



**PHE & Gawith Hoggarth Meeting
at Gawith Hoggarth Offices
in Kendal
13 October 2016 12:30 – 16:30**

Number	<p>In attendance: PHE [redacted] – [redacted] [redacted] – [redacted] and [redacted]</p> <p>In Attendance: Gawith Hoggarth [redacted] – Gawith Hoggarth/ [redacted] – Gawith Hoggarth Official [redacted] – Gawith Hoggarth Official</p> <p>Event: The trip took place at Gawith Hoggarth Offices (manufacturing warehouse) in Kendal.</p>	
1	Purpose of Meeting:	
	<p>The purpose of the trip was to assist Gawith Hoggarth gain access into the EU-CEG system. The trip was also intended to teach the organisation how to submit a notification. Furthermore, the meeting familiarised the PHE TPD implementation team how to navigate the EU-CEG system, this built on practical knowledge on ways to assist the tobacco industry adhere to notification requirements.</p>	
2	IT Issues:	
	<p>[redacted] and [redacted] met [redacted] and [redacted]. Travelled to Gawith Hoggarth Offices (manufacturing warehouse) in Kendal.</p> <p>[redacted] advised [redacted] would be completing the submission. [redacted] had been experiencing difficulties installing the XML Creator Tool enabling access to the EU-CEG. [redacted] resolved the issue by installing mandatory software (Java). The XML Creator, enabled access to the EU-CEG, we commenced inputting data for the notification.</p>	
3	Completing the Notification:	
	<p>Gawith Hoggarth had not been aware they needed to create details such as a product ID number for every product manufactured. [redacted] advised a notification starting point would be to attain a copy of all the products manufactured and create product ID numbers. [redacted] devised a new filing system allowing the creation of a product ID for all products. Upon inputting ingredient data, it became apparent that administratively, it was a repetitive and challenging. There was a vast amount of data for each ingredient. This issue was raised with the EU Commission.</p>	
4	Questions & Discussions:	
	<p>[redacted] and [redacted] discussed meeting minutes raised at the ITPAC & PHE meeting held on 21 September 2016 at PHE Offices (Skipton House).</p> <p>[redacted] had a couple of questions regarding the submission of data on the EU-CEG, we have raised these queries with the EU Commission.</p>	
5	Closing the Meeting:	
	<p>[redacted] advised that he would raise issues encountered to the Commission.</p> <p>[redacted] advised [redacted] would complete meeting minutes and dispatch them accordingly to the group.</p>	