

BIC REALTIME TASK & FINISH WORKING GROUP MEETING – Minutes

Location: Conference call

Date and time: Thursday 11th October 2016, 2pm

Minutes taken by: Alaina-Marie Bassett

Present

Alaina-Marie Bassett, BIC
 Francis Cave, Consultant
 Simon Edwards, Consultant (Deputy)
 Richard Elsley, Booksolve
 John Garrould, Bertram’s (Chair) (JG)
 Richard Hurrell, Bertram’s
 Karina Luke, BIC
 Ian Manson, Infor
 Peter Morley, Ingenta
 Simon Parker, Batch

Apologies

Graham Bell, EDItEUR
 George Bogdanovic, Bertrams
 Gareth Bradley, Hachette
 Matthew Dovey, Ceridwen
 Jon Green, Bertrams (JGR)
 Matthew Hogg, Macmillan
 Sam Langdon, Hachette
 Barry Richardson, Nielsen
 William Scott, Bertram’s
 Terry Willan, Capita
 Tim Wilson, Hachette
 Jon Windus, Nielsen
 Chris Wood, HarperCollins
 Jonathan Wraight, Hachette

1. Welcome to the call and apologies

JG welcomed the Group to the call and the apologies were delivered.

2. Competition Law – conduct reminder

The Group were reminded 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. Review minutes & Project Deliverables Tracker, plus follow-up on actions from the last meeting

The minutes from the last meeting of this Group were approved without corrections. JG noted that all actions from the last meeting will be addressed in the following action grid:

No.	Description	Status	Update (in italics) / Action
1.0	Beginners Guide to BIC Web Services		
1.1	Guide (produce initial structure for review)	WIP	<i>JG noted that the Guide document will need to be signed off during this meeting and subsequently sent to IPG for their feedback. Once approved, the document will then be published and circulated to those that joined the mailing list / registered their interest in receiving a copy. JG noted that the first publication of the Guide will not include the proposed JSON examples in the FAQ section due to a lack of</i>

		<p><i>time on Bertram’s part – this section will therefore be added as a revision and the mailing list will receive a revised copy of the Guide once it has been signed off.</i></p> <p><i>JG noted that the latest version of the Guide was circulated to this Group for feedback after the last meeting. FC suggested that the Guide may need further editing with regards to the consistency of terms used throughout the document; he suggested that the terms should be defined at the beginning of the document.</i></p> <p><i>SE asked whether the Guide document, which includes both a Beginner’s Guide and technical information, should be broken down into separate documents but the Group agreed that having all the information in one place is beneficial. JG suggested adding directions for the reader into the Guide, i.e. “if you are a technical developer please see page XX.” The Group agreed that this would be useful.</i></p> <p><i>FC suggested that the Beginner’s Guide should be printable as a separate document in its own right for those that need it / want to bring it to their colleague’s attention without giving them a copy of the entire Implementation Guide.</i></p> <p><i>The Group agreed that, although the Guide cannot be wholly prescriptive, it could illustrate more uses for the 19 available BIC Realtime APIs and their capabilities.</i></p> <p><i>FC suggested that the top 3, related items in the ONIX Ingestion API diagram (page 14 of the Guide) should be linked by labelling them all as ‘ONIX’ and removing ‘or’ from the diagram / making it less pronounced.</i></p> <p><i>FC suggested adding a ‘History of Changes’ section to the Guide so that users can see how each revision differs from the previous version. KL suggested that review dates should also be added; JG agreed, noting that reviews of the APIs will take place on an annual basis going forwards.</i></p> <p><i>SE suggested that the diagrams used in the document should be editable by BIC going forwards. JG agreed.</i></p> <p>ACTION: JG to include the definition of each term used throughout the document, ensuring that their use is consistent throughout.</p> <p>ACTION: JG to add an indication of which pages of the Guide</p>
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			<p>are most relevant to various job roles.</p> <p>ACTION: JG to structure the Guide so that the Beginner’s Guide can be printed as a document in its own right.</p> <p>ACTION: JG to add further examples of what each API can be used for in the Guide document.</p> <p>ACTION: JG to amend the ONIX Ingestion API, labelling the 3 initial items as ONIX and making ‘or’ less pronounced.</p> <p>ACTION: Going forwards, JG to include a History of Changes section into the Guide.</p> <p>ACTION: JG to include a revision schedule in the document.</p> <p>ACTION: JG to ensure that the date on which the governance of <i>BIC Realtime</i> was passed over to the BIC Technical Implementation Clinic (TIC) is stated in the Guide document.</p> <p>ACTION: JG to produce a flowchart showing how to report issues to the BIC TIC.</p> <p>ACTION: JG to the EDItX paragraph of the Guide to Graham Bell for his sign off, requesting notification of any amendments asap but especially prior to the Guide being published.</p> <p>ACTION: JG to carry out the structural changes outlined above and send the amended document to SE, asap.</p> <p>ACTION: SE to edit the Guide document ensuring that the language used is displayed correctly, i.e. ONIX, not onix.</p> <p>ACTION: <u>ALL</u> to send feedback on the draft Guide document (which was circulated again after this meeting) by Friday 21st October 2016.</p> <p>ACTION CARRIED OVER: KL to send the final, draft Guide document to the IPG for their review asap.</p> <p>ONGOING ACTION: RH to research examples for JSON for the FAQ section of the revised Guide document.</p> <p>ACTION: JG to send the <i>BIC Realtime</i> diagram files to BIC.</p> <p>ACTION: AMB to liaise with JG regarding the open source plug-in that Bertram uses in Chrome to edit the diagrams.</p>
1.2	Implementation checklist (produce initial structure for discussion)	WIP	No action.
1.3	Event for the production of code examples	Hold	<p><i>JG previously noted that this event will not take place until late 2016 / 2017; the event will be similar to a PlugFest.</i></p> <p>ACTION: ALL to discuss this event further once the Guide document has been signed off.</p>

2.0	Monitoring usage of BIC Web Services:		
2.1	Develop web services questionnaire	WIP	<i>This Group previously agreed to focus on the Directory rather than the development of this Questionnaire.</i> No action.
2.2	Update the BIC website with implementation directory	WIP	<i>JG noted that both the BIC Realtime Questionnaire and the Implementation Directory are dependent on the launch of the new BIC website.</i> No action.
2.3	Add Web Services implementation questions to the Supply Chain Excellence Award Scheme. (Draft 2 or 3 questions).	WIP	<i>KL reported that the first meeting of the Supply Chain Excellence Award (SCEA) Accreditation Scheme Review T&FWG took place on Wednesday 28th September 2016; the inclusion of BIC Realtime in this Scheme will be discussed during subsequent meetings.</i> ACTION: AMB to include 'Web Service implementation questions' as an item on the agendas of the forthcoming SCEA Review T&FWG and PDEA Review T&FWG meetings.
3.0	Future Web Service Projects:		
3.1	Reference models / sandbox on the BIC website.	Hold	No action.
3.2	Interoperability / gateways with major ecommerce hubs in UK	Hold	No action.
3.3	Conditions of Sale (including Firm Sale)	Hold	No action.

4. Update on the promotion of *BIC Realtime*

KL noted that BIC has now promoted *BIC Realtime* by producing the following materials: a press release, a BIC Bite, and a forthcoming BIC Breakfast which will take place on Thursday 24th November 2016 and is kindly sponsored by Bowker; information about the BIC Breakfast will be featured in KL's forthcoming Quarterly Report also. RE volunteered to circulate information about the forthcoming BIC Breakfast to Booksolve's customers.

- **ACTION:** AMB to send information about the BIC Breakfast to RE, asap.
- **ACTION:** AMB to ascertain whether the BIC Breakfast attendees would be willing to send their technical developers to a *BIC Realtime* event / PlugFest for implementation purposes.

The Group was asked for further promotional ideas for *BIC Realtime*. JG suggested that BIC should liaise, on an individual basis, with retailers to inform them about the benefits of using *BIC Realtime* and to ascertain if (and if so, why) they think it is not relevant to their organisation. KL

agreed that retailers could be approached in this way. JG also suggested that Nielsen should be approached for the same purpose.

- **ACTION:** AMB to add 'Promotion of *BIC Realtime* with retailers' as an item on the agenda for the next meeting of the BIC Training, Events & Communications Committee.

- Ongoing marketing activities / projects

- **ONGOING ACTION:** AMB to continue to tweet about the *BIC Realtime* and how to register to receive a copy of the Implementation Guide (once it has been finalised).
- **ACTION:** ALL to retweet @BIC1UK's messages about *BIC Realtime* whenever possible.

- Blogs

- **ONGOING ACTION:** SP to liaise with Batch regarding the inclusion of information about *BIC Realtime* on its website and/or informing its members (via Twitter etc.) that Batch is involved in *BIC Realtime* meetings, specs, etc.

- BIC Realtime Webinars

- **ACTION CARRIED OVER:** JG to find out whether Bertram's has WebEx capability and report back to BIC / the Group, asap.
- **ACTION CARRIED OVER:** AMB to investigate subscription rates for WebEx (for BIC).

5. Update on the forthcoming Library Web Services Task & Finish Working Group (T&FWG)

KL reported that a Call for Volunteers for this forthcoming T&FWG will go out after Frankfurt Book Fair 2016, with a view to the first meeting taking place in late 2016 / early 2017.

- **ACTION CARRIED OVER:** AMB to send out a Call for Volunteers, once the Project Brief for this new T&FWG has been signed off.

6. Retailers – the level of interest in receiving API information / responses in real time

It was noted that this topic was addressed under Item 4 of these minutes (above). The Group agreed that retailers should be encouraged to attend the BIC Breakfast to find out more about *BIC Realtime* and its benefits for their organisation.

- **ACTION:** AMB to liaise with retailers regarding the BIC Breakfast, asap.

7. A.O.B.

- EDItX International Steering Committee

FC informed the Group that a new body, the EDItX International Steering Committee, will be inaugurated at Frankfurt Book Fair 2016; any changes that occur to EDItX as a result of this Committee may affect *BIC Realtime* messages also.

- **ACTION:** FC to provide an update on this Committee at the next meeting.
- **ACTION:** AMB to include this topic as a Watching Brief on the agenda for the next meeting of this Group.

8. Date of next meeting

Wednesday 30th November 2016.