Audiovisual (AV) Working Group: Terms of Reference

V0.1 Draft for comment

24/11/2022

Version	Date	Name	Change Details
0.1	24/11/2022	M G Popham	Initial draft
		M G Popham	Revised in response to feedback from DPC colleagues

Purpose

The Audiovisual Working Group (AVWG) brings together DPC Members in order to discuss issues and challenges relating to the preservation of digital content that is either audio, video, or both (hereafter collectively referred to as "AV content"). Discussion may also encompass the digitization or conversion of pre-existing AV content (whether analogue or digital), but the focus should remain on the implications for (long-term) preservation of such activity.

The AVWG will provide an opportunity to share experiences, discuss good practice, and identify and address common problems. It should aim to complement, not duplicate, the activities of any pre-existing groups, meetings, or activities that address the long-term preservation of AV content. Priority will be given to discussions of real-world experiences and examples of proven good practice.

Membership

There is no formal membership list for the WG. Instead meetings will be advertised to all current DPC Members via the usual channels and all DPC Members[1] will be entitled to participate in any or all meetings.

It is assumed that anyone attending a meeting of the AVWG is actively engaged with the digital preservation of AV content as described in the group's purpose, above – or is at least familiar with the particular challenges of working with AV content.

Meetings will be chaired by a member of the DPC's Good Practice group. Note taking and administrative support will be provided by the DPC's Administration Manager.

Values

The WG is established under the auspices of the DPC Executive Board. As such it will adopt the constitution, norms and values of the DPC. Consequently, within the terms of reference it will:

- care for our members, resources, people and environment.
- maintain neutrality in respect to solutions, approaches, sectors, suppliers and vendors.
- be open, transparent and accountable to members.
- amplify the needs and successes of our members.
- be open to all stakeholders with a presumption of positive intent.
- respond to the needs of members in the delivery of services.
- be authoritative, current and concise in all our publications and communications.
- be respectful, welcoming, inclusive and transparent in all our dealings.
- be evidence-led, making effective use of data in decision making.

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[1] Note that DPC Supporters are not considered to be DPC Members, and will not be eligible for participation in this WG – but may be specially invited to contribute on a particular topic or theme on an ad hoc basis.

The WG will act on its values and be transparent with respect to how they are implemented.

The WG meets under the DPC's Inclusion and Diversity policy. DPC is committed to being accessible to everyone who wishes to engage with the topic of digital preservation. Communities that fully embrace these values are shown to be more effective, innovative, and united. Therefore we expect participants to be positive, accepting, and sensitive to the needs and feelings of others. Harassment of any member of the DPC Community will not be tolerated and appropriate steps will be taken to deal with any such issues. For more information, see the DPC Inclusion and Diversity Policy.

Conflicts of interest and confidentiality

Any conflicts of interest should be declared at the start of each meeting, particularly if a potential conflict relates to the provision of for-profit creation or conversion A/V tools or services. Participants are encouraged to raise any concerns about conflicts of interest with the chair.

Discussions relating to particular people, organizations or products should be treated confidentially.

Scope

Proposed topics in scope include:

- De facto and de jure standards for AV content relevant to their long-term preservation
- Production or digitization workflows for the long-term preservation of AV content
- Preservation planning for AV content
- Sampling rates, standards, tools, and techniques for digitizing/converting AV content for the purposes of long-term preservation
- Managing and storing AV content selected for long-term preservation (especially at-scale)
- Ensuring the provenance, authenticity, and integrity of AV content selected for long-term preservation.
- Sharing experiences of issues and problem-solving when dealing with digital AV content selected for long-term preservation
- Developing good practice for the long-term preservation of digital AV content
- Identifying, sharing, and discussing examples of good practice
- General queries about how to preserve specific AV content types or file formats
- Recommending ways that the preservation community might work together to address the challenges of preserving AV content

Out of scope:

- Endorsement of particular standards, tools, approaches or techniques
- Production or maintenance of guidance or educational materials concerned with the production or management of AV content
- Detailed problem-solving for individual members or organizations

Frequency and timing

The WG will meet every 2 months and will do so on an alternating time schedule to facilitate as best as possible, participation of DPC Members from around the world. The Group will meet for an hour at a time, on the Zoom platform.

Outputs

The WG will not ordinarily provide any specific outputs beyond the discussion and knowledge exchange facilitated by the meeting. However, if discussion identifies a gap in understanding around

the long-term preservation of AV content, addressing this may be passed on for consideration as a future DPC activity, via the Good Practice Sub Committee and/or Connecting the Bits.

Recordings of the meetings will not normally be taken as this may restrict the frank and open flow of discussion, although exceptions may be made if particular tools, techniques, or workflows are being demonstrated and it is agreed with the presenter(s) that this could usefully be shared beyond the AVWG. Brief summary notes from each meeting will be taken, recording any actions and a summary of discussion points. This will be made available to DPC Members only.

Agenda

Each meeting will be advertised in advance with a particular theme that will guide discussions for a significant part of each meeting. A typical agenda will be as follows:

- Welcome – virtual name badges, and text chat introductions
- Conflicts of interest
- Main theme(s) for discussion (advertised in advance)
- Last minute issues for discussion (or future discussion)
- AOB
- Date and topic of next meeting

Evaluation

The WG will be evaluated as part of the DPC's overall and ongoing evaluation of its effectiveness.