

BIC PHYSICAL SUPPLY CHAIN COMMITTEE – Meeting Notes

Location: GoToMeeting / Conference Call

Date and time: Thursday 12th November 2020, 10am

Meeting notes taken by: Alaina-Marie Bassett

Present

Alaina-Marie Bassett, BIC
Victoria Bostock, Leo Paper Products UK
Vicky Ellis, Clays Ltd
Meryl Halls, Booksellers Association (MHA)
Adam Hewson, Hewson Books (guest)
Matthew Hogg, Macmillan Distribution (MHO)
Ebony Hutt, Two Sides (guest)
Sue Kelly, Publiship
Simon Pallant, Gardner's (SPA)
Simon Pollard, BIC (SPO) (guest)
Chris Saynor, EDITEUR
Alan Stanton, Booksellers Association
(delegate) (AST)
Kate Stilborn, Blackwell's (guest)

Jonathan Tame, Two Sides (guest)
Fraser Tanner, Batch (Chair)
Karina Urquhart, BIC

Apologies

Charmian Allwright, Hachette
Vivienne Clay, HarperCollins
Martyn Clements, Ingram Lightning Source UK
Russell Evans, Simon & Schuster
Colin James, Penguin Random House
Andrew MacBeth, Waterstones
Ankit Shah, Amazon (ASH)
Jo Shaw, Nielsen Book
Matt Wright, Hachette Distribution UK

1. Welcome and apologies

- Group welcomed. Apologies delivered.
- Welcomed: ASH as new member (in absentia); EH, SPO, KS and JT as guests.

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.
- BIC: moved to 100% remote-working model; holding meetings, events and training online; will hold one face-to-face meeting for this Committee per year in future.
- Batch: continues to work remotely, as standard.
- Blackwell's: academic shops open in Cardiff and Scotland; click-and-collect in operation; hoping to re-open in December 2020.
- The Booksellers Association (BA): Welsh bookshops re-opened and reporting increased sales; hoping for resurgence in sales in December 2020.
- Clays: factory / machinery reorganised to allow for social distances measures; currently working at, if not over, capacity.
- Gardner's: increase in online business; second warehouse accommodating additional operations required for internet-based customers; still have capacity but very busy.
- Hewson Books: shops (UK) in lockdown currently but doing click-and-collect; bookshop.org proving useful to independent bookshops – increasing income, particularly for bookshops without their own website.
- Macmillan Distribution: resurgence evident in October 2020; further lockdown is frustrating however supply chain is healthy (with strong sales) and recovering well; big November 2020

for distributors (due to significant demand); online sales surging; online supply chains may struggle / be beyond capacity in late November / December 2020; resilience required by supply chain; travel publishers detrimentally affected by lockdown but most others seem to be surviving; loss of Bertram Group has been absorbed by supply chain (positive).

- Publiship: freight market experiencing capacity-issues; port spaces and shipping lines being reduced; empty containers stuck at ports (impacting on cargo); ports impacted by social-distancing; drivers at reduced capacity; volume of shipping down by 10%; issues likely to be experienced until mid-February 2021; Asia’s shipping rates have increased.

4. Follow-up on actions from the previous meeting

- Notes from previous meeting approved.
- Green BIC Brunch on distribution and freight, 22nd October 2020; [recording](#).
- Country of Origin Project Brief to be circulated soon.
- Project Briefs for Ordering Best Practice and Out of Print (OP) signed off; call for volunteers for OP project to go out by 20th November 2020.

ACTIONS	OWNER	DUE DATE
CARRIED OVER: Produce promotional email campaign for IRI, including the quotations / endorsements collated to date.	KU	TBC – 2020
ONGOING: Liaise with BA and Publishers Association (PA) about a unified “Green” industry forum.	KU	ONGOING
ONGOING: Liaise with HarperCollins (Glasgow) regarding attending this Committee’s meetings.	RE/FT	ONGOING
CARRIED OVER: Circulate revised <i>BIC Realtime</i> benefits statement.	KU	ASAP
CARRIED OVER: Provide feedback on benefits statement to KU.	ALL	ASAP

5. Green agenda

- BIC: BIC Green Hub development in progress; Green BIC Brunches have been very successful and are receiving international engagement; green topics now on all BIC Committee agendas; BIC green event / webinar intended for London Book Fair 2021; announced [International Green Book Supply Chain Alliance](#), September 2020 with BISG and BookNet Canada; more information to come in December 2020; BIC to organise a UK group to address local green issues and feed into the International Alliance; global-dimension is important; tangible support required for the industry.
- The BA: green is global issue but local solutions required; awareness required within supply chain; great progress is being made but may be further impacted by COVID-19; green is particularly important to key distributors.
- Two Sides: provides tools to explain sustainable nature of paper products; produces paper-positive, fact-based information for use by industry; recent campaign: [Love Paper](#); looking to work with book industry in future and provide fact-based information for its use; looking to understand how it can become better involved with the book industry; information regarding Two Sides on BIC Green Hub, [here](#).

ACTIONS	OWNER	DUE DATE
Provide a copy of the BA’s Climate Roadmap (for circulation) to KU.	MHA	ASAP
Provide presentation on Two Sides at next Committee meeting.	JT	16/03/2021

ACTIONS (continued)	OWNER	DUE DATE
Add "Two Sides Presentation" to the agenda for the next meeting.	KU	01/03/2021

6. Watching Brief: Physical Supply Chain (PSC) Review

- Investigative work required by BIC to review the PSC in summer 2021 (COVID-19 dependent); work to be driven by desired outcomes; areas of the PSC that can / should be bettered to be established.
- This work may have some overlap with forthcoming BIC OP project.

7. General distribution issues

- Nothing further to report at this time; covered by items, above.
- UK is operating paperless more so than organisations in the US.
- Two Sides: emotive marketing statements (regarding saving paper) can overstate the benefits and detrimentally affect the supply chain.

8. Update on BIC Review Groups

- Acquisitions & Divestments (A&D)
 - Next meeting: 26th January 2021.
 - Update to A&D documentation in progress.
- Industry Returns Initiative (IRI)
 - Next meeting: 20th January 2021.
 - Update to IRI documentation in progress.
 - BIC Brunch on returns and IRI to be held on 4th February 2021; [registration](#).
- Weights & Dimensions (W&D)
 - Met 12th May 2020; [meeting notes](#).
 - Next meeting: 14th January 2021.
 - Watching brief on Trusted Partner Scheme (under consideration).

ACTION	OWNER	DUE DATE
Inform KU if you would like to join the BIC IRI Review Group.	ALL	04/01/2021

9. BIC Trade Technical Clinic (TTC)

- Online forum to discuss EDI, EDIFACT, TRADACOMS, *BIC Realtime* (for trade or libraries) issues.
- Issues to be discussed and resolved online, via Slack and GitHub.
- Limited number of issues being raised at present; BIC monitoring engagement; further promotional work may be required to encourage participation.
- Previous issues raised were resolved and/or moved into forthcoming BIC Ordering project.

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

DECISION	OWNER
Prospective question: does your organisation have ISO 14001 certification?	ALL

ACTION	OWNER	DUE DATE
Discuss proposed question (above) with SCEA Accreditation Panel.	KU	18/11/2020

11. Issues affecting shippers and freight forwarders

- Brexit / UK: importing continuing; issues with customs likely; limited work can be done in advance to address Brexit / systems issues; dummy systems available on Publiship website; advising customers to avoid January 2021, if / where possible; producing document for customs entries and what information you'll need to provide.
- Limited awareness about how Ireland sources its printed products; shipping / transportation routes likely to change due to Brexit.
- Tariff / commodity / harmonisation codes: international retailers looking to amend their use of these codes, especially in relation to children's books; will impact on sales; customs duty was driven by EU so it's uncertain why this is happening.

DECISIONS	OWNER
Would be advantageous to have Irish representative on this Committee.	ALL

ACTIONS	OWNER	DUE DATE
Liaise with Irish organisations regarding joining this Committee / BIC.	SP	16/03/2021
Provide copy of Publiship's customs entries document to KU.	SK	04/12/2020
Distil Publiship's commodity codes document into salient points and provide to KU.	SK	ASAP
Circulate and promote both of Publiship's documents (above).	KU	ASAP

12. Brexit implications

- Nothing further to report at this time; covered by item 11, above.

13. A.O.B.

- ONIX International Steering Committee met, October 2020: Block 8 approved (production / manufacturing information) – allows publishers to send information about print files and digital files to printers / suppliers.

14. Date of next meeting

- Tuesday 16th March 2021.

ACTION	OWNER	DUE DATE
Send any further items for this Committee's agenda to KU.	ALL	01/03/2021