

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

Location: GoToMeeting / Conference Call

Date and time: Tuesday 15th May 2018, 10am

Minutes taken by: Sophia Sophocleous

Present

Vincent Bull, Waterstones
 Doug Culham, Penguin Random House
 Simon Edwards, Consultant
 Jonathan King, Batch
 Karina Luke, BIC
 Peter Morley, Ingenta (Chair)
 Simon Parker, Batch
 Sophia Sophocleous, BIC

Apologies

Alaina-Marie Bassett, BIC (AMB)
 Matt Griffin, Hachette
 Gareth Hardy, Blackwell's
 Luisa Keep, Macmillan Distribution
 Andrew MacBeth, Waterstones (AM)
 Adam Miles, Pearson
 Alex Milne-White, Hungerford Bookshop (AMW)
 Fraser Tanner, Batch

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. Deadline for project completion: June 2018 (as per item 7.2.8 of BIC's 2018 Strategy Implementation Plan)

KL confirmed that the deadline for completion of the IRI Review is the end of June 2018, and that the deadline for all promotional work is the end of December 2018.

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

The minutes from the last meeting of this Group were approved without corrections.

Due to the absence of MG from this meeting, the Group agreed that the following action for MG should be carried over.

- **ACTION:** (carried over) MG to look into any documentation Hachette may have relating to IRI and report back to the Group.

SE noted that he had not yet written a draft benefits document, but will do so in due course.

- **ACTION:** (carried over) SE to draft a benefits document, to include FAQs, in due course.

5. Reviewing the revised additional supporting documents as reviewed by Sub-Group on 26th April 2018

- IRI Rules and Conditions (R&C) document

- **ACTION:** SE to make the agreed changes to the IRI Rules and Conditions document.

- IRI Process Specification

SE noted that the link to BIC barcoding is broken and agreed to amend this.

- **ACTION:** SE to amend the broken link within the BIC Process Specification document.

SE suggested that a specified weight limit should be added to the Specification. KL and PM disagreed, stating that a weight limit may change and make the Specification out of date.

- Bookseller Introduction to IRI

SE suggested that this document could be condensed through the use of bullet points.

He noted that expanding on the sections relating to Batch returns would be useful.

- **ACTION:** SP to revise the sections of the Bookseller Introduction to IRI document which relate to Batch returns.

KL suggested adding sub-headings to the Publishers section of the document.

- **ACTION:** SE to add sub-headings to the Publishers section of the Bookseller Introduction to IRI document, once SP has revised the sections relating to Batch returns.

- Technical Annexe

KL suggested indicating which department is responsible for each area through the use of sub-headings.

- **ACTION:** SE to add sub-headings to the Technical Annexe/Workflow for IRI document.

The Group agreed that a RAN may not always be displayed as a barcode as is suggested in the document, but could be displayed as a number on a credit note or a QR code.

- **ACTION:** SE to clarify in the document that a RAN may not always be displayed as a barcode.

JK noted that the document is more of a workflow than an annexe and the Group agreed. SE agreed to rename the document 'Workflow for IRI'.

- **ACTION:** SE to rename his Technical Annexe document as 'Workflow for IRI'.

6. Reviewing the first draft of the OP Best Practice document

The Group agreed that this should be reviewed by the Sub-Group.

- **ACTION:** Sub-Group to review the OP Best Practice document where it relates to IRI.

KL suggested that improving the communication of OP titles could be a BIC project for 2019.

The Group agreed that such a project would be out of scope for this Group, and should be run as a separate project. KL also noted that this could be included in the BIC Physical Supply Chain Map Project.

- **ACTION:** KL to add OP Project to the list of recommendations for BIC's Strategy for 2019, and for inclusion in the BIC Physical Supply Chain Map Project.

KL suggested that publisher's rules on OP could be collated at the Physical Supply Chain Workshop.

- **ACTION:** KL and SE to collate a chart of different publisher's rules on OP at the Physical Supply Chain Workshop.

7. BIC Breakfast for IRI, Thursday 27th September 2018

KL confirmed that the BIC Breakfast for IRI will go ahead on Thursday 27th September 2018.

8. BIC TEC Committee

KL noted that as the deadline for all promotional work for the IRI Review is December 2018, the Group should begin planning promotion from the end of June 2018. KL suggested that case studies from organisations that have benefitted from IRI would be powerful. KL stated that the BIC Bash 2018 will be taking place in November 2018, and that it may be useful to have promotional material made available there.

9. A.O.B.

There was no other business to discuss.

10. Date of next meeting

Monday 11th June 2018.