COMMITTEE

Remit and responsibilities of the BIC Digital Committee:
General
- Ensure the Committee is 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
- 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.

With regards to BIC Projects
- Keep generally up to date with all of BIC's live projects
- In line with BIC's overall strategy each year, to establish Project Groups to tackle specific areas/projects as required, ensuring appropriate industry representation on each.
- Agree timeframe for each project with the Executive Director before commencement of any work.
- Agree the process for recruiting/assigning an appropriate project consultant to carry out the work.
- Oversee the success, progress and direction of the Project Groups reporting into this committee.
- Ensure each Project Group adheres to the schedule set for the particular work/project
- Review all monthly project reports submitted by project consultant in Committee meetings as appropriate and feedback any queries/concerns to the project consultant.
- Should a project for which this Committee is responsible require additional funding/time/resource/changes, the Project lead/consultant must first submit a Request for Change document to BIC's Executive Director for prior written approval before proceeding any further.
- If the total additional budget amount requested is within 10% of the overall budget the Executive Director can approve if appropriate.
- If the amount requested means the overall cost will exceed the original budget by more than 10% then the Request for Change must be submitted by the Executive Director to the BIC Board, copying in the Committee chair.
- Review all monthly project reports in Committee meetings as appropriate and feedback any concerns or questions to the project consultant.
- Close down Project Groups appropriately.

With regards to maintenance of BIC standards/best practice documents etc:

- In line with BIC's overall strategy each year, to establish which standards and/or best practice documents will need maintaining.
- Agree timeframe for each with the Executive Director before commencement of work.
- Agree the process for recruiting/assigning an appropriate project consultant (if required) to carry out the work
- Oversee the success and progress of such maintenance work.
- Ensure such maintenance work adheres to the time frame set for the particular work/project.

With regards to BIC events/other items (excludes training and BIC Brunches) relating to this committee

- In line with BIC's overall strategy each year, to establish with the Executive Director which events/other areas may be required.
- Agree timeframe for each with the Executive Director.
- Agree the process for recruiting/assigning an appropriate project consultant (if required).
  Ensure such event/item adheres to the timeframe set for the particular work/project.

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
- 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 Committee Chair are as follows:
- To consult with the Executive Director at least 2 weeks before each committee meeting on the purpose of the meeting before agenda is circulated by BIC.
- To attend and run each meeting effectively.
- To approve all meeting notes prior to circulation.
- 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.
- To ensure the processes and procedures as listed above are carried out with regards to projects, events and the maintenance of standards/best practice documentation.
- 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 (which may not always be the case).
- To commit to sitting on the Committee for a minimum 2-year term
- To attend all online meetings with cameras on for the duration of the meeting.
- Be willing & able to devote time to Digital Committee work
- To actively participate in, and contribute to, all Digital committee meetings.
- To report BIC's Committee activities back to their own company and return feedback
- To maintain appropriate confidentiality.
- To ensure the processes and procedures as listed above are carried out at all times with regards to projects, events and the maintenance of standards/best practice documentation.
- Promote the work of BIC

Frequency of BIC Digital Committee Meetings:
The Committee will meet quarterly, primarily via online conferencing with an in-person meeting to be scheduled (as one of the quarterly meetings) at least once a year.

PROJECT/TASK & FINISH WORKING GROUPS

As the need arises the Digital Committee will appoint Project Groups to address specific issues brought to light either in the Committee meetings or by other means. These Project 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 Committee Working Groups:
- Ensure such Project Group adheres to the timeframe set for the particular work/project
- Should a project require additional funding/time/resource/changes, the Project Group must ensure that the Project lead/consultant first submits a Request for Change document to the Committee Chair and BIC's Executive Director for prior written approval before proceeding any further.
- If the total additional budget amount requested is within 10% of the overall budget the Committee and Executive Director can approve if appropriate.
- If the amount requested means the overall cost will exceed the original budget by more than 10% then the Request for Change must be submitted by the Executive Director to the BIC Board, copying in the Committee chair.
- Provide regular project reporting to Committee on the progress of the project via the project consultant's/lead's monthly report.
- To research, address and find a solution to the issue/project brought to it by the BIC Digital Committee
- To adhere to the 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 work with and understand any dependencies that may exist with other BIC Project Groups or BIC Committees
- To report any delays/risks to schedule immediately to the Committee Chair and Executive Director.
- To nominate a Project Group Leader (if a project consultant has not been assigned).

BIC Digital Project Group(s) Members:
Responsibilities of all BIC Digital Project Group(s) members are as follows:
- Participation in the project is a demonstration of each Project Group member that their organisation commits to adopting the final best practice guidelines and/or standard(s) within a reasonable time period after publication of the guidelines/standard(s). This agreement will be sought and documented during the first meeting of the Project Group. What is meant by "a reasonable time period" is to be agreed by the Project Group.
- To attend every meeting – where 2 consecutive meetings are missed the Project 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 Project Group will arrange a replacement between them. This will be on the understanding that the Digital Committee and Project Group still want representation from that same company (which may not always be the case).

- To commit to sitting on the Project Group for the term agreed – this will vary between Project Groups depending on the nature of the work.
- To attend all online meetings with cameras on for the duration of the meeting.
- Be willing & able to devote time to carry out work, including any actions assigned, required by the Project Group.
- To ensure the processes and procedures listed above in the section "Remit and responsibilities of the BIC Digital Working Groups" (and in particular with regards to additional funding/time/resource/changes) are adhered to at all times.
- To report the Project Group's activities back to their own company and return feedback (within the limits of confidentiality).
- To maintain appropriate confidentiality, at all times.
- Generally, promote the work of BIC

BIC Digital Committee Working Group(s) Leaders:
Responsibilities of all BIC Digital Project Group Leaders/Consultants are as follows:

- To adhere to the budget and schedule agreed by the Digital Committee for completion of work
- To run all Project Group meetings as required in order to achieve the goals set by the BIC Digital Committee.
- To first submit a Request for Change document to the Executive Director in the event that the project requires additional funding/time/resource/changes to scope etc. for prior written approval before proceeding or continuing with any further work.
- With regards to additional funding requests, if the total additional amount (including all/any other prior requests) requested is within 10% of the overall budget the Executive Director can approve if appropriate.
- If the amount requested means the overall cost will exceed the original budget by more than 10% then the Request for Change must be submitted by the Executive Director to the BIC Board, copying in the Committee chair.
- Provide regular project reporting to Committee on the progress of the project via the project consultant's/lead's monthly report. Template will be provided by BIC.
- To ensure actions are assigned appropriately at each meeting and followed up on to schedule.
- To ensure meeting notes are taken and circulated to the Project 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 share & communicate the BIC Project Group activities with their own company (N/A if consultant).
- To maintain appropriate confidentiality, at all times.
- Generally, promote the work of BIC

BIC's Privacy Policy

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