



# Open 3P iSCB <> SCB transition meeting agenda

Date: 28th November 2023

Time: 14.00-15.00

Location: Zoom

## **Present**

Frances Dickman (FD), Lucy Knight (LK), Steve Morgan (SM), Adaobi Obi (AO), Tom Shaw (TSh), Julian Tait - Chair (JT), Sophie Walker (SW), Luke Wilson - iSCB (LW), Technical Support – ODM (TS).

### **1. Introductions**

Introductions to new members of the board were made as well already standing iSCB members

### **2. Apologies**

Apologies from Margaret Bates (MB)

### **3. Minutes of previous meeting**

Minutes from previous iSCB meeting were accepted by outgoing iSCB board members

### **4. Updates on actions from the last iSCB meeting**

Actions: 230822 ACTION 5.1, 230822 ACTION 5.2, 230822 ACTION 5.3 had been resolved.

The following actions are still pending:

230221 ACTION 4.2: TS to make a note of the decision made around assessing changes to the standard. Was still ongoing and that discussions between TS and JT were expected to be formalised by the next board meeting.

221212 ACTION 3.2 JT to develop along with the TS and the DSHB data team a tool to enable consistent assessment of changes. JT stated that this was part of the above action and would be resolved by the next board meeting.

JT stated that TS will resolve these actions for the next SCB meeting. LK stated that she would help TS regarding resolving the change protocols listed in the actions. JT suggested that TSh might also find this of interest.

ACTION 4.1 TS, LK and TSh to meet to discuss change protocol in January.

### **5. iSCB dissolves**

Membership of the iSCB was dissolved. JT thanked the iSCB members for their oversight of the development of the Open 3P data standard.



## **6. Appointment of SCB members**

FD, LK, SM, TSh, SW and JT as Chair were appointed to the SCB

## **7. Register of interests**

JT informed SCB members that the Register of Interests is a public document and that at the start of every meeting members will be asked to update the register.

## **8. Agreement of terms of reference of the SCB**

The SCB terms of reference were discussed and LK proposed that quorum for the board should be raised from 3 to 4.

DECISION 8.1 Board agreed to raise quorum to 4 members.

DECISION 8.2 Board agreed to accept the terms of reference with amended quorum.

## **9. Agreement of the Open 3P standard change process**

DECISION 9.1 Board accepted the Open 3P standard change process.

LK asked TS if there had been any risk modelling scenario work undertaken regarding the standard. TS stated that there hadn't but would be really helpful.

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

## **10. Update on the standard from the DSHB**

TS gave an update on standard development since the last iSCB meeting. There was a discussion about Organisation IDs (Org IDs) and about how international companies are identified. LK mentioned registries such as Open Corporates and the use of Friend of a Friend (FOAF) relationships. AO mentioned that the need for good international Org IDs would be essential. JT mentioned that this would be a challenge going forward.

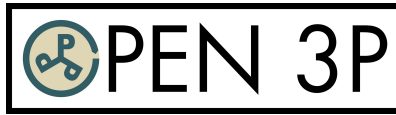
ACTION 10.1 TS to update SCB on potential registries that can be used for international Org IDs

TSh stated that it would be useful for all the SCB to get up to speed regarding the Open 3P data standard and language around packaging and data, so that all members can fully contribute. JT agreed that this should be priority.

ACTION 10.2 JT and TS to organise introductory training for SCB members at the beginning of January. Additionally it was noted that this should happen prior to the TS, LK, Sh change protocol meeting.

SM highlighted that there was a lot of activity around recyclability and the Eco-modulation Framework at present and that we needed to be aware. SW stated that Open 3P has to be agnostic to each country's specific framework as Open 3P is an international standard and country methodologies can change. FD asked how this may work within an Italian context, TS responded by saying that this information should be able to be derived from the standard anyway.

## **11. AOB**



SW mentioned that as there is a lot happening with Open 3P it would be good to have a standing item on the agenda for dissemination and promotion.

DECISION 11.1 Board agreed that dissemination and promotion should be a standing item before AOB.

ACTION 11.1 JT to organise the collation of dissemination and promotion materials prior to each SCB meeting

FD stated that she was giving a presentation and that Open 3P was included. SW suggested that it would be good to have a few slides that could be shared with the board so they can be included in presentations.

ACTION 11.2 JT to organise the creation and sharing of slides so SCB members can include them in their presentations.

SM mentioned that he had put some slides together for EUPro and that he was going to share with JT and SW to check if they were pitched correctly.

ACTION 11.3 SM to share slides with JT and SW

LK at the start of the meeting that there was a lot of acronyms and jargonistic language within the Open 3P materials and this was a barrier to understanding and participation. JT agreed and stated that where possible plain English should be used.

ACTION 11.4 JT to ensure that materials are understandable to a broad audience where possible.

## **12. Review and recording of decisions**

### **13. SCB meeting dates:**

- a. 27th February 2024, 14.00-15.00
- b. 28th May 2024, 14.00-15.00
- c. 27th August 2024, 14.00-15.00
- d. 26th November 2024, 14.00-15.00