

DPC Executive Board Meeting Tuesday 14th June 2022

Venue and Arrangements

The DPC Executive Board will meet online at 1400 (local time) on Tuesday 14th June 2022.

Melbourne	Singapore	Doha	Luxembourg	Washington DC	Los Angeles
+9	+7	+2	+1	-5	-8

<https://us02web.zoom.us/j/83885011817>

It follows the Representative Council which meets on Monday 13th. Connection details are supplied below and the DPC's 'Jargon Buster' has been included. The meeting will be chaired by Juan Bicarregui.

Purpose of the meeting

The purpose of this meeting is to update directors on operational matters and management controls. The main items on the agenda are the financial report at three quarters point of the financial year 2021-2 and budget plan for the coming financial year which includes targets and assumptions agreed previously. An additional substantive item on finances for iPres 2022 is included as this represents a significant, albeit managed risk. In addition, several items arise for the Board from the adoption of the new Strategic Plan in August: planning for sustainable growth; and external stakeholder relations. These items provide preliminary discussion and invite follow up with substantive recommendations in due course. Other items are for information.

Agenda

1. **Welcome and introductions**
 - Apologies Received and Conflicts of Interests
 - Register of Directors' Interests
2. **Notes of the previous meeting 24/03/22 (DPC0622B) and Action Items**
 - Matters Arising
3. **Risks**
 - Risk Register (DPC0622C)
 - Strategic risks (verbal update)
4. **Accounts**
 - Management Accounts to 30th April 2022, including income and expenditure DPC Australasia and Asia Pacific (DPC0622D)
5. **Financial Forecast**
 - Updated iPres 2022 Budget (DPC0622E)
 - Budget FY 2022-23 (DPC0622F)
 - Financial Forecast to 2027 (DPC0622G **confidential**)
6. **Membership**
 - New Members
 - New Enquiries
 - Supporters
7. **Matters Arising from Council**
 - New Strategic Plan
 - Sustainable Growth and Internationalisation
 - Variable Fees
 - DPC North America
 - Sustainable Structures and Operations
 - Historic Memoranda of Understanding
(Inter-University Consortium for Political and Social Research 2008, Library of Congress 2004, NCDD 2018, Nestor 2012, National Library of Australia 2003, Open Planets Foundation 2013)
8. **Approvals Proposals and Notifications**
9. **Staffing**
 - Head of DPC Australasia and Asia Pacific
 - Covid 19 update
10. **Dates of future meetings**
11. **AOB**

Connection Details

Join Zoom Meeting: <https://us02web.zoom.us/j/83885011817>

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DPC Jargon Buster

4C: Collaboration to clarify the costs of curation, an EU funded project in which DPC was a member

ADS: Archaeology Data Service, a digital archive specialising in archaeological data based in York

AIP: Archival Information Package, a package of information held within an *OAIS*

AHDS: Arts and Humanities Data Service, a data service for higher education, closed in 2008

AIATSIS: Australian Institute for Aboriginal and Torres Straits Islands Studies, a DPC member

APA: Alliance for Permanent Access, a European network of which DPC was a member, set up *APARSEN*

APARSEN: a Network of Excellence funded by the European Commission, see *APA*

ARA: Archives and Records Association, successor to Society of Archivists (*SOA*) and a DPC member

ASA: Australian Society of Archivists, a DPC member

ASCII: American Standard Code for Information Interchange, standard for electronic text

BL: British Library, a DPC member

BS10008: a British standard pertaining to the evidential weight of digital objects

CCEX: Curation costs exchange, online financial planning tool supported by DPC and originating from 4C

CCSDS: Consultative Committee for Space Data Systems, originators of the *OAIS* standard

Characterization: stage of ingest processes where digital objects are analysed to assess their composition and validity

Checksum: a unique numerical signature derived from a file. Used to compare copies

COPIM: Research project on open publishing of monographs. DPC is a partner

Core Trust Seal: a lightweight certification process for DP practices, see *Data Seal of Approval*

Data Seal of Approval: a peer evaluation process for digital preservation which informed the *Core Trust Seal*

DCC: Digital Curation Centre, data management advisory service for research, a DPC member

DHN: Digital Heritage Network, a DPC Ally operating in the Netherlands.

DigCurVE – Digital Curation in Vocational Education, assessment project funded by EU on training provision in Europe

DIP: Dissemination Information Package, the data disseminated from an *OAIS*

DPA: Digital Preservation Award, biannual prize awarded by the *DPC*

DPCRAM: DPC Rapid Assessment Model, a lightweight maturity model for digital preservation

DPTP: Digital Preservation Training Programme, an online training course run by *ULCC*

DRAMBORA: Digital Repository Audit Methodology Based on Risk Assessment

DROID: tool developed and distributed by TNA to identify file formats. Based on *PRONOM*

Emulation: the process of running old versions of software on modern hardware see also *virtualization*

Encapsulation: process where digital objects are captured with information necessary to interpret them

EOSC: European Open Science Cloud, a strategic agency to support data sharing and access in Europe

FAIR: a set of principles which call for data to be Findable Accessible Interoperable and Reusable

GIF: Graphic Interchange Format, an image which typically uses *lossy compression*

GIS: Geographical Information System, a system that processes mapping and data together

IAEA: International Atomic Energy Agency, a DPC member

ICA: International Council on Archives

ICPSR: Inter University Consortium for Political and Social Research, US-based organisation allied to DPC

Ingest: the process of turning an *SIP* into an *AIP*, ie putting data into a digital archive

Ingex: tool kit developed by BBC R&D to manage the ingest of audio visual collections

iPres: international conference on digital preservation to be hosted by the DPC in 2022

ISO: International Organization for Standardization, body that promotes standards

JISC: Joint Information Systems Committee of the Higher Education Funding Councils

JPEG: Joint Photographic Experts Group, a format for digital photographs which is *lossy*

JPEG 2000: a revision of the *JPEG* format which can use *lossless compression*

KB: Koninklijke Bibliotheek, national library of the Netherlands, partner in *APARSEN* and *APA*

LIBER: network of European Research Libraries involved in *APARSEN* and *AP*, offices at the *KB*

LOC: Library of Congress, a member of the DPC

LOCKSS: Lots of Copies Keeps Stuff Safe a DP principle and toolkit for E-Journal preservation, see *UKLA*

Lossless compression: a mechanism for reducing file sizes that retains all original data

Lossy compression: a mechanism for reducing file sizes which typically discards data

METS: Metadata Encoding and Transmission Standard, a standard for presenting metadata

Memento: an innovative tool which allows time based discovery of web pages, winner of DPA 2010

Migration: the process of moving data from one format to another

NARA: US National Archives and Records Administration, a DPC member

NDA: Nuclear Decommissioning Authority, a DPC member
NDAD: UK National Digital Archive of Datasets, formerly funded by *TNA* and operated by *ULCC*
NDIIPP: National Digital Information Infrastructure and Preservation Programme – a major programme from the LOC
NDSA: National Digital Stewardship Alliance, a DPC ally operating in the USA
Nestor: German network of expertise in digital preservation, a DPC ally operating in Germany
Novice to Know-How: DPC online training platform, co-funded by TNA
NLI: National Library of Ireland or National Library of Israel, a DPC member
NLNZ: National Library of New Zealand
NLS: National Library of Scotland, a DPC member
NLW: National Library of Wales, a DPC member
NRS: National Records of Scotland successor to the *NAS*, A DPC member
NSLA: National and State Libraries of Australasia, DPC Member
OAIS: Open Archival Information System, a reference model describing a digital archive
OCLC: Online Computer Library Center, Inc., US-based library and research group
Open Planets/Preservation Foundation (OPF): membership organization sustaining outputs from the *PLANETS* project
Open source: software in which the underlying code is available for free
PDF: Portable Document Format, a format for producing and sharing documents
PDF/A: a version of the PDF standard intended for archives
PLANETS: a project funded by the EC to develop a suite of DP tools. Now maintained by *OPF*
PORTICO: service provider that provides value-added long term digital storage for publishers and libraries, DPC member
PREMIS: Preservation Metadata: Information Strategies, metadata standard
PRONI: Public Record Office of Northern Ireland, a DPC member
PRONOM: a database of file formats with notes on associated issues. Used with *DROID*
RAM: Rapid Assessment Model, a maturity model for Digital preservation created by DPC
RCUK: Research Councils UK, former name of UKRI, a DPC member
RDA: Research Data Alliance, a global network developing policy and good practice in research data
RIMPA: Records and Information Management Professionals Australasia, a DPC Member
RLG: Research Libraries Group, US research group that produced *TDR*. Now part of *OCLC*
RLUK: Research Libraries UK
SaaS: software as a service, architecture whereby software is managed remotely by a service provider (see also *cloud*)
SAP: global IT company based in Germany, leaders of the *TIMBUS* project
Significant properties: concept whereby identifying the most important elements element of a file will aid preservation
SIP: Submission Information Package, data received into an *OAIS*
STFC: Science and Technology Facilities Council, a constituent part of UKRI and the lead of APARSEN
STEM: Science Technology and Medicine – major area of publishing, sometimes meaning the STM Publishers Association
TDR: Trusted Digital Repository, a standard which characterises ‘trust’ in a digital archive
TIMBUS: an EC-funded project which investigated the preservation of online services. DPC was a partner
TNA: The National Archives
TRAC: Trusted Repository Audit and Certification, toolkit for auditing a digital repository
UKDA: UK Data Archive University of Essex, digital archive for social and economic data, a DPC member
UKLA: UK LOCKSS Alliance, a service of *Edina* which offered E-journal preservation
UKRI: UK Research and Innovation, body established from the research councils to invest in research
UKWAC: UK Web Archiving Consortium
ULCC: University of London Computer Centre, host of *NDAD* and creators of *DPTP*
UNISA: University of South Africa, a DPC member
UNOG: United Nations Office in Geneva
UNRMICT: UN Residual Mechanism of the International Criminal Tribunal, a DPC member
Virtualization: creation of a virtual rather than actual instance of software or hardware
WDPD: World Digital Preservation Day a DPC activity normally the first Thursday in November
XML: Extensible Markup Language, a widely used format for encoding information