

Work to Date and Forward Plan September to December 2022

Director's Introduction

It's normal when drafting this report to be unable to identify a clear highlight, for fear of missing other important milestones. As continuing proof that the last quarter was truly exceptional, there is in fact one major highlight this time: being the iPres Conference in Glasgow from 12th – 16th September. This is reported under the 'Community' heading below but in truth all elements of the DPC's Strategic Plan were advanced through this work, and all staff contributing. A full report of iPres follows and the proceedings, which were published within 7 weeks of the end of the conference, are now available online at: <http://doi.org/10.7207/ipres2022-proceedings> To

Other significant milestones include:

- The conclusion of our first full financial year as a charity and completion of our annual independent audit
- Digital Preservation Awards
- World Digital Preservation Day, November 3rd 2022
- The launch of the 2022 revision of the 'BitList', the Global List of Digitally Endangered Species
- Launch of the DPC's new strategic plan 2022-7 and initiation of a new five-year workplan
- Recruitment of 5 new members since the start of September
- Launch of the Competency Audit Toolkit
- Annual performance reviews for all staff

Objective 1: Community

Context

The DPC is first and foremost a community and occupies a distinctive role within a highly dynamic, widely distributed and increasingly diverse network of practitioners and experts. Our activities will sustain and enable this community to collaborate and grow, and we will maintain and refresh the social infrastructure which helps the community cohere as it expands. In doing so, we will foster openness and challenge structural inequalities that constrain participation.

On behalf of our members, we will offer a warm welcome to all agencies and individuals with an interest in digital preservation, and we will provide an efficient and effective platform for meaningful and sustained professional exchange. The DPC will become the trusted venue where the digital preservation community meets, and we will be its collective voice when needed. This objective, to sustain and build the digital preservation community, is arguably the most important of all our objectives and is the foundation of all our ambitions.

Activities – September to December 2022

Organizational membership growth

Since September, the DPC has 5 new Members. 1 Full: BFI (12/09/2022) and 4 Associates: Charles Sturt University (04/10/2022), Dublin City Archives (2/11/2022) Harvard University Library (21/11/2022) and the Bank for International Settlements (23/11/2022). This represents a total of 142 (36 Full Members and 106 Associates). Moreover, at the end of the last year to August 2022, in the preceding 12 months the DPC had 2 new Full Members and 11 new Associate Members, as well as 2 upgrades from Associate to Full and 2 downgrades from Full to Associate. This exceeds membership growth targets of 2 Full and 6 Associate Members for the year.

iPres 2022

iPres has been the single largest program of work at the DPC this year, and the largest single event the DPC has organized to date. From 12-16 September, the DPC welcomed 649 delegates in Glasgow and on the online conference platform for iPres 2022 (see Figure 1). Feedback through the iPres2022 post-conference survey indicated overall success, with 67% of delegates marking it a 5 (very good) on the 5-point scale. Online delegates praised the amount and quality of the livestream sessions but had expected more engagement with the delegates in Glasgow. Comprehensive feedback is available to any members who wish to access it.

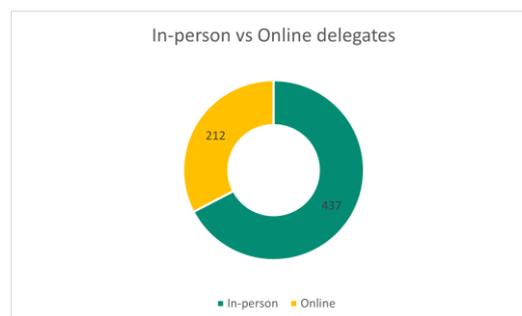


Figure 1: iPres 2022 offered a substantial online offering which was enjoyed by one third of delegates

Some numbers:

- 128 delegates were sponsored or subsidized to attend through DPC supported and Portico sponsored grants
- 274 delegates signed up for the DPC-run Digital Preservation mailing list after iPres 2022
- iPres 2022 created a carbon footprint of 346 tonnes (based on transport alone)

Conference Proceedings

The conference proceedings were published – as planned - on World Digital Preservation Day (3 November 2022). All other materials of the conference are published on the Open Science Framework (OSF) iPres 2022 Conference pages. During the conference, the recordings were available to delegates on the online conference platform and – after editing - will be made available to all in January 2023.

iPres 2023 and after

As well as wrapping up our own conference, DPC has provided very substantial support to the organizers of iPres 2023, whose management group has been formed. A proposal to establish a sort of 'iPres Academy' for future hosts

by previous hosts has been well received. A certain amount of this support is easily folded into the DPC's ongoing 'community engagement' work and a certain amount is expected of a former host. The question arises as to how much effort the DPC should put into this ongoing especially seeing as future hosts are not currently DPC members.

Allied Organizations

Following a decision of the Board in June, the introduction of the DPC's new strategic plan in August has created an opportunity to revisit and where appropriate deprecate the small number of 'friendship agreements' which the DPC has with partners around the world. In some cases, the agreements are evidently redundant with new ways of working and engaging having emerged since they were signed (Library of Congress, National Library of Australia, ICPSR and Open Planets Federation). In other cases, renewal based on revision seems like a sensible option (DHN, nestor). All have been contacted and the intention to abrogate the existing agreements has been indicated, with an invitation where appropriate to move to an alternative model.

PASIG

While DPC has been active with iPres we have been less involved in the annual 'PASIG' conference which has stuttered. Since September we have therefore been in touch with the PASIG Steering group to discuss rebooting the conference programme and a more robust participation in their work.

NDSA

The DPC has a good working relationship with the National Digital Stewardship Alliance, an unfunded membership association in the USA. This relationship has become closer over the years and Jen Mitcham of DPC has recently joined the NDSA management committee, riving forward work on the NDSA 'Levels of Digital Preservation' while Sharon McMeekin has also supported their workforce development program. They have been alerted to the DPC's intention to open a permanent presence in the Americas to support our 14 members there and discussions have commenced on how this might be an opportunity also to support NDSA and their corporate sponsors CLIR.

Translations

On World Digital Preservation Day, 3rd November, the DPC published 2 more translations of key resources. Created by the PIN Group as part of the Aristote Institute in France, these were:

- Developing an Access Strategy for Born Digital Archival Material (959 downloads)
- Preserving Databases (952 downloads)

World Digital Preservation Day

DPC promotes World Digital Preservation Day on the first Thursday in November each year with the dual purpose of connecting digital preservation practitioners to each other and to raise awareness of our work. This year it fell on Thursday 3rd November and was promote with the theme 'Data for all for goo and forever'. As previously there was strong engagement from across the world, particularly with a lot of activity on twitter on through other social media channels, with the number of events up from last year and there were far more 'creative feats.' While the DPC did not arrange it's usual 'blogathon' of 100+ posts, but the sense was the that program effectively promoted itself instead this year. DPC's contributions included the publication of:

- iPres2022 Proceedings (3019 downloads)
- 2 x TWGN translations into French (1872 downloads)
- Small Business Guide (1089 downloads)
- BitList (1016 downloads)
- 3 x iPres keynote recordings

A summary report of WDPD 2022 has been circulated to the Advocacy and Community Engagement Sub-Committee.

Forward Plan December 2022 to March 2023

Annual Members Unconference and Consultation

Planning required for a return to an annual member's event offering place for members to discuss and share ideas. This should enable all members to connect with each other, regardless of geography and may require more than one event to cater for different time zones.

DPC Supporter Program

Evaluation and potential revision of current DPC Supporter Program, with the potential for scaling back certain activities and also enabling a platform for open-source member/providers. A decision must be made before certain expected activities would take place in May 2023. Feedback on a revised program would be welcomed, from members and Supporters, once available for circulation.

Feedback gathering, communications planning and communications development

With the start of a new workplan and following so many engagement opportunities throughout a busy 20th anniversary year, we will conduct an initial (to become annual) evaluation of all engagements within the year and use this to inform our communications planning to promote new events, activities and opportunities, taking into consideration accessibility at all times. Ongoing feedback gathering will be undertaken quarterly through post-event and activity surveys amongst other sources.

Membership and community development

Further to the engagement evaluation, we will also identify target sectors for new membership, as well as community development opportunities. As part of this activity, we will identify conferences and fora which align with emerging regions and domains, as well as new groups, channels and media worldwide. With the office in Melbourne, we will focus efforts on supporting and planning for a re-launch event in March 2023 which will also provide an opportunity for new member development.

Other Activities

- Website review
- Carbon footprint mapping and audit

Issues, Risks, Opportunities and Decisions

DPC Champions Program

Member feedback required to inform plans for continuing the initiative into its second year.

DPC Annual Members' Unconference

Initial reactions and expectations sought to inform planning for a 2023 event.

Twitter

DPC has a lively presence on Twitter since 2009 developing a large following and relying on Twitter as a platform to keep members informed about new and forthcoming developments in digital preservation. However acrimony over the sale of Twitter to Elon Musk and subsequent upheavals have tarnished its reputation and placed its viability in doubt. The question therefore arises as to how the DPC should respond to these challenges, bearing in mind the large following that the DPC has built up over the years and the relative immaturity of alternative platforms.

Recommendations to Council

To be summarized from sub-committee discussion.

Objective 2: Advocacy

Context

The DPC represents the international digital preservation community and in this position will work towards a climate of public and institutional policy which is better informed and better inclined towards digital preservation. We will confront the cultures of short-termism and under-investment which undermine the maintenance of core digital and data infrastructures globally. With an emphasis on real world impacts of data loss, we will underline digital preservation as a necessary condition for accountability, transparency, reproducibility, creativity, commerce and witness for individuals and organizations of all kinds in the digital age.

We will document and assert the opportunities and capabilities derived from well-founded, and properly funded preservation infrastructures, including the permission to dispose which derive from them. In doing so we will empower our members and the digital preservation community globally, celebrating their achievements and building wider recognition for their work.

Activities – September to December 2022

Digital Preservation Awards

This year the Digital Preservation Awards presentation ceremony took place at iPres2022 in Glasgow with an audience of around 70 invited guests including finalists, judges, sponsors and Supporters. The ceremony was also streamed online and has now been watched 347 times by an online audience. The winners were:

- ARCHIVER Project for International Council on Archives Award for Collaboration and Cooperation
- The effective preservation of archaeological virtual reconstructions for the Software Sustainability Institute (SSI) Award for Research and Innovation
- Learning through doing: building digital preservation skills in Wales for the Dutch Digital Heritage Network Award for Teaching and Communications
- sasha arden with 'Access to Artistic Content on CD-ROMs' for the National Archives (UK) Award for the Most Distinguished Student Work in Digital Preservation
- National Centre for Truth & Reconciliation Digital Preservation Program for the Research Data Alliance Award for the Most Outstanding Digital Preservation Initiative in Commerce, Industry and the Third Sector
- Archiving Reproductive Health for the Award for Safeguarding the Digital Legacy
- PREMIS Data Dictionary and related resources for the DPC 20th Anniversary Award
- The DPC Fellowship Award was presented to Neil Beagrie, Adrian Brown, Dr Denise de Vries, Nancy Y McGovern and Prof. Zhang Xiaolin

There were significant challenges to the delivery of the Awards relating to the death of Queen Elizabeth immediately prior to the ceremony, but all participants have reported that this was managed well.

Bit List interim report

As part of the WDPD celebrations, the DPC published an interim report of the Bit List of Digitally Endangered Species. This was received with interest by the community, with some media interest also. Downloads of the report are down on the full report this time last year (2509 -> 1016 downloads from the website). Dr Amy Currie, editor of the BitList coordinated responses on/to the existing entries in light of the 2022 context and to the Bit List Taskforce who provided advice and guidance. A revised process for managing the Bit List full review in 2023 is for discussion.

Twitter and social media

DPC has sought to position recent disruptions at Twitter as an emerging digital preservation challenge rather than a merely a question of platform or corporate governance. For year now the BitList has identified corporate abandonment as a bigger threat to the digital estate than file format obsolescence or media degradation. This positioning has proven starkly and suddenly accurate with the recent purchase of twitter. Interviews for the media (print and broadcast) have followed.

UNESCO Convention

The BitList provided an opportunity to re-iterate the DPC's call for a review of the UNESCO 1954 Convention on the Protection of Cultural Property in the Event of Armed Conflict. The observation that there is 'no blue shield on the electronic battlefield' has been taken up by the Vice-Chair of the International Advisory Committee of the UNESCO Memory of the World program and will be presented to the UNESCO Global Policy Forum in November.

Forward Plan December 2022 to March 2023

BitList of Digitally Endangered Species

2023 provides an opportunity to overhaul the process through which the BitList is created. This is a biennial initiative with a large outcome every other year. 2022 has demonstrated some significant progress with The Bit List telling a story which journalists have taken up, as well as demonstrating progress in at least one key issue of preservation of cloud media service providers. It is and should be an advocacy tool which highlights the fragility of specific digital materials and the urgency and type of action required. Planning is already under way with Dr Amy Currie to address the challenge to create (ever) greater engagement with the Bit List in 2023.

Advocacy Toolkit, including Executive Guide on Digital Preservation

A consolidation, revisit and refresh of DPC resources to support internal advocacy, including

- Executive Guide on Digital Preservation
- Digital Preservation Business Case Toolkit
- Link to RAM
- plus advice on how they might be applied to support internal advocacy work.

A conversation is currently taking place on the future of the CCEx and feedback is sought from DPC members on the community's appetite for this resource.

Digital Preservation Awards

Continue to amplify and share the work and the 'story' of the digital preservation awards, its winners and finalists through the DPA Winners webinars taking place in December.

Issues: Risks, Opportunities and Decisions

Bit List process

A proposal for a revised process for managing and maintaining the Bit List resource will be put forward for discussion at the subcommittee meeting.

Twitter: a digital preservation emergency

The DPC has the ability, in principle to declare a global emergency in the context of the acrimony that has accompanied the sale of Twitter to Elon Musk. What that might mean and how it might be framed are not clear.

Recommendations to Council

To be summarised from sub-committee discussion.

Objective 3: Workforce Development

Context

Providing opportunities for our members to acquire, develop and retain competent and responsive workforces that are ready to address the challenges of digital preservation, we will provide tangible outcomes to our members through a broad range of outputs including resources to support professional development and recruitment, training content, grants to attend development opportunities, and frequent revision of the seminal resource The Digital Preservation Handbook. We will also encourage the development of high-quality training by others and support training providers that seek to develop curricula in digital preservation. We will provide authoritative labor market intelligence for employers, students, and teachers alike, enhancing the relevance of training and extending the competence of staff. In this way, the DPC will become a global forum for detailed and timely knowledge exchange between members for the benefit of all. In line with our charitable objects these educational activities will support the wider digital preservation community both directly and indirectly.

Activities – September to November 2022

Competency Framework

The first edition of the Competency Framework, as well as the Competency Audit Toolkit (DPC CAT) and the set of eight example role descriptions, were completed in early September, with final edits and additions based on feedback from the pilot phase. The resources were shared at the iPres 2022 conference via a long paper on their development and as part of a workshop on continuous improvement which also covered the DPC's Rapid Assessment Model. Feedback during the conference was very positive, and one session attendee has since translated the main framework to Dutch for a workshop on World Digital Preservation Day. The resources were officially launched to the wider DP community on 19th October at a webinar with more than 80 attendees. A presentation was also given to NDSA members on 17th October. The resources are all now available on [the DPC website](#), along with a video recording from the launch and a link to a form to gather feedback on an ongoing basis. The iPres sessions were recorded and now online.

Career Development Fund

In this quarter, five grants were awarded for three advertised Career Development opportunities. These include 2 grants for the International Conference on FAIR Digital Objects in Leiden, the Netherlands; 2 grants for the 'No Time To Wait Conference' in The Hague, the Netherlands; and 1 grant for the 2022 Virtual SARBICA International Symposium. Three blog posts from grant recipients were published and featured on the DPC Blog and [Career Development Fund recipient page](#) to share what was learned from attending the 2022 FIAF Film Restoration Summer School, ASA 2022, and DCDC 2022 conferences. DPC's move to charitable status means more attention to reporting impact from this fund.

Handbook Translations

The DPC has received offers to translate the Second Edition of the Digital Preservation Handbook into Japanese and Polish. The Handbook translation process has typically taken 11-12 months to complete and, with the Third Edition Handbook project planned for 2023, the DPC has proposed that potential collaborators wait until the new project commences to not only ensure the content is more up to date but also allow the process to be fast-tracked by releasing content to translators as it is ready.

Python Study Groups

Further work has been undertaken to plan for the development of the Python Study Group pilot into a full program and for transfer of main administrative duties from the BitCurator Consortium to the DPC. A full list of tasks to be undertaken was developed collaboratively, along with descriptions for the three teams needed to complete the tasks. This information is being converted into a full project plan and a call for volunteers to help with the work has been advertised on relevant email lists and via a WDPD blog post.

NDSA Staffing Survey

The report on the [2021 NDSA Staffing Survey](#) was published at the end of August 2022. The DPC supported communications around the release of the report. Sharon McMeekin also participated in a panel session at iPres 2022 on key findings from the survey and their relation to broader DP workforce development issues. The panel

participants have since collaborated to produce a short paper for the conference proceedings based on discussion at the session.

Other Activities

- In the period from August to October, 112 learners registered for Novice to Know-How courses with 60 completing their learning pathway. November saw a significant increase in registrations, particularly from North America, with more 120 new learners registering for the course, alongside a number of extensions that were granted.
- Amy participated in a European Commission Expert Review Panel for the ARCHIVER project in September, reviewing all material submitted by the project in the context of the Grant Agreement and providing feedback and recommendations as part of the panel on 27th September.
- Sharon and Amy presented to UCL students on introductory topics of digital preservation workflows with a live demo of DROID, followed by an informal discussion panel, on 1st November.
- William presented to students at Glasgow University with an introduction to digital preservation.
- WD activities were well represented at iPres which took a significant amount of staff time. In addition to the paper, workshop, and panel mentioned above, Sharon co-chaired two sessions and Amy co-chaired one, Sharon contributed to the Local Organizing Committee and communications for online participants, and she also presented at a workshop on “Changing Curriculums” for DP education led by Information Studies at Glasgow University.
- The iPres tutorial program was significantly oversubscribed with proposals and with demand from participants. Staff have therefore been looking at which of the sessions might be repeated or brought out from the iPres program for presentation as stand-alone events, including training on PREMIS and file format characterization.
- DPC welcomed Charles Sturt University as a new associate in September. This large Australian university has a long track record in the delivery of online learning in information management and is keen to develop a relationship with DPC to develop new courses in relevant topics.
- The DPC Australasia and Asia Pacific Stakeholder group have begun planning a ‘Digital Preservation Summer School’ for members in Australia drawing from the DP Essentials and Novice to Know How curricula.

Forward Plan December 2022 to March 2023

Online Training

Further development of the DPC’s online training resources has been identified as the key priority for Workforce Development over the next six months, representing around 40% of our effort. As discussed at the WD Sub-Committee in June, courses on building capacity, risk management, policy development, and web archiving are priorities. In addition, the DPC intends to tender for a new online training development opportunity recently commissioned by TNA. The advertisement calls for project proposals for the creation of a training course on email preservation, with a budget of up to £40,000. Finally, the DPC’s contract with its current Learning Management System (LMS) provider SAP LITMOS is up for renewal in May 2023. We will, therefore, be carrying out due diligence to ensure we use the system that best meets our needs. The aim is to relaunch the DPC’s online training provision, and potentially a new system, in June 2023.

Labor Market Analysis

We will begin data collection and analysis of labor market trends in digital preservation, building from the 2020 analysis of data collected from the DPC website but widening the scope to ensure a broader range of voices and experiences are captured. Staff will identify other avenues and techniques for gathering information on the digital preservation labor market to expand range and widen scope from January to February, produce a final data set in February for analysis in March, and report and sharing of data in April 2023.

Python Study Groups

We will be starting the process of moving the Python Study groups from pilot to program in this period, including moving resources to the DPC website, scheduling for the 1st year, and communications planning. This work will be carried out by three teams (Administration, Communications, and Content). DPC staff will have a role in each of the teams, including leading the Administration. The current plan is to begin communications and sign-up for the new program in May, but there is flexibility in relation to this deadline.

Career Development Fund

We will produce and share a calendar of forthcoming Career Development Fund grants on the DPC website for transparency and more effective preparation and planning (e.g. for necessary visa documentation processes). The calendar will include a list of approved grant opportunities with event dates, locations if in-person onsite, and when to expect the Call for Applicants announcement with deadline and further details. A draft of the calendar has been sent to the sub-committee for comment.

Mental Health and Wellbeing Survey and Taskforce

Preliminary conversation with members has encouraged DPC to develop a proposal on issues relating to mental health and wellbeing within the digital preservation profession. A more detailed proposal has been laid before the Workforce Development Sub-Committee. If approved, initial work will likely focus on research, data gathering, and establishing the foundations for a potential DPC member task force.

Digital Preservation 'Summer School'

The DPC's Australasia and Asia Pacific Stakeholder group is developing plans for a hybrid (online and in person) Digital Preservation 'Summer School' over two or three days, provisionally in February or March. This is still in development at the time of writing but will draw on the DPC's existing resources and staff as well as members and colleagues in Australia.

Other Activities

- A review and update of workforce development information available on the DPC website.
- Routine administration of the N2KH course. A small communications campaign will also be undertaken in December/January to encourage learners to sign-up for the learning pathway before the number of available spaces is reduced when new courses are released later in the year.
- Invited lectures for information management programs.
- Investigating online short courses and other career development opportunities, which can then be compiled and used as part of a list of ideas to promoting applications for Member Self-Identified grants

Issues: Risks, Opportunities and Decisions

Tender to Develop Training for The National Archives (UK)

This potential project provides opportunities through the funding received and the development of a course reasonably high on the list of member priorities, there are, however, risks relating to the relatively short window of time available to complete the work and the potential impact on other planned activities.

Procurement of a New Learning Management System

We have learned a number of lessons from the process of procuring and using our current LMS system. We have identified a number of key requirements that are not currently met by the existing system, which if fulfilled could create greater efficiencies and a better user experience. Key risks relate costs, staff time required, and issues that might be faced during a transfer process.

Mental Health and Wellbeing Task Force and Survey

Work on this topic introduces potential risks relating to the sensitivity of the data collected as well as the topic itself. Work will need to be carefully planned, and data handled with care and discretion.

Travel Visas for Grant Recipients

The opening of non-member iPres 2022 bursaries for individuals in low- to middle-income countries advertised in June was successful in terms of number and quality of applicants, but also raised issues with arranging travel and visa application hurdles. There ended up being only one recipient able to attend in-person, and this was also the case for a CDF grant for 'No Time To Wait' this past October. This has prompted the plan to have advertised grants 14 weeks before the event with at least 8 weeks for recipients to arrange travel and apply for any required visas. However, as much as we can plan and schedule in advance on our end we will also have to factor in when event organizers provide us with info on dates, registration, and visa invitation letters (as shown by the draft calendar). We can also make sure to notify grant recipients 8+ weeks before the event, but ultimately they will also factor in by being responsible for arranging their travel and applications for visas if required).

Objective 4: Good Practice

Context

We will support our members towards greater maturity in digital preservation by delivering knowledge exchange, continuous improvement, horizon scanning, advice on standards, authoritative publications, and engaging and informative events. Recognizing the emergent nature of digital preservation we will continue to monitor innovative technologies which challenge existing practice, and we will promote and amplify solutions which enable preservation. Recognizing the importance of maintenance we will promote good practices in upkeep as well as innovation. We will be a partner and ally to all parties seeking to address gaps in preservation capability through targeted research and development, especially where these efforts manifestly enhance our members' own capacity.

Activities – 1st September to 22nd November 2022

Events

- We presented, led or contributed to a number of sessions at iPres 2022 including: “Registering our preservation intentions” (a workshop on collaboration across preservation registries), “Will DNA Form The Fabric Of Our Digital Preservation Storage?” (a panel session), “From Ray Cats to DPC RAM” (a short paper on the NDA/DPC Project), “Going for Gold or Good Enough: Observations on three years of benchmarking with DPC RAM” (a short paper on DPC RAM), “Computational access to digital material: Exploring topics around engagement, ethics and resources” (a panel session) and “Continuous Improvement Tools for Developing Capacity and Skills” (a workshop on DPC tools for continuous improvement including DPC RAM). Sadly the planned DPC Fail Club had to be cancelled due to a last-minute scheduling issue.
- DPclinic hosted the UK National Archives for a PRONOM Special that tied in with PRONOM Research Week.
- Paul Wheatley co-presented (by recording) with Jaye Weatherburn and Lyle Winton at eResearch Australia on digital preservation costing work at the University of Melbourne
- William Kilbride gave a keynote address to a workshop with the University of South Africa to mark Open Science Week. The conference was entitled ‘Open for Climate justice’ and the address ‘Memories of the Holocene has been published as a blog.

Working groups and Task Forces

- The NatLA group held a face-to-face meeting at iPres 2022 beginning the process of revamping and relaunching the group. A follow up meeting was held online with existing members in preparation for the formal relaunch next reporting period.
- The Operational Preservation Systems Working Group (OPS) was launched with a first meeting on Europe/Americas time zone. A TOR has subsequently been drafted, brainstorm of discussion topics collated and planning work for a further launch meeting suitable for Asia/Australasia time zones is underway
- The Web Archiving and Preservation Working Group (WAPWG) met face to face at iPres 2022 and subsequently held a joint event with the IIPC on Internal Advocacy for Web Archives.
- Planning for a new task force focusing on IP restrictions on preservation and access, particularly in the absence of Fair Use exemptions outside of the USA where progress is being made, has progressed well with preparation for a launch event next quarter. It will be called the Fair Play Task Force.
- Preliminary conversation about a new Audio-Visual Task force have also been held with representatives of the BBC, an activity further encouraged by BFI's recent membership of the DPC.

Technology Watch publications

- A new guidance note has been published and is now publicly available: “Understanding user needs: a case study from the National Library of Scotland”
- “A risk driven approach to bitstream preservation” guidance note has been drafted and circulated to this sub committee for comment. This note will be finalised and published for members next quarter.
- Work is underway on a guidance note on the topic of designated communities.
- Discussions are underway with the author who will revise our geospatial Technology Watch Report – a draft report outline will be circulated shortly.

Other publications

- “Digital Preservation for Small Businesses: An Introductory Guide” was published on World Digital Preservation Day and provides a basic introduction to managing digital content for those working in small

businesses. This guide was originally commissioned by ARCW, but this new version released by the DPC is broader in scope and aimed for an international audience.

Nuclear Decommissioning Authority (NDA) project

- The DPC's Competency Framework and Competency Audit Toolkit has been launched to the public.
- A first draft has been created to define the NDA's Designated community. This will be refined in consultation with the NDA as work on the Guidance Note and further community discussions continue.
- This sub-committee gave feedback on the first draft of our "Digital preservation requirements for procuring IT systems". A new version has been created and has been circulated to DPC Supporters for comment.

Other projects

- The COPIM Project members are seeking funding in a bid for a follow-on project which will be called Open Book Futures. It will extend its work on archiving and preservation of research monographs and develop new technical methods and workflows for effectively archiving complex digital research publications. The DPC will continue in its digital preservation advisory role as well as playing a part in developing training resources.
- A second SEADDA Project editathon, using the COPTR registry, was begun with a focus on GIS.
- DPC is in conversation with one member about the possibility of a new research project to establish the capacity of AI to support the ingest, appraisal and metadata extraction of image collections.

Member support

- The DPC helped to facilitate an away day for a member to kick start their digital preservation advisory group.
- The DPC provided advice on a member's digital preservation policy.
- DPC Staff continue to be active on a number of advisory committees and program boards for our members such as The National Archives (Archives Unlocked) program and the Cambridge University Library Digital Preservation Program.

Standards

- DPC Staff have started tracking the quinquennial review of OAIS. A new edition of the standard is due for publication in 2022 though has not yet been published. We are in conversation with colleagues at NISO to establish the best way to contribute to this review.

Forward Plan 23rd November 2022 to 22nd February 2023

Events

- A #DPCLinic session is planned for 25th November on the topic of "30 years of Digital Preservation". This session will be led by Barbara Sierman.
- A 'RAM Jam' event will be held on 30th November. A panel of DPC Members are lined up ready to share their experiences of moving forward with particular sections of DPC RAM.
- An online event on "Cybersecurity and Digital Preservation" is planned for the 15th December suitable for European/Americas time zones, with a watch party in planning for shortly after the first event for Asia/Australasia time zones.
- A #DPCLinic session is scheduled for the 16th December on the topic of designated communities. Hervé L'Hours will provide a short introduction to the topic and this will lead to wider discussion.
- Planning will begin for our usual series of 'Workflow webinars' and 'COW Tow' event, to be held in the new year.
- We are in discussion with the PREMIS Editorial Committee to set up an online event reworking their proposal for a "PREMIS Implementation FAIR workshop – exchanging experiences using PREMIS" which unfortunately could not be accommodated within the iPres 2022 conference programme.

Working Groups and Task Forces

- WAPWG is planning the next in a series of events focusing on workflows for different web archiving lifecycle stages.
- OPSWG is planning a second launch meeting and will then move to business as usual with meetings planned every two months.
- The Fair Play Task Force will hold two launch meetings to cover European/Americas and Asia/Australasia timezones.
- NatLA will open to new membership and hold a formal re-launch event.

- In response to feedback from Members, we are planning to launch an AV Working Group in the coming quarter. Proposed Terms of Reference and an invitation to a launch meeting will be issued, and we anticipate that this WG will operate in a similar way to WAPWG.

Technology Watch publications

- “A risk driven approach to bitstream preservation” guidance note to be published for member preview.
- A draft outline for the geospatial Technology Watch Report revision will be circulated to this sub-committee for comment.

Other publications

- “Digital preservation requirements for procuring IT systems” guide will be finalised and published.
- Following the ‘RAM Jam’ event later this month, work will continue on the creation of an online resource to support moving forward with RAM that brings together relevant advice, resources and case studies related to each RAM section.
- Work will commence on an update and revision of the DPC’s Preservation Policy Toolkit.
- The revised Business Case Toolkit will be published for Member preview.

Nuclear Decommissioning Authority (NDA) project

- The last phase of work on this project will focus on completion of deliverables, organizing end of project activities and reporting.

Member support

- Staff of the DPC will be joining colleagues at a member institution in December to help scope a digital preservation policy.

Issues: Risks, Opportunities and Decisions

Emerging Issue 1

After a fruitful Business Case Toolkit book sprint earlier in the calendar year, it has been difficult to find dedicated time to complete the editing and collation of the raw writing for this revised resource. Time has been allocated at the very end of the calendar year, typically a quiet time for other work, in an attempt to progress this.

Emerging Issue 2

The conclusion of the NDA project by the end of February 2023 presents both risks and opportunities. The risks relate to getting clarity from the NDA on the final deliverables they would like to see from the project, and whether it will be feasible to produce these in the time remaining. The opportunities result from the fact that once the project concludes this will release 0.75FTE to work on other R&P-led activities (e.g. increasing support for Members, launching of new working groups, producing new publications etc.)

Emerging Issue 3

There has been little practical engagement with the digital preservation community from CCSDS with respect to the quinquennial review of OAIS, though a draft text of the proposed OAIS Interoperability Framework has been acquitted by DPC staff. This lack of engagement is both a weakness in the process and a missed opportunity to establish the credibility of any proposed changes. The question arises how energetically the DPC should engage with this activity on behalf of its members and the wider digital preservation community.

Recommendations to Council

- [to be defined by sub-committee]

Objective 5: Accountable, Sustainable and Dynamic Governance

Context

The DPC faces challenges of growth, ensuring we remain accountable to members and responsive to their needs, particularly as the scale of our activities expand. We cannot assume that structures which have served us well in the past remain fit for purpose in the future. Therefore, within a framework of continuous quality improvement, we will maintain and enhance our organizational functions and structures to ensure good governance.

In doing so, we will demonstrate a commitment to members, to our values and to the greater good as laid down in the Articles of Association and our charitable objects. We will expand and diversify our revenue streams whilst reducing cost and optimizing impact, a task enabled by the charitable status which will be embedded in our ongoing operations. We will be accountable to members who will guide and review our actions. We will plan in detail and with sufficient staff and financial resources to deliver. We will maintain and expand the core competencies of our staff and will ensure legal and regulatory functions are properly discharged, conducting an annual external audit to verify conformance and improve performance.

Activities – August 2022 to November 2022

Annual External Audit & Draft Annual Accounts

Our audit clearance meeting was held on Thursday 18th November. The draft annual accounts and audit report are enclosed. Recommendations were made regarding the fixed assets register being tidied up and comments made regarding the debtor position at year end. Agreements are in place for the outstanding funds, but this has flagged that a more systematic and formal approach to invoicing and collection of payments is required, and we are beginning to implement this.

As the membership grows and as we try to remain flexible to the many different payment systems and payment timing requirements of new and existing members, this needs to be more formalised moving forward. In addition, we will now report the debtor amounts moving forward quarterly so this can be part of the formal reporting structure. The issues noted from last year's audit have now been marked as resolved. The accounts provided are in draft form now as we are finalising the wording for the Trustees Report section. This is our first-year reporting as a charity so there are several additional sections that need to be completed. This will be in place prior to the Board Meeting and AGM week commencing 5th December 2022.

iPres 2022

iPres 2022 formed a large part of the activity in the opening quarter of this year. Our main responsibilities before, during and after the conference were the monitoring of the budget, working closely with AV providers throughout and troubleshooting as the conference progressed. The draft profit and loss statement is enclosed for the conference which is broadly in line with our expectations preconference with a healthy surplus noted. A special note of thanks should be given to Ellie O'Leary for her fantastic work in ensuring the conferences proceedings were available in time for World Digital Preservation Day.

Management Accounts and Forecasts

Management accounts to 31st October 2022 have been prepared along with an updated 5-year forecast and will be discussed under a separate item on the agenda.

Other Activities

- iPres 2022 Recordings are being edited and uploaded in time for December release to attendees and will be released to public in January.
- iPres 2022 Profit and Loss is ready in draft form and is enclosed. Further work is being carried out by DPC and InConference to cross check expenses before final account is complete. This should be finalised by early January.
- In person staff meeting has been organised for early December in Penrith.
- Preparation of year end statistics for AGM and Trustees Report which forms part of the Annual Accounts.
- Annual Reviews for all staff have taken place.

Forward Plan December 2022 to March 2023

Carbon Footprint

In January, we will begin to investigate our requirements for measuring the DPC's carbon footprint. Our starting point will be looking at some organisations that have carried this out already to ascertain the guidance and approaches that are available to us before we commit to establishing our own carbon consumption. Our findings and plan for doing so will be brought to the next subcommittee for discussion.

Staff Handbook and Staff Reviews

The annual process of staff reviews is now almost complete and outcomes will be acted on in the November Salary and job descriptions will shortly be updated to take account of the new strategic plan. A draft update to the Staff Handbook has been made and will be further updated in January 2023 before being sent to staff for comments. This will include an updated cybersecurity section.

Formal Invoicing Procedures

An invoicing policy will be constructed which will stipulate the parameters of when reminder emails are to be sent out etc as well as a formal reporting structure on this matter internally as well as a quarterly report to the subcommittee and board.

Other Activities

- Meeting with Investors in People regarding procedures and necessary time commitment to ascertain if we should look to apply for this. Results from this meeting will be brought to next subcommittee.
- Review of all DPC expenditure will take place in January with aim to reduce further costs where possible. We carried out this review last year and made some savings but there may be more we can do in this area through charity discounts on offer.
- The VAT issue is marked as resolved on the audit report, but it would be prudent to engage with a consultant to ensure our current procedures for VAT are suitable as this is not extensively covered within the audit.
- Annual Charity Return to be submitted by 30th April 2022.

Issues: Risks, Opportunities and Decisions

Decision - Staff Update

All staff continue to work from home with occasional visits to both the York and Glasgow Office. Staff meeting is booked for 1st December in Penrith. Ellie O'Leary's contract has been extended and will continue in the role of Administration Manger.

Risk - Debtors

As noted earlier regarding the Annual External Audit report, we are implementing new processes for collection of funds to limit the exposure to debtors on the annual accounts. As the membership continues to grow, more flexibility for members will likely be needed and therefore, more formal, systematic procedures will now be in place e.g. auto reminder emails etc.

Opportunity - Carbon Footprint

As noted in the forward plan, we will be investigating this in the early part of 2023 and would be keen to hear from any members who have carried out such an assessment.