1. **Introductions and apologies**

It was noted that a number of Digital Supply Chain Committee members are repeatedly not attending the Committee meetings. The following people have now missed 2 consecutive Committee meetings without sending a delegate to attend the meetings in their absence: John Bell, Ashley Holloway and Alan Trewartha. Matthew Cashmore and Barry Richardson have now been absent for 3 or more consecutive meetings. RJ suggested that Kjell Eldor could come to the Committee meetings in place of MC. CM suggested that Julia Midwinter could attend in place of AT.

**ACTION:** AB to contact Matthew Cashmore, Barry Richardson, John Bell, Ashley Holloway and Alan Trewartha.

The Group was informed that JN’s job role has now changed and as a result, JN will no longer be attending these meetings on behalf of Wiley. RJ suggested Julian Wilson.

**ACTION:** AB to contact Wiley for another representative to replace JN.

Tom Chalmers of IPR License has requested to join this Committee. The Group agreed that Tom would be a welcome addition to this Group and should attend all meetings henceforth.

AB informed the Group that she has contacted Johanna Brinton of OverDrive about joining both BIC and the Digital Supply Chain Committee.

**Post-Meeting Update: Johanna Brinton has now kindly agreed to join the Digital Supply Chain Committee (and BIC), and will therefore be in attendance at the next meeting.**

The Group discussed other potential organisations/people that BIC should approach to join this Committee. Imola Unger of Sainsbury’s e-Books was suggested as was Steve Crawford of Blinkbox.
Georgie Stone of Pearson and it was mentioned that Macmillan should be represented on this Committee. The Group agreed that more retailers and trade publishers need to be represented on this Committee. RM suggested John Garrould of Bertrams but KL noted that he may struggle to find the time since he is already a member of both the Operational Board and the Physical Supply Chain Committee. ProQuest and EBSCO were also suggested.

**ACTION:** RJ to supply AB with Georgie Stone’s email address.

**ACTION:** AB to contact all of the above to encourage their involvement in this Committee / BIC.

2. **Review of actions from the last minutes**

- **Accessibility Accreditation (not yet a formed Working Group and under discussion by this Committee)**
  KL informed the Group that the Project Brief for this Task & Finish Working Group is in the process of being drawn up and that the Publishers Association has expressed an interest in this project.

- **BIC Open Day**
  KL informed the Group that Anna Lewis of Valobox has agreed to speak about browseable eBooks at this year’s Open Day, which is taking place on 21st November 2014 at the Royal Institute of British Architecture (RIBA).

- **PDEA accreditation - digital tick**
  It was noted that the PDEA Panel discussed the possibility of adding further tiers of accreditation for the digital data supplied by applicants of this scheme at the panel meeting on Thursday 4th September. They agreed that BIC should encourage more data to be provided by introducing different tiers of digital accreditation. They suggested that different levels of digital accreditation could be a progressive step, but noted that the accreditation scheme should not penalise those who cannot provide this volume of data but are nonetheless doing a good job. KL noted that this addition to the scheme would not happen overnight and may take up to 18 months to implement into the accreditation scheme.

3. **Update on current Task & Finish Working Groups’ activity**

- **Digital Sales Reporting**
  GB informed that Group that one further small change to EDItX is required and then it will be finished, and a press release will follow. RJ commented that many publishers still appear to be unaware about EDItX.
  **ACTION:** GB to inform RJ as soon as the press release is launched so she can use it to promote EDItX. KL to draft a letter to go to BIC members encouraging the implementation and use of the EDItX message.

- **Acquisitions and Divestments.**
  KL informed the Group that a Call for Volunteers will go out for this Task & Finish Working Group on Monday 15th September. MM volunteered Gareth Jarrett to join this Group. RJ, GW and SL
registered their interest in being part of this Group also. KL noted that the first meeting for this Group will take place in November. RJ commented that a retailer should be involved in this T&FWG, if at all possible.

**ACTION:** KL to contact retailers to ask them to be involved in this T&FWG.

4. **Round-the-table feedback from each committee member on new areas that this Committee should be exploring / researching**

- **Plagiarism**
  RJ noted that robotic plagiarism is still an issue. KL questioned whether there is anything that BIC can do to tackle this issue. RJ & MM noted that they did not think BIC can do anything about this situation and that the issue should wear itself out.

- **Jumpstart**
  MK informed the Group that an organisation named Jumpstart has come to his attention. He noted that this second-hand, online bookstore allows access to publisher’s metadata on their website so that a second-hand products’ information appears precisely as it does on the publisher’s own website. He noted that the difference is almost undecipherable and yet the product or indeed supplier could be fraudulent. He questioned whether this use of information by Jumpstart was legal. GB noted that the organisation that writes the metadata owns it. He commented that the metadata is sold onto vendors / amazon for them to use but that the rights to this data do not alter or transfer to any user of this data. MK noted that a number of organisations represented on this panel are on Jumpstart’s website.

- **Thema**
  GB informed the Group that the development of Thema has gone well over the summer. He noted that Version 1.1 of Thema will be released at, or before, the Frankfurt Book Fair. He also noted that a number of categories have been added for this Version.

5. **BIC Breakasts Topics**

- **EDItX**
  KL noted that Blackwells and Waterstones have been approached to be involved in the BIC Breakfast on EDItX and sales reporting. RJ noted that she will consider who should speak at this Breakfast and inform BIC of her suggestions. In addition to publishers, it was agreed this Breakfast should be aimed at vendors.

  **ACTION:** RJ to notify BIC about potential speakers for this BIC Breakfast.

  MK suggested that standards should be discussed at this Breakfast, both what EDItX is and how to effectively use it. GB suggested that this information would be more useful if it was constructed as a case study. MM informed the Group that he would be happy to discuss Taylor & Francis’ pilot as part of the BIC Breakfast. MK suggested that the main way to generate interest in EDItX would be to increase demand for it and noted that no one benefits individually from the use of EDItX: take up needs to be industry wide. GB agreed, stating that the benefit is for the
book industry as a whole and that EDItX can help to drive down costs for the whole industry if it is adopted widely enough. MM suggested inviting a success story (possibly an organisation from Germany) to speak at the BIC Breakfast. It was agreed that this Committee should write a white paper on this topic in the near future – after the BIC Breakfast has taken place.

It was noted that vendors are the organisations who need to begin using EDItEX but the group agreed demand has to first come from the data owners. He noted this would increase the demand for EDItX and suggested that it was suggested that publishers could drive demand for EDItX by insisting contractually that sales reporting be done using EDItX. It was agreed that the documentation for EDItX needs to be amended and that this will take place in early 2015. RM suggested contacting publishers, by letter or email, to let them know about EDItX and therefore increase its exposure. He noted that he is concerned that, for this BIC Breakfast to be a success, BIC would need to get 20 retailers in attendance and not publishers. RJ noted that the hope for this Breakfast is that the information will resonate throughout the book industry. The committee suggested and agreed that BIC should send out a letter on behalf of BIC members for vendors to adopt this system and that this should be done after a marketing campaign/mail out had been done. It was agreed that letter should be sent out in late 2014, after the Frankfurt Book Fair, and the BIC Breakfast should then go ahead in 2015 (after GB has amended the documentation).

**ACTION:** AB to relay this information to the Training, Events & Communications Committee.

GB confirmed that EDItX was launched in 2009.

- **EU VAT Changes to digital-services**
  KL informed the Group that PKF Littlejohn have agreed to sponsor this BIC Breakfast (23rd October 2014) and have offered a 15% discount for BIC members on their legal advice.

- **New Topics?**
  KL questioned whether the Group felt there should be a catch-up Breakfast on Digital Legal Deposits with the British Library. The group decided this topic could wait for a while – KL to re-visit mid-2015.

  BIC Breakfasts on i) accessibility and ii) ISNI’s were suggested.

**ACTION:** AB to add these BIC Breakfasts to the agenda for the next Training, Events & Communications Committee meeting.

6. **BIC Open Day**
RM suggested that Open Day attendees should be asked to suggest topics that they would like to see BIC Breakfasts for. KL noted that event feedback forms will be available to attendees throughout the Open Day on 21st November.

7. **BIC Training, Events & Communications Committee – any actions for them to consider**
As above.
8. **A.O.B.**

KL reminded the Group of the BIC Bash on Tuesday 16th September 2014. She encouraged the members of this Committee to attend the event which will take place at the Benugo Bar, BFI on Southbank.

AB informed the Group that BIC will shortly be launching Generation BIC – an initiative for younger / less experienced individuals in the book industry. She handed out posters to all members of the Group and requested that these posters be displayed within each organisation. She also requested that each organisation should nominate an appropriate person from their company to participate in the Generation BIC Council. MM suggested that an electronic version of this poster should be included in organisation’s starter packs for new members of staff.

**ACTION:** AB to send an electronic version of the Generation BIC poster to this Committee.

9. **Date of next meeting**

Thursday 22nd January 2015.