

Digital Forensics Special Interest Group: Terms of Reference

V0.1

Version	Date	Name	Change Details
0.1	15/07/2024	Jen Mitcham	Initial draft for comment
0.2	29/07/2024	Jen Mitcham	Incorporating feedback from Members

Purpose

The Digital Forensics Special Interest Group brings together DPC Members who are interested in discussing and sharing experiences on the use of digital forensics tools and workflows. First and foremost, this group is intended as a supportive network for those working in this area. It provides a regular forum for making contacts, building relationships, learning from peers and sharing successes and challenges.

This group was born from two events held by the DPC in 2024 on the topic of digital forensics. Firstly, an event investigating what good practice looks like in the field of digital forensics for digital preservation¹ and secondly an event to discuss Member's experiences with the FRED forensic workstation². In both of these events, it was noted through discussion with speakers and attendees that there was the need for a space to continue the helpful conversations that had started on this topic.

The DPC has therefore established a new Special Interest Group to provide a space for the dialogue to continue. Whilst the DPC will carry out basic administration to enable the meetings to take place, the agenda will be led by the group, reflecting current topics and concerns for group members.

Membership

Membership of this working group is specifically aimed at DPC Members who are interested in this topic. Non-members, including DPC Supporters (who provide digital preservation services or software to the community), are not able to join this group. DPC Members will be able to join the group at any time. A mailing list will be set up to enable discussion outside of the meeting and to help facilitate the organization of meetings.

The DPC will be responsible for setting up meetings and managing the mailing list, and they will also act as chair for the meeting. A Google Document will be provided for recording running meeting notes and future agenda items. Meeting attendees will be encouraged to bring items and topics for discussion and take collaborative notes within the Google Document.

Values

The working group 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.

¹ <https://www.dpconline.org/events/previous-events/eventdetail/252/-/digital-forensics-and-digital-preservation-investigating-good-practice>

² <https://www.dpconline.org/events/previous-events/eventdetail/302/-/lets-talk-about-fred-experiences-with-the-fred-forensic-workstation>

- 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.

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

The working group 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 will be declared at the start of each meeting, particularly if a potential conflict relates to the provision of for-profit tools or services. Participants are encouraged to raise any concerns about conflicts of interest with the chair.

Members will be made aware that discussions relating to particular people, organizations or products should be treated confidentially.

Scope

Proposed topics in scope include:

- Advocacy and 'making the case' for digital forensics methods or tools for digital preservation work.
- Sharing experiences of issues and problem-solving when carrying out digital forensics activities within digital preservation workflows.
- Identifying, sharing, and discussing examples of good practice.
- Sharing case studies of using specific digital forensics software and/or hardware for digital preservation activities.
- General queries about how to work with particular tools (for example the FRED forensic workstation) or media formats.
- Identifying opportunities for collaboration.

Out of scope:

- DPC endorsement of particular standards, tools, approaches or techniques.

Frequency and timing

The Group will meet every month for an initial period of six months from September 2024 to February 2025.

Meetings will be scheduled to facilitate as best as possible, participation of DPC Members from around the world. Meetings will use the Zoom platform and will last one hour.

Outputs

Meetings will not be recorded. Attendees will be encouraged to take notes in a shared Google Document.

The group may optionally choose to publish occasional blog posts on the DPC blog discussing key learnings and takeaways from their discussions.

Agenda

Each meeting will be advertised in advance and group members will be encouraged to submit items for the agenda. A typical agenda will be as follows:

- Welcome and introductions (as necessary)
 - Assign notetaker
- Round table updates from group members
- Agenda items (to be added by group members)
- Proposed topics for next meeting

Evaluation

The Special Interest group will be evaluated after an initial period of six months. Group members will be asked to provide feedback on whether it meets their needs. Action will be taken based on feedback received.