EDI Standards and Implementation Group (ESIG)
Thursday 8th September 2016

Physical meeting at the GS1 UK AGM

Attendees: Jane Benjamin, Gary Hughes (by phone), Paul Oppenheimer, Jo Puri, Rachel Schofield, John Stokes, Simon Tompsett, Shan Welch,
Apologies: Phil Bach, Bal Bhama, Neil Brennan, David Robinson, Bob West

Minutes and Actions

1. Introductions and Housekeeping.

2. GS1 UK competition policy was stated and it was explained that the group and all related activities must always operate under this policy (see http://www.gs1uk.org/Pages/competitionpolicy.aspx)

3. **Review of Minutes and Actions** from the meeting of 8th September 2016 was completed. Example of a Prompt Payment Discount invoice in the EANCOM invoice message format reviewed. There is a deadline of 16th September for any comments. The document will then be finalised and put on the GS1 website.
    Outstanding items:Morrisons replacement and website information on guideline usage.
    Action: Group to provide any comments on the EANCOM PPD message example – **by Friday 23rd September**
    Action: Shan to complete the outstanding actions from the last meeting - **to be done by the next meeting**

4. **CONTRL/APERAK survey result:** Unfortunately only two responses were received, which is not enough to determine whether we should go ahead and create any guidance around these two messages. It was suggested that we should revamp the introduction to make it less technical but talk about the business requirements. We should also highlight that CONTRL and APERAK messages can be used in conjunction with any other message.
    Action: Shan to update CONTRL/APERAK survey for final approval before it is re-issued– Group to complete as a pilot - **to be done before the next meeting**

5. **Meeting attendance Questionnaire**: Shan produced an outline questionnaire for attendees to discuss. The initial aim was to encourage more existing members of ESIG to attend the meetings again but it was agreed that we also want to encourage new members. To that end, the introduction should be expanded to give a clear idea of what the group does – not only the Best Practice guideline work but also acting as a forum to discuss trends, how to handle HMRC requirements, EDI strategy etc.
    As part of the drive to encourage attendance and to make the group relevant, it was suggested that we could invite speakers to give a short talk on projects they have worked on that would be of interest to thhe group.
    Action: Shan to revamp the survey for internal review - **to be done before the next meeting**
    Action: Group to create a one pager business case on why a company should want to join ESIG
    Action: Group to provide EDI/Supply Chain/Logistics/Finance contacts for survey

6. **Perfect Order Presentation:** John Papadopulous gave a presentation on the work done by the perfect Order group and potential involvement for ESIG in the next phase of activity. Details can be found here https://www.gs1uk.org/perfectorder The presentation will be issued with the minutes.

7. **TRADACOMS:** We are waiting for signoff on the Positioning paper.
   Action: Shan to send out the updated GS1UK position paper as soon as it is internally ratified.

8. **AGM meeting preparation:** The next ESIG quarterly meeting takes place at the GS1 UK AGM which takes place at 30 Euston Square, London. The group agreed that we should meet at 11:00 to work on the Orders Best Practice guideline. The general quarterly meeting will take place from 13:00 to 15:00. This will include two member presentations.
   Following on from this is a new AGM feature: from 15:00 to 16:00 there will be a session where all GS1 UK working groups will come together to share what their group does and which will also give a chance for networking. The intention is have the various groups positioned round the room for people to come and talk to. We will put together a couple of posters explaining what we do. It was also suggested we create a flyer for people to take away and share with their colleagues.
   Action: Shan to put together outline posters and a flyer for review

9. **Sub group updates:** The Orders subgroup has almost completed defining scenarios and is about to start work on creating example of how the Orders message will work for each one. The main international activity is still around the creation of an EU invoice for public bodies and their suppliers.

10. **Trends and activities**: unfortunately there was not enough time for this activity.

The next ESIG Quarterly meeting will be on Tuesday 29th November 2016. It will be held at 30 Euston Square, London.

An invitation has already been sent out so pleas let me know if you need it resent to you. An agenda with meeting details will be sent out shortly.