

**BIC Digital Supply Chain Committee Meeting – Minutes****Location:** GoToMeeting / Conference Call**Date and time:** Thursday 1<sup>st</sup> March 2018, 2pm**Minutes taken by:** Alaina-Marie Bassett**Present**

Alaina-Marie Bassett, BIC  
 John Bell, HarperCollins Publishers (Chair)  
 Sarah Butler, Bloomsbury Publishing  
 Elizabeth Campbell, Pan Macmillan  
 Tom Chalmers, Legend Times Group  
 Ingrid Harrold, Dorling Kindersley  
 Ruth Jones, Ingram Content Group  
 Lada Kriz, Penguin Random House  
 Karina Luke, BIC  
 Harj Padda, W.F. Howes

Simon Pallant, Gardners  
 James Powell, ProQuest  
 Chris Saynor, EDItEUR  
 Reeta Windsor, Nielsen

**Apologies**

Graham Bell, EDItEUR  
 David Eagle, NBN International  
 Martin Klopstock, Kogan Page  
 Peter Mathews, Cambridge University Press  
 Jo Naylor, Wiley

**1. Introductions and apologies**

The Group was welcomed to the meeting and the apologies were delivered. RW of Nielsen was welcomed to the Committee as a new member and the Group was informed that Matthew Emery (ME) of Blackwell's has now resigned.

**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**

Following ME's resignation, SB was appointed as the new Deputy Chair for this Committee.

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

**4. 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  
 AMB reported that Blackwell's is unable to provide a new representative for this Committee at present. TC suggested that BIC should approach Books Etc. instead. KL confirmed that she attended a meeting with Microsoft recently and that Kobo has expressed interest in joining BIC.
  - **ONGOING ACTION:** AMB to continue liaising with Pearson regarding this Committee.
  - **ONGOING ACTION:** LK and KL to continue liaising with Amazon regarding this Committee.
  - **ONGOING ACTION:** KL to continue liaising with Audible, Kobo and Microsoft regarding joining both BIC and this Committee.
  - **ACTION:** KL to approach Books Etc. regarding joining this Committee.
  - **ACTION:** RJ to introduce KL to her contact at Apple.

- Wiley's attendance of this Committee via conference call  
 JB reported that the general consensus, in response to this topic, suggested that allowing organisations to attend the meetings of this Committee via conference calling facilities would be too disruptive and would stop any organisation that dials-in from participating meaningfully. AMB confirmed that an email to this effect was sent to JN on Monday 12<sup>th</sup> February 2018.  
 ➤ **ACTION:** AMB to follow-up with JN regarding this Committee's decision to continue to hold all BIC Committee meetings as face-to-face only, and report back at the next meeting.
- EDItX Sales Reporting  
 KL confirmed that she liaised with The Publishers Association (PA) regarding the forthcoming presentation on EDItX which will take place at BIC's Building a Better Business (BBB) Seminar at London Book Fair 2018 (LBF18). The PA will attend this event to find out about how EDItX can benefit its members. KL suggested that an event solely on EDItX may be viable after the seminar.
- Territorial Sales Rights for digital products  
 This BIC Bite was published following the previous meeting ([http://www.bic.org.uk/files/pdfs/BIC%20BITES/BIC%20Bites%20Rights%20in%20Metadata\\_FINAL.pdf](http://www.bic.org.uk/files/pdfs/BIC%20BITES/BIC%20Bites%20Rights%20in%20Metadata_FINAL.pdf)).
- New BIC website  
 KL informed the Group that a new BIC website will not be developed in the foreseeable future. Instead a review of the current BIC website will be carried out in April 2019. It is anticipated that the review work will include re-organising the website and the introduction of a search tool and archive. JB noted that it would be useful to be able to record how many times a document (such as a BIC Bite) has been downloaded. The Group agreed.
- Perpetual access to eBooks  
 KL reminded the Group that this topic is out of scope for BIC due to its commercial nature. SP noted that an agreement will need to be reached between libraries and library system vendors / academic, digital platform providers but that the general consensus suggests that an automatic provision for continued access to digital content needs to be identified. SP suggested that this item should be raised with both CILIP and The PA, who can address it on publishers' and libraries' behalves.  
 ➤ **ACTION:** KL and SP to liaise offline about the necessary communication to CILIP and The PA regarding a prospective event on this topic.
- Prospective BIC Breakfast topics  
 AMB reported that a BIC Breakfast on audiobook metadata will take place in June 2018. The Group suggested that data conversion vendors should be approached regarding sponsorship for the proposed eBook maintenance / how to keep backlist eBooks compliant BIC Breakfast.  
 ➤ **ACTION:** AMB to approach Westchester Publishing Services regarding sponsorship, ASAP.
- Geo-blocking and the single digital market (including its impact on retailers)  
 KL noted that a presentation on this topic will not take place at the BIC BBB Seminar at LBF18 because licenced, digital products are excluded from the forthcoming geo-blocking regulations.

- eBook accessibility and training requirements in this area

KL noted that a BIC Breakfast on this topic will take place in April 2018 alongside a presentation at the BIC BBB Seminar at LBF18. She reported that she has not, to date, received information from this Group regarding the difficulties (if any) experienced by their organisations' in relation to accessibility. The Group confirmed that they have not identified any issues as yet. JB suggested that the forthcoming BIC Breakfast should address how to make an eBook accessible and what editorial / design teams should think about in the process. AMB noted that the DAISY Consortium will speak at this event regarding its free tools.

- **ACTION:** AMB to ensure that a question regarding eBook accessibility and/or digital products (including audiobooks) is included in the forthcoming BIC training requirements survey.

**5. Creation of standards / best practices for the Digital Supply Chain (DSC) that can be included in the revised BIC Supply Chain Excellence Award (SCEA) Accreditation Scheme going forwards**

JB reminded the Group that there are a lack of standards / best practices available for the DSC so the digital section of the SCEA application form is limited at present. This Committee reviewed the digital section of the SCEA form following its previous meeting. KL noted that the standards referenced in the application form do not necessarily need to be BIC standards; the EPUB, WCAG and/or other digital standards could be included in the revised SCEA Scheme for this reason. She commented that the inclusion of questions regarding non-BIC standards would help to ascertain how widespread their usage is throughout the DSC and how compliant organisations are with those standards.

- **ACTION:** KL to inform the BIC SCEA Task & Finish Working Group (T&FWG) that an open question about the non-BIC standards that are in use within the DSC should be added to the SCEA form.

EC suggested that a question relating to the timeliness of audiobook metadata dissemination could be included in the SCEA application form, i.e. 16 weeks in advance of the publication date. KL noted that this is included in the BIC Product Data Excellence Award (PDEA) Accreditation Scheme although she agreed it could be added to the SCEA application form as well. The Group agreed that including a question about the timeliness of organisations' audiobook metadata will help to raise awareness about the importance of metadata outside of data teams.

- **ACTION:** KL to inform the BIC SCEA T&FWG that a question regarding the timeliness of organisations' audiobook metadata should be included in the SCEA application form.

JB and EC noted that their respective organisations currently send uncompressed audiobooks to data recipients unless they require / request a specific file type. RJ suggested that the production of applications / apps should also be referenced in the revised SCEA Scheme, especially in relation to the standards used in their development. JB noted that publishers often create an app when they cannot meet their colleagues' design requirements with eBooks.

- **ACTION:** KL to inform the BIC SCEA T&FWG that a question regarding organisations' dissemination of uncompressed audiobook files should be included in the SCEA application form.
- **ACTION:** KL to inform the BIC SCEA T&FWG that a question regarding organisations' production of apps (and the standards used in their production) should be included in the SCEA form.
- **ACTION:** ALL to send any additional feedback on Section D: Digital of the SCEA application form to KL, JB and AMB, ASAP but especially by Monday 12<sup>th</sup> March 2018.

**6. Watching brief on audiobook retailers in the UK**

The Group did not have anything to report under this item. JB commented that not enough is known about the audiobook supply chain. He suggested that this Committee should do more research regarding best practice in this area going forwards. RJ suggested that – due to BIC'S limited resources – an expert should be invited to the meetings of this Group in 2019 to discuss this matter further. JB noted that some regions stream audiobooks far more than they download them.

SB, EC, RJ, LK, HP and SP all confirmed that their organisations are involved in the audiobook supply chain. HP noted that W.F. Howes is in the process of bringing its studio in-house and that this process will be completed by the end of March 2018. He noted that due to the limited amount of information available regarding best practice for audiobooks, his organisation provides its metadata based on its business partners' requirements. SP noted that Gardners only licenses eBooks.

- **ACTION:** EC and LK to investigate which standards for audiobooks are in use in their respective organisations and report back at the next meeting.

LK noted that audiobooks are now included in the revised BIC PDEA Accreditation Scheme and the corresponding ONIX data elements sets. The Group agreed that it would be beneficial to provide further information / documentation about this topic on the BIC website.

- **ACTION:** ALL to find out more about audiobooks going forwards, with a view to producing a best practice guidelines document on the topic.

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

See Item 4 ('Prospective BIC Breakfast topics'), above. AMB noted that, providing a sponsor for this BIC Breakfast session can be identified, it will take place in the latter half of 2018.

**8. EDItX Sales Reporting**

CS reported that EDItEUR is currently in the process of updating EDItX. In particular, the EDItX sales and sales tax reports are being brought in-line with ONIX 3.0.4 and inventory reporting is being updated with a new code list for digital inventory. CS noted that a new version of EDItX will be launched following the forthcoming meeting of the EDItX International Steering Committee (ISC) at LBF18. A presentation about EDItX and ONIX will also be taking place at the forthcoming BIC BBB Seminar at LBF18.

**9. 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 reported that the BIC Digital Acquisitions & Divestments Best Practice Guidelines, plus an accompanying document by Harbottle & Lewis LLP which outlines the key preliminary legal work, has now been published and is available on the BIC website, here: <http://www.bic.org.uk/189/Acquisitions-and-Divestments/> KL noted that Harbottle & Lewis will send out a press release about these documents imminently and will be promoting them to business partners / clients in due course. A presentation on this topic will be provided at the BIC BBB Seminar at LBF18.

KL noted that this T&FWG is now in the process of writing a best practice guidelines document for the second phase of its project: physical book acquisitions and divestments. The Group will next meet on Wednesday 14<sup>th</sup> March 2018.

- Price & Availability (P&A)

KL confirmed that the revised TRADACOMS List 54 document has now been published and is available on the BIC website, here: [http://www.bic.org.uk/files/EDI%20Tradacoms%20Guidelines%20The%20Invoice%20\(Trade\),%20January%202018\\_FINAL.pdf](http://www.bic.org.uk/files/EDI%20Tradacoms%20Guidelines%20The%20Invoice%20(Trade),%20January%202018_FINAL.pdf) This T&FWG will now address the second phase of this project: price. In particular, the T&FWG will be looking to identify industry requirements for pricing, including personal pricing to ascertain whether a new standard is required. A workshop will be held on Thursday 19<sup>th</sup> April 2018 to carry out this work.

- Product Data Excellence Award (PDEA) Accreditation Review

KL reported that the PDEA Assessors Specification has now been signed off by this T&FWG. The ONIX Data Element Sets will be signed off at the next meeting, where the Group will decide what should be announced regarding this revised accreditation scheme at LBF18. KL noted that the T&FWG will also be discussing the viability of spot checking applicant organisations for the quality of their data as part of the revised scheme. She noted that the launch of the revised PDEA Scheme is dependent on its measurers and the time needed to development a suitable reporting system which meets the Scheme's requirements.

- **ACTION:** RW to investigate to what extent Nielsen is able to check the validation of metadata feeds and report back to this Group, ASAP.

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

- CS reported that ONIX Code List Issue 40 has now been released. *Thema* V1.2 (which includes a number of new qualifiers) and ONIX 3.0.4 will be discussed / ratified at the forthcoming ONIX and *Thema* ISC meetings at LBF18. In addition, the strict XSD for ONIX 3.0 is now in the process of being updated. CS reported that YouTube is now a registration agency for ISNIs and that the British Library hopes to become a registration agency shortly.
- EC asked whether Print On Demand (POD) books are considered Print or Digital products, noting that Pan Macmillan supplies its metadata about POD books digitally. RJ confirmed that the end product is physical.
- HP confirmed that he would be happy to be involved in this Committee's forthcoming audiobook research, discussed above.
- JB commented that the ONIX 3.0 strict XSD may be able to help validate feeds for the purpose of the BIC PDEA Accreditation Scheme. CS noted that rules applied by the strict XSD cannot be subjective. JB informed the Group that HarperCollins Publishers recently received a request from a wholesaler that wants to use *Thema* to specify the curriculum that a textbook applies to. CS confirmed that (once ratified) *Thema* V1.3 will allow examination boards to be specified also.
  - **ACTION:** AMB to add "The updated, strict XSD for ONIX 3.0" to the agenda for the forthcoming meeting of the BIC PDEA Review T&FWG to ascertain if this tool could help to validate feeds for the purpose of this Scheme.

- **ACTION:** RW to investigate the ONIX 3.0 strict XSD to see if it is viable for use by Nielsen for the purpose of the BIC PDEA Scheme and report back, ASAP.

**11. A.O.B.**

The Group did not have anything further to report.

**12. Date of next meeting**

Thursday 21<sup>st</sup> June 2018.