

**BIC PRODUCT DATA EXCELLENCE AWARD (PDEA) ACCREDITATION SCHEME REVIEW TASK
& FINISH WORKING GROUP – Minutes****Location:** Bowker, 5th Floor, 3 Dorset Rise, London EC4Y 8EN**Date and time:** Thursday 10th January 2019, 2pm**Minutes taken by:** Katherine Andrews**Present**

Katherine Andrews, BIC
Janice Ashton, Virtusales (delegate)
Graham Bell, EDItEUR
Andrew Henty, Virtusales
Clive Herbert, Nielsen
Laura Williams, Random House Group
Alistair Mann, Hachette
Peter Matthews, Consultant
Cecilia Rushton, Hodder & Stoughton
Paul Theijs, Booksonix
Jack Tipping, Bowker (Chair)

Karina Urquhart, BIC
Gabrielle Wallington, Waterstones
Keith Walters, Bibliographic Data Services Ltd.

Apologies

Alaina-Marie Bassett, BIC
Kat Coveyduck, Virtusales
Nabiha Evans, Amazon
Jon Green, Bertrams
Will Harvey, Gardners
Christopher Saynor, EDItEUR

1. Introductions and Apologies

KU welcomed the Group to the meeting and the apologies were delivered. Peter Matthews is now a member of this Group as the BIC Metadata Map's Project Consultant.

2. Competition law- Conduct reminder

The Group was reminded about BIC's Competition Law Policy – for more information regarding this policy, click here: <http://www.bic.org.uk/149/BIC-Competition-Law-Policy/>

3. Review minutes and actions from the last meeting and any matters arising

- **ONGOING ACTION:** KU to finalise the documentation for the assessors' specification (including the quality checks (QC) addendum) and applying publisher's guidelines and circulate to the Group ASAP. The audience piece has been completed by GB and the scoring for Quality Control checks has been agreed by a Sub-Group meeting of KU, CH, GB, KW and JT. The Classification and Incredible Dimensions elements have been completed.

A review of 23 items listed under sales rights has been completed and is available and the back of the minutes of the previous meeting.

4. Update on the agreed spot checks that should be performed against the quality of specific metadata elements

To answer the question of how these spot checks will be measured. GW, CS, GB, JT, KW, CH and KU met to overview quality control, agreed upon the following:

- ❖ **DECISION:** “Contributor” should not be considered for quality control check as it is too variable to get an objective automated measure. They agreed to run QC on audience, class, incredible dimensions and illogical market rights.
- ❖ **DECISION:** ‘Target percentage’ will not be agreed or publicised until the aggregators have 6 months’ worth of data from the publishers.

There is uncertainty over whether the target percentage should be 60% or 80%.

- ❖ **DECISION:** The target percentage will be decided after the measures have been in place for 6 months, then quality control will be applied.

- Transition to the new scheme

In terms of the transition the question was raised that, if data is gathered for 6 months then new measures to the scheme proper are to be applied 6 months later, if an organisation was to join the scheme 9 months in would they get full accreditation without QC, whilst an organisation joining in month 12 will get QC? The Group agreed upon the following:

- ❖ **DECISION:** 12 months after the new scheme has been launched, the additional target percentages for QCs will be applied for applications and renewals

Regarding the transition of existing members into the new scheme, the two schemes will run in tandem until all organisations have moved over. Those that renew their membership during the 6 month trial period will get a longer time without QC.

Organisations on the scheme who need time to start meeting QC apply for up to 6 months deferment of renewal of their accreditation.

- ❖ **DECISION:** The old and new schemes will be run together for a maximum of one year, whilst new organisations and renewals will go to the new scheme.
- ❖ **DECISION:** QC will be measured and factored in separately from timeliness, completeness and quality checks.

GB and KU showed proposed QC rules of XSD1.1 on screen, with intentions to get them signed off by the Group. Rules look for consistency between interest age and audience code) All agreed to proposed rules on Audience. KU explained Contributor may be added later, but currently lacks documentation.

- Incredible dimensions

In terms of Incredible Dimensions AM and LW expressed concern over different definitions of A or B format. GB answered that publishers will normally accurately label books as ‘large B format’ or ‘small B format’ and added that if people stopped using A or B format and just send the books’ measurements that would be an advantage.

GW asked if eBooks having measurements should count as incredible dimensions, to which GB agreed that it could be seen as an incredible dimension. It is however currently only conditional at silver and gold level that eBooks should have no dimensions.

- **ACTION:** “Non-physical products should not supply dimensions” was added to QC proposal by KU.

- Illogical Marketing Rights

Previously rejected illogical marketing rights rules were discussed.

- ❖ **DECISION:** The Group agreed to keep as QC rules 342, 343 and 344 relating to rest of world sales rights.

TP asked if measuring by PDEA accreditors should be done after any rules have been applied to the data by the aggregators? Should the assessment panel be looking at raw data from the publisher or data corrected by aggregators? Should whether the data is being edited by aggregators be available to assessment panel?

- ❖ **DECISION:** The Group agreed that metadata will be measured after ingestion by the aggregator/assessor. If ingestion rules are applied by the aggregator/assessor that the aggregator/assessor feels may substantially alter the results this will need to be communicated in advance by the assessor to the BIC Accreditation Panel so that it can be considered at the time of accreditation.

KW asked that if we are not taking aggregator contributions to data into account then why are we asking if they apply any rules? Should it be taken into consideration that they are only passing because of the aggregators? This could lead to looking at 2 sets of data, before and after going to aggregators.

- ❖ **DECISION:** If multiple assessors are used, the above should be kept in mind for each. If multiple assessors' scores vary substantially for the same publisher this would need to be investigated by the BIC Accreditation Panel.
- ❖ **DECISION:** "Description" will not be used as a 5th category for the QC for the new scheme. (row 11 of XSD 1.1 rule)
- ❖ **DECISION:** All decisions were recorded by KU during the meeting, to be circulated later.
Post-meeting Update: this document was circulated to the Group with these minutes on Thursday 31st January 2019.

5. **Agreeing and producing guidance for applicant organisations on the continued use of deprecated elements**

GB described deprecations as codes in ONIX that have been replaced by new ones e.g. the code for Yugoslavia is now deprecated and replaced by Bosnia, Serbia, Croatia etc., or data elements which have been superseded by better alternatives (e.g. AudienceCode superseded by the Audience composite). The policy is to discourage use of deprecated elements, not to forbid it. The PDEA scheme currently states that 'Continued use of any deprecated elements or codes is not suitable for re-certification'. Organisations have a year from first accreditation under the new scheme to change their metadata or they will not be allowed to be re-certified. No deprecated elements or codes are allowed at all at re-certification.

KW raised the need for a document listing which codes are deprecated. GB pointed out that some deprecated codes are more deprecated than others.

- **ACTION:** KA to get a list from GB of the 5 'most deprecated' deprecated elements to be included as a 5th QC check in scheme.

❖ **DECISION:** GB's 5 deprecated elements will be a QC check. The overall number of QC checks will be 5.

6. Deliverables

Deliver new scheme, market it and announce it at the London Book Fair in 2020.

7. A.O.B.

None. How do we accredited suppliers?

8. Date of next meeting

To be decided. As it stands, this is the final meeting.