BIC Strategy Implementation Priorities 2018

The BIC Strategy identifies 5 implementation priorities for 2018. This document addresses:

PRIORITY 1: Begin work on the development of a supply chain metadata map to improve stakeholder awareness of metadata usage and provide a strategic overview to support future efficiencies.

2018 will see the successful recruitment of a part time consultant to run this project, with the project itself launching in early 2018. The project has three phases and is scheduled to run for 2-2.5 years with Phase One of the project due for completion by the close of 2018.

The project consultant will report into BIC's dedicated Metadata Map Steering Group and will be managed directly by BIC's Executive Director.

The aim of the project is to document, and improve the flow of, product information in the metadata supply chain. It will raise awareness of issues, standards and best practice. For more information please refer to the Project Brief here.

At the time of writing, Phase One of the project has been identified as follows:

Phase One

Estimated to last no less than 6 months, but no more than 12 months, it will concern itself with the collection of information and recommendations for how best to present that information in an updateable, useable format. It is estimated that this phase may take 100 days.

Anticipated Deliverables for Phase One include:

1. Project Plan
2. An agreement with contributors relating to their terms of engagement
3. Definition of what the contributor interviews should ask/seek out
4. Documentation of all data collected from extensive interviews with industry contacts (see below for details).
5. Benefits Statement (for the creation and ongoing maintenance of the Metadata Map) – to be mapped to original scope and monitored for the duration of the project.
6. Recommendations for how best to host/present/maintain the Metadata Map – in an updateable, useable format that considers the requirement for a mechanism for ensuring different users have authorised access to appropriate levels of information.
7. Code of conduct for authorised users i.e. what is expected in terms of updates and so forth, what they are entitled to view etc.
8. A documented agreement on the format, specification and capabilities of the Metadata Map
9. Regular, documented progress reports from the Project Consultant to the MMSG
10. A glossary of relevant ONIX terminology in plain English including a definition of 'metadata', specifying what fields are in scope.
11. Define and decide on the value of potentially extending the scope of this project (as is currently described in the Project Brief) beyond the UK to (key) export markets for UK publishers.

In addition to the above, BIC will need to give consideration early on in the project to the protection of the Metadata Map's intellectual property, as there may be other parties interested in using or adapting it once the project ends.