

## Australian Office Supplies GS1 Industry Action Group (OSGaG)

### 1. Mission:

- 1.1. To lead the industry to the effective development and utilisation of the global GS1 System to improve respective merchandising and supply chain processes.

### 2. Objectives:

- 2.1. Work with key trading partners to develop, promote and implement aspects of the GS1 system including product identification, automatic data capture, electronic messaging and data synchronisation to enable effective and efficient business processes;
- 2.2. To develop appropriate plans that enable execution and implementation of the GS1 System into individual businesses;
- 2.3. Develop documents that support 2.1 and 2.2;
- 2.4. Develop industry specific Case Studies

### 3. Membership:

- 3.1. Membership is open to all suppliers, buying groups, wholesalers and retailers within the Office Supplies sector. GS1 membership is not a pre-requisite for participation in OSGaG however may be required to use the GS1 System & Standards;
- 3.2. ICT Software, ICT hardware and solution vendors (eg. service providers, consultants etc) are able to participate by invitation.

### 4. Group structure:

- 4.1. The group would have a Chair and Deputy Chair (elected, if possible, from different parts of the Supply Chain)
  - 4.1.1. The Chair & Deputy Chair should be able to:
    - 4.1.1.1. Represent the group to external bodies;
    - 4.1.1.2. Help develop and drive the overall strategy and workplans;
- 4.2. Both would be supported by a Steering group;
- 4.3. Work Groups would report through to the Steering Group.

### 5. GS1's role:

- 5.1. Provide resources to allow the group to achieve its objectives eg. Technical advice / Website / Project Management / Cross Industry liaison;
- 5.2. Provide support to the Steering Group in the form of Secretariat and subject matter expertise;
- 5.3. Provide guidance to the group to ensure the group's defined objectives are the focus of activities;
- 5.4. Provide the group with information on emerging Supply Chain trends / technology where they may assist in achieving the Team's objectives.

6. Potential Work Groups will be formed as deemed necessary by the Steering Group. These could include:

- 6.1. Numbering & Barcoding Guidelines
- 6.2. Product Master Data Synchronisation
- 6.3. Electronic Commerce Development (EANCOM / GS1 XML)
- 6.4. Case Study Development

**7. Participants' role:**

- 7.1. To provide input and guidance for any group discussion points or documentation developed by the group;
- 7.2. To represent their company position, status or needs with respect to each of the GS1 standards work areas;
- 7.3. Re 7.2 - If unable to answer these issues in the meeting, to commit to seek feedback and response from their organisation to allow for the publishing of agreed standards, implementation guides and consistent application by all trading partners in their respective supply chains;
- 7.4. To implement (at their own timeframe) in line with the agreed GS1 standards;
- 7.5. To participate in the leadership / steering committee;
- 7.6. To ensure appropriate business representation in each of the Workgroups they choose to participate in;
- 7.7. To respond in reasonable timeframes to issues, documentation reviews and work-plan inputs.

It is essential that the group does not inadvertently become a forum for anti-competitive conduct that might contravene the Trade Practices Act.

To eliminate the risks associated with the Group some topics will clearly be unacceptable for discussion, whilst other topics may clearly be acceptable.

***The following are some of the topics that will be unacceptable for discussion:***

- any discussion or proposal that relates to or bears in any way upon the price charged or proposed to be charged or paid by any group members for goods or services;
- any standardisation or certification proposals which might have the effect of boycotting or excluding any particular persons or classes of persons in particular circumstances or generally in relation to the supply or acquisition of any goods or services;
- any standardisation or certification proposals which might have the effect of withholding or controlling production, distribution or sale to any person or persons, or which might have either the purpose or likely effect of substantially lessening competition in any market;
- where certification is involved, any proposal to deny an applicant certification because he is a non-member of the Group;
- any suggestion that any person or company be excluded from the Group, or from standardisation or certification.



**Acceptable topics will include the following:**

- discussion of specific technical details of proposed GS1 standards
- development of fair and reasonable and non-restrictive and non-exclusionary standards and guidelines for the office supplies industry;
- Any trialling or other testing of proposed procedures and standards.

**Accepted and signed off by Steering Committee Members as follows:**

On behalf of:	Signed by:
<b>OFFICEWORKS</b>	Signature Please print name & title
<b>CORPORATE EXPRESS</b>	Signature Please print name & title
<b>OFFICEMAX</b>	Signature Please print name & title
<b>AVERY DENNISON</b>	Signature Please print name & title
<b>ACCO AUSTRALIA</b>	Signature Please print name & title