

BIC Digital Supply Chain Committee Meeting – Minutes**Location:** CILIP Building, 7 Ridgmount Street, London, WC1E 7AE**Date and time:** Thursday 2nd November 2017, 2pm**Minutes taken by:** Alaina-Marie Bassett**Present**

Alaina-Marie Bassett, BIC
 Graham Bell, EDItEUR
 John Bell, HarperCollins Publishers (Chair)
 Sarah Butler, Bloomsbury Publishing
 Elizabeth Campbell, Pan Macmillan
 Tom Chalmers, Legend Times Group
 David Eagle, NBN International
 Matthew Emery, Blackwell's
 Ruth Jones, Ingram Content Group
 Lada Kriz, Penguin Random House

Karina Luke, BIC
 Harj Padda, W.F. Howes
 James Powell, ProQuest
 Chris Saynor, EDItEUR

Apologies

Ingrid Harrold, Dorling Kindersley
 Martin Klopstock, Kogan Page
 Peter Mathews, Cambridge University Press
 Jo Naylor, Wiley
 Simon Pallant, Gardners

1. Introductions and apologies

The Group was welcomed to the meeting, particularly JB as the new Chairperson of this Committee, and the apologies were delivered. JN of Wiley (in absentia), EC of Pan Macmillan, HP of W.F. Howes and JP of ProQuest were all welcomed to the Committee as new members. JB informed the Group that Emma Cole of HarperCollins Publishers has now resigned from this Committee.

2. Competition Law – Conduct Reminder

The Group was reminded about BIC's Competition Law Policy – please click the following link for more information regarding this policy: <http://www.bic.org.uk/149/BIC-Competition-Law-Policy/>

3. Appointing a Deputy Chair for this Committee

ME was appointed as the new Deputy Chair for this Committee.

➤ **ACTION:** AMB to update the BIC website to reflect ME's new position on this Committee.

Post-Meeting Update: ME has now resigned from the BIC Digital Supply Chain Committee.

➤ **ACTION:** AMB to ensure this item remains on the agenda for the next meeting of this Committee.

➤ **ACTION:** AMB to liaise with Blackwell's regarding a new representative for this Group.

4. Wiley's attendance of this Committee via conference call

The Group was informed that Wiley has requested to have their US representatives dial-in to these meetings. The Group agreed that face-to-face meetings which allow individuals to dial-in can be difficult, however it was noted that the digital supply chain is global and this Group should find out more about the reasons why Wiley would like to dial-in.

➤ **ACTION:** AMB to liaise with JN to establish Wiley's reasons for wanting to dial-in from the US.

Post-Meeting Update: Further information about Wiley's request, which was circulated to this Group on Friday 8th December 2017, is now under review.

5. Review of actions from the last minutes

The minutes from the last meeting of this Group were approved. The following actions were discussed:

- New representatives for this Committee
 JB volunteered to approach Kobo regarding joining BIC and this Committee. The Group agreed that Audible and Microsoft should be approached by KL to join BIC and this Committee.
 - **ONGOING ACTION:** AMB to liaise with Pearson regarding a new representative for this Group.
 - **ONGOING ACTION:** LK to liaise with Amazon and Kobo regarding joining this Committee.
 - **ONGOING ACTION:** KL to liaise with Amazon, Apple, Firebrand Technologies, GiantChair and Kobo with regards to joining this Committee (and joining BIC, where applicable).
 - **ACTION:** JB to approach his audio contact at Kobo regarding joining BIC and this Committee.
 - **ACTION:** TC and HP to introduce KL to their contacts at Audible, ASAP.
 - **ACTION:** KL to approach both Audible and Microsoft as detailed above.

- Update on Committee composition and Terms of Reference (ToR)
 - **ONGOING ACTION:** KL to continue to liaise with members of this Committee that miss 2+ consecutive meetings. Repeat “offenders” will be asked to step down, as per the ToR.

- EDItX Sales Reporting
 KL confirmed that she liaised with The Publishers Association (PA) in July and October 2017 and that it is potentially interested in collaborating on an event to raise awareness about EDItX. KL noted that a presentation on the full pricing and sales reporting cycle, showing EDItX in context, will take place at BIC’s Building a Better Business (BBB) Seminar at London Book Fair (LBF) 2018.
 - **ACTION:** KL to liaise with The PA regarding the forthcoming EDItX presentation at LBF 2018.

- EDItX International Steering Committee (ISC)
 CS reported that the EDItX ISC last met on Wednesday 11th October 2017 at Frankfurt Book Fair, and agreed changes to EDItX sales tax reporting and inventory status reporting. GB advised that these changes will be released in early 2018.

- Territorial Sales Rights for digital products
 - **ACTION:** JB to provide feedback on GB’s draft Territorial Sales Rights BIC Bite ASAP, and forward the amended version to AMB for circulation to this Group.

Post-Meeting Update: The draft BIC Bite was circulated to this Group for feedback on Wednesday 22nd November 2017 and has since been published on the BIC website, here: http://www.bic.org.uk/files/pdfs/BIC%20BITES/BIC%20Bites%20Rights%20in%20Metadata_FINAL.pdf

- Ordering eBooks on EDI
 KL reported that the recent BIC survey (which sought to establish the need to develop eBook ordering in EDI or via APIs / web services within the library community) indicated that 71% of libraries will be able to implement APIs over the coming 2-3 year period. The Group agreed that there is no reason to develop EDI further.

- Citation in eBooks
 As a Sub-Group, KL, RJ and GB have agreed that this topic is out of scope for BIC.

- BIC Supply Chain Excellence Award (SCEA) Review Task & Finish Working Group (T&FWG)
JB noted that feedback from this Group – particularly in relation to the Digital Section of the application form – is required prior to the next meeting of this T&FWG. He suggested more Best Practice documents should be produced for the digital supply chain by this Committee in due course.
➤ **ACTION:** ALL to provide feedback on the Digital Section of the draft SCEA application form, sending it to KL, JB and AMB, by Tuesday 28th November 2017.
- BIC Communicating Price Details in ONIX Workshop
AMB reported that this workshop took place on Wednesday 26th July 2017 and that the session will run again on Thursday 23rd November 2017. Further information can be found on the BIC website, here: <http://www.bic.org.uk/159/BIC-Workshops/>.
- Linked Content Coalition (LCC)
KL confirmed that this topic is on the agenda for the BIC Operational Board.
- Perpetual access to eBooks
KL noted that the topic is out of scope for BIC due to its commercial nature. JB noted that the topic was raised by SP and affects BIC Member organisations; he suggested that BIC should try to establish which organisations are affected. KL suggested that the Chartered Institute of Library and Information Professionals (CILIP) and The PA may be willing to collaborate on an event to address this topic.
➤ **ACTION:** KL to liaise with SP to establish which organisations are affected. If enough are identified, KL to liaise with CILIP and The PA and suggest they may want to organise an event.

6. **Watching Brief on audiobook retailers in the UK, plus their metadata / file delivery requirements**

JB informed the Group that retailers are now requesting information in ONIX, for fields which have not been requested previously, e.g. stating whether an audiobook is a reading or a performance. KL suggested that the BIC Breakfast on audiobooks which will take place in 2018 will raise awareness about the information that can already be expressed in ONIX. JB suggested, as an example, that BIC could use retailers' differing file-naming conventions to publicise best practice going forwards.

- **ACTION:** AMB to ensure that a BIC Breakfast on audiobooks metadata takes place in 2018.

CS informed the Group that EDItEUR recently published an ONIX 3.0 Application Note for Audiobooks:

<http://www.editeur.org/files/ONIX%203/APPNOTE%20Audiobook%20products%20in%20ONIX.pdf>

7. **Best practice for retrospective validation of EPUB files**

RJ and KL noted that this issue was initially raised by IH. GB noted that eBook software – such as the DAISY Consortium's EpubCheck or W3C's HTML validator – continues to improve with limited funding however the book industry will need to find a way to support the development of this software going forwards to ensure its sustainability. GB noted that hosting software incurs nominal fees however maintaining / developing software costs much more. He also noted that the provision of free services is critical to publishers' workflows. KL suggested that a BIC Bite could be produced on this topic to explain what needs to be considered when producing eBooks and noted that it is a

common misconception that eBooks are cheap to maintain. She agreed to liaise with the Independent Publishers Guild (IPG) about holding an event on this topic in future.

- **ACTION:** AMB to ensure that a BIC Breakfast on keeping backlist eBook titles compliant takes place in 2018.

8. Pricing for the library aggregation channel / eBooks as course materials

The Group agreed that organisations are looking for guidance in this area but that this topic is out of scope for BIC since the discussion of pricing models involves commercials.

- **ACTION:** AMB to remove this topic from the agenda for the next meeting of this Group.

9. Security and privacy, in relation to organisations sending insecure EDI / e-trading message formats

The Group agreed that organisations are sending insecure EDI / e-trading message formats. GB noted that organisations should check that HTTPS is used when sending EDI / e-trading messages (rather than HTTP) to be in-line with best practice. The Group agreed that a question on security and privacy best practice regarding EDI messaging should be included in the revised SCEA Accreditation Scheme.

- **ACTION:** AMB to inform the SCEA Review T&FWG that a question about security and privacy should be included in the revised SCEA application form.

10. Geo-blocking and the single digital market (including its impact on retailers)

It was noted that geo-blocking has an impact on territorial sales rights which retailers will need to address and that in 2018, consumers will have the right to temporarily access the content they purchase when abroad, which should simplify VAT rates. GB noted that the forthcoming regulations will become legislation prior to Brexit so UK organisations will have to comply with them. The Group agreed that a presentation on this topic should be held at the BIC BBB Seminar at LBF 2018.

- **ACTION:** KL to ensure that a presentation on this topic is provided at the BIC BBB Seminar 2018.

11. Update on current Task & Finish Working Groups' (T&FWG) activity

BIC currently has a number of active T&FWGs. The following Groups are relevant to this Committee:

- Acquisitions & Divestments

KL reminded the Group that this project has now moved onto its second phase, addressing best practice for printed product acquisitions. She reported that the Acquisitions Best Practice for Digital document is almost complete but is awaiting the correct link to the revised ISBN Best Practice documentation. KL noted that this T&FWG will hold a brainstorming session on Wednesday 8th November 2017 to discuss print acquisitions in depth.

- Price & Availability (P&A)

KL confirmed that the revised TRADACOMS List 54 document will be published soon. She reported that some members of the T&FWG attended the BIC Communicating Price Details in ONIX workshop in July 2017 and a T&FWG meeting was subsequently held on Thursday 31st August 2017 to look at price. KL noted that concerns were raised regarding bespoke pricing in relation to this project however she confirmed that a range of standards are already available to express this information; if new requirements are identified, these will be explored by the T&FWG.

- Product Data Excellence Award (PDEA) Accreditation Review

KL reported that a Sub-Group of this T&FWG will meet imminently to revise the ONIX Data Element Sets. She noted that the use of ONIX 3.0 and *Thema* will be mandatory in order to obtain the highest tier of accreditation on the revised Scheme and that the BIC Digital Tick award has been removed as the scheme will treat eBooks as simply another format to be measured alongside printed books. KL reported that BIC is in the process of identifying BIC Member organisations to assess metadata for the revised Scheme alongside Nielsen; the PDEA Assessors Specification will be signed off in early 2018. Depending on progress, KL suggested that an announcement on the revised Scheme might take place at BIC's BBB Seminar at LBF 2018.

12. eBook accessibility training requirements

It was suggested that the forthcoming event's focus should be on product / file accessibility and any training requirements that the book industry has – which should be gleaned from the attendees. SB noted that sometimes it is not the product but rather the device in use that makes an eBook accessible, e.g. in-built features for iPhones. DE suggested that a limited selection of topics – i.e. the Top 5 ways to improve accessibility – should be focused on for the purposes of the BIC Breakfast.

➤ **ONGOING ACTION:** AMB to ensure a BIC Breakfast on accessibility takes place in 2018.

GB commented that a BIC training course on this topic would be beneficial however the course which was previously put forward was too Adobe InDesign-centric. JB noted that any future training course on eBook accessibility should begin with a comparison of eBook and print product accessibility requirements. The Group agreed.

➤ **ACTION:** ALL to submit a list of issues that their organisation experiences difficulties with, in relation to eBook accessibility, prior to the next meeting of this Group.

13. Round-the-table feedback from each Committee member on new areas that this Committee should be exploring / researching

- RJ informed the Group that Ingram recently acquired Optiqly.
- ME noted that Blackwell's is interested in pricing for the library aggregation channel however he agreed that it is out of scope for this Committee (see Item 8, above).
- AMB confirmed that she is in contact with a prospective a new representative from Nielsen for this Committee. GB noted that Nielsen's new system is now live.
 - **ACTION:** AMB to continue liaising with Nielsen regarding a new representative for this Group.
- GB informed the Group that ONIX 3.0.4 and an update of *Thema* will be released imminently.

14. Actions for BIC Training, Events & Communications Committee

The Group did not have anything further to report.

15. A.O.B.

None.

16. Date of next meeting

Thursday 1st March 2018.