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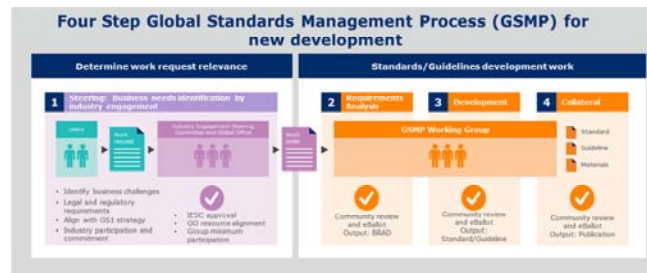
Introduction to a GS1 Work Request

Eileen Harpell
January 18, 2017



What is a Work Request

The entry point into the Global Standards Management Process (GSMP). Work Requests (WR) are submitted by the community to identify business needs that require standard-based solutions to improve efficiency, safety, security, and or sustainability throughout the supply chain.



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A Work Request can ask for something as simple as correcting an error in a published standard (Maintenance) to something as complex as creating a completely new GS1 Standard or Guideline (Development), as well as anything in between.

Who can enter a Work Request

Work Request Entry Commitment



- Your management has approved your commitment of time and effort to act as an advocate for this WR as it moves through the standards development process.
- Your company will participate in the group or groups that are resolving the WR (GS1 IP Policy and Opt-in agreements are required to participate in GS1 Standards Development Groups).
- Your company will participate in the prototype testing or pilot of your WR, if applicable.
- Your company is committed to implementing the requested changes, if applicable.

Agreeing to the above, you will:

- Enter the WR by responding to all questions in the WR System.
- Join the groups the request is assigned to and attend the calls and physical meetings.
- You or your proxy will lead the discussions and support moving the WR through the process. You will be assisted by GSMP Staff.

Accept Decline



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Anyone can submit a Work Request, but a commitment of support is required by the submitting organisation and the submitter is required to participate in the standards development process.

All companies and MOs involved in GSMP must sign the [Intellectual Property](#) Policy

And all work groups operate under the GS1 Antitrust caution and require an organization to sign an [Opt-In](#) agreement

A GS1 Member Organization (MO) member may discuss the need for a work effort with their MO. The MO may in turn, sponsor a Work Request in GSMP for their member.

How do I enter a Work Request

<http://wr.gs1.org/>

The image shows two screenshots from the GS1 Work Request System website. The left screenshot is the landing page, titled "GS1 Work Request System". It features a "Login" button in the top left corner and a "Help" section with instructions: "Formulates by attach to Management standard Work Request here", "Reviews the Work Request from here and receive guidance on to answer the questions here", "Review the 'Click Request Entry Commitment' agreement here", and "Contact us". A central diagram illustrates the "4 Step Commitment Process" with steps: "Request", "Review", "Commit", and "Track". The right screenshot is the login page, featuring tabs for "Sign in", "Registration", and "Forgot Password". It includes input fields for "E-mail" (containing "gw4@pips.com") and "Password", and a "Sign in" button. A link for "Global Office Users" is also present.



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Work Requests are entered on the web at wr.gs1.org. You are required to set up an account if you don't already have one. The Work Request system has the same ID/password as other GS1 online tools using the single-sign-on such as Community Room 3.0, LEARN, and GS1 XChange.

From the Work Request System landing page on the left, click the "Login" button which will bring you to the login page on the right. If you do not have an account, choose the registration tab and create an account, otherwise, click "Sign in"

In the Work Request System, you can

The screenshot displays the GS1 Work Request System interface. At the top, the GS1 logo and tagline 'The Global Language of Business' are visible, along with 'Edit Your Profile' and 'Logout' links. The main content area is divided into two sections: a left-hand navigation menu and a central table titled 'My Standards Development Work'.

The navigation menu includes the following options:

- New Work Request
- My Standards Development Work
- All Open Standards Development Work
- All Standards Development Work
- Reports
- Archived Work Request
- Search Standards Development Work
- Help
 - Templates to attach to a Maintenance standard Work Request [here](#)

The 'My Standards Development Work' table contains the following data:

WR Number	Group Routed To	Step	Status	Topic	Submitter Organization
16-000497	GDH SHG	4	Withdrawn	A. Increase character length for tradeItemFeatureID B. Compartmentalize messages for Features - Benefits - Marketing Message	GS1 Global Office
16-000512	MSWG	4		Publication and Communication UniquelID - GTIN Management	GS1 Global Office
14-000068	GDHP-EPICIS and CIB MSWG	4		Katification by GS1 Management Board	GS1 Global Office
13-000140	Process Change Notifications	1		WR Analysis and categorization The GDHP manual needs clarification on the term one company one vote. Further define an organization to ensure clarity for organizations	GS1 Global Office

In the Work Request System, you can

- Enter a New Work Request
- Track the status any work requests
- View all Work Requests entered by anyone
- Download the required templates
- Get help

Slide 5

EH4 Eileen find new pic with better WR
Eileen Harpell, 1/25/2017

What information do I need to enter a Work Request

The form questions

Request/Submitter Information

Who are you representing?

Legal and Regulatory Compliance

1. Is this request related to regulatory compliance?
2. Identify the regulation and provide the relevant regulation text.
3. Identify the regulation implementation date.

Problem statement and business impact

4. Description of the business problem in business terms, and its impact on business processes, products or product categories. Describe how this change will add value in the supply chain and where in the supply chain it adds this value.*
5. What is the proposed action or change? *
6. Is this aligned with an Industry or GS1 Member Organisation (MO) Strategy? If yes, provide a short description.

Affected Parties

7. Check the Industry (ies) this Work Request may impact
8. Check the Technology (ies) this Work Request may impact

Risk Assessment

9. Describe the risks of not implementing the proposed action or change
10. Describe the risks of implementing the proposed action or change
11. Are there any critical dates or deadlines to be considered?
12. Please identify which regions are affected?
13. Industry Commitment
14. Are all participants willing to sign the GS1 Intellectual Property (IP) Policy?

Submit & Attach Document(s)

Save Only



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- Each question on the Work Request form has been carefully designed to capture the information needed for GS1 to assess the business challenge to ensure the standards work will be relevant to industry, has the needed industry participation behind the work effort to ensure the standard built will be adopted and used by industry.
- A complete and comprehensible Work Request form is called “Entrance Criteria”.
- A Work Request must include a clear description of the business problem and the impacts to your organisation and trading partners. You must outline the business drivers, such as: reduce stock, reduce cost of developing new product packaging, enable more detailed traceability, patient safety or data accuracy.
- You can “submit” your request or choose “save only” to create a draft you can finish at a later time.

Maintenance Work Requests may require a template

For certain standards, a detailed template is required before your Work Request can be process

Login


Help

- [Templates to attach to a Maintenance standard Work Request here](#)
- [Preview the Work Request form here and receive guidance on to answer the questions here](#)
- [Review the "Work Request Entry Commitment" agreement here](#)
- [Contact us](#)

WR Submission Templates

Below are templates that may be required to accompany your work request. If you have any questions regarding the templates below, please contact GSDM@gsl.org before you enter your Work Request for assistance.

- 1. EDI**
 - 1.1. EANCOM New Code Request**
Attach the following template to your work request when requesting a new EANCOM code or qualifier.
[Click here to download](#)
 - 1.2. Additional Instructions for GDS submissions**
 - 1.1.1. GMD Maintenance Request best practice**
[Click here to download](#)
 - 1.1.2. Requesting a GMD attribute**
[Click here to download](#)
 - 1.1.3. Requesting an Attribute Value Pair (AVP)**
[Click here to download](#)
- 3. Global Product Classification (GPC)**
Attach the following template to your work request when requesting a change to the GPC standard.
[Click here to download](#)
- 4. Identification (ID)**
 - 4.1. General Specification Change Notification (GSCN)**
Attach the following template to your work request when requesting changes to the GSI General Specifications which will be reviewed by the GS1.



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For certain standards, a detailed template is required before your Work Request can be processed. For example:

The template for EANCOM EDI requires details on the impacted message(s) and any UN/EDIFACT Data Maintenance Request requirements
 GDSN's template requires impacted Attributes and whether any Validation Rules are required

You can find templates under the Help section of the Work Request home page.

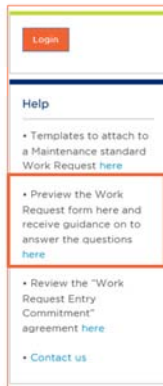
The completed template must be attached to your Work Request.

Slide 7

EHS Needs to add how to guidance on the web
Eileen Harpell, 1/25/2017

Can I download a copy of the Work Request

Find guidance on how to answer the questions



Log in

Help

- Templates to attach to a Maintenance standard Work Request [here](#)
- Preview the Work Request form here and receive guidance on to answer the questions [here](#)
- Review the "Work Request Entry Commitment" agreement [here](#)
- [Contact us](#)



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Work Request Guidance

Request/Submitter Information

Who are you representing?

If you are not entering this Work Request on behalf of your organisation, please identify who you are representing. This could be an industry user group such as The Fresh Food 250, Healthcare Leadership Team, or other association such as The Consumer Goods Forum (CGF) or Grocery Manufacturers Association (GMA).

Legal and Regulatory Compliance

1. **Is this request related to regulatory compliance?**
2. **Identify the regulation and provide the relevant regulation text.**
3. **Identify the regulation implementation date.**

Regulatory requirements can be local or regional, but could have global impacts. These requests take precedence, need immediate response, and will most likely be automatically approved to start work.

Because it is widely understood that regulatory requirements must be met, the requirement must be validated and the proposed development is genuinely required by the regulation. The regulation must be identified, and the text of the regulation should be checked to ensure that the development matches the regulation.

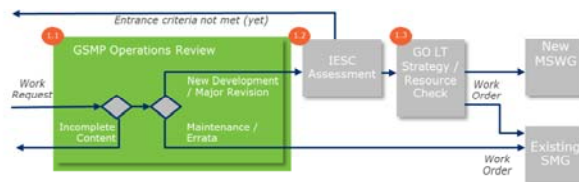


You can download a copy of the Work Request Form in the help section of the Work Request home page

How is a Work Request assessed

Work Requests are assessed and approved for development in three stages

1.1 GSMP Operations team reviews the Work Request to confirm that all information needed to assess the entrance criteria has been provided. If not, the Work Request is returned to the submitter to complete. Otherwise, GSMP Operations routes the Work Request to the next stage.



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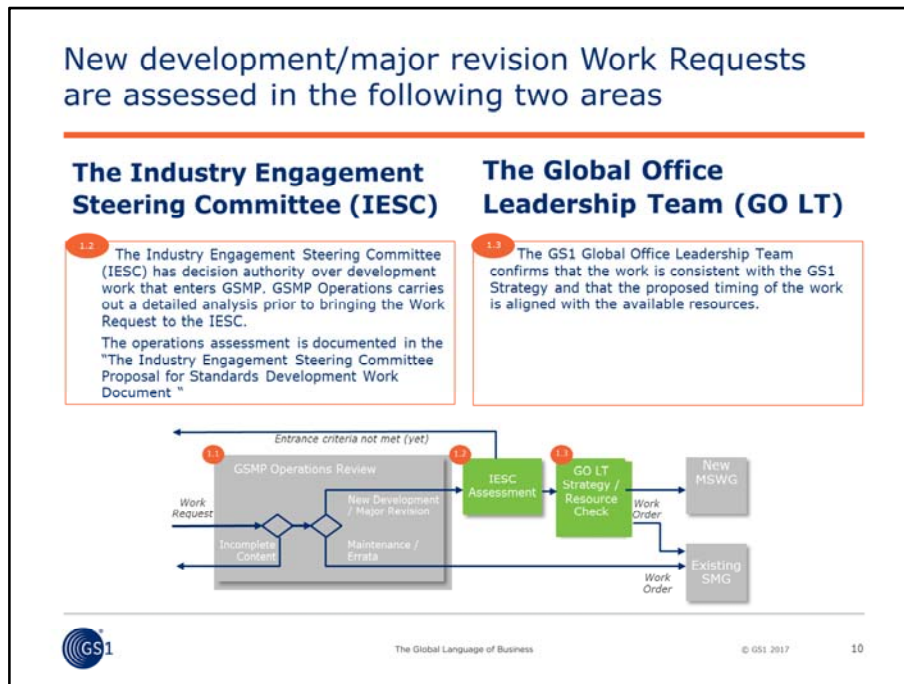
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GSMP Operations categorises the Work Request into two categories:

- 1) **Maintenance / Errata**
- 2) **New Development**

Work Requests for simple maintenance or correction of errata in existing GSMP deliverables are routed directly to the responsible Standards Maintenance Group for further assessment.

New development/major revision Work Requests proceed through the next steps



New development/major revision work efforts begin with community engagement, industry priority identification and alignment with GS1 Strategy. A commitment to implement, from a sufficient number of community members, is required. If not, the Work Request is returned to the requestor.

Assessments also include analysis on how the Work Request relates to the entire portfolio of GS1 Standards, the GS1 System Architecture principles, and to other GSMP work already planned or in progress. Determinations are also made on:

- Whether to combine this Work Request with others in the pipeline, and/or split it into multiple efforts
- Which GSMP Working Group should carry out the work: an existing SMG or a new MSWG
- And if a new MSWG is called for, minimum participation requirements will be defined

The IESC determines if the Work Request meets or exceeds the entrance criteria established for new GSMP work.

Who will work on my Request

GSMP working groups

When a Work Request is approved, a GSMP working group is responsible for carrying out the work effort. GSMP groups develop GS1 standards and GS1 guidelines. There are two types of groups; Standards Maintenance Groups (SMG) and Mission-specific Working Groups (MSWG).



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Standards Maintenance Group (SMG): An SMG has indefinite lifetime and is responsible for the ongoing maintenance and enhancement of one or more existing GS1 Standards or GS1 Guidelines. SMGs provide continuity of expertise, as well as rapid response to requests for small changes.

Mission-Specific Working Group (MSWG): An MSWG is formed to do a specific piece of work as described in its Charter, and disbands when the work is complete. MSWGs are created for most work efforts of substantial scope. An MSWG may be chartered to carry out requirements analysis (Step 2 of the 4-step GSMP process), standard or guideline development (Step 3), or both.

Check your understanding (red=the answer)

Who can submit a Work Request to GSMP?

- An organization with a business problem, but is not willing participate
- GS1 Member Organizations only
- **Anyone who's organization supports the request and is willing to join GSMP and participate**
- GS1 Board Members only

Which is NOT available in the Work Request system?

- The status of my Work Request
- All the Work Requests submitted to GSMP by anyone
- A copy of the Work Request form and templates required for my submission
- **A list of all GS1 standards**

Which is NOT a part of the GSMP Work Request assessment process?

- Industry priority and participation identification
- Industry Engagement Steering Committee approval
- Alignment with GS1 strategy and available resources
- Review of the entrance criteria established for new GSMP work
- **Has the submitter signed the GS1 Intellectual Property document**



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Need help?

We hope you found this brief introduction useful. If you have any additional questions or comments, please don't hesitate to contact us at GSMP@gs1.org.

