

BIC PHYSICAL SUPPLY CHAIN COMMITTEE – Meeting Notes

Location: GoToMeeting / Conference Call

Date and time: Thursday 16th July 2020, 10am

Meeting notes taken by: Alaina-Marie Bassett

Present

Charmian Allwright, Hachette
Alaina-Marie Bassett, BIC
Victoria Bostock, Leo Paper Products UK
Martyn Clements, Ingram Lightning Source UK
Vicky Ellis, Clays Ltd
Matthew Hogg, Macmillan Distribution (MHO)
Colin James, Penguin Random House
Sue Kelly, Publiship
Simon Pallant, Gardners
Chris Saynor, EDiEUR
Jo Shaw, Nielsen Book

Ankit Shah, Amazon (guest) (ASH)
Alan Stanton, The Booksellers Association
(delegate) (AST)
Fraser Tanner, Batch (Chair)
Karina Urquhart, BIC

Apologies

Vivienne Clay, HarperCollins
Russell Evans, Simon & Schuster
Meryl Halls, Booksellers Association (MHA)
Andrew MacBeth, Waterstones
Matt Wright, Hachette Distribution UK

1. Welcome and apologies

- Group welcomed. Apologies delivered.
- Welcomed as new members: MC, VE and JS; ASH welcomed as guest.
- Resigned: John Garrould and Phil O'Donnell, Bertram's.

2. Competition Law – Conduct Reminder

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

3. Impact of COVID-19

- All working from home, wherever possible.
- Volume of exports increased and volume of returns reduced due to pandemic.
- BIC: holding meetings, events and training online until end December 2020; will continue to hold some BIC events and training online thereafter.
- Penguin Random House: preparing guidance for possible second wave of infection; keeping to government guidelines regarding social distancing.
- Macmillan Distribution: distribution hasn't been significantly impacted by COVID-19; volume of export higher than in previous years.
- Clays: anticipating increased volume of orders in autumn / lead up to Christmas.
- Publiship: shipping running smoothly; more regulations being implemented to counter COVID-19 restrictions.
- Waterstones: discussing extending returns window with business partners due to COVID-19 – terms to be agreed with each individual organisation separately.

4. Follow-up on actions from the previous meeting

- Notes from previous meeting approved.
- BIC's [Building a Greener Business](#) (BGB) Webinar went ahead on 12th March 2020.
- BIC Technical Implementation Clinic (TIC): document circulated on 13th July 2020; new online format to be implemented via Slack and GitHub; to be announced in August 2020.

ACTIONS	OWNER	DUE DATE
ONGOING: Schedule BIC Breakfast on cost/environmental efficiencies, covering both IRI and the <i>BIC Realtime</i> Order Cancellation API.	AMB	2020
CARRIED OVER: Produce promotional email campaign for IRI, including the quotations / endorsements collated to date.	AMB	TBC – 2020
ONGOING: Liaise with BA and Publishers Association (PA) about a unified “Green” industry forum.	KU	ONGOING
ONGOING: Produce general survey (via SurveyMonkey) to investigate BIC Member organisations’ sustainability efforts and ask if they would want to attend future industry forum meetings; provide participation link to this Group.	KU	17/08/2020
CARRIED OVER: Reduce PRH’s 12-point plan to key points and circulate to this Group.	CJ	12/11/2020
CARRIED OVER: Draft scoping document for Country of Manufacture (using SK’s update).	KU	2020
ONGOING: Liaise with HarperCollins (Glasgow) regarding attending this meeting.	RE/FT	ONGOING
CARRIED OVER: Share Penguin Random House’s green output with this Group.	CJ	12/11/2020
CARRIED OVER: Send case studies / feedback on A&D and/or IRI documents to KU.	ALL	12/11/2020
CARRIED OVER: Provide update on salient points of the British International Freight Association (BIFA) meeting to this Group.	SK	ASAP
Add item for BIC TIC to agenda for the next meeting.	AMB	26/10/2020

5. Green agenda

- BIC: Green BIC Hub launched in June 2020 – showcase for BIC’s work and that of its membership, and green news/articles; Green BIC Brunches launched in June 2020 – good level of attendance; green on all BIC Committee agendas; Building a Greener Business Seminar intended for London Book Fair 2021 (LBF21).
- Green survey for BIC members in production.

DECISION	OWNER
BIC to disseminate its green survey in August 2020.	ALL

ACTIONS	OWNER	DUE DATE
Add questions regarding biodiversity and sustainability ratings (from various bodies) to BIC’s green survey.	KU	ASAP
Add ‘Not applicable’ option to BIC’s green survey questions.	KU	ASAP

AST joined the call.

6. Watching Brief: Physical Supply Chain Review

- Forthcoming BIC Out of Print project: project brief updated to reflect COVID-19; signed off by BIC Metadata Sub-Committee to date; call for volunteers to go out in October 2020; soft launch

in December 2020 – initial work to be undertaken by project consultant; booksellers to join project in January 2021; project completion by end June 2021.

- Forthcoming BIC Ordering Best Practice project: project consultant to be recruited; project to begin in early 2021.

DECISIONS	OWNER
Not the right time to carry out a full Supply Chain review.	ALL
BIC Out of Print Project Brief signed off during meeting.	ALL
BIC Ordering Best Practice project to commence in February 2021; engagement with booksellers to commence in Q2.	ALL
BIC Ordering Best Practice project to address non-traditional ordering processes and export, if possible.	ALL

ACTIONS	OWNER	DUE DATE
Keep this item on the agenda for the next meeting.	AMB	12/11/2020
Re-circulate BIC Ordering Project Brief to this Group.	KU	ASAP
Send any further feedback on Ordering Project Brief to KU.	ALL	31/07/2020
Send suggestions for Ordering project consultant to KU.	ALL	ASAP

7. General distribution issues

- Nothing further to report at this time; covered by items, above.

8. Update on BIC Review Groups

- Acquisitions & Divestments (A&D)
 - Meeting postponed: 13th May 2020.
 - Next meeting: 24th September 2020.
 - Update to A&D documentation underway.
- BIC Realtime
 - Next annual meeting: 7th January 2021.
 - New Chairperson required.
 - Questions sent to *BIC Realtime* mailing list regarding their implementations; 7 responses received to date; support for standard noted; adoption rate low at present; implementations dependent on time and further adoptions (to drive progress).

SK and ASH left the meeting.

- Further development of *BIC Realtime* frozen until new industry requirements and further adoptions identified.
- *BIC Realtime* benefits statement to be added to the BIC website soon.
- Industry Returns Initiative (IRI)
 - Next meeting: 8th October 2020.
 - Update to IRI documentation underway.

- Weights & Dimensions (W&D)
 - Met 12th May 2020; [meeting notes](#).
 - Next meeting: 14th January 2021.
 - Watching brief on Trusted Partner Scheme (under consideration).

ACTIONS	OWNER	DUE DATE
Circulate revised <i>BIC Realtime</i> benefits statement to this Group.	KU	ASAP
Provide any feedback on <i>BIC Realtime</i> benefits statement to KU.	ALL	ASAP
Identify a new representative for the BIC IRI Review Group and provide contact details to AMB.	CJ	25/09/2020

9. BIC Supply Chain Excellence Award (SCEA) Accreditation Scheme

- 15 organisations have gained accreditation to date; see list as of May 2020, [here](#).

DECISION	OWNER
Collate feedback from the BIC green survey (see Item 5) to inform consideration of adding green questions to the SCEA Accreditation Scheme.	ALL

10. Issues affecting shippers and freight forwarders

- Product source data, county of origin: political sanctions resulting in more regulations; lots of complexity behind-the-schemes; harmonisation codes assigned to product ranges for export (including tax, product type, contents of container, etc.) – critical for getting products through import channels.
- Brexit implications: UK government released guidance on how the UK border will work with EU; SK attending webinar on this topic, 16th July 2020; document doesn't address border with Northern Ireland – different procedure required to address this.

DECISION	OWNER
New BIC project required to address country of origin.	ALL

11. A.O.B.

- Dimensions for carton size have now been added to ONIX code list Issue 50.
- EDItEUR's International Supply Chain Seminar to be held online on 13th October 2020.

12. Date of next meeting

- Thursday 12th November 2020.

ACTIONS	OWNER	DUE DATE
Schedule all meetings of this Committee for 2021.	AMB	ASAP