

## GS1 Key Clarification Work Group

Date: 09 September 2008

CR #: 08-000213

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)** 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 GS1 Key Clarification Work Group

The objectives of this project are to:

- Clarify the role, application and use of the GS1 Keys as defined in the General Specifications
- To make clear that asset identifiers cannot be used instead of GTINs for trading purposes
- To improve the definitions of assets and returnable assets, and to determine what the functionalities of GS1 key(s) for asset identification should be

### 2. Scope Constraints of the GS1 Key Clarification Work Group

GSMP WGs and 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.

This work effort is based off of Change Request: **08-000213**.

### 3. Expertise Required

This is a call for business information and business information technology experts for the **GS1 Key Clarification Work Group**. The experts should represent trading partners from both sides of the trading relationship, third parties, and solution providers to have proper representation on the Work Group. The intent is to have balanced membership from the **entire GS1** user community to define and establish proper global standards with the clear intention of implementation of these

### 4. Area's Affected

This Work Group is a part of the BarCodes & Identification Business Requirements Group and expertise in this area is required.



## 5. Distribution for Call to Action

Please circulate this **Call to Action** packet by forwarding it to your email distribution lists. GSMP WG/BRG are 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 distributed via a GSMP Community email announcement.

## 6. Timeline:

A kick off/introductory conference call will fully brief all participants of objectives and Work Group activities. The first meeting will be held on **Monday, 06-October 2008 at the GSMP Fall Event in Washington DC from 13:30 – 17:00 EDT**. The overall duration of this group effort is expected to be approximately **eight months**.

## 7. Participants:

### Known Participants:

- Project Manager: **Tom Heist, GS1**
- Sponsor: **Andrew Hearn, GS1**
- Chair: **Sue Schmid, GS1 Australia; John Pearce, GS1 UK**
- GS1 Business Unit Manager: **Andrew Hearn, GS1**
- GS1 Contact: **Andrew Hearn, GS1**

### GS1 Member Organisations (MO) Participants:

Name	Company
Sue Schmid	GS1 Australia
John Pearce	GS1 UK

### Supplier Participants:

Name	Company

### Retailer Participants:

Name	Company

**Data Pool Participants:**

Name	Company

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

Name	Company

**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/gsmg/overview/>.

**9. Sessions**

The Work Group 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).

**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

**11. Teleconferences**

**GS1 Key Clarification Work Group** day, time and frequency of teleconferences will be determined at the kick off meeting in Washington DC. The kick-off (first) teleconference will also be determined at the kick off meeting.

**12. 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.

## 13. How to Join

You can join this Work Group 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 **GS1 Key Clarification 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 this Work Group.