

BIC PHYSICAL SUPPLY CHAIN MAP TASK & FINISH WORKING GROUP (T&FWG) – Minutes

Location: GoToMeeting / Conference Call

Date and time: Tuesday 20th November 2018, 2pm

Minutes taken by: Sophia Sophocleous

Present

John Bell, HarperCollins Publishers

Simon Edwards, Consultant

Colin James, Penguin Random House

Susan Kelly, Publiship

Chris Saynor, EDItEUR

Sophia Sophocleous, BIC

Karina Urquhart, BIC

Apologies

Alaina-Marie Bassett, BIC

Marian Hursey, Macmillan Distribution

Stephen Long, Nielsen Book Services

1. Welcome and apologies

SE welcomed the Group 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: <http://www.bic.org.uk/149/BIC-Competition-Law-Policy/>

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

The minutes from the last meeting of this Group were approved by the Group.

4. Review proposed questions for BIC members

KU shared the proposed questions for the Physical Supply Chain (PSC) Map with the Group onscreen, and SE talked the Group through them. JB and CJ agreed that the questions should be more succinct. The Group went through the draft email, written to accompany the set of questions. The Group agreed on various changes to the draft email and KU made the changes onscreen. KU noted that BIC intends to send the questions to BIC members as soon as possible, as meetings for the PSC Map will ideally take place in January 2019.

❖ **DECISION:** The Group agreed that the questions should be emailed to this Group and the wider BIC membership by the end of November 2018. Due to the busy November/December period, the Group agreed that a follow up email should be sent in January 2019 to include the names of organisations that have already participated.

➤ **ACTION:** KU to email the questions for the PSC Map to this Group, and the wider BIC membership (personalising the salutations to encourage participation) by end November 2018.

5. Review SE's spreadsheet and tabs for BIC Physical Supply Chain Map timeline

KU suggested adding 'royalties payment' to the 'relationships' tab of this spreadsheet, as they may feed into ISNI and sales reporting.

➤ **ACTION:** SE to add 'royalties payment' to the 'relationships' tab of this spreadsheet.

KU asked the Group whether the Excel format of the timeline is appropriate. The Group considered using diagrams, similar to those created in the minutes from the PSC Map Workshop on Wednesday 18th July 2018. SE noted that there are details that are not included in the Excel spreadsheet, such as Salesforce, but the Group agreed that the timeline should remain formatted as an Excel spreadsheet.

- **ACTION:** SE to complete the “Map”/Excel document before the end of November 2018 so that KU can include the document in the email (as mentioned under item 4 of the agenda).
- **ACTION:** KU to email this spreadsheet to this Group and the wider BIC membership, alongside the questions, referring to the spreadsheet as a ‘document’ rather than a ‘map’.
- **ACTION:** ALL to liaise with SE following receipt of the email from KU to schedule meetings (to take place in January 2019) to discuss physical supply chain issues.

6. Physical Supply Chain Map Task & Finish Working Group (T&FWG) Project Plan

The Group went over the Project Plan and KU added the deadlines discussed.

7. SE’s monthly progress report

This item was discussed under item 6 of the agenda.

8. Successful delivery of project objectives

This item was discussed under item 6 of the agenda.

9. A.O.B.

There was no other business to discuss.

10. Date of next meeting

- ❖ **DECISION:** The Group agreed that the next meeting of this Group, scheduled for December 2018, should be postponed.
- **ACTION:** SS to cancel the next meeting of this Group and set up Doodle Polls for meetings in January and February 2019.

This Group will meet next on Tuesday 26th February 2019.