DIGITAL
@BIC1UK
www.bic.org.uk
info@bic.org.uk
BIC's Privacy Policy

BIC DIGITAL SUPPLY CHAIN

COMMITTEE & TASK & FINISH WORKING GROUPS
TERMS OF REFERENCE
SEPTEMBER 2016
UPDATED MAY 2018

COMMITTEE

Remit and responsibilities of the BIC Digital Committee:
- Ensure the Committee is at all times up to speed with the wider industry's digital trends
- Anticipate, interpret & prioritise the digital needs of the industry
- Promote a BIC approach and mobilise resource as and when required to research and provide solutions
- Drive & promote BIC solutions forward into the industry
- Establish "Working Groups" to tackle specific areas as required, ensuring appropriate industry representation on each.
- Oversee the success and direction of the Digital Working Groups – these groups to report into the Committee
- Close down "Working Groups" once goal(s) achieved.
- Provide regular planning and status reporting to the BIC Executive Director.
- To ensure an appropriate level of confidentiality at all times.
- Periodically invite guest speakers in from outside the "traditional" digital publishing industry
- Ensure BISG and other global standards/industry bodies are kept up to date with BIC's Digital Committee work.

Applications to sit on the BIC Digital Committee:
All applications to join any BIC Committee must be made in writing using the appropriate application form. All applications will be discussed during the respective Committee's meetings (unless this process is overruled by the Chair). The composition of BIC Committees is at the discretion of BIC but should be balanced and reflect the UK book industry.

The criterion for sitting on the Digital Supply Chain Committee:

1) **Representation** - needed from at least one of the following areas of the industry:
- On-line retailer
- Distributor
- Independent publisher involved in digital publishing
- Larger publisher involved in digital publishing
- Digital only publisher
- Digital service provider

2) **Skillset** - each person sitting on the Digital Committee should:
- Possess "traditional" digital publishing industry awareness (i.e. the creation, distribution and sale of eBooks through regular online retailers e.g. Amazon, Apple and/or similar)
- Possess an awareness of the non-traditional digital publishing industry (i.e. the creation, distribution and sale of any other form of digital content, not limited to eBooks and via non-traditional routes)
- Be up to speed with new technologies and new business models

The book industry's supply chain organisation

DIGITAL
@BIC1UK
www.bic.org.uk
info@bic.org.uk
BIC's Privacy Policy

- Be able to attend every quarterly meeting
- Be able and willing to approach projects/issues with both an overall industry perspective in addition to their company perspective.
- Be in a position of strategic influence within their own company

3) BIC Member?
- Anyone sitting on the Digital Committee must be a BIC Member, or be invited in by a BIC member as a one-time only guest after prior agreement with the Chair and BIC's Executive Director.

BIC Digital Committee Chair:
Responsibilities of the BIC Digital Chair are as follows:
- To schedule quarterly meetings and book venues. Where meetings are held in the CILIP Building, liaise with the Executive director to arrange at least 2 weeks before the meeting.
- To consult with the Executive Director at least 2 weeks before the meeting on the purpose of the meeting and before sending agenda.
- To set & circulate the agenda at least one week before the meeting
- To attend and run the meeting effectively
- To arrange for minutes to be taken, and circulated within 2 weeks of the meeting once approved by Executive Director.
- To de-brief the Executive director within one week of the meeting and before the minutes are circulated.
- To alert the Executive Director if there are any issues with their committee e.g. items/projects not moving along at a good pace/lack of attendance, or input from attendees etc.
- To commit to Chairing the Committee for a minimum 2 year term
- To train the Deputy Chair
- To report on and share the BIC Digital Committee activities back to their own company
- To maintain appropriate confidentiality at all times and especially with regards the minutes and any other documentation.
- Generally promote the work of BIC

BIC Digital Committee Members:
Responsibilities of all Digital Committee members are as follows:
- To attend every meeting – where 2 consecutive meetings are missed the Committee may consider it appropriate for someone else to attend, either from the same company or from another company.
- To train a replacement and bring them fully up to speed all Digital Committee activity, should a committee member leave their own company. This will be on the understanding that the Committee still wants representation from that same company.
- To commit to sitting on the Committee for a minimum 2 year term
- Be willing & able to devote time to Digital Committee work
- To report BIC's Committee activities back to their own company and return feedback
- To maintain appropriate confidentiality at all times and especially with regards the minutes and any other documentation.
- Generally promote the work of BIC

Frequency of BIC Digital Committee Meetings:
The Committee will meet quarterly.

DIGITAL
@BIC1UK
www.bic.org.uk
info@bic.org.uk
BIC's Privacy Policy

TASK & FINISH WORKING GROUPS

As the need arises the Digital Committee will appoint Digital Working Groups to address specific issues brought to light either in the Committee meetings or by other means. These Working Groups will report into the Digital Committee and will be made up of BIC Members who are deemed by the Committee to be experts in the area under consideration. Non-BIC Members may be invited to the Groups by a BIC member as a one-off (taster) after prior agreement with the Chair and BIC's Executive Director.

Remit and responsibilities of the BIC Digital Working Groups:
- To research, address and find a solution to any issue brought to it by the BIC Digital Committee
- To agree with the BIC Digital Committee and adhere to a timeline for completion of work (if/as appropriate)
- Where appropriate, to comprehensively test and pilot any solutions proposed before rolling out to the industry.
- To provide a regular monthly status bulletin to the BIC Digital Committee
- To work with and understand any dependencies that may exist with other Working Groups.
- To report any delays/risks to schedule immediately to the Chair and Executive Director.
- To nominate a Working Group Leader.

BIC Digital Working Group(s) Members:
Responsibilities of all BIC Digital Working Group(s) members are as follows:
- To attend every meeting – where 2 consecutive meetings are missed the Working Group may consider it appropriate for someone else to attend, either from the same company or from another company.
- Should a member leave their own company, the Committee and Working Group will arrange a replacement between them. This will be on the understanding that the Digital Committee and Working Group still want representation from that same company.
- To commit to sitting on the Working Group for the term agreed – this will vary between Working Groups depending on the nature of the work.
- Be willing & able to devote time to carry out work required by the Working Group.
- To report the Digital Working Group's activities back to their own company and return feedback (within the limits of confidentiality)
- To maintain appropriate confidentiality at all times, especially with regards minutes and any other documentation.
- Generally promote the work of BIC

BIC Digital Working Group(s) Leaders:
Responsibilities of all BIC Digital Working Group Leaders are as follows:
- To agree (where appropriate/possible) with the BIC Digital Committee, a schedule for completion of work
- To schedule & run effectively all Working Group meetings as required in order to achieve the goals set by the BIC Digital Committee and to book venues. Where meetings are held in the CILIP Building, liaise with the Executive director to arrange at least 2 weeks before the meeting.
- To ensure actions are assigned appropriately at each meeting and followed up on.
- To ensure minutes are taken and circulated to the Working Group in a timely fashion.
- To alert the BIC Digital Committee Chair and BIC Executive Director if there are any issues with either:
  a. work not moving along at the agreed pace
  b. lack of attendance, or input from attendees etc.
- To appoint and train a Deputy Leader to cover in times of absence
- To share & communicate the BIC Digital Working Group activities with their own company
- To ensure assigned actions are carried out to schedule

DIGITAL
@BIC1UK
www.bic.org.uk
info@bic.org.uk
BIC's Privacy Policy

- To maintain appropriate confidentiality at all times and especially with regards minutes and any other documentation. To ensure all members of the Working Group do the same.
- Generally promote the work of BIC

END