

Traceability Business Requirements Group (BRG)

Date: 10 December 2008

This is a GSMP **Call-to-Action** to recruit end users from all industries and from everywhere in the world to bring their expertise, commitment, and contribution to a new GSMP work area.

The information herein gives a general description of the **Traceability Business Requirements Group (BRG)** that is being formed to accomplish the work. For information on how to join this work area, please refer to Section 13 below.

1. Objective/Scope of the Traceability BRG

There is an opportunity for everyone to join the newly created Traceability BRG, which has been formed as a standing group. The Traceability BRG will have on-going efforts to improve traceability via updates to the Global Traceability Standard, develop the Global Traceability Conformance, and create annexes of the standard adapted in different sectors.

The Traceability BRG will work collaboratively with other GS1 BRG's in order to ensure consistency in the further development of the Global Traceability Standard.

Traceability BRG Objectives:

- Global Traceability Standard (GTS) updates and maintenance with new business requirements and business rules.
- Best Practices guidelines for implementing the Global traceability Standard.
- GTS conformance and compliance program (GTC)
- GTS definition of business requirements and rules for specific sectors
- Specific Sector guidelines
- GTS awareness and adoption program

2. Scope Constraints of the Traceability BRG

GSMP BRGs must adhere to the GS1 Standards Development Methodologies to assure their scope and deliverables, upon which the work of the other GSMP groups depends.

Generally, the team must operate within the following context:

- Develop documents that capture the business and technical requirements
- Develop documents that capture the additional considerations and concerns that were discussed during the group's calls and physical meetings.

3. Expertise Required

This is a call for business and information technology experts for the **Traceability BRG**. The experts should represent trading partners from both sides of the trading relationship, third parties, and solution providers to have proper representation on the BRG. The intent is to have balanced membership from the **Traceability** user community to define and establish proper global standards with the clear intention of implementation of these.

The GSMP work group model requires a minimum level of support throughout the process and to meet eBallot requirements for due process (as defined in the *GSMP Users Manual*). Failure to achieve the minimum through this CTA for due process will mean the group will not be launched.

4. Area's Affected

This Call-to-Action affects the Traceability BRG.

5. Distribution for Call to Action

Please circulate this **Call to Action** packet by forwarding it to your email distribution lists. GSMP BRG is open to broad participation from any industry group, company, or region. All '**Call to Action**' packets are posted in the GS1 website at:

http://www.gs1.org/services/gsmg/involve/call_to_action.html

It is also distributed via a GSMP Community email announcement.

6. Timeline:

A kick off/introductory conference call will fully brief all participants of BRG objectives and activities. The first call will be held on **29-January- 2009** from **0900–1030 EST Princeton NJ / 1500-1630 CET Brussels Belgium**.

7. Participants:

Chairperson: **To be determined**

Interim Co Chairperson: **John Keogh, GS1 Canada**

GS1 Contact:

- Process Manager: **John Ryu, GS1 Global Office**
- GS1 Business Unit Manager: **Elvire Tevi, GS1 Global Office**
- Sponsor: **Diane Taillard, GS1 Global Office**

Manufacturer Participants:

Name	Company
Cristian Barcan	BASF
Ardetha H. Bradley	Georgia-Pacific
Chris A Cassidy	GlaxoSmithKline
Sandeep Walia	L'Oreal
Matthias Pflutschinger	Novartis
Hans Kraft	Syngenta

Retailer Participants:

Name	Company
Olivier Mouton	Carrefour
Yves David	Casino

GS1 Member Organisation (MO) Participants:

Name	Company
Leen Danhieux	GS1 Belgium & Luxembourg
Michael Sadiwnyk	GS1 Canada
Ahmad El Kalla	GS1 Egypt
Séverine Herve	GS1 France
Sabine Kläser	GS1 Germany
Ana Paula Maniero	GS1 Global Office
Juan Pablo Vial	GS1 Global Office
Nora Kaci	GS1 Global Office
Dorien Mouthaan	GS1 Netherlands
Silvério Oliveira Paixão	GS1 Portugal
Pitchya Vajarodaya	GS1 Thailand

Other Participants (Transportation, Logistics, Associations, Governmental, Solution Providers etc.):

Name	Company
Mick Keyes	HP
Steve Simske	HP
Susan Wilkinson	IBM
Sudhir Hasbe	Microsoft

8. GSMP Process:

For complete information regarding the GSMP (including access to the GSMP Manual), please refer to the website at: <http://www.gs1.org/services/gsm/overview/>.

9. Sessions

The BRG is responsible for scheduling meetings to accomplish their work. Sessions are defined as face-to-face or physical meetings and teleconferences. All GSMP Sessions include the necessary Anti-Trust cautions as defined by GS1 legal counsel. The Anti-Trust cautions is located on the GS1 website at: http://www.gs1.org/services/gsm/support/gs1_antitrust.html.

10. Face-to-Face Meetings

The Process Manager schedules face-to-face meetings with reasonable advance notice to allow for proper planning. Face-to-face meetings will cover 2 or 3 days per meeting and will be held in



order to speed up the work as much as possible. Participants are expected to cover their own expenses related to travel, accommodation, and time for the physical meetings. Face-to-face meetings will be arranged in GS1 GO locations: **Brussels, Belgium** or **Princeton, NJ, USA** or may be hosted by participant companies or Member Organizations

There will be a face to face meeting on **March 26, 2009** during the Joint GSMP/EPC Meeting in Los Angeles CA USA.

11. Teleconferences

Traceability BRG teleconferences will occur every **2nd and 4th Thursday from 09:00-10:30 EST Princeton NJ or 15:00-16:30 CET Brussels Belgium.**

Teleconference Information

To join the voice portion of this meeting:

1. Dial the toll free number or the number closest to your location.
2. Enter the Meeting Number: ***376343*** (Be sure to enter the * star key before and after the Meeting Number)

Local Connect dial in numbers:

<p>Australia</p> <p>Toll Free 1 800 244507</p> <p>Sydney +61 (0) 2802 38312</p> <p>Austria</p> <p>Vienna +43 (0) 2682 205 6612</p> <p>Belgium</p> <p>Brussels +32 (0)2 789 8681</p> <p>China</p> <p>China Toll Free (Netcom) 10 800 712 2134</p> <p>China Toll Free (Telecom) 10 800 120 2134</p> <p>Denmark</p> <p>Copenhagen +45 3271 4343</p> <p>Finland</p> <p>Helsinki +358 (0)9 8864 8511</p> <p>France</p> <p>Lyon +33(0)4 2684 0288</p> <p>Marseille +33(0)4 8891 5388</p> <p>Paris +33(0)1 7099 4819</p>	<p>Korea</p> <p>Republic Of Seoul +82 (0) 2348 37084</p> <p>Luxembourg</p> <p>Luxemburg City +352 2700 01 80</p> <p>Malaysia</p> <p>Kuala Lumpur +60 (0) 3620 74103</p> <p>Netherlands</p> <p>Amsterdam +31 (0)20 794 8532</p> <p>New Zealand</p> <p>Auckland +64 (0) 9 916 0512</p> <p>Norway</p> <p>Oslo +47 2150 5640</p> <p>Poland</p> <p>Poland Toll Free 00800 121 3077</p> <p>Portugal</p> <p>Portugal Toll Free 8007 80268</p> <p>Russia</p> <p>Russia Toll Free 8 10 8002 3254011</p>
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<p>Germany</p> <p>Berlin +49 (0)30 726 16 73 45</p> <p>Düsseldorf +49 (0)211 540 73 905</p> <p>Frankfurt +49 (0)69 710 44 56 38</p> <p>Hamburg +49 (0)40 809 02 06 87</p> <p>Munich +49 (0)89 244 43 28 96</p> <p>Stuttgart +49 (0)711 490 81 32 65</p> <p>Hong Kong</p> <p>Hong Kong +852 3071 4778</p> <p>Hungary</p> <p>Budapest +36 (06) 1-889-0906</p> <p>Ireland</p> <p>Dublin +353 (0)1 486 0783</p> <p>Israel</p> <p>Israel Toll Free 1 809 246084</p> <p>Italy</p> <p>Milan +39 02 30413 020</p> <p>Rome +39 06 45217 059</p> <p>Turin +39 011 2179 2162</p> <p>Japan</p> <p>Japan Toll Free 004-4221 329 01</p> <p>Tokyo +81 (0) 3576 79510</p>	<p>Singapore</p> <p>Singapore +65 6622 1226</p> <p>Spain</p> <p>Barcelona +34 93 492 3238</p> <p>Spain</p> <p>Madrid +34 91 788 9911</p> <p>Sweden</p> <p>Stockholm +46 (0)8 5051 3713</p> <p>Switzerland</p> <p>Geneva +41 (0)22 592 7431</p> <p>United Kingdom</p> <p>Birmingham +44 (0)121 260 2712</p> <p>London +44 (0)20 7153 9906</p> <p>Manchester +44 (0)161 250 0726</p> <p>United States</p> <p>USA/Canada Toll Free 1 866 966 4679</p> <p>USA Toll +1 (6) 469 151 711</p>
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24x7 helpdesk support: dial *10* during a meeting. Alternatively, call 0800 10 16 10 (+44 20 8288 4433).

12. Agendas and Minutes

GSMP Community Room facilities will be used to support this BRG. The Process Manager is responsible for preparing all agendas and minutes.

Agendas must include:

- Review of the agenda.
- Approval of previous meeting or call minutes.
- Discussion of all pending issues and action items.



Meeting minutes should record:

- The original agenda
- Members, participants, guests, and staff present
- Requests for notation
- Decisions, resolutions, and action items.

13. How to Join

You can join this /BRG through the **GS1 Community Room**.

If you are already a GS1 Community Room member:

1. Access the GS1 Community Room at: <http://community.gs1.org/members/>
2. Click on **All Groups**
3. Choose **Traceability BRG** from the list. The group's home page will appear.
4. Click on **Join the Group** in the upper left of the group's home page

If you are NOT a GS1 Community Room member:

1. Apply for GS1 Community Room membership by using our Online Form at: http://community.gs1.org/kmembership_info/person_signup/
2. Once you receive your username and password, follow the directions above to join this BRG.