

BIC PHYSICAL SUPPLY CHAIN COMMITTEE & TASK & FINISH GROUPS

TERMS OF REFERENCE

UPDATED SEPTEMBER 2016

COMMITTEE

Overall remit of the BIC Physical Supply Chain Committee:

To anticipate and interpret the needs of the book industry's physical supply chain, this to include the whole physical book ecosystem and not be limited to freight or distribution. To ensure tools and practices support existing and new trading models and new technological environs both today and tomorrow. To help BIC members implement and adopt standards and best practice going forward and to raise awareness of BIC.

Remit and Responsibilities of the BIC Physical Supply Chain Committee:

- Ensure the Committee is at all times up to speed with the wider industry's supply chain trends
- Anticipate, interpret & prioritise needs of the industry
- Promote a BIC approach and mobilise resource as and when required to research and provide solutions
- Drive & promote BIC solutions forward into the industry
- Establish "Task & Finish Groups" to tackle specific areas as required, ensuring appropriate industry representation on each
- Oversee the success and direction of these Task & Finish Groups – these groups to report into the Committee
- Close down "T&F Groups" once goal(s) achieved
- Provide regular planning and status reporting to the BIC Executive Director
- Maintain an appropriate level of confidentiality at all times
- Periodically invite in guest speakers
- Ensure BISG and other global standards/industry bodies are kept up to date with BIC's Physical Supply Chain Committee work

Applications to sit on the BIC Physical Supply Chain Committee:

All applications to join any BIC Committee must be made in writing using the appropriate application form. All applications will be discussed during the respective Committee's meetings (unless this process is overruled by the Chair). The composition of BIC Committees is at the discretion of BIC but should be balanced and reflect the UK book industry.

The criterion for sitting on the Committee is as follows:

- 1) **Representation** - needed from at least one of the following areas of the industry:
 - On-line retailers
 - High Street retailers
 - Distributors
 - Publishers
 - Freight forwarders/shippers
 - Printers
- 2) **Skillset** – the Physical Supply Chain Committee should:
 - Be aware of the on-going importance of the physical supply chain and its whole ecosystem within the trade and all other areas of the book industry

- Be up to speed with new technologies and new business models relating to the printed book.

Individuals sitting on the Committee should be:

- Able to attend every quarterly meeting
- Able and willing to approach projects/issues with both an overall industry perspective in addition to their company perspective
- In a position of strategic influence within their own company
- An expert in their field

3) BIC Member?

- Anyone sitting on the Physical Supply Chain Committee must be a BIC Member, or if not, be invited in by a BIC member as a one-time only guest after prior agreement with the Chair and BIC's Executive Director. Non-BIC-member invitees are not permitted to attend on a regular basis or make decisions or vote.

BIC Physical Supply Chain Committee Chair & Deputy Chair:

The Chair and Deputy Chair will be elected by Committee members every 2 years.

Responsibilities of the Committee Chair (and Deputy Chair when Chair is unavailable) are as follows:

Administrative

- To consult with the Executive Director at least 2 weeks before the meeting to agree the agenda
- (BIC will circulate the agenda at least one week before the meeting)
- To sign off on minutes prior to their circulation. (BIC will take and circulate the minutes within 2 weeks of the meeting once approved by Executive Director)
- To de-brief the Executive Director (if not at meeting) within one week of the meeting and before the minutes are circulated
- To ensure all relevant Briefing Documents for Task & Finish Working Groups are signed off during meetings (as required)
- BIC will arrange meeting room bookings
- BIC will circulate all approved minutes to the wider BIC membership

General

- To attend and run every meeting effectively and ensure Deputy Chair is able to do so if this is not possible on occasion
- To alert the Executive Director if there are any issues with their Committee e.g. items/projects not moving along at a good pace/lack of attendance, or input from attendees etc
- To commit to Chairing the Committee for a minimum 2 year term
- To keep the Deputy Chair up to speed on all Committee work - if required
- To report on and share the Committee activities back to their own company
- To maintain appropriate confidentiality at all times, especially with regards the minutes and any other documentation
- Generally promote the work of BIC and be a BIC Advocate

BIC Physical Supply Chain Committee Members:

Members are invited to join the Committee for their skillset, experience and contribution to the industry, as well as being a representative of their organisation.

Responsibilities of all BIC Physical Supply Chain Committee members are as follows:

Practical

- To attend every meeting – where 2 consecutive meetings are missed, the Committee may consider it appropriate for someone else to attend, either from the same organisation or from another organisation

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- To train a replacement and bring them fully up to speed on the Committee's activity, should a committee member leave their own organisation. This will be on the understanding that the Committee will still want representation from that same organisation, which may not always be the case
- To commit to sitting on the Committee for a 2 year term – after which term, Committee membership will be reviewed
- To report the Committee's activities back to their own organisation and return feedback at each meeting

General

- Be willing & able to devote time to BIC Physical Supply Chain Committee work
- To maintain appropriate confidentiality at all times, especially with regards to the minutes and any other documentation
- Generally promote the work of BIC and be a BIC Advocate
- Agree to all minutes taken at each meeting being made public to BIC members

Frequency of BIC Physical Supply Chain Committee Meetings:

The Committee will meet quarterly and ad-hoc as required.

TASK & FINISH (T&F) WORKING GROUPS

As the need arises the BIC Physical Supply Chain Committee will appoint T&F Working Groups to address specific issues brought to light either in the Committee meetings or by other means. These T&F Working Groups will report into the BIC Physical Supply Chain Committee and will be made up of BIC Members who are deemed by the Committee to be experts in the area under consideration. Non-BIC Members may be invited to the Groups by a BIC member as a one-off (taster/guest), or as a guest speaker/expert, after prior agreement with the Chair and BIC's Executive Director.

The appointment of the T&F Working Groups will be made from volunteer experts from the BIC membership in response to the publication of the Briefing Document.

All Physical Supply Chain T&F Working Groups will only undertake work once the Committee has agreed and signed off on a Briefing Document.

Remit and responsibilities of the BIC Supply Chain T&F Working Groups:

Remit/Purpose

- To research, address and find a solution to any issue brought to it by the Physical Supply Chain Committee
- To agree with the BIC Physical Supply Chain Committee and adhere to, a timeline (and budget if applicable) for completion of work (if/as appropriate) as laid out in the Briefing Document signed off in advance by the Committee
- Where appropriate, to comprehensively test and pilot any solutions proposed before rolling out to the industry
- To work with and understand any dependencies that may exist with other T&F Working Groups

Administrative

- To provide a regular monthly status update to the Executive Director & Committee Chair (phone call will suffice)
- To provide a written status report to the Committee Chair and Executive Director in readiness for each quarterly BIC Metadata Sub-Committee meeting
- To report any delays/risks to schedule immediately to the Committee Chair and Executive Director

BIC Physical Supply Chain T&F Working Group(s) Members:

Responsibilities of all BIC Physical Supply Chain T&F Group(s) members are as follows:

Practical

- To attend and contribute to every meeting – where 2 consecutive meetings are missed the T&F Group Leader may consider it appropriate and necessary for someone else to attend, either from the same organisation or from another organisation
- Should a member leave their own organisation, the BIC Physical Supply Chain Committee and T&F Group will arrange a replacement between them. This will be on the understanding that the Committee and T&F Group still want representation from that same organisation which should not be assumed to always be the case
- To commit to sitting on the T&F Group for the term agreed – this will vary between T&F Groups depending on the nature of the work and will be detailed in the appropriate Briefing Document
- Action, to schedule, any tasks assigned by T&F Group Leader
- Alert T&F Group Leader asap if required actions are going to be delayed so that T&F Group Leader can make alternative arrangements
- To report the T&F Group's activities back to their own company and return feedback (within the limits of confidentiality)

General

- Be willing & able to devote sufficient time to carry out work to schedule as required by the T&F Group.
- Support the T&F Group Leader
- Maintain appropriate confidentiality at all times, especially with regards to minutes and any other documentation
- Agree to all minutes taken at each meeting being made public to BIC members

- Generally promote the work of BIC and be a BIC Advocate

BIC Physical Supply Chain T&F Group(s) Leaders:

T&F Working Group Leaders will be proposed and agreed by the BIC Physical Supply Chain Committee.

Page | 5 Responsibilities of all BIC Physical Supply Chain T&F Group Leaders (& Deputy Leaders) are as follows:

Practical

- With the help of BIC's Business Manager, to schedule all T&F Working Group meetings as required in order to achieve the goals set by the BIC Physical Supply Chain Committee. Where meetings are to be held in the CILIP Building, please liaise with BIC's Business Manager at least 2 weeks before the meeting
- To Chair and run every T&F Working Group meeting effectively
- To ensure actions are assigned appropriately at each meeting and followed up on
- To ensure minutes are taken and circulated to the T&F Group in a timely fashion with the assistance of BIC's Business Manager
- To appoint and train a Deputy Leader to cover in times of absence

General

- Be willing & able to devote sufficient time to lead the T&F Working Group so that the specified work is delivered to schedule and budget as required by the BIC Metadata Sub-Committee
- To agree (where appropriate/possible) with the BIC Physical Supply Chain Committee, a schedule for completion of work
- To alert the Committee Chair and BIC Executive Director if there are any issues with either:
 - work not moving along at the agreed pace
 - lack of attendance, or input from attendees etc.
- To share & communicate the T&F Working Group activities with their own organisation (within the appropriate confines of confidentiality/commercial sensitivities)
- To maintain appropriate confidentiality at all times especially with regards minutes and any other documentation
- Generally promote the work of BIC and be a BIC Advocate
- To ensure agreed budgets are not exceeded

Frequency of T&F Working Group Meetings

The T&F Working Group Leader will ensure sufficient meetings are scheduled so that the project/brief is delivered on time.

BIC will help with this.

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