

**BIC SUPPLY CHAIN EXCELLENCE AWARD (SCEA) ACCREDITATION SCHEME REVIEW TASK & FINISH WORKING GROUP – Minutes**

**Location:** GoToMeeting / Conference Call

**Date and time:** Wednesday 4<sup>th</sup> September 2019, 2pm

**Minutes taken by:** Alaina-Marie Bassett

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**Present**

Alaina-Marie Bassett, BIC  
 John Bell, HarperCollins  
 Simon Edwards, Consultant (Chair)  
 Matthew Hogg, Macmillan Distribution  
 Stephen Long, Nielsen  
 Karina Urquhart, BIC

**Apologies**

Alan Bence, Ingenta  
 Russell Evans, Simon & Schuster  
 John Garrould, Bertram Group  
 Chris Jones, Cambridge University Press  
 Lada Kriz, Penguin Random House  
 Jim Reed, Waterstones

**1. Welcome and apologies**

SE welcomed the Group to the meeting and the apologies were delivered.

**2. Competition Law – conduct reminder**

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

**3. Deadline for this Project's completion: December 2018 (as per item 7.1.8 of [BIC's Strategy Implementation Plan 2018](#))**

The deadline for this project's completion has passed and the Scheme has now completed its pilot phase also. KU noted that this project will be closed shortly.

**4. Follow-up on actions from the previous meeting**

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

- Pilot applications received from this Group  
 KU reported that 5 of the organisations represented on this Group provided an application.
- Launch and promotion of the revised BIC SCEA Accreditation Scheme
  - **ACTION CARRIED OVER:** KU to ensure that all commended, accredited organisations are referenced at London Book Fair 2020 (LBF20).
  - **ACTION CARRIED OVER:** KU to liaise with SL regarding the future promotion of the SCEA commended organisations at Nielsen Book's events.

JB joined the meeting.

- 'Skipped' / 'missed' questions in the revised BIC SCEA Scheme's application form
  - **ACTION:** KU to revise the wording of item 8 in the "BIC instructions for applying to the BIC SCEA Accreditation Scheme" document to ensure that applicants understand why

they may not see all of the numbered questions in the application form, i.e. due to their organisation type.

- Treatment of backorders (proposed by the BIC Technical Implementation Clinic (TIC))  
 KU reported that a question regarding the treatment of backorders will not be added to the revised BIC SCEA Scheme at this time but will instead be dealt with by BIC's forthcoming Ordering project; this was agreed at the most recent meeting of the BIC TIC.

#### 5. Final sign off on the BIC SCEA online application form and scoring mechanism

SE displayed the revised BIC SCEA scoring mechanism onscreen during the meeting. He noted the variety of service and systems providers within the book industry and suggested that it is therefore difficult to agree on meaningful questions for these organisation types. He also suggested that it is difficult to specify questions for printers as there are limited BIC and book industry standards in this area.

- ❖ **DECISION:** Both the online form and scoring mechanism were signed off by the Group.
- **ACTION:** AMB to amend the URL for the final online application form to say "final" rather than "May 2019".  
*Post-Meeting Update: The action, above, was carried out on Friday 6<sup>th</sup> September 2019.*
- **ACTION:** AMB to encourage Publiship, Woodland Media and Clays Ltd to apply for accreditation on the revised SCEA Scheme in due course (as Service Providers); AMB should ask both organisations to provide feedback on the application process and the relevance of the questions to their organisation type.
- **ACTION:** KU and AMB to test the latest version of the SCEA online application form to ensure its logic is correct by Wednesday 18<sup>th</sup> September 2019.
- **ACTION:** ALL to test the latest version of the SCEA online application form by Wednesday 18<sup>th</sup> September 2019, sending any feedback on the logic of the questionnaire – in relation to your respective organisation types – to KU, SE and AMB.

#### 6. SCEA Review Project Plan – decisions on publication and launch

- ❖ **DECISION:** The revised SCEA Scheme should be launched in the first week of December 2019 with a view to the first set of applications being considered in February 2020 (at the inaugural meeting of the refreshed BIC SCEA Accreditation Panel).
- ❖ **DECISION:** This revised scheme should have a soft launch, i.e. a press release will not be disseminated to announce the Scheme.
- ❖ **DECISION:** Applications to the revised scheme should not be staggered / phased-in, i.e. by organisation type.
- ❖ **DECISION:** The Terms of Reference document for the new BIC SCEA Accreditation Panel should not be published on the BIC website.
- **ACTION:** KU to ensure that the text regarding how to save progress on the SCEA online application form and how to forward that progress onto colleagues (prior to submitting the form) is included in both the "BIC instructions for applying to the BIC SCEA Accreditation Scheme" document and the introduction to the online application form on Formstack.

- **ACTION:** SE to produce a PDF which contains all the applicable questions for each of the main organisation types, as well as a PDF which contains all the questions included in the full SCEA questionnaire, by the end of the day on Wednesday 18<sup>th</sup> September 2019, sending them to KU and AMB via email.
- **ACTION:** SE to produce a Glossary for the SCEA Scheme, sending the document to KU and AMB, by the end of the day on Wednesday 18<sup>th</sup> September 2019.  
*Post-Meeting Update: The two actions directly above are outstanding as of 7<sup>th</sup> October 2019.*
- **ACTION:** KU to revise the content of the BIC SCEA webpage (on the BIC website) prior to the launch of the revised scheme in December 2019.
- **ACTION:** AMB to finalise the logo and certificate for the revised BIC SCEA scheme prior to the launch of the revised scheme in December 2019.

SL left the meeting.

#### 7. A.O.B.

The Group did not have any other business to raise.

#### 8. Project closure

This T&FWG has now been disbanded. KU thanked the members of the Group for their perseverance and participation on this project.

- ❖ **DECISION:** It would be advantageous if the members of this Group could join the Accreditation Panel for the revised BIC SCEA Scheme.
- ❖ **DECISION:** Securing a retailer to sit on the Panel is especially important.
- **ACTION:** AMB to schedule the first meeting of the BIC SCEA Accreditation Panel in February 2020 ASAP.
- **ACTION:** AMB to liaise with JR and Andrew MacBeth regarding the possibility of Waterstones joining the BIC SCEA Accreditation Panel, or finding another suitable representative from Waterstones who could do so.

*Post-Meeting Update: Unfortunately, Waterstones has confirmed that it does not have the capacity to join this Panel at this time.*