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<th>Title</th>
<th>Recall FD&amp;CG Advisory Group Meeting Minutes</th>
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<tr>
<td>Version</td>
<td>Meeting 13</td>
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<tr>
<td>Date</td>
<td>13 August 2020</td>
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<td>Doc Type</td>
<td>Meeting Minutes</td>
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<td>Access</td>
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**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**

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<th>Version</th>
<th>Date</th>
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<th>Editors</th>
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<td>Meeting 13</td>
<td>17-Aug-2020</td>
<td>Final</td>
<td>GS1 Australia</td>
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**Document authors / contributors**

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<tbody>
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<td>Implementation and Support Lead - Recall, GS1 Australia</td>
</tr>
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**Document endorsement**

<table>
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<th>Role</th>
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<th>Endorsement</th>
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<tr>
<td>Secretariat(s)</td>
<td>Melanie Wishart</td>
<td>Senior Account Manager, Customer Engagement, GS1 Australia</td>
<td>August 2020</td>
</tr>
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**Document location**

GS1 Internal File system

**Document validity**

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**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

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<th>Attendees:</th>
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<tbody>
<tr>
<td>Co-Chair: Lily Rattanaphasouk</td>
<td>Goodman Fielder</td>
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<tr>
<td>Co-Chair: Andrea Currie</td>
<td>Coles</td>
</tr>
<tr>
<td>Sonya Muhlsimmer</td>
<td>Green’s</td>
</tr>
<tr>
<td>David Holt</td>
<td>Metcash</td>
</tr>
<tr>
<td>Ramadevi Pothedar</td>
<td>Nestle</td>
</tr>
<tr>
<td>Farisha Hussein</td>
<td>Clorox</td>
</tr>
<tr>
<td>Tania Serovski</td>
<td>Harris Farm Markets</td>
</tr>
<tr>
<td>Carolyn Dennis</td>
<td>Peters</td>
</tr>
<tr>
<td>Lisa Clark</td>
<td>Simplot</td>
</tr>
<tr>
<td>Ljubomir Pupovac</td>
<td>University of NSW</td>
</tr>
<tr>
<td>Andrew Steele</td>
<td>GS1 Australia</td>
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<tr>
<td>Melanie Wishart</td>
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<tr>
<td>Andrew Brown</td>
<td>GS1 Australia</td>
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<tr>
<td>Tracey Kelly Jenkins</td>
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<tr>
<td>Christopher Drougas</td>
<td>GS1 Australia</td>
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<tr>
<td>Peter Carter</td>
<td>GS1 Australia</td>
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<tbody>
<tr>
<td>Gabrielle Weidner</td>
<td>FSANZ</td>
</tr>
<tr>
<td>Emily Macnaughton</td>
<td>FSANZ</td>
</tr>
<tr>
<td>Julie Thompson</td>
<td>Lion Co</td>
</tr>
<tr>
<td>Naline TerWolbeek</td>
<td>Costa Group</td>
</tr>
<tr>
<td>Marcel Sieira</td>
<td>GS1 Australia</td>
</tr>
<tr>
<td>Justin Middleton</td>
<td>GS1 Australia</td>
</tr>
<tr>
<td>Sunita Kewada</td>
<td>GS1 Australia</td>
</tr>
<tr>
<td>Anuja Varghese</td>
<td>GS1 Australia</td>
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<tr>
<td>Nim Phoa</td>
<td>GS1 Australia</td>
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2.0 Minutes

2.1 Introductions (and Quorum)

2.2 Opening, Welcome
- Delivered by Lily Rattanaphasouk, Goodman Fielder
- There was a total of 16 attendees, and this did meet quorum.
- The meeting was recorded, and this was communicated to the group

2.3 AntiTrust Statement & Declaration of any Conflict of Interest
- 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.
- The compliance policy guidelines are included in the published presentation

2.4 Advisory Group Purpose
- Delivered by Lily Rattanaphasouk, Goodman Fielder
- Co-Chairs: Andrea Currie (Coles), Lily Rattanaphasouk (Goodman Fielder)
- Current term expires Q2 2021

2.5 Review of Past Meeting Actions
- Delivered by Lily Rattanaphasouk, Goodman Fielder
- Colour legend used below:
  - (Current Action) = Current action required to progress the discussion point
  - (Finalised Action) = Advice or action being taken to close the discussion point
- FSANZ appears to be requiring sponsors to work through the FSANZ checklist even though the portal has been setup to provide all FSANZ required information.
  - Currently reviewing wording in Recall Protocol and FSANZ website to clarify use of Recall vs FSANZ checklist. GW: FSANZ advised that changes may be made to streamline this and is looking into this.
GS1 to contact Julie (LionCo) to discuss checklist and system functionality re: bulk upload of products and variants
  o Chris to contact Julie to discuss ideas around adding a virtual checklist and the functionality currently available for bulk upload of products on the Recall platform
  o There are no on-going past actions that have not been covered elsewhere

### 2.6 Current Position of Recall FD&CG service

- Delivered by Chris Drougas, GS1 Australia
- Recall notifications almost tripled FY 20 vs FY 19 (16 over 6) withdrawals on par
- Subscriber onboarding 93% live
- 18 Notifications issued in Qtr 2 – 2 were Recall subscribed and issued via Recall
- 11 in Qtr 3 TD – 1 was Recall subscribed and issued via platform
- 667 Subscribers across both services, 332 subscribers have an account in the FD&CG portal
- The report summary is uploaded to the Recall AG HUB a week prior to the AG meetings. Pre reads available here: https://www.gs1au.org/our services/recall/gs1-australia-recall-and-recall health

### 2.7 Recall Development Roadmap

- Roadmap update - delivered by Chris Drougas, GS1 Australia
- There are three releases for 2020: - April, July, and Dec, allowing for more functionality sooner. There will be no downtime that will affect users.
- Release 2 deployed July 25th 2020 with focus on Recipient Management – companies can now manage groups of subscribed recipients, and upload lists of non-subscribed recipients.
- Release 3 (Dec 2020) to focus on ability for Initiator Companies to provide product qty’s by tracking code to each recipient.
- Entire Recall product roadmap can be reviewed in AG meeting presentation in the Appendix

### 2.8 Issues / Challenges

Delivered by Chris Drougas, GS1 Australia,

- Stakeholder usage:
  o Proactive re-enforcement of the Ready/Live status maintenance. The GS1 support team and system are actively contacting companies 1 month before their Recall Ready certificates expire (12 month expiry, contact is at 11
3.0 General Business

- Stakeholder recall use.
  - Simplot advised that mandatory and additional retailer requirements can cause confusion. Different Retailer requirements mean data requirements are different for all users and the Recall platform requires certain mandatory fields to be completed.
  - AB – GS1 recommends using a mock recall and using this data as a template for any future recalls or recall meetings. This includes mandatory and additional field.
  - CD – as per previous minutes, a digital checklist is being investigated for future development to assist preparedness.

- Discussion. "How has Covid-19 affected the way your business manages recalls"?
  - Greens mentioned busiest time in their history
  - Goodman Fielder advised quality management system is being tested
  - Peters advised that stock is being produced in larger than normal qty’s so now is the time to be “hypervigilant” to avoid any near misses
  - Andrea shared that they have been aware of recalls happening OS due to undeclared allergens and raw material supply, having to switch to new suppliers can pose a threat. Cautioned everyone to be extra careful when importing raw materials due to low quality.

Relevant Industry Events with GS1 presence

- AIFST Food Recall Interactive webinar – (2nd Sep)
  A comprehensive workshop to help you develop the skills necessary to implement a program to evaluate and test the recall policies and procedures in place in your business.
- NRA Technical safety committee - Monthly from 10th June 2020

- Planning for future events including: -
Working with INPAA for events and partnership - progressing

Discussions with ATA working toward a proposal – waiting for content

Discussions with HACCP Australia around awareness sessions

Working on Recall workshop for non food with partner organisations

Expanding Recall Reach - New engagement (Hampered by current situation)

Grocery
- Drakes have signed up to Recall to receive notifications and send to their stores

Health
- WA Health (Health) whole of state Implementation (Early 2021)
  - SA Health

General Merchandise and Apparel
- Working with Industry Associations to target improving capability

Fresh Produce
  - Signed an agreement with PMA A-NZ to support the Australian fresh produce industry through the use of Recall.

Marketing Activity

Drakes Supermarkets
- Media release, collaborative campaign, training videos (Sep 2020)

Focused Awareness Campaign (August – Dec 2020)
- Expand awareness and knowledge of the Recall platform using alternate marketing tactics
  - Giveaways
  - Online Quiz
  - Online Polls
  - Recall Bootcamps (popular option)
  - Annual report: Industry trends

Dashboard
- Monthly report of marketing activity statistics across channels; website, eDMs, social media

For access to the Recall Advisory Group Hub on the GS1 Australia
4.0 Guest Speakers

- **Peter Carter, GS1 Australia**
  
  Topic: National Traceability Industry Advisory Group
  
  To contact Peter about traceability initiatives or for further information on the Traceability Advisory Group:
  
  M: 0418 231 997
  E: peter.carter@gs1au.org

- **Ljubomir Pupovac, University of NSW**
  
  Research Proposal: How to communicate product recalls more effectively
  
  If you would like to assist Ljubomir with his research, or to become a partner please contact him via the following details:
  
  M: 0450 121 406
  E: l.pupovac@unsw.edu.au

**Calling for Speakers** at next meeting. Please contact Chris Drougas with your expression of interest and topic for discussion: christopher.drougas@gs1au.org

Potential Topics for future presentations:

- Food Defence
- Blockchain
- Traceability

5.0 Closed actions

- No actions where closed at this meeting

All other older closed actions have been archived and available on request

6.0 Next Meeting

- Agreed next meeting dates are:
  
  Wednesday November 11th 2020 @ 2:30pm AEST
  
  - All meetings will be held as Zoom web conferences with alternate GS1 Boardroom available for interstate attendance. (*If applicable*)
  
  - It was agreed that future meetings will 90 mins in length
  
  - Future Meetings:
  
  - Dates for 2021 to be advised later
Appendix A: Related documents

<table>
<thead>
<tr>
<th>Document name</th>
<th>Location</th>
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<tbody>
<tr>
<td>Trade Practices Compliance Notice</td>
<td>Embedded in Minutes document</td>
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<tr>
<td>Meeting Presentation</td>
<td>Attached to Minutes email</td>
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GS1 Australia Limited

6.1 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.