



GSMP Process Change Notification (PCN)

PCN #	PCN Name	Effective Date
13-001	GSMP Charter Amendment Process	15 Feb 2013

Purpose/Rationale:

To allow for reasonable changes to the scope of the Charter and or Charter Deliverables where the change is both warranted and approved through documented channels.

Process Change: Add this text to the GSMP manual:

Process to Supplement an Existing Charter

The Charter Amendment Process allows for existing approved charters to be supplemented. Supplementing an existing charter can be initiated as a result of new, emerging user requirements or new realizations that the scope of the charter be adjusted for business or technical reasons that weren't envisioned at the time of the original charter's creation. The reasons for initiating a supplemental charter should be documented and supporting evidence for generating the change should be kept within the record retention area of the impacted Working Group (WG).

All requests for a supplemental charter will be presented to the GS1 Leadership Team for impact and legal assessment. Subsequently the request will be reviewed and approved by POC.

Once the request is approved, the work group will draft a supplemental charter. The draft shall be approved by WG participants via a 2/3 vote amongst voting members using the appropriate process documented within the GSMP Process Manual. GS1 legal review and POC approval of the supplemental charter is required for this change.

The amended charter will take effect 30 days after notification to the working group participants that the charter has changed. There is no requirement to re-opt-in to a WG that is using a supplemental charter (the original WG opt-in is considered to remain in force), though participants can withdraw from the WG if they consider the amendments to be unacceptable.

Additionally, all intellectual property contributed under the original charter now carries over to the supplemental charter and to any standard or technical specification produced under the charter unless an IP Declaration was previously and properly submitted as per the IP Policy.

Also, upon agreement of the WG, the WG may decide to reduce the scope of work as specified in this supplemental charter, including the deliverables. Such a reduction is subject to POC approval and does not require a new opt-in.