

## Traceability Implementation Guidelines for Fresh Fruit & Vegetables Work Group

Date: 03-March-2008

CR #: 08-000020

This is a GSMP **Call-to-Action** to recruit Users and GS1 Member Organizations with local or global knowledge of the fresh fruit & vegetable industry to a new GSMP work area.

The information herein gives a general description of the new work area and the **Work Group (WG)** that is being formed to accomplish the work. For information on how to join this work area, please refer to Section 12 below.

### 1. Objective/Scope of the Traceability Implementation Guidelines for Fresh Fruit & Vegetable WG

This GSMP Work Group project will produce an implementation guideline that can be used by any company implementing traceability practices in the fruit & vegetable (“produce”) supply chain anywhere in the world. The Guidelines will identify best implementation practices for existing GS1 standards, including the Global Traceability Standard.

The implementation guidelines will be applicable to growers, shippers, packers, re-packers, wholesalers, brokers, carriers, 3<sup>rd</sup> party logistics providers, distributors, retailers, foodservice operators and solution providers. The final output will:

1. Define traceability requirements for the Fresh Produce sector based on the Global Traceability Standard. Note: If Fresh Produce specific requirements for the GTS are identified, they will be approved and added to the Standard as an addendum.
2. Provide guidance to produce business users on how to apply the GS1 Global Traceability Standard and other related GS1 standards within their sector and across all regions. This will be accomplished by providing concrete guidance and business examples.
3. Enable Users to input into the traceability conformance program or to self-assess their company's traceability capability.

Work Group participants will consider the need to pilot the use of the implementation guidelines to identify any areas where additional clarity or changes will be of benefit to potential Users.

### 2. Scope Constraints of the Traceability Implementation Guidelines for Fresh Fruit & Vegetable WG

The Work Group will develop traceability implementation guidelines and Fresh Produce specific add on to the GTS.

These guidelines will be relevant to companies throughout the global produce supply chain, regardless of their size, location or sophistication of operations. The guidelines 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.

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.

This work effort is based off of Change Request: **08-000020**.

### 3. Expertise Required

This is a call for business information and business information technology experts for the **Traceability Implementation Guidelines for Fresh Fruit & Vegetable WG**. Participants are welcome from all companies in the fresh fruit and vegetable supply chain and from any geography. The intent is to have balanced representation from across the global supply chain.

Work Group participants should be knowledge experts in how User companies implement key business processes impacted by traceability (procurement, fulfillment/shipping, receiving/, manufacturing, master data alignment).

### 4. Distribution for Call to Action

Please circulate this **Call to Action** packet by forwarding it to your email distribution lists. GSMP WG/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](http://www.gs1.org/services/gsmg/involve/call_to_action.html)

It is also to be distributed via a GSMP Community email announcement.

### 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 **19-March- 2008** from **10:00–11:00 EDT / 16:00-17:00 CET**). The overall duration of this group effort is expected to be approximately **Nine Months**.

### 6. Participants:

#### Known Participants:

- Project Manager: **Mike Sadiwnyk, GS1 Canada**
- Sponsor: **Diane Taillard, GS1 Global Office**
- Chair: **To be determined**
- GS1 Business Unit Manager: **Diane Taillard, GS1 Global Office**
- GS1 Contact: **John Ryu, GS1 Global Office**

#### GS1 Member Organisations (MO) Participants:

Name	Company
Dorien Mouthann	GS1 Netherlands
Owen Dance	GS1 New Zealand

Name	Company
Glenda Connoll	GS1 South Africa
Juan Pablo Vial	GS1 Chile
Al Garton	GS1 US

### Supplier Participants (Growers, Packers, Re-Packers, Wholesalers, Brokers):

Name	Company
To Be Determined	

### Distribution Participants (Retailers, Distributors, Foodservice Operators):

Name	Company
To Be Determined	

### Data Pool Participants:

Name	Company
Not Applicable	

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

Name	Company
Jane Proctor	Canadian Produce Marketing Association
Gary Fleming	Produce Marketing Association (USA)

## 7. 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/gsmg/overview/>.

## 8. 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 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/gsmg/support/gs1\\_antitrust.html](http://www.gs1.org/services/gsmg/support/gs1_antitrust.html).

## 9. 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 full day face to face meeting on Wednesday, April 16, 2008 during the GSMP Brussels Meeting.



## 10. Teleconferences

**Traceability Implementation Guidelines for Fresh Fruit & Vegetable WG** teleconferences will occur every **1st and 3<sup>rd</sup> Wednesday from 10:00-11:00 EDT or 16:00-17:00 CET.**

The kick-off (first) teleconference is scheduled for **Wednesday, March 19, 2008 at 10:00-11:00 EDT or 16:00-17:00 CET.**

Teleconference Information

US Dial-in Number: +1877.864.7187

International Dial-in Number: +1720.348.8446

Meeting Room Number: \*2949223\* (Press the \* Key Before and After Number)

## 11. Agendas and Minutes

GSMP eRoom facilities will be used to support this WG/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.

## 12. How to Join

You can join the GDSN 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 Implementation Guidelines for Fresh Fruit & Vegetables Work Group** 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/](http://community.gs1.org/kmembership_info/person_signup/)
2. Once you receive your username and password, follow the directions above to join the Traceability Implementation Guidelines for Fresh Fruit & Vegetables Work Group.