

General Specifications Publication Team

Date: June-2008

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 **Publication Team** that is being formed to accomplish the work. For information on how to join this team, please refer to Section [12](#) below.

1. Objective/Scope of the General Specifications Publication Team

The General Specifications Publication Team will be responsible for:

- Incorporating the approved Gen Spec Change Notifications (GSCN) into the *GS1 General Specifications* document
- Publishing the *GS1 General Specifications* document on an annual release cycle

This is a “standing” development team which should consist of MOs, publication experts, translation experts, and all others interested in the publishing process of the *GS1 General Specifications*.

Process:

The BarCodes BRG initiates updates to the *GS1 General Specifications* document by producing a Gen Spec Change Notification (GSCN) which is approved by eBallot and ratified by the Process Group. Upon completion the GSCN is posted to the General Specifications website site to await the start of the publication cycle by the Publication Team. The cut off date for a GSCN to be included in the *GS1 General Specifications* document is **31-October**.

Starting on **1-November**, the General Specification Publication Team will compile all the approved changes recorded on GSCN's and prepare them for incorporation into the next published version of the *GS1 General Specifications*.

Membership:

Membership in this team should be ideally 5 to 15 people consisting of MOs, publication experts, translation experts, and all others interested in the publishing process of the *GS1 General Specifications*.

All applications for membership will be reviewed and approved by the BarCodes BRG. Members need to be committed to implementing GSMP change requests that impact the *GS1 General Specifications* and be experts in specific areas.

2. Scope Constraints of the General Specifications Publication Team

The General Specification Publication Team must adhere to the GS1 Standards Development Methodologies to assure their scope and deliverables, upon which the work of the other GSMP groups depends. In the *GSMP Users Manual*, see section 5.9 for detailed information on the scope of the General Specification Publication Team and section 4.5 for detailed information on the scope of the BarCodes BRG.



3. Expertise Required

The General Specifications Publication Team is open to those interested in the publication of the GS1 General Specifications. Specific expertise in one or more of the following is required: document publication, translation, BarCodes BRG membership, or GSMP membership.

4. Distribution for Call to Action

Please circulate this **Call to Action** packet by forwarding it to your email distribution lists. GSMP 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/gsmpp/involve/call_to_action.html

It is also distributed via a GSMP Community email announcement.

5. Timeline:

Most of the General Specifications Publication Team's work will be accomplished between **31 October** (GSCN cut-off date) and late December (hand-off content for web posting). During this period there will be teleconferences held twice a month as well as one physical meeting (if required). From January through September the team will conduct meetings as needed.

A kick off/introductory physical meeting will be conducted at the GSMP Fall Event in Washington DC, US (**6-10 October 2008**). The exact date and time will be communicated when the GSMP Fall Event schedule is published. This kick off/introductory physical meeting will fully brief all participants of objectives and Work Group/BRG activities.

A second physical meeting will be held on the 20th and 21st of November 2008 in Vienna, Austria. Details of this meeting will be announced in the near future.

6. Participants:

Known Participants:

- Project Manager: **David Buckley, GS1 Global Office**
- GSMP Process Manager: **Mike Mowad, GS1 Global Office**
- BarCodes BRG Manager: **Tom Heist, GS1 Global**
- BarCodes BRG Member & Foundational Data Planner: **Paula Giovannetti, Best Buy**
- BarCodes BRG Member & Senior-Project Manager: **Ilka Machemer, GS1 Germany**
- BarCodes BRG Member, Project Manager GS1 & EPC Standards: **Eugen Sehorz, GS1 Austria**
- BarCodes BRG Member, Director Standards & System: **Daniel Müller, GS1 Switzerland**
- GS1 Business Unit Manager Barcodes & Identification: **Andrew Hearn, GS1 Global Office**

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/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/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 take place over 1 or 2 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 at each GSMP Fall and Spring Event or may be hosted by participant companies or Member Organizations.

10. Teleconferences

Most of the General Specifications Publication Team's work will be accomplished after the cutoff date between October and December. During this period there will be teleconferences held twice a month as well as one physical meeting. From January through September the team will conduct meetings as needed.

Teleconference Information:

U.S. Dial In: **866.642.1665**

Outside US Dial In: **+1.719.387.8317**

Pass Code/Room Number: **150711**

11. Agendas and Minutes

GS1 Community Room facilities will be used to support this Publication Team. 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 Apply

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 General Specifications Publications Team** 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.

For more information you can also contact either David Buckley (david.buckly@gs1.org) or Mike Mowad (michael.mowad@gs1.org).