Open 3P SCB meeting minutes

Date: 28th May 2024

Time: 14.00-15.00

Location: Zoom

Present

Frances Dickman (FD), Lucy Knight (LK), Julian Tait - Chair (JT), Sophie Walker (SW), Technical Support – ODM (TS).

1. Introductions

2. Apologies

Apologies from Steve Morgan (SM), Tom Shaw (TS), Adaobi Anyachor (AA).

3. Minutes of previous meeting

Minutes from previous SCB meeting were accepted.

4. Updates on actions from the last SCB meeting

231128 ACTION 11.4, 242702 ACTION 4.1, 242702 ACTION 6a.1, 242702 ACTION 6a.2, 242702 ACTION 6a.3, 242702 ACTION 6a.4 had been resolved.

The following actions are still pending:

231128 ACTION 9.1 LK and TS to meet in January to discuss risk modelling for the Open 3P standard.

231128 ACTION 10.1 TS to update SCB on potential registries that can be used for international Org IDs.

Discussion around 231128 ACTION 9.1 and what was required in terms of risk modelling. We need a risk register – think of things that could pose a problem with implementing the standard both from the DSHB (Data Standard Holding Body) point of view and the standard user point of view.

TS stated that we had a question over a function in the excel workbook. This lead to a conversation on users needing a basic level of understanding of the software they plan to use when implementing the standard – it's really outside of our scope to provide instruction on this – however the board recognised this as a barrier and risk to adoption.

SW talked about feedback on the material type controlled list – if you can't select one of the controlled list entries then you have not gone back far enough with your base materials – we would need some further guidance in our descriptive documentation to explain this to users.
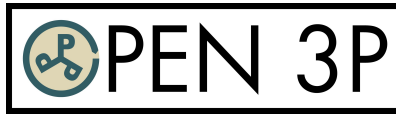
JT asked about the logging of questions and queries coming in – TS replied that issues are put on Git Hub. Discussed we may need a log of these questions especially to include in the Expert Accreditation program which is being developed.

DECISION 4.1 Have a standing item on the agenda to discuss the risk register.

ACTION 4.1 JT to organise a meeting to discuss what items need to go on the risk register.

ACTION 4.2 TS to create a formal log of questions being asked.

5. Register of interests

6. Update on the standard from the DSHB

TS gave an update on standard development since the last SCB meeting. We have tidied up some typos and made the website and excel workbook more consistent. Diagrams on data flow and entity relationship diagrams have been updated which makes everything more coherent. We have also included XML examples in the core schema/relationship list sections as well as JSON.

TS debated the use of thickness in the standard but it was agreed to include as an optional field because it is widely used in some sections of industry.

7. Expansion of the SCB to include international representation

JT nominated Ana Garcia to join the SCB – seconded by SW.

DECISION 7.1 Ana Garcia to join SCB.

DECISION 7.2 SCB Meeting times changed to 09.00hrs.

ACTION 7.1 JT to create a document formalising the process to approach potential new SCB members.

8. AOB

SW talked about trip to SPC (Sustainable Packaging Coalition) Impact at New Orleans in April and the possibility to collaborate with a number of organisations in the US.

SW to chair the working group on data at the UK Plastics Pact – this should help engagement with the wider packaging supply chain struggling with current data challenges.

SW still working hard to get sign ups to the charter. FD thought that by replying it was clear that Colpac were signed up but this hadn't registered. Agreed there needs to be a more formal way for organisations to sign up to the charter.

SW delivered webinar to BRC (British Retail Consortium) on 21/05/2024 and it's clear retailers are having a really challenging time with packaging data – some follow ups coming from that session.

WBCSD (World Business Council for Sustainable Development) are reviewing standards and data models for some large global organisations and Open 3P is on this list.

JT & TW had a meeting with the UNTP (United Nations Transparency Protocol) who are looking at standards to do with certification claims so it is important we align with them.

JT continues to have conversations with APCO (Australian Packaging Covenant Organisation) who are the co-regulator for packaging waste in Australia – they consider Open 3P to be the most mature standard for packaging data in this space at the minute.

DEFRA are setting up a working group with compliance schemes and we have been asked to be involved – first meeting kicks off in June which SW will attend. This is because DEFRA have said the quality of data being submitted is very poor.

LnkedIn Live sessions being held w/c 10th June for Australian and US audiences.

ACTION 8.1 Create a mechanism for organisations to sign up to the charter.

9. Review and recording of decisions

10. SCB meeting dates:
   a. 27th August 2024, 09.00 - 10.00
   b. 26th November 2024, 09.00 - 10.00