

**BIC PRICE & AVAILABILITY TASK & FINISH WORKING GROUP MEETING – Minutes**

**Location:** Bowker’s Office, 5<sup>th</sup> Floor, 3 Dorset Rise, London EC4Y 8EN

**Date and time:** Wednesday 25<sup>th</sup> January 2017, 2pm

**Minutes written by:** Sophia Sophocleous

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**Present**

Matt Griffin, Little, Brown Book Group  
 Matthew Hogg, Macmillan  
 Lada Kriz, Penguin Random House  
 Karina Luke, BIC  
 John Moffatt, Nielsen  
 Stephen Sharrock, Simon & Schuster  
 Simon Skinner, BDS  
 Sophia Sophocleous, BIC  
 Jack Tipping, Bowker  
 Gabrielle Wallington, Waterstones (Chair)

**Apologies**

Alaina-Marie Bassett, BIC  
 Judith Bennett, Oxford University Press  
 James Bensburg, Egmont  
 George Bogdanovic, Bertrams (dialled in)  
 Vickie Clegg, Penguin Random House  
 Liam Diggins, Ingram Content Group  
 John Garrould, Bertrams  
 Julia Garman, Ingram Coutts  
 John Leith, HarperCollins  
 Fergus Muir, Palgrave Macmillan  
 Jim Neilson, HarperCollins Publishers  
 Karen Osterley, Pearson  
 Peter Skone, Penguin Random House  
 Alma Weber, Penguin Random House

**Now resigned from the Group**

Louise Ang, Palgrave Macmillan  
 Davinder Bedi, Book Source  
 Angela Belham, Bertrams  
 Steve Laycock, Ingram Coutts  
 Steve Lenton, Orion Books  
 Keith Walters, BDS

**1. Welcome and Apologies**

The Group introduced themselves for the purpose of the minutes and the apologies were delivered. The Group welcomed Matt Griffin of Little, Brown Book Group, Lada Kriz of Penguin Random House and Fergus Muir of Palgrave Macmillan (who was unable to attend today’s meeting) to the Group.

**2. Competition Law – Conduct Reminder**

The Group were reminded about BIC’s Competition Law Policy – please click the following link for further information regarding this policy: <http://www.bic.org.uk/149/BIC-Competition-Law-Policy/>.

**3. Review of minutes and follow-up on actions from the last meeting**

GW noted that the last meeting of this Group was on 27<sup>th</sup> January 2016.

The following actions from the last meeting were discussed:

- TRADACOMS draft Code List document  
GW informed the Group that she had completed the TRADACOMS code list document and circulated this to the Group.
- Review and update EDIFACT codes
  - **ACTION** (carried over): JM to clarify if Nielsen use EDIFACT codes.
  - **ACTION** (carried over): GW to investigate EDIFACT codes while working on the TRADACOMS Code List in order to see whether the work on TRADACOMS could also be applied to an EDIFACT Code List.
- BIC Discount Group Codes  
KL informed the Group that she had created a survey for BIC members relating to their use of BIC Discount Group Codes (DGC), and handed this out to the members of the Group. The Group agreed to review this and provide feedback to KL and the Group ahead of the next meeting. The Group agreed that although they are unwilling to discard the Discount Group Code scheme, discussion on improving it is necessary.
  - **ACTION:** KL to circulate a copy of the draft survey to this Group
  - **ACTION:** ALL to review this survey and provide feedback to KL and the Group ahead of the next meeting of this Group.
  - **ACTION** (carried over): GW to provide KL with a list of organisations that send matrices and those that do use Discount Group Codes.

#### 4. Discussion about IP and IB – the Group needs to define these codes once and for all

GW read out the current definitions of IP and IB for the benefit of the Group. JM noted that the use of the word 'immediate' in the description of IB: 'in stock for immediate fulfilment' made it seem more positive than IP: 'in print and available to be supplied'. KL suggested changing this wording to read: IB: 'In stock', and IP: 'In stock and in print'. The Group agreed.

- **ACTION:** GW to amend the descriptions of IB and IP in the TRADACOMS code list to read as: IB: 'in stock' and IP: 'in stock and in print' and adding more detail in the notes.

#### 5. Discussion regarding the draft code list spreadsheet with a view to signing it off during the meeting, (Best Practice Guidelines for the use of TRADACOMS)

GW informed the Group that KO's feedback on the code list suggested removing 'consider also: OO' from OA and 'consider also: OO' from TO, as OO has been deprecated. GW noted that she will amend this accordingly.

- **ACTION:** GW to remove 'consider also: OO' from OA on the code list.
- **ACTION:** GW to remove 'consider also: OO' from TO on the code list.

GW noted that KO had also raised the question of which code should be used when a current edition of book is out of stock, will be superseded a new edition, but the new edition is not yet available and the ISBN of the new edition is known. KO noted that 'OR' mentions 'other manifestation pending' but that this points to OF if the ISBN is known. However, OF does not fit this scenario as it seems to imply that the other format is available for immediate supply. The Group noted that this is problematic and GW agreed to rewrite the description for 'OF'.

GW informed the Group that Price and Availability and Order Acknowledgment codes have now been separated into different lists.

KL asked whether any action is necessary for either party in the case of 'FQ' and GW confirmed that it would be. KL noted that the current notes for 'FQ' and 'PQ' are unclear. GW agreed to amend these.

- **ACTION:** GW to add 'both parties will have an agreement on how this is handled' to the notes for 'FQ' and 'PQ'.

LK asked the Group whether mapping from List 54 in ONIX to List 54 in TRADACOMS would be possible. The Group discussed this possibility and agreed that Graham Bell of EDItEUR may have more information on this.

- **ACTION:** KL to ask Graham Bell of EDItEUR if he is aware of any such mapping from TRADACOMS to ONIX.

JM requested that codes that have been deprecated are highlighted and GW agreed to this.

- **ACTION:** GW to highlight codes that have been deprecated on the code list.

GW informed the Group that a colleague with limited knowledge of TRADACOMS had reviewed the introduction and notes, stating that they were accessible. As a result, no changes have been made to these sections. KL speculated whether a set of user guidelines would be necessary. The Group agreed that the code list should include a reference to documentation available on the BIC website to offer 'guidance on interpretation of the use of codes'. KL noted that once the changes discussed have been incorporated into the document/grid, she will then circulate the final draft code list to the Technical Implementation Clinic, Library Technical Implementation Clinic, Metadata Sub-Committee, Physical Supply Chain Committee and the BIC *Realtime* Task & Finish Working Group. Once feedback has been received the code list will be finalised and published.

- **ACTION:** GW to include a reference to the (yet to be written) documentation available on the BIC website to offer 'guidance on interpretation of the use of codes'.

- **ACTION:** KL to circulate the TRADACOMS code list, once completed, to the Physical Supply Chain Committee and the Metadata Sub-Committee for feedback.

## 6. Review and update EDIFACT codes

GW informed the Group that work on EDIFACT codes has not yet been done. GW noted that the EDIFACT list seems to be similar to the TRADACOMS code list

- **ACTION** (carried over): GW to investigate EDIFACT codes while working on the TRADACOMS code list in order to see whether the work on TRADACOMS could also be applied to an EDIFACT code list.

## 7. Review of Project Deliverables (how far the Project has come and what work still needs to be done)

KL went through the list of the Project Deliverables for the benefit of the Group. GW noted that making a business case, as mentioned in step 1, would be better suited being moved to the end of the Project.

GW noted that with the TRADACOMS nearing completion and EDIFACT on the way, the next step will be to focus on pricing. GW stated that there is a complexity around pricing. MH suggested sending a note to members of this Group ahead of the next meeting with a list of issues and suggestions on how to begin work on pricing. KL noted that the Group should also be asked whether digital products should be included in the Project Scope.

- **ACTION:** KL to invite members of this Group to think about how to begin work on pricing, including a list of issues and suggestions - ahead of the next meeting.
- **ACTION:** KL to ask members of this Group whether digital products should be included when this Group focuses on pricing.

## 8. Update on the work of the Print on Demand (POD) Task & Finish Working Group (T&FWG) regarding the use of P&A availability codes for POD / AR purposes

GW stated that the POD T&FWG has a lot of crossover with the work of this Group. KL noted that the POD T&FWG has not met recently as BISG have yet to provide feedback on the Best Practice Guidelines for POD. KL agreed to chase this and noted that once the draft documentation has been finalised it will be shared with this Group.

- **ACTION:** KL to chase BISG for their feedback on the Best Practice Guidelines for POD.

**9. Update on the Industry Returns Initiative (IRI) Review Task & Finish Working Group (T&FWG)**

KL informed the Group that the IRI Review T&FWG had their first meeting on 16<sup>th</sup> January 2017 and that they had prioritised issues and assigned owners. KL noted that there is nothing particularly relevant to this Group to mention at the moment.

- ❖ **DECISION:** The Group agreed that this item should be removed from future agendas of this Group. KL agreed to keep the Group informed should anything relevant come up.

**10. A.O.B.**

KL noted that it would be useful to conduct a follow-up exercise once the TRADACOMS code list has been published, to establish what changes have been made by organisations, and if there are any issues. GW noted that a BIC Breakfast would be useful.

**11. Date of next meeting**

Wednesday 10<sup>th</sup> May 2017.

- ❖ The Group agreed that this meeting should focus on availability, should the feedback received require it. If this is not the case, the next meeting should focus on pricing and BIC Discount Group Codes.