

Title	Recall FD&CG Advisory Group Meeting Minutes
Version	Meeting # 1 2024
Date	6th March 2024
Doc Type	Meeting Minutes
Access	Unrestricted for Internal Use



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 1	6-Mar-2024	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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1.0 Attendees

Attendees:

Bill Northausen	Costa
Melanie Wishart	GS1 Australia
Christopher Drougas	GS1 Australia
Mitch Fortier	GS1 Australia
Sarah Dawes	Harris Farm
Brenda Gilet	Nestle
Carolyn Dennis	Peters – Chair
Christopher Drougas	GS1 Australia
Cindy Pickard	Simplot
Duncan Craig	AFGC
Dr Adele Yates	FSANZ
Grace Hannaford	FSANZ

Apologies:

Marcel Sieira	GS1 Australia
Nim Phoa	GS1 Australia
Andrew Brown	GS1 Australia
Sascha Timoschanko	GS1 Australia
Leah Williamson	Coles
Bhaskar C	Goodman Fielder
Sonya Muhlsimmer	Greens General Foods
Sunita Kewada	GS1 Australia
Craig Shadbolt	NSW DPI
Tracey Kelly-Jenkins	GS1 Australia
Pooja Prasad	Nestle
Robyn Gledhill	Pental
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
Melissa Williams	Woolworths
Deon Mahoney	IFPA A-NZ
Suganth	Coles
Klara Kinclova	Metcash

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 Carolyn Dennis - Peters

- Co-Chairs: Leah Williamson (Coles), Carolyn Dennis (Peters)
- Current terms expire March 2025

2.3.1 Nominations for new chairs for 2024

Melanie advised that as there have been no other nominations for co-chairs for the group. Leah and Carolyn's have both agreed to do another term and Melanie asked the group to formally approve the co-chair appointments. Duncan Craig from the AFGC approved the positions and the new terms were ratified.

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, Dr Adele Yates Food Safety

Response Manager, and Grace Hannaford Food Safety Response Officer attended and introduced themselves. Tom Carter is also a part of the team.

Mitch Fortier – Head of Services Development and Content Capture at GS1 Australia introduced himself as it was his first Recall AG meeting.

Melanie advised that Nicole at Simplot is now with the Allergen Bureau as the VITAL Coordinator, and we appreciate Nicole agreeing to continue her participation in the advisory group in her new position.

There was a total of 11 attendees, and we did meet the quorum. Quorum specifies 10 participants - 2 receivers and 5 suppliers.

2.5 Review of Past Meeting Actions

Delivered by Carolyn Dennis

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

- GS1 to edit meeting recording and circulate the video presentation to the group from the December meeting (FreshChain and NSW Food Authority presentation)
- Ongoing - GS1 and Co-chairs to invite presenters for future meetings.

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 regarding 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 Chris Drougas

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, 46 Withdrawals against 42 at this time last year.
- Mock recalls are comparable to last year LY 242 – Q1 TD is 174 – on track.
- Nine companies have issued notifications in Q1 TD. 2 Subscribed, 2 Suppliers issued a Recall, with both suppliers being Recall platform users.
- 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 Chris Drougas, GS1 Australia

- For 2024 there are 3 planned releases.
- R1 April 13th with 14 Requirements at 35 points. Lock down in requirements was due in November 2023
- R2 is scheduled for July 2024 with requirements lock down in March.
- R3 is scheduled for December 2024 with requirements lock down due in June.

Chris and his team are reviewing the requirements to see what may be added to the new releases based on feedback that they hear from their support channels.

The next releases on April 13th– requirements heavily driven by Health Services Victoria and Metcash implementations.

Chris reviewed all the changes due to be released in April and advised that full details and descriptions of each requirement are available in the appendix of the slide deck.

Release 1: April 13th

Some simple changes will enhance the look and feel of the portal. Chris also advised that we have two separate portals, recall food & beverage and general merchandise. There are two separate platforms for the different industry sectors. The data required for the platforms are dependent on the regulatory requirements I.e.: The TGA as opposed to FSANZ etc.

Flexible Reminder and Summary Email System

Flexible system

- Allow Subscription administrators to adjust timing of 'reminder to view' and 'start reporting' emails. These are currently done at 24 hours and 48 hours, then 7 days and 21 days after the recall. Initiators will now be able to adjust these timings for their recipients and ensure that they respond to the message in the required time.
- Reporting reminders can be based on either Go Live date or Received date.
- Initiator Summary email will also be flexible.

Recipient reporting packaging UOM

Updated Reporting table

- If an initiator adds a 'higher level' of packaging to their Item, then recipients will be able to choose to report back on this packaging Unit Of Message (UOM).
- New column in reporting table next to the quantity (QTY) field to allow recipient to choose which packaging level to report on, whether it's the individual base unit, the carton, or the pallet etc.

Chris advised that all updates are available in the appendix of the slides that will be shared.

If there are any questions around these please contact the team

Please submit requirements suggestions or any bugs to recallsupport@gs1au.org or via the feedback button in Recall.

2.8 Issues / Challenges / Opportunities

Carolyn recently used the Recall portal and shared her experience. She advised that using the recall portal is a systematic way of putting out a recall with one press of the button. The new enhancement of being able to upload the details to a list of non-GS1 Recall subscribers worked well. There is a drop-down list for the subscribers and now there is a drop-down list for non-subscribers as well.

There have been a mis alignment of the GS1 Recall portal and some of the fields for FSANZ due to the upgrade to the FSANZ website template changes.

Carolyn suggested GS1 needs to look at this to align the FSANZ content with the GS1 Recall portal template as this was frustrating during the recall.

Coles and Woolworth's are good at recalls, and they got rid of the product fast which was great.

Adele at FSANZ happy to discuss the alignment of the templates – from FSANZ they have a whole new form for the food recall report and therefore the systems do not match up with different titles and content etc.

Chris will set up a time to workshop these and Carolyn said she would be happy to attend.

Chris advised that the GS1 support team is available at any time for assistance when using the portal during a recall including all public holidays.

FSANZ said mock recalls sometimes come through to them – sometimes it has a mock recall in the heading and others do not, this causes confusion. FSANZ do not need to see the mock recalls.

Chris suggested to send a request to development team to turn this off for FSANZ or flag to users that they are doing a mock in the live system, however there is an option to turn this off from being sent to FSANZ. Adele suggested that this could be a result of companies using mock recalls as part of their training.

Carolyn advised that you could choose not to do a mock recall in the live system as there are two separate menu options now, it is clear which portal you are in.

Bill – Asked about the new form for Recalls, if they use the GS1 Recall do they need to complete the FSANZ form to reduce duplication of effort. FSANZ said they can work with the GS1 Recall form but would like to align these templates.

Chris advised that as FSANZ now use a webform, GS1 could work with their technical solutions teams to push through automatically with APIs etc.

Mitch advised that this requires ongoing maintenance to align the systems when anything changes.

Cindy advised that the auditors are asking to see proof of a mock recall to show that they can notify the regulator in the case of a live recall, this may be why FSANZ are seeing the mock recalls coming through.

In the Auditors check list, this is one of the requirements - to prove that a company can notify the certain organisation in the event of a recall - the auditors therefore ask to show proof of this.

This requirement is written within the standard and Cindy has said that SQF, Woolworths, Coles and DAFF have all asked Cindy for proof.

There was a recommendation to add a FAQ to advise users and auditors that the notification does indeed go to FSANZ etc in a live recall situation.

Carolyn said that this is a lack of education on the auditor's behalf, you can print out the mock recall as proof, however some may not accept this - The auditors need more education of the GS1 mock recall and GS1 Recall portal mechanisms.

Melanie agreed that GS1 needs to create this awareness with auditors.

Bill suggested that we could go to the major auditing bodies (CBs) and to provide this awareness in their calibration sessions. Cindy and Carolyn agreed.

3.0 General Business

Delivered by Melanie Wishart, GS1 Australia

3.1 Marketing, Events and Comms

- **NGTAG Newsletter**

Melanie provided the latest link to the NGTAG NewsLink. Please review for the latest traceability and National GS1 Traceability Advisory Group (NGTAG) news and resources. [NGTAG NewsLink](#)

To get involved in the NGTAG or to find out more please visit [NGTAG | GS1 Australia](#)

- **FPSC Symposium**

The Fresh Produce Safety Centre is holding their annual Food Safety Symposium on Tuesday 20th and Wednesday 21st August at Novotel Brighton Le Sands. GS1 will have a stand, to find out more please visit the following <https://fpsc-anz.com/international-fresh-produce-safety-symposium-2024/>

Frank Yiannas will be a guest speaker. Frank was the deputy commissioner of food policy and response at the US FDA and played a big role in creating the Food Safety Modernization Act and the New Era of Smarter Food Safety blueprint.

- **National Framework for Recycled Content Traceability**

Developed by the Department of Climate Change, Energy, the Environment and Water (DCCEEW), the National framework comprises a set of guidelines designed to support a nationally standardised approach to implementing recycled content traceability. The new framework represents a pivotal step towards establishing a

nationally standardised approach to implementing recycled content traceability. The framework, comprising a comprehensive set of guidelines, provides practical guidance and recommendations for enhancing the transparency and accountability of recycled content within supply chains. With this framework, Australia can ensure consistency, reliability, and integrity in the tracing of recycled materials, thus bolstering consumer confidence and driving market demand for sustainable products.

This framework is important due to the increasing demand for information & assurance around recycled content and due to the increasing requirements to access market, we need to ensure integrity into the tracing of materials. To view the framework please click on the following [National Framework for Recycled Content Traceability \(dccew.gov.au\)](https://www.dccew.gov.au/national-framework-for-recycled-content-traceability)

- **Australian Citrus Traceability Project.**

In 2022, the trade association - Citrus Australia, and the state government agency Agriculture Victoria, worked together on this project to strengthen citrus traceability for their high value export markets.

The pilot, funded by the Victorian Government, ran for the duration of the 2022 citrus harvest season. The aim was to implement end-to-end traceability from an Australian packhouse, through the supply chain, to consumers in two Asia Pacific markets.

The participating packhouse was Mildura Fruit Company, one of Australia's largest packers and exporters of citrus.

GS1 partnered with the team to provide guidance for implementing an end to-end traceability system using 2D barcodes and GS1 Digital Link from Australian packing house, through the supply chain, to consumers in Asia Pacific markets.

After deploying a successful pilot the Mildura Fruit Company has fully implemented the traceability solution for the **2023** citrus season.

Final Report and Videos available at

[Traceability in Citrus \(citrusaustralia.com.au\)](https://citrusaustralia.com.au/traceability)

GS1 Global launched a case study at the recent GS1 Industry & Standards event

[Citrus fruit traceability \(gs1.org\)](https://gs1.org/citrus-fruit-traceability)

3.3 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](#)

4.0 Confirmation of Actions and Next Steps

ACTION	DUE DATE	BY WHO	STATUS
GS1 and Co-chairs to invite presenters for future meetings based	Ongoing	GS1/ Co-Chairs	Ongoing
GS1 to edit meeting recording and circulate the video presentation to the group (FreshChain and NSW Food Authority presentation)	14/1	GS1	WIP
Review the new FSANZ food recall report template and look to align with GS1 Recall portal.	17/4	GS1/FSANZ/ Peters	
GS1 to investigate options to reduce mock recalls going to FSANZ	17/4	GS1	
GS1 to add a FAQ to the GS1 Recall FAQs around the fact that the Recalls issued via the portal do go to FSANZ	6/4	GS1	
GS1 to provide awareness to auditors and CBs around the portal and the mechanisms of the mock recalls	Ongoing	GS1	

5.0 Next Meeting

The meeting was called to a close by Melanie at 3.40pm. Agreed next meeting date is: 6th June 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.

6.0 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.

7.0 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
https://www.gs1au.org/our-services/get-compliant/recall/gs1-australia-recall?viewmode=0	