



**ITDS Product Information Committee
MEETING MINUTES**

Wednesday, October 1, 2008

10:00 AM – 12:00 PM

Location: USDA, Room 3074

The third regular meeting of the ITDS Product Information Committee (PIC) was called to order by the Chairman on October 1, 2008, at 10:00 AM ET in Washington, DC and by teleconference. The following members were present in the meeting room or on the phone:

Member	Agency
Douglas Bailey	USDA/AMS, Chair
David Giamporcaro	EPA
Wesley Chen	EPA
John Blachere	CPSC
Candace Funk	USDA/APHIS
Terry Tomlinson	ATF
Michiko Shaw	USDA/AMS
Dean Kastner	USDA/AMS
Roger Glasshoff	USDA/AMS
Ed Brzenski	IRS
Dell Conate	IRS/Mitre
Stephen Beningo	DOT
Mary Stanley	USDA/FSIS
Laurie Bryant	Meat Importers Council of America
Mike Kelley	USDA.FSIS*
Teresa Martinez	USDA/APHIS*
Julia Shifflett	DHS*
Max Castillo, Jr.	FDA/ITDS*
Jim Joholske	Consumer Product Safety Commission*
Margaret Irwin	American Trucking Association*
Laurie Bryant	Meat Importers Council of America*
John Bossert	DOJ*
Bob Ehinger	Retired Customs*

* Participated by phone

The issues below were presented and discussed, but not necessarily in the following order.

OPENING REMARKS ----- BAILEY

Mr. Bailey opened the meeting by asking those present or on the phone to introduce themselves and indicate the participating government agency (PGA) or trade group that they were representing.

REVIEW OF TERMINOLOGY----- BAILEY

Mr. Bailey reviewed key terms to keep everyone on the same page during committee discussions. These were **product identification** (the unique reference number to a specific product in the supply chain); **product classification** (the assignment of a specific product to a product group by the definition of its essential properties); **characteristic** (a distinguishing feature of a product set); **property value pair**, (a specific value together with an identifier that defines a property); a **dictionary** (a collection of characteristics with, at a minimum, an unambiguous identifier, a term, and a definition); a **Dictionary Maintenance Organization** (any organization that maintains a dictionary); and **catalog** (products described by association with a class and property value pairs).

FINALIZE CAPABILITIES PROFILES FOR DMOs and GCOs ----- BAILEY

Mr. Bailey reviewed each section of the Capabilities Profile for Dictionaries. The Capabilities Profile for Global Catalog Organizations was also distributed for information, but will be finalized after the interviews with DMOs. The first section of the Profile for DMOs, Scope of Product Coverage, uses the sections of the HTS as a reference to basic product sets, but this is only intended as an aid to the DMO in breaking out which product sets are best represented in their dictionary. No permanent relationship between HTS codes and dictionary classes and properties is assumed or required. After explaining each section, the members did not have any significant revisions Mr. Bailey encouraged members to suggest, now or in the next few days, any final suggestions for improving the profile. The Capabilities Profile will be given to the DMOs and they will be asked to return the profile with a short response for each question in advance of the meeting. The completed profile will be distributed to the members a few days before each of the DMO “interviews.” The Interviews will allow members to drill down into topics of interest with the DMO representatives and provide an opportunity for the DMOs to present their strengths to the committee as well as better understand our overall objectives and how they might be able to assist us in their accomplishment.

REVIEW OF PROPERTY DEFINITION WORKSHEET ----- BAILEY

Mr. Bailey reviewed the three levels of the template – product set definition; property definition; and value definition. PGAs may experience some level of frustration with the exercise, as understanding what properties make good product set characteristics can take some time. PGAs discussed their experiences to date, with mixed success. One suggestion to help find the most useful properties was to review any existing SOPs or business rules for admissibility decisions now in use. Another suggestion is to ask what questions could be asked to understand the essential characteristics of a product contained in a product set. If answering one question (e.g. Is it a powered or non-powered toy) significantly reduces the size of the product group, then that would be a great property. Continue thinking of additional questions that would further narrow the group (e.g., What is the target age group of the toy?), and each of these too may be useful properties. Remember that values for properties should be mutually exclusive, and that the list of values should be manageable (typically about 5 to 15 values, although in some cases a few hundred are possible). Avoid being too specific (e.g., naming chemical compounds, as this may generate thousands of property values and require a business rule for handling each value). PGAs can send drafts at any time to Mr. Bailey and individual feedback will be provided. **PGAs should plan to have a final property template for products of interest to them turned in to Mr. Bailey by December 1.** In some cases where a broad number of product sets need to be addressed by a single PGA, additional time will be extended. Once completed, the lists from each PGA will be integrated into a single master list to guide decisions on

the fit of existing dictionaries and to report out the full set of product properties needed by PGAs in the final recommendation report.

DISCUSS SCHEDULE FOR CAPABILITIES BRIEFINGS ----- BAILEY

Mr. Bailey reviewed the upcoming meeting schedule. On November 5, representatives from UNSPSC will meet with the committee to review their capabilities. Other dates offered to other DMOs are October 22 and November 19, and December 3. Other meeting dates will be confirmed as soon as responses are received from GS1 GPC and eC1@ss.

Mr. Bailey called for other general discussion topics, and hearing none, adjourned the meeting at approximately 11:50 AM.