

## BIC GREEN SUPPLY CHAIN COMMITTEE

### TERMS OF REFERENCE – v.1.0

MAY 2021

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#### Introduction

It is in the supply chain that significant changes can be made by the book industry to lower its carbon footprint and improve its green credentials. BIC is focussed on developing and promoting industry standards to help reduce this and help organisations become more sustainable.

Sustainability and eco consumers are here to stay and in response the book industry needs to reduce waste, use more green energy, promote the circular economy, and maximise green efficiencies. The industry needs to be able to monitor its position and not only measure its progress and successes but celebrate and share them. Collaborating internationally and sharing best practices are both vital.

BIC, as the long-established dedicated supply chain organisation for the book industry is at the heart of leading the greening required.

#### Purpose – General

The committee is intended to serve as a strategic, central point for senior representatives from key book industry stakeholder organisations to convene on a regular basis to address environmental matters with specific regards to the supply chain. Such discussions to take place in accordance with [BIC's Competition Policy](#).

The committee will have a direct link to the International Green Book Supply Chain Alliance (GBA) and will be able to assign projects/tasks to the 4 existing BIC committees as necessary, and/or establish a case for new project groups as required - in line with BIC's Governance structure.

#### Scope of Work

The core business of the committee is to lead, drive and facilitate high level, cross-industry conversations, collaborations and drive forward solutions for environmental issues pertaining to the supply chain. The committee is expected to anticipate and interpret the needs of the book industry's response to environmental matters in the supply chain, which includes physical and digital products, this to include the whole book ecosystem.

#### Remit/Purpose - Specific

- Ensure the committee is at all times up to speed with the wider industry's supply chain developments with regards the environment.
- Anticipate, interpret & prioritise the environmental needs of the industry's supply chain, both digital and physical.
- Promote a BIC approach and mobilise resource as and when required to research and provide solutions.
- Drive & promote such solutions forward into the industry.
- To ensure an appropriate level of confidentiality at all times.
- Periodically invite guest speakers in from outside the industry.
- Ensure the International Green Book Supply Chain Alliance and other global standards/industry bodies are kept up to date with BIC's Green Supply Chain Committee work.

## With Regards to BIC projects

- In line with BIC's overall strategy each year, either establish Project Groups to tackle areas/projects as required, ensuring appropriate industry representation on each, or task an existing BIC committee with the same.
- Agree budget and timeframe for each project with the Executive Director before commencement of any work.
- For projects undertaken by this committee directly:
  - 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 such Project Group adheres to the budget set for the particular work/project.
  - Review monthly project summary reports submitted by project consultant in committee meetings as appropriate and feedback any queries/concerns to the project consultant.
- Review monthly summary project reports in committee meetings as appropriate and feedback any concerns or questions to the project consultant.
- Provide regular project reporting to BIC Board via the Executive Director.
- Close down Project Groups appropriately.

## Applications to Sit on the BIC Green Supply Chain Committee:

The initial committee set up will be by invitation only.

All subsequent applications to join must be made in writing using the appropriate application form.

All applications will be discussed during the 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 BIC Green Supply Chain Committee:

- 1) **Representation** - needed from at least one of each of the following areas of the industry:
  - On-line retailer
  - Bricks and mortar retailer
  - Physical book distributor
  - Wholesaler
  - Independent publisher
  - Larger publisher
  - Digital only publisher
  - Service provider
  - Content distributor
  - Shipper
  - Printer
  - Library
  - Library supplier
- 2) **Skillset** - each person sitting on the BIC Green Supply Chain Committee should:
  - Be a senior level (C-level or equivalent) representative of a BIC member organisation
  - Possess a good understanding of the book industry supply chain, or specific element of such
  - Be aware of the key environmental challenges within their area of the supply chain
  - Be willing to collaborate with other committee members
  - Be able to attend every quarterly meeting (and any ad-hoc meetings as may be required from time to time)
  - 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 organisation

### **3) BIC Member**

- BIC Green Supply Chain Committee members must be from a BIC member organisation or be invited in by a committee member as a one-time only guest after prior agreement with the Chair and BIC's Executive Director.

#### **BIC Green Supply Chain Committee Chair:**

Responsibilities of the BIC Green Supply Chain Committee Chair are as follows:

- To consult with the Executive Director before each meeting to agree 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 commit to Chairing the committee for a minimum 2-year term
- To report on and share the BIC Green Supply Chain Committee's activities back to their own organisation
- To maintain appropriate confidentiality
- To ensure the processes and procedures as listed above are carried out appropriately
- Promote the work of BIC

#### **BIC Green Supply Chain Committee Members:**

Responsibilities of all 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 organisation or from another organisation.
- To commit to sitting on the committee for a minimum 2-year term
- Be willing & able to devote time to this committee's work.
- To actively participate in, and contribute to, this committee's meetings.
- To report this committee's activities back to their own organisation and return feedback.
- To maintain appropriate confidentiality.
- To ensure the processes and procedures as listed above are carried out appropriately at all times
- Promote the work of BIC.

#### **Frequency of BIC Green Supply Chain Committee Meetings:**

The committee will meet quarterly, (with occasional ad-hoc meetings as may be required from time to time) primarily via online conferencing.

END

