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BIC PRICE & AVAILABILITY TASK & FINISH WORKING GROUP MEETING – Minutes
CILIP Building, 7 Ridgmount Street, London WC1E 7AE
Wednesday 10th May 2017, 2pm

Present	**Apologies**
Katya Dolgodvorova, Penguin Random House	Alaina-Marie Bassett, BIC
John Garrould, Bertrams (dialling in)	George Bogdanovic, Bertrams
Matt Griffin, Hachette	James Bensburg, Egmont
Matthew Hogg, Macmillan	Vickie Clegg, Penguin Random House
Lada Kriz, Penguin Random House	Liam Diggins, Ingram Content Group
Karina Luke, BIC	Julia Garman, ProQuest
John Moffatt, Nielsen	John Leith, HarperCollins
Simon Skinner, BDS	Fergus Muir, Macmillan
Sophia Sophocleous, BIC	Jim Neilson, HarperCollins Publishers
Gabrielle Wallington, Waterstones (Chair)	Karen Osterley, Pearson
Andy Williams, Thames & Hudson	Stephen Sharrock, Simon & Schuster
	Peter Skone, Penguin Random House
Now resigned from Group	Jack Tipping, Bowker
Alma Weber, Penguin Random House	

1. **Welcome and Apologies**
    The Group introduced themselves for the purpose of the minutes and the apologies were delivered. Andy Williams was welcomed to the Group. GW delivered the tragic news relating to Judith Bennett's death and on behalf of the Group expressed gratitude for her contribution to the P&A Task and Finish Working Group specifically, and Judith's support and commitment to BIC over the years generally.

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.

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

- EDIFACT codes
  JM noted that he has been informed that Nielsen does not receive EDIFACT codes in their price and availability codes.

- 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 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.

  GW noted that all other actions from the last meeting of this Group had been carried through.

4. **Update on the feedback received for the draft Best Practice Guidelines for TRADACOMS**
   GW noted that the purpose of the Guidelines is to offer advice without being too prescriptive. GW talked the Group through the changes she had made to the Notes section of the Guidelines.

- Price & Availability (P&A) feeds
  GW noted that 'product is digital and cannot be supplied' (i.e. in the scenario in which a product is ordered under the impression that it is in print) is a code that may need to be added to the code list. She noted that EX ('digital product, unable to supply') is a code in EDIFACT. MG and MH agreed that adding this code would be beneficial. GW stated that she will import 'EX' from the EDIFACT code list and provide notes for this, as it should only be used as an order acknowledgment code.
  ➢ **ACTION:** GW to import EDIFACT code EX ('digital product, unable to supply') to the TRADACOMS list as an order acknowledgment code and provide notes.

  GW noted that she had been asked to specifically include 'when a publisher goes out of business' to the notes for code NN. KL speculated whether this would make sense in the event that an imprint is sold, rather than the entire publisher having gone out of business. MG also raised the legal implications involved in using the phrase 'out of business' and suggested that the Acquisitions & Divestments T&FWG should decide on the wording of this code.
  ➢ **ACTION:** GW to amend the wording for code NN ('we do not supply this item') and note that the code may come back into use if the BIC Acquisitions & Divestments Task & Finish Working Group see fit.

  GW noted that there is a tendency for organisations to use TU ('temporarily unavailable but expected to be available again soon') instead of TO ('only available to order (non-stock item)') which is unhelpful.
  ➢ **ACTION:** GW to add a sentence to code TU ('temporarily unavailable but expected to be available again soon') in the TRADACOMS list to clarify that TU is not synonymous with and should not be used in place of TO ('only available to order (non-stock item)').

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- <u>Order Acknowledgment (OA) codes</u>
  GW noted that NN ('we do not supply this item') had been deprecated as a positive OA. GW added that she will consider amending the wording for the sentence 'may be used to indicate that the title can be supplied', as it appears in the notes.
  - ➢ **ACTION:** GW to consider rephrasing the sentence in the notes for code NN.

  GW noted that she had generally deprecated numerical codes with the exception of 23 ('unable to comply with required delivery date') and 32 ('item substituted – out of stock') as they are used frequently.

  GW noted that these Guidelines are aimed at organisations currently using TRADACOMS, as opposed to those using ONIX. KL suggested adding a note on this to the Introduction and the Group agreed.
  - ➢ **ACTION:** GW to add a note to the Introduction that the Guidelines are aimed at organisations currently using TRADACOMS codes and any organisation not currently using them should use ONIX list 54 rather than TRADACOMS list 54.
  - ➢ **ACTION:** GW to circulate the Best Practice Guidelines a final time and publish them once any feedback has been received.

5. **Review and update EDIFACT codes**
   GW informed the Group that Graham Bell (GB) of EDItEUR had told her that while there is not currently any mapping from EDIFACT to TRADACOMS, mapping can be created quickly. GW stated that the EDIFACT codes are very similar to TRADACOM codes, with the exception of three EDIFACT codes that are not on the TRADACOMS code list and approximately twelve TRADACOMS codes that are not on the EDIFACT code list. GW stated that one of the EDIFACT codes that is not on the TRADACOMS list is 'EX' (which she will be importing) and OC and SN, which are not necessary. GW noted that Guidelines similar to the TRADACOMS Best Practice Guidelines could be created for EDIFACT codes, her only concern being not knowing who uses EDIFACT codes. MG noted that he believes they are only used for order responses with Hachette clients. JG noted that he has clients that use EDIFACT codes. GW noted that she will raise the subject at the next meeting of the BIC Technical Implementation Clinic and circulate the list of EDIFACT codes to the Clinic ahead of the meeting.
   - ➢ **ACTION:** GW to raise the idea of producing a similar document to the TRADACOMS guidelines, for EDIFACT codes, to the BIC Technical Implementation Clinic at their next meeting on 22nd June 2017.
   - ➢ **ACTION:** GW to circulate the list of EDIFACT codes to the BIC Technical Implementation Clinic.

6. **Review of Project Deliverables (how far the Project has come and what work still needs to be done)**
   GW stated that work on the EDIFACT code list should be completed by the end of June 2017. GW stated that she will circulate the TRADACOMS Best Practice Guidelines once more for feedback, incorporate the user guidelines and they will then be published.

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➢ **ACTION:** GW to circulate the Best Practice Guidelines a final time and BIC will publish them once any feedback has been received.

- Price

GW noted that she is open to ideas on how the Group should begin to approach the issue of price and that they should begin to gather issues. GW speculated why prices are changed over bank holiday weekends (i.e. New Year bank holiday) when staff are not at work. She added that it is unhelpful having one retailer represented in this Group. GW noted that it is a problem when organisations do not communicate VAT to Nielsen appropriately.

MH raised the issue of future prices. LK asked the Group how future prices can be sent using P&A. GW noted that she thinks this is possible but that the Group should look at how this can be done if it can be, and how to future prices can be expressed so that they update at an appropriate time for all involved.

➢ **ACTION:** GW / JB to look into how to express future prices so that it takes effect at an appropriate time for all involved.

MG raised the issue of firm sales which was discussed at the BIC IRI (Industry Returns Initiative) Workshop, stating that information is not communicated anywhere. GW noted that this had also been raised by the BIC POD T&FWG. GW noted that in the past, she had thought that anything that is POD is a firm sale, but this cannot any longer be assumed. GW noted that the Group should find out how the conditions/terms of sale are communicated and pass this information to the BIC IRI Review T&FWG.

➢ **ACTION:** GW to investigate the communication of the conditions/terms of sale and pass this information to the BIC IRI Review Task & Finish Working Group.

LK raised the issue of digital pricing and asked whether this would be included in the same documentation produced for print book pricing. GW suggested creating two documents, one for print and one for digital books as the BIC Acquisitions and Divestments T&FWG had done, but focusing on print first. The Group agreed with this suggestion.

LK raised the issue of the pricing of reissues. MG noted that this has an impact on IRI. GW speculated whether this would be a separate piece of work since pricing is not the only issue in this case. KL suggested that the metadata side could be discussed within the BIC Metadata Sub-Committee and the Metadata Map Steering Group. GW agreed that the pricing issues related to reissues could then be worked on by this Group.

➢ **ACTION:** KL / GW to raise the issue of the pricing of reissues at the next meeting of the BIC Metadata Committee / BIC Metadata Map Steering Group.

GW noted that the documentation for terms codes has not been reviewed in a while. MH noted that not many organisations still use terms codes besides Waterstones. MH suggested there should be a BIC standard for the communication of retailer specific pricing. GW speculated whether this would fall in the scope of the Group. KL suggested that this should be taken to the BIC Physical Supply Chain Committee or Metadata Sub-Committee for further

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discussion. GW agreed. MH and MG volunteered to share examples of some of the P&A feeds currently in circulation. MH noted that terms codes cannot be used for promotional pricing. GW noted that Waterstones does not use terms codes for promotional pricing and stated that base terms are relevant, though she is the only retailer represented on this Group.

➢ **ACTION:** KL to raise the question regarding the need for a BIC standard to communicate retailer specific and promotional pricing at the next meetings of the BIC Metadata Committee and the BIC Physical Supply Chain Committee, and ask them where this work should sit.

➢ **ACTION:** MH and MG to provide examples of Price & Availability feeds to this Group.

GW noted that BIC Discount Group Codes had been added to the scope of this Group. KL asked the Group if they had any amendments to make on the Discount Group Code Survey and the Group agreed to omit questions 11 to 14 and add two more questions relating to base terms and promotional terms.

➢ **ACTION:** KL to amend the BIC Discount Group Code Survey to omit questions 11-14 and to add the following two questions:
'How does your organisation manage promotional pricing across periods / partners / lists / ranges?' and
'If your organisation doesn't use BIC Discount Group Codes, how does it communicate or receive information about base terms?'

GW noted that smaller organisations in the supply chain have not been looked at due to the constitution of this Group. MH noted that BIC *Realtime* and PubEasy are accessible to smaller retailers / publishers and this can be noted on any documentation.

7. **Update on the work of the Print on Demand (POD) T&FWG regarding the use of P&A availability codes for POD / ASR purposes**
KL noted that an update will be provided once feedback is received from BISG on the Best Practice Guidelines for POD and once this T&FWG has met.

8. **Update of Industry Returns Initiative (IRI) Review T&FWG**
KL noted that this had been covered already.

9. **Price**
GW noted that this item had been discussed under item 6 of the agenda.

10. **A.O.B.**
None.

11. **Date of next meeting**
TBC.