

DPC Technology Watch Reports Editorial Board: DRAFT

Terms of Reference

1. Introduction

The Digital Preservation Coalition (DPC) is a not-for profit membership organisation whose primary objective is to raise awareness of the importance of the preservation of digital material and the attendant strategic, cultural and technological issues. Its vision is to **make our digital memory accessible tomorrow**.

The DPC established a Technology Watch Report series in 2002 and since then it has been one of the Coalition's most enduring contributions to the wider digital preservation community. They exist to provide authoritative support and foresight to those engaged with digital preservation or having to tackle digital preservation problems for the first time. These publications support members work forces, they identify disseminate and discuss best practice and they lower the barriers to participation in digital preservation.

Each 'Technology Watch Report' analyses a particular topic pertinent to digital preservation and presents an evaluation of workable solutions, a review of potential or emerging solutions and posits solutions that might be appropriate for different contexts. The reports are written by leaders-in-the-field and are peer-reviewed prior to publication. Each report includes a 'key message' précis of not more than 50 words and explicitly identifies its target audience.

The reports are intended to have a wide readership, including members and non-members of the Coalition; staff of commercial and public agencies; repository managers, librarians and archivists charged with long term support of digital data; principal officers of public authorities that are required to retain digital data; chief information officers of IPO (intellectual property organizations) in the public and private sector; those who teach and train information scientists; policy advisors requiring an advanced introduction to specific DP issues and researchers developing DP solutions. The intended audience is worldwide English-speaking community. Principal audiences are in the UK, Europe, Australia New Zealand, USA and Canada.

The DPC Executive Director is responsible for the series. Since March 2011 the series has been developed as a research project managed by Charles Beagrie Ltd under contract to the DPC and led by a Principal Investigator (Neil Beagrie) who acts as series editor. The Principal Investigator selects authors, negotiates draft report outlines and contracts with the authors, manages production, and then in turn delegates research to five individual authors who are responsible for research and authoring of one report each. Peer review, copy editing, design and dissemination are managed by the DPC but are outsourced.

The reports are delivered on the DPC website and extracts emailed to members who are invited to comment on a pre-release draft of the report. Finished texts are delivered as PDFs and are generally printed out for use.

These reports will not be actively updated. Whilst it is recognised that they will be superseded by developments, they are intended to have a currency of at least three years, and are expected to remain current for five or more years. If reports are revised they will be published as new editions.

2. Vision

The DPC Technology Watch Reports Editorial Board will provide strategic direction to the series and provide a strategic link between the series and the DPC membership and the DPC Board.

3. Audiences

- *The DPC members' workforces.* By listening to, representing and understanding the broad needs of the DPC members' workforces the Editorial Board will ensure that the series meets the needs of the primary audience. It will do this by recommending and discussing titles and priorities for the series (Primary audience).

- *Authors, the series editor and the DPC executive.* By recommending and approving peer reviewers and providing contacts for them, the Editorial Board will support authors, the series editor and the DPC Executive in ensuring the quality of individual reports.
- *The DPC Board.* By providing an independent mechanism to nominate reviewers, the Editorial Board will give comfort to the DPC Board about the quality of individual reports; by representing the needs of members' workforces the Editorial Board will ensure that any new titles or variations to the production process fit with the DPC strategic plan.

4. Terms of reference

The DPC Technology Watch Reports Editorial Board will provide strategic direction to the series and provide a strategic link between the series and the DPC membership and the DPC Board. It will:

- advise on wider publishing developments and related publication plans of DPC members.
- facilitate the quality of individual reports by helping to nominate peer reviewers and authors as appropriate.
- propose and discuss shared challenges which could become topics for future technology watch reports to discuss how these challenges have emerged and their operational impact.
- ensure consistency of approach and style across the series through the use of generic templates and cover design.
- establish and monitor explicit quality and impact measures for reports.
- discuss frequency of future publication and monitor the overall production process by Charles Beagrie Ltd and the DPC.

The Editorial Board will not be responsible for the delivery of reports nor will it be expected to review individual author briefs, author contracts or draft versions of reports or reviewer comments. This does not prevent members from acting as authors or peer reviewers from time to time.

5. Operation of meetings and membership

The Editorial Board will consist of 4-5 people including the Executive Director (chair), Principal Investigator (Neil Beagrie) and three others drawn from the DPC membership and approved by the DPC Board. The DPC will provide a secretarial function for any meetings and arrange logistics.

Where possible, meetings will be by teleconference. Notification will be given in good time and papers will be distributed at least three working days before the meeting. Meetings will be chaired by the DPC Executive Director and will report to DPC Board Meetings.

Given the nature of the topics it will be important that participants are appropriately selected and delegated. It will not normally be appropriate for an Editorial Board member to bring additional representatives to any meeting or to appoint a proxy in their absence. However, facilitators, commentators and placement students will be invited as appropriate.

6. Roadmap 2011-2012

The Editorial Board has been established in the first instance to support a research project funded by the DPC that will produce 5 technology watch reports in 2011 and 2012. The Editorial Board will meet twice in that period – once in mid 2011 and once in early 2012. At the second meeting the Editorial Board will review its own operations and make a recommendation to the DPC Board about continuation.

The current themes for the technology watch series are as follows:

Working Title	Nominated Author
Preserving Digital Sound and Vision	Richard Wright (BBC)
Digital Forensics and Preservation	Jeremy John (BL)
Preserving Email	Chris Prom (University of Illinois)
Intellectual Property Rights and Digital Preservation	Andrew Charlesworth (University of Bristol)
Trust in Post-cancellation Access Services	Neil Beagrie (Charles Beagrie Ltd)

In addition, a set of themes have been proposed but have been deferred in order to progress the current set:

Preserving Computer Aided Design	Web Archiving
Significant Properties	Preserving Digital Art

7. Outputs

The primary outputs from the Editorial Board will be notes of the meetings. These will be used as a written report to the DPC Board meetings where it will have a standing agenda item.

In addition the names and institutions of Editorial Board members will be listed inside each report to which they have made a contribution.

8. Quality measures and evaluation

The goal of the Editorial Board – to provide a forum for the strategic direction of the technology watch report series - cannot be measured directly. Proxy measures of success include

- Willingness of members to participate.
- Quality and timeliness of meetings.
- Quality and focus of discussion.
- Viability and relevance of proposed Technology Watch Reports.
- Consistency and quality of Technology Watch Reports.
- Interest from prospective members.

9. Values and constitution

The Editorial Board is a working party of the DPC board. As such it will adopt the values and relevant parts of the constitution of the DPC. Consequently it will:

- Operate as a neutral body.
- Embrace a consultative, innovative and open approach.
- Engage in a collaborative manner with all stakeholders to comprehend and respond to their needs.
- Maintain sound stewardship of the Coalition's resources.
- Share best practice and knowledge transfer with our members to support their local priorities.
- Maintain vendor neutrality.
- Support developments of standards and generic approaches to digital preservation.

10. About this document

Version 1	Document initiated by WK in discussion with NB	19/04/2011	WK
Version 2	Updated and corrections to first draft	19/04/2011	NB, CJ
Version 3	Released to prospective members	19/04/2011	WK
Version 4	<i>Reviewed and made operational at first meeting</i>		