

BIC SUPPLY CHAIN EXCELLENCE AWARD (SCEA) ACCREDITATION SCHEME REVIEW TASK & FINISH WORKING GROUP – Minutes**Location:** GoToMeeting / Conference Call**Date and time:** Thursday 20th June 2017, 2pm**Minutes taken by:** Sophia Sophocleous**Present**

Alan Bence, Ingenta
John Bell, HarperCollins
Simon Edwards, Consultant
John Garrould, Bertrams
Stephen Long, Nielsen
Karina Luke, BIC
Charly Nobbs, Supply Chain Optimisation
Sophia Sophocleous, BIC

Apologies

Russell Evans, Simon & Schuster
David Hetherington, Klopotek
Matthew Hogg, Macmillan Distribution
Chris Jones, Cambridge University Press
Lada Kriz, Random House
Jim Reed, Waterstones
Alfred Willmann, Random House

Now resigned from Group

Kate MacFarlan, Clays
Chris Peck, Ingenta

1. Welcome to the call and apologies

SE welcomed the Group to the meeting and the apologies were read out. Alan Bence of Ingenta was welcomed as a new member to the Group.

2. Competition Law – conduct reminder

The Group were 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. The SCEA Review Project**- Further representatives for this Project**

SE noted that the turnout for this meeting is higher than that of the previous meeting. He suggested that members of this Group encourage and invite others to join the Group. SE noted that representation from Ingenta is particularly welcome since Ingenta (Vista) was instrumental in setting up the original Scheme.

- Agree Terms of Reference (ToR) for the Task & Finish Working Group

KL noted that ToRs for BIC Committees and T&FWGs already exist and are available on the BIC website. SS agreed circulate these to the Group.

➤ **ACTION:** SS to circulate the Terms of Reference for BIC Committees and Task & Finish Working Groups to this Group alongside the actions from this meeting.

➤ **ACTION:** All to read these Terms of Reference and indicate via email to BIC that they accept them.

- Review of feedback received from applicant organisations after the last meeting of this Group

JG provided the Group with his feedback on the Questionnaire. With reference to the confidentiality statement, JG suggested making reference to anti-competitive legislation to reinforce that only information in the public domain should be included. Given the cost and time of collecting all the data and managing it, the Group should also ask for permission to use the data in aggregate form in BIC reports, presentations and marketing material. JG suggested adding a seventh question to **Section C. EDI / e-trading**: ‘Do you support electronic trading via PEPPOL (Pan European Public Procurement Online) - invoices, Credits, Orders, Acknowledgments, Other, with possible answers: Yes, No, Not yet but in planning’. He also suggested adding the question ‘are you planning or researching any supply chain applications that make use of Blockchain technology?’ to **Section H. Data sharing**. JG added that he is pleased with the questions regarding BIC *Realtime*.

JB noted that as he mentioned in the previous meeting, the form requires various colleagues’ input, however the Questionnaire only asks for one main point of contact. SE stated that it is necessary to have one single, main point of contact, but that the plan is for other individuals to be able to log in and contribute. JB stated that this should be made clear. SE noted that the questionnaire is at present a word document and it would work differently as an online form on the BIC website. The specification for the SCEA form will follow a similar format to that already specified for the Technology Excellence in Libraries Award (TEiLA) specification as libraries similarly have various departments that need to collaborate to fill in the form.

- **ACTION:** SE to add a note to the Questionnaire, stating that although there is one main point of contact, users from other departments of the organisation are able to log in and contribute.

JB noted that any organisation (currently publishers only) providing product metadata should hold accreditation under the BIC Product Data Excellence Accreditation Scheme, and if they do not they should explain why this is.

- **ACTION:** SE to amend Question B.1 ‘do you hold accreditation under BIC Product Data Excellence Accreditation’ and to ask for the reason why not, if the answer is no.

KL suggested that 3 columns be added to the list of standards and systems under Question B.1 ‘Publishers and booksellers’, to ask whether the standard / system is used, to what extent and what level of importance it is to their business.

- **ACTION:** SE to add 3 columns to the list of standards and systems under Question B.1, ‘Publishers and booksellers’, to ask whether the standard / system is used, to what extent and what the level of importance it is to their business.

JB suggested adding BISAC to the list of standards and systems under Question B.1. The Group decided it would also be useful to add Children’s Book Marketing Codes (CBMC) and

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BIC Discount Group Codes (DGC). These will need to be explained in the glossary which is planned to accompany the form on the website.

- **ACTION:** SE to add BISAC, CBMC (Children's Book Marketing Codes) and BIC DGC (Discount Group Codes) to the list of standards and systems under Question B.1.

SL speculated whether it is appropriate to list standards and systems or whether applicants should be left to add them. SE noted that often applicants do not list everything so it would be helpful to list some examples to prompt them to give this information.

The Group discussed the various options/media that organisations use when searching for product data, such as Twitter and Amazon. JB suggested asking 'where do you supply data to and where do you get data from?' SE suggested 'do you contribute data and how do you consume data?' JB suggested continuing discussion on this area for the next meeting, for the purpose of time. The Group agreed.

SE clarified that this **Section C. EDI** will focus on UK and export markets. SL suggested asking 'what communications methods do you use?' and added that there should not be a question regarding VAN (Value Added Network). SL suggested having one grid or drop down list with key messages and communications. SE agreed that this would be less overwhelming.

KL suggested adding 2 columns to questions C.2 and C.3, relating to BIC *Realtime*: 'consume' and 'contribute'.

- **ACTION:** SE to add 2 columns to questions relating to BIC *Realtime*: 'consume' and 'contribute'.

JB noted that some of the questions combine too many different areas, e.g. under section E. Digital product delivery. SL noted that some areas may be irrelevant to certain businesses and suggested having 3-4 broad headings dealing with both physical and digital aspects, and any additional 'orphan' questions. SL noted that there is an emphasis on BIC *Realtime* among other BIC standards throughout the Questionnaire. SE stated that since the SCEA is a BIC accreditation scheme, this is understandable and appropriate. SE and SL agreed to discuss these details offline.

- **ACTION:** SE and SL to discuss the Questionnaire offline.

JB volunteered to assist SE in expanding on sections D. Digital workflow and E. Digital product delivery.

- **ACTION:** JB to assist SE in expanding sections D. 'Digital workflow' and E. 'Digital product delivery'.

SE noted that the previous Questionnaire seemed to flag up how much change and progress an organisation had undergone more than this one. He advised the Group to give this some thought before the Questionnaire is finalised.

SE noted that a question relating to the standards the applicant uses must be added to **Section G. Rights and Royalties**. KL stated that EDItX should be added as an example of a standard and that the link between sales reporting and royalties should be highlighted.

- **ACTION:** SE to expand on **Section G. 'Rights and Royalties'** to highlight the link between sales reporting and royalties.

The Group discussed creating a separate Questionnaire aimed at service providers, distributors etc. AB agreed that the Questionnaire is very publisher focused as it is.

- **ACTION:** SE to create a similar Questionnaire but aimed at service providers, distributors etc.

4. **BIC Training, Events and Communications (TEC) Committee**

KL stated that once all of the required Questionnaires have been finalised, the Group will then need to discuss promotion and launch of the new scheme, including all associated documentation (e.g. user guides, glossary etc.).

5. **New requirements under consideration for the revised SCEA Scheme**

As discussed under item 3.

6. **A.O.B.**

None.

7. **Date of next meeting**

Thursday 21st September 2017.