

# DPC Representative Council Meeting Wednesday 12th March 2025

## Minutes

### Arrangements and Venue

The DPC Representative Council met on **Wednesday 12<sup>th</sup> March** via Zoom. The meeting room will open at 0855 and begin formally at 0900 (GMT). The meeting is intended to be complete by 1030 GMT. A glossary of some of the digital preservation terms and acronyms in use in this meeting is provided in the [Digital Preservation Handbook](#) and the [DPC Jargon Buster](#) is available for members. The meeting was chaired by Jane Winters.

### Purpose of the meeting

The meeting provided an update on progress and activities in the last three months and shares plans for the next three. The meeting offered a deep dive and discussion about an area of DPC work from the Strategic Plan. This meeting explored the DPC's Good Practice strategic objective through the lens of the DPC Rapid Assessment Model. This self-assessment tool helps members set goals and benchmark good practice, but it also helps the DPC in the round by helping to delineate the changing needs of the community. This helps to ensure our programs align with practice.

### Attendees

Jane Winters, William Kilbride, Jenny Mitcham, John McMillan, Ellie O'Leary, Tim Keefe, Kyle Brownness, Leo Konstantelos, Grainne Loughran, Paul Stokes, Elizabeth Thompson-MacRae, Elizabeth Norton, Bryony Hooper, Hania Smerecka, Yannick Grandcolas, Daisy Selematsela, Elizabeth Newbold, Amanda Tomé, Paul McCann, Vicky Plaine, Andrew Bonnie, Ndahambelela Hertha lipinge, Isobel Stark, Patricia Sleeman, Stephen McConnachie, Jean-Yves Le Meur

### Agenda

1. Welcome and Introductions
  - Welcome

W Kilbride welcomed Mar Cruz and Jessica Tieman who would be joining the Council.

W Kilbride welcomed L Konstantelos who was attending in place of Clare Paterson.

- Apologies

Clare Paterson, Nia Daniels, Fatima Darries, Nathan Tallman, Leslie Johnston, Shira Peltzman, Kate Wittenberg, Chris Prom, Tim Gollins, Jeanne Kramer-Smyth and Jessica Tieman

- Conflicts of Interests

None noted.

2. Notes of the Previous Meeting 03/12/24 and Actions (DPCRC0325B)

J Winters thanked E O'Leary for the minutes of the previous meeting. Minutes were agreed to be an accurate record of the meeting.

- Matters Arising

**ACTION:** Council to send through any further thoughts on the strategic plan review to William Kilbride. – Done. W Kilbride noted that there was intended to be a Board Planning meeting in late January, but this has been postponed to June.

- DPC Americas

W Kilbride gave an update on the DPC Americas work.

W Kilbride explained that there is now a DPC Americas Stakeholder group with Leslie Johnston as Chair. Noted that the group had met for the first time in February where they received a short presentation on work to date and planning as well as introduced the Stakeholder members to each other. Added that for the next meeting the papers for this stakeholder group would be folded into the reporting templates used for the other sub-

committees.

W Kilbride explained that Anna Perricci has been talking with members in the Americas and planning activities to meet and support members in their work. Explained that there is a plan to host a Members Forum at Vanderbilt University in April and that the DPC has been to Ottawa, New York and Washington. Added that there are events in LA and Vancouver currently in the planning stages.

W Kilbride commented that the DPC is aware of the uncertainties which colleagues in the US have been facing and that the DPC is taking lead from those most impacted by the disruption. Added that there will be a discussion at the Board meeting to discuss the risks that arise due to this.

W Kilbride explained that the membership targets are going well with the Common Crawl Foundation, University of Alberta, Government Publishing Office, Rockefeller Archives Centre and American Institute of Physics having joined the DPC since the previous meeting.

Invited comments.

B Hooper asked if there was any strategy for gaining more representation and members in South America. W Kilbride answered that the DPC does have a member in Chile and that there are active enquiries from institutions in Mexico, Columbia and Brazil. Noted that there is a language issue that arises from this, but the plan is to establish a program in the time zone first.

P Sleeman commented that there has been an impact on digital preservation activities due to the impact of the cuts and freeze for humanitarian funding.

### 3. Work to Date and Future Plans (DPCRC0325C)

- Community
- Advocacy

W Kilbride explained that, for Community, there was a good discussion on the review of the Equality and Inclusion policy as well as a good discussion on the proposed adaptations to the weekly DPConnect program. Added that the highlights in the past quarter were the incredibly popular workflow webinars as well as future work on the upcoming DPC Members Forums.

W Kilbride explained that, for Advocacy, there has been a big change to work around the Bit List which has become a cumbersome operation in the recent years. Added that the Digital Preservation Awards 2024 have now been completed and currently there is a series of “Digital Preservation Master Classes” upcoming. Added that there was also a discussion about the DPC’s positioning relative to mass deletion and destabilisation of critical memory infrastructure since January 2025.

P Stokes noted that the issues happening in the Americas will be escalated to the Board. Noted that the Inclusion policy rework caused a good discussion around accessibility and that further work would be taking place around this.

- Workforce Development

W Kilbride explained that the first phase of work on the Digital Preservation Handbook is underway, and the Mental Health and Wellbeing survey has just been released. Added that the Python Study Groups feedback report was the main item of business for this meeting.

- Good Practice

J Mitcham explained that there have been a number of events such as an event on AI, RAM Jam events, several DP Clinics and the Workflow Webinar series. Added that the team is working on technology watch publications with some revisions as well as a new report on AI. Explained that the registries project is at the midpoint review and the sub-committee discussed this in the meeting. Added that the team has been busy with member support in this past quarter. Explained that a new task force was kicked off in this quarter on

carbon footprint for digital preservation and there will be monthly meetings throughout the year.

- Accountable Sustainable and Dynamic

J McMillan explained that the majority of work has been on the accounts as it is halfway through the financial year. Explained that he is currently implementing a new cloud accounting system which will reduce a large amount of manual work currently done. Explained that there has been a lot of work with the Aus Office foundation since the last meeting but noted that whilst there has been significant process it is not yet complete. Noted that a HR consultant has been brought on board to review the Staff Handbook. Explained that the carbon footprint work is continuing, and he is currently looking at doing a review of downstream emissions. Noted that the major conversation at the meeting was on the risks arising to the DPC in light of recent global events.

P Stokes asked if there was a strategy in place as to what to do with the carbon emissions generated by the DPC around offsetting. J McMillan explained that there was a discussion at the meeting around this as the DPC has already exceeded last years emissions due to Awards travel. Added that there was a discussion around offsetting and how useful it is and that there needs to be more work looking into it. W Kilbride explained that this is the second year of calculating carbon figures which will allow for comparison. Added that a carbon budget will likely be added in the next few years and then once that is in place, the DPC can start looking at reducing and adjusting this. Added that reducing the amount of carbon used is the preferred method at this point as offsetting is a complicated field.

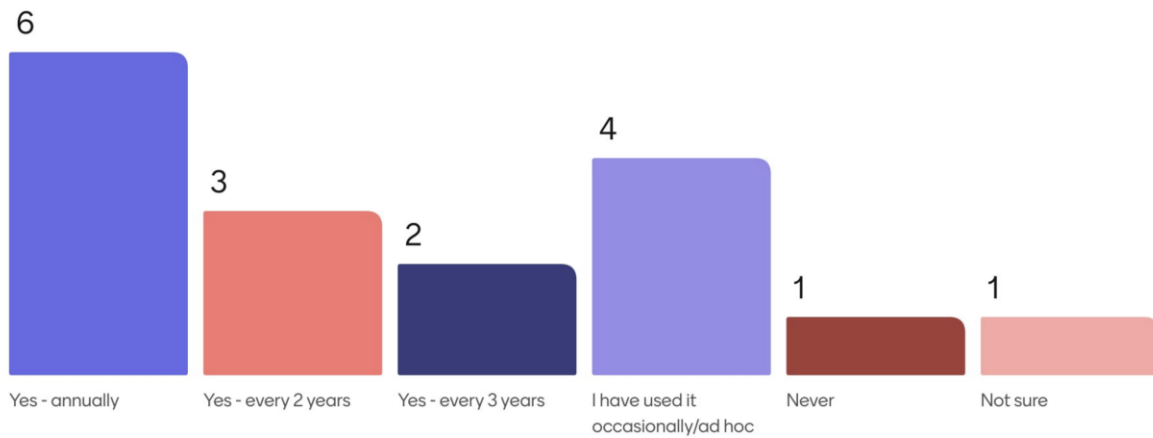
#### **4. Presentation and Discussion: Supporting maturity modelling and continuous improvement.**

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.

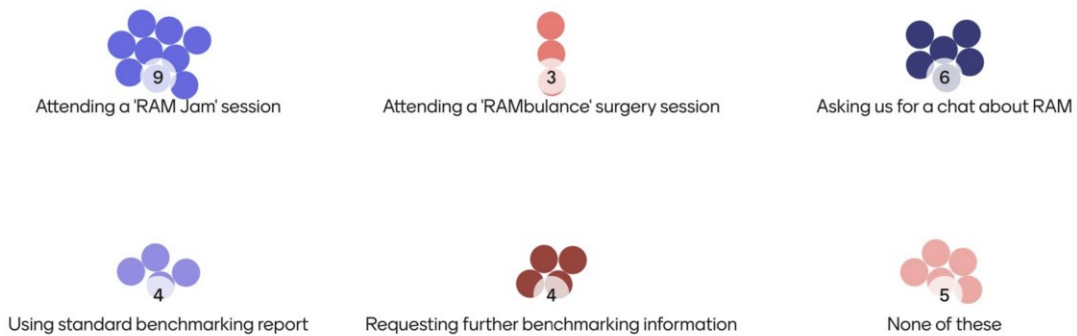
J Mitcham gave a presentation on the Rapid Assessment Model as a member benefit and led the Council

through a Mentimeter exercise.

Do you (your organization) measure digital preservation maturity using DPC RAM?



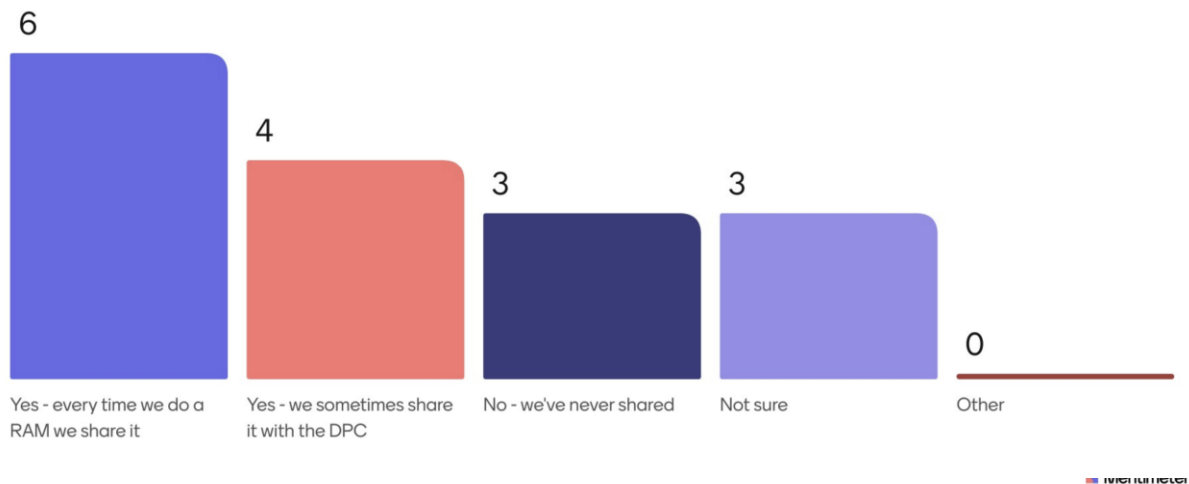
Have you ever taken advantage of any of these RAM-related member benefits?



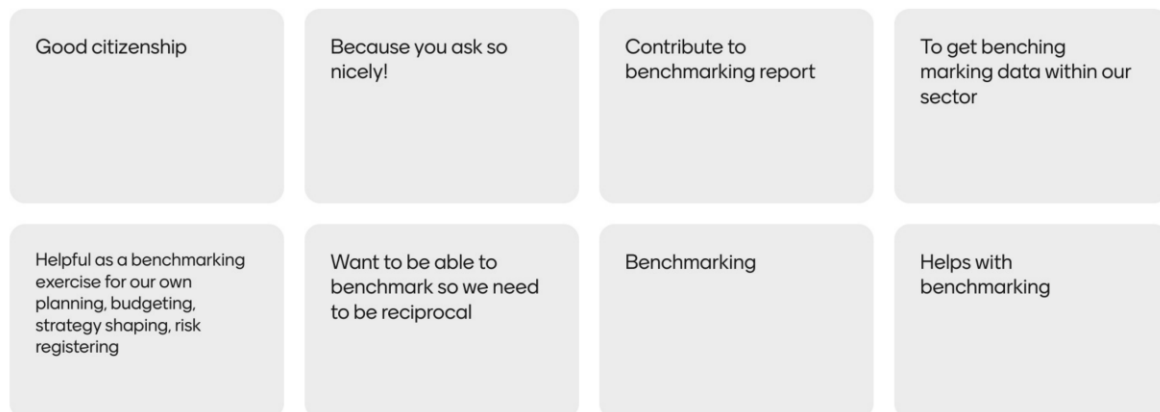
J Mitcham explained that members were encouraged to share their RAM assessments with the DPC every year to allow the DPC to understand its members better, inform the programme of work for the year and allows the

DPC to create summary statistics for members to benchmark against.

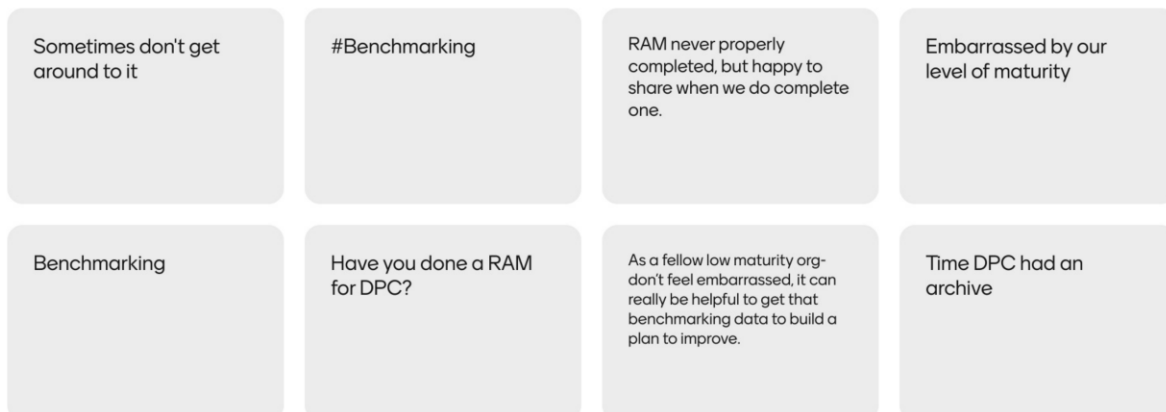
## Has your organization ever shared a RAM assessment with the DPC?



## What are your reasons behind the decision to share/not share?



## What are your reasons behind the decision to share/not share?

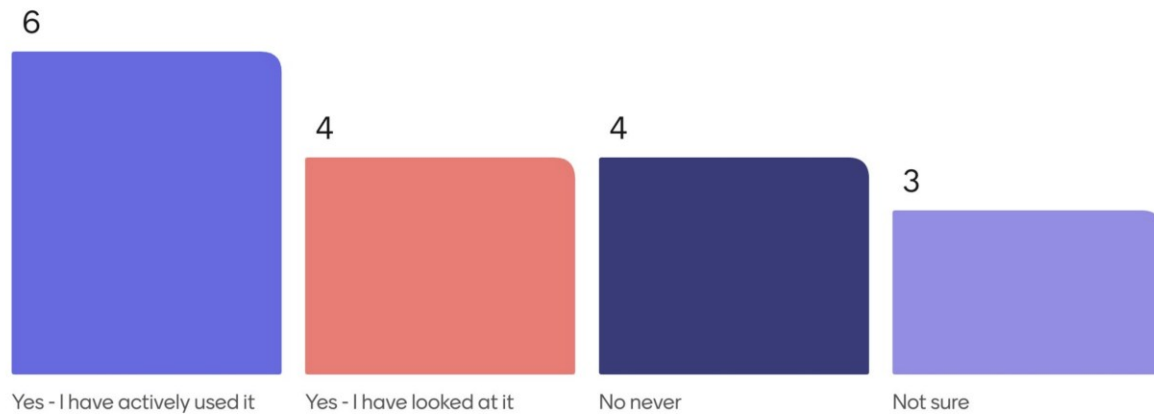


J Mitcham explained that the DPC has not done a RAM for the DPC as it is aimed at organizations that do

digital preservation whereas the DPC does not have a remit to preserve digital information but instead has a remit to support others to do so.

J Mitcham explained that every year the DPC provides a summary report annual with summary statistics from RAM assessments shared with the DPC. Added that this report is available to DPC members only. Added that the DPC can also provide more focused reports looking at a particular sector/region.

Have you ever used the standard benchmarking report that we provide?

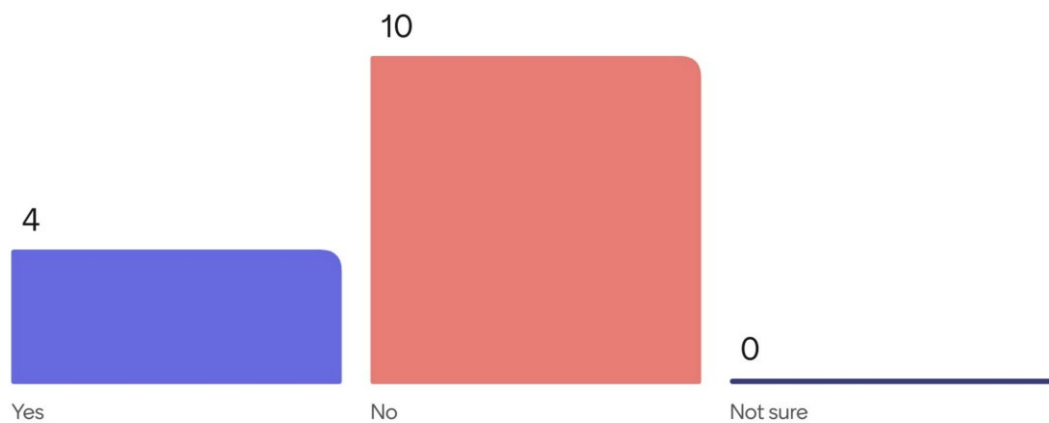


J Mitcham explained that the DPC has also been asked to produce benchmarking reports on the following

sectors/regions:

- Higher Education
- Higher Education (UK)
- Higher Education (Russell Group)
- Museums and Galleries
- Australia and New Zealand
- Audiovisual Archives
- Higher Education (US)

Have you ever requested more specific benchmarking reports from us?



Tell us more...if you have used benchmarking information, how did that go? if you haven't used it, what are your reasons?

Didn't know we could ask for specific benchmarking reports!	Advocacy and business case (showed where are lagging behind peers)	Business case for further investment in DP service	Unaware we could ask for specific reports.
Was used to justify my recruitment (thanks)	The report will be actively used to support a refreshed case for digital management at a senior management level.	We used a bespoke report in a business case in our university. the business case was accepted as strategically important but sadly, after three rounds, still not funded.	Used for internal progress reporting

Tell us more...if you have used benchmarking information, how did that go? if you haven't used it, what are your reasons?

<p>Did not know we could ask for specific benchmarking reports.</p>	<p>Would be interesting to know (if possible) where the gaps are</p>	<p>Show off to directorate how well we're doing 😊</p>	<p>Sounds like more communication on standard benchmarking and specific benchmarking could be done</p>
<p>Essential advocacy tool... need to add – Valuation maturity Carbon impact maturity</p>			

Are there things we should do to improve the member benefit around DPC RAM?

<p>Works for us! Very supportive and helpful</p>	<p>More comms on benchmarking possibly</p>	<p>We have had really great support so far with our RAM, thank you!</p>	<p>It works for us. I like the nudge and the guidance. Its useful to complete, and we do actively use the outputs.</p>
<p>Good support</p>	<p>Essential advocacy tool... need to add – Valuation maturity Carbon impact maturity</p>	<p>Great support; could be good to politely encourage as benchmarking benefits many members</p>	<p>Ask members organisations to ask their members to fill gaps</p>

Are there things we should do to improve the member benefit around DPC RAM?

<p>Incorporate more of the qualitative aspects of RAM alongside the quantitative analysis of submitted data</p>	<p>We used it to help with Archive Service Accreditation</p>	<p>benchmarking is hard when you complete multiple assessment (or is it?)</p>
---	--	---

(in chat) P Stokes suggested adding valuation maturity and carbon accounting into the RAM. B Hooper commented that these topics would be difficult for those completing it to assess.

Invited comments.

L Konstantelos asked if there was a way to use the qualitative data as well as the quantitative data and suggested it could be utilized in events or webinars. Asked if the benchmarking report could be published as a CSV as well as a PDF. J Mitcham explained that it is harder to ensure anonymity when working with the qualitative data which is why it is not published in the same way.

**ACTION:** RAM Benchmarking Report to be published as CSV file as well as PDF for future benchmarking

reports.

5. Dates of future meetings
  - Wednesday 11<sup>th</sup> June 2025
  - Tuesday 16<sup>th</sup> September
  - Thursday 4<sup>th</sup> December
6. Other dates for the diary
  - Member Forum, 24-25<sup>th</sup> April 2025 (Nashville, USA)
  - Member Forum, 4-5<sup>th</sup> June 2025 (Den Haag, Netherlands)
  - Member Forum, 7<sup>th</sup> November (Wellington, New Zealand)
  - Member Forum, 14<sup>th</sup> November (Sydney, Australia)
7. AOB
8. Summary of Actions

**ACTION:** Publish Council Minutes for the previous meeting.

**ACTION:** RAM Benchmarking Report to be published as CSV file as well as PDF for future benchmarking reports.

**ACTION:** Council members to give any further feedback on RAM to J Mitcham.

## Attendance

All Full Members of the DPC are invited to send a delegate.

## Connection Details

<https://us02web.zoom.us/j/89833692660?pwd=99QsHi78jfaJwZbKvVmlY3xf82MSbl.1>

Meeting ID: 898 3369 2660, Passcode: 207070.

Dial by location.		
+44 203 051 2874 United Kingdom	+358 9 7252 2471 Finland	+47 2400 4736 Norway
+44 203 481 5237 United Kingdom	+358 3 4109 2129 Finland	+47 2400 4735 Norway
+44 203 481 5240 United Kingdom	+358 9 4245 1488 Finland	
+44 203 901 7895 United Kingdom		+64 4 886 0026 New Zealand
+44 131 460 1196 United Kingdom	+33 1 7037 9729 France	+64 9 884 6780 New Zealand
	+33 1 7095 0103 France	+64 3 659 0603 New Zealand
+61 3 7018 2005 Australia	+33 1 7095 0350 France	
+61 7 3185 3730 Australia	+33 1 8699 5831 France	+41 43 210 71 08 Switzerland
+61 8 6119 3900 Australia	+33 1 7037 2246 France	+41 44 529 92 72 Switzerland
+61 8 7150 1149 Australia		+41 22 591 00 05 Switzerland
+61 2 8015 6011 Australia	+49 695 050 2596 Germany	+41 22 591 01 56 Switzerland
	+49 69 7104 9922 Germany	+41 31 528 09 88 Switzerland
+43 12 535 501 Austria	+49 30 5679 5800 Germany	+41 43 210 70 42 Switzerland
+43 12 535 502 Austria	+49 69 3807 9883 Germany	
+43 670 309 0165 Austria		+65 3158 7288 Singapore
+43 72 011 5988 Austria	+30 211 198 4488 Greece	+65 3165 1065 Singapore
+43 120 609 3072 Austria	+30 231 118 0599 Greece	
		+27 87 550 3946 South Africa
+32 2 788 0172 Belgium	+353 1 653 3898 Ireland	+27 87 551 7702 South Africa
+32 2 788 0173 Belgium	+353 6 163 9031 Ireland	+27 21 426 8190 South Africa
+32 1579 5132 Belgium	+353 1 240 8941 Ireland	+27 21 426 8191 South Africa
+32 2 290 9360 Belgium	+353 1 536 9320 Ireland	
+32 2 585 5574 Belgium	+353 1 653 3895 Ireland	+1 253 215 8782 USA
+32 2 588 4188 Belgium	+353 1 653 3897 Ireland	+1 301 715 8592 USA
		+1 312 626 6799 USA
+1 647 558 0588 Canada	+39 021 241 28 823 Italy	+1 346 248 7799 USA
+1 778 907 2071 Canada	+39 069 480 6488 Italy	+1 408 638 0968 USA
+1 204 272 7920 Canada	+39 020 066 7245 Italy	+1 646 876 9923 USA
+1 438 809 7799 Canada		+1 669 900 6833 USA
+1 587 328 1099 Canada	+352 2786 4277 Luxembourg	
+1 647 374 4685 Canada	+352 342 080 9265 Luxembourg	
	+352 2786 1188 Luxembourg	
+56 41 256 0288 Chile		
+56 22 573 9304 Chile	+31 20 794 0854 Netherlands	
+56 22 573 9305 Chile	+31 20 794 6519 Netherlands	
+56 23 210 9066 Chile	+31 20 794 6520 Netherlands	
+56 232 938 848 Chile	+31 20 794 7345 Netherlands	
	+31 20 241 0288 Netherlands	