



GS1 Healthcare User Group – Australasia (HUG - Australasia)

Governance Charter



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1 Mission

To lead the healthcare industry to the effective development and utilisation of global standards to improve healthcare supply chains and patient safety.

2 Vision

To achieve widespread adoption of the GS1 System in the healthcare sector for the benefit of all stakeholders.

3 Objectives

The objectives of the HUG - Australasia are to:

- 3.1 Align with the objectives of the GS1 Global Healthcare Users Group (HUG™).
- 3.2 Work with key partners in the local healthcare to develop, promote and implement product identification, automatic data capture, traceability, electronic messaging and data synchronisation to enable effective and efficient business processes.
- 3.3 Develop a common approach and use of the GS1 System of global standards to achieve efficiency in supply chain operations.
- 3.4 Develop and promote a proposed set of documentation based on the GS1 System, and promote the application guidelines created by the GS1 HUG at regional levels.
- 3.5 Gather Australian and New Zealand specific user requirements and submit those to the GS1 HUG Leadership Team.
- 3.6 Contribute study and adopt, where appropriate, all other guidelines developed by GS1 HUG™ for regional application.
- 3.7 To achieve national adoption of the GS1 System by all stakeholder groups in Australia and New Zealand.
- 3.8 By the end of 2007, to develop a five (5) year roadmap and a one (1) year action plan aligned with the GS1 HUG.
- 3.9 To lead and actively promote the implementation of the GS1 System to all stakeholders to achieve best practice.
- 3.10 Support local aligned implementation initiatives and create case studies to demonstrate the benefit of use of the GS1 System to stakeholders.
- 3.11 By mid-2007, to develop and implement a HUG - Australasia marketing and communications strategy.
- 3.12 To be a forum in removing barriers to supply chain implementation resulting from competitive issues.



4 Commitment

- 4.1 The HUG - Australasia is committed to the GS1 HUG to ensure that the work being undertaken by HUG - Australasia is aligned with the GS1 HUG objectives. In addition, all material used for publicity and PR of HUG - Australasia must be submitted to the GS1 HUG Leadership Team and approved by the GS1 HUG Communications and Coordination Support Team to ensure consistency with the GS1 HUG strategies and to ensure alignment with Work Team projects and terminology.

5 HUG - Australasia Structure

- 5.1 The agreed HUG - Australasia structure is detailed in Section 16, Appendix A.

6 Membership

6.1 General Membership

- 6.1.1 There are no costs associated with HUG - Australasia membership.
- 6.1.2 HUG - Australasia members must be a member of a GS1 member organisation.
- 6.1.3 A HUG - Australasia membership application form must be completed and approved by the HUG - Australasia Leadership Team before any member is accepted.
- 6.1.4 Membership is open to all members of GS1 Australia and GS1 New Zealand interested in Healthcare, excluding solution vendors (who will participate by invitation only).
- 6.1.5 The HUG - Australasia Leadership Team shall have the power to co-opt any person who it considers would be of assistance in carrying out the aims and objectives of the group including non-GS1 members.
- 6.1.6 HUG - Australasia members must be able to act as their organisation's representative in key decisions in line with the criteria outlined in section 6.2. Both GS1 Australia and GS1 New Zealand are voting members.
- 6.1.7 Members have voting rights in the work undertaken by the HUG - Australasia. They can be candidates for the leadership team and Chair & Deputy Chair positions.
- 6.1.8 Any funds of the HUG - Australasia shall only be used for and applied to achieving the aims and objectives of the local group.
- 6.1.9 Any finances held by the HUG - Australasia shall be deposited in an approved bank account. There shall be two bank signatories, being the Chairman and the Deputy.



6.2 Voting Criteria

- 6.2.1 More than one individual can represent voting member organisations, however each member organisation has only one (1) vote.
- 6.2.2 Voting decisions of the HUG - Australasia will relate to HUG - Australasia work outputs, such as:
 - 6.2.2.1 Issues arising that impact the group
 - 6.2.2.2 Educational materials, case studies, business cases and other documentation developed by the HUG - Australasia
 - 6.2.2.3 Documented feedback from the HUG - Australasia into the work of the GS1 HUG.
- 6.2.3 Resolutions will be decided by a simple majority with a quorum of 50% of the voting members. Voting shall be by voice, show of hands or ballot as determined by the Chairperson or Deputy.
- 6.2.4 Clauses 6.1 to 6.2 are applicable, whether the vote is being taken by the complete HUG - Australasia, the Leadership Team or a Work Team.

7 Chair and Deputy Chair

7.1 Criteria for Selection

- 7.1.1 The HUG - Australasia shall appoint a Chair and a Deputy selected through a nomination and voting process.
- 7.1.2 Where practical, the Chair and Deputy should not be from the same organisation, from the same country or play a similar role in the supply chain.
- 7.1.3 Candidates for the Chair and/or Deputy should be engaged in GS1 standards development and implementation efforts and should be able to promote the implementation of the developed global standards and best practices in their organisation. They should therefore be able to provide linkage between their business and the GS1 HUG - Australasia and GS1 HUG.



7.2 Responsibilities

- 7.2.1 The Chair and/or Deputy will work with GS1 and the HUG - Australasia leadership team to:
- 7.2.1.1 Develop and drive the overall HUG - Australasia strategy and work plan.
 - 7.2.1.2 Manage meeting planning, public relations, membership and policy.
 - 7.2.1.3 Ensure widespread supply chain stakeholder balance in the HUG - Australasia, its Leadership Team and Work Teams as appropriate.
 - 7.2.1.4 Provide input into the position of GS1 HUG in response to regulatory, customer and local standards initiatives.
 - 7.2.1.5 Represent the HUG - Australasia to external healthcare related groups and organisations that have a stakeholding in the adoption GS1 of standards in line with the HUG - Australasia's objectives.
 - 7.2.1.6 If necessary, create Work Teams and appoint Work Team Leaders to respond to, and/or drive specific initiatives.
 - 7.2.1.7 Represent the views and work outputs of the HUG - Australasia to the GS1 HUG, GS1 Australia & GS1 New Zealand Boards & Senior Executive Teams.
 - 7.2.1.8 Ensure participation in the Global Standards Management Process (GSMP) by representing the HUG - Australasia at GSMP (if necessary), or ensuring appropriate representation, and by using GSMP for any standards to be developed.
 - 7.2.1.9 Where practical, represent the HUG - Australasia by participating in GS1 HUG conferences and meetings in person or by other means.
- 7.2.2 The Chair or Deputy (as appropriate) will:
- 7.2.2.1.1 Convene and preside over HUG - Australasia meetings.
 - 7.2.2.1.2 Facilitate the voting process for the HUG - Australasia.

7.3 Term

- 7.3.1 The Chair and Deputy will serve a two (calendar) year term, which is renewable.

8 Leadership Team

8.1 Criteria for Selection

- 8.1.1 The HUG - Australasia Leadership Team will comprise a Chair, a Deputy, and other members as required.
- 8.1.2 At any one time, the Leadership Team will comprise up to a minimum of not less than seven (7) or a maximum of twelve (12) voting members, including one representative from each of GS1 Australia and GS1 New Zealand.
- 8.1.3 Membership of the Leadership Team should, were possible, be functionally and geographically balanced.
- 8.1.4 To serve as part of the Leadership Team, the member must have a solid working knowledge



of the GS1 System and associated technologies and be involved in healthcare. The Leadership Team members must be able to represent their organisations in decision making (voting) processes.

8.2 Responsibilities

8.2.1 The responsibilities of the Leadership Team align with those detailed for the Chair and Deputy in section 7.2. Members of the Leadership Team will undertake their responsibilities as directed by the Chair, Deputy, GS1 Australia and GS1 New Zealand.

8.3 Term

8.3.1 With the exception of GS1 Australia and GS1 New Zealand, who will serve an ongoing term as part of the Leadership Team, Leadership Team members will serve a one calendar year term, which is renewable.

8.3.2 The Chair and Deputy be part of the Leadership Team in line with the term associated with their position, as detailed in section 7.3.

9 Work Teams

9.1.1 Where appropriate, the work of the HUG - Australasia will be undertaken by Work Teams formed to address a specific issue or achieve a specific objective.

9.2 Criteria for Selection

9.2.1 Members may choose to participate on Work Teams that are addressing an area of work that is of importance to their organisation. The maximum number of organisations represented on a Work Team will be determined on a case-by-case basis by the HUG - Australasia Leadership Team.

9.2.2 A GS1 representative will be commissioned to participate in each Work Team.

9.2.3 Work Teams shall have the power to co-opt any person who it considers would be of assistance in carrying out the aims and objectives of the group including non-GS1 members.

9.3 Work Team Leaders

9.3.1 Once the members of the work team are confirmed, a leader will be selected by voting as outlined in section 6.2.

9.3.2 The leader of a Work Team is responsible for:

9.3.2.1 The Work Team's progress according to its scope and deliverables.

9.3.2.2 Administration of their team.

9.3.3 GS1 will provide support to Work Teams as appropriate.

9.4 Work Team Outputs

9.4.1 Work team outputs will be accepted by voting as outlined in section 6.26.2}. Once the documented outputs are accepted by the work team, these will be presented to the HUG - Australasia membership for voting.



10 GS1's Role

10.1 Responsibilities

- 10.1.1 GS1 Australia and GS1 New Zealand will work together to:
- 10.1.1.1 Facilitate the HUG - Australasia's objectives.
 - 10.1.1.2 Provide the HUG - Australasia with current and relevant information about the work areas and outputs of the GS1 HUG.
 - 10.1.1.3 Provide relevant communication to the HUG - Australasia.
 - 10.1.1.4 Report to GS1 Australia's and GS1 New Zealand's senior management and Boards (as required).
 - 10.1.1.5 Ensure the HUG - Australasia has sufficient infrastructural support from GS1.
 - 10.1.1.6 Drive alignment of the HUG - Australasia goals and objectives with those of GS1 HUG.

10.2 Representation

- 10.2.1 GS1 will ensure the HUG - Australasia has appropriate representation and expertise from both GS1 Australia and GS1 New Zealand at all times.
- 10.2.2 At any one time, the HUG - Australasia must have representation of at least one (1) employee of GS1.

11 Meetings

11.1 Frequency

- 11.1.1 There will be at least three (3) face-to-face meetings per year, the locations and dates set at the end of each calendar year for the coming year by the Leadership Team.
- 11.1.2 Where appropriate, meetings should take place in different locations, ideally with at least one meeting per year in New Zealand.
- 11.1.3 Teleconferences will be convened on an as required basis by the HUG - Australasia Chair or Deputy (as appropriate) in consultation with GS1.

11.2 Minutes

- 11.2.1 The HUG - Australasia shall produce a set of minutes and where appropriate a set of accounts. Both documents are required to be tabled and voted on at each HUG - Australasia *physical* meeting.



12 Document Development Process

12.1 Interaction with the GS1 HUG

12.1.1 All outputs of the HUG - Australasia including documents, position papers, education materials, responses to public policy, press releases, once accepted by the HUG - Australasia membership, will be provided to the GS1 HUG for their review, feedback and voting, where practical.

12.2 Responses to Public Consultation

12.2.1 Where the HUG - Australasia wishes to make a response to a request for information related to public consultation, it should inform the GS1 HUG of its intent and determine if there is an opportunity to work collaboratively to respond.

12.2.2 Development of a response will be the responsibility of the Chair and/or Deputy in conjunction with other interested parties and GS1. The final version of the response will be reviewed and approved by both the HUG - Australasia and GS1 HUG Leadership Teams.

12.2.3 The response will be submitted through the local GS1 organisation.

12.3 Position Papers

12.3.1 Healthcare related position papers may be developed by any member of the HUG - Australasia and submitted to the HUG - Australasia for review and feedback, then acceptance if appropriate. If accepted, the paper shall be submitted to the GS1 HUG for consideration, action and approval, where applicable.

12.3.2 Once the paper has been accepted by the HUG - Australasia this may be posted on the HUG - Australasia or GS1 HUG websites.

12.4 Press Releases

12.4.1 All suggested press release topics will be presented to the HUG - Australasia or the HUG Australasia Leadership Team (as appropriate) for acceptance via consensus before the topic and background is forwarded to the GS1 Australia or New Zealand for development.

12.4.2 The draft press release will be provided to the voting members of the HUG - Australasia for review and feedback and internal approval before the document being released to the media.

13 Communications

13.1 Representing the HUG - Australasia

13.1.1 All communications undertaken on behalf of the HUG - Australasia between/with third parties will be the responsibility of the Chair or Deputy in conjunction with GS1 and other interested stakeholders depending upon the issue and required outcome.

13.1.2 For presentations to third parties, a standard HUG - Australasia PowerPoint template will be used.



13.2 Website

- 13.2.1 The HUG - Australasia website will be maintained by GS1 Australia in line with the GS1 global branding guidelines.
- 13.2.2 The website will be updated following each meeting with information relating to the meeting including agendas, meeting minutes, presentations, work outputs and an updated list of HUG - Australasia members.
- 13.2.3 HUG - Australasia Stakeholders have the discretion to provide links between their websites and the HUG - Australasia web site. Links will also be provided to and from the GS1 HUG web site.

14 Work Plan

- 14.1 At the end of each calendar year, the HUG - Australasia will agree by vote on a high-level work plan for the next two calendar years as well as a detailed work plan for the coming year.
- 14.2 The work plan will be maintained in a separate document to the Charter.

15 Review of HUG - Australasia Charter

- 15.1 The HUG - Australasia Charter will be reviewed and updated as deemed necessary by the HUG - Australasia.



16 Appendix – HUG - Australasia Structure



