



BIC Task & Finish Working Groups
Project Briefing Document

Project Name:
**Green Supply Chain Designed for Recycling Project;
Part 3 Manufactured Book to End-of-Life**
(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

The purpose of this project is to investigate efficiencies for reducing waste in the supply of books post production. It will take the data and findings from the now completed 'Designed for Recycling Project; Part 1: Life Cycle Assessment' and extend the research work undertaken in 'Designed for Recycling; Part 2: Initial Design to Manufactured Book' incorporating them into this new project to help identify the key areas that need to be targeted with regards to waste. In this project the definition of "waste" will be expanded upon what was agreed in Part 2 as the project progresses.

Part 3 will also look at 'Returns' and how they impact the environment and will be linked with the BIC Best Ordering Project.

This is the final part of the overarching Designed for Recycling Project.

2. BACKGROUND

This project has been requested by the BIC Green Supply Chain Committee as part of its refreshed (December 2022) Green Work Plan. It is one of the 'Priority 2024-25' projects for BIC.

3. PROJECT DEFINITION

3.1. PROJECT OBJECTIVES

By the end of the project, the BIC Green Supply Chain Committee will be presented with a report detailing practical guidelines and examples/case-studies of good recyclable practices and recommendations for the book industry, so that books can be supplied with recyclability and waste prevention in mind from post production to end-of-life. It will also cover the packaging used in the industry at all stages post production, transportation methods, returns and the recycling process of books in the UK.

The effort involved is envisaged to be:

- 1) 0.5 day per week of consultancy between April 2024 and end October 2024 (approx. 112 hours)
- 2) Establishing which, if any, organisations outside of the committee and board listed above should be approached to contribute information to this project.
- 3) 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.
- 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.

3.2. PROJECT SCOPE

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

The project will focus on the current packaging materials and alternatives used in the distribution of books, the ordering and returns process linked with the BIC Best Ordering Project and transportation methods. It will then make recommendations as to how these might be improved. It will also recommend how the book industry can ensure books are recycled most effectively to achieve the best outcome – avoiding landfill.

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

- Publishers
- Book Designers
- Booksellers
- Printers – litho and digital
- Wholesalers
- Distributors
- Freight forwarders
- Recycling plants and waste management facilities
- Book industry trade organisations such as:
 - The Publishers Association
 - The British Printing Industries Federation
 - The Independent Publishers Guild, etc

This project will concern itself primarily with books distributed into, within and out of the UK. However, given the global nature of the book industry, the project needs to maintain a global perspective and as such BIC will reach out to the likes of BISG and BookNet Canada etc., to ensure an international approach. These organisations are 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 in summary are:

1. A best practice recommendations report which will include examples/case-studies of good recyclable practices and recommendations for the book industry, so that books can be supplied with recyclability and waste prevention in mind from post production to end-of-life. It will also provide information about the various types of packaging used in the industry post production including distribution/transportation,
2. An executive summary of the above will be included in the final report,
3. Project Plan – showing deadlines for each deliverable with actions/owners clearly assigned. This to be drawn up ahead of the project start date, updated, and maintained throughout the duration of the project, and regularly circulated to the T&FWG by the project consultant,
4. Regular progress reports from the Project Consultant to the BIC Executive Director, BIC's Green Supply Chain Committee and BIC Board- website version and summary document. These reports to show tracking against agreed project budget, timeline and other KPI's to be agreed with BIC's Executive Director,
5. Project closure and future recommendations report,
6. Weekly project updates to LinkedIn by the project consultant.

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, and Green Book Alliance will also have a keen interest in execution and success of this project.

4. OUTLINE BUSINESS/INDUSTRY CASE

Please refer to sections 1 (Purpose) and 2 (Background) above

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 project's documentation, 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 the project closure and recommendations report will close the project.

The BIC Green Supply Chain Committee is responsible for the budget for this project.

7. RISKS

Doing nothing to guide the book industry on recycling and waste prevention in the supply chain green space could leave organisations without the information, tools, and guidance they need to make positive decisions 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.

8. OUTLINE PROJECT PLAN

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 the early part of April 2024. The steps following this will be:

- **By April 2024:** Call for volunteers for the project issued to the BIC membership. Some of the current team wish to remain on the project.
- **By May 2024:** Project has begun

It is hoped that some of the members of the T&FWG from Design for Recycling, Part 2; Initial Design to Manufactured Book will remain on the project. The project should hold its first meeting/workshop by the end of May 2024 at the latest.

The anticipated end date for project is the end of October 2024. This would be the date by which all the deliverables outlined in Section 3.3 above have been achieved.

A more detailed project plan will be put together by the Project Consultant and will 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, and travel (if any), meeting room costs (if any) 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 4 times a year as a minimum. The frequency of project update reports to the BIC GSCC will be monthly. This reporting should include, but may not be limited to, the following:

- i) Progress of all 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) Project budget tracking
- v) Key Project KPIs

The Project Consultant will take responsibility for this reporting.

End of Project Brief