



**BIC Task & Finish Working Groups**  
Project Briefing Document

Project Name:

**Green Supply Chain Book Industry Sustainability and  
Environmental Data Reporting, Part 1 Current Practices  
in the Industry and Part 2 Priority Reporting Areas**

*(Document version 1.0.0)*

## BIC Project Brief

### The Purpose of the BIC Project Brief

The BIC Project Brief is required to enable necessary projects, or pieces of work to progress from being a good BIC Committee idea to a formal request for work that is submitted to the appropriate Task and Finish Group and/or consultant. The BIC Project Brief must be agreed upon and signed off initially by all members of the relevant BIC Committee responsible for the project and then the dedicated Task & Finish Working Group (if applicable, depending on the nature of the project) once established.

The BIC Project Brief should generally be short and provide an overview of the proposed project or piece of work.

The finalised, signed off document will be made visible to all BIC members, who will be able to provide comment or feedback on the intended project or work.

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## **1. PURPOSE**

This 2-part project has the overarching aim to facilitate and launch BIC's provision of regular, consistent industry reporting and monitoring of the progress being made with regards to book industry sustainability against agreed targets. This will enable the UK book industry to begin to measure its success and overall direction of travel with regards to its sustainability journey. The intention is to start with a small number of key areas that the industry agrees are key to report on, monitor and publicly share. Over time BIC will develop the scope and reach of these and with feedback from its members and the wider industry, potentially expand into other key areas as necessary.

### **Part One: Current Reporting Landscape**

The overall purpose of Part One of this project is to clarify, map and understand the current situation with regards to sustainability and environmental data being gathered and reported by stakeholders in the UK book industry supply chain. This part of the project will establish what areas are currently being reported and where, what units of measurement are being used, and identify inconsistencies and/or areas where no data is being reported. Once an overview of the current status has been completed the project will move onto Part Two. This part (Part One) of the project will also document agreed targets.

### **Part Two: Priority Reporting Areas**

The overall purpose of Part Two of this project will be to agree with key stakeholders what the initial priority areas for reporting and monitoring for the UK book industry are, and to then agree best practice for both the provision and collection of this data by BIC for these areas going forwards. This part of the project will set out to reach agreement on the standardisation of such data/units

## **2. BACKGROUND**

This project forms part of the BIC Green Supply Chain Work Plan as agreed by BIC's Green Supply Chain - specifically Point 4 of the Work Plan as it relates to Accreditations/Schemes/Measurements analysis. This project has been identified as the next high priority project for the BIC Green Supply Chain Committee.

## **3. PROJECT DEFINITION**

### **3.1. PROJECT OBJECTIVES**

#### **Part One**

By the end of Part One of the project, the BIC Green Supply Chain Committee will be presented with a report detailing what is currently being reported in the book industry supply chain with regards to sustainability and environmental data, how this data is being presented and where, as well as potentially key areas that are not currently being reported on. Agreed key targets will also be documented. The report will highlight if the data is using different units of measurement and/or parameters. The project will not touch on the commercials of an organisation or dictate policy.

#### **Part Two**

By the end of Part Two of the project, the BIC Green Supply Chain Committee will be presented with a report detailing what the initial priority areas for reporting areas are for the UK book industry. The report will say what the best practice should be for the provision and collection of data, and what the agreed standardised data and units should be. The report will also

recommend a start date for the first iteration of BIC's Book Industry Sustainability Progress Report

The effort involved for Part One is envisaged to be:

- 1) 1 day per week of consultancy between June 2023 and end December 2023 (Approx. 92 hours) The project can run in parallel with the BIC Green Supply Chain Recycling Project and the BIC Green Supply Chain Offsetting Project.
- 2) Establishing which, if any, organizations outside of the committee and board listed above should be approached to contribute information to this project.
- 3) If deemed relevant to have a Task and Finish Working Group (T&FWG); at least one initial conference/video call meeting of the eventual T&FWG at the start of the project in the form of a workshop led by the Project Consultant. Subsequent meetings will be conference/video calls, at the discretion of the project consultant. These meetings are to be held every two weeks – this will be at the discretion of the Project consultant. The work could be carried out with input from members of the BIC Accreditation Badges and Standards T&FWG on an ad hoc basis.
- 4) Regular catch-up sessions between BIC's Executive Director and the Project Consultant
- 5) Monthly, written, update reports from the Project Consultant to the BIC Board, the BIC Green Supply Chain Committee.

These reports will also be published to the BIC website.

At the time of writing, it is estimated that Part Two of this project will begin after Part One has completed i.e., in January 2023 and that it will run for another 6 months. It may be necessary to revise this timeline for Part Two as Part One progresses.

### **3.2. PROJECT SCOPE**

Items/areas in scope for both parts of this project are as follows:

1. The reporting currently carried out by organisations as part of their carbon footprint Scopes 1, 2 and 3 reporting.
2. The reports being provided by organisations that have signed up to the SBTi (Science Based Targets initiative). Science-based targets provide companies with a clearly-defined path to reduce emissions in line with the Paris Agreement goals.
3. Any other reporting that is found as part of the research being conducted as part of the project.

Types of organisations that should be involved and to be considered in the scope include:

- Publishers
- Printers
- Wholesalers
- Warehouses
- Shipping and freight companies
- Booksellers

- Digital Asset Management organisations
- Libraries
- Service providers

Given the global nature of the book industry supply chain, the project, although UK focussed, needs to maintain a global perspective and as such BIC will reach out to the likes of BISG, BookNet Canada, etc., to ensure an international approach. Further international organisations to be identified in the first meeting of the Task and Finish Working Group.

### **3.3. OUTLINE PROJECT DELIVERABLES AND/OR DESIRED OUTCOMES**

Key deliverables for Part One and Part Two of the project, in summary are:

1. Part One – A report detailing the current state of sustainability and environmental data reporting in the UK book supply chain, detailing what is currently being reported and where, the units of measurement being used, gap analysis of missing data.
2. Part Two – A report detailing the agreed initial priority areas for sustainability reporting in the UK & Ireland book supply chain. The report will detail what the best practice should be for the provision and collection of the required data by BIC, what the agreed standardised data and units should be, the agreed targets, and the estimated date for the first issue of BIC’s Book Industry Sustainability Progress Report.
3. Parts One and Two: Project Plans for each – showing deadlines for each task against each deliverable with actions/owners clearly assigned. This to be drawn up and kept up to date by the project consultant.
4. Parts One and Two: Regular progress reports from the Project Consultant to the BIC Executive Director, BIC’s Green Supply Chain Committee - website version and summary document. These reports to show tracking against agreed project KPI’s.
5. Project closure will be the delivery of the final report detailed in Part Two.

### **3.4. CONSTRAINTS**

The workload and time pressures of those individuals that the consultant will need access to may be a potential constraint, that would impact on the time element of the project.

### **3.5. INTERFACES**

BIC member groups outside the T&FWG will be interested in this project, however it is the BIC Green Supply Chain Committee that is ultimately responsible for the success of this project. This project forms part of the BIC Green Supply Chain Work Plan. The BIC Board will also have a keen interest in execution and success of this project, as will the organisations sitting on the Sustainability Industry Forum. (SIF).

## **4. OUTLINE BUSINESS/INDUSTRY CASE**

Please refer to sections 1 (Purpose) and 2 (Background) above. There is currently no consistent or single point of reference for sustainability reporting for the book industry specifically in the UK and Ireland. The only reporting that appears to be happening is from individual organisations that are well advanced in their sustainability journey and have signed up to various initiatives such as the SBTi that require a regular or yearly update posted on the organisation’s website. BookChain’s Environment Report 2020-21 is an extensive, comprehensive, and detailed global report but does not provide a snapshot view of UK’s & Ireland’s progress specifically. BIC as the book industry’s supply chain organisation is ideally positioned to provide centralised summary progress reporting as part of its ongoing services to the book Industry. Monitoring and reporting in such a centralised way will help to provide

a cohesion and central reference for the industry to track its overall progress in agreed key areas. Regular (frequency to be determined by the project group) industry sustainability updates will help inspire action in this vital area and encourage stakeholders in the book industry supply chain to adopt regular consistent reporting across the industry that all can understand.

## **5. QUALITY EXPECTATIONS**

It is important that the deliverables of this project address all areas detailed in the scope above (as per section 3.2 of this document).

The importance of this project work will be in the following order of priority:

1. Quality
2. Cost
3. Time

Quality is most important because BIC's work must always be to the highest standards and misinformation or poor recommendations in such a key area as product availability would be detrimental to BIC's future and ultimately its reputation across the industry. Cost is the second priority because BIC's budget is important and BIC's resources must be managed. Timeline is the least important because if overrunning slightly was still within budget and delivered optimum quality then this would be acceptable. The timeline is (at the time of writing), only estimated. The crucial point is that any delay does not lead to increased costs.

## **6. ACCEPTANCE CRITERIA**

The Green Supply Chain Committee will have the final sign off on the documentation and reporting proposals, which will be presented by the project consultant. The final documentation that the project consultant submits should address all areas in scope and should first be signed off by all T&FWG participants. It should also include an Executive Summary. Acceptance of this documentation and also the project closure and recommendations report will close the project.

The BIC Board is responsible for the budget for this project.

## **7. RISKS**

Doing nothing to provide the book industry with a centralised, summary reporting of sustainability and environmental progress in the supply chain space could leave organisations without an oversight of the industry's position and direction of travel, the information, tools, and guidance they need to make positive decisions for the book industry supply chain in a world that is demanding and growing more reliant on guidance in the sustainability field. BIC may appear in a bad light if it does not address this area as it is clearly something it should be tackling. Currently the book industry in the UK and Ireland does not have an overarching summary view of any progress made in this critical area.

## **8. OUTLINE PROJECT PLAN**

Please note, this section is concerned with the outline project plan for Part One only. When Part Two commences, a separate outline project plan will be issued.

The BIC Green Supply Chain Committee listed at the top of this document will be asked to sign off on this project brief. It is anticipated that final sign off and agreement on budget will be reached by May 2023 at the latest. The steps following this will be:

- **By Mid-May 2023:** Call for volunteers for the project issued to the BIC membership

- **By End of June 2023:** Part 1 of the Project has begun with an expected finish date of the end of December 2023. It is estimated that Part 2 of the project would then follow on from Part 1 starting in January 2024. and finishing at the end of June 2024

The project should hold its first meeting/workshop by the end of June 2023 at the latest. The anticipated end date for Part 1 of the project is end December 2023, This is the date by which the Part One deliverable(s) outlined in Section 3.3 above will have been achieved. A more detailed project plan for Part One will be put together by the Project Consultant and should be one of their first actions.

## **9. BUDGET/COSTS**

At the time of writing, the costs to BIC are limited to the agreed Project Consultant's fees, meeting room (if needed) costs, staff time, staff travel expense (should there be any).

## **10. AUTHORITY RESPONSIBLE**

BIC's Executive Director

## **11. PROPOSED PROJECT CONSULTANT**

The project will be run by Simon Crump, the already appointed BIC Environmental Consultant working for the BIC Green Supply Chain Committee

## **12. CUSTOMERS AND USERS**

All BIC membership organisations (including BISG and BookNet Canada).

## **13. REPORTING**

This project reports into the BIC Green Supply Chain Committee (GSCC) for the duration of the project. This committee meets face-to-face 4 times a year as a minimum. The frequency of project update reports to the BIC GSCC will be agreed between the Executive Director and the Project Consultant at the start of the project but is likely to be monthly. This reporting should include, but may not be limited to, the following:

- i) Progress of deliverables against agreed timeline/project plan
- ii) Engagement of stakeholders
- iii) Potential or actual obstacles to delivering the project on time and in full
- iv) Key Project KPIs

The Project Consultant will take responsibility for this reporting.

End of Project Brief