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BIC SUPPLY CHAIN EXCELLENCE AWARD (SCEA) ACCREDITATION SCHEME REVIEW TASK & FINISH WORKING GROUP – Minutes

Location: GoToMeeting / Conference Call
Date and time: Tuesday 27th March 2018, 2pm
Minutes taken by: Alaina-Marie Bassett

Present	Apologies
Alaina-Marie Bassett (AMB)	Alan Bence, Ingenta (AB)
John Bell, HarperCollins	Russell Evans, Simon & Schuster
Simon Edwards, Consultant (Chair)	John Garrould, Bertram Group
Matthew Hogg, Macmillan Distribution	Chris Jones, Cambridge University Press
Stephen Long, Nielsen	Lada Kriz, Penguin Random House
Karina Luke, BIC	Jim Reed, Waterstones

1. **Welcome and apologies**
   SE welcomed the Group to the meeting and the apologies were delivered. It was noted that David Hetherington of Klopotek has now resigned from this Group.
   ➢ **ACTION**: ALL to ensure that if they cannot attend a future meeting of this Group, they arrange for a colleague to attend in their place, as per the Terms of Reference document.

2. **Competition Law – conduct reminder**
   The Group was informed about BIC's Competition Law Policy – please click here for more information regarding this policy: http://www.bic.org.uk/149/BIC-Competition-Law-Policy/.

3. **Method of recording this meeting**
   KL informed the Group that only the decisions and actions (plus notes for additional clarity, if required) will be recorded for the meetings of this Group going forwards.

4. **Deadline for this Project's completion: December 2018 (as per item 7.1.8 of BIC's Strategy Implementation Plan 2018)**
   ➢ **ACTION**: AMB to create a Dropbox folder for this T&FWG, ASAP.
   ➢ **ACTION**: AMB to add the minutes from past meetings of this T&FWG and the documentation produced to date to the shared Dropbox folder.
   Post-Meeting Update: This folder was created on Thursday 5th April 2018 and all members of this Group were invited to 'share' the folder. Minutes were added to the folder on this date also.
   ➢ **ACTION**: SE to check that the latest version of each SCEA document is present in the shared Dropbox folder, moving any outdated documents to the archive folder.

5. **Review of minutes and follow-up on actions from the last meeting**
   The minutes from the last meeting were approved and the actions were discussed as follows:

   - Section B: Product Metadata (Publishers, Vendors, Service Providers application forms)

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➢ **ACTION**: SE to add a definition for both "pre-pub" and "Price & Availability (P&A)" to the Glossary document for the revised SCEA Accreditation Scheme in due course.

- Section C: EDI / e-Trading (Publishers, Vendors, Service Providers application forms)
SE confirmed that both the *BIC Realtime* CDF and Financial Document API grids have been amended according to the feedback received during the previous meeting of this Group.

- New requirements under consideration for the revised SCEA Scheme
SE confirmed that a general question about whether organisations are compliant with WCAG accessibility standards has been added to all relevant SCEA application forms. He noted however that this question will not be scored on the revised SCEA Scheme.

- Section B: Product Metadata & Section C: EDI / e-Trading (Printers application form)
SE confirmed that these sections of the SCEA Printers application form have been amended according to the feedback received during the previous meeting of this Group.

- Section D: Digital Workflow & Digital Product Delivery (for all SCEA application forms)
KL reported that the BIC Digital Supply Chain (DSC) Committee did not have the opportunity to review the Printers application form during its most recent meeting due to time limitations. She noted however that the Committee discussed Section D and has proposed that the following questions should be included in the SCEA application forms:
  - Do your audiobooks have timeliness requirements (i.e. 16 weeks prior to publication date)?
  - Does your organisation use compressed file formats?
  - Does your organisation use apps and if so, which standards are used in the process?
KL noted that the BIC DSC Committee intends to establish what best practice for audiobooks is in due course.

➢ **ACTION CARRIED OVER**: KL to liaise with the BIC DSC Committee regarding the SCEA application form for Printers, with a view to establishing (via email) which digital areas it would like BIC to evaluate for printers and report back at the next meeting.
➢ **ACTION**: KL to liaise directly with Clays regarding the Printers SCEA application form.
➢ **ACTION CARRIED OVER**: KL to circulate the revised SCEA application form for Printers to SE, ASAP.
➢ **ACTION CARRIED OVER**: SE to further amend the SCEA application form for Printers (as described in the minutes from the previous meeting of this Group), ASAP.

- Carrying over awards on the current BIC SCEA Accreditation Scheme for 2018:
  - Text for the BIC website
    The Group reviewed the proposed text for the BIC website, which informs applicant organisations about their awards being carried over and the forthcoming application process for the revised Scheme), during the meeting. JB suggested that a statement regarding why the Scheme has been revised should be included.

The book industry's supply chain organisation

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- ❖ **DECISION**: It is not necessary to list the membership of this Group on the BIC website, only their organisation types.
- ❖ **DECISION**: The paragraph regarding deferrals and when organisations are eligible to reapply to the Scheme should be removed from the text for the BIC website; any organisations that do not obtain an award on the SCEA Scheme will be informed about this information, if/when required. This information should also be added to a document which details the rules for the Scheme in due course.
- ➤ **ACTION**: AMB to add the agreed text to the BIC website, after London Book Fair 2018.

- Quarterly Cycle for this Scheme and deadlines for applications in 2019/20
  - ❖ **DECISION**: The quarterly cycle for this revised Scheme is: February, May, August and November; with the cycle beginning in May 2019.
  - ❖ **DECISION**: Applicant organisations will be directly approached to apply by their organisation type, the deadlines for each are as follows:
    - Distributors: Wednesday 1st May 2019
    - Publishers: Thursday 1st August 2019
    - Service Providers: Friday 1st November 2019
    - Booksellers & Library Suppliers: Monday 3rd February 2020
  - ❖ **DECISION**: Any organisations whose business spans across more than one organisation type should be informed by BIC about when they should apply to the revised SCEA Scheme (based on their primary purpose in the book industry).
  - ❖ **DECISION**: Each organisation is permitted to defer its application once during the transition period, should this be necessary.
  - ❖ **DECISION**: Organisations that did not gain accreditation on the current / existing SCEA Scheme previously should approach BIC directly (via info@bic.org.uk) regarding when to apply.

- Carrying over current SCEA awards for 2018
  - ❖ **DECISION**: The current SCEA awards should be carried over for 2018.
  - ❖ **DECISION**: It isn't necessary to send certificates to accredited organisations for 2018.
  - ❖ **DECISION**: SCEA logos FOR 2018 should be made available to currently accredited organisations on request.
  - ❖ **DECISION**: Organisations will remain accredited on the current SCEA Scheme until their new application to the revised Scheme is due.
  - ➤ **ACTION**: AMB to directly contact each organisation that is accredited on the current SCEA Scheme after London Book Fair 2018.
  - ➤ **ACTION**: ALL to contact AMB to obtain an SCEA logo for 2018, if required for use on their website / promotional materials / email signatures, etc.

6. **The SCEA Accreditation Scheme Benefits document**
   SE informed the Group that he has now removed environmental concerns from the first section of this document. He noted that the final, draft version will be circulated shortly for sign off.
   - ➤ **ACTION**: AMB to circulate the Benefits document, ASAP.

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➢ **ACTION**: ALL to sign off the Benefits document by Thursday 19th April 2018.
Post-Meeting Update: This document was circulated to the Group on Thursday 5th April 2018.

7. **The revised SCEA Review Project Plan and deployment of SurveyMonkey**
SE informed the Group that he is in the process of writing a Project Plan (PP) to help track the deliverables for this Project.
➢ **ACTION**: SE to finalise the PP ASAP, adding the document to the shared Dropbox folder.

KL and SE reported that BIC is in the process of considering SurveyMonkey and WizeHive for the purpose of the revised SCEA Scheme's application forms. It was noted that WizeHive has a mechanism for weighting built in to its software and applications can be shared with the SCEA Panel online / via their website. JB suggested that, if SurveyMonkey and/or WizeHive prove to be unviable, Google Docs may be a solution.
➢ **ACTION**: KL to report back on the viability of using WizeHive for the purpose of this Scheme.

SL left the meeting.

8. **Review and sign off SCEA application forms (Publishers, Systems & Service Providers)**
❖ **DECISION**: The Group agreed that a note of clarification (to inform organisations that they will not be judged on the individual books that they provide ISBNs for) should not be added to the Products & ISBNs section of these SCEA application forms.
❖ **DECISION**: A note to inform applicant organisations that ISBN-10, ONIX 2.1, BIC subject classification codes, etc. have been replaced by ISBN-13, ONIX 3.0, *Thema*, etc. should be included in the application forms, followed by a conditional question which asks applicant organisations why they are using older standards, if applicable.
❖ **DECISION**: Organisations using legacy standards should not be penalised as many may be transitioning to newer standards. Organisations supporting newer standards should be congratulated instead.
➢ **ACTION**: SE to revise the application forms according to the feedback received in this meeting – especially in relation to the scoring mechanism and adding a comments box at the end of every section of each form for organisations to be able to provide any further information they deem to be relevant to their application.
➢ **ACTION**: SE to add the revised SCEA application forms to the shared folder on Dropbox, ASAP.
➢ **ACTION**: ALL to provide feedback on the revised SCEA application forms via Google Docs (using tracked changes rather than comments, please).

9. **A.O.B.**
➢ **ACTION**: AMB to ensure that the items which were not covered during this meeting remain on the agenda for the next meeting of this Group.

10. **Date of next meeting**
Tuesday 12th June 2018.