comms

- **GS1 and Standards Australia**

Working with GS1 standards means working with ISO and now Standards Australia compliant standards.

GS1 and ISO share the same values in the importance of neutral, voluntary, global standards. Our two organisations have had a strong relationship for more than 20 years. A

number of GS1 team members participate actively in ISO standard development committees and serve as their Chair or secretariat.

GS1 standards are now present in all regulated sectors such as healthcare, fresh foods and foodservice. They are being used as the foundation for traceability or anti-counterfeiting services.

We also work with a variety of trade associations, governmental organisations and standards bodies, including UN/CEFACT (United Nations Centre for Trade Facilitation and Electronic Business), the World Customs Organisation (WCO), the U.S. Food and Drug Administration (FDA), FSANZ the W3C (World Wide Web Consortium)

The local standards body is Standards Australia and as of the 13th October a series of the ISO standards recognise parts of the GS1 standards - have now been recognised as Australian Standards. This falls under the information technology standards for automatic identification and data capture techniques. We are now working with them to create identical recognised Australian standards that will include the identification key GLN – Global Location Number and the GS1 EPCIS traceability standards

- **GS1 Global Traceability Online Methodology Tool “Traceway”**

Gs1 has a new tool ‘GS1 TraceWay’ to learn about the three phases of a traceability implementation project - diagnosis, design and deployment. Within the tool, you can explore the essential steps that include, their respective outputs and detailed information such as applicable GS1 standards, actions to be performed, benefits, tips or resources to achieve each output

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## 4.2 New Engagement & Partners

Delivered by Andrew Brown, GS1

### Recall Partners

Andrew Brown advised that these Recall partners provide benefits to the initiators and sponsors and provide feedback into the Advisory Group and roadmap discussions and priorities. We are always looking for new partners.

We also call on these partners to participate in our bootcamps and other events. Andrew asked if anyone would like to propose any speakers or presentations for future bootcamps.

### Recall Engagement and new stakeholders

Andrew advised that GS1 has been working with Metcash to help them improve the way that they receive notifications in the event of recalls and withdrawals.

- 140 stakeholders trained
- Internal recipients for Food and Australian Liquor Marketers
- 6 DCs with functional area separation
- Clearer understanding of notice execution

Healthshare Victoria is also continuing their GS1 Recall portal implementation and as a result we have: -

- Update Health Share Victoria Taxonomy to encompass emerging HSV requirements  
Enable notice distribution, action and visibility to meet compliance criteria
- Ensure key HSV stakeholders at all levels are trained
- Support HSV Recall processes through any technical platform changes
- Support compliance to HSV supplier contracts through reporting on recall activity

**Outcomes**

- Approx 80 sites and 300+ users  
Training sessions covered all SA’s, training manuals, posters and video training material
- TGA vs Sara report (WIP) to become Support team process once finalised
- NPC & Recall report (WIP) will merge Recall subscribed onboarding, and NPC milestone and data quality reports – csv file for upload to HSV system
- Updated supplier on boarding report now integrated to HSV CRM platform
- Updated round of supplier comms
- HSV project technical improvements to system

As we ran out of time, the following resources were not presented. Please see details: -

**Latest NGTAG NewsLink**

Released 13th Sep 2023. To access please see the following link [NGTAG NewsLink](#)

To get involved with the National GS1 Traceability Advisory Group (NGTAG) in 2024 and to find out more about this group please go to the following webpage [NGTAG - GS1 Australia](#)

**Useful Recall Resources**

For the new participants on today’s call and those that would like to access these useful resources, we have a detailed Recall toolkit available on our website.

This resource toolkit will assist suppliers and operators in achieving a better recall and withdrawal process for their business.

You can also find other resource material such as the discover recalls webinar and user guides. [Recall - GS1 Australia](#)

**5.0 Confirmation of Actions and Next Steps**

ACTION	DUE DATE	BY WHO	STATUS
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GS1 and Co-chairs to invite presenters for future meetings based	Ongoing	GS1/ Co-Chairs	Ongoing
GS1 to circulate the presentation from today with the meeting minutes	14/12	GS1	Complete
GS1 to circulate the resources and links from the meeting	14/12	GS1	Complete
GS1 to edit meeting recording and circulate the video presentation to the group	14/1	GS1	
Send invitation to Dulux to join the AG via Robyn	14/12	GS1	
Send link for new co-chairs nominations and/or votes	6/2	GS1	
Send 2024 invites to the group	14/12	GS1	
Ask for new AG members. Send invitation to group to distribute	14/12	GS1	

## 6.0 Next Meeting

The meeting was called to a close by Leah at 3.40pm. Agreed next meeting date is: 6<sup>th</sup> March 2024 @ 2:30pm via Zoom

All meetings will be held as Zoom web conferences with alternate GS1 Boardroom available for face-to-face attendance when appropriate.

## 7.0 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. (Including the Australian Consumer Law, the Competition and Consumer Act and state based Fair Trading Legislation).

This Means:

- Participation must be voluntary, and failure to participate shall not be used to penalise any company.
- There shall be no discussion of prices, allocation of customers or products, boycotts, refusals to deal, or market share. (For the avoidance of doubt, this does not preclude discussion of GS1 Australia’s prices, customers or products.)

- 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.
- Where appropriate, meetings shall be governed by an agenda prepared in advance and recorded by minutes prepared promptly after the meeting.
- Where appropriate, tests or data collection shall be governed by protocols developed by GS1 Australia.
- GS1 reserves the right to seek opinion of lawyer(s) with trade practices experience on any matter or document arising out of any GS1 activity.
- The recommendation coming out of a GS1 Board, committee, task force, work group or task group are just that. Individual companies remain free to make independent, competitive decisions.
- Any Standards developed must be voluntary standards.

## 8.0 Appendix

### Appendix A: Related documents

Document name	Location
Trade Practices Compliance Notice	Embedded in Minutes document
Meeting Presentation	Saved to Recall Food & Consumer Goods hub and emailed to Advisory Group
Meeting Minutes	Saved to Recall Food & Consumer Goods hub and emailed to Advisory Group
<a href="https://www.gs1au.org/our-services/get-compliant/recall/gs1-australia-recall?viewmode=0">https://www.gs1au.org/our-services/get-compliant/recall/gs1-australia-recall?viewmode=0</a>	