

# BIC METADATA

## SUB-COMMITTEE & TASK & FINISH GROUPS

### TERMS OF REFERENCE

#### MARCH 2013

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## SUB-COMMITTEE

### Overall remit of the BIC Metadata Sub-Committee:

To anticipate and interpret the needs of the entire data supply chain, this to include the whole data ecosystem and not be limited to bibliographic data. To ensure data models, tools and practices support new trading models and new technological environs both today and tomorrow; keeping in mind that books and book data are now an intrinsic part of the web, not simply on the web. To help BIC members implement and adopt data standards and best practice going forward and to raise awareness of the growing importance of the data ecosystem.

### Reporting Line

The BIC Metadata Sub-Committee reports into, and carries out/is assigned work on behalf of the BIC Digital, BIC Print and BIC Libraries Committees. It may also influence Task & Finish Groups sitting under these Committees as appropriate and is expected to ensure the BIC Training Events & Communications Committee is kept up to date regarding areas of development/interest/concern.

### Remit and Responsibilities of the BIC Metadata Sub-Committee:

- Ensure the Sub-Committee is at all times up to speed with the wider industry's digital trends
- Anticipate, interpret & prioritise the data needs of the industry
- Remain open to and aware of other media industries' practices where possible
- Promote a BIC approach and mobilise resource as and when required to research and provide solutions
- Drive & promote BIC solutions forward into the industry
- Establish "Task & Finish Groups" to tackle specific areas as required, ensuring appropriate industry representation on each
- Oversee the success and direction of these Task & Finish Groups – these groups to report into the Sub-Committee
- Close down "T&F Groups" once goal(s) achieved
- Provide regular planning and status reporting to the BIC Executive Director
- To ensure an appropriate level of confidentiality at all times
- Periodically invite in guest speakers
- Ensure BISG and other global standards/industry bodies are kept up to date with BIC's Metadata Sub-Committee work

### Who Should Sit on the BIC Metadata Sub-Committee?

The criterion for sitting on the Sub-Committee was agreed as follows:

- 1) **Representation** - needed from at least one of the following areas of the industry:
  - On-line retailers
  - High Street retailers
  - Distributors
  - Publishers
  - Data Aggregators
  - System Providers
  - Digital service provider
  - Library representation

- Digital publishing specialist
- 2) **Skillset** – the Metadata Sub-Committee should:
- Be aware of the importance of metadata and the whole data ecosystem within the trade and all other areas of the industry
  - Possess awareness and/or technical expertise on the creation and provision of metadata through one or more channels
  - Be up to speed with new technologies and new business models

Individuals sitting on the Sub-Committee should be:

- Able to attend every quarterly meeting
- Able and willing to approach projects/issues with both an overall industry perspective in addition to their company perspective
- In a position of strategic influence within their own company
- An expert in their field

3) **BIC Member?**

- Anyone sitting on the Metadata Sub-Committee must be a BIC Member, or if not, be invited in by a BIC member as a one-off (taster) after prior agreement with the Chair and BIC's Executive Director. Non-BIC-member invitees are not permitted to make decisions or vote.

**BIC Metadata Sub-Committee Chair & Deputy Chair:**

**The Chair and Deputy Chair will be elected by Committee members every 2 years.**

Responsibilities of the BIC Metadata Committee Chair (and Deputy Chair when Chair is unavailable) are as follows:

**Administrative**

- To consult with the Executive Director at least 2 weeks before the meeting to agree the agenda
- (BIC will circulate the agenda at least one week before the meeting)
- To sign off on minutes prior to their circulation. (BIC will take and circulate the minutes within 2 weeks of the meeting once approved by Executive Director)
- To de-brief the Executive Director (if not at meeting) within one week of the meeting and before the minutes are circulated
- BIC will arrange meeting room bookings
- BIC will circulate all approved minutes to the wider BIC membership

**General**

- To attend and run every meeting effectively and ensure Deputy Chair is able to do so if this is not possible on occasion
- To alert the Executive Director if there are any issues with their Sub-Committee e.g. items/projects not moving along at a good pace/lack of attendance, or input from attendees etc
- To commit to Chairing the Sub-Committee for a minimum 2 year term
- To keep the Deputy Chair up to speed on all Sub-Committee work - if required
- To report on and share the BIC Metadata Sub-Committee activities back to their own company
- To maintain appropriate confidentiality at all times, especially with regards the minutes and any other documentation
- Generally promote the work of BIC and be a BIC Advocate

**BIC Metadata Sub-Committee Members:**

Members are invited to join the BIC Metadata Sub-Committee for their skillset, experience and contribution to the industry, as well as being a representative of their organisation.

Responsibilities of all BIC Metadata Sub-Committee members are as follows:

**Practical**

- To attend every meeting – where 2 consecutive meetings are missed the Sub-Committee may consider it appropriate for someone else to attend, either from the same organisation or from another organisation
- To train a replacement and bring them fully up to speed on all BIC Metadata Sub-Committee activity, should a committee member leave their own organisation. This will be on the understanding that the Sub-Committee still wants representation from that same organisation, which may not always be the case
- To commit to sitting on the Sub-Committee for a 2 year term – after which term, Committee membership will be reviewed
- To report BIC Metadata Sub-Committee activities back to their own organisation and return feedback at each meeting

**General**

- Be willing & able to devote time to BIC Metadata Sub-Committee work
- To maintain appropriate confidentiality at all times, especially with regards to the minutes and any other documentation
- Generally promote the work of BIC and be a BIC Advocate
- Agree to all minutes taken at each meeting being made public to BIC members

**Frequency of BIC Data Sub-Committee Meetings:**

The Sub-Committee will meet quarterly and ad-hoc as required.

## TASK & FINISH (T&F) WORKING GROUPS

As the need arises the BIC Metadata Sub-Committee will appoint T&F Working Groups to address specific issues brought to light either in the Sub-Committee meetings or by other means. These T&F Working Groups will report into the BIC Metadata Sub-Committee and will be made up of BIC Members who are deemed by the BIC Metadata Sub-Committee to be experts in the area under consideration. Non-BIC Members may be invited to the Groups by a BIC member as a one-off (taster), or as a speaker after prior agreement with the Chair and BIC's Executive Director.

The appointment of the T&F Working Groups will be made from volunteer experts from the BIC membership in response to the publication of the Briefing Document.

All Metadata T&F Working Groups will only undertake work once the Metadata Sub-committee has agreed and signed off on a Briefing Document.

### Remit and responsibilities of the BIC Metadata T&F Working Groups:

#### Remit/Purpose

- To research, address and find a solution to any issue brought to it by the BIC Metadata Sub-Committee
- To agree with the BIC Metadata Sub-Committee and adhere to, a timeline (and budget if applicable) for completion of work (if/as appropriate) as laid out in the Briefing Document signed off in advance by the Sub-Committee
- Where appropriate, to comprehensively test and pilot any solutions proposed before rolling out to the industry
- To work with and understand any dependencies that may exist with other T&F Working Groups

#### Administrative

- To provide a regular monthly status update to the Executive Director & Sub-Committee Chair (phone call will suffice)
- To provide a written status report to the Sub-Committee Chair and Executive Director in readiness for each quarterly BIC Metadata Sub-Committee meeting
- To report any delays/risks to schedule immediately to the Sub-Committee Chair and Executive Director

### BIC Metadata T&F Working Group(s) Members:

Responsibilities of all BIC Metadata T&F Group(s) members are as follows:

#### Practical

- To attend and contribute to every meeting – where 2 consecutive meetings are missed the T&F Group Leader may consider it appropriate and necessary for someone else to attend, either from the same organisation or from another organisation
- Should a member leave their own organisation, the BIC Metadata Sub-Committee and T&F Group will arrange a replacement between them. This will be on the understanding that the BIC Metadata Sub-Committee and T&F Group still want representation from that same organisation which may not always be the case
- To commit to sitting on the T&F Group for the term agreed – this will vary between T&F Groups depending on the nature of the work and will be detailed in the appropriate Briefing Document
- Action, to schedule, any tasks assigned by T&F Group Leader
- Alert T&F Group Leader asap if required actions are going to be delayed so that T&F Group Leader can make alternative arrangements
- To report the BIC Metadata T&F Group's activities back to their own company and return feedback (within the limits of confidentiality)

#### General

- Be willing & able to devote sufficient time to carry out work to schedule as required by the T&F Group.
- Support the T&F Group Leader
- Maintain appropriate confidentiality at all times, especially with regards to minutes and any other documentation
- Agree to all minutes taken at each meeting being made public to BIC members
- Generally promote the work of BIC and be a BIC Advocate

### **BIC Metadata T&F Group(s) Leaders:**

T&F Working Group Leaders will be proposed and agreed by the Metadata Sub-Committee.

Responsibilities of all BIC Metadata T&F Group Leaders (& Deputy Leaders) are as follows:

#### **Practical**

- With the help of BIC's Business Manager, to schedule all T&F Working Group meetings as required in order to achieve the goals set by the BIC Metadata Sub-Committee. Where meetings are to be held in the CILIP Building, please liaise with BIC's Business Manager at least 2 weeks before the meeting
- To Chair and run every T&F Working Group meeting effectively
- To ensure actions are assigned appropriately at each meeting and followed up on
- To ensure minutes are taken and circulated to the T&F Group in a timely fashion with the assistance of BIC's Business Manager
- To appoint and train a Deputy Leader to cover in times of absence

#### **General**

- Be willing & able to devote sufficient time to lead the T&F Working Group so that the specified work is delivered to schedule and budget as required by the BIC Metadata Sub-Committee
- To agree (where appropriate/possible) with the BIC Metadata Sub-Committee, a schedule for completion of work
- To alert the BIC Metadata Sub-Committee Chair and BIC Executive Director if there are any issues with either:
  - work not moving along at the agreed pace
  - lack of attendance, or input from attendees etc.
- To share & communicate the BIC Metadata T&F Working Group activities with their own organisation (within the appropriate confines of confidentiality/commercial sensitivities)
- To maintain appropriate confidentiality at all times especially with regards minutes and any other documentation
- Generally promote the work of BIC and be a BIC Advocate
- To ensure agreed budgets are not exceeded

### **Frequency of T&F Working Group Meetings**

The T&F Working Group Leader will ensure sufficient meetings are scheduled so that the project/brief is delivered on time.

BIC will help with this.

END