

Missing Identification Resolution Work Group

Date: 02-June-2008

CR #: 08-000110

This is a GSMP **Call-to-Action** to recruit 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 new work area and the **Work Group (WG)** or **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 [12, How to Join](#).

1. Objective/Scope of the Missing Serialized Item Level Identification Resolution Work Group

In implementations of serialized item level identification, when an identification unit (tag or barcode) gets lost or in the case of RFID the tag no longer responds, the party downstream from the source does not have clear direction on how to manage it back. Also, when the source is not interested in serialized identification of items but further downstream there is a need for serialized identification, then parties upstream will have difficulty making sure that the serial number is unique.

This Work Group project will produce an implementation guideline that will include problem statement, use case scenarios, and a recommended option to address missing identification. Based on this guideline, the Missing Identification Work Group recognizes that EPCglobal and GS1 Barcodes might have to form their own groups to generate specific business requirements based on the guideline and their current standards. This implementation guideline would answer the **(lost) missing serialized item level identification** on any stage of the Supply Chain and answer the serialized item level identification not done at source. It explains how parties downstream (not source) in the supply chain could make sure that the serial number that they add to the product is unique. The implementation guideline can be used by any company using or thinking to use GS1 Identification via EPC tags or GS1 Barcodes.

The implementation guidelines will be applicable to all parties involved in supply chain as well as the 3rd party logistics providers and solution providers. The final output will:

1. Analyze the scope of the problem including use cases, identify current applications affected and temporary solutions.
2. Provide guidance to produce business users on how to apply the GS1 System in this particular case within their sector and across all regions.
3. Gives pro's and con's of every recommendation and possibility of implementation.

2. Scope Constraints of the Missing Identification Resolution WG/BRG

Generally, the team must operate within the following context:

- Develop a project plan indicating the timing for key milestones for approval by the Missing Identification Group.
- Some users who participate in this Work Group will be developing content for the document, and some will function as reviewers/approvers. See approval process in section [11: Approval Process](#).
- Support for changes to the guideline will come from the GS1, or EPCglobal Inc applicable groups'.

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

The organization and development of Missing Identification Guideline topics are facilitated by chair and co-chair and their sub-teams. Missing Identification Guideline Topics are brought to the **Work Group** when they are in a draft format suitable for public review.

All Implementation Guide Topics submitted to the **Work Group** for review should be placed into the **GS1 Community Room** by no later than the end of the week preceding the next Teleconference. This will allow work group members adequate time to review and prepare to comment at the **Work Group** meetings.

These guidelines will be relevant to companies throughout the global produce supply chain, regardless of their size, location or sophistication of operations. The guideline will also be useful for solution providers serving the produce industry.

The work group will adhere to the GS1 Standards Development Methodologies to assure the work is within scope and meets the expected deliverables.

3. Expertise Required

This is a call for business information and business information technology experts for the Missing (Serialized Item Level) Identification Resolution Work Group. Participants are welcome from all companies in the supply chain and from any geography including consultants and Solution Providers knowledgeable in these areas.

Work Group participants should be knowledge experts in how User companies implement key GS1 business processes impacted by EPCglobal and GS1.

4. Distribution for Call to Action

Please circulate this **Call to Action** packet by forwarding it to your email distribution lists. WG 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 to be distributed via a GS1 BB Community email announcement and to the GS1 EPCglobal and GS1 GSMP all subscribers email lists.

5. Timeline:

A kick off/introductory telephone conference call will fully brief all participants of objectives and Work Group activities. The first call will be held on **24-June- 2008** from **10:00–11:00 EDT /16:00-17:00 CET**). The overall duration of this group effort is expected to be approximately **Five Months**.

Activity	Completion Date
Approval of Charter by GS1 Barcodes and EPCglobal's relevant parties	02-June-2008
Community Room Set-up	03-June-2008
Call to Action sent out	04-June-2008
Kick-off Call	24-June-2008
Project Plan with milestones completed	27-June- 2008
Problem fully defined	09-July- 2008
Working Draft of Guidelines Completed	Sept. 2008
Guide lines submitted for approval by via the approval process listed in section 11: Approval Process	Oct. 2008
Approved Implementation Guidelines	Nov. 2008

6. Participants:

- Facilitator: Lutfi Ilteris Oney, GS1 Global Office
- Co-Facilitator: Sylvia Stein, GS1 Netherlands
- Support: Natalie Debouvry, EPCglobal Inc
- Sponsor: David Buckley, GS1 Global Office
- RFID End Users
- Solution Providers
- Bar code experts
- Member Organization Participants

7. Sessions

The WG is responsible for scheduling meetings to accomplish their work. Sessions are defined as face-to-face or physical meetings and teleconferences. All Sessions include the necessary Anti-Trust and Code of Conduct cautions as defined by GS1 legal counsel. The Anti-Trust cautions is located on the GS1 website at:

http://www.gs1.org/services/gsmpp/support/gs1_antitrust.html.

8. Face-to-Face Meetings

The Group will schedule 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



9. Teleconferences

Missing Identification Resolution Work Group teleconferences will occur every **4th Tuesday from 10:00-11:00 EDT or 16:00-17:00 CET**. The kick-off (first) teleconference is scheduled for **Tuesday, June 24, 2008 at 10:00-11:00 EDT or 16:00-17:00 CET**.

Teleconference Information:

US Dial-in Number: +1 (866) 642-1665

International Dial-in Number: +1 (719) 387-8317

Meeting Room Number: 978115#

10. Agendas and Minutes

GS1 Community Room facilities will be used to support this WG. The Chair and Facilitators is responsible for preparing all agendas and minutes.

10.1. Agendas must include:

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

10.2. Meeting minutes should record:

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

11. Approval Process

11.1. Voting Process

Voting Process for once the document has reached the Last call Working Draft (LCWD)

1. One week for the comment matrix
2. Two weeks for comment matrix resolution
3. If needed, two weeks for additional comments on the updated document
4. If needed, two weeks for addition comment resolution
5. One week vote for the Missing Identification Work Group to vote to pass the requirements
6. Guideline sent back to participating group's relevant parties (GS1 Barcodes, EPCglobal, etc.)
7. The relevant groups vote (2 week). If there is conflict between the participating groups, then steps will be taken to align the two following those outlined in the 60 day review process
8. Guideline is published by GS1

11.2. Vote information

A two-thirds majority is required for the LCWD to pass. The denominator is the total number of votes cast – no abstentions. Voting may be accomplished either through eBallots (in an open environment but individual ballots are kept private) or during the group's meetings (provided appropriate representation exists.)

If an issue fails to pass a 2/3 majority vote, it is clear that more work to reach Consensus is required. If more than three attempts to reach consensus have resulted in failed ballots, Member-in-Good Standing rules will be used to filter the voting results.

11.2.1. Who can vote

No matter what the category of voting process is, only one vote per company will be accepted. Participating GS1 Member Organizations are allowed to vote at one vote per organization.

GS1 and EPCglobal facilitating staff may not vote, nor may members of Auto-Id Labs, or Affiliates. If someone is a member of Auto-ID Labs and a subscriber to EPCglobal under a separate business entity name, then they may vote, provided they are the only voting participant from their company and that company is a subscriber.

The voting Representative **must** be from a participant company. Each participant company represented in the group **has** one vote, even when the participant is represented by several representatives in the group. If a representative is unable to attend a vote, that individual **may** authorize anyone at the meeting to act as a proxy. The absent Participant **must** inform the Chair in writing who is acting as proxy, with written instructions on the use of the proxy. Use of the proxy mechanism will not affect future voting privileges.

- Member-in- Good Standing Voting privileges are lost when:
- Member misses two consecutive votes or
- Member misses three consecutive conference calls or
- Member misses two consecutive physical meetings
- Participants may regain their voting rights by attending two consecutive physical meetings or three consecutive conference calls.

12. How to Join

You can join this WG/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 **GSMP Missing Identification Resolution WG** 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 WG/BRG.