



Open 3P SCB meeting minutes

Date: 27th August 2024

Time: 09.00-10.00 BST

Location: Zoom

Present

Julian Tait (JT) - Chair, Sophie Walker (SW), Steve Morgan (SM), Ana Garcia (AG), Tom Shaw (TS),
Technical Support – ODM (TSu)

1. Introductions

The chair welcomed AG to the board

2. Apologies

Apologies from Frances Dickman (FD), Lucy Knight (LK)

3. Minutes of previous meeting

Minutes from the previous SCB meeting were accepted.

4. Updates on actions from the last SCB meeting

JT proposed that 231128 ACTION 10.1 regarding potential registries for international org IDs and 231128 11.4 making the support documentation understandable is removed from the action list as these are business as usual accommodations

DECISION 4.1 Above actions to be treated as business as usual

ACTION 240528 ACTION 4.2 Creating a formal log of questions asked about standard is in process and should be in place by the next board meeting

ACTION 240528 ACTION 8.1 Creation of a mechanism to sign up for the charter is outstanding

231128 ACTION 9.1, 240528 ACTION 4.1 and 240528 ACTION 7.1 are resolved

5. Register of interests

AG to submit her register of interests based on the form circulated with the board meeting documents.

ACTION 5.1: AG to submit her register of interests.

6. Update on the standard developments from the DSHB

- a. Release of Open 3P v2.1

TSu reported on the release of version 2.1 on 26th July:

- Added documentation explaining data flows
- Improved readability and understanding of the standard
- Addressing the varying levels of data maturity among users
- Added patch updates (currently on v2.1.2) fixing typos and improving searchability

b. Open 3P v3.0

TP presented plans for version 3.0:

- Aims to embrace multi-dimensionality and internationalisation
- Proposes creating a "measurements" relationship list to replace individual measurement fields across schemas
- This change would be a major update, breaking compatibility with v2.
- Discussion ensued about the benefits and challenges of this approach.

DECISION 6.1: The board agreed to put the proposed v3.0 changes out for consultation with the Open 3P user base and interested parties.

ACTION 6.1: JT to circulate the v3.0 proposal to the Open 3P user base and interested parties for consultation.

7. Risk Register

SW provided an update on the risk register:

- Explained the structure of overarching risks and their causes
- Noted that actions to mitigate risks still need to be added
- Suggested making the document available for collaborative editing
- SM stated that he would be happy to contribute to the formulation of the register

DECISION 7.1: Risk register to be a standing item on future meeting agendas.

ACTION 7.1: JT to organize a meeting to discuss items for the risk register.

ACTION 7.2: TP to create a formal log of questions being asked about the standard.

ACTION 7.3: SW to put the risk register back on Miro and ask board members to add to it.

8. Future board recruitment

JT presented a document outlining a more formal process for board recruitment and nomination.

Discussion points:

- Need for clarity on voting process, timeline and channels for nominating new members
- Consideration of the current board's term ending in November
- Possibility of current members re-nominating themselves

DECISION 8.1: Adopt the proposed recruitment and nomination procedure with minor amendments.

ACTION 8.1: JT to make minor amendments to the recruitment and nomination procedure document.

ACTION 8.2: JT to check with current board members about their intention to re-nominate for the next term.

9. AOB

SW provided updates on various initiatives:

- Meeting with Defra and the Packaging Scheme Forum
- Upcoming workshop with Canadian Environment and Climate Change department
- Involvement with UK Plastics Pact
- WBCSD project reviewing Open 3P
- Upcoming conferences promoting Open 3P
- AG mentioned her involvement in writing a chapter for the Circular Economy Research Network of Asia Pacific, which will include Open 3P.
- Reported on conversations with UNECE/UNCEFACT regarding interest in Open 3P.
- TSu announced a LinkedIn live event on 19th September to demonstrate the Open 3P platform.

ACTION 9.1: Board members to share and promote the LinkedIn live event on 19th September.

10. Review and recording of decisions

Decisions and actions were reviewed and recorded throughout the meeting.

11. SCB meeting dates:

26th November 2024, 09.00 - 10.00 (scheduled)