

**BIC PHYSICAL SUPPLY CHAIN COMMITTEE MEETING – Minutes (draft)**

**Location:** 6 Bell Yard, London WC2A 2JR

**Date and time:** Thursday 8<sup>th</sup> March 2018, 2pm

**Chaired by:** Fraser Tanner

**Minutes taken by:** Sophia Sophocleous

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**Present**

Amelia Douglas, Clays  
 John Garrould, Bertrams (dialled in)  
 Matthew Hogg, Macmillan Distribution  
 Stephen Long, Nielsen  
 Karina Luke, BIC  
 Andrew MacBeth, Waterstones (AM)  
 Sophia Sophocleous, BIC  
 Fraser Tanner, Batch (Co-Chair)

**Apologies**

Alaina-Marie Bassett, BIC (AMB)  
 Russell Evans, Simon & Schuster  
 Matt Griffin, Hachette (Co-Chair)  
 Gareth Hardy, Blackwell's  
 Sue Kelly, Publiship  
 Mike Levaggi, HarperCollins Publishers Ltd  
 Simon Pallant, Gardners  
 Peter Skone, Penguin Random House  
 Caroline Summers, Emerald Publishing

**Resigned from Group**

Paul Almeroth, Woodland Media

**1. Welcome and apologies**

The Group were welcomed to the meeting by FT and the apologies were delivered. FT noted that Paul Almeroth of Woodland Media has resigned from the Committee.

**2. Competition Law – Conduct Reminder**

The Group were reminded about BIC's Competition Law Policy – for more 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**

- BIC Realtime

KL informed the Group that she had liaised with SL regarding a suitable venue for the *BIC Realtime* Plugfest, however she could not secure a sponsor for the event. She noted that the Plugfest was intended to help attendees understand and implement *BIC Realtime*. FT suggested that this could be discussed at the next meeting of the BIC Technical Implementation Clinic (TIC) and JG agreed. MG suggested that any technical issues could also be worked out at the same time. AM noted that he would be interested in sending a delegate to the TIC meetings in which *BIC Realtime* will be discussed.

- **ACTION:** AMB to add 'discussion/presentation of *BIC Realtime* messages' as a rolling agenda item to forthcoming agendas of the BIC Technical Implementation Clinic (TIC), with a focus on a particular set of messages each time.
- **ACTION:** AMB to liaise with SE and JG on this in advance of each TIC agenda going out, to ensure that it is possible to present or discuss a particular set of messages.

- Regional events

The Group agreed that the following action should be carried over to the next meeting of this Group.

- **ACTION:** (carried over) KL and SL to collaborate on/consider running a regional event.

- Bookseller representation in BIC Physical Supply Chain Committee meetings

It was again observed that more retailers are needed on this committee and that continuity in attendance is important.

KL suggested that FT could bring a bookseller to each meeting of this Group, on a rotation basis. The Group agreed that while this would not provide any continuity it should be considered.

- **ACTION:** ALL to consider the proposal of the Booksellers Association (BA) to invite a different bookseller to forthcoming meetings of this Committee on a rotation basis.

KL noted that promoting what BIC is able to offer independent bookshops will be high on the agenda of BIC's Strategy for 2019. FT stated that the BA Conference in September 2018 would be a good place to engage retailers regarding BIC.

- **ACTION:** KL to liaise with FT regarding how best to engage booksellers regarding the work of BIC at the BA Conference on 9<sup>th</sup> and 10<sup>th</sup> September 2018.

**4. BIC's Strategy Plan, Item 5.2.4: Identifying other standards in use outside the book trade that could be used by the book industry**

KL read through BIC's Strategy Plan, Item 5.2.4 for the Group, relating to the physical supply chain standards map. SL noted that documenting how standards fit in to the physical supply chain would be necessary, e.g. EDItX, TRADACOMS.

**5. Project Brief and scope for mapping the physical supply chain and identifying how each standard connects to it as per the 2018 BIC Strategy item 5.2.3 – deadline April 2018**

KL noted that the Committee must consider how to approach this Project and suggested holding a workshop with key stakeholders to start things off. KL noted that she will draft a Project Brief for this project ASAP. AM speculated whether standards and information from outside the UK will be out of scope for the map, as including this information would be an opportunity to capture information that may not be relevant at the moment, but may be in the future. KL confirmed that BIC's remit is the UK and those who trade with the UK.

- **ACTION:** KL to consider scheduling a BIC workshop in which to map the physical supply chain with relation to standards used, to take place on Tuesday 4<sup>th</sup> September following the BIC New Trends in Publishing Seminar 2018.

*Post-meeting update: A workshop has now been scheduled to take place on Wednesday 18<sup>th</sup> July 2018.*

- **ACTION:** KL to write a draft Project Brief for mapping the physical supply chain.  
*Post-meeting update: this has now been done and signed off.*

## 6. Watching Brief on paperless invoice issues

FT noted that this is an ongoing issue. AM noted that it does not affect Waterstones too much as they are supporting the use of digital invoices. FT noted that with system changes, some organisations use paper invoices and others digital.

## 7. Update on BIC Task & Finish Working Groups (T&FWGs)

### - IRI Review T&FWG

KL informed the Committee that the T&FWG last met on Thursday 22<sup>nd</sup> February 2018 to review the IRI guidelines. KL noted that the deadline for this Project is the end of June 2018.

### - Weights and Dimensions T&FWG

KL noted that this Project is due for completion at the end of December 2018. KL noted that feedback from this Committee on the draft Project Brief document for the Weights and Dimensions project must be received by 30<sup>th</sup> March.

- **ACTION:** ALL to provide feedback on the draft Project Brief document for the Weights and Dimensions project no later than **Friday 30<sup>th</sup> March**.

### - Price and Availability (P&A) T&FWG

KL informed the Committee that the availability side of this Project has been completed and the T&FWG is now focussing on price. KL noted it has been suggested that a new standard for pricing may be necessary, although there are already four existing standards. KL stated that a workshop will be held in order to discuss this further.

*Post-meeting update: The P&A Workshop went ahead on Thursday 19<sup>th</sup> April 2018.*

## 8. Update on BIC SCEA Accreditation Scheme Review T&FWG

KL informed the Committee that the deadline for this Project is the end of December 2018. KL noted that organisations will be invited to apply based on their organisation type, and that invitations will be sent out in stages (e.g. all retailers will be invited, followed by all publishers, and so on).

## 9. New legal requirements for the physical supply chain

The Group agreed that the only notable requirements are the General Data Protection Regulation (GDPR) which will come into effect on 25<sup>th</sup> May 2018 and Brexit, of which there is currently no news on.

## 10. Issues affecting shippers and freight forwarders

AD noted that there are possible issues relating to the paper supply chain and MH noted that China had recently banned waste paper exports.

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

FT noted that representation on the Committee is an issue. MH suggested that interest may be generated following the publication of the Weights and Dimensions Project Brief. The Group agreed that holding the next meeting of the Committee via conference call may also encourage attendance.

**12. Date of next meeting**

Thursday 5<sup>th</sup> July 2018 – to be via conference call.