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BIC PRICE & AVAILABILITY TASK & FINISH WORKING GROUP MEETING – Minutes
CILIP Building, 7 Ridgmount Street, London WC1E 7AE
Thursday 31st August 2017, 2pm

Present
Graham Bell, EDItEUR (guest)
Lada Kriz, Penguin Random House
Karina Luke, BIC
John Moffatt, Nielsen
Karen Osterley, Pearson (dialling in)
Sophia Sophocleous, BIC
Gabrielle Wallington, Waterstones (Chair)
Andy Williams, Thames & Hudson

Now resigned from Group
Julia Garman, ProQuest
Fergus Muir, Macmillan

Apologies
Alaina-Marie Bassett, BIC
George Bogdanovic, Bertrams
James Bensburg, Egmont
Vickie Clegg, Penguin Random House
Liam Diggins, Ingram Content Group
John Garrould, Bertrams
Matt Griffin, Hachette
Matthew Hogg, Macmillan
Katarina Isufati, Pro Quest
John Leith, HarperCollins
Jim Neilson, HarperCollins Publishers
Stephen Sharrock, Simon & Schuster
Simon Skinner, BDS
Peter Skone, Penguin Random House
Jack Tipping, Bowker

1. **Welcome and Apologies**
   The Group were welcomed to the meeting by GW and the apologies were delivered. GW noted that FM and JG have now resigned from the Group and welcomed KI (replacing JG) in absentia to the Group.

2. **Competition Law**
   GW reminded the Group about BIC's Competition Law Policy, summarising what constitutes appropriate conduct (in relation to competition law) and noting that this conduct applies to all BIC meetings. Further information about BIC's Competition Law Policy can be found here: http://www.bic.org.uk/149/BIC-Competition-Law-Policy/

3. **Review of minutes and follow-up on actions from the last meeting**
   The minutes from the last meeting of this Group were approved without corrections. The following actions were discussed:

- BIC Discount Group Codes
   GW noted that she had not provided KL with a list of organisations that send matrices and those that do not use Discount Group Codes.

   ➢ **ACTION** (carried over): GW to provide KL with a list of organisations that send matrices and those that do not use Discount Group Codes.

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- EDIFACT codes
  - ➢ **ACTION** (carried over): GW to raise the idea of producing a similar document to TRADACOMS List 54 guidelines, for EDIFACT codes, to the BIC Technical Implementation Clinic.

- Price
  GB informed the Group that BIC had run a workshop on communicating price details in ONIX and that it had been very helpful.

4. **Update on the feedback received for the draft Best Practice Guidelines for TRADACOMS**
   GW noted that Simon Edwards (SE), BIC Consultant and the BIC Technical Implementation Clinic had given detailed feedback, but she had not included this in the Guidelines as she felt that it had either been covered already or was out of scope. GW suggested taking some of this feedback (as appropriate) to the BIC Industry Returns Initiative (IRI) Task & Finish Working Group (T&FWG). GW noted that code RM, 'remaindered' has been deprecated as a P&A message because it does not provide useful information about the actual availability (for ordering purposes) of the ISBN. GW noted that a deprecated code may still be used. GB noted that a code should be deprecated because there is an alternative; if 10% of people use it, then it should not be deprecated as it is still in use.

   GW noted that the Print on Demand (POD) T&FWG is on hiatus as they are waiting for feedback from BISG on the POD/Visual Stock Best Practice Guidelines. She agreed that the TRADACOMS Best Practice Guidelines can be published before feedback is received, as a work in progress.
   - ➢ **ACTION:** KL to give BISG a deadline for providing feedback on the POD/Virtual Stock Best Practice Guidelines
   - ➢ **ACTION:** GW to amend the Guidelines in order for them to be put on the BIC website by Friday 15th September 2017.

5. **Review and update EDIFACT codes**
   GW suggested that discussion of EDIFACT codes should be postponed for now. GB asked how EDIFACT codes are used in the UK and GW noted that wholesalers use them, though no other organisations have stated that they use them. KL agreed to ask Gardners and Bertrams about their use of EDIFACT codes.
   - ➢ **ACTION:** KL to ask Gardners and Bertrams about their use of EDIFACT codes.

6. **Review of Project Deliverables (how far the Project has come and what work still needs to be done)**
   KL read out the Project Deliverables. GW noted that the deliverable 'best practice guidelines for distributor changes' would be more suited to the work of the BIC Acquisitions and Divestments T&FWG. She suggested that if anything related to this Group is discussed at any BIC Acquisitions & Divestments T&FWG meeting, it will be raised with this Group.

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7. **Feedback from the Communication Price Details in ONIX workshop, 26 July 2017**
KL noted that personalised price feeds had been discussed at the last meeting of the BIC P&A T&FWG, adding that it was encouraging to have Blackwells represented as a guest on the Group. GW suggested that as there are different ways of using personalised feeds, a standard or set of guidelines should perhaps be created. GW provided the Group with JG's feedback. JG proposed that BIC should publish an industry standard for Daily Price Files. Something along the lines of: ISBN 13, RRP including VAT, RRP excluding VAT, quantity available, discount today, standard discount and form sale. He advised not trying to put any availability codes in these price files, just a simple 0 (no stock) or >0 if you have stock and if anyone wants the detailed status they can refer to the ONIX message.

GW invited the Group to share their opinions on JG's feedback. GW stated that it would be better to use one of the many existing standards rather than creating a new one and noted that using personalised feeds is not mandatory, however it seems (anecdotally) that that most organisations are using them. She added that MH and MG informed the Group that they use personalised feeds because customers are requesting them. KL noted that personalised feeds can also be used alongside BIC Discount Group Codes (DGCs).

GB noted that there are already four ways of communicating price information:
- ONIX 2.1
- Block 6 in ONIX 3.0,
- Personalised EDI message
- Personalised EDItX message

GB noted that the speed of these options may not be ideal and noted that there are various complexities surrounding price that were raised at the workshop. LK suggested that TRADACOMS and ONIX order acknowledgment codes and EDItX should be linked. GB agreed that the semantics of the three should be matched/harmonised, reiterating that there are four different options for communicating price information and a fifth is not necessary. GW agreed that existing options should be edited rather than having new ones created.

GB agreed with JG's comment that there is no electronic protocol for exchanging the actual terms matrix to convert BIC DGCs to percentages. GB also noted that some organisations do not realise that BIC DGCs can be used to reflect a future price as well as a current price.

GB speculated whether the process could be sped up and suggested liaising with organisations such as Nielsen and their customers. GB suggested that the 4 options can be seen as too complex although pricing is not simple (e.g. there is an assumption that all books have ISBNs).

GB noted that some countries do use wholesaler price rather than BIC DGCs and that another alternative is sending the percentage of discount.

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Those of the Group who attended the workshop all agreed that it had been very helpful. KO noted that the workshop had been very helpful and LK added that his colleagues had really enjoyed it. AW also noted that the workshop had been helpful and had given him areas to consider.

8. **Next steps on best practice for communicating price information**
GW stated that the Group need to summarise the next steps and draw attention to the four existing ways of communicating price. GW noted that EDItX, TRADACOMS and ONIX documentation should be circulated to the Group and reviewed. Though there may be resistance to using existing standards rather than creating a new one, a new standard should not be created for one customer. GB agreed stating that one of the existing standards could be adjusted if a personalised feed is necessary. GW suggested that the reasons for creating a new standard are the desire for simplicity and the assumption that existing standards are cumbersome. GW suggested discussing this further at the next meeting of the Group, once the documentation has been reviewed.
   - ➤ **ACTION:** SS to circulate EditX, TRADACOMS, ONIX 3.0 and ONIX 2.1 documentation to the Group alongside the minutes from this meeting, for this Group to review in preparation for the next meeting.

- <u>BIC DGC Draft Survey</u>
Copies of the BIC DGC Draft Survey were circulated. AW suggested adding a question relating to frequency, i.e. 'how often do you use your matrices?' GB added that a question relating to the use of proprietary discount codes should be added, i.e. 'if you do not use BIC DGCs, do you use any proprietary discount codes?' It was noted that 'are you aware that all of your publisher elements need to be registered with BIC?' should also be added as a question.

JM noted that question 16 ('If no to question 15 'do you think the BIC Discount Mechanism is an effective way to communicate terms with trading partners?', please tell us why') will elicit only negative responses. KL agreed to rephrase this question as 'what are the advantages and disadvantages of the methods you use?'

KL agreed to amend the Survey on Survey Monkey where the Group will review it and provide feedback. Once finalised, KL noted that she will send the Survey to BIC's mailing list.
   - ➤ **ACTION:** KL to set up the amended BIC DGC Survey on SurveyMonkey for the Group to review.
   - ➤ **ACTION:** ALL to provide feedback on the Survey by Friday 15th September 2017.
   - ➤ **ACTION:** Once finalised, KL to send the Survey to BIC's mailing list.

GB noted that more information on organisations' use of BIC DGCs could be found in applications for BIC's Supply Chain Excellence Award (SCEA) Accreditation Scheme.

9. **Update on the work of the Print on Demand (POD) Task & Finish Working Group (T&FWG) regarding the use of P&A codes for POD / ASR purposes**

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GW noted that this Group has not met since the last meeting of this Group and that feedback from BISG on the Best Practice Guidelines for POD has not been received yet. KL noted that she will chase BISG regarding feedback one more time.

> **ACTION:** KL to chase BISG regarding feedback on the Best Practice Guidelines for POD one more time.

10. **Update on the Industry Returns Initiative (IRI) Review T&FWG**
    GW noted that Vincent Bull of Waterstones is a member of the IRI Review T&FWG and will bring any feedback and/or issues to this Group. GW stated that there is an issue concerning OP (out of print) and organisations not returning stock because it is OP. She noted that this is due to a misinterpretation of IRI rather than a problem with data. KL informed the Group that there will be an IRI breakout session of the larger IRI T&FWG to specifically go through the current guidelines with the aim of clarifying/explaining any grey areas.

11. **Price**
    It was agreed that this item should be removed from the agenda.

12. **A.O.B.**
    None.

13. **Date of next meeting**
    Thursday 30th November 2017.