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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 12th June 2018, 10am
Minutes taken by: Sophia Sophocleous

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

1. **Welcome and apologies**
   SE welcomed the Group to the meeting and the apologies were delivered.

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. **Deadline for this Project's completion: December 2018 (as per item 7.1.8 of BIC's Strategy Implementation Plan 2018)**
   KU reminded the Group that the deadline for the completion of this Project is the end of December 2018.

4. **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:

   - SCEA Application Form (for printers)
     KU informed the Group that she had not yet liaised with Clays, but will do so in time for the next meeting of the Group.
     ➤ **ACTION CARRIED OVER**: KU to liaise directly with Clays regarding the Printers SCEA application form.

   ➤ SCEA Benefits document
     SE noted that in order to sign this document off, the Group must all confirm that they approve of it via email.
     ➤ **ACTION:** ALL to confirm that they approve the Benefits document via email, in order to sign the document off.

The book industry's supply chain organisation

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5. **Review and sign off on the SCEA Questionnaires produced to date**
    SE shared the SCEA Questionnaires with the Group onscreen.

    -   Questionnaire for Booksellers
        SE suggested adding the question 'does your organisation use compressed files?' The Group agreed and SE added this to the Questionnaire during the meeting.
        ❖ **DECISION:** The Group signed off the Questionnaire for Booksellers as a draft version.

    -   Questionnaire for Systems Vendors
        SE noted that there will be difficulty in scoring systems vendors, since specialised organisations for example, will not be able to complete certain sections of the Questionnaire, where other organisations may be able to complete it in full. SE noted that the input of AB and SL would be useful, after which the Questionnaire could be circulated to the wider Group for feedback.
        ➢ **ACTION:** SE to send the Systems Vendors Questionnaire to AB and SL for their input.
        ➢ **ACTION:** SE to circulate the Systems Vendors Questionnaire to the wider Group, once feedback from AM and SL has been incorporated.

    -   Questionnaire for Printers
        JB speculated how broad the definition of 'printers' is. The Group discussed that some printers are also service providers (e.g. CoreSource). SE suggested adding questions for printers to the Questionnaire for Service Providers.
        ❖ **DECISION:** The Group agreed that this decision should be informed by feedback and approval of the Questionnaire for Printers from Clays, once KU has received it.
        ❖ **DECISION:** The Group agreed that questions for Service Providers and Systems Providers should be combined into one Questionnaire, and tested during the pilot run.

        JB suggested adding XML to the list of communications on page 4 of the Questionnaire for Printers. JB also suggested that it would be useful to ask how bespoke those XML messages are.
        ➢ **ACTION:** SE to add XML to the list of communications on page 4 of the Questionnaire for Printers.

6. **SCEA Review Project Plan and deployment of SurveyMonkey / Wizehive**
    -   SurveyMonkey / Wizehive
        KU informed the Group that the TEiLA Questionnaire on SurveyMonkey has been tested by the BIC TEiLA Accreditation Panel, and the feedback from the user's point of view was overwhelmingly negative. As a result the Questionnaires for the TEiLA accreditation scheme are temporarily taking the form of Word documents, though Wizehive may be used in the future.

        LK left the meeting.

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- SCEA Review Project Plan
  KU noted that the Scoring Mechanism should be agreed upon before the Pilot trial commences. It can be tweaked if necessary after the Pilot depending in feedback.
  - ❖ **DECISION:** The Group agreed that the Pilot will commence on 30th September 2018 and will end in October 2018. The Group agreed that a meeting will be required to review the Pilot in November. A final test can be undertaken if required, with final sign off of the Project at the end of December 2018.
  - ❖ **DECISION:** The Group agreed that the deadline for the Scoring Mechanism will be the end of July 2018.
  - ➢ **ACTION**: SS to schedule meetings for this Group to take place in every month until the end of the year.

7. **Discussion: Scoring Mechanisms – Agreeing scoring for the revised SCEA Scheme**
   SE noted that he will have a Scoring Mechanism drafted in time for the next meeting of this Group in July.

8. **A.O.B.**
   SE stated that attendance to meetings of this Group is still an issue. KU noted that the Pilot may help generate interest in the Project. SE noted that participation via email, if unable to attend the meetings, would be useful.

9. **Date of next meeting**
   Tuesday 10th July 2018.