

**BIC WEIGHTS & DIMENSIONS TASK & FINISH WORKING GROUP (T&FWG) – Minutes**

**Location:** GoToMeeting / Conference Call

**Date and time:** Thursday 6<sup>th</sup> December 2018, 10am

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

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**Present**

Alaina-Marie Bassett (AMB)

John Bell, HarperCollins

Amelia Douglas, Clays

Simon Edwards, Consultant

Andrew Henty, Virtusales

Matthew Hogg, Macmillan Distribution (Chair)

Sue Kelly, Publiship

Liz McNaughton, Nielsen

Chris Saynor, EDItEUR

Karina Urquhart, BIC

Natasha Ward, Nielsen

**Apologies**

Catriona Brown, Canongate Books

Mike Done, Pearson

John Garrould, Bertram's

Andrew MacBeth, Waterstones (AMA) (Deputy)

Anna Mitchelmore, HarperCollins (AMI)

**1. Welcome and apologies**

The Group was welcomed to the meeting and the apologies were delivered.

**2. Competition Law – conduct reminder**

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

**3. Review of minutes and follow-up on actions from the previous meeting**

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

- HarperCollins Publishers' use of its distribution division's weights and dimensions metadata  
An update on HarperCollins' decision (regarding the use of its distribution division's weights and dimensions metadata) was not available. MH noted that the decision is not critical to this project, only HarperCollins Publishers as an organisation.
- BIC Best Practice guidelines for weights & dimensions  
CS confirmed that information regarding the XSD 1.1 ONIX schema (for basic and strict validations) and ONIX's ability to send standard format and actual dimensions was added into the best practice guidelines document following the previous meeting.
- Reporting back on the weights and dimensions processes within organisations that are not represented on this Group  
MH noted that discussions regarding weights and dimensions processes and next steps will continue internally in various organisations – including Penguin Random House – following the completion of this project. NW and MH agreed that, in principle, the organisations recently approached by both Nielsen and Macmillan Distribution are happy to endorse the BIC Weights & Dimensions Best Practice document although they will need to speak with

third parties about this in due course. KU noted that, to follow-up on the use of this best practice document and to facilitate its ongoing promotion, BIC would like to liaise with this Group regarding its respective organisations' progress in approximately 6 months' time –with a view to compiling a list of compliant organisations which can be displayed / publicised on the BIC website and used for promotional purposes. The Group agreed that this is a good idea.

- **ACTION:** KU to liaise with the membership of this Group in approximately 6 months' time to obtain an update on any progress made with regards to weights / dimensions.
  - Amending the BIC Weights & Dimensions Best Practice Guidelines document
    - **ACTION CARRIED OVER:** KU to add a more specific link from the BIC website for weights & dimensions to the "Further information" section of this document.
  - Production of a draft Future Recommendations document

MH confirmed that a brief Future Recommendations document was produced following the previous meeting; this document will be reviewed / edited during this meeting.

    - **ACTION CARRIED OVER:** MH to ensure that both NW and LM are invited to provide feedback on the Future Recommendations document, particularly the items that impact upon Nielsen Book and its prospective future developments.
- 4. Finalising the BIC Weights & Dimensions Best Practice Guidelines document**
- The Group reviewed the latest version of this document, concentrating on recent amendments.
- **ACTION:** AMB to amend the Best Practice document according to CS's comments / feedback.
  - **ACTION:** KU to amend the document according to the feedback received during this meeting.
- Post-Meeting Update: The 2 actions, above, were carried out on Thursday 6<sup>th</sup> December 2018.*
- **ACTION:** AMB to brand and format this document, ready for publication, circulating the final version to this Group for sign off by the end of the day on Friday 7<sup>th</sup> December 2018.
- Post-Meeting Update: This action was carried out on Friday 7<sup>th</sup> December 2018.*
- **ACTION:** ALL to sign off on the final document by Thursday 13<sup>th</sup> December 2018.
  - **ACTION:** AMB to ensure that this document is published on the BIC website no later than the end of the day on Monday 17<sup>th</sup> December 2018.
- Post-Meeting Update: Due to unforeseen circumstances this document was published on Thursday 20<sup>th</sup> December 2018.*
- **ACTION:** AMB to set up a dedicated webpage for Weights & Dimensions, once the final, formatted version of the Best Practice document has been signed off.
- Post-Meeting Update: This dedicated webpage was set up on Thursday 20<sup>th</sup> December 2018; the link is as follows: <http://www.bic.org.uk/206/Weights-and-Dimensions/>*
- 5. Reviewing the Weights & Dimensions Project Plan (PP)**
- MH noted that the outstanding deliverables for this project relate to BIC communications / promotional work. KU confirmed that the BIC Operational Board, the BIC Physical Supply Chain

(PSC) Committee and this T&FWG will all be notified about the publication of the Best Practice document in due course; a dedicated email campaign and social media posts on Twitter, Facebook and LinkedIn will also be disseminated following the publication.

➤ **ACTION:** MH to mark Item 4.4 as under consideration / in the hands of Nielsen on the PP.

- Project follow-up

➤ **ACTION:** KU to follow-up with the members of this T&FWG in 6 months' time, alongside the BIC PSC Committee, to ascertain the extent to which the BIC Weights & Dimensions Best Practice document has been adopted by their respective organisations; whether any issues were identified; and whether they are promoting the best practice guidelines to their business partners / stakeholders. This action should be carried out with a view to compiling a list of organisations which adhere to weights and dimensions best practice which can, with permission, be displayed on the BIC website.

➤ **ACTION:** KU to consider a further-detailed data analysis exercise at 12 months to measure the impact and/or benefits of adopting best practice; this work is subject to the progress established from BIC's 6-month review and will be deferred if progress at 6 months is slow.

## 6. Reviewing the project closing recommendations

It was noted that the Future Recommendations document is intended for circulation to the BIC Operational Board and BIC PSC Committee only; it is not intended for public consumption.

➤ **ACTION:** MH to add context to the Future Recommendations document, to ensure that individuals who did not sit on this project are able to understand the information it contains.

*Post-Meeting Update: This action was carried out on Thursday 6<sup>th</sup> December 2018.*

➤ **ACTION:** AMB to brand and circulate the final Future Recommendations document by the end of the day on Friday 7<sup>th</sup> December 2018.

*Post-Meeting Update: This action was carried out on Friday 7<sup>th</sup> December 2018.*

➤ **ACTION:** SE to ensure that 2 questions are added to the revised BIC Supply Chain Excellence Award (SCEA) Accreditation Scheme regarding organisations' awareness of the BIC Weights & Dimensions best practice and whether they are compliant; logic will need to be applied to these questions to ensure they are only posed to the relevant organisation types.

➤ **ACTION:** AMB to add an item regarding the additional questions to the agenda for the next meeting of the BIC SCEA Review T&FWG.

## 7. Weights and Dimensions Project Report (PR)

❖ **DECISION:** A final PR isn't required as the Future Recommendations document supersedes it.

## 8. Project closure (deadline for project completion: 31<sup>st</sup> December 2018)

MH confirmed that this project is on track for completion by Monday 31<sup>st</sup> December 2018. KU thanked the members of this Group for their participation on, and dedication to, this project.

❖ **DECISION:** This T&FWG should be disbanded as the project is now complete.