DigitalPreservation**Coalition**

Report and Forward Plan, Quarter 2 2023

Introduction

The DPC Representative Council receives a report every three months that describes all our major activities in the previous three months, and previews work in the coming three months. This report is structured around the 5 objectives of the DPC's Strategic Plan:

- Community
- Advocacy
- Workforce
- Good Practice and Standards
- Accountability, Sustainability and Dynamism

Reports for each of these areas are scrutinized by a Sub-Committee of the Board before they reach the Council where they are a prompt for discussion and a record of progress. These reports, and the scrutiny that they undergo meet two requirements of the DPC's values: that we are 'transparent in all our dealings' and that we 'respond to the needs of members in the delivery of services'.

Format of this report

The introduction of a new strategic plan in August 2022 required an extensive revision to the DPC's workplan, and therefore an update to reporting templates. Through 2022 we have therefore experimented with several shared work planning tools and new templates. This report shows something of a transition. Objectives 1,2,3 and 5 report in a new template where operational risks and opportunities are folded into a single report that also looks forward to emerging tasks. This new template aligns actions and tasks directly to the strategic plan and includes a brief narrative of highlights. Objective 4, Good Practice, follows the earlier reporting format which will be more familiar but is less transparent in its alignment to strategic objectives.

Highlights from Quarter 2, 2023

- All hands meeting for DPC members in the Americas to scope the creation of a new office.
- Meetings of the 'BitList Council' and progress towards third edition in November 2023.
- Completion and roll out of Novice to Know How 3.0 Email Preservation and associated new learning management system
- Interview for Wired Magazine on changing data policies at Twitter
- Development of DPC's climate action plan and framework to report carbon emissions

Recommendations to Council from Sub-Committees

- From Good Practice Sub-Committee: increase staff availability to deliver against member needs and commitments to the wider community.
- From Workforce Development Sub-Committee: consider reducing the number of grants while increasing the funding available per grant.

Objective 1: Community

Overview

Our Mandate: 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.

Highlights from March-May 2023

- DPC Australasia Roadtrip
- All Hands Meeting for DPC in the Americas
- Champions calls

Forthcoming Highlights for May-August 2023

- Member Unconference
- Website Redevelopment
- Develop 2023-4 Prospectus

Update from DPC Australia and Asia-Pacific

The DPC Aus office published and began delivery of a local 2023 program of events.

The DPC Australasia & Asia-Pacific Relaunch Roadshow – the visit by DPC Executive Director and events in five different cities provided a warm local welcome for Australian and New Zealand members and others interested in digital preservation. The events provided a high-profile platform for professional exchange and ongoing interaction. The first event in Melbourne at ACMI provided an opportunity to officially launch the local office and promote the work of 3 local members. The event at the NFSA in Canberra included a watch party from a DPC session held in the UK the week before and a panel of local experts discussing AI for Digital Preservation. In Sydney at the Art Gallery of NSW the event explored digital preservation and cultural issues to consider when archiving First Nations digital artwork. The roundtable in Wellington provided a platform for New Zealand cultural heritage and government information organizations to discuss local digital preservation needs and the event in Adelaide brought together staff from two local organizations around their digital preservation activities. The events were open to both members and non-members and there were around 200 participants overall. There is more information about the events available on the DPC blog.

Over the last three months, the DPC Aus office has continued implementation of the DPC Aus Communications & Advocacy Plan. This involves meeting with prospective members and other interested parties to promote the DPC, discuss potential membership and offer support with their digital preservation activities. RW has held individual meetings with five more organizations to discuss potential membership. One new local member – the National Museum of Australia has now joined as an Associate Member of the DPC. Their introductory meeting was held on Mon 15 May 2023.

1.1. Extending our invitation to participation and collaboration

On behalf of our members, the DPC will engage with agencies, sectors and individuals around the world who have an interest in digital preservation, whether they are members or not. Core community building activities like World Digital Preservation Day, the Digital Preservation Awards, DPConnect, The DPC Supporter Program and iPres are initiated on behalf of members which benefit from contributions around the world and have an impact for the common good.

#DPConnect					
Description	Weekly online gathering open to digital preservation community				
Lead	Sarah Middleton	Other Staff	All	Priority	Normal
Quality Measure(s)	• Engagement levels • Positive feedback		Member Engagement	• Discussion topics	
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Weekly promotion		AP	Weekly	Continuous	On track
Rotation of hosts		SLM/R&P	Jan-Dec 23	Completed	On track
Risks Arising		Opportunities for Improvement			
None at present		Greater engagement from regions underrepresented			
Possible Next Steps					
Introducing weekly #DPConnect sessions in Australasian & Asia Pacific region					
Report					
Weekly Friday sessions continue to be held with varying levels of attendance.					
Discussion Points/Decisions Required					
• DPC member suggestions for #DPClinic themes welcomed					

DPC Supporters					
Description	Program of activities designed to facilitate meaningful communication between members and solution providers				
Lead	Sarah Middleton	Other Staff	Angela Puggioni	Priority	Normal
Quality Measure(s)	• Number of Supporters • Feedback from supporters		Member Engagement	• Member engagement in webinars	
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Introduction of tiered fee structure		SLM	June 2023	In progress	On track
Plan DP Futures Webinars for Oct/Nov 2023		SLM	July 2023	Planned	On track
Create, promote and deliver events		SLM	July-Nov 23	Planned	On track
Develop plan for the provision of a platform for smaller/non-profit dp tools providers		SLM	Nov 2023	Planned	On track
Risks Arising		Opportunities for Improvement			
None at present					
Possible Next Steps					
Reboot / Renewal of program due in August 2023					
Report					
We have been working on a tier structure for the DPC Supporter fees, so all types and scales of organizations are in a position to access the DPC Supporter Program in a fair and equitable fashion.					
Discussion Points/Decisions Required					
• Consultation needed on tier structure proposal.					

Community Development					
Description	Participation and support to DPC-related communities around the world including allies (Nestor / DEN / NDSA) and cognate bodies including ICA, RDA, RIPDASA and others				
Lead	Sarah Middleton	**Other Staff**	Angela Puggioni	**Priority**	Normal
Quality Measure(s)	• Engagement levels • Engagement spread (geographic/org type)		**Member Engagement**	• Suggestions from members for aligned communities welcomed	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Plan meetings with allied organizations	SLM	Aug 2023	Active	On track
Join online communities of representative groups and orgs	AP	Dec 2023	Continuous	On track

Risks Arising	Opportunities for Improvement
None at present	• Greater engagement globally

Possible Next Steps
Start communications with other international bodies about World Digital Preservation Day 2023

Report
We have been working with RIPDASA and ICA to create a series of webinars which will promote the DPC and its resources into their respective communities.

Discussion Points/Decisions Required
• DPC member suggestions for representative online communities welcomed.

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1.2 Expanding core membership

The DPC will seek to expand its core membership by absolute number, by geography and by sector. We will create a network effect for members whereby the larger the number of members the greater the value of membership. This in turn will enable expansion of the DPC's programs. We will ensure our work remains tightly focused on members' needs by establishing offices globally.

Membership development					
Description	Retaining existing membership and adding new members for greater impact and relevance				
Lead	Sarah Middleton	Other Staff	Angela Puggioni	Priority	Normal
Quality Measure(s)	• Number of applications • Global spread of members		Member Engagement		
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Representation in sectoral activities		SLM	Dec 2023	Planned	On track
Representation at global dp conferences		SLM	Dec 2023	Active	On track
Risks Arising		Opportunities for Improvement			
Onboarding process is antiquated		Update member handbook			
Possible Next Steps					
Identifying sectors where the DPC is not represented and seek to make connections with a view to becoming more involved in their activities – e.g. pharma and life sciences					
Report					
Since March, the DPC has had three new Associate Members: 1. the National Museum of Australia (28/03/2023), 2. the University of Strathclyde (31/03/2023), 3. the Irish Traditional Music Archive (10/05/2023). This represents a total of 148 (39 Full Members and 109 Associate Members).					
Discussion Points/Decisions Required					
• Suggest contacts and recommendations from the Sub-Committee • Redesign of application form • Update member handbook					

Enhancing member experience					
Description	Ensure members get the best out of the DPC membership wherever they are in the world				
Lead	Sarah Middleton	Other Staff	Angela Puggioni	Priority	Normal
Quality Measure(s)	• New members in regions • Retain members in regions		Member Engagement	• Consultation with regional stakeholders	
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Establishment of DPC office in the Americas		WK	Dec 2023	Active	On track
Roadtrip for DPC in Australasia		RW	March 2023	Complete	Successful
Offer sustained and independent activities in Australasia and Asia-Pacific		SLM/RW	Aug 2023	Active	On track
Risks Arising		Opportunities for Improvement			
Over-stretch and loss of momentum		Offer more events in various time zones			
Possible Next Steps					
• Americas Stakeholders to provide further feedback on the Americas office proposal • Develop hosting and staffing for Americas • Continue to support the provision of events in Australasian time zone					
Report					

A stakeholder meeting was held on Tuesday 23th May with representatives of Members in the Americas, including a Jamboard exercise to gather feedback on various elements of the proposal. A working party has now formed which will meet regularly (~every 3 weeks) to develop the proposal and find a host. Next meeting will be mid-June.

Discussion Points/Decisions Required

- Suggest contacts and recommendations for potential members through the Sub-Committee

1.3 Enabling meaningful communications with and between members, and with the digital preservation community globally.

We will maintain and refresh communications strategies and platforms to support communication within the digital preservation community. Our communications plan will identify audiences, messages and channels and will optimize opportunities for peer-to-peer communication. Our communications will adapt as the community grows to enhance participation, such as through the provision of translation and interpretation. In this way our communications will extend in reach and impact.

Members Unconferences and Networking Events

Description	Annual face-to-face event for DPC members				
Lead	Sarah Middleton	**Other Staff**	Angela Puggioni	**Priority**	Normal
Quality Measure(s)	• Number of members attending • Level of engagement		**Member Engagement**	• Invitation to showcase work at event • Member priority	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Communications planning	SLM	March 2023	Completed	On track
Promotion of event	SLM/AP	June 2023	Active	On track
Deliver event	SLM/AP	June 2023	Active	On track

Risks Arising	Opportunities for Improvement
Engagement from members outside of London	Expand to global face-to-face member events

Possible Next Steps
Start conversations about possible 2024 Unconference events in Europe, Americas and Australasia

Report
The event will be held on 22 and 23 June at the Jisc offices in London, thanks to Paul Stokes at Jisc for offering to host. 25 members have registered to attend. Planning is underway, with regular comms to encourage members to participate.

Discussion Points/Decisions Required
• Attendance of the Sub-Committee members? • Suggestions for program items sought.

DPC Champions Program

Description	A program designed to create deeper and more sustainable relationships between DPC and its member organizations.				
Lead	Sarah Middleton	**Other Staff**	All	**Priority**	Normal
Quality Measure(s)	• Annual meetings • Engagement levels • Numbers of RAM submissions		**Member Engagement**	• Direct access to designated contact at DPC • Consultation with members re. resources, events and benefits	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Planning annual calls	SLM	Aug 2023	Active	On track
Regular email communications	All	Aug 2023	Active	On track
Update CRM-system with current information	All	Dec 2023	Active	On track

Risks Arising	Opportunities for Improvement
Unequal allocation of members / staff	New starts take on new champion roles

Possible Next Steps

Evaluation of program (June 2023)
Report
Most, if not all, DPC Members have been contacted to see if they would like an annual catch-up meeting. About 75-80% of the calls have been made with good feedback (members find the calls useful) and updates.
Discussion Points/Decisions Required
Feedback welcome from members

Feedback gathering					
Description	Regular evaluation of all DPC engagements				
Lead	Sarah Middleton	**Other Staff**	Ellie O'Leary	**Priority**	Normal
Quality Measure(s)	• Engagement levels • 90% positive feedback		**Member Engagement**	• Consultation via post-event feedback forms	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Review feedback		SLM	June 2023	Planned	On track
Report on feedback gathering		SLM/EoL	Aug 2023	Planned	On track
Risks Arising		**Opportunities for Improvement**			
None at present		use it in planning for events			
Possible Next Steps					
Incorporate feedback into planning for next year					
Report					
Nothing to report at present.					
Discussion Points/Decisions Required					
•					

1.4 Ensuring our program is accessible and inclusive so that members and the broader digital preservation community can engage on an equitable basis, delivering and deriving mutual benefit from participation.

The DPC's activities offer support across our membership and into the broader digital preservation community. There are many different time zones, sectors, languages, and technologies not to mention levels of confidence and cultural norms. We will support the accessibility of our programs with a clear policy for welcome and inclusion, and a commitment to monitor, maintain and enhance technical accessibility. In this way the DPC will support Sustainable Development Goals 5 and 10.

Communications development					
Description					
Lead	Sarah Middleton	**Other Staff**	Angela Puggioni	**Priority**	Normal
Quality Measure(s)	• Engagement levels • Number of downloads		**Member Engagement**	• Consultation on website development	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Communications audit		SLM	July 2023	Planned	On track
Communications plan		SLM	Aug 2023	Planned	On track
Risks Arising		**Opportunities for Improvement**			
None at present					
Possible Next Steps					
• Review and update ED&I policy and website accessibility • Review translation policy and continue translations work • Explicit tie in to SDG					
Report					
Nothing to report at present.					
Discussion Points/Decisions Required					

Website development					
Description	Website upgrade, restructure within existing key areas, template redesign.				
Lead	Sarah Middleton	**Other Staff**	Ellie O'Leary / Angela Puggioni	**Priority**	High
Quality Measure(s)	• Improved site security • Improved accessibility score • Better feedback on resource discovery		**Member engagement**	• Consultation on website • Identification of key resources	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Clear-out of docman content		EOL	April 2023	Complete	---
Website upgrade -> dependency on template redesign		SLM	May 2023	Planned	At-risk
Template redesign		AP	May 2023	Planned	At-risk
Restructuring within current headings		SLM/AP/EOL	May 2023	Planned	At-risk
Improve website tagging system		EOL/AP	June 2023	Planned	At-risk
Tag advocacy items		EOL	June 2023	Planned	At-risk
Risks Arising		**Opportunities for Improvement**			

- Support runs out for current version of Joomla in August leaves website exposed to security risks
- Delays to website upgrade as dependent on web developers who are working slowly/talking at cross-purposes.
- Plans may yet be out of budget as no costing or project plan has been received

Possible Next Steps
• Complete briefing document for Red Evolution • Meet to define a project plan and cost • Execute project plan
Report
Ellie has undertaken the Docman clear out ahead of the Joomla upgrade, which we expected to be able to take place immediately thereafter. We have subsequently learned that it would be best to complete a template update simultaneously with the upgrade. While the preference would be for the web developers RED Evolution to lead on process, and make suggestions for the improved design, they are instead waiting for us to advise at every step. The upgrade at least must be complete by the summer.
Discussion Points/Decisions Required
• Mostly for info, but advice and guidance welcomed.

Promotion of events & opportunities				
Description	Communicating DPC activities			
Lead	Sarah Middleton	**Other Staff**	Angela Puggioni	**Priority** Normal
Quality Measure(s)	• Number of interactions • Engagement spread (geographic/org type)	**Member Engagement**	Consultation on plans	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Review of current social media channels	AP	July 2023	Planned	On track
Online promotion	SLM/AP	Dec 2023	Continuous	On track
Offline promotion (prospectus)	SLM/AP	Aug 2023	Planned	On track

Risks Arising	Opportunities for Improvement
None at present	Monthly digest to digital-preservation mailing list of new DPC resources

Possible Next Steps
Report
Continuing as planned.
Discussion Points/Decisions Required
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1.5 Understanding and enhancing the environmental sustainability of the DPC's digital platforms.

Much of the DPC's community engagement depends on digital infrastructures for video conferencing and all manner of web-based interactions. Although this reduces the carbon costs of travel and opens the door to global participation, the carbon footprint of our online services is only partially understood. In support of Sustainable Development Goal 9 we will map and audit our communications to understand their carbon footprint and develop an action plan to reduce it.

Sustainable communications development					
Description	Establish then monitor the environmental impact of our online platforms				
Lead	Sarah Middleton	Other Staff	John McMillan Angela Puggioni	Priority	Normal
Quality Measure(s)	Plans adopted by others Reduce environmental impact		Member Engagement	Share action plan with members	
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Develop skills / mentoring with IoD		JLM / WK	June 2023	Live	On track
Share lessons learned		JLM / WK	July 2023	Planned	On tracl
Initiate communications audit		SLM	July 2023	Planned	On track
Develop action plan		SLM	Sept 2023	Planned	On track
Risks Arising		Opportunities for Improvement			
Training not appropriate		Working with mentor			
Possible Next Steps					
Start Carbon Footprint measurement exercise together with the Accountable, Sustainable, Dynamic staff					
Report					
Nothing to report as present.					
Discussion Points/Decisions Required					
• Input and experience welcomed					

Objective 2: Advocacy

Overview

Our Mandate: 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.

Highlights from March-May 2023

- Progress with BitList Council
- Quoted in 'Wired' magazine
- Champions calls

Forthcoming Highlights for May-August 2023

- Advocacy training
- Close call for nominations to BitList
- Planning World Digital Preservation Day

Update from DPC Australia and Asia-Pacific

The Relaunch Roadshow provided an excellent opportunity for local advocacy for digital preservation. The sessions in four cities in Australia and one in Aotearoa New Zealand provided an opportunity for engagement with local members and potential members, and also the opportunity to discuss broader issues around digital preservation in our region. The specific issues explored during the events were - *AI for Digital Preservation* and *digital preservation challenges for First Nations cultural material*.

The Executive Director also met separately with representatives from: the University of Melbourne, Australian Federal Office for the Arts; Collections and Cultural Heritage Branch, ABC, University of Adelaide, the Centre for Transformative Media Technologies at Swinburne University, and ARDC.

DPC Aus made a submission to round 1 of the ANZSCO review of Australian and New Zealand standard classification of occupations. We identified the need for Digital Preservation Practitioner to be considered as a separate occupation.

2.1 Raising awareness of digital preservation.

The DPC will seek out opportunities around the world to promote digital preservation and engage on the subject at the highest level. We will seek to engage with audiences beyond our own community, helping to bring digital preservation more into the public consciousness. Campaigns like the Bit List will support these endeavors and allow us to articulate nuanced and authentic messages about digital preservation.

World Digital Preservation Day					
Description	Annual event to raise awareness about digital preservation				
Lead	Angela Puggioni	**Other Staff**	Sarah Middleton	**Priority**	Normal
Quality Measure(s)	• Engagement levels • Engagement spread (geographic/org type)		**Member Engagement**	Members participation in program and themes	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Logo update		AP	May 2023	Complete	---
Definition of theme		AP	June 2023	Planned	---
Communications planning		AP	June 2023	Planned	---
Communications delivery		AP	July – Nov 23	Planned	---
Facilitation of event		AP	Nov 2023	Planned	---
Risks Arising		**Opportunities for Improvement**			
None at present		Greater engagement from under-represented regions			
Possible Next Steps					
• Define theme for WDPD • Coordination of communications with other international bodies with interest or alignment with digital preservation					
Report					
New logo created and ready for release. Planned session at Members Unconference on 22-23 June to gather ideas for a theme. Communications to start over the summer with new logo launch and save the date.					
Discussion Points/Decisions Required					
Preview of new WDPD logo					

Bit List of Endangered Digital Materials					
Description	DPC Headline Advocacy activity to list and draw attention to at risk content				
Lead	Amy Currie	**Other Staff**	Sarah Middleton	**Priority**	Normal
Quality Measure(s)	Number of new nominations Assurance / review by Council Engagement with published report		**Member Engagement**	• Bit List Council • Open call for new nominations	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Assembly of Bit List Council		SLM	January 2023	Complete	On track
Distribution of species to Council for feedback		AC	April 2023	Complete	On Track
Call for new nominations		SLM	June 2023	In Progress	On Track
Drafting and review		AC	July-Aug 23	Planned	On Track
Publication of report		AC/SLM	Nov 2023	Planned	On Track
Risks Arising		**Opportunities for Improvement**			
None at present		• Introduction of database / wiki to manage entries • Introduction of 2-year cycle for Bit List Council • Contextual update only in off-years			

Possible Next Steps
• Consult council post-publication in November • Reassemble Council for 2-year cycle • Create plan for following 2 years
Report
New Bit List Council assembled and briefed in April 2023. Council now comprises subject matter specialists for all of the digital species. The entries for each species have been distributed to and reviewed by the Council members and recommendations received for new entries, rescoping or restructuring. Simultaneously, the Call for New Nominations has been opened in April 2023 and will run to 30th June. An accompanying comms campaign has been promoting the Bit List as a practical resource. Several new entries have already been received.
Discussion Points/Decisions Required
• none

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2.2 Supporting internal advocacy that develops and expands digital preservation practice.

The DPC will support internal advocacy for digital preservation, maintaining and updating our suite of advocacy resources, supporting members to conduct internal advocacy and by acting as a catalyst to engage senior managers and executives about the threats that arise in the context of data loss and the opportunities that arise through preservation.

Advocacy Toolkit					
Description	Better access to compilation of resources useful for digital preservation advocacy through the website				
Lead	Sarah Middleton	**Other Staff**	Angela Puggioni/ Ellie O'Leary	**Priority**	Normal
Quality Measure(s)	• Improved access results • Download numbers		**Member Engagement**	• Consultation on website • Identification of key resources	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Dependency: Website upgrade and redesign		SLM	July 2023	In progress	At risk
Improve website tagging system		SLM	July 2023	In progress	At risk
Tag advocacy items		EOL	July 2023	In progress	At risk
Risks Arising		**Opportunities for Improvement**			
• Delays to website upgrade • Dependence on web developers • Support for current version of Joomla till August		• Make a priority action for DPC			
Possible Next Steps					
• Complete briefing document for Red Evolution • Meet to define a project plan and cost					
Report					
This work forms part of the website upgrade and template redesign and is at risk of falling behind because of this dependency. See report on Website in Community Engagement.					
Discussion Points/Decisions Required					
• Refer to item on Community Engagement report.					

Advocacy Training					
Description	Annual online instructor-led training				
Lead	Sarah Middleton	**Other Staff**	Sharon McMeekin	**Priority**	Normal
Quality Measure(s)	• 80% of spaces taken • 90% positive feedback		**Member Engagement**	• Feedback from previous events to be incorporated	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Review and plan content		SLM/SMM	June 2023	Planned	---
Create and promote training event online		SLM	June 2023	Planned	---
Deliver training		SLM/SMM	July 2023	Planned	---
Risks Arising		**Opportunities for Improvement**			
• None at present		• Review feedback from previous years			
Possible Next Steps					
• Review feedback from previous events and review content • Move to 'Novice to Know How' pathway					
Report					

Planning for this training is in progress. There is the potential this time to focus this on Advocacy for Museums and Galleries, following a recommendation from the MAG Working Group. Review of feedback from the sessions last year will also form part of the planning.

Discussion Points/Decisions Required

- Would sector-themed Advocacy training be useful? Or would this exclude others?
- Other ways to support MAG sector?

2.3 Supporting the development of global digital preservation policy.

Within the practical limits of our capacity and bound by our charitable statutes, we will respond to public policy consultations and briefs as the collective voice of a diverse global community, with a view to creating a climate of public and institutional policy which is better informed and better inclined towards digital preservation.

Global policy development					
Description	Responding to opportunities to shape digital preservation policy around the world.				
Lead	William Kilbride	Other Staff	Sarah Middleton	Priority	Normal
Quality Measure(s)	Impact of DPC input Reach/range of input requested		Member Engagement	• Requests for support	
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Respond as opportunities arise		WK	---	---	---
Publicize results as appropriate		SLM	---	---	---
UNESCO / MoW Working Party		WK	July 2023	Planned	On track
Risks Arising		Opportunities for Improvement			
Responsive nature makes resourcing hard		Improved public policy radar			
Possible Next Steps					
Campaign Plan for 2023-4					
Report					
Meeting with Blue Shield and ARA has opened doors to a wider conversation about cyber warfare ad digital cultural heritage.					
Discussion Points/Decisions Required					
• Volunteers to join working party?					

2.4 Raising awareness about the relationship between digital preservation and environmental sustainability.

The DPC will identify and use strategic opportunities to raise awareness about the connections between digital preservation and environmental sustainability, seeking out examples of good practice and leading by example.

#DPClinic on green digital preservation					
Description	Monthly themed session open to digital preservation community				
Lead	Sarah Middleton	**Other Staff**	Angela Puggioni	**Priority**	Normal
Quality Measure(s)	• 80% of spaces taken • 90% positive feedback		**Member Engagement**		• Full member Priority (as collected May 2023)
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Discuss requirements with Tamara Van Zwol (speaker)		SLM/AP	Aug 2023	Planned	---
Create and promote event online		SLM/AP	Aug 2023	Planned	---
Deliver event		SLM/AP	Sep 2023	Planned	---
Risks Arising		**Opportunities for Improvement**			
None at present		• Identify other/regular opportunities to introduce this subject			
Possible Next Steps					
• Link up with R&P Committee to promote other relevant events on the DPC Programme					
Report					
Following a presentation in March from Tamara Van Zwol, NL Sound & Vision, on the Green IT Project in which she is involved, we approached her to see if she would like to hold a #DPClinic on the subject. She has agreed and the date is set for a September Clinic. In the course of gathering Full Member Priorities, sustainable digital preservation and environmental issues have been top of the list for many organizations.					
Discussion Points/Decisions Required					
• How else can we raise awareness about the relationship between digital preservation and environmental sustainability?					

2.5 Providing high profile and accessible mechanisms to communicate good practice and innovation in digital preservation.

The DPC will continue to celebrate the achievements of members and of the community globally through mechanisms like the Digital Preservation Awards which are not only a means of highlighting or amplifying good practice but also become moments for internal advocacy. The DPC will provide impartial expert validation which is independent with respect to vendors or solution providers.

Digital Preservation Awards					
Description	Biennial awards process that connects celebration with highlight on good practice				
Lead	Angela Puggioni	**Other Staff**	Sarah Middleton	**Priority**	Normal
Quality Measure(s)	• Increase in nominations on previous year • Increase in range and type of nominations • All categories viable to run	**Member Engagement**		• Feedback from previous winners	
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Scope out options for ceremony location and timing (preference for Europe)		AP/SLM	December 2023	Planned	---
Plan process accordingly		AP/SLM	December 2023	Planned	---
Risks Arising		**Opportunities for Improvement**			
None at present		• Greater engagement through more impactful communications • Carefully timed communications to avoid other busy conference periods			
Possible Next Steps					
• Start conversations about time and place					
Report					
Nothing to report this time.					
Discussion Points/Decisions Required					
• Relationship to NDSA Excellence awards					

Objective 5: Objective 3: Workforce Development

Overview

Our Mandate: 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.

Highlights from March-May 2023

- Novice to Know-How: Email Preservation development project successfully completed
- Career Development Fund grant awards on track to exceed original budget
- New learning management system successfully procured
- Training program for Australasia and Asia Pacific launched

Forthcoming Highlights for May-August 2023

- Beginners Web Archiving training course
- Mental Health and Wellbeing in the Digital Preservation Community survey report
- Participant registration opens for Python Study Group Program

Update from DPC Australia and Asia-Pacific

There have been eight DPC Workforce Development events held in the local Australasian time zone in the last three months. These were:

- 1 March 2023 Workflow Webinar + COW-athon Episode 3 – including presentations from the PARADISEC archive, DAMSmart, Queensland State Archives
- 7 March 2023 Documentation focus group
- 31 March 2023 #DPClinic database presentation – with Peter Francis from PROV
- 5 April 2023 DPC Reading Club
- 17 April 2023 RAM Jam watch party: improving DP capability with DPC RAM
- 3 May 2023 An Introduction to Digital Preservation – presented by Sharon McMeekin
- 24th May 2023 Novice to Know How Plus: Continuous Improvement
- 15th June 2023 Novice to Know How Plus: Risk Management

A number of local online DPC training events presented by DPC staff are included in the DPC Aus 2023 Events Schedule. The first session An Introduction to Digital Preservation was held on 3 May 2023. It attracted 100 registrations and approx. 75 attendees. The next two sessions will be N2KH+ Continuous Improvement on 24 May and N2KH+ Risk Management on 15 June.

A JAMBoard exercise was conducted as part of the last DPC Aus sub-committee meeting. Members were asked three questions about their current DP training activities and skills gaps in their organisations. A summary of the results is attached below.

3.1 Analyze and understand the digital preservation community's professional development needs

The DPC will proactively capture information on the professional development needs of DPC members' workforces and of the digital preservation community around the World. The DPC will undertake alternating biannual analyses of training needs and of the digital preservation labor market. A variety of information gathering techniques will be utilized to ensure a broad range of voices and experiences are captured. The information gathered through these analyses will help shape the outputs of the DPC Workforce Development Program and will be published so that they can benefit the wider community.

Labor Market Analysis					
Description	An analysis of trends in the digital preservation labor market based on data gathered from job advertisements. This will include information on job titles, salaries, skill requirements, geographic distribution and more.				
Lead	Amy	**Other Staff**	Sharon	**Priority**	Normal
Quality Measure(s)	• Reuse of findings into developed Recruitment Toolkit • Reuse of open dataset by members and other groups • Increased traffic to DPC Jobs	**Member Engagement**		• Consultation with members re: data sources • DP Clinic event around the time of publication	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Data gathering	Amy	Mar 2023	Complete	---
Analysis	Amy	Aug 2023	On Hold	---
Report and open data set	Amy	Oct 2023	On Hold	---

Risks Arising	Opportunities for Improvement
None at present	• An increased variety of data sources, in particular covering positions in Asia, Africa, and South America • Improved process for posting and gathering data from DPC Jobs webpage

Possible Next Steps

- Incorporation of data and findings into DPC Recruitment Toolkit
- Investigate other sources and techniques for ongoing collection of data from job posting websites

Report

Data collection was completed in mid-March. Initial plans were to conduct analysis in April, however, this timeline was put on hold to focus on other time-sensitive projects (N2KH3, Bit List 2023). Coding of the data is underway, and the timeline has been revised for completion of analysis in August 2023.

Discussion Points/Decisions Required

- Priority areas for analysis: salaries, location, contract type, full/part time, job title incl. word frequency, qualitative coding of descriptions with DPC RAM and Competency Framework

3.2 Actively maintain and update DPC resources that facilitate structured professional development of DPC member workforces

The DPC will continue to maintain and update the DPC's Competency Framework in line with developing good practice and intelligence gathered on training needs and the digital preservation labor market. The DPC will create additional complementary resources to aid DPC members with the continuing development of their workforces. These will include, but are not limited to, a skills audit toolkit and a recruitment toolkit. The DPC will also investigate the establishment of a mentor or buddy scheme for members, to help support ongoing professional development.

Digital Preservation Competency Framework				
Description	A competency framework and accompanying resources to help members of the community identify, audit, and develop the skills required for digital preservation. This includes individual and group professional development planning, as well as facilitating other staffing activities such as recruitment and annual review.			
Lead	Sharon	**Other Staff** Amy	**Priority**	Normal
Quality Measures	• Workshops at a minimum of two conferences • Article in a peer-reviewed journal	**Member Engagement**	• Member-focused pilot of framework • Training events • Inclusion as a talking point for Champions calls • Case studies for article • Feedback mechanisms	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Publication of Framework, Audit Toolkit, and Example Role Descriptions	Sharon	Oct 2022	Complete	---
Quick Start Guides	Sharon	Dec 2022	On Hold	---
Recruitment Toolkit	Sharon	Dec 2023	Planned	---

Risks Arising	Opportunities for Improvement
None at present	• Biannual review based on member and community feedback

Possible Next Steps
• Creation of a guide to skills development, including available training opportunities matched to skill areas and levels.

Report
No work scheduled in this period

Discussion Points/Decisions Required
None at present

3.3 Develop and maintain training content on key digital preservation topics suitable for synchronous delivery

The DPC will develop and maintain a portfolio of training materials, designed for synchronous delivery. The development of new content will be prioritized according to identified member needs. Updates to training content will be made in line with developing good practice. The DPC will use the materials to deliver training events through a variety of channels, both online and in-person, and scheduled to be accessible to members across a range of time zones. The DPC will make training content available for reuse to members wishing to deliver courses within their own context, under appropriate licenses.

Training Events					
Description	Development and delivery of synchronous training events for DPC members on priority topics.				
Lead	Sharon	**Other Staff**	Amy, Sarah, Robin	**Priority**	Normal
Quality Measures	• 80% of spaces taken • 90% positive feedback		**Member Engagement**	• Identification of priority topics • Training events	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
DPC APAC Training Program	Sharon	Dec 2023	Active	On track
Advocacy for DP	Sarah	Jul 2023	Planned	---

Risks Arising	Opportunities for Improvement
None at present	• Expand possible topics/training content available

Possible Next Steps

- Identify priority intermediate/advanced level topics and possible presenters
- Roll-out N2KH Plus sessions for other DPC members

Report

A training program for DPC members in the Australia and Asia Pacific region has been developed, covering an introduction to digital preservation and topics complimentary to N2KH. The first two sessions were held in April and May, and both were well attended. A further session is scheduled in June, and additional sessions will follow in Autumn/Winter 2023. Plans are underway for the annual course on Advocacy for Digital Preservation.

Discussion Points/Decisions Required

- Schedule more N2KH Plus sessions or prioritize online training development?

Digital**Preservation**Coalition

Python Study Groups					
Description	Creation of a study group program, in collaboration with the BitCurator Consortium, to support the development of Python scripting skills within the DP community. Developed from a pilot program hosted by the				
Lead	Sharon	**Other Staff**	Amy, Ellie, Angela	**Priority**	Normal
Quality Measures	• 75% of study group places claimed • Supporting content used by other groups	**Member Engagement**		• Contribution to transition team • Study group priority places	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Establish administration processes	Amy	Jul 2023	Active	On track
Develop learning resources to support groups	Sharon	Sep 2023	Active	On track
Communications plan and launch	Angela	Oct 2023	Active	On track

Risks Arising	Opportunities for Improvement
None at present	Will be reviewed further into program development

Possible Next Steps
• Continued development of supporting resources

Report
Good progress continues to be made on the transition of the Python Study Groups from a pilot to a program. A timeline for key milestones has been prepared, and progress has been made by all three working groups (Admin, Communications, and Content).

Discussion Points/Decisions Required
None at present

3.4 Develop and maintain online training content for delivery through the DPC's learning management system

The DPC will develop and maintain a portfolio of training content, designed for online delivery through a learning management system (LMS), on a range of digital preservation topics. The development of new content will be prioritized according to identified member needs. Updates to training content will be made in line with developing good practice. The DPC will provide free access to the training content for members through its LMS and provide access for the global digital preservation community for a fee. Online training content will be shared with DPC members wishing to deliver courses through their own LMS. The DPC will aim to develop online training development and delivery provision so that it is self-funding by the mid-point of the period covered by this strategic plan.

DPC Online Training					
Description	Management of the DPC's online training portal and the development of and updates to training content.				
Lead	Sharon	**Other Staff**	Amy	**Priority**	Normal
Quality Measures	• 2 new courses published a year • 80% positive feedback		**Member Engagement**	• Member consultation on priority topics for new courses • Free access to all training content	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Procurement of new LMS	Sharon	May 2023	Active	On track
Beginners Web Archiving Course	Sharon	Aug 2023	Active	On track
Continuous Improvement Course	Sharon	Oct 2023	Planned	---
Risk Management Course	Amy	Oct 2023	Planned	---

Risks Arising	Opportunities for Improvement
None at present	• Prioritization of content development • Development processes based on good practice

Possible Next Steps
• Plan for ongoing training development and maintenance • Investigate how to provide equitable access to training

Report
Due to issues with our current Learning Management System (LMS), we have chosen to terminate the contract at its expiry on 31st May 2023. Ahead of this, we have completed the procurement of a new LMS. This included setting requirements based on experience gained over the last three years, a marketplace scan, and detailed investigation and testing of three potential systems. Based on the finding of the procurement process, we have chosen LearnWorlds as our new LMS and are in the process of building our "school" and migrating content. This will be completed in time for there to be no break in service. The new LMS is cheaper, provides more learner spaces (2000 a month as opposed to the 300 currently available), and offers more functionality. We have also restarted discussions with IIPC about developing an online version of the beginners training we developed together and expect production on this to carried out in July/August.

Discussion Points/Decisions Required
• Future training topics are included in work planning discussion on sub-committee agenda

Novice to Know-How: Email Preservation Project					
Description	Development of an online learning pathway focused on email preservation, funded by The National Archives (UK).				
Lead	Sharon	**Other Staff**	All	**Priority**	High
Quality Measures	• Course completed by 1000 learners in first year		**Member Engagement**	• Participation in pilot • Contribution to case studies • Access to learning pathway	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Course content	Sharon	Mar 2023	Complete	---
Case studies	Amy	Mar 2023	Complete	---
Additional resources	Sharon	Mar 2023	Complete	---
Communications	Angela	Ongoing	Active	On track
Launch event	Sharon	Jun 2023	Active	On track
Learner admin	Ellie	Ongoing	Planned	---

Risks Arising	Opportunities for Improvement
None at present	• Regular review of content • Increase interactive/exercise-based content

Possible Next Steps

- Development of further courses
- Review of N2KH: Digital Preservation for Beginners

Report

Delivery of content was completed on Friday 7th April, a week past the original due date, but this was agreed with The National Archives (UK). Participants in the pilot have been provided access to the course in May and their feedback will be incorporated into a short report. Any issues identified in the content will be corrected ahead of the full launch. Planning for the launch event is well underway, with more than 100 people already registered to attend. Attendees at the launch will have priority access to registration for 48 hours after the event. Due to increased capacity in the DPC's new LMS, N2KH will be moving to self-service access and more spaces will be available to the broader DP community.

Discussion Points/Decisions Required

None at present

3.5 Actively maintain and update the Digital Preservation Handbook

The DPC will produce a third edition of the Digital Preservation Handbook (the Handbook) within the first half of this strategic plan. The third edition of the Handbook will continue the ethos of previous editions by offering a comprehensive introduction to digital preservation, whilst updating and adding content to reflect current good practice. The DPC will implement proactive ongoing management and a plan to update the Handbook subsequent to the publication of the third edition. Translations of the Handbook will be facilitated in line with the DPC's Translations Policy, extending its relevance to a global audience.

Digital Preservation Handbook 3rd Edition					
Description	The creation of a 3rd edition of the DPC's Digital Preservation Handbook.				
Lead	Sharon	**Other Staff**	All	**Priority**	Normal
Quality Measures	• Increased traffic to Handbook		**Member Engagement**	• WD Sub-Committee as Editorial Board • Consultation on plans • Peer reviewers drawn from membership • Launch Event	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Project plan		Sharon	Jul 2023	Planned	---
Translation plan		Amy	Aug 2023	Planned	---
Risks Arising		**Opportunities for Improvement**			
None at present		• Align with DPC RAM and Competency Framework • Improved translation mechanisms			
Possible Next Steps					
• Project kick-off in 2023/24 DPC year					
Report					
Development of the project plan for the 3rd Edition of the Handbook will be a key priority in the next quarter.					
Discussion Points/Decisions Required					
None at present					

3.6 Provide grants through the Career Development Fund so that members' workforces can access a wide range of training, education, and development opportunities

The DPC will offer grants to support members' participation in appropriate training, education, and professional development activities globally, helping to remove barriers to accessing these opportunities. Members will be encouraged to apply for advertised grants or request support for self-identified activities they wish to undertake. We will publish criteria to govern the allocation of funds from the DPC Career Development Fund (CDF), ensuring consistency and transparency in relation to the assessment of funding applications. We will aim to exceed the number of grants offered in 2018-2022 and to provide access to opportunities that are increasingly diverse in their content, location, and providers. We will review the benefits and impact of the CDF early in the period covered by this strategic plan.

Career Development Fund						
Description	Ongoing management of the CDF as well as additional activities to continue to improve access to grants for members.					
Lead	Amy	**Other Staff**	Sharon	**Priority**		Normal
Quality Measures	• More grants offered • Spending of increased budget		**Member Engagement**	• Grant Reviewers drawn from WD Sub-committee • Grants available to all members • Outputs to DPC blog		

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Calendar of upcoming opportunities for 2023-24 membership year	Amy	Aug 2023	Planned	---
Management of grant program	Amy	Ongoing	Continuous	On track

Risks Arising	Opportunities for Improvement
Ongoing risks relating to travel visas for grant recipients (advanced scheduling and notification by DPC to help mitigate).	• Identify grant opportunities in greater variety of locations, in particular Asia, Africa, New Zealand, and South America. • Improve communications to members about self-identified grants.

Possible Next Steps

- Targeted grant program to help improve EDI in the digital preservation profession
- Review impact of grants and make recommendations for improvements

Report

In this quarter, six grants were awarded for five advertised Career Development opportunities (IRMS 2023 in Manchester, UK; AMaGA 2023 in Newcastle, Australia; IS&T Archiving in Oslo, Norway; NEDCC Digital Directions online; and DCDC 2023 in Durham, UK).
At the time of writing, there are three open calls for advertised grants (iPRES 2023 in Illinois, USA; ARA 2023 in Belfast, UK; and ASA 2023 in Melbourne, Australia).
Two open calls are planned for the next quarter: one for the International Data Week 2023 conference in Salzburg, Austria, and the other for the No Time To Wait 7 conference in Prague, Czechia.

Discussion Points/Decisions Required

Discussion around proposal for the Career Development Fund contribution towards travel/accommodation amounts is included on the sub-committee agenda.

3.7 Provide support for educational and workforce development programs

The DPC will expand its ambitions for the provision of educational programmes to support Sustainable Development Goal 4 , ensuring that learners acquire the knowledge and skills needed to ensure digital sustainability. We will engage with higher and further education providers, encouraging library, archive, records management, computing, and cognate departments to incorporate high quality teaching in digital preservation within their programs. The DPC will support and, where appropriate, participate in other training and workforce development programs and projects.

General Support for DP Community Workforce Development					
Description	Contributions from DPC staff to other workforce development activities within the digital preservation community.				
Lead	Sharon	Other Staff	Amy	Priority	Normal
Quality Measures	• Increased number of invitational lectures	Member Engagement		• Lectures for info school members	
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Contribute to NDSA Staffing Survey 2021		Sharon	Sep 2022	Complete	---
Guest lectures/training sessions		Amy/Sharon	Ongoing	Continuous	On track
Risks Arising		Opportunities for Improvement			
None at present		• Improve communications with other workforce development initiatives • Establish links with Info Schools outside of UK and Ireland			
Possible Next Steps					
• Digital Preservation Education and Training working group					
Report					
The DPC contributed sessions to teaching for University College Dublin and The University of Glasgow in this period. An "Introduction to Digital Preservation" webinar was also presented on behalf of The National Library of Wales, and a guest webinar for the CILIP Knowledge and Information Management section. Sharon has also attended meetings to hear about the progress of the ARA/CILIP Workforce Mapping Survey, for which the DPC holds the role of data partner.					
Discussion Points/Decisions Required					
None at present					

3.8 Support inclusive and equitable quality education and promote lifelong learning opportunities for all

In response to Sustainable Development Goal 4, the DPC will extend its training provision, including the Career Development Fund, with the purpose of supporting increased diversity and reducing structural barriers which exclude many from participation in the digital preservation field.

Mental Health and Wellbeing Survey and Task Force					
Description	A program of work to investigate mental health and wellbeing issues in the digital preservation community. Based on outcomes of the survey, a task force will be established to examine how the DPC can support community members.				
Lead	Sharon	**Other Staff**	Amy	**Priority**	High
Quality Measures	• Report produces actionable recommendations		**Member Engagement**	• Encourage engagement with the survey • Participation in the task force • Access to resources developed	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Mental Health and Wellbeing Survey Report	Sharon	Aug 2023	Active	On track
Establish Mental Health and Wellbeing Task Force	Sharon	Sep 2023	Planned	---

Risks Arising	Opportunities for Improvement
• Security of sensitive data provided by DP Community	None at present

Possible Next Steps
None at present

Report
The survey was opened in mid-March and closed at the end of April. A target of 200 responses was set, and 261 were received. Data analysis will commence in June, with a target publication date of August for the resulting report and anonymized data set.

Discussion Points/Decisions Required
None at present

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 – 23rd February 2023 to 6th June 2023

DPC events

- Two RAM-bulance surgery days were held (on 26th April and 16th May). Members were invited to book a half hour slot to come and chat to DPC staff about any aspect of their RAM assessment. As last year, these sessions were timed to coincide with the DPC's annual call for Members to share their RAM assessments with us. Eight Members booked a drop-in session with us and discussions covered a range of different issues around DPC RAM.
- The DPC has established a Reading Club. The first session was held on 5th April and it was considered to be a success, so another was organised for 10th May. The Reading Club provides a friendly and informal forum for discussing a digital preservation publication and both meetings held so far have been full of lively and discussion. It is anticipated that this will become a regular feature of our events calendar going forward.
- A second RAM Jam watch party was held on 17th April. This event was timed to suit Members in Australasia. Attendees were able to vote on the sections of RAM they most wanted to focus on, and recordings from our November 2022 event were watched and discussed.
- DP Clinic – Digital Signatures https://www.dpconline.org/events/previous-events/eventdetail/116/-/dpclinic-digital-signatures. Prompted by a Member enquiry posted to the discussion list, this led to a wide-ranging discussion of the challenges posed to digital preservation by this topic.
- A DPClinic session on the topic of Database Preservation was held in Australia on 31st March and later re-run by DPC staff in the UK on 26th May. This event included a presentation on using SIARD from Peter Francis, Manager, Standards and Policy at PROV (Public Record Office Victoria).
- The annual series of Workflow Webinars began on the 28th February, consisting of 4 events and a total of 12 speakers and workflows.
- A webinar on the theme of "AI for digital preservation" (https://www.dpconline.org/events/previous-events/eventdetail/115/-/ai-for-digital-preservation) took place on 15th March, which attracted a large international audience. Five short presentations addressed the theme from different perspectives, and three of these were selected for a watch party and panel discussion which took place in Australia at the end of March. A blogpost summarizing both events was published at https://www.dpconline.org/blog/blog-michael-popham-ai-webinar
- On the 31st March a DP Clinic examined how OAIS is used by our members. 3 members presented their own thoughts in lightning talks before leading into a discussion with the group. This was the best attended DP Clinic so far with 35 attendees from around the world.

Other events

- An online event to mark the end of our project with the Nuclear Decommissioning Authority (NDA) was held on 9th March. This event was aimed at staff working at the NDA and included presentations by DPC staff on many of the outputs created as part of the project and presentations by staff from the NDA on how they had implemented those outputs to inform their digital preservation work.
- Jen presented on the NDSA Levels of Digital Preservation with Nathan Tallman at a lunch and learn webinar organized by the Society of American Archivists – Archivists of Religious Collections Section on the 19th April. There were 180 attendees.
- Paul presented the Requirements for procuring IT systems resource (part of the Procurement Toolkit) to a Bitesize session for the Government Knowledge Information Management (GKIM) in collaboration with TNA UK, on the 20th April.
- Jen attended the PV2023 conference at CERN in Geneva on 2-4th May.
- The Good Practice team have submitted several paper and panel proposals to the iPRES 2023 conference.

Working groups and Task Forces

- On the 28th April, the Web Archiving and Preservation Working Group (WAPWG) held a **DP Clinic as a WAPWG open meeting**.
- Fair Play Task Force kick off meetings https://www.dpconline.org/events/previous-events/eventdetail/113/-/fair-play-task-force-kick-off-meeting-europe-africa-and-the-americas https://www.dpconline.org/events/previous-events/eventdetail/112/-/fair-play-task-force-kick-off-meeting-aus-pacific-and-west-coast-america
- OPS Working Group – exit strategy https://www.dpconline.org/events/previous-events/eventdetail/110/-/operational-preservation-systems-working-group-exit-strategy
- The Museums and Galleries Working Group held its first meeting on the 29th March. The group discussed its Terms of Reference and meeting logistics and brainstormed topics for future meetings. It's second meeting was held on 25th May and focused on a group benchmarking exercise using DPC's Rapid Assessment Model.

Technology Watch publications

- A draft of the revised Geospatial Data Preservation Technology Watch Report was completed by the author. This was sent to 3 peer reviewers and 2 reviews have been received and sent on to the report author. She is currently working on a final version of the report for publication in July this year.
- Two new Technology Watch Guidance Notes were initiated this reporting period – on the topics of persistent identifiers and digital art.
- We are actively seeking to identify authors for two potential new Guidance Notes: one on the topic of digital signatures, and the second on the theme of environmental impact.

Other publications

- A new companion resource to RAM, "Level up with DPC RAM" was launched in February. This resource pulls together a range of tips, resources and case studies that are relevant to each section of RAM. It is designed to help the community move forward with DPC RAM. It is currently on a six-month member preview.
- A revised version of the Digital Preservation Policy Toolkit was launched in March to coincide with the DPC Australasia & Asia-Pacific Office Relaunch Roadshow. This blog post describes how it was updated and what has changed. The revised toolkit has been released to the whole community and is no longer a member-only resource.
- A brand new version of the Digital Preservation Business Case Toolkit was also launched to coincide with the Roadshow. The original Toolkit was 10 years old so this new release has

significantly revamped this resource, taking advantage of the progress made in this field over the last decade.

- Two focus groups on digital preservation documentation were held in February and March and useful information was gathered to inform a new good practice guide.

Projects

- The COPIM Project has been officially completed with a 2 day conference which began on the 20th April entitled "Scaling Small: Community-Owned Futures for Open Access Books". £5.8million in funding has been secured from Research England Development Fund and Arcadia for a follow-on project entitled Open Book Futures. The project will build on the work of COPIM with DPC involved in advising on digital preservation aspects and will assist in the development of training for authors and publishers.
- Planning work is underway for the new Building Registries of Good Practice project, discussed in last quarter's meeting.
- An end-of-project report for "Reliable Robust and Resilient Digital Infrastructure for Nuclear Decommissioning – Phase Two" was submitted to the project Steering Group at the end of February. An event to share the learnings from the NDA project with staff across the NDA Group took place on 9th March. DPC and NDA staff spoke about the outputs and outcomes of the project, and the session concluded with a discussion about possible future activities around digital preservation across the NDA. The NDA's Information Governance Manager blogged about the event at https://www.dpconline.org/blog/blog-michelle-donoghue-nda

Member support

- The DPC have reviewed documentation for four full members this reporting period. This includes a project concept paper, a digital preservation strategy and action plan, workflow documentation and a preservation policy and framework.
- 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 continued to work with the PREMIS Editorial Committee on dissemination opportunities (see Events, below).

Update from DPC Australia and Asia-Pacific

There have been three DPC Good Practice events held in the Australasian time zone. On 31 March 2023 #DPClinic on database preservation, 17 April 2023 RAM Jam watch party Improving digital preservation capacity with DPC RAM, 26 April 2023 RAM-bulance surgery sessions. The recording of the local #DPClinic on database preservation will be used for a watch party in the UK time zone on 26 May 2023.

The Fair Play Task Force kick-off meeting was held in the Australasia/Pacific time zone on 7 March 2023.

Forward Plan 7th June to 5th September 2023

Events

- A number of #DPClinic sessions are planned for the coming period (see Events page on the DPC website), these include:
  - 30th June - a meeting of WAPWG focussing on intranet preservation.
  - 7th July - Digital Preservation 'in and of' the Cloud, timed for members in Australasia.
  - 28th July - Getting to grips with your PDFs – does the PDF version help?

  As in previous years, there will be a break in #DPConnect and #DPClinic sessions for the month of August.

- The first draft of the Spanish language translation of "Understanding PREMIS (2021)" has been completed (funded using the money the PREMIS Editorial Board won for their Digital Preservation Award 2022). We are proposing two webinars to promote this resource: 3rd July for a DPC Webinar in English, 2pm UTC/CET for 90 minutes and 28th July for a RIPDASA Webinar in Spanish, ~6pm UTC/CET for 90 minutes.
- A meeting of Digital Preservationists Anonymous has been scheduled for the evening of 21st June in London, immediately preceding the Unconference.
- The next face-to-face DPC Annual Members Unconference and Networking event will take place in London, 22nd-23rd June. This is the first such gathering since the lifting of Covid restrictions in the UK. An open call for member-led talks and discussions has been circulated to all Members.
- Following the success of earlier meetings, further sessions of the DPC's Reading Club will be held over the summer. We would welcome suggestions of thought provoking (open access) journal articles or book chapters to read and discuss.

Other events

- Michael will be attending a meeting of the Complex Digital Objects group on 15th June, to be hosted at the British Library.
- A RAM session is being planned for late June for a Spanish audience. This event is being organized with RIPDASA.
- DPC staff will continue to contribute to preparations for the forthcoming iPres2023 conference. William serves on the conference Program Committee, whilst Michael is actively involved with the Papers and Panels sub-committee.
- Paul (and Robin) are planning a visit to members in Australasia and Asia-Pacific combined with attending the ASA Annual Conference.

Working Groups and Task Forces

- Audio Visual Working Group (AVWG) – planning for the next event is underway, and is provisionally scheduled to take place in June. Although this is a broad area in which a lot of DPC Members have previously expressed an interest, it is proving challenging to find organizations willing to share their experiences with others as most lack confidence and want to learn.
- The Museum and Galleries Working Group will hold its next meeting in July. It is proposed that this meeting focuses on the topic of advocacy as this has been highlighted as a particular challenge for this sector.
- Operational Preservation Systems Working Group (OPSWG) is planning to hold an online meeting to explore the challenges of ingesting content at scale on 14th June.
- National Libraries and Archives Working Group (NatLA) – next meeting scheduled for 15th June.
- Web Archiving and Preservation Working Group (WAPWG) – in addition to the #DPClinic sessions mentioned above, WAPWG will be holding the next in a series of events exploring the web archiving workflow on the 5th July. This event will focus on Quality Assurance, with a range of presenters sharing how they tackle this complex challenge.

Technology Watch publications

- We hope to release the following publications during the next quarter:
  - Revised Report on Preserving Geographic Information Systems
  - Guidance Note on Persistent Identifiers
  - Guidance Note on Preserving Digital Art
  - Guidance Note on Designated Communities
- We will continue to seek out authors for the two planned Guidance Notes on the topics of digital signatures and environmental impact.

Other publications

- We plan to develop and release a guide to Digital Preservation Documentation, based on the Member-only consultation focus groups which took place in February and March this year.

Projects

- Work on the Open Book Futures (OBF) project, the successor to COPIM, will get underway in earnest in the coming months, with the establishment of a National Library engagement group.
- Building Registries of Good Practice will begin recruitment to a two year role.

Member support

- Since they were initiated last year, our annual "Champions Calls" have proved an effective mechanism for eliciting potential support requests from Full Members. This year's round of calls, which have been taking place since mid-April, have identified a number of direct support opportunities which the Good Practice team will input into as they arise.

Issues, Risks, Opportunities and Decisions

Emerging Issue 1

The increasing internationalization of the DPC's membership presents both opportunities and challenges for the Good Practice team. We are keen to engage fully with Members based outside the EU/EST time zones but this presents practical challenges, especially if we want to maintain parity in terms of the range and depth of support and advice available. For example, we would like to create opportunities to initiate events in Australasia, rather than being overly reliant on watch-parties for events that have already taken place and have a strong focus on contributions from organizations based in the UTC time zone. To this end, we have scheduled fortnightly meetings with the Head of Australasia and Asia-Pacific office. UPDATE: Paul is planning a visit to Australasia to provide additional support to the Melbourne office and local DPC Members. It will be an opportunity to develop local event offerings and focus some time on the Fair Play Task Force.

Emerging Issue 2

Focus groups on digital preservation documentation were held in February and March this year and our intention was to move towards creating a first draft of a good practice guide for documentation by this point. Despite excellent input and discussion in the focus group meetings, little progress has been made on actually working this content into a guide. Staff in the Good Practice team often find it challenging to carve out blocks of time to focus on specific pieces of work such as this.

Emerging Issue 3

We have been aware for some time that our existing Technology Watch Report on Digital Forensics is due for a review. This has been advertised as a forthcoming activity on our prospectus for the last 2 years but we have failed to make progress in moving this forward despite reaching out to several potential authors. Reading Group discussions in April and May touched on topics around digital forensics and disk imaging and also highlighted the need for more guidance for digital preservation practitioners. The DPC is keen to work towards providing this guidance but this is a challenge without access to expert practitioners who are able to work on this.

Emerging Issue 4

This year's round of "Champions calls" with our contacts at Member organizations has revealed that Members recognize that the DPC website contains extensive advice and guidance on good practice which they find extremely valuable. However, several Members reported that they sometimes feel overwhelmed by the amount of information that we make available, and asked for improved guidance or signposting so that they can make better use of the resources on the site.

Recommendations to Council

Recommendation for additional resource to help deliver program.

Objective 5: Accountable, Sustainable, Dynamic

Overview

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.

Highlights March to June 2023

- Developed and delivered Board training
- Developments towards Climate Action Plan and Related Policy
- Budget planning for 2023-4

Update from DPC Australia and Asia-Pacific

One new local member welcomed to DPC Aus – National Museum of Australia. The names on the list of Sub-Committee members on the DPC website have been updated to reflect all current members.

Matt Burgess (NSLA) has been confirmed as vice-chair of Sub-Committee.

5.1 Balancing diverse but growing revenue to expand our program.

We will continue to grow and diversify income streams such as from consultancy or from events. To remain accountable to our members, growth will be proportionate to subscription revenue. Opportunities for revenue generation will be explicitly tested to ensure they deliver a member benefit, and growth in revenue will allow us to expand our program. At the same time, our charitable status will help to reduce operating costs. We will continue to improve the presentation of our financial data to members, so these are well understood.

Management Accounting Information					
Description	Management Accounts for the first 9 months of the financial year 22/23				
Lead	John McMillan	**Other Staff**	William Kilbride	**Priority**	Normal
Quality Measure(s)			**Member Engagement**		
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Management Accounts		JMC	13th June	Active	On Track
Debtor Reporting		JMC	13th June	Active	On Track
Year End Management Accounts		JMC	30th August	Planned	On Track
Risks Arising		**Opportunities for Improvement**			
• New member invoices will be sent out in July so there is always the possibility of membership cancellations.		• Debtor reporting to track historical data when next membership invoices are sent out so income trends can be better reviewed.			
Possible Next Steps					
• Year end management information will be presented at the Sub-Committee and Exec Board in September.					
Report					
The management accounts and debtor report are enclosed and will be presented at the upcoming sub-committee and executive board meeting with the opportunity for queries to be asked. The preparation for sending out invoices for next financial year has begun with the aim with most membership invoices (some members pay at slightly different times of years) being sent out in the last week in July / first week in August.					
Discussion Points / Decisions Required					
Any queries on content of the financial reports would be welcomed.					

DigitalPreservationCoalition

5.2 Understanding, and discharging the statutory and legal functions of a charity with an international base.

We have recently achieved charitable status and will discharge our legal and financial responsibilities to meet the statutory requirements that arise. International growth, especially the establishment of offices in new jurisdictions, will likely complicate the reporting requirements further. Therefore, we will seek opportunities to learn from partners around the world, optimize our accounting processes, and undertake and share an independent audit to demonstrate compliance.

External Audit					
Description	External Audit will take place by Alexander Sloan in Autumn 2023				
Lead	John McMillan	**Other Staff**	William Kilbride	**Priority**	Normal
Quality Measure(s)	'Clean' audit		**Member Engagement**	Year End Accounts will be presented at AGM to all members by Alexander Sloan	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Preparation of year end accounting information		JMc	30/08/2023	Planned	On Track
Presentation of Annual Accounts at AGM		WK / JMc	05/12/2023	Planned	On Track
Risks Arising		**Opportunities for Improvement**			
The potential risk with any audit is the possibility of errors made in accounting etc but by having Alexander Sloan in place we can continue to improve our practices.		The Audit Report from Alexander Sloan and the audit process itself has continued to highlight areas where we could improve e.g. the Debtors Reporting and approval of payments process has been improved by feedback from recent audits.			
Possible Next Steps					
Completion of financial year with accurate accounting information and full record keeping.					
Report					
The audit will begin in September 2023. Work is ongoing to ensure that all financial information for this financial year is in place, is accurate and up to date. We will engage with Alexander Sloan in August to ensure that the audit work can be carried out in good time so we have the necessary financial information in place for the last sub-committee and executive board meeting of the calendar year.					
Discussion Points / Decisions Required					
N/A					

Commented [EO1]: Are you missing the end of the sentence here?

Commented [EO2]: I know this was a last quarter thing but is it worth mentioning the debtors report came from this audit?

5.3 Ensure accountability, credibility, and resilience through good governance.

We will maintain and refresh our governance structures of Board, Council, and Sub-committees with an annual rotation of members and annual review to terms of reference. We will manage the skills and diversity of these structures to optimize representation and competence, and we will provide training opportunities in governance, especially for the Executive Board. We will ensure succession planning by inviting an emerging generation of leaders within the membership to participate in the Board.

Leadership & Governance Training					
Description	Online and In Person Training delivered by P Morrice of Alexander Sloan				
Lead	John McMillan	**Other Staff**	William Kilbride	**Priority**	
Quality Measure(s)			**Member Engagement**	Members are being invited to attend these two events	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Event: Good Governance: the duties of directors and the role of the charity regulator		JMc	08/06/23	Planned	On Track
Event: Finance for non-experts: interpreting and using financial information for company direction		JMc	22/06/23	Planned	On Track
Risks Arising		**Opportunities for Improvement**			
		• Training for potential new leaders in Digital Preservation field either with the DPC or in their own organizations.			
Possible Next Steps					
• Events will be recorded and can be used as part of an induction for new Executive Board appointments.					
Report					
Phil Morrice from Alexander Sloan will deliver both sessions on 8th June online and 22nd June in person and online. We have provided Phil with our accounting information so he can tailor the finance training in particular to make this as worthwhile as possible.					
Discussion Points / Decisions Required					
N/A					

5.4 Expand the skills, training and impact of staff in line with the DPC's programme.

We will nurture and support the DPC's staff, with exemplary conditions of employment, supportive management, opportunities for personal development and clear goals. Expansion of the programme will necessitate investment in the team, through training and the addition of new roles. We will expand our operations internationally mindful of the risks of isolation, support and equity that can arise in a highly dispersed organization.

Staff Handbook Review					
Description	Annual Review of Staff Handbook				
Lead	John McMillan	**Other Staff**	William Kilbride	**Priority**	Normal
Quality Measure(s)			**Member Engagement**		
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Review and re-issue of Staff Handbook		JMc	31/03/2023	Completed	On Track
Staff participate in appropriate training and CPD		WK	31/7/23	Active	On Track
E-Learning for HSE for all staff		JMc	31/12/2023	Active	On Track
Risks Arising		**Opportunities for Improvement**			
• New HR legislation is missed through year.		• Keeping on top of HR changes that come into effect throughout the year.			
Possible Next Steps					
• Work on the Climate Action plan might lead to further amendments and additions.					
Report					
The staff handbook review has been carried out with an addition made in relation to the travel policy which requests staff use the train as transport, when possible, over booking flights. All staff have been issued with access to a suite of e-learning courses on basic Health & Safety training which are to be completed by the end of December 2023. These courses were free through our recently renewed insurance provider.					
Discussion Points / Decisions Required					
N/A					

5.5 Financial resilience and forecasting.

We will maintain a 5-year rolling financial forecast to give early warning of challenges and to set reasonable targets for growth. Our budgets, which will be approved by the Board, will include an annual contingency and reserve to ensure financial resilience. Financial targets will be agreed in advance by the Executive Board and financial matters will be reported to the Executive Board in detail each quarter.

Draft Budget and 5-year forecast					
Description	Draft Budget for 23/24 and updated 5-year forecast				
Lead	John McMillan	Other Staff	William Kilbride	Priority	Normal
Quality Measure(s)			Member Engagement		
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Draft Budget		JMc	13/06/2023	Active	On Track
5-year forecast		JMc	13/06/2023	Active	On Track
5-year forecast 23-28		JMC	30/08/2023	Planned	On Track
Risks Arising		Opportunities for Improvement			
As with all draft budgets and forecasts, there is a large percentage of income which is classed as unconfirmed.		A more streamlined forecast could be produced starting for 23/24 which shows more clearly the income, expenditure and surplus/loss with more of the finer detail shown in tabs elsewhere in the workbook so easier to read and get highlights.			
Possible Next Steps					
Draft Budget to be discussed by sub-committee and then passed to the executive board to discuss and sign off should there be agreement.					
Report					
The draft budget and 5-year forecast are enclosed. Different scenarios have been enclosed in relation to staffing levels for the 5-year forecast.					
Discussion Points / Decisions Required					
Draft budget for 2023/24 to be recommended for approval by Sub-Committee and then approved by Executive Board.					

5.6 Committing to Sustainable Consumption.

In support of Sustainable Development Goal 12[1] we will commit to more sustainable patterns of consumption and production. The sustainability of the DPC includes the social, environmental, and inter-generational impacts that arise from our work. As such, we will seek to better understand the impacts we have, monitoring and improving them as we go.

Climate Action Plan / Carbon Footprint Measurement					
Description	Climate Action Plan for Business Training Course				
Lead	John McMillan	**Other Staff**	William Kilbride	**Priority**	Normal
Quality Measure(s)	Comparison with state of the art		**Member Engagement**	Climate Action Plan will be shared with members upon completion.	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Climate Action Plan		JMc	30/06/2023	Active	On track
Risks Arising		**Opportunities for Improvement**			
The cost implications of implementing such a plan in terms of more sustainable transport costs or offsetting transport costs may have to be considered.		The findings from this training course can be shared with members and we hope will help members be able to carry out similar assessments / plan.			
Possible Next Steps					
Publishing of DPC Climate Action Plan upon completion of the training course.					
Report					
JMc and WK are attending this 4 week course in June which breaks down the sections of the climate action plan with the aim of completing a portion each week. We have been assigned mentors to assist with this who we also meet weekly with during this period. The mentors work for PWC who are a large accountancy/consultancy firm are but who have some similarities in the environmental considerations of their activities (transport etc).					
Discussion Points / Decisions Required					
The climate action plan will be sent out for consideration once completed.					

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[1] Sustainable Development Target 12.5 By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse.

5.7 Being accountable for our values.

The DPC will live its value. In support of Sustainable Development Goal 16 DPC will establish a framework to report actions that activate the Sustainable Development Goals, and develop an audit capability that monitors conformance to our values and is accountable to members. We will work to ensure our financial reserves and investments are consistent with our stated values.

Environmental accountability					
Description	Developing capacity to deliver and report on our environmental impact				
Lead	WK	Other Staff	JM	Priority	High
Quality Measure(s)			Member Engagement		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Training			WK	31 / 7/23	ongoing	On track
Risks Arising			Opportunities for Improvement		
Possible Next Steps					
Report					
Discussion Points / Decisions Required					

5.8 Making better use and taking greater care of the data we generate.

The DPC's activities generate data as a by-product which can be used better to inform ongoing developments. This is especially true across the range of DPC activities: the Digital Preservation Awards can inform good practice; web statistics can inform training needs; event registrations support community and member development. We will enhance our information governance framework and add value to the data we generate, considering the opportunities for reuse that may arise.

CRM - Salesforce					
Description	The DPC began using Salesforce in Q2 2022 to track all staff member interactions with members and potential members and was initiated alongside the DPC Champion Program.				
Lead	Ellie O'Leary	**Other Staff**	John McMillan	**Priority**	Normal
Quality Measure(s)			**Member Engagement**		
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Use the CRM to pull RAM results to allow for further data analysis.		EOL, JM	June 2023	In Progress	On Track
Review of CRM and staff use of CRM.		EOL	Summer 23/Autumn 23	Not Started	On Track
Track potential new members interactions.		EOL, SM, WK, RW	Ongoing	Ongoing	On Track
Log interactions with members.		All	Ongoing	Ongoing	On Track
Track event sign ups and attendance.		EOL, SM	Ongoing	Ongoing	On Track
Risks Arising			**Opportunities for Improvement**		
- Potential cybersecurity risk of using cloud-based software to record emails and track interaction. Negated by use of a password manager and looking to enable MFA for login. - Financial risk of obtaining additional licenses.			Data collated in one place allows easy access for DPC staff to review.		
Possible Next Steps					
- Guidelines around how to use the CRM for staff (including standardizing how tasks/calls/events are logged within the system to allow for reports to be pulled) - Import data around N2KH - Import data around website registrations					
Report					
The CRM continues to be used by staff to log interactions with members and non-members and to track attendance at events and S-C meetings. An integration to log emails quickly has been installed by most of the staff to facilitate tracking interaction. Currently Salesforce is rolling out MFA logins which will be mandatory by Summer 24.					
Discussion Points / Decisions Required					
None.					

Website Development

Description	The CMS we use for the DPC website (Joomla) requires an upgrade to the latest version and as part of this, we are looking to redesign the website to be more accessible. This falls under the community objective 1.4 and a more detailed list of outputs and next steps can be found in the community workplan. Tasks related to data generation and finances are noted here as well.

Lead	Sarah Middleton	Other Staff	EOL, JMc, AP	Priority	Normal

Quality Measure(s)	• Improved site security • Improved accessibility score • Better feedback on resource discovery	Member Engagement	• Consultation on website • Identification of key resources

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Clear out of documents on the backend of website.	EOL	Q1	Complete	On Track
Use Hotjar to track where users engage with the website.	EOL, SM, AP	Q1	Complete	On Track
Define project plan and cost.	JMc, EOL, SM, AP	Summer 23	Planned	At-Risk

Risks Arising	Opportunities for Improvement
• Financial risk due to cost of website upgrade and maintenance. No costing or project plan has been received at current time. • Potential downtime of website which would leave users without easy access to the resources.	• A more accessible website allows for DPC created resources to be more freely used by members and non-members alike.

Possible Next Steps

- Briefing document to be completed and sent to RED Evolution
- Project plan to be drawn up with associated costs

Report

At present, we have been informed that an upgrade of the website templates should be completed alongside the planned Joomla upgrade. We have sent through the design document to RED evolution and are currently awaiting a further meeting to discuss the project plan and associated costs. The original timeline was to begin the upgrade in Summer 23, which would allow for minimal disruption to DPC members, however, there has been a delay in further discussions of the project plan which may lead to a delay to this original timeline.

Discussion Points / Decisions Required

Any comments on how users navigate the website currently and find resources currently are welcome.