

BIC ACQUISITIONS & DIVESTMENTS REVIEW GROUP – Meeting Notes**Location:** GoToMeeting / Conference Call**Date and time:** Wednesday 11th September 2019, 2pm**Meeting notes taken by:** Alaina-Marie Basset**Present**

Alaina-Marie Bassett, BIC (AMB)
 Alex Hardy, Harbottle & Lewis LLP (guest)
 Matthew Hogg, Macmillan Distribution
 Stephen Long, Nielsen
 Emily Miles, Harbottle & Lewis LLP (guest)
 Emma Stevens, Nielsen
 David Seymour, Taylor & Francis
 Karina Urquhart, BIC (Chair)

Apologies

Noah Genner, Booknet Canada
 Gareth Jarrett, Taylor & Francis
 Andrew MacBeth, Waterstones (AB)
 Brian O’Leary, BISG
 Pam Singh, PLS
 Gabrielle Wallington, Waterstones
 Reeta Windsor, Nielsen

1. Introductions and apologies

The Group was welcomed to the meeting and the apologies were delivered.

2. Competition Law – Conduct Reminder

The Group was reminded about BIC’s Competition Law Policy – please click on the following link for more information regarding this policy: <https://www.bic.org.uk/149/BIC-Competition-Law-Policy/>.

3. Feedback on use of the BIC Acquisitions & Divestments (A&D) Best Practice Guidelines (BPGs) for both digital and physical products

- Taylor & Francis (T&F) isn’t acquiring at present and has not deployed the guidelines as such. The BIC A&D BPGs (including Harbottle & Lewis’ (H&L) document) have been forwarded onto some of T&F’s external contacts for use. The A&D BPGs may need to be amended in relation to privacy going forwards.
 - **ACTION:** DS to provide feedback on T&F’s use of the BIC A&D BPGs, and any suggested amendments in relation to GDPR / Privacy, by Thursday 31st October 2019.
 - **ACTION:** KU and AH to liaise, once DS’s feedback is received, to discuss which of the BIC A&D BPGs should be amended to take into account privacy / GDPR.
 - **ACTION:** AH to circulate information about Marriott’s GDPR penalty, ASAP.
Post-Meeting Update: Action carried out on Wednesday 11th September 2019; see: <https://www.harbottle.com/marriott-mammoth-gdpr-penalty/>
- Macmillan Distribution (MDL) has carried out one small acquisition since the release of the BIC A&D BPGs. Future acquisitions will begin in January / February 2020. Internal feedback on the BIC A&D BPGs is positive and the BIC A&D infographic has proved useful for initial discussions.
 - **ACTION:** MH to provide feedback on MDL’s use of the BIC A&D BPGs by Thursday 30th April 2020.
- The BIC A&D BPGs have been reassuring to non-BIC members but they have not been deployed by H&L yet. H&L will refer its clients to the BPGs in future.

- BPGs were shared with various teams at Nielsen Book and no issues have been reported. SL noted that the volume of documents means that they aren't readily shareable at present.
 - **ACTION:** KU to produce a summary document (which includes the BIC infographic, headlines and contacts) and/or consolidate the existing documents into fewer documents (including an introduction and Table of Contents) ASAP, and amend the BIC website accordingly.
- Additional feedback
 - **ACTION:** KU to state explicitly in the BIC A&D documentation that the infographic can be printed by users.
 - **ACTION:** KU to consider the production of a pamphlet that provides an overview of A&Ds and where to go for detailed information.

4. Ideas / suggestions for promoting industry adoption

- ❖ **DECISION:** Revision of the BIC A&D documents will allow for re-promotion.
- **ACTION:** KU to consider writing a Benefits document for using BIC A&D Best Practice.
- **ACTION:** KU to look to revise the BIC website and use SEO to ascertain how discoverable the BIC A&D documents are in 2020 or thereafter.
- **ACTION:** KU and SL to liaise offline regarding Nielsen's website revision and its continued promotion of the BIC A&D documentation.
- ❖ **DECISION:** After the revision / re-promotion of the BIC A&D documentation (see item 3, above), the following actions should be carried out:
 - **ACTION:** ALL to provide prospective contacts to AMB and/or introduce BIC to your contacts at organisations that assist acquisitions (e.g. accountants, financial advisors, etc.) and may not currently be aware of BIC's A&D BPGs.
 - **ACTION:** AMB to compile a list of contacts, based on this Group's feedback.

5. Update on BIC's promotional activity to date

BIC tweets on a semi-regular basis regarding A&D. A forthcoming BIC Breakfast on A&D will take place on Thursday 21st November 2019; BIC is struggling to secure a retailer as a speaker for this session.

- **ACTION:** SL to liaise with GW regarding this BIC Breakfast.
- **ACTION:** AMB and SL to liaise regarding the promotion of this BIC Breakfast.
- **ACTION:** AH to consider attending this BIC Breakfast to write an article on A&Ds for H&L's website.
- **ACTION:** KU to write a BIC Bite on A&D, for circulation at this BIC Breakfast, by Monday 28th October 2019 (with a view to the Bite being reviewed and signed off by this Group via email).
- **ACTION:** KU to send the draft BIC Bite to Jonathan Nowell of Nielsen for his feedback.

6. A.O.B.

None.

7. Date of next meeting

Wednesday 13th May 2020.

- ❖ **DECISION:** This Review Group should meet in 9 months' time.
- **ACTION:** ALL to review and sign off on the forthcoming, revised A&D documentation via email.