

**BIC ACQUISITIONS & DIVESTMENTS TASK & FINISH WORKING GROUP (T&FWG) – Minutes****Location:** GoToMeeting / Conference Call**Date and time:** Tuesday 15<sup>th</sup> January 2019, 10am**Minutes taken by:** Alaina-Marie Basset**Present**

Alaina-Marie Bassett, BIC (AMB)  
 Matthew Hogg, Macmillan Distribution (guest)  
 Stephen Long, Nielsen (guest)  
 Andrew MacBeth, Waterstones (AB) (guest)  
 Brian O’Leary, BISG  
 David Seymour, Taylor & Francis  
 Jack Tipping, Bowker  
 Karina Urquhart, BIC (Chair)

Reeta Windsor, Nielsen

**Apologies**

Noah Genner, Booknet Canada  
 Gareth Jarrett, Taylor & Francis  
 Pam Singh, PLS  
 Emma Stevens, Nielsen  
 Gabrielle Wallington, Waterstones

**1. Introductions and apologies**

The Group was welcomed to the meeting and the apologies were delivered. It was noted that Mark Majurey of Taylor & Francis has now resigned from this Group. KU noted that the previous meeting of this Group, which was scheduled to take place on Friday 7<sup>th</sup> December 2018, did not go ahead due this Group’s availability over the Christmas period.

**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: <http://www.bic.org.uk/149/BIC-Competition-Law-Policy/>.

**3. Review minutes and actions from the previous meeting**

The minutes from the previous meeting were approved and the actions were discussed as follows:

- Review of the Best Practice documents for print / physical products (Scenarios 1-9)  
 KU confirmed that Scenario documents 1-8 were signed off by this Group via email by Thursday 6<sup>th</sup> December 2018.
  - **ACTION CARRIED OVER:** KU to liaise with BOL ASAP to agree which entities he should approach in the US in order to obtain feedback on the current Best Practice documentation.
  - **ACTION:** BOL to report back to this Group within 2 weeks of the request for feedback being sent to his colleagues in the US.
- Scenario 9  
 KU confirmed that GW provided feedback on the Scenario 9 document, especially regarding the inclusion of information about Discount Group Codes, following the previous meeting and the document was amended accordingly.

**4. Review of the Best Practice documents for print / physical products**

KU displayed and amended Scenario 9 of the Best Practice documents onscreen during the meeting.

- Scenario 9
  - **ACTION:** KU to remove all references to ‘Publisher C’ in this document.
- Step 1:
  - **ACTION:** KU to ensure that Step 1, Bullet Point 4 (regarding the provision of ONIX files) remains in this document.
- Step 2:
  - **ACTION:** KU to ensure that Step 2, Bullet Point 1 remains in this document.
  - **ACTION:** KU to incorporate the text provided by GW (regarding discount group codes) into Step 2 of this document.
  - **ACTION:** KU to make reference to the terms code matrix in Step 2 of this document.
  - **ACTION:** KU to ensure that information regarding bibliographic limbo is not included in this document since distributors are not referenced in the agreed text and the ownership of Publisher A’s titles is not changing so ‘limbo’ should not occur in Scenario 9.
- Step 3:

MH noted that a full sales history needs to be transferred to Distributor B, with a 3-month overlap to facilitate returns. This means that Distributor A should help with returns during the agreed transition period. KU amended the document to this effect during the meeting.
- Step 4:
  - ❖ **DECISION:** BIC cannot advise organisations about system changes / testing – only that they need to be taken into account during this Step.

KU added a reference to testing to Step 4, Bullet 4 of this document during the meeting.
- Step 5:
  - **ACTION:** KU to removed Step 5 from this document, with the exception of information regarding organisations needing to allow 10 working days for the acquisition / divestment metadata to flow through the supply chain.
  - **ACTION:** KU to rename Steps 6 onwards due to the removal of Step 5.
- Step 6:

This Step was signed off with minor amendments, which were made during the meeting.
- Step 7:

Information regarding Sales History was added to the first paragraph of this Step.
- Step 8:

Information regarding the provision of Weights & Dimensions metadata was added to the bullet points in this Step.

- **ACTION:** KU to amend the Scenario 9 checklist according to the decisions made during this meeting.
- **ACTION:** KU to circulate the amended document to this Group, ASAP.  
*Post-Meeting Update: This action was carried out on Tuesday 15<sup>th</sup> January 2019.*
- **ACTION:** ALL to provide feedback and/or sign off on the amended Scenario 9 document (sending the feedback to KU) by the end of the day on Thursday 31<sup>st</sup> January 2019.

**5. Update on the infographic for Acquisitions & Divestments Best Practice**

KU reported that the BIC Acquisitions & Divestments Best Practice infographic for Digital Products has now been sent to designers for its amendment (i.e. the inclusion of requirements for physical / print products). KU displayed the proposed changes to the infographic's content / text onscreen and confirmed that the amended infographic will be circulated for review ASAP.

- ❖ **DECISION:** If possible (i.e. if no feedback is provided which requires major work to be done to the infographic), this Group should sign off on the infographic via email.

**6. Review of project deliverables**

The only outstanding deliverables are the completion of Scenario 9 and the infographic.

**7. Update on the BIC Price & Availability (P&A) Task & Finish Working Group (T&FWG)**

KU reported that the bulk of the P&A project's deliverables are now completed; the T&FWG is in the process of discussing discount matrices.

**8. Deadline for project completion: December 2018 (as per Item 7.2.4 of BIC's 2018 Strategy Plan)**

KU noted that the revised deadline for the completion of this project is the end of February 2019, although it may be possible to publish the documents sooner if feedback from the US is obtained.

**9. A.O.B.**

The Group did not have any other business to report.

**10. Date of next meeting**

Thursday 14<sup>th</sup> February 2019 – as discussed above, this meeting may be cancelled in due course if this Group is able to sign off on the combined Acquisitions & Divestments infographic via email.

*Post-Meeting Update: The meeting on Thursday 14<sup>th</sup> February 2019 was not necessary and was cancelled for this reason. As such, this T&FWG has now been disbanded. BIC would like to take this opportunity to thank the members of this Group for its participation on this project.*