

<b>Title</b>	<b>Recall FD&amp;CG Advisory Group Meeting Minutes</b>
<b>Version</b>	<b>Meeting # 1 2023</b>
<b>Date</b>	<b>1st March 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 1	1-Mar-2023	Final	GS1 Recall team

### Document authors / contributors

Name	Title / Organisation
Melanie Wishart	Account Director - Retail, Customer Engagement, GS1 Australia
Chris Drougas	Senior Advisor, Product Management, GS1 Australia

### Document endorsement

Role	Name	Title	Endorsement
Secretariat	Melanie Wishart	Account Director - Retail, Customer Engagement, 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.

## Disclaimer

THIS DOCUMENT IS PROVIDED "AS IS" WITH NO WARRANTIES WHATSOEVER, INCLUDING ANY WARRANTY OF MERCHANTABILITY, NONINFRINGEMENT, FITNESS FOR PARTICULAR PURPOSE, OR ANY WARRANTY OTHERWISE ARISING OUT OF THIS SPECIFICATION. GS1 Australia disclaims all liability for any damages arising from use or misuse of this document or its contents, whether special, indirect, consequential, or compensatory damages, and including liability for infringement of any intellectual property rights, relating to use of information in or reliance upon this document. GS1 Australia retains the right to make changes to this document or its contents at any time, without notice. GS1 Australia makes no warranty for the use of this document and assumes no responsibility for any errors which may appear in the document, nor does it make a commitment to update the information contained herein.

## Table of contents

Document Purpose .....	1
Document Control .....	1
1.0 Attendees .....	4
2.0 Minutes .....	5
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.....	6
2.6 Current Position of Recall Service.....	6
2.7 Recall Development Roadmap .....	6
2.8 Issues / Challenges / Opportunities .....	7
2.9 Guest Speaker – Leah Williamson, Own Brand Product Compliance Manager, Quality & Technical Standards Coles and Co-Chair of the Advisory Group .....	7
3.0 General Business .....	8
3.1 Marketing, Events and Comms .....	8
3.2 Recall Partners and new Engagement .....	8
3.3 Useful Resources.....	8
4.0 Confirmation of Actions and Next Steps .....	9
5.0 Next Meeting.....	9
6.0 GS1 Australia Limited Trade Practices Compliance Notice .....	10
7.0 Appendix .....	10

## 1.0 Attendees

<b>Attendees:</b>	
Melanie Wishart	GS1 Australia
Nim Phoa	GS1 Australia
Leah Williamson	Coles
Andrew Brown	GS1 Australia
Christopher Drougas	GS1 Australia
Tracey Kelly-Jenkins	GS1 Australia
Mark Blitenthall	GS1 Australia
Andrew Steele	GS1 Australia
Robyn Gledhill	Pental
Farisha Hussein	Clorox
Klara Kinclova	Metcash
Julie Thompson	Bega
Melissa Williams	Woolworths
Brenda Gilet	Nestle
James Valentine	FSANZ
Deon Mahoney	IFPA
Sabrina G	FSANZ
Cindy Pickard	Simplot
<b>Apologies:</b>	
Naline TerWolbeek	Costa Group
Gabrielle Weidner – Maternity Leave	FSANZ
Bhaskar C	Goodman Fielder
Sonya Muhlsimmer	Greens General Foods
Anuja Varghese	GS1 Australia
Sunita Kewada	GS1 Australia
Justin Middleton	GS1 Australia
Marcel Sieira	GS1 Australia
David Holt	Metcash
Pooja Prasad	Nestle
Craig Shadbolt	NSW DPI
Selina McNulty	Patties Foods
Bhumika Patel	Villi's Bakery
Sjoerd Doornbos	RedBull
Tammarah Sparks	Woolworths
Dominique Pinker	Woolworths
Danica Siratkov	Goodman Fielder
Michael Smith	FSANZ
Janessa Tubman	Goodman Fielder
Terry McWilliam	Costco

Elisa Nasol	Metcash
Carolyn Dennis	Peters
Cindy Pickard	Simplot
Sarah Dawes	Harris Farm
Daniel Davidson	Unilever

## 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 Melanie Wishart, GS1 Australia.

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

### 2.4 Introductions and Attendance (Quorum)

Delivered by Melanie Wishart , as the chair (proxy) for the meeting.

Melanie welcomed the new participants. Mickey Smith has left the business and Thomas Carter has commenced as the new Food Recall Coordinator at Food Standards Australia New Zealand (FSANZ), for all food recall-related enquiries. Thomas was unable to attend the meeting and James Valentine and Sabrina stepped in today on behalf of Thomas at FSANZ.

Dr Geoffrey Annison – from the AFGC has retired and we will be contacting another representative from the AFGC to join the group.

There was a total of 18 attendees, and this did meet quorum. Quorum specifies 10 participants - 2 receivers and 5 suppliers.

The meeting was recorded, and this was communicated to the group

## 2.5 Review of Past Meeting Actions

Delivered by Meanie Wishart

- 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

1. Ongoing - GS1 and Co-chairs to invite presenters for future meetings
2. GS1 to follow up with the dairy regulators and ensure they are aware of the Recall portal and the importance of the mock recall process.

We are reaching out to Vic Dairy and will provide an awareness and overview campaign to all dairy regulators on GS1 Recall and mock recalls

**There are no on-going past actions that have not been covered elsewhere**

## 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 (10 outstanding). The benchmark is 20 so this is a good result
- Mock notifications excellent, shows companies are keeping on top of training and annual ready/live process. From June to December 2022 there were 167 mock recall notifications.
- 4 Recalls listed on FSANZ site Q1 TD 2023. None from the recall subscribers.

Pre-reads available here: [GS1 Australia Recall Report](#)

## 2.7 Recall Development Roadmap

Roadmap update - delivered by Chris Drougas, GS1 Australia

- There are 3 releases planned for 2023 and one to be prioritised - R1 for April 1<sup>st</sup> 2023
- The next release is booked for July-August, and we are the process of finalising what these requirements will be.
- In April there are 9 Requirements due for development. The main changes include:-

### Correction Mode

There will be a new enhancement build that allows you to correct the notification without issuing an update. If a notification is already live and has been issued and a minor amendment (Correction) is required, this can now be done without creating a second copy

of the notification. The recipient of the notification can see the changes at their end but will not receive a second email. If FSANZ information is changed they will be notified, but recipients are not.

### **Annual email reminders**

Annual email reminder will be issued for those companies that have expired certifications and are therefore not 'Recall Ready' or active in the platform and still paying fees for the service.

### **Non-Subscriber Guest Portal**

If you send notifications to a non-subscriber of the portal and add their email address, the company gets an email PDF that they can download. If they require more detail, they have to do so outside of the portal. This new enhancement means that they can view the notification and communicate via the portal. This provides many benefits for both the initiator and for the non-Recall subscriber.

### **Updated Item Reporting.**

Updated table for item reporting for better user experience – items displayed more clearly and responses are more easily logged.

The Recall roadmap for 2022 releases, and completed enhancements can be reviewed in the Advisory Group meeting presentation and included in detail in the presentation appendix.

If there are any questions around these Chris advised that you could contact him directly

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**

No issues or challenges raised on the latest development roadmap and opportunities

## **2.9 Guest Speaker – Leah Williamson, Own Brand Product Compliance Manager, Quality & Technical Standards Coles and Co-Chair of the Advisory Group**

Our co-chair Leah provided a very in-depth presentation on Covid related issues, food safety, food safety culture, supply chain resilience and food fraud. Leah provides a summary of these issues in the new 2022 GS1 Recall "Year In Review".

Leah shared many useful tools and resources, critical to building food safety and food defence plans as well as carrying out hazard analysis and risk assessments for your businesses and supply partners.

Leah advised that, although we cannot share the presentation, she can be contacted if anyone has any questions or would like access to any of the resources and tools that were presented.



## 3.0 General Business

### 3.1 Marketing, Events and Comms

- **Year in Review report 2023**

Tracey advised that the 2023 Recall Year in Review Report is now available. Produced by GS1 Australia, the report includes articles from Leah at Coles and HACCP, as well as a look into what the future holds for product recalls. This will be circulated to the group and available here [download \(gs1au.org\)](https://gs1au.org)

- **GS1 Global Forum**

Melanie provided an update on the recent GS1 Global Forum. It was the first hybrid global forum to celebrate 50 years of the barcode. There was a total of 2,521 participants from 111 countries. 897 in person and 1,624 virtual – the main focus of the forum was the Global transition to the 2D barcode and Melanie recommended viewing the Retail Plenary Session to find out more.

You can access presentations at the following link <https://forum.gs1.org/>

- **NGTAG Open Industry Event**

Melanie provided an overview of the NGTAG open industry “Traceability For Biosecurity”. This was held on Tuesday 28<sup>th</sup> February.

GS1 Australia and the National GS1 Traceability Advisory Group (NGTAG) are committed to working with government and industry to provide practical pathways for enhanced national biosecurity and traceability.

This session yesterday featured a presentation from DAFF on the national biosecurity strategy and how it relates to the national traceability strategy. We also heard from the Executive Director of Biosecurity Victoria and the Chief Biosecurity Officer at QLD Government on their biosecurity plans and how they must link to traceability capabilities.

The recording is available at the following link [Traceability - YouTube](#)

Please also see the call to action on the NGTAG Traceability 4 Biosecurity key focus area at the following link [Download - GS1 Australia](#)

### 3.2 Recall Partners and new Engagement

These Recall partners provide benefits to the initiators and sponsors and provide feedback into the Advisory Group and roadmap discussions and priorities.

We also call on these partners to participate in our bootcamps and other events.

### 3.3 Useful 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 follow up with the dairy regulators and ensure they are aware of the Recall portal and the importance of the mock recall process.	31/8	GS1	
GS1 to circulate new GS1 Year in Review	9/3	GS1	Complete
GS1 to circulate call to action on the NGTAG Traceability 4 Biosecurity key focus	9/3	GS1	Complete

#### 5.0 Next Meeting

Agreed next meeting date is: 7<sup>th</sup> June 2023 @ 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>