

Title	Recall FD&CG Advisory Group Meeting Minutes
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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 11	5-Mar-2020	Final copy	GS1 Recall team

Document authors / contributors

Name	Title / Organisation
Melanie Wishart	Senior Account Manager, Customer Engagement, GS1 Australia
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Document endorsement

Role	Name	Title	Endorsement
Secretariat(s)	Melanie Wishart	Senior Account Manager, Customer Engagement, GS1 Australia	March 2020

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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Table of contents

Document Purpose	i
Document Control	i
1.0 Attendees	1
2.0 Minutes.....	2
2.1 Introductions (and Quorum)	2
2.2 Opening, Welcome.....	2
2.3 AntiTrust Statement & Declaration of any Conflict of Interest.....	2
2.4 Advisory Group Purpose	2
2.5 Review of Past Meeting Actions.....	2
2.6 Current Position of Recall FD&CG service	3
2.7 Recall Development Roadmap	3
2.8 Issues / Challenges.....	3
2.9 General Business.....	4
3.0 Closed actions – General Business	5
4.0 Guest Speaker	7
5.0 Next Meeting	8
5.1 Trade Practices Compliance Notice	10

1.0 Attendees

Attendees:	
Co-Chair: Andrea Currie	Coles
Co-Chair: Lily Rattanaphasouk	Goodman Fielder
Ramadevi Pothedar	Nestle
Farisha Hussein	Clorox
David Holt	Metcash
Gabrielle Weidner	FSANZ
Emily Macnaughton	FSANZ
Jessica Peters	Woolworths
Tania Serovski	Harris Farm Markets
Carolyn Dennis	Peters
Melanie Wishart	GS1 Australia
Andrew Brown	GS1 Australia
Christopher Drougas	GS1 Australia
Marcel Sieira	GS1 Australia
Andrew Steele	GS1 Australia
Apologies:	
Justin Middleton	GS1 Australia
Sunita Kewada	GS1 Australia
Anuja Varghese	GS1 Australia
Nim Phoa	GS1 Australia
Naline TerWolbeek	Costa Group
Michael Davidson	Foodbank
Megan McGhie	BE Campbell
Terry McWilliam	Costco
Sonya Muhlsimmer	Green's
Julie Thompson	Lion Co

2.0 Minutes

2.1 Introductions (and Quorum)

2.2 Opening, Welcome

- Delivered by Lily Rattanaphasouk, Goodman Fielder
- There was a total of 15 attendees, and this did meet quorum.

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 Melanie Wishart – GS1
- 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**
- Mark Fuller (GS1 Australia) advised GS1 AU would investigate potential linkages with GS1 NZ in terms of Trans-Tasman suppliers and recipients.
 - **Requested by NZ to delay this work until Q1\Q2 FY20**
 - Carolyn advised this work would be beneficial for all
- 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.
 - **GS1 and FSANZ met in January 20. 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.**
- Flexible Recall ready expiry dates (3 month/6month/12month, TS: HFM)
 - **GS1 has added this to the roadmap**

- Fax/SMS issue was raised – Portal error caused variety of issues.
 - Code for platform was tied to SMS service causing issue. Code has been separated so won't occur
- Pre-reads now available 1 week prior to meeting.
 - These can be accessed on the GS1 Recall Advisory Group Hub, please review for feedback
- 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 have doubled to date over the full FY last year
- Subscriber onboarding 93% live
- 24 Companies issued recalls which were listed on FSANZ website, 10 of those companies were Recall subscribers
- 689 Subscribers across both services, 341 subscribers have an account in the FD&CG portal

2.7 Recall Development Roadmap

- Roadmap update - delivered by Chris Drougas, GS1 Australia
- UAT for Release 1 2020 will commence mid-March
- Release 1 for 2020 to be delivered April 25th
- Prioritisation for 2020 R2 is due end of March.
- Top 15 prioritised requirements are to be voted on by mid-March.
 - The top Recall enhancement items were reviewed. These can be found in the appendix of the presentation and will be sent out for review prior to the voting panel.
- Recall roadmap can be reviewed in AG meeting presentation

2.8 Issues / Challenges

- Delivered by Lily Rattanaphasouk, Goodman Fielder
- Continuing to investigate reporting options with regulators
 - FSANZ/ GS1 to review opportunity to incorporate new template
- Stakeholder usage:
 - New functionality to assist with visibility (for sponsors and recipients) and responsiveness to be deployed in April 25

- Proactive re-enforcement of the Ready/Live status maintenance. Support team actively contacting companies with expired Recall Ready certificates:
 - Health: 20 contacted and 13 re-certified Recall Ready status
 - F&B: 16 contacted and 12 re-certified Recall Ready status
- How to use videos being created for release in April

2.9 General Business

- How do we bring additional value to the Advisory Groups?
 - Chris Drougas advised that we need to encourage participation and great speakers and topics may assist.
 - ACTION: Andrea Currie agreed to present at the next meeting on the topic of Food Defence
- Lily advised we have now added Co-Chair and Advisory Group profiles to the AG hub
 - <https://www.gs1au.org/our-services/recall/gs1-australia-recall-and-recall-health>
- Discussion around the AG meeting frequency and whether this should be bi-annual or remain as Quarterly.
 - It was agreed to remain as Quarterly for now.
- Chris Drougas advised that GS1 will be conducting a disaster recovery and mock event as part of the GS1 Business Continuity Plan in the months of Mar/Apr.
 - This will not affect users.
- Relevant Industry Events with GS1 presence
 - AIFST Food Recall Workshop - Adelaide (11th March)
AIFST is pleased to be hosting 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.
 - PMA A-NZ Food Safety: Managing the Risk - Sydney (18th March)
This seminar will address food safety across the fresh produce sector, providing information on the types of hazards that may be encountered and provide guidance on how to reduce the risks.
 - AIFST Food Recall Workshop - Sydney (26th March)
This workshop will help you to understand how even the simplest oversights can derail an otherwise sound procedure. You will learn to evaluate the who, what, where, when and why of recalls and how a properly handled recall not only effectively protects the consumer, but also allows for the public image of a company to improve.
 - Supply Chain Leaders Exchange - Yarra Valley Lodge, Vic (9-11th Sep)

The Supply Chain Leaders Exchange is an invite only event that has been developed specifically for modern day supply chain leaders charged with making their supply chain a weapon for competitive advantage.

- The AIFST Food Recall Workshop – Melbourne (12th November)

This workshop is a repeat of the Sydney March event.

- Planning for future events including: -
 - Planning AIFST joint Workshops for Perth, Melbourne
 - Working with INPAA for events and partnership
- Expanding Recall Reach - New engagement
 - Health
 - WA Health (Health) whole of state Implementation
 - SA Health
 - NSW Health
 - General Merchandise and Apparel
 - Adoption of the portal
 - Working with Industry Associations to target improving capability
 - Working with APPA on a proposal for recall training
 - Discussions with ATA working toward a proposal
 - Fresh Produce

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

Joint PMA A-NZ/GS1 Media release 25th Feb and 12 month collaborative campaign commenced including: - how to videos, comms and advertisements.
- Chris Drougas advised that the new training videos will be released in April. These will be short videos on various aspects of using the Recall portal. Lily provided feedback that these were valuable to both new and existing users.
- Andrew Brown advised a version of the “Discover GS1 Recall” videos would also be released for on-demand viewing.
- Carolyn from Peters gave feedback that the training for new users was extremely valuable
- For access to the Recall Advisory Group Hub on the GS1 Australia
<https://www.gs1au.org/our-services/recall/gs1-australia-recall-and-recall-health>

3.0 Closed actions – General Business

Discussions about the current Advisory Group Framework

- GS1 will review current members and invite new members - ongoing
 - GS1 provided a comparison between Recalls in on FSANZ webpage, vs usage of portal and subscribed Recall portal users. GS1 will continue to maintain this comparison on an ongoing basis.
- GS1 advised that the revised traceability framework GTS2 has been ratified and released. In addition, GS1 has also ratified and published a generic industry sector traceability guidelines template document and a guideline for Fish Traceability (Europe) which can be used as a sample of a completed and ratified sector-based traceability guideline.
 - If you wish further information, please contact Peter Chambers at GS1.
 - Marcel Sieira from GS1 presented an update of relevant current industry initiatives
- Association involvement – ACCC has asked to be removed from the Advisory Group invitations.
 - GS1 will continue to send meeting minutes as a courtesy.
- It was noted that the release timeframes provided too short notice.
 - GS1 have negotiated longer timeframes for UAT with developer allowing users time to book UAT session in their calendars. GS1 has negotiated longer UAT period
- GS1 will provide data and stats as pre reading work to shorten the duration of reporting. GS1 will only report on highlights and anomalies if required.
- New feature demonstrations/presentations on industry topics maybe added to forums
- Stakeholders were in favour of reviewing a message of support or endorsement for the portal. GS1 Aust. will draft up the sample endorsement for review. This endorsement will be used as information for potential and new users, also existing users to reaffirm their engagement with the system.
- The Recall Endorsement letter has had 10 positive responses; 3 customers have advised they will not (main reason is these companies usually don't endorse products or services outside of their company range) and 11 companies are yet to formally respond.
 - GS1 will use the endorsement as it currently has 10 supporters
 - GS1 to include this endorsement as part of the onboarding of significant new subscribers (e.g. Caltex)
 - Endorsement letter is now "in production" however stakeholders can be added at any time

- Foodbank update – In December 2018 / January 2019, GS1 and Foodbank will discuss impact of discussions held by Michael Davidson (Foodbank) and other AG Members such as Simplot. Effort is still required to further understand the operational process when a donation occurs. And to also explore the different process that occurs for undeclared allergen versus foreign matter contamination.
 - GS1 And Simplot to review above in January; findings to be tabled at AG in June
 - GS1 has added the Foodbank contact details within the portal to enable users to directly contact foodbank in addition to them receiving the notice.
- GS1 will be providing facilities for the AIFST workshop on product recall in Melbourne on 28 February 2019 – Relevant guest speakers will be completing a briefing before the meeting and Recall will be a feature within the workshop.
 - AIFST event was successful with Fiona Fleming, (AIFST) Andrew Brown (GS1) and Peter McGee (Victual) presenting. GS1 have started discussions for opportunity to hold the event around Australia on a regular basis.

GS1 were well received at the presentation for the NRA product safety technical committee in October. Discussions around contacting consumers via publications and newspapers occurred. The case study from WD-40 has been published and was distributed at NRA conference.

- WD-40 Case Study
- GS1 will attend next NRA meeting in March

4.0 Guest Speaker

Melanie Wishart – GS1 Australia

Data Embedded Barcodes

Presentation available in AG presentation

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 (Andrea)
- Blockchain

5.0 Next Meeting

- Agreed next meeting dates are:
 - Wednesday June 3rd 2020 @ 2:30pm
- All meetings will be held as Zoom web conferences with alternate GS1 Boardroom available for interstate attendance.
- Future Meetings:
 - Wednesday September 2nd 2020 2:30pm AEST
 - Wednesday December 2nd 2020 2:30pm AEST

Appendix A: Related documents

Document name	Location
Trade Practices Compliance Notice	Embedded in Minutes document
Meeting Presentation	Attached to Minutes email

GS1 Australia Limited

5.1 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.