

# GS1 Logistics Forum (LF) Governance Charter

## 1.0 Vision

Today, the actors in the supply chain; retailers, manufacturers, logistics service providers, carriers, material suppliers and others, need global solutions to be able to overcome barriers of scalability, move to truly interoperable systems and ultimately take away unnecessary costs from the supply chain. The foundation for these solutions is the development of a framework of common business processes and related data communication interchanges and driving alignment on all levels of the interoperations from master data alignment to financial settlement.

## 2.0 Mission

The GS1 Logistics Forum (LF) has the mission to lead the development and drive the implementation of the GS1 Logistics Solutions to achieve business benefits for global supply chains by fostering interoperability between the participants and overcoming barriers of scalability because of different business processes and different formats of data interchanges as well as definitions.

The scope covers Transport and Warehouse management and includes activities associated with the movement of goods from the material supplier to the manufacturer to the retailer using third party logistic service providers, incorporating the return of goods (reverse logistics). The focus is on CPG and Fresh Food sector.

## 3.0 Accountability

The accountability of the Logistics Forum is to the GS1 Management Board.

## 4.0 Membership

### 4.1 Full Membership Criteria

Members of the Logistics Forum must be a member company of a GS1 member organization. If three meetings are missed, membership is considered inactive. Voting rights are then waived until reinstatement.

### 4.2 Voting Criteria

Member companies can be represented by more than one full member; however, each member company has one (1) vote.

Decisions of the Logistics Forum, for example ratifying guidelines, will be taken by simple majority of the members that are entitled to vote. Voting will be by electronic facilitated ballot (e-ballot). Each LF member company has one vote. GS1 supports and manages the decision process based on consensus but has no voting privileges.

### 4.3 Associate Membership Criteria

Organisations with a keen interest in standards and supply chain efficiency may support the GS1 Logistics Forum by invitation of the LF Leadership Team. Associate members are eligible to become members of LF work teams, attend LF events, and can obtain copies of LF electronic and printed materials. GS1 Member Organisations, associations, regulatory bodies and educational institutes can be associate members. Associate members do not retain voting privileges.

Non GS1 members can participate at meetings but can't vote.

#### 4.4 Technology and Solution Providers

Upon invitation of the Leadership Team Technology and Solution Providers can participate in LF meetings as observers, without voting privileges.

#### 4.5 Work Team Participation

The LF develops global standards through work teams. Technology and Solution Providers can participate in a Work Team without voting privileges, only by invitation through the respective team leaders.

Work teams focus on specific business issues.

#### 4.6 Project Manager Transport & Logistics

##### *Roles and Responsibilities*

Facilitation of the Logistics Forum's decisions.

General Communication.

Reporting to GS1 Global Office (GO) Management.

Ensuring that LF Leadership Team has sufficient support from GO support staff.

Driving GS1 alignment with LF goals and objectives.

##### *Term Limits*

Project Manager Transport & Logistics maintains the position as long as he / she remains in post. Incumbent appointed by GS1 GO.

### **5.0 Leadership Team**

#### 5.1 Leadership Team

The Leadership Team shall be comprised of a minimum of six (6) full members. A candidate to the Leadership Team must be engaged in GS1 Standards development efforts and should be able to promote the implementation of the developed global standards and best practices in their organizations and should therefore be able to provide linkage between their business and the GS1 LF.

GS1 Member Organisation representatives may also serve as non-voting Leadership Team members.

Co-chairs of work teams are by default member of the Leadership Team as long as the work team is up and running.

##### *Roles and Responsibilities*

The Leadership Team (LT) shall develop an annual strategic plan including work stream and deliverables to advance the mission of the Logistics Forum.

The Leadership Team shall formulate individual positions of the LF in response to regulatory, customer, and local standards initiatives.

The Leadership Team shall commission work teams as needed to respond to or drive specific initiatives.

The Leadership Team shall represent LF membership to external groups and organizations with interests in standards – there should always then be a GS1 representative present.

The Leadership Team promotes that work teams are adequately resourced.

The Leadership Team appoints work team leaders and reviews progress of the work teams. It ensures also alignment between the work teams.

Leadership Team members must be able to act as representative of their companies in key-decision making.

The Leadership Team holds regularly teleconferences to monitor progress and discuss issues and will meet face-to-face in connection with the LF meetings.

### *Limits of Authority*

Decision-making is achieved through consensus, which is defined as approval without sustained opposition.

### **5.2 Co-Chairs Leadership Team**

The Leadership Team shall select two co-chairs through nomination and consensus. An election committee, consisting of LF Co-Chairs and GS1 GO, shall nominate candidates. Candidate confirmation is obtained by e-ballot of the membership.

### *Roles and Responsibilities*

Co-Chairs shall call for and preside at meetings

Co-Chairs shall propose agendas

Co-Chairs shall facilitate the consensus process

Co-Chairs shall disseminate and monitor communications with membership

Co-Chairs shall assign duties as necessary to advance the work of the group

Co-Chairs shall report to the GS1 Board of Directors upon request

### *Term Limits*

Co-chairs serve a maximum term of 2 years with the possibility to be re-elected for another two years. Co-chair terms are staggered to ensure continuity.

## **6.0 Work Team**

The Work Team shall select two co-chairs through nomination and consensus.

Co-chairs are selected as individuals.

Co-chairs of the work teams ensure the progress of the team according to the scope and deliverables. They're responsible for all administration of their group and will be supported in that task by staff from GS1 MO's.

### *Roles and Responsibilities*

Co-Chairs shall call for and preside at meetings

Co-Chairs shall propose agendas

Co-Chairs shall facilitate the consensus process

Co-Chairs shall disseminate and monitor communications with membership

Co-Chairs shall assign duties as necessary to advance the work of the group

Co-Chairs shall report to the Leadership Team.

### *Limits of Authority*

Decision-making is achieved through consensus, which is defined as approval without sustained opposition.

## **7.0 Meeting procedures**

There will be minimal 2 and maximal 4 Logistics Forum meetings per year, time and place are determined by the LF Leadership Team, they should take place in different locations. Work Teams do meet more often.

The working language is English.

### **7.1 Anti-Trust Statement**

The GS1 Anti-Trust Statement must be reviewed at the beginning of each meeting and teleconference.

### **7.2 Quorum**

Leadership team, Logistics Forum and Work Team decisions are not binding when a quorum is lacking at the time of the decision. Rosters of LF membership, Leadership team membership, and specific work team membership shall be maintained by the GS1 GO. A quorum is defined as more than half of the registered roster.

### **7.3 Minutes**

Where a quorum is present, minutes shall be taken and posted on the working area of the GS1 Logistics Forum website. The recording of minutes is normally done by a representative of GS1.

## **8.0 Communications**

Communication with associations and regulatory bodies is done through the Project Manager Transport & Logistics at GS1 GO in alignment with the Leadership Team and according to the mission and work plan of the LF.

GS1 provides the neutral platform for discussions between the industry themselves and with regulatory bodies.

The work team communication and coordination is responsible for all activities on marketing of the LF in alignment with the GS1 branding guidelines and the GS1 GO marketing team. GS1 GO maintains the Logistics Forum website.

For presentations to external (other than already involved) parties standard presentations should be used.