

BIC Acquisitions and Divestments Task & Finish Working Group – Minutes**Location:** Conference Call**Date and time:** Thursday 10th August 2017, 2pm**Minutes taken by:** Sophia Sophocleous**Present**

Chris Housden, Nielsen
Karina Luke, BIC (Chair)
Brian O’Leary, BISG
Sophia Sophocleous, BIC
Jack Tipping, Bowker
Gabrielle Wallington, Waterstones

Apologies

Alaina-Marie Bassett, BIC
Andre Breedt, Nielsen
Noah Genner, Booknet Canada
Kim Graff, BISG
Gareth Jarrett, Taylor & Francis
Mark Majurey, Taylor & Francis
David Seymour, Taylor & Francis
Pam Singh, PLS

Resigned from Group

Ruth Jones, Ingram

1. Introductions and apologies

KL welcomed the Group to the meeting and delivered the apologies. KL welcomed CH of Nielsen to the Group and noted that RJ has now resigned from the Group.

2. Competition Law – Conduct Reminder

KL reminded the Group about BIC’s Competition Law Policy, summarising what constitutes appropriate conduct (in relation to competition law) and noting that this conduct applies to all BIC meetings. Further information about BIC’s Competition Law Policy can be found here: <http://www.bic.org.uk/149/BIC-Competition-Law-Policy/>

3. Review of actions and minutes from previous meeting

KL provided CH with a brief summary of the Best Practice Guidelines v0.9 and the Harbottle & Lewis document and agreed to circulate these two documents to the Group.

- **ACTION:** KL to circulate the Best Practice Guidelines v0.9 and the Harbottle & Lewis document to the Group again.

KL stated that the Best Practice Guidelines v0.9 for digital books were signed off by the Group during the last meeting and noted that AMB had circulated a designed version of the Best Practice Guidelines and that BIC have liaised with Tag Design regarding an infographic to summarise the Guidelines visually.

KL stated that the Group had agreed to work on print books and digital books separately. She noted that the Harbottle & Lewis document could be used with either.

GW noted that CH would be welcome to join the BIC Price & Availability Task & Finish Working Group (T&FWG) as there are some issues which crossover between it and this Group. CH agreed to discuss this with John Moffatt (JM) of Nielsen who sits on the Price & Availability T&WG.

4. Update on the design of the Strawman document, version 0.9

KL shared the Best Practice Guidelines v0.9 on the screen for the Group to see. KL then shared two different designs of the infographic. GW noted that having the text on the infographic curved is more accessible for the reader. She also noted that some people find it difficult to read white text on dark backgrounds. The Group agreed that the bullet points should be made slightly larger, without losing the space surrounding the text. BOL noted that the last few bullet points could be made concise, stating that information in the document should only be alluded to in order to keep the infographic accessible. KL agreed to make these changes to the infographic and to share the finalised document with the Group at the end of August. She noted that the documents should hopefully be published at the end of September.

- **ACTION:** KL to make the bullet points for each step slightly larger, without losing space on the document.
- **ACTION:** KL to condense sentences where appropriate.
- **ACTION:** KL to share the finalised document with the Group at the end of August.

5. Print books documentation

- Representation on the Group

KL suggested that new members for this Group may be useful when starting work on the print books documentation. GW suggested that representatives from BDS and another retailer besides Waterstones, would be useful, particularly Blackwell's as they use BDS exclusively now and as the issues which will be covered in the Best Practice Guidelines seem to cause more problems for academic publishers. KL agreed to approach BDS and Blackwell's to participate in this Group.

KL stated that she will also get in touch with Taylor & Francis and PLS to see whether they still want to be involved in this Group. GW stated that wholesalers and distributors should also be invited to participate. KL agreed.

- **ACTION:** KL to approach BDS, Blackwell's, Gardners, Bertrams, TBS, Turpin, Hachette and Penguin Random House to participate in this Group.
- **ACTION:** KL to contact Taylor & Francis and PLS to see whether they still want to be involved in this Group.
- **ACTION:** KL to ask Matt Griffin of Hachette if he wants to be involved in this Group.

- Print books documentation

GW stated that it may be worth looking at the Best Practice Guidelines v0.9 for digital books to see whether there is anything that can be imported from it to print books documentation.

KL noted that the primary reason for working on digital and print books separately was due to the Group agreeing that digital books faced more issues than print. GW added that the Group had considered creating a single set of Guidelines for the two, but felt that they would be clearer if separated. BOL noted that one thing which stands out as more of an issue for print books are issues concerning wholesalers and distributors.

KL noted that a scenario facing print books which should be addressed in the Guidelines is that some publishers manage their own distribution, and some use a third party. GW suggested approaching the Guidelines for print books as the Group had done for digital books, starting with considering what organisations need to know. GW suggested having a representative from a large distributor (e.g. Macmillan) and a publisher join the conversation. KL agreed and suggested also contacting Penguin Random House. BOL suggested an organisation such as BDS, as an intermediary would be helpful. GW also suggested that a data aggregator should be involved. CH noted that he will discuss whether he or John Moffatt (JM) of Nielsen would be best to participate in this session. KL and GW agreed that a smaller spin-off Group could reconvene for half a day without an agenda, to focus on the next steps.

- **ACTION:** KL to contact Penguin Random House, BDS and Macmillan (or other large distributor), to join this Group to brainstorm the next steps of this Project at the next meeting.

6. Agree next steps (with regards to project deliverables)

KL went over the objectives and deliverables of the Project Brief. KL noted that a pilot group for the digital documentation has not gone ahead. GW noted that this has already been done in the sense that those involved in this Group are affected by the documentation. KL noted that with regards to promoting the Guidelines, the Group had discussed having a BIC Breakfast on the subject. KL added that Harbottle & Lewis have agreed to help promote and refer to the documentation when working with any clients undergoing an acquisition or a divestment.

The Group agreed that the next steps will come out of the brainstorming session of this Group.

7. Update on the BIC Price & Availability Task & Finish Working Group (T&FWG)

GW informed the Group that the Group had produced guidelines for the use of TRADACOMS List 54 and that this list is shortly to be published to the BIC website. She noted that the next step will be focusing on how to communicate price. GW noted that BIC had run a workshop on communicating price in ONIX. She noted that the next steps will be discussed at the next meeting of the Group and that BIC Discount Group Codes will also be discussed.

GW summarised one of the issues is that distributors are outputting price information in full loads on books that they no longer distribute. She stated that these can be purged or marked as not disseminable, but this is not being done. GW stated that this should be raised in Acquisitions and Divestments and Price and Availability. GW noted that this has become an issue for print books. She added that the Metadata Map will also help with this issue.

8. A.O.B.

None.

9. Date of next meeting (brainstorming session)

Wednesday 8th November 2017.