![Digital Preservation Coalition logo]

Report to Members Q1 2024

About this Document

The DPC reports quarterly to the Representative Council on progress across our strategic plan, and it presents the three-month preview workplan. This ensures DPC remains true to its values: 'open, transparent and accountable to members'; 'responding to the needs of members in the delivery of services'; and 'respectful, welcoming, inclusive and transparent in all our dealings'. This reporting structure, which has been designed with members, means every member has equal access to every aspect of our program. Every member is empowered to seek clarification and invited to shape the direction of DPC's activities, and to do so openly and routinely. This report is structured around the DPC's five objectives which are in turn broken into specific tasks and actions.

- Objective 1: Community
- Objective 2: Advocacy
- Objective 3: Workforce Development
- Objective 4: Good Practice
- Objective 5: Accountable Sustainable and Dynamic

Each section of the report is scrutinized by a Sub-Committee before being shared with the Representative Council where it is shared as a prompt for discussion and a record of progress. A highlight of the report is then selected for consideration and debate with Council.

Highlights Q1 2024

- DPC Americas
- Registries of Good Practice Project
- Our Heritage Our Stories Project
- Completion of audit and Financial Year 2022-23
- Python Study Groups
- Workforce Development Project Portfolio
- Rotation and refreshment of Sub-Committees
- New memberships

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 November to March 2024

- Progress with Americas Office (p. 6)
- DPC Workflow Webinar series (p. 4)

Forthcoming Highlights

- Members Unconference event (p.7-8)

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	Aug 23 Jul 24	Continuous	On track
Risks Arising		**Opportunities for Improvement**			
None at present		Greater engagement from global regions currently underrepresented			
Possible Next Steps					
Introducing weekly #DPConnect sessions in the 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)	• Engagement levels • Increased number of attendees at events		**Member Engagement**	• Free access to Futures webinars	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Recruitment of Supporters		SLM	Ongoing	Continuous	On track
Supporter Updates to DPC Staff		SLM	April 2024	Planned	On track
Plan DPFutures Webinars and Panel		SLM	Aug 2024	Planned	On track
Create and promote DPFutures events		SLM	Sept 2024	Planned	On track
Run DPFutures events		SLM	Oct 2024	Planned	On track
Risks Arising		**Opportunities for Improvement**			
• Loss of supporters may occur if the benefits of supporter events are not apparent		• Greater representation of Supporter types through tiered structure – needs continued promotion • Communicate ways to extend 'Supportership' to their own communities (as we do with Members) to add value e.g. charity partners may access DPC events by taking the Supporter place			

Possible Next Steps
• Feedback gathering from Supporters – opportunity to improve/expand offering • Structured communications to promote the Supporter Program and its new tiered structure more routinely • Contact with supporters about appeal of DPFutures events
Report
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Discussion Points/Decisions Required
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Program of events in Australasian time zone

Description	Regular program of DPC events held in Australasian time zone. Open to members and wider digital preservation community				
Lead	Robin Wright	**Other Staff**	All	**Priority**	Normal
Quality Measure(s)	• Engagement levels • Positive feedback		**Member Engagement**	• High level of attendance by local members	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Development and delivery of local events	RW / JM	Monthly	Continuous	On track
Recruitment of local member speakers	RW	Jan-Dec 24	Continuous	On track

Risks Arising	Opportunities for Improvement
Small number of attendees at some local events Lack of time to ensure effective promotion	Possibility of making some places available for potential local members.

Possible Next Steps
Ongoing delivery of regular DPC events in Australasia & Asia Pacific time zone in 2024. DPC members in-person unconference (with one virtual session for o/s attendees) to be held in Sydney in July 2024.
Report
From December 2023 to February/March 2024 the following 7 events were held in the Australasian time zone (with no. of attendees): • 8 Dec 2023 RAM Jam watch party – 9 • 12 Dec 2023 DPC Supporters Panel watch party – 6 • 5 & 7 Feb 2024 Digital Preservation workflow webinars - 127 and 134 • 7 Feb 2024 N2KH Plus – Making the Case for Digital Preservation – 13 • 23 Feb 2024 Reading Club – 8 • 29 Feb 2024 Digital Forensics watch party – 22 Some of the events did not attract large local audiences. Watch parties will not go ahead if there are fewer than six (6) people registered. The N2KH Plus session which was rescheduled from December to 7 Feb2024 attracted 13 attendees and it was a very valuable session. The call out for members to share their workflows for the February webinars didn't receive any response from from Australasia, so events weren't scheduled specifically for our time zone (but 2 were held at 20.00 AEDT). The recordings are available for members to view on the website. The Digital Forensics watch party on 29 Feb had 22 attendees followed by a good discussion after the event. Planning is underway for a local DPC Aus unconference to be held in Sydney, possibly in July 2024.
Discussion Points/Decisions Required
• DPC rules on the number of places available for member only events limits the potential audience size for watch parties as most local members are Associate Members • The DPC members unconferences are in-person events to encourage networking and interaction between members, however the geographical distance is a problem when planning for an event in our region. Sydney has been chosen for the proposed local 2024 unconference as it is relatively easy to get to.

Community Development

Description	Maximize the impact of DPC work through partnership and collaboration with parallel agencies				
Lead	Angela Puggioni	**Other Staff**	Sarah Middleton	**Priority**	Normal
Quality Measure(s)	• Engagement levels • Engagement spread (geographic/org type)	**Member Engagement**			

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Identify allied organizations with whom to create strategic relationships	AP/SLM	Aug 2024	Continuous	On track
Join and engage with online communities of representative groups and orgs	AP	Aug 2024	Continuous	On track
Co-chairing of iPres Steering Group	AP	Dec 2024	Initiated	On track
Identification and sustained communications with network representatives in the Americas	SLM	Aug 2024	Active	On track
Input to NDSA programs including leadership	JLM	Dec 2024	Continuous	On track
Partnership Opportunity with Inter-Stellar Foundation	WK	TBC	TBC	Initiated
Partnership with ICA	SLM	Continuous	Continuous	On trac
Continued collaboration with RIPDASA through 2 x webinars + translations	SLM	July 2024	Initiated	On track

Risks Arising	Opportunities for Improvement
• Time expended on the activities of other orgs rather than for DPC	• Greater engagement globally

Possible Next Steps

- Review new engagements and connections in the Americas to sustain a relationship and meaningful communications
- Follow up new contacts in Canada with a view to ensuring their interests are represented in the development of the DPC Americas Office

Report

In the Netherlands we have met the organizers of the Dutch KIA Pleio Platform, a steadily growing online community of information and archive professionals, and agreed on promoting DPC events on KIA and sharing relevant digital preservation events published on the platform.

Discussion Points/Decisions Required

- DPC member suggestions for representative communities welcomed.

Workflow Webinars

Description	Annual webinar series which invites members of the community to showcase how they do digital preservation through the demonstration of workflows.				
Lead	Sarah Middleton	**Other Staff**	Michael Popham	**Priority**	Normal
Quality Measure(s)	• Engagement levels • Engagement spread (geographic/org type)	**Member Engagement**			

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Run events	MP	Feb 2024	Completed	On track
Plan Workflow Webinars	SLM / MP	Dec 2024	Planned	On track
Call for participants	SLM	Dec 2024	Planned	On track

Create and promote webinars	SLM	Jan 2025	Planned	On track

Risks Arising	Opportunities for Improvement
• None at present	

Possible Next Steps

- Identification of key areas for demonstration

Report

The 2024 Workflow Webinar Series took place in February 2024 with 4 episodes in different time zones.

The series was open to all and free to attend and generated a great deal of interest, with each episode attended by around 100 participants. Attendees gave a combined score of 4.5/5 for overall satisfaction with the series and the feedback included comments such as:

"It is very helpful to see the processes going on at all stages of preservation programs."

"The facilitation of this series has been excellent, presenters are all engaging and well-prepared, and I liked the specificity and description of each presentation - some were not relevant to my own work but I still learned a lot that might come in handy down the line."

The recordings of this series are made available DPC members only for 6 weeks and then released to the public thereafter.

Discussion Points/Decisions Required

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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.

Identification of member prospects					
Description	DPC continues to promote membership through active and passive engagement and tracking of significant contacts and prospective members.				
Lead	Sarah Middleton	**Other Staff**	Angela Puggioni	**Priority**	High
Quality Measure(s)	Leads turned into members Global spread of members		**Member Engagement**	Members asked to support efforts, Exec Board briefed quarterly.	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Achievement of membership targets (15 Associate + 7 Full members net)		SLM	July 2024	Active	On track
Representation in sectoral activities		SLM	Dec 2024	Planned	On track
Global representation in dp conferences		SLM	Dec 2024	Active	On track
Engagement analysis and comms planning		SLM/AP	Jan 2024	Onging	On track
Risks Arising		**Opportunities for Improvement**			
• Failure to meet targets destabilizes expansion efforts in the Americas		• Better use of CRM for lead generation and management • Presence at strategically useful community events			
Possible Next Steps					
• Delivery of and continuous update to communications plan/recruitment plan for the remainder of the year					
Report					

- We have welcomed 5 new members since the last meeting:
  - Bibliothèque nationale de France (Full)
  - Institute of Chartered Accountants in England and Wales Library (Associate)
  - Swedish Tax Agency (Associate)
  - National Science Library, Chinese Academy of Sciences (Associate)
  - Indiana University Library (Associate)
- And upgraded from Associate to Full Membership:
  - Library and Archives Canada
  - Portico

This gives a total of 115 Associate Members and 41 Full Members.

The DPC's recruitment target for the year is as follows (the additional targets have been introduced to enable and sustain the activities in the Americas and have been adjusted up since the last meeting to reflect changes to budget forecasting), with achievement shown alongside:

	Target	Achieved
New Full Members	2 (+5 additional) = 7	2 (+ 2 upgrades)
New Assoc Members	6 (+ 9 additional) = 15	9

Discussion Points/Decisions Required
• DPC members help to promote the DPC

Community development					
Description	Support members and membership globally by establishment of local / in-time-zone DPC offices				
Lead	Sarah Middleton	**Other Staff**	Angela Puggioni	**Priority**	Normal
Quality Measure(s)	Aus Office sustainable Americas Partnership Established		**Member Engagement**	Stakeholder groups in Aus and Americas	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Agreement with ITHAKA to enable DPC presence in the Americas + announcement	WK	Jan 2024	Completed	On track
Recruitment Head of Americas	WK	March 2024	Initiated	On track
Plan and deliver DPC Americas launch tour	SLM/WK	May 2024	Planned	On track
Build up offering of sustained and independent activities in Australasia and Asia-Pacific	SLM/RW	July 2024	Continuous	On track

Risks Arising	Opportunities for Improvement
• Delay in appointing new staff member for the Americas position • Lack of capacity in DPC Aus	Offer more events in various time zones

Possible Next Steps

- Continue work on establishment of DPC Americas
- Continue to support activities of DPC Australasia and Asia-Pacific

- **Report**

Since the last meeting the DPC has reached and signed an agreement with USA-based Member ITHAKA which enables the Coalition to extend its global presence to the Americas. The arrangement will se a member of DPC-dedicated staff employed by ITHAKA and seconded 100% to design and deliver a program of work to meet the needs of existing and new DPC members across the region – enabling those across the Americas to receive DPC support in their own time zones. The news has been warmly received, with many enquiries about the job role. Recruitment for the Head of DPC Americas will commence in the coming weeks.

In January Andrew Jackson joined the DPC team as Preservation Registry Technical Architect. He is leading the new "Building registries of digital preservation good practice" project, which is a collaboration between the Digital Preservation Coalition and Yale University. Andy will use the York, UK office as his local base.

- **Discussion Points/Decisions Required**

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Expanding Australasia and Asia-Pacific core membership				
Description	Aiming for balanced growth and sustained membership that results in ever-more effective representation of the Australasian community			
Lead	Robin Wright	**Other Staff**	Sarah Middleton	**Priority**	Normal
Quality Measure(s)	• Retention of existing members • Welcoming new members	**Member Engagement**	Expansion of knowledge about DPC in wider Australasian community	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Maintain local mailing list and use to advertise DPC events	RW	Dec 2024	Ongoing	On track
Ongoing implementation and evolution of DPC Aus Communication & Advocacy Plan v 3.3	RW	Dec 2024	Ongoing	On track
Maintaining contact with potential members who have expressed interest in joining	RW	Dec 2024	Active	On track

Risks Arising	Opportunities for Improvement
Now have 23 local members which requires more support, leaving less time to pursue new members DPC onboarding process is antiquated	Develop projected timeline for increased regional membership to identify additional local staffing needs

Possible Next Steps

R Wright to expand existing identified list of potential members with a particular focus on commercial organizations and government bodies.
Report
One new associate member has joined since the last sub-committee meeting – National Science Library, Chinese Academy of Science (Dr Wu Zhenxin). The date for the formal introductory meeting is being organised. Four local friend/associated organisations have identified a future intention to join the DPC subject to funding availability. One member has downgraded its membership from full to associate. Of the 23 current members in our region, 3 are now full members, 20 associate members.
Discussion Points/Decisions Required
- As local membership increases there is a potential for conflict between servicing the needs of existing members and attracting new members. Particularly if we move beyond our more traditional cohort of potential members into the commercial realm.   - Can sub-committee members assist with commercial contacts for potential members

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.

DPC Website					
Description	Renewal of DPC Website and transfer to new CMS and web hosting provider				
Lead	Angela Puggioni	**Other Staff**	Sarah Middleton	**Priority**	Medium
Quality Measure(s)	• Functioning, supported website		**Member Engagement**	• User testing • Feedback on updated website	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Stakeholder consultation for web requirements		AP	Nov 2023	Completed	On track
Development of requirements doc		AP	Nov 2023	Completed	On track
Document clean-up in current CMS		EoL	Jan 2024	Completed	On track
Contact current web developer for updating Joomla 3.10 to Joomla 5.0		SLM	Feb 2024	In progress	On track
Establish planning for completion of update		SLM/AP	Mar 2024	Planned	On track
Risks Arising			**Opportunities for Improvement**		
• Security risks • Website outage if website cannot be updated before current site ceases to function			• Exploring possibility of self-hosted service to enable better control over the website		
Possible Next Steps					
• Costing of 'simple' Joomla migration to secure the site while we investigate alternatives • Costing of self-hosted services and the components necessary to deliver the functionality required • Create plan for website upgrade on the basis of investigations					
Report					
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Discussion Points/Decisions Required					
Comments sought from Sub-Committee					

Members Unconferences and Networking events					
Description	Face-to-face events in locations around the world 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 (Dublin)		SLM/AP	Feb 2024	Active	On track
Creation and promotion of DPC event in Dublin		SLM/AP	March 2024	Planned	On track
Deliver Europe event		SLM	May 2024	Planned	On track
Plan Unconference event in Australasia		SLM/RW	May 2024	Initiated	On track
Plan Unconference in Americas (Launch tour)		SLM/WK	May 2024	Planned	On track
Risks Arising			**Opportunities for Improvement**		
Travel and budget restrictions for face-to-face event			• Expand to global face-to-face member events		

Possible Next Steps
Begin to plan outline for DPC Americas event
Report
The next Unconference for Europe will take place on 28th and 29th May in Dublin. We are very grateful to DRI for offering their venue. Plans for an Unconference event in Australasia are progressing with Sydney as a potential location. Plans for an Unconference event in the Americas will be established as part of the launch tour.
Discussion Points/Decisions Required
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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		**Member Engagement**	• Direct access to designated contact at DPC • Consultation with members re. resources and events • Help re. access to member benefits	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Evaluation of Champions Program	SLM/EOL	March 2024	Complete	On track
Implementation of any new updates to the Program (to improve effectiveness and impact) inc re-allocation of Member contacts as appropriate, and as new staff members join the DPC team	DPC team	Ongoing	Planned	On track
Contacts with DPC Member Champions	DPC team	Ongoing	Continuous	On track
Regular email communications	DPC team	Ongoing	Continuous	On track
Update CRM-system with up-to-date member information	DPC team	Ongoing	Continuous	On track

Risks Arising	Opportunities for Improvement
• Allocation of contacts to DPC staff creates unequal workload • Inability to contact some DPC members creates risk of loss	Allocation of contacts to best suit existing relationships Reallocation of contacts to create a more equal workload, especially as new staff members join the DPC team Better use of CRM and/or DPC staff meetings to pool knowledge gathered from DPC Member Champions

Possible Next Steps
Implementation of any new updates to the Program (to improve effectiveness and impact)
• **Report**
Following an evaluation of the DPC Champions Program, DPC staff will reallocate and redistribute DPC Member Champions, which may result in some changes. DPC Member Champions will be contacted with an introduction to their new DPC Staff Champion as appropriate. The evaluation and reallocation will be made with a view to minimizing disruption and disappointment, and on managing workloads. All DPC Member Champions may expect to be contacted in the coming months with an invitation to arrange a call with their nominated DPC Staff Champion.
• **Discussion Points/Decisions Required**
A copy of the DPC Champions Program evaluation report is provided with the subcommittee papers for information/discussion.

Enhance Australasia and Asia-Pacific member experience					
Description	Ensure members get the best out of the DPC membership in Australasia and Asia-Pacific				
Lead	Sarah Middleton	**Other Staff**	Robin Wright	**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
Offer ongoing program of activities in Australasia and Asia-Pacific time zone	SLM/RW	Dec 2024	Completed	On Track

Risks Arising	Opportunities for Improvement
Distance continues to be a challenge when trying to organize local in-person events such as the unconference, online events don't' attract high numbers	Increasing profile of DPC in region is creating higher expectations of the level of service the organization can provide.

Possible Next Steps

- Continue to develop ongoing schedule of events in Australasian time zone in 2024
- R Wrigth to offer introductory F2F events for existing members
- Involve members more closely in planning for unconference

Report

Are maintaining a regular local program of events, but the low number of attendees means there is less sense of community between members than there has been in the past. One F2F *Introduction to Digital Preservation* event was delivered for a local member, but as many staff were working off-site most attendees were online.

Discussion Points/Decisions Required

- Identify local training/information needs of local members and incorporate into DPC planning for 2025
- Support for holding in-person members unconference in Sydney in July 2024

Feedback gathering					
Description	Regular evaluation of all DPC engagements				
Lead	Angela Puggioni	**Other Staff**	Ellie O'Leary	**Priority**	Normal
Quality Measure(s)	• Engagement levels • 80% positive feedback		**Member Engagement**	• Consultation via post-event feedback forms	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Report and recommendations on updates to events feedback gathering	AP/EOL	Dec 23	Complete	On track
Gather feedback through Zoom	EOL	Ongoing	Continuous	On track
Review event feedback (monthly)	AP	Ongoing	Continuous	On track
DPC Full Member annual consultation (to inform DPC programming)	SLM	June 2024	Planned	On track

Risks Arising	Opportunities for Improvement
None at present	

Possible Next Steps

Routinely review and identify opportunities through greater levels of feedback

- **Report**

Since the last meeting, our standard feedback forms have been replaced by an online survey taking place at the end of an event. The results so far have been satisfactory with a 40% higher response rate.

From the start of 2024 events feedback will now routinely be brought to the DPC's monthly staff meetings for review and action.

- **Discussion Points/Decisions Required**

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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	Ensuring DPC communications are appropriate for our audiences				
Lead	Angela Puggioni	**Other Staff**	Sarah Middleton	**Priority**	Normal
Quality Measure(s)	• Engagement levels • Number of downloads		**Member Engagement**	• Consultation website development	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Review website accessibility		AP	Dec 2023	Completed	On track
Review translations strategy		SLM	Jan 2024	Planned	Delayed
Review and update ED&I policy		AP	July 2024	Planned	On track
Translations		SLM	July 2024	Continuous	Ongoing
Risks Arising		**Opportunities for Improvement**			
Delays in accessibility build into new website, related to website redevelopment project					
Possible Next Steps					
• Review DPC's translation strategy to incorporate aspirations to better support Southeast Asian and Pacific Regions					
Report					
While we have not been able to make progress with a translations strategy review or published any new translations, we have made sure that where appropriate targeted news messages are translated to better reach intended audiences i.e. news about DPC Americas and associated social media messages were provided in Spanish; the news about LAC upgrading to Full member was provided in French.					
Discussion Points/Decisions Required					

Promotion of events & opportunities					
Description	Communicating DPC activities				
Lead	Angela Puggioni	**Other Staff**	Sarah Middleton	**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**
Regular review of current social media channels		AP	July 2024	Active	On track
Online promotion		AP	July 2024	Active	On track
Offline promotion (prospectus)		AP	July 2024	Planned	On track

Risks Arising	Opportunities for Improvement
• Deterioration of Twitter as a comms service • Instability of alternative platforms	Monthly digest to digital-preservation mailing list of new DPC resources

Possible Next Steps

• Supporting the digipres.club Mastodon server

Report

Since the last meeting, we made an offer of support to the administrators of the digipres.club Mastodon server on behalf of the Coalition. As we await their response, we are using Mastodon in a limited capacity, specifically with personal accounts instead of a DPC account. Our pursuit of this matter will continue.

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.

Communications development					
Description	The DPC's climate action plan will identify ways in which the DPC's communications can be made more environmentally sustainable. The action plan is currently in development.				
Lead	Sarah Middleton	**Other Staff**	John McMillan Angela Puggioni	**Priority**	Normal
Quality Measure(s)	• Action Plan used by the dp community • Impact of DPC effort		**Member Engagement**	Action plan reviewed by M&G sub-Committee	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Draft Climate Action Plan		JBM	Aug 2023	Completed	On track
Initial Communications data being gathered		JBM	March 2024	Completed	On track
Perform communications audit		SLM	July 2024	Planned	On track
Develop action Plan		SLM	July 2024	Planned	On track
Risks Arising		**Opportunities for Improvement**			
None at present					
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**					
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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 November 2023 – March 2024

- Digital Preservation Awards
- Bit List program: The Global List of Endangered Digital Species

Forthcoming Highlights

- Advocacy Toolkit (p.4)

Discussion Points / Decisions Required

- (None)

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	The first Thursday every November is dedicated to raising awareness of all of the benefits and opportunities enabled by the hard work of the digital preservation community.				
Lead	Angela Puggioni	**Other Staff**	Sarah Middleton	**Priority**	Normal
Quality Measure(s)	• Engagement levels • Engagement spread (geographic/org type)		**Member Engagement**	• Participation in own events • Promotion of WDPD and dp	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Program planning – theme, new aspects?		AP	June 2024	Planned	On track
Save the Date		AP	July 2024	Planned	On track
Lead in comms start		AP	Sep 2024	Planned	On track
WDPD2024		AP/SLM	7 Nov 2024	Planned	On track
Risks Arising		**Opportunities for Improvement**			
None at present		• Greater engagement from global regions currently underrepresented • DPC to offer focal point through keynote speaker on chosen theme			
Possible Next Steps					
• Coordination of communications with other international bodies with an interest or alignment with digital preservation					
Report					
Nothing to report at this stage of the year.					
Discussion Points/Decisions Required					
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Bit List of Endangered Digital Materials					
Description	The BitList – the Global List of Digitally Endangered Species is a community led advocacy tool				
Lead	Amy Currie	**Other Staff**	Sarah Middleton	**Priority**	Normal
Quality Measure(s)	• Number of new nominations • Strength of evidence provided by Council. • Engagement with report once published		**Member Engagement**	• Through Bit List Council	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Definition of 2-year process		AC/SLM	Jan 2024	Complete	
Re-engagement and relaunch with Bit List Council		AC/SLM	Feb-March 2024	In progress	On track
Bit List Council Briefing Session		AC/SLM	April 2024	Planned	On track

Watching brief kept on species areas	Bit List Council	April – October 2024	Planned	On track
Suggestions for process improvements	AC/SLM/Bit List Council	April – October 2024	Planned	On track
Publication of contextual note (using intelligence from Bit List Council watching brief) to serve as interim report	AC/SLM/WK	Nov 2024	Planned	On track

Risks Arising	Opportunities for Improvement
None at present	• Potential for introduction of database to better manage entry information • Improvements to process • Contextual update only in off-years

Possible Next Steps

- Establish the full process for 2024-2025
- Brief Bit List Council in early 2024
- Update process based on recommendations from Bit List Council

Report

The Bit List Council from 2023 has been invited to re-join the Council for a new 2-year cycle, with a very positive response. The majority of existing Bit List Councilors have chosen to remain in post, leaving only a few previously existing and 3 new species posts to fill. This is ongoing at present, with a view to briefing the re-assembled Council in April 2024.

At this point the new 2-year process will be mapped out, and in invitation to provide feedback on the process with a view to introducing improvements, will be made.

Bit List Councilors will keep a watching brief on their species areas between April and October, and will report any significant changes which might constitute aggravating factors for inclusion in a contextual note which will be published on WDPD2024, 7 November 2024.

Discussion Points/Decisions Required

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Participation in local Australasia and Asia-Pacific industry					
Description	Head of DPC Australasia and Asia-Pacific to attend and present at key industry conferences/events				
Lead	Robin Wright	**Other Staff**	Michael Popham	**Priority**	Normal
Quality Measure(s)	Number of industry events with DPC presence		**Member Engagement**	• Identification of conferences held/attended by local members	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Panels/papers submitted to conferences	RW	Dec 2024	3 submitted	Completed
Papers accepted/presented	RW/MP	Dec 2024	3 delivered	On Track
Industry events participated in	RW	Dec 2024	3 attended/7 planned	On Track

Risks Arising	Opportunities for Improvement
Attendance/travel costs to participate in local conferences	Identify more opportunities in our region for joint submissions (online or in-person) with other DPC staff

Possible Next Steps

• Possible in-person attendance at SEAPAVAA, Indonesia June 2024
• Members organizing conferences/events to identify opportunities for DPC co-operation/participation

Report
R Wright has submitted proposals to 3 regional conferences for 2024 – SEAPAVAA, Indonesia June; RIMPA, Adelaide, September; ASA/ARANZ/PARBICA, Christchurch, October. The submission to ASA/ARANZ/PARBICA involves a DPC Panel presentation with staff from 4 DPC members participating. The flow-on effects of presenting at conferences, such as NDF and #BDCH23 last year demonstrates to increased profile of DPC in the region and supports ongoing industry connections.

Discussion Points/Decisions Required
• Further suggestions from members of events where DPC can have a valuable presence.

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	TBC	Planned	At risk
Improve website tagging system	SLM	TBC	Planned	At risk
Tag advocacy items	EOL	TBC	Planned	At risk

Risks Arising	Opportunities for Improvement
• Delays to website upgrade • Dependent on web developers • Support runs out for current version of Joomla in August	• Make a priority action for DPC

Possible Next Steps

Report
This work forms part of the website upgrade and has fallen behind because of this dependency. Exploration work is in progress for a website upgrade and this action item will be progressed once we have completed a website update.
Discussion Points/Decisions Required
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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	---	---	---

Risks Arising	Opportunities for Improvement
None at present	

Possible Next Steps

Report
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Discussion Points/Decisions Required
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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.

Promoting event on digital preservation and sustainability					
Description	Online event to explore relationship between digital preservation and environmental issues				
Lead	Angela Puggioni	**Other Staff**	Sarah Middleton	**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**
Create and promote event online		SLM/AP	Feb – March 2024	In progress	On track
Deliver event		GP/AP	26 March 2024	Planned	On track
Risks Arising		**Opportunities for Improvement**			
None at present		• Identify other/regular opportunities to introduce this subject			
Possible Next Steps					
Report					
The event has been organized and coordinated by the Good Practice team, but as part of our Advocacy activities we have supported the event and encouraged the community to think about and engage on the topic.					
Discussion Points/Decisions Required					
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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	Biannual awards process				
Lead	Sarah Middleton	**Other Staff**	Angela Puggioni	**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**
Launch of the Digital Preservation Awards 2024		SLM/AP	6 March 2024	Planned	On track
Confirm all Sponsors		SLM	By April 2024	Planned	On track
Confirm budget arrangements with Venue/iPres 2024		SLM	By April 2024	Planned	On track
Second call for nominations		SLM	22nd March 2024	Planned	On track
Final call for nominations		SLM	15th April 2024	Planned	On track
Awards close, nominations received, first sift check and distributed to judges		SLM	22nd April 2024	Planned	On track
First Judging Panel (Shortlisting) online		SLM	Week commencing 20th May 2024	Planned	On track
Finalists announced and invited to presentation		SLM	3rd June 2024	Planned	On track
Online voting for finalists opens		SLM	3rd June 2024	Planned	On track
Confirm venue arrangements		SLM	By July 2024	Planned	On track
Online voting closes		SLM	1st July 2024	Planned	On track
Second Judging Panel with (presentations and interviews with finalists)		SLM	Week commencing 15th July 2024	Planned	On track
Awards presented at iPRES 2024		SLM	16th September 2024	Planned	On track

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

• See key dates above

Report

Since the last meeting, the DPAwards Judging Panel has been assembled and a Briefing Meeting was held on 14 Feb 2024. At this meeting, the Judges agreed that further invitations to the panel should be extended to include parts of the world not currently represented.

The Judging Panel were also invited to review the Awards categories and criteria and to make any suggestions for improvements.

A 24-hour (and then continuing) comms campaign to launch the DPAwards for Wednesday 6 March has been planned, and this will continue through a series of calls to encourage participation from the community around the world.

Discussion Points/Decisions Required

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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 December 2023 - February 2024

- Good progress made on Digital Asset Register Toolkit
- Python Study Group Program meetings began
- Training sessions completed for Australasia-Asia Pacific DPC members
- Work began on new Digital Preservation Handbook Scoping Project
- Work began on updates to N2KH: Beginners course
- Progress made on analysis of Labor Market data and responses to Mental Health and Wellbeing Survey

Forthcoming Highlights for March - May 2024

- Beginners Web Archiving training course
- Labor Market Analysis Report
- Mental Health and Wellbeing in the Digital Preservation Community Survey report
- Digital Asset Register Toolkit to be published
- Updated N2KH: Beginners content made available
- DP Handbook project plan

Key discussion points and decisions

- Career Development Fund Guidance (p10 and agenda item 5)
- Handbook Scoping Project (p8 and agenda item 8)

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 (quantitative)	Amy	Jan 2024	Complete	
Analysis (qualitative)	Amy	Apr 2024	Active	On Track
Report and open data set	Amy	May 2024	Postponed	

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

Analysis of the collected data from 636 job postings is underway. Quantitative analysis has been completed on the full dataset (salaries, location, contract type, full/part time, job titles incl. word frequency). Qualitative coding of descriptions for analysis of priority areas was completed, narrowing the dataset to 167 postings most relevant to the digital preservation field. Qualitative analysis of that dataset is underway (key activities and responsibilities; essential knowledge, skills, experience; education level and formal qualifications, position level and type; DPC RAM and DPC Competency Framework).

Discussion Points/Decisions Required

None at present

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
Quick Start Guides	Sharon	Late 2024	Postponed	---
Recruitment Toolkit	Sharon	TBC	Postponed	---

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 activity 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	**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**
DRI Policy Workshop		Sharon	Nov 2023	Completed	
DPC Australasia/Asia Pacific Training Program		Sharon	Dec 2023	Completed	---
DPC Training Policy		Sharon	Feb 2024	Postponed	On Track
Risks Arising		**Opportunities for Improvement**			
• Hard to plan the demand and respond accordingly.		• Expand possible topics/training content available • Develop policy for provision of and charging for bespoke events for associates and non-members. • Make more use of members' expertise			
Possible Next Steps					
• Identify priority intermediate/advanced level topics and possible presenters • Roll-out N2KH Plus sessions for other DPC members					
Report					
The scheduled session on Digital Preservation Policy for the Digital Repository of Ireland was completed as planned. The training sessions planned for Australasia-Asia Pacific members were also completed, with Sharon presenting a 90-minute session on Making the Case for DP on 6th/7th February. Work on the Training Policy has been postponed due to other priorities.					
Discussion Points/Decisions Required					
None at present					

Training Events – DPC Aus					
Description	Development and delivery of synchronous training events for DPC members on priority topics.				
Lead	Sharon McMeekin	**Other Staff**	Robin Wright	**Priority**	Normal

Quality Measures	• Training events delivered for DPC Aus members • 80% of spaces taken • 90% positive feedback	Member Engagement	• Identification of priority topics • Level of participation in training events

Key Tasks/Outputs	Owner	Due Date	Status	Condition
4 x N2KH Plus sessions delivered to DPC Aus members	SMcM	Dec 2023	Achieved	Completed
DP Essentials Winter School	SMcM	Dec 2023	Cancelled	Not enough demand
Establish demand for local training events 2024	RW/SMcM	Dec 2024	In train	On Track

Risks Arising	Opportunities for Improvement
Increasing membership in region is likely to lead to greater demand for training	• Expand topics/training content available • Investigate different levels of demand for F2F/online training in region

Possible Next Steps

- Consult local members about training requirements for 2024/25
- Continue to offer F2F *Introduction to Digital Preservation* sessions for members
- Members to consider possible topics they would like to discuss at unconference

Report

The 4 N2KH Plus sessions delivered in our time zone by Sharon McMeekin in 2023/24 were very well received: they were *Continuous Improvement* (24 May 2023) – 13 participants; *Risk Management* (15 June 2023) – 10 participants; *Policy* (17 Oct) (no. of participants unknown); and *Making the case for DP* (7 Feb 2024) – 13 participants. The N2KH online modules are available for staff training and are being used, but there is little feedback available from users in our region.
Local sub-committee members need to provide information on their preferred DPC workforce development activities for 2024/25.

Discussion Points/Decisions Required

- Local training needs – current areas of need/preference for in-person or online training?
- Likely support for local members unconference in Sydney, July 2024

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 BitCurator Consortium.		
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/Ellie	Oct 2023	Completed	---

Develop learning resources to support groups	Sharon	Nov 2023	Completed	---
Organize groups and notify participants	Amy/Sharon	Dec 2023	Completed	---
Facilitation of first intake	Sharon	Jun 2024	Active	On track
Promotion of second intake	TBC	May 2024	Planned	---

Risks Arising	Opportunities for Improvement
None at present	• Draw on expertise of new 'Registry Analyst' postholder

Possible Next Steps

- Continued development of supporting resources

Report

Preparations for the first intake were completed as planned, with over 150 participants invited to join the groups organized into two set covering different time zones. Mentors were also organized, and representatives for the governance group selected. The first meetings of the two sets groups were held in late January, and the second meetings in February have also been completed. Initial anecdotal feedback has been positive, with formal feedback to be gathered at the end of the first intake of participants. Plans for the first governance group meeting are in progress, where the feedback process will be established.

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
Beginners' Web Archiving Course	Sharon	May 2024	Postponed	---
Continuous Improvement Course	Sharon	Jun 2024	Postponed	---
Risk Management Course	Amy	Jun 2024	Postponed	---

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
Work on the online training described above has been postponed to allow other time sensitive work to be completed.

Discussion Points/Decisions Required
None at present

Novice to Know-How Training						
Description	Development and maintenance of training content under the "Novice to Know-How" brand, as funded by The National Archives (UK).					
Lead	Sharon	**Other Staff**	All		**Priority**	High
Quality Measures	• Courses completed by 1000 learners a year		**Member Engagement**		• Free access to learning pathway	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Communications	Angela	Ongoing	Active	On track
Learner Support and Admin	Ellie	Ongoing	Continuous	On track
Updates to N2KH: Beginners Content	Sharon	March 2024	Active	On track
Digital Asset Registers Project	Sharon	March 2024	Active	On track

Risks Arising	Opportunities for Improvement
• Content of courses becomes dated/inaccurate	• Regular review of content • Increase interactive/exercise-based content • Investigate possibilities for translation

Possible Next Steps

- Development of further courses

Report

In the last three months new registrations and course completion numbers are as follows:
- N2KH: Beginners – 259/55
- N2KH: Access – 34/8
- N2KH: Email – 71/29

The three focus groups for the Digital Asset Registers project were completed as planned and the summary report of findings was delivered on schedule before the Christmas break. Since the beginning of the year work has progressed well with the development of the toolkit. Drafts have been reviewed by DPC and TNA colleagues, as well as external peer reviewers, and a final draft of the main toolkit is now complete. Drafts of templates for a DAR development plan and a DAR (including stats dashboard) have also been completed. Work will now be carried out in March to format the content into a short course under the N2KH brand, with all materials to be delivered by 31st March.

Work has also been underway on updates to the original N2KH: Beginners course. Copy edits of all modules that did not require content updates have been completed to address feedback mentioning spelling and grammar errors. Content edits to the remaining modules have also been started. These are a little behind schedule, but slippage time was included in the schedule, so we are confident the work will still be completed by the end of March schedule.

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	• Peer review comments • Increased traffic to Handbook		Member Engagement	Sub-Committee as Editorial Board Consultation on plans Members as peer reviewers Launch Event	
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Project Plan		Sharon	May 2024	Planned	---
Translation plan		Amy	May 2024	Planned	---
Scoping Project – Community Survey		Sharon	Feb 2024	Completed	---
Scoping Project – Focus Groups		Amy	Feb 2024	Completed	---
Scoping Project – Recommendations Report		Sharon	Mar 2024	Active	On Target
Risks Arising		Opportunities for Improvement			
• Scale and detail of effort still not fully known		• Align with DPC RAM and Competency Framework • Improved translation mechanisms • Funding opportunities			
Possible Next Steps					
None at present					
Report					
The DPC was encouraged to submit a funding bid for a Scoping Project for the 3rd edition DP Handbook to the Culture Division of the Welsh Government and a £10,000 grant was generously awarded. The project contains three work packages: a Community Survey, Focus Groups, and a planning phase. The Community Survey was drafted in early January, published on 22nd January, and was open for almost four weeks. A target of 100 responses was set and 150 were received. Initial analysis of the data gathered has been completed on schedule. A plan for the focus groups was developed in early January, and recruitment began immediately. Four focus groups were held in February, with 25 participants attending, including DPC members and non-members and a range of organization types and roles. Analysis of the discussions has also been completed on schedule. Work is now underway to bring together the findings from the survey and focus groups into a recommendations report. A brainstorming session has been scheduled in mid-March with DPC colleagues to discuss the recommendations, and to set guiding principles and scope for the 3rd edition. This will then be developed into a draft project plan which will be presented for discussion to the WD sub-committee.					
Discussion Points/Decisions Required					
• A high-level summary of findings from the research phase of the scoping project will be reported during DP Handbook agenda item and input is welcomed ahead of the project planning phase.					

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 to those who meet priority criteria Spending of increased budget Impact statements from recipients		**Member Engagement**	Grant Reviewers from 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	Complete	---
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). Failure to make funding target in Supporter program		Improve communications to members about self-identified grants. Identify and promote career development opportunities in a greater variety of locations, in particular Asia, Africa, New Zealand, and South America.			
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, two fully funded grants were awarded for two advertised Career Development Fund opportunities. Seven applications were received for the grant supporting registration, travel and accommodation for IDCC 2024 conference in Edinburgh, UK. Three applications were received for the grant supporting registration, travel and accommodation for the IS&T Archiving 2024 conference in Washington, DC, USA.

Career Development Fund grant awards are on track to meet the budget (at the time of writing, 63.7% of the budget has been spent). In total, there have been eight CDF grants awarded for five advertised opportunities in the 2023-2024 DPC year.

Advertised calls planned for the next quarter include fully funded grants for the online NEDCC Digital Directions Conference 2024, DCDC 2024, ARA 2024, and iPres 2024.

Two applications for Member Self-Identified grants have been received. The first, for a grant supporting attendance at the 2and3D conference, was ultimately declined. The application was well-written and made a strong case for how the opportunity will benefit and support digitization activities. However, upon much deliberation, the panel agreed that there was not a clear enough explanation on how attending this opportunity will directly benefit digital preservation activities and/or help build digital preservation capacity at the organization (to ensure the preservation of digitized items over time).

The second application for a Member Self-Identified grant was recently received. However, the applicant indicated in the form that they may no longer be employed at the time the grant opportunity occurs. This has been raised as a discussion point for the sub-committee below.

Additionally, there have been multiple inquiries from DPC members to whether CDF grants can cover DPC events, specifically the upcoming Unconference in Dublin this May 2024. This has been raised as a discussion point for the sub-committee below.

A draft of an updated version of the Career Development Fund Guidelines has been completed, with invitation for input and feedback from the Head of Administration and Finance to address carbon footprint, accessibility, travel policies, and other areas raised by the sub-committee. A copy of the draft has been sent for consultation with the sub-committee for further discussion if needed.

Discussion Points/Decisions Required

- Criteria relating to applicant's contract length
- Support for attending DPC events
- Any other feedback or comment on the revised policy document

3.7 Provide support for educational and workforce development programs

The DPC will expand its ambitions for the provision of educational programs 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**
Guest lectures/training sessions		Amy/Sharon	Ongoing	Continuous	On track
Guest Lecture (Strathclyde Univ)		William	Feb 2024		Complete
Guest Lecture (UCD)		William	April 2024	Active	On track
iPres 2024 – Start to Preserve strand		Sharon	Sep 2024	Active	On track
Risks Arising		**Opportunities for Improvement**			
• Ad hoc requests can be hard to plan and resource at short notice. • Poor connections outside of UK / Ireland.		• 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					
Sharon presented a lecture and a lab session for the University of Glasgow on 21st February, and William participated in a session for the University of Strathclyde on 1st February. We are in the process of arranging a session for UCD in Dublin on 4th April and 2nd May for the University of Aberystwyth. Sharon has continued work as co-chair of the Start to Preserve stream of iPres 2024 and will be leading work on the creation of a community resource on training and skills development. We are also considering submitting a "Birds of a Feather" session to iPres around training and education as a first step in establishing the proposed working group.					
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	Jan 2024	Active	On track
Establish Mental Health and Wellbeing Task Force	Sharon	Jun 2024	Planned	---

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

Possible Next Steps
None at present

Report
Initial data analysis was completed in a focused 4-day sprint at the end of Jan/beginning of Feb. A further round of quantitative analysis is required for two questions before writing of the report can begin. This has been postponed until the current set of projects has been completed, but will be a top priority in April, with hopes of publishing the report in late April/May. Recruitment will then begin for members of the proposed Task Force.

Discussion Points/Decisions Required
None at present

Digital Preservation in Africa					
Description	DPC has been invited to join a consortium looking to develop and adapt training resources and a 'train the trainer' program with partners in Kenya and in the US. This project has been awarded funds in excess of 100K USD, which would support DPC travel costs and some staff time to the total of 12K USD. Project is in development.				
Lead	William	**Other Staff**	Sharon	**Priority**	Normal
Quality Measures	• Successful outcome to grant proposal		**Member Engagement**	• Application led by US based member	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
DP in Africa Summit Meeting	William/ Sharon	Sept 2024	Planned	On track
DP Training Needs in Africa Workshop	William	Q4 2024	Planned	On track
Adaptation of existing resources	Sharon	Q1 2025	Planned	
Train the Trainers	Sharon	Q2 and 3 2025	Planned	

Risks Arising	Opportunities for Improvement
• Overburden of work and expectation	None at present

Possible Next Steps
Complete project initiation under guidance from UIUC and partners

Report
Application was submitted 3rd November 2024 and has been approved though not announced. Details will follow.

Discussion Points/Decisions Required
None

Objective 4: Good Practice

Overview

Our Mandate: 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.

Highlights for 22nd November 2023 – 27th February 2024

- Kick off of Registries of Good Practice project.
- RAM Jam events held in early December provided a forum for Members to discuss how they are using DPC RAM to move forward with digital preservation.
- Event on digital forensics held on 26th February.
- Three DPClinic sessions have been held, focusing on the topics of Social Media Preservation, Geospatial Data Preservation and deletion/disposal of digital content.

Forthcoming Highlights for 28th February 2024 – 22nd May 2024

- Publication of Environmental Impact of DP Guidance Note and environmental webinar.
- Publication of new version of DPC RAM (and refresh of associated resources).
- External Advocacy for Web Archives event on 6th+7th March.
- First demonstrators for the Registries of Good Practice project released for community feedback.
- DPClinic sessions on DPC RAM (March) and on diacritics in preserved digital content (April).

Discussion Points / Decisions Required

- Does the sub-committee have any reading recommendations for our forthcoming Reading Club sessions? We are always open to ideas and suggestions so if you come across an interesting article that would be good for promoting discussion do let us know. (p4)
- Do we need to do more to ensure the Technology Watch Reports include all relevant initiatives and standards before public release? (p10)

4.1 Capturing, communicating, and encouraging community good practice.

The DPC will provide a trusted forum for the development of digital preservation practice on behalf of our members and for the global digital preservation community. We will achieve this by maintaining and expanding our existing program of networking events, task forces and working parties.

Task forces and Working Groups					
Description	The DPC will support task forces and working groups as a valuable means of allowing for community discussion and sharing of good practice.				
Lead	PRW, JLM, MGP	**Other Staff**	EOL	**Priority**	Normal
Quality Measure(s)	Working Group and Task Force Terms of Reference include a commitment to evaluation. Typically this will include a method of gathering feedback from group members or event attendees.	**Member Engagement**		Working group and task forces are set up in response to member requests and are open for Members to participate including setting their agenda and workplan.	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Audiovisual Working Group	MGP	ongoing	Active	On Track
Fair Play Task Force	PRW	ongoing	Delayed	At risk
Museums and Galleries Working Group	JLM	ongoing	Active	On Track
National Libraries and Archives Working Group	PRW	ongoing	Active	On Track
Operational Preservation Systems Working Group	PRW	ongoing	Active	Minor issue
Web Archiving and Preservation Working Group	PRW	ongoing	Active	On Track
File format registries discussion forum	TBC	ongoing	Delayed	Minor issue

Risks Arising	Opportunities for Improvement
Challenging to arrange working group meetings that sit across multiple time zones but the importance of facilitating international discussions is clear. Fair Play Task Force – next step to arrange event, but delayed due to lack of resource and more immediate priorities	These groups result in a large number of meetings for members and for DPC staff. There will likely be some adjustment in frequency to avoid overwhelming attendees but also to find the sweet spot in engagement and momentum.

Possible Next Steps

File format registries discussion forum to be established when Registries of good practice project is underway. Meetings of working group and task forces are planned as follows:
- Next Museum and Galleries Working Group meeting to be held on 18th March. The agenda is currently being finalized but will be responsive to feedback gathered from group members in February.
- Next Audiovisual Working Group meeting scheduled for week commencing 25th March, on a topic that will be led by one of the Members.
- WAPWG External Advocacy meetings scheduled for 6th+7th March
- NatLA meetings scheduled throughout the calendar year.

Report

We have run several well-attended Working Group meetings in the previous quarter including:

- Meetings of the Museums and Galleries Working Group covering the Bit List and goals for 2024. A blog post summarizes activities of the first year and feedback is currently being gathered from group members to help plan the year ahead.
- A planning meeting of the AV Working Group took place on 31st January, which was followed by an email message circulated to all Members (via the DPC-DISCUSSION list), soliciting ideas and suggestions for future meetings of the Group throughout 2024.

Discussion Points/Decisions Required

None at present.

Networking events					
Description	DPC networking events in a range of formats designed to get Members networking and discussing key digital preservation topics.				
Lead	JLM, PRW, MGP, SLM	**Other Staff**	All staff	**Priority**	Normal
Quality Measure(s)	Each event will have its own evaluation measure	**Member Engagement**	All Members can access our events.		
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Digital Preservationists Anonymous – iPRES 2023		SMM/WGK	September 2023	Cancelled	At risk
Digital Preservationists Anonymous – Australasia		PRW	September 2023	Cancelled	At risk
Panel session at Australian Society of Archivists Conference, Melbourne		PRW, RW	September 2023	Completed	On Track
DPC Unconference - Dublin		SLM	November 2023	Cancelled	At risk
Digital Preservationists Anonymous - Dublin		JLM	November 2023	Cancelled	At risk
DPC Unconference 2024 – UK		TBC	May 2024	Planned	On Track
Conference presentations and posters at iPRES 2023		JLM, MGP	Ongoing	Completed	On Track
DPConnect		All staff	ongoing	Active	On Track
DPClinic		JLM, PRW, MGP	ongoing	Active	On Track
DPC Reading Club		JLM, WK	ongoing	Active	On Track
Risks Arising		**Opportunities for Improvement**			
Digital Preservationists Anonymous hasn't gained any traction recently. Planned session at iPRES didn't happen as none of the Good Practice team were there in person. The session advertised for Dublin this month only had one person interested so was cancelled.		We should consider whether DPClinic should be de-coupled from the regular DPConnect slot and rotated around to suit different time zones.			
Possible Next Steps					

- With no major conferences forthcoming, we are focusing on our schedule of regular events (e.g. DPConnect, DPClinic, DPC Reading Club).
- We have DPClinic sessions planned for the next couple of months – a session in March to focus on the new version of RAM, and a session in April to look at diacritics in preserved digital content.
- Reading Club events will be established for March-May once suitable reading material has been found.

Report

- DPClinics: In November we ran a discussion session on preserving social media – a blog about this session can be found here. We had a break in December. In January we ran a session on Geospatial Data with the author of our recently revised Technology Watch Report. In February the topic was deletion or disposal of data with a guest speaker from the Archaeology Data Service.
- Reading Club: Sessions have been held monthly in different time zones and good discussions have taken place.

Discussion Points/Decisions Required

Does the sub-committee have any reading recommendations for our forthcoming Reading Club sessions? We are always open to ideas and suggestions so if you come across an interesting article that would be good for promoting discussion do let us know.

4.2 Facilitating dialogue between members and solution providers in digital preservation.

By seeking to understand the changing requirements among our members, who are representative of the wider community, we can accelerate the development and improve the quality of digital preservation solutions, and we can help our members find available solutions much more readily. Within the limits of our neutrality as expressed in the Supporter Programme we will enable regular and ongoing dialogue between the DPC and solution providers and provide opportunities to showcase work which is aligned with members' needs.

Understanding requirements and facilitating dialogue					
Description	Understanding member needs is part of almost every DPC activity but there are several key tasks that focus more explicitly on gathering requirements more formally, and on relaying them to solution providers.				
Lead	PRW	Other Staff	JLM, MGP	Priority	Normal
Quality Measure(s)	Several feedback loops are present within the specific tasks below and summarized by the consultative approach.	Member Engagement		By its very nature this work aims to ensure DPC's objectives and work tasks are set by our Members.	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
See Objective 1.3 Champions Program	All	March-May 2024	Active	On track
Collate full member priorities, discuss with Good Practice Sub-Committee and develop annual DPC prospectus	PRW/SM	June 2024	Planned	On Track
See Objective 1.1 DPC Supporters	SLM	June 2024	Active	On Track

Risks Arising	Opportunities for Improvement
Too many supporters means members are saturated. Risk of being seen to go against our vendor neutrality when engaging with Supporters to write publications, post on the DPC blog or speak at events.	Imminent establishment of DPC Americas may change the number of supporters, which is welcome as it create a better forum for discussion, but brings concomitant risk of saturation.

Possible Next Steps

Report
• The DPC continue to meet with new and existing Supporters to better understand their service offering. • We are planning to invite one Supporter (probably Matthew Addis from Arkivum) to address the planned webinar on Environmental Impact, scheduled for late March.

Discussion Points/Decisions Required
None at present.

4.3 Delivering direct support to members to solve problems and address shared challenges.

The DPC will be available to provide a wide range of advice and guidance to members, especially our full members who will be offered direct support. We will connect members with leading practitioners around the world and we will share insights derived from this problem-solving for the benefit of all.

Member Support					
Description	The DPC offers direct support to Members to help them with specific digital preservation challenges. Often these requests require the time of the Good Practice team but they may also include requests for help with training and advocacy for example.				
Lead	PRW	Other Staff	JLM, MGP, SLM, SMM, AC, WK	Priority	Normal
Quality Measure(s)	Good Practice team maintain a spreadsheet of Member Support activities and record feedback received.		Member Engagement	Broad insights gained through Member Support activities are often shared (though fuller details of the nature of the support given are not)	
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Deliver direct support to members			PRW	Ongoing	Active	On Track

Risks Arising	Opportunities for Improvement
Often Member Support requests come with a tight turnaround time and the Good Practice team occasionally have to drop planned tasks to respond in a timely fashion. Also liabilities that arise from advice need to be indemnified.	Using Champions calls as a means of better understanding and quantifying forthcoming requests for support from Full Members. Being able to 'write up' member support and share the learnings more broadly.

Possible Next Steps

Report
There are several ongoing discussions with Full Members about their requirements for Member Support. For one institution we are planning a workshop with their researchers to investigate and discuss data management practices. For another we are in the early stages of discussing plans to run a workshop with internal stakeholders to kick off their digital preservation steering group. We are discussing support related to a collaborative piece of work on cybersecurity.
Discussion Points/Decisions Required
None at present.

RAM Jam in Australasia					
Description	Several DPC Aus members use DPC RAM either regularly or for specific purposes. DPC RAM sessions are always well attended and appreciated when held in local region.				
Lead	Jen Mitcham /Paul Wheatley	Other Staff	Robin Wright	Priority	Normal
Quality Measure(s)	Attendance at RAM Jam sessions No. of RAMs submitted by Aus members		Member Engagement	• 6 RAMs submitted from DPC Aus members in 2024	
Key Tasks/Outputs			Owner	Due Date	Status	Condition

Work with PW on incorporating Tandanya Declaration and Indigenous data sovereignty requirements into RAM v.3 in 2024	RW/PW	April 20234	In train	On track
Ensure RAM training/information available to local members	RW	Dec 2024	Ongoing	On Track
Introduce DPC RAM v.3 in local region	RW/JM	June 2024	In train	On Track

Risks Arising	Opportunities for Improvement
Not enough local support available for DPC Aus members undertaking RAM	• More promotion of RAM resources to non-members of DPC in our region

Possible Next Steps

- Promote free availability of RAM more widely in Australasia and Asia-Pacific including through consortium members.
- #DPClinic to introduce DPC RAM v.3 in Australasia and Asia-Pacific

Report

There is an ongoing interest in RAM in our region. RAM workshop with Paul Wheatley at Te Papa on 3 Oct 2023 and the presentation by R Wright at PARBICCA 8 Nov 2023 were both very well attended and received. Jenny Mitcham has helped several local members complete their RAM in the last year. More information on the use of RAM for benchmarking by members would be useful.

Discussion Points/Decisions Required

- Need to promote help available to members with RAM and use of benchmarking data.

4.4 Supporting maturity modelling and continuous improvement.

The DPC will maintain and refine the Rapid Assessment Model, supporting members to deploy this and related benchmarking tools on a frequent basis and, in this way, help them to set achievable goals and demonstrate material improvement over the lifetime of the strategic plan. We will promote a culture of continuous quality improvement across the digital preservation community, recognizing and supporting maintenance as a core activity.

Rapid Assessment Model (DPC RAM)					
Description	The DPC maintains a maturity model for digital preservation called the Rapid Assessment Model (DPC RAM). It also provides support for Members to use the model and gathers and analyses information for benchmarking purposes on an annual basis.				
Lead	JLM	Other Staff	PRW, MGP	Priority	Normal
Quality Measure(s)	Feedback is sought on DPC RAM frequently, when it is discussed in presentations and training sessions. There is also a feedback link on the RAM web pages. Feedback is collated into a document which will be reviewed when RAM is next revised	Member Engagement		All Members are encouraged to engage with DPC RAM on joining the DPC and on an annual basis after that.	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
'Introduction to RAM' session in Spanish		SLM	July 2023	Completed	On Track
'RAM Jam' New Zealand		PRW, RW	September 2023	Completed	On Track
Organize annual 'RAM Jam' event to enable sharing of experiences between members		JLM	November/December 2023	Completed	On Track
Analyze RAM information from Members		JLM	December 2023	Completed	On Track
Disseminate RAM benchmarking information to Members		JLM	December 2023	Planned	Minor issue
Disseminate summary information to Members at annual AGM		JLM	December 2023	Completed	On Track
Call for feedback on RAM prior to update		JLM	December 2023	Completed	On Track
RAM revision and update		JLM	February 2024	Active	On Track
RAM-bulance sessions		JLM	April-May 2024	Planned	On Track
Gather RAM assessments from Members and create initial summary statistics		JLM	June 2024	Planned	On Track
Risks Arising		**Opportunities for Improvement**			

Information gathering work is reliant on enough Members engaging with this exercise. We typically get a 30-40% response rate for this. The utility of the information gathered is dependent on having enough information to carry out meaningful analysis.	Annual Champions calls scheduled during the RAM information gathering period are helpful in increasing engagement with this exercise. Earlier planning of this annual cycle of calls may improve response rate.
	This year we would like to improve the quality of the report that is shared with members and move towards a more consistent method of displaying and distributing the results. This will help with the ease of comparison between different reporting periods.

Possible Next Steps

- RAM revision will continue, following the plan shared with this sub-committee in November 2023.
- A DPClinic session focused on the revised RAM is being scheduled for March. This will be an opportunity to share RAM with the wider digital preservation community.

Report

- RAM Jam sessions were held in December 2023. They were not hugely well attended, but attendees were very engaged and there was lively discussion. We had good feedback such as:
  - "It was really the most incredibly well timed and relevant session for us, touching on many of the points that we need to focus on at the start of next year… All the presentations and related discussions on how people are using this already were spot on. It also gave us some reassurance that many of our issues are shared by the wider community."
- Revision work continued over this period, with the involvement of several members of DPC staff.

Discussion Points/Decisions Required

None

4.5 Providing accessible and authoritative information resources.

The DPC will maintain and expand its flagship 'Technology Watch' series which provides authoritative, concise and accessible guidance on core topics lowering the barriers to digital preservation. We will supplement and expand this series with specialist 'deep-dive' advice in response to members' changing needs, and will publish this widely for the greater good.

Technology Watch Reports					
Description	The DPC's series of Technology Watch Reports provides authoritative guidance on key digital preservation topics. Work is ongoing to add new titles to this series and update existing publications.				
Lead	PRW	**Other Staff**	JLM, MGP	**Priority**	Normal
Quality Measure(s)	The Good Practice Sub-Committee has oversight of this series and provides feedback on draft outlines. Technology Watch Reports undergo peer review before publication. The Member preview period also offers an additional window for review and revision.	**Member Engagement**		All Members can access these publications. Good Practice Sub-Committee acts as Editorial Board commissioning and reviewing titles before publication.	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Revision of Preserving Geospatial Data report	JLM	July 2023	Completed	On Track
Revise/streamline Technology Watch author agreement	PRW	August 2023	On Hold	Minor Issue
Revision of Preservation Metadata Report	MGP	July 2024	Planned	On Track
Revision of Web Archiving Report	PRW	July 2024	Planned	On Track
Revision of Digital Forensics report	JLM	No date	Delayed	At Risk

Risks Arising	Opportunities for Improvement
It has not been possible to find an author to revise the Digital Forensics report. Without a suitable author this work cannot be completed.	Several of our early Technology Watch Reports would benefit from a revision. Additional resource to manage this process would lead to improvements in the speed of work.

Possible Next Steps
- Gather sub-committee feedback on the status of existing reports in this series and develop a plan.   - The digital forensics event organized for February was designed partly with the goal of surfacing an author to revise this report. Follow up on any leads from this event as appropriate.

Report
The Geospatial Data Preservation Report went on public release in January 2024. A DPClinic session in January went well, but an audience member pointed out that the report omitted details of the E-ARK Content Information Type Specification for geospatial data (https://dilcis.eu/content-types/cs-geospatial-data).

Discussion Points/Decisions Required
Do we need to do more to ensure the Technology Watch Reports include all relevant initiatives and standards before public release?

Technology Watch Guidance Notes

Description	The DPC's series of Technology Watch Guidance Notes provides authoritative guidance on key digital preservation topics. Work is ongoing to add new titles to this series and update existing publications.				

Lead	PRW	Other Staff	JLM, MGP	Priority	Normal

Quality Measure(s)	The Good Practice Sub-Committee has oversight of this series and is occasionally asked to review drafts. The Member preview period also offers an additional window for review and revision.	Member Engagement	All Members can access these publications. Good Practice Sub-Committee acts as Editorial Board commissioning and reviewing titles before publication.

Key Tasks/Outputs	Owner	Due Date	Status	Condition
New Guidance Note on Designated Communities	JLM	2022	Completed	On Track
New Guidance Note on Persistent Identifiers	JLM	July 2023	Completed	On Track
New Guidance Note on Preserving Digital Art	JLM	July 2023	Active	Delayed
New Guidance Note on Environmental Impact of Digital Preservation	MGP	December 2023	Active	Delayed
New Guidance Note on Disaster Planning	MGP	May 2024	Planned	Delayed

Risks Arising	Opportunities for Improvement
It can be a challenge to find authors for these publications and also to maintain their initial levels of enthusiasm for completing the work. PRW is notionally lead for Tech Watch publications but this is a large responsibility and can be time consuming, especially when set against other priorities.	Additional resource to manage this process would lead to improvements in the speed of work. We sometimes underestimate just how long it can take to get a Technology Watch publication from initiation to completion. We need to start the process earlier with this in mind.

Possible Next Steps

Report

An author was commissioned to produce the new Guidance Note on environmental issues and digital preservation, and the first draft was delivered on time. We have subsequently decided to try to time the release of this document (subject to some minor revisions) with the webinar on Environmental Impact, scheduled for late March.

The publication of a new Guidance Note on Disaster Planning has been rescheduled to May 2024, to provide a better fit with the programme of other publications and events planned for the DPC.

Discussion Points/Decisions Required

None at present.

Other publications and resources						
Description	The DPC has a number of other publications and resources that sit outside the Technology Watch Series. Existing resources are reviewed periodically, and new resources are added as needed.					
Lead	JLM, PRW	**Other Staff**	MGP		**Priority**	Normal
Quality Measure(s)	Specific resources have review and feedback mechanisms associated with them. Member preview provides further chance for comment. DPC maintains a record of feedback and updates/reviews resources accordingly.		**Member Engagement**	All Members can access these publications.		

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Creation of good practice guide to documentation	JLM	June 2023	Completed	On Track

Risks Arising	Opportunities for Improvement
	Create and document cycle of review for our online resources and publications and provide information about next planned update online. Provide PDF version of online resources. Provide DOI and citation guidance for online resources.

Possible Next Steps

After launch of documentation guide we have been asked if we can produce a PDF version. We are keen to do this but have not yet found the time. We allocated a DOI to the online resource and also provided citation guidance. We are aware that we should do this for other resources on the DPC website so that our resources are presented consistently.

Report

Minor changes were made to the DPC's procurement toolkit to include tips gathered from DPC Supporters in the Supporters Panel event held in October 2023.

Discussion Points/Decisions Required

None at present.

4.6 Delivering accessible, inclusive, and informative events that facilitate knowledge exchange and networking.

The DPC will offer an annual program of events to meet members' needs, and accessible to the widest possible audience. This will include specialist briefing days on emerging and good practice, as well as community events that capture and articulate changing requirements, or which enable community validation of emerging techniques. These will support both established and new practitioners and will sustain professional networks in digital preservation.

DPC and other events					
Description	DPC events on a range of topics of interest to our Members and the wider community.				
Lead	JLM, PW, MGP	**Other Staff**	SLM	**Priority**	Normal
Quality Measure(s)	Feedback forms are sent out following most of our events.	**Member Engagement**		Themes emerge from member consultation and all Members can access our events, either live, or as recordings after the event.	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
QA for web archives		PRW	July 2023	Completed	On Track
Persistent Identifiers webinar		MGP	September 2023	Completed	On Track
Documentation guide launch and workshop		JLM	September 2023	Completed	On Track
Documentation guide launch watch party		JLM	September 2023?	Completed	On Track
Keep the Bits Workshop x 4 - Australia		PRW, RW	September 2023	Completed	On Track
Cloud Based Content		JLM	October 2023	Completed	On Track
AI and DP: Show and Tell Webinar		MGP	November 2023	Delayed	Minor issue
Environmental Impact webinar		WK, MGP	December 2023 (now March 2024)	Delayed	Minor issue
Workflow webinars		MGP	January 2024	Completed	On Track
Digital forensics		JLM	February 2024	Planned	On Track
Appraisal event		MGP	April 2024	Planned	On Track
Emulation case studies		PRW	May 2024	Planned	On Track
Risks Arising		**Opportunities for Improvement**			
Risk that our events programme isn't suitable for all time zones. Need to continue to take steps to ensure all Members can access events. Less engagement with feedback forms has been observed. In response to emerging issues and requests from Members, our programme of events can change and grow – potentially exceeding the capacity of staff to properly support such events, particularly watch parties in Australasia.		More proactive review and assessment of information gathered through feedback forms. Look at ways to simplify feedback form and encourage greater engagement. Improve the planning and scheduling of events, and carefully consider additional and ad hoc requests that arise throughout the year.			

Possible Next Steps
• Continue planning for forthcoming programme of events, particularly those scheduled for the next few months

Report
• We had a full programme of events at the end of 2023 and noted low sign-ups for several of them. • A standard procedure for planning events has been created to help staff who are planning events and to ensure that there is consistency and good communication across the DPC team around the advertising and hosting of events. This has allowed us to document existing procedures and develop improved ways of working. • We are trialing a new method of gathering feedback from events using a Zoom feedback form which pops up when you leave an event, along with a smaller number of questions. Early indications (from the workflow webinar series) suggest that this will increase engagement with our feedback forms. • Following internal discussions at the DPC staff meeting in December 2023, it was decided that we would merge the planned AI show-and-tell event with the proposed webinar on Appraisal, given that a number of Members in Australasia had expressed an interest in a webinar on how AI might be used in appraisal.

Discussion Points/Decisions Required
None at present.

Deliver program of events in Australasia and Asia-Pacific					
Description	Deliver regular program of 2 DPC events per month in Australasian time zone				
Lead	Robin Wright	**Other Staff**	Eleanor O'Leary	**Priority**	Normal
Quality Measure(s)	Number of events delivered Number of speakers/ attendees	**Member Engagement**		Members participation in events Unconference topics from members	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Program of local events developed and delivered	RW	Dec 2024	On Track	6 events delivered/planned
Delivery and communication about local events	RW/EO'L/AP	Ongoing	On Track	Ongoing delivery as events planned
Ongoing development of future events for delivery in local time zone including unconference	RW/SM	Dec 2024	Started	Ongoing

Risks Arising	Opportunities for Improvement
Low audience numbers	Greater engagement with local members to identify topics that meet their needs

Possible Next Steps
• Improve communication and efficiency of planning and timing for events for delivery in Australasia

Report
Six events have already been delivered in local time zone in 2024. There has been more time available for promotion as events so far have been closely connected to UK versions. There was very good attendance at the Workflow webinar sessions, but unfortunately there were no examples offered from our region. Events are being widely publicized which leads to better attendance. The Digital Forensics watch party attracted 22 local attendees.

Discussion Points/Decisions Required
Managing an ongoing program of approximately 2 events per month in our time zone requires significant administration which is reducing time available for outreach to potential members. Would like to have more events originating in our region and available for watch parties elsewhere in future. Support for possible local unconference in Sydney, July 2024.

4.7 Communicating with members on current and emerging standards, and ensuring standards are relevant and reflect good practice.

The DPC will maintain a watch on digital preservation standards and will be available as a partner and advisor for any or all standards promoted into the digital preservation community. In doing so, we will work to ensure that such standards encapsulate and codify good practice as expressed by the community, and furthermore ensure that standards are attainable.

Standards watch					
Description	Maintaining an understanding of the ongoing work on digital preservation standards and reflecting that back to DPC Members.				
Lead	JLM	**Other Staff**	All	**Priority**	Normal
Quality Measure(s)	Discussion with Good Practice Sub-Committee, particularly with regard to themes/standards and appropriate levels of focus/effort.		**Member Engagement**	Relevance to members is key to selecting themes or standards where effort will be expended, given the huge number of standards and limited time available.	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Maintaining a watching brief on the work of the MOMS-DAI group that works on the OAIS standard	JLM	NA	Active	Minor Issue
Maintaining a watching brief on developments with the NDSA Levels of Digital Preservation	JLM	NA	Active	On Track

Risks Arising	Opportunities for Improvement
This work tends to be responsive and hard to schedule properly. It is a challenge making the time to attend weekly meetings of MOMS-DAI group and keeping up with discussions via email.	Long term schedule and plan for engagement. Consider sharing work with Preservation Registries Analyst

Possible Next Steps

- Continue working with NDSA Levels Steering Group on planning a revision of the Levels in 2024.

Report

- JLM continues to co-chair the NDSA Levels Steering Group and is heavily involved in planning for a revision of the Levels this year.

Discussion Points/Decisions Required

None at present.

4.8 Supporting and engaging the community with cutting edge research and development projects.

The DPC will engage with cutting edge research projects which attempt to lower the barriers to digital preservation or address emerging challenges in technology. The DPC will be a platform for engaging the global digital preservation community in research, whether in gathering requirements or validation of outputs. Where gaps exist and funds permit, we will also begin to commission research for the benefit of members.

Building Registries of Good Practice					
Description	Working to deliver programmatic improvements in digital preservation capacity on behalf of the DPC's global membership, by improving the user experience and usefulness of a defined set of community-owned and community-maintained registry services and related information sources.				
Lead	PRW	**Other Staff**	TBC	**Priority**	Normal
Quality Measure(s)	To be established by the project and Good Practice Sub-Committee	**Member Engagement**	Members will be benefit from the enhancements to registries.		
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Develop and finalize job description for Community Manager role		PRW	1/8/2023	Completed	On Track
Recruit to Community Manager role		PRW	1/3/2024	Completed	On Track
Detail project plan		PRW / WK	TBC	Active	On Track
Make digital preservation expertise, good practice and research discoverable		PRW	TBC	Active	On Track
Innovate and develop more impactful and sustainable digital preservation registry services		PRW	TBC	Active	On Track
Sustain the COPTR data		PRW	TBC	Planned	On Track
Risks Arising		**Opportunities for Improvement**			
Possible Next Steps					
• With Andy Jackson in post and the project launch announced, work is now proceeding to design the project approach, plan communications and begin some initial iterations of work.					
Report					
Andy Jackson began his role as Preservation Registry Technical Architect on the 24th January 2024. The project has been formally announced. Andy has been working through various induction processes. The Preservation Registry Special Interest Group has been initially advertised, management mechanisms are being established and the group will meet in the next quarter. Andy is beginning to share more about the open, iterative and feedback orientated approach that the project will be taking. He will be frequently blogging and will shortly share details of two demonstrators he already has to share.					
Discussion Points/Decisions Required					
None at present.					

Open Book Futures	
Description	The preservation focused element of this project that is designed to deliver a step-change in how community-owned Open Access (OA) book publishing is delivered.

Lead	PRW	Other Staff	SM		Priority	Normal

Quality Measure(s)	Project review measures, engagement with National Libraries, and reporting to Good Practice Sub-Committee	Member Engagement	The work seeks to embed preservation thinking into the early part of the eBook lifecycle, thus easing preservation challenges for preserving organizations such as National Libraries, a number of whom are DPC Members. Approaches and skills around embedding and specific application of new technologies very relevant to other members.

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Ongoing digital preservation guidance to WP7	PRW	Ongoing	Active	On Track

Risks Arising	Opportunities for Improvement
Workload	

Possible Next Steps

Making sure learning is shared and embedded in digital preservation good practice post-project.

Report

Second year review and planning meeting for the preservation workpackage has been completed with a greater focus on metadata and external dependencies to be examined in the next phase. There will also be planning for the 3rd phase training development work.

Discussion Points/Decisions Required

None at present.

4.9 Monitor, manage and improve habits of sustainable consumption in the production and delivery of DPC events.

Prior to Covid-19, DPC briefing days and member-facing events involved significant amounts of travel and catering which in turn implied waste. Once the pandemic is over, we will return to a 'better normal' in support of Sustainable Development Goal 12[1]. In doing so we will be mindful of the DPC's global membership, recognizing that 'face to face' activities can also exclude a great many members. Although some travel and face-to-face events will resume as a component of our work, we will seek to reduce travel and routinely measure carbon cost and risk of waste generation when we plan events, establishing a framework for continuous improvement to reduce our consumption from events by the end of this planning period.

Make DPC events more sustainable					
Description	Putting in place measures to measure the impact of events and to minimize that impact				
Lead	JBM	**Other Staff**	PRW, JLM, MGP	**Priority**	Normal
Quality Measure(s)	Review by Good Practice Sub-Committee.	**Member Engagement**	Events are primarily (often exclusively) for members.		
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Climate Action Plan		JBM	Sept 2023	Active	On track
Risks Arising		**Opportunities for Improvement**			
Possible Next Steps					
Report					
This action is dependent on the development of a wider climate action plan and audit toolkit for the DPC which has been published. This plan and associated tools will be used to embed more sustainable practice in the DPC's work.					
Discussion Points/Decisions Required					
None at present.					

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

4.10 Take action to combat climate change and its impacts by promoting developments in sustainable consumption for digital preservation.

In support of Sustainable Development Goal 13, the DPC commits to raising awareness, promoting standards, engaging research and building institutional capacity for digital preservation practices that measure, monitor and reduce the production of greenhouse gases and the consumption of non-renewable resources, or which contribute to climate change, erode marine environments or harm biodiversity[2].

Promoting developments in sustainable consumption					
Description	Build sustainability into digital preservation approaches.				
Lead	JBM	**Other Staff**	PRW, JLM, MGP	**Priority**	Normal
Quality Measure(s)	TBC		**Member Engagement**	Solutions need to be both sustainable and practical for members to implement.	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
See 4.5 Commissioning Technology Watch Guidance Note on carbon costs of digital preservation.		MGP	December 2023	Delayed	Minor issue
See 4.6 event on environmental issues		WK and MGP	December 2023	Delayed	Minor issue
See 4.7 on ongoing work to look at NDSA Levels with regard to environmental sustainability		JLM	ongoing	Active	On Track
Risks Arising		**Opportunities for Improvement**			
Fast moving field with complex ideas and significant volumes of misinformation. Advice has to be coherent, actionable and accurate. Expert scrutiny is required.		Engage DP with wider environmental / circular economy thinking			
Possible Next Steps					
- The Guidance Note is currently being reviewed. - Continue to plan an event to coincide with launch of Guidance Note. - Continue to work with NDSA Levels Steering Group to discuss next steps.					
Report					
The first draft of this Guidance Note was received on schedule, but it was subsequently decided to delay its release so that, if possible, it might coincide with a planned DPC webinar on environmental impact. That event was itself subsequently rescheduled to late March 2024, to allow for the launch of the DPC's environmental Action Plan					
Discussion Points/Decisions Required					
None at present.					

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[2] Sustainable Development Target 13.3: 'Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning'

4.11 Modelling the good practice we promote.

The DPC will model the good practice we promote, such as in the provision of online resources and corporate memory. DPC will move from being simply a trusted partner in digital preservation research and become better stewards of the digital materials we create and promote.

Modelling the good practice we promote					
Description	Modelling good practice				
Lead	JLM	**Other Staff**	PRW, MGP	**Priority**	Normal
Quality Measure(s)	Measures will be designed appropriate to the specific actions, overseen by the Good Practice Sub-Committee	**Member Engagement**		By practicing what we preach, the DPC will be better placed to support Members in digital preservation.	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Inclusion of ORCIDs in Technology Watch publications		PRW	July 2023	Completed	On Track
Provide citation guidance for DPC's online resources		JLM	April 2024	Planning	On Track
Publish and preserve Technology Watch publications as open eBooks		PRW	June 2024	Planning	On Track
Internal review of DPC records management practices		TBC	TBC	Planned	On Track
Embed Robust Links and DOIs in core DPC publications		SLM, PRW	Ongoing	Ongoing	On Track
Ensure periodic harvest of DPC website		SLM, PRW	Ongoing	Ongoing	On track
Ensure and promote cyber-security		JBM	Ongoing	Ongoing	On track
Risks Arising		**Opportunities for Improvement**			
Proposed change of DPC website and move from Joomla CMS creates risks to some of the resilience we've built over the years.		Cyber essentials training and certification. It has been noted after recent publication and events series relating to our Documentation Guide that there are processes and procedures within the DPC that should be documented. This is particularly important as we grow as an organization.			
Possible Next Steps					
• Further opportunities to improve and enhance DPC's own documentation will be taken as time allows.					
Report					
Recent DPC work on the documentation guide highlighted opportunities to improve DPC's own documentation. Work began this quarter on documenting the procedure for planning DPC events. Other documentation initiatives will be addressed as necessary.					
Discussion Points/Decisions Required					
None at present.					

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 November to March 2024

- Progress with 'Aged Debtors' work and completion of FY 2022-3
- Cyber-Essentials Certification
- Sub-Committee Rotation

Forthcoming Highlights

- Cyber-Essentials +

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 first six months of year 2023/24				
Lead	John McMillan	**Other Staff**	William Kilbride	**Priority**	Normal
Quality Measure(s)	Outcome matches expectations External Audit		**Member Engagement**	Discussed at Board and Sub-Committee	
Key Tasks/Outputs			**Owner**	**Due Date**	**Status**	**Condition**
Management Accounts for 6 months			JMC	29/02/2024	Active	On Track
Risks Arising			**Opportunities for Improvement**		
New member invoices have been sent out in so there is always the possibility of membership cancellations but we are being pro-active with all members so any issues can be dealt with early in year.			Addition of Balance Sheet and further edits to Debtor reporting Training for Directors in reading financial information		
Possible Next Steps					
Balance sheet and debtor reporting has been identified as needing improvement in terms of management accounts and this will be implemented now and moving forward.					
Report					
The management accounts are enclosed and will be presented at the upcoming sub-committee and executive board meeting with the opportunity for queries to be asked.					
Discussion Points / Decisions Required					
Any queries on content and/or style of the financial reports welcomed.					

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)	Timely reporting Follow up of recommendations		**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	Completed
Presentation of Annual Accounts at AGM			WK / JMc	05/12/2023	Planned	Completed
Sign off of Annual Accounts			WK / JMc	30/04/2024	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. - Changes in charity law			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						
We are in the final stages of completion of the annual audit with final work on debtors taking place before final accounts are sent to Executive Board for sign off. Accounts must be submitted to Charity Regulator by end of April 2024. There have been minor changes in charity legislation but nothing of concern to current processes.						
Discussion Points / Decisions Required						
N/A						

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					
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**
Renewal of Sub-Committees / Executive Board		WK	31/01/2024	Planned	Completed
Online Governance Training		JM	30/04/2024	Planned	On Track
Risks Arising		**Opportunities for Improvement**			
Lack of interest / over-abundance of interest Internationalization makes governance more complicated		As membership grows more diverse, opportunity for different countries, sectors to be represented at both sub-committee and board.			
Possible Next Steps					
P Morrice to provide two online sessions for governance training in April 2024. Details to follow shortly.					
Report					
Invitation for new members to join sub-committees and Executive Board was completed in January 2024.					
Discussion Points / Decisions Required					
Lack of 'commercial' members in governance roles.					

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)	Regular updates		**Member Engagement**	Staffing group consulted	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Review and re-issue of Staff Handbook		JMc	31/03/2024	Planned	On Track
E-Learning for HSE for all staff		JMc	31/12/2024	Active	On Track
Risks Arising		**Opportunities for Improvement**			
New HR legislation is missed through year. International staff with different terms.		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. Courses are updated annually so staff will be taking health and safety e-learning each year					
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.

5-year forecast					
Description	5-year forecast				
Lead	John McMillan	**Other Staff**	William Kilbride	**Priority**	Normal
Quality Measure(s)	Accuracy and precision of forecasts	**Member Engagement**		Presented at Board and Sub-Committee	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
5-year forecast		JMc	29/02/2024	Ongoing	On Track
Annual review of income targets		JMc	20/03/2024	Ongoing	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.		Consultation with members of sub-committee and executive board if this could be presented in a more useful way moving forward.			
Possible Next Steps					
Forecast to be updated monthly and presented quarterly to Sub-Committee and Board for comments.					
Report					
The forecast is enclosed for perusal.					
Discussion Points / Decisions Required					
Any questions or comments would be welcome. If this information could be presented more clearly to the members, we would be happy to consider ways this could be carried out.					

5.6 Committing to Sustainable Consumption.

In support of Sustainable Development Goal 12[3] 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)	Peer assessment		**Member Engagement**	Climate Action Plan shared with members.	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Climate Action Plan		JMc	31/10/2023	Complete	On Track
Carbon Emissions Audit		JMc	31/07/2024	Ongoing	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					
Present 6-month emissions audit. Training for Board to interpret data.					
Report					
We have started to report the Carbon Emissions of the DPC each quarter to Sub-Committee and the Executive Board like we do with management accounting information.					
Discussion Points / Decisions Required					
Six month calculation (Aug 2023 -Jan 2024) now available for discussion by Board and Sub-Committee.					

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[3] 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.

Climate Action Leadership Group					
Description	We will appoint a NXD to a new role of 'Director for Sustainable Development' and establish a cross-coalition leadership group to monitor and develop targets in this area				
Lead	WK	**Other Staff**	All	**Priority**	Normal
Quality Measure(s)	Demonstrable progress against established measures	**Member Engagement**	Led by NXD		
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Director Volunteer		WK / JMc	30/03/2024	Complete	On Track
Risks Arising		**Opportunities for Improvement**			
This is a new area and not clear what goals and targets are reasonable. More than 'green wash'		Hard to specify at this stage. But any development is by definition improvement.			
Possible Next Steps					
Convene and establish Climate Action Leadership group					
Report					
A director has volunteered for the new role to lead our Sustainable Development activities.					
Discussion Points / Decisions Required					
What do we want or expect from this leadership?					

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**
Review of CRM and staff use of CRM.		EOL	Q2 2024	Started	On Track
Track potential new members interactions.		All	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 MFA for log in. 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) - Continued use in tracking potential new member leads.					
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. All staff have now enabled multi-factor authentication to their accounts and the purchase of more licenses to facilitate added staff members is being considered. A review of the staff's use of the CRM has started alongside the review of the DPC Champions program.					
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	Angela Puggioni	**Other Staff**	SM, EOL, JMc	**Priority**	Medium
Quality Measure(s)	• Functioning, supported website		**Member Engagement**	- User testing - Feedback on updated website	
Key Tasks/Outputs		**Owner**	**Due Date**	**Status**	**Condition**
Stakeholder consultation for web requirements		AP	Nov 2023	Completed	On track

Development of requirements doc	AP	Nov 23	Completed	On track
Document clean-up in current CMS	EoL	Jan 2024	Completed	On track
Contact current web developer for updating Joomla 3.10 to Joomla 5.0	SLM	Feb 2024	In progress	On track
Establish planning for completion of update	SLM/AP	Mar 2024	Planned	On track

Risks Arising	Opportunities for Improvement
Security risks Website outage if website cannot be updated before current site ceases to function	• Exploring possibility of self-hosted service to enable better control over the website

Possible Next Steps
• Costing of 'simple' Joomla migration to secure the site while we investigate alternatives • Costing of self-hosted services and the components necessary to deliver the functionality required • Create plan for website upgrade on the basis of investigations

Report
We are now looking to upgrade our current CMS from Joomla 3.10 to 5 with our current website providers to ensure continued functioning of the site as is. A clean up of back-end articles and documents has been completed. Further work is planned to look at the possibility of a self-hosted service for the website.

Discussion Points / Decisions Required
None.

Cyber Security / Backup Policy					
Description	As the risk register shows, Cyber Security is one of our highest risk priorities. Although we previously had a Cyber Security policy contained with our staff handbook, improvements were needed in this area to ensure we are compliant and secure.				
Lead	Joh McMillan	Other Staff	All Staff	Priority	High
Quality Measure(s)	• Cybersessentials • Cyberessentials Plus	Member Engagement	• Shared experiences with members around this topic		

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Cyberessentials Accreditation	JMc	March 2024	Active	On track
Basic Cyber Security Training for all staff	JMc	Jan 2024	Completed	On track
Cyberessentials Plus Accreditation	JMc	July 2024	Planned	On track
Further Cyber Security Training for JMc	JMc	July 2024	Planned	On track
Back Up Policy and Back Up Friday	All Staff	Ongoing	Active	Ongoing

Risks Arising	Opportunities for Improvement
• Security risks	Ability to share findings with members who may face similar challenges

Possible Next Steps
• Further training for staff • Meeting with members who have expertise in this area • On completion of Cyberessentials accreditation, we will look to apply for Cyberessentials Plus and aim to have this in place by end of DPC year 23/24 • We could look to employ a consultant to test our system in the future

Report
We have submitted our Cyberessentials accreditation in late February 2024. As part of the assessment, it was identified that as the majority of staff work from home, that we should implement a working from home security checklist to ensure that we are protected in this area and this is going out to staff in early March for completion and review.

Further learning is being sought from a member who has significant expertise in this area, in particular in relation to smaller charities like ourselves where common areas of risk are shared.

All staff have completed the NCSC (National Cyber Security Council) basic Cyber Security Training and JMc has completed further modules from the NCSC. There are several other exercises available including a desktop staff scenario which we will aim to carry out a staff meeting before the end of the year.

In relation to backup of DPC information, we have updated our backup responsibility register which allocates who, when and where the information held by DPC is backed up. The last Friday of each month is known as Backup Friday and we take this opportunity to ensure that all is up to date and in line with what is shown in the register.

Discussion Points / Decisions Required

Verbal update on work to date to be provided to sub-committee. Would be interested to speak to any members who have expertise in this field about their thoughts and potential training for staff we could consider.