

BIC INDUSTRY RETURNS INITIATIVE (IRI) REVIEW TASK & FINISH WORKING GROUP (T&FWG) MEETING – Minutes

Location: CILIP Building, 7 Ridgmount Street, London WC1E 7AE

Date and time: Thursday 22nd February 2018, 2pm

Minutes taken by: Sophia Sophocleous

Present

Vincent Bull, Waterstones
 Simon Edwards, Consultant (dialled in)
 Matt Griffin, Hachette
 Gareth Hardy, Blackwell's
 Karina Luke, BIC
 Alex Milne-White, Hungerford Bookshop (AMW)
 Peter Morley, Ingenta (Chair)
 Simon Parker, Batch
 Sophia Sophocleous, BIC

Apologies

Alaina-Marie Bassett, BIC (AMB)
 Doug Culham, Penguin Random House
 Luisa Keep, Macmillan Distribution
 Jonathan King, Batch
 Andrew MacBeth, Waterstones (AM)
 Adam Miles, Pearson
 Fraser Tanner, Batch

Resigned from the Group

Sarah Hassenpflug, Blackwell's

1. Welcome and apologies

PM welcomed the Group to the meeting and the apologies were delivered.

2. Competition Law – Conduct Reminder

The Group was reminded about BIC's Competition Law Policy – for further information regarding this policy, click here: <http://www.bic.org.uk/149/BIC-Competition-Law-Policy/>

3. Review minutes and follow up on actions from the last meeting

The minutes from the last meeting of this Group were approved without corrections. PM suggested discussing the minutes and actions from the last meeting in more depth once the Group had amended the IRI rule book. The Group agreed.

4. Amending the IRI Rulebook on screen

The Group agreed that there has never been a 'Rulebook' for IRI and the closest thing to one is the specification on BIC's website.

The Group went through the Rulebook, with KL making the changes to the document on screen.

- ❖ **DECISION:** The Group agreed that an example is needed for 'Rule 3: Returns Window' and 'Rule 5: returns not to exceed agreed cap limits (organisation level)'.
- **ACTION:** SE / PM to work together off line to provide an example for 'Rule 3: Returns Window – returns are allowed from 3 months after publication date and within 15 months following the end of the calendar month in which that title was last supplied.'
- **ACTION:** SE / PM to work together to provide walk-throughs of various worked examples (each with different criteria) for 'Rule 5: Returns not to exceed agreed cap limits (organisation level). (Percentage based on a) Volume of title sales, b) value of a previous sales period)'.

- ❖ **DECISION:** It was agreed to add an eighth rule to the Rulebook, relating to the time frame for returns authorisations validity and that how this is written will need careful thought. The 3 months rule will need clarifying in terms of if it is from the end of the calendar month of the date of the authorisation.
 - ❖ **DECISION:** Technical specifications for IRI messaging should be updated at the next meeting of the Group, which should take place via conference call.
 - **ACTION:** SE to provide more detail to ‘Rule 8: Returns authorisations are only valid for 3 months from the date of authorisation’ as mentioned above.
 - **ACTION:** KL to add the draft BIC IRI Rule Book (as amended in this meeting) to Google Docs for SE and PM to add the relevant examples.
Post meeting update: this has now been done.
 - **ACTION:** KL to share the draft BIC IRI Rule Book with the Group (via Google Docs) once SE and PM have made their changes to the document. These changes should be made no later than Friday 16th March 2018 given the Strategy deadline of June 2018.
 - **ACTION:** ALL to provide final feedback on the amended BIC IRI Rule Book by Tuesday 3rd April 2018
- 5. Reviewing the first draft of the OP Best Practice document**
This item was not discussed due to time constraint. The Group agreed that SH’s draft document should be discussed at the next meeting of this Group.
- **ACTION (carried over):** AMB to keep this item on the agenda for the next meeting of this Group.
- 6. Is a specific field in ONIX required to specify the organisation that a product is sold by and whether the sale is compliant / under the terms of IRI?**
- ❖ **DECISION:** The Group agreed that a specified field is not required.
- 7. BIC Breakfast for IRI – provisional month: July / August 2018**
- ❖ **DECISION:** The Group agreed that there should be a BIC Bite on IRI.
- 8. Feedback from the Operational Board on liaising with non-IRI users**
This item was not discussed due to the time constraint.
- 9. BIC Training, Events and Communications (TEC) Committee**
- ❖ **DECISION:** The Group agreed that there should be guidelines alongside the IRI Rulebook.
- 10. Next meeting of this Group**
Thursday 5th April 2018.