

Title	Recall FD&CG Advisory Group Meeting Minutes
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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

Version	Date	Nature of change / comments	Editors
Meeting 3	31-Aug-2022	Final	GS1 Recall team

Document authors / contributors

Name	Title / Organisation
Melanie Wishart	Account Director - Retail, Customer Engagement, GS1 Australia
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Document endorsement

Role	Name	Title	Endorsement
Secretariat	Melanie Wishart	Account Director - Retail, Customer Engagement, GS1 Australia	

Document location

GS1 Internal MS Teams 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

Attendees:	
Julie Thompson	Bega
Leah Williamson	Coles
Michael Smith	FSANZ
Janessa Tubman	Goodman Fielder
Nimh Phoa	GS1 Australia
Andrew Brown	GS1 Australia
Melanie Wishart	GS1 Australia
Christopher Drougas	GS1 Australia
Mark Blitenthall	GS1 Australia
Tracey Kelly-Jenkins	GS1 Australia
Danica Siratkov	Goodman Fielder
HACCP Intl	Rachel Meryment
Robyn Gledhill	Pental
Carolyn Dennis	Peters
Cindy Pickard	Simplot
Neptune Man	Harris Farm
Terry McWilliam	Costco
Elisa Nasol	Metcash
Daniel Davidson	Unilever
Apologies:	
Geoffrey Annison	AFGC
Naline TerWolbeek	Costa Group
Jacqui Payne	Foodbank
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
Andrew Steele	GS1 Australia
Marcel Sieira	GS1 Australia
Sarah Dawes	Harris Farm
David Holt	Metcash
Pooja Prasad	Nestle
Craig Shadbolt	NSW DPI
Selina McNulty	Patties Foods
Deon Mahoney	PMA A-NZ
Cody Shaw	Woolworths
Bhumika Patel	Villi's Bakery
Sjoerd Doornbos	RedBull
Farisha Hussein	Clorox
Klara Kinclova	Metcash
Brenda Gilet	Nestle
Isabel Garner	GS1

2.0 Minutes

2.1 GS1 Welcome Message and Agenda

Delivered by Melanie Wishart, GS1 Australia

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

2.4 Introductions and Attendance (Quorum)

Delivered by Leah Williamson (Coles), as the chair for the meeting.

Leah Welcomed the new participants. Bhumika Patel – Vili’s Bakery, replacing Leanne Ambrose who left the business in June and Dan Danielson – Unilever, replacing Dan Jager.

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 Chris Drougas

- Colour legend used below:

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

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

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

3. Survey to be circulated to the group.

The Recall AG meeting effectiveness survey will be done via Zoom poll in today's meeting

4. Provide an overview of the Global Recall portals used in other countries in regards to the functionalities, the processes and the number of users. GS1 to provide these to the group.

Chris asked if this action item was to hear more about the GS1 Recall portal in Canada and NZ, or to investigate other recall communication tools that may exist internationally? Both Canada's and NZ platforms are very similar to ours, however the regulatory landscape is different.

Chris asked the group to email him if they would like further information

5. Request Michael at FSANZ to clarify use of newspaper or social media notifications at time of recall.

Michael has agreed to address this in today's meeting

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

2.6 Recall Development Roadmap

Roadmap update - delivered by Chris Drougas, GS1 Australia

- There are 3 releases in 2022
- The next release, R3, is scheduled for November 12. There are 8 requirements locked and currently in development.
- Prioritisation survey to be sent in September for the Release 1 for March 2023
- These need to be locked down by October 2022

Please submit any ideas or bugs to recallsupport@gs1au.org

- 12 Requirements in total, 8 for the food & consumer goods portal and 3 for healthcare. These include: -

- A new action centre which provides a list of action and next steps required to complete notifications. This is accessed via a new tab in the dashboard.
- There have been some improvements to the Recall Ready visibility with a tab for subscription admin which easily identifies the current or expired status of the users recall readiness status. If this has expired, it will include a message to include a link to the mock recall portal. If it is current the user can download the certificate.
- Images files via API.
- Support Widget. A 'Submit Feedback' button was added to the bottom of page which allows users to submit feedback or development requests
- 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

2.7 Single Source and the use of images in Recall

"What is GS1 Single Source and how to integrate images to the Recall portal"

Mark Blitenthall, Manager for Service Engagement at GS1 Australia

There has been quite a few changes made to our image platform Smart Media and the GS1 National Product Catalogue (NPC). With the new functionality there has been a new API between GS1 Recall and the NPC which enables users to display a product image if they have loaded an image through the Smart Media GS1 image repository.

For more information on the NPC or Smart Media please contact GS1

Julie asked if the platform has function for companies to review the information and image on an ongoing basis.

Mark advised that companies internally have processes to update the information but we rely on the brand owner to do this when they change the packaging as this occurs on their side.

Julie asked if we can consider a review status or provide the date that the last update was created. Mark advised that we have a support team that maintains these catalogues.

2.8 Issues / Challenges / Opportunities

- **In Meeting Poll on Meeting Effectiveness**

Melanie launched a poll asking the group for feedback on the advisory group and whether GS1 was meeting the objectives of the advisory group.

Advised that results will be shared at the next AG and will assist us in running successful AG meetings that provide value for the group as well as promote opportunities to development efforts and to meet the objectives as shown in our AG Framework.

- **Issues / Challenges & Opportunities**

The meeting was opened up for general discussion, issues, challenges and feedback on the latest development roadmap and opportunities

- **Regulatory Updates** – Michael Smith Food Recall Coordinator at FSANZ (5 min)
 - Clarification of Newspaper and publication clarification around Recalls

Michael from FSANZ provided some background around the expectations from the food enforcement agencies to use print media at the time of a recall. This is not the case anymore and if it is a large National recall suppliers can now post on the food business social media or websites. Michael reminded the group that at a minimum, for a small and localised recall, the notice can be done at the point-of-sale and the retailers will provide this. The Food recall protocol and FSANZ website also list the requirements. If the food business needs to do a recall they have to contact the food state agency as a first and food recall plan with the officer.

3.0 Guest Speaker - Rachel Meryment, HACCP Intl

HACCP certification process of Recall. Recall was recently re-certified by HACCP in May. Rachel was invited to explain the process of certification and what this means.

4.0 General Business

- **Marketing and Comms**
 - Recall Bootcamp Series**

Our bootcamp series continues with the next one scheduled for September 29th.

Recall Bootcamp 6 will focus on sharing recall insights and trends, within Australia and overseas.

Andrew confirmed that Mikey Smith from Food Standards Australia New Zealand (FSANZ) and Andrea Currie from Coles Supermarkets will discuss topics including observable increase patterns, notifying overseas counterparts and the role of agencies, e.g. ACCC, DAFF.

Bootcamp participants will gain a set of tools and strategies that will help them to be better placed should they become involved in a product recall situation.

- **Events**
 - AIFST recall workshop 8 September**

Andrew provided information on the upcoming AIFST online interactive webinar series for food recalls. This workshop discusses

- How to maintain a recall plan that is relevant to your business
- That a mock recall is more than just a traceability exercise
- Whether you have the resources to manage a recall

- The common pitfalls of recall execution
- What to look for in a product recall insurance policy

The workshop will also feature a recall simulation exercise designed to challenge and provide opportunities to learn.

Group members can register via the following link [Australian Institute of Food Science and Technology \(AIFST\) - Food Recall Workshop - Online - Interactive Webinar](#)

- **Recall Partners and new Engagement**

Andrew mentioned that we have several partners that promote the recall platform, such as HACCP that we heard from earlier in todays meeting, whether they are a peak industry association or insurance partner. We have had no new partners since the last call

These 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.

Melanie asked the group to advise if you feel that a specific peak association body or insurance partners needs to be aware of our work with the Recall platform and include in their recall processes.

- **Useful Resources**

For the new participants on todays 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.

- **New MS Teams Site share point site**

We are updating our website over the next couple of weeks and will be moving all of our Advisory Group resources such as the past meeting minutes and presentations and the pre-reads for our meetings to a GS1 Hosted MS Teams Site. When this is up and running, I will send you all an invitation to access the site as well as some how to use information for those that may be new to Teams.

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 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	

6.0 Next Meeting

Agreed next meeting date is: 7th December 2022 @ 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.
- Future Meetings: 2023 TBA

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

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