

DPC Representative Council Meeting Wednesday 11th June 2025

Minutes

Arrangements and Venue

The DPC Representative Council met on **Wednesday 11th June** via Zoom. The meeting room will open at 1345 and begin formally at 1400 (UK Time). 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. This meeting comes as the DPC is planning its program of events and thematic outputs for 2025-26 so it's an opportunity for the Council to get involved. Full members have been consulted about their priorities in the year ahead. The resulting long list has been reviewed and discussed by the sub-committees, matching themes to actions, and ensuring that commitments are manageable. Detailed work planning begins at the end of June so it's a good opportunity for the Council to consider the program before it is finalized.

Attendees

Jane Winters, William Kilbride, Jenny Mitcham, John McMillan, Ellie O'Leary, Tim Keefe, Kyle Brownness, Paul Stokes, Elizabeth Thompson-MacRae, Elizabeth Norton, Hania Smerecka, Yannick Grandcolas, Daisy Selematsela, Elizabeth Newbold, Amanda Tomé, Stephen McConnachie, Roxana Maurer, Nathan Tallman, David Cirella, Chris Prom, Abbie Grotke, Elvis Valdes, Jessica Tieman, Leslie Johnston, Kate Wittenberg, Owain Rhys Roberts, Sonia Ranade, Angeline Takawira

Agenda

1. Welcome and Introductions

- Welcome
- Apologies

Jeane Kramer-Smyth (E Valdes attending in place), Susan Corrigan, Patricia Sleeman, Bryony Hooper, Clare Paterson, Raj Virdee, Fatima Darries, presumed apologies from colleagues in Australasia/SE Asia.

- Conflicts of Interests

None noted.

2. Notes of the Previous Meeting 11/03/24 and Actions (DPCRC0625B)

J Winters thanked E O'Leary for the minutes of the previous meeting.

A Tomé noted that herself and Kyle Brownness needed to be removed from the apologies from the previous meeting minutes as they did attend the meeting. E O'Leary to make the change to the minutes.

- Matters Arising

ACTION: *RAM Benchmarking Report to be published as CSV file as well as PDF for future benchmarking – Action held over as currently collecting this information.*

W Kilbride explained that the DPC Americas Stakeholder group did not meet in May due to staff illness and so the Americas report is not integrated into the papers. Explained that the stakeholder group has been postponed to the 8th of July.

W Kilbride explained that the DPC's strategic plan is scheduled to be reviewed in the upcoming 6 months, and it is time to start thinking about forward strategy. Added that there have been preliminary discussions through the sub-committees and at the Board Planning Day. Noted that there will be items coming the Council's way including a member survey and a proposal to move to a rolling five-year plan instead of a single planning period. Added that if anyone was interested in helping with either of these tasks to contact himself.

ACTION: Council members to contact W Kilbride if they are interested in helping with strategic plan review

planning.

3. Work to Date and Future Plans (DPCRC0625C)

W Kilbride explained that the biggest item of work in the last period has been the recruitment of new staff to fill the roles of Head of Good Practice and Head of Workforce Development. Thanked Roxana Maurer, Michelle Donoghue, Bryony Hooper, Stephen McConnachie and Paul Gooding for their help during the process and Kate Wittenberg and Ann Gow for their advice. Added that the recruitment is now complete and that the new members of staff should be in post for the next meeting.

- Community

W Kilbride noted that he was pleased with the work towards Low-Middle Income Economies and that this has involved a consultation exercise with colleagues in Africa and later groups will pick up with colleagues in the Caribbean, Latin America, Southeast Asia and the Pacific. Added that the staff is also involved in iPRES and that the deadline for Future Hosts for iPRES is the 1st of July.

- Advocacy

W Kilbride explained that work on the Bit List has been progressing as the team is looking at changing the structure and process to make it less laborious. Thanked M Popham for taking on the work as A Currie has stepped back from the Bit List. Added that World Digital Preservation Day is coming up on Thursday 6th of November.

P Stokes explained that the DPC Members' Fora was a highlight during this period and noted that he attended the one in the Hague and found that the face-to-face environment allowed for more informal conversations. Also commended the DPC team on the website work happening in the background.

W Kilbride explained that the DPC Americas Forum was also hybrid for DPC members and asked what Council members thought of the hybrid event.

L Johnston noted that the hybrid element of the Forum had an impact and commented that all Americas events need to be hybrid given the geographic space.

(in chat) A Grotke noted that she had good feedback from her staff who attended.

(in chat) K Browness noted that members in Canada were grateful for the hybrid conference.

- Workforce Development

W Kilbride explained that A Currie now works full time in Workforce Development since the start of the year. Added that the Mental Health and Wellbeing report was well received and that the competency framework has been updated. Added that work is on hold until the new Head of Workforce Development is in place.

J Mitcham noted that Sharon McMeekin had a very thorough handover process and thanked her for this. Added that there was some work on the handbook completed last quarter around the glossary.

N Tallman suggested rewording some of the wording on the website around the career development grants by adding "grant application" to the following wording: "moreover, because only one grant is available per member institution, we recommend that applicants ensure that they are not inadvertently competing with colleagues".

- Good Practice

W Kilbride explained that the Good Practice team is at a slightly reduced capacity. Explained that the one-to-one drop-in sessions for RAM were popular and that there were two floppy-disk workshops with the Future Nostalgia project which were well received in the period. Added that there were two upcoming publications due including a Technology Watch Report on AI and a Guidance Note on disaster planning. Thanked P Wheatley for his work and help with the transition.

J Mitcham explained that there has been a lot of work on keeping the SIGs and TFs running as well as the Reading Clubs and DPclinics. Noted that there were a number of events coming in the next month or so.

- **Accountable Sustainable and Dynamic**

W Kilbride explained that the DPC now has a new accounting system and HR portal. Explained that the DPC has now completed company registration in Australia and are progressing with this now. Noted that progression of CyberEssentials Plus is ongoing. Added that the DPC is close to completion on the 2nd year of its carbon calculations and that the next step is to look at carbon budget setting. Added that the 5-year financial forecast had been overhauled as well.

T Keefe explained that the 25/26 budget had been approved by the sub-committee and that there had been a few corrections made to the financial documents to make them easier to read. Added that there was also an extensive conversation on membership models.

- **DPC Australasia and Asia Pacific**

W Kilbride explained that there had been significant contributions to iPRES from DPC staff. Explained that there has been work being done to create a new data sovereignty and preservation task force in Australasia and Asia-Pacific which will have a synergy with the Community Archives Toolkit. Added that the focus will be on Aboriginal, Torres Straits and Māori insights but noted that this will be globally relevant. Added that James Doig from the National Archives of Australia is now the new chair of the sub-committee.

- **DPC Americas**

W Kilbride explained that the sub-committee has not met due to Anna Perricci being out and will now meet in July. Added that he will send round a supplement of the DPC Americas report when it is ready. Explained that the main thing to report was the DPC Members Fora and Open Network Event which took place in Nashville and thanked Vanderbilt for their support. Added that the event provided some new enquiries around membership which are being followed up.

ACTION: Circulate summary of DPC Americas report when ready.

4. Discussion: Balancing Impact, Effort and Priority

W Kilbride explained that the DPC's program for 2025-26 is due for publication in late July. Explained that full members provided a long list of requirements which has been reviewed by staff and sub-committees. Explained that whilst it is easy to generate a list of topics, it is harder to establish how a topic is most effectively addressed for members. Explained that the Council would be asked to consider how impact, priority

and impact can be addressed.

W Kilbride and J Mitcham led the Council through a MentiMeter exercise.

- Advocacy

Thinking about advocacy - who are the primary audiences?



Why did you answer in that way? Anyone missing?

Generators of data

My direct colleagues and peers

Researchers

They make decisions about resource allocation

End users

missing - internal stakeholders (non managers) we need buy-in from

Direct report is a senior leader that has direct influence over program funding for human and capital resources, which are vital for program success.

Staff in non-digital roles in my own institution

Why did you answer in that way? Anyone missing?

<p>Researchers creating data</p>	<p>IT Support Staff</p>	<p>Ongoing senior management failure to appreciate the value of digital preservation (even while they talk vaguely about exploiting research data!).</p>	<p>Something on the access side, since that's why we do it in the first place.</p>
<p>My own team (colleagues and peers)</p>	<p>IT staff who manage our infrastructure and storage systems</p>	<p>Budget pressures in our institution will make it imperative to continue demonstrating the value of DP to the research and academic enterprise.</p>	<p>Advocacy messaging for the use with the media</p>

Why did you answer in that way? Anyone missing?

<p>Publishers</p>	<p>+1 for IT teams</p>	<p>General public</p>	<p>Financial donors</p>
<p>Senior management need to understand the benefit as ultimately they are responsible for paying our membership fee - without members there is no advocacy!</p>	<p>Cyber Security policy owners, to advocate for digital preservation as a specific realm not just 'data protection' etc</p>	<p>senior managers were top for me because they are the once advocating for the funding etc</p>	<p>Cyber policy +1</p>

Why did you answer in that way? Anyone missing?

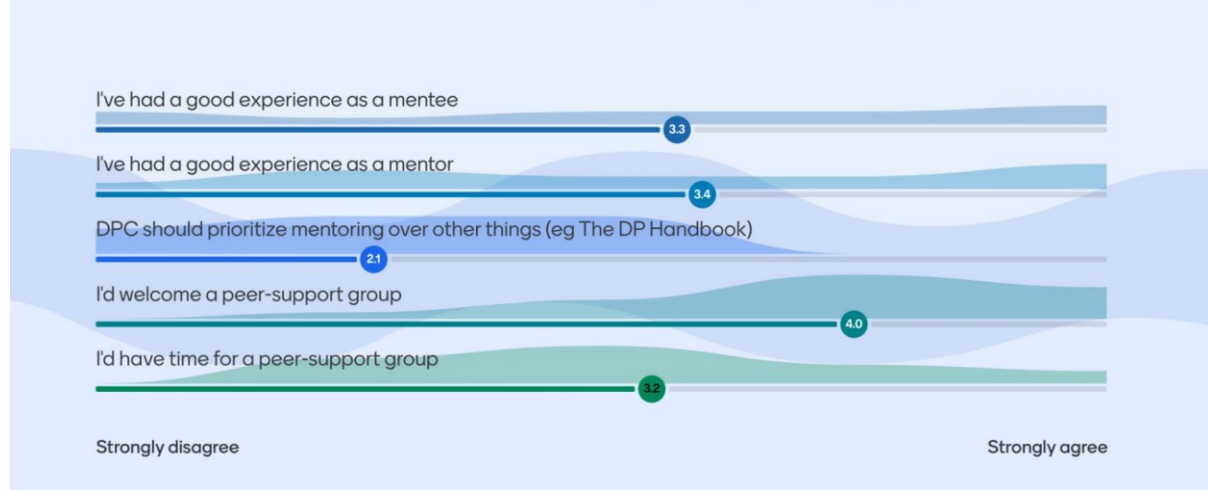
<p>fund raisers</p>	<p>We need to be able to show how DP delivers a short-term and long-term value.</p>
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J Mitcham explained that advocacy themes were coming out in the Workforce Development sub-committee as

well as the Advocacy and Community sub-committee.

- Peer Mentoring and Support

We want to know about mentoring and peer support



Any other thoughts on peer support and mentoring?

In my experience, it works best when it's time-bounded and there are specific goals agreed between the mentor and mentee.

DPC is ideally placed to be a dating agency in this context

Peer support is interesting also at the org to org in addition to groups

There are existing models for conferences. (E.g. iPRES, NDSA DigiPres) -- Is this something to build on or leave separate as an event-driven program

I believe there is a value for mentoring in the DP professional community at-large, but I think the organizations that have already gained membership, are unlikely to benefit specifically

+1 on time bounded

mentoring programs are helpful for more junior staff as they are building skills, for sure. But they do take a lot of energy and time commitment for those involved (and for organizers)

I like the idea of peer support. I'm less keen on mentoring (as a mentor or mentee) possibly because it's hard to get this right and create a positive experience for both

Any other thoughts on peer support and mentoring?

There would be a high need for mentoring outside of membership, like those that can't afford it, they have the most unmet need

There could be a mid to senior mentor program too, developing future managers

Incentives are needed on both sides

In terms of what works well, there was a model within our organization for executives that had informal opt-in, time-bounded, and structured discussions.

In IIPC we've done the "conference mentor buddy" for a few years which has sort of worked? people like it to help new attendees get acclimated but it doesn't last much beyond the conference

Peer support is interesting also at the org to org level in addition to groups. E.g. we send one of our staff to an org that is mature in a particular area of DP

Mentoring might work better if specific: project based or time limited

Some members have a charitable activity strand as part of their remit. This could be a win win in that case

Any other thoughts on peer support and mentoring?

Staff exchange is an interesting idea. It would be amazing to make this work. Hard to provide meaningful work for someone coming in load, but exposure to different environments could be so valuable

i guess i wonder what would draw someone to a peer support group vs other DPC events that bring community members together more informally

Society of American Archivists has a 6 month program, which doesn't require in person contact annual meeting, but allows it if feasible.

W Kilbride explained that there have been a lot of conversations about mentoring at the DPC and noted that the DPC has done bits and pieces of work in the past but nothing substantial and so asked the Council if this would be something of use.

(in chat) A Grotke asked W Kilbride to describe what was meant by peer-support groups in this context. W Kilbride explained that a peer support group would be having a small group of around 4-5 people who are connected and introduced to each other in the context of work who set aside a period to have time to speak together informally on work topics. Added that it is an informal way of working peer-to-peer across organizations.

J Mitcham suggested that a peer support group could be on a particular topic.

(in chat) E Newbold commented that in principle it is a good idea but there would need to be more nuance on what aspects mentoring would cover and need more detail on the programme. W Kilbride commented that there would likely be a pilot project in the future to establish a model for this.

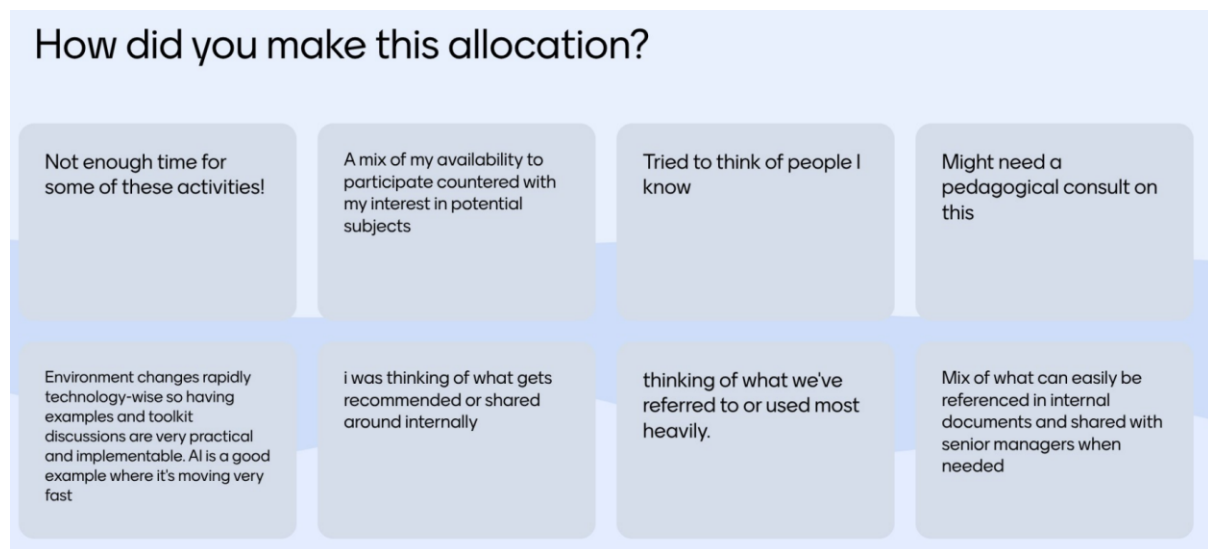
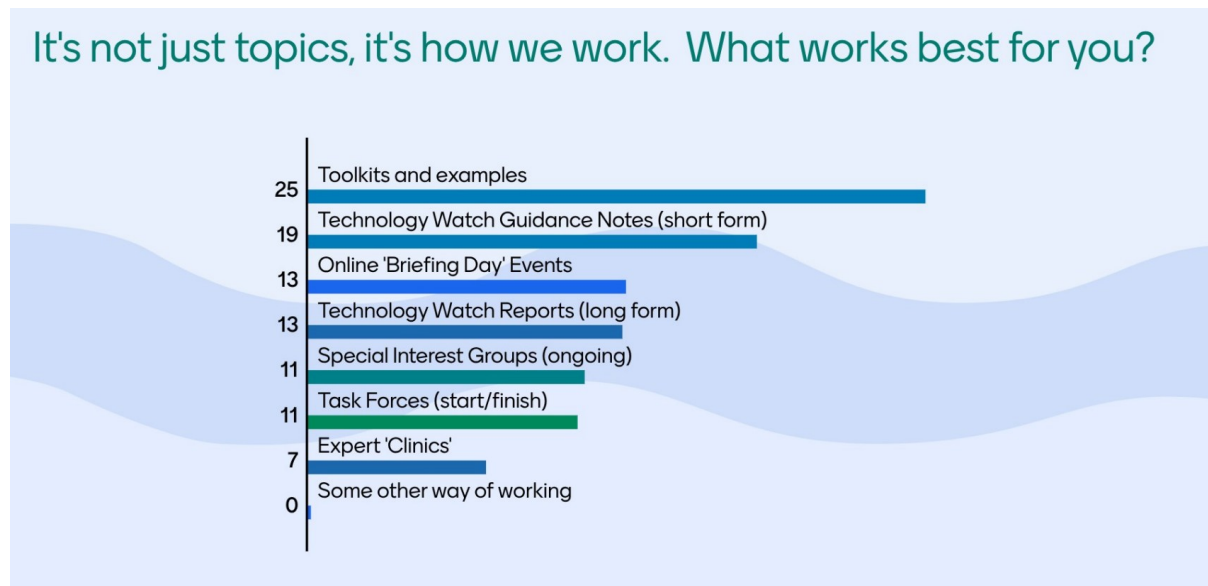
(in chat) A Grotke commented that mentoring programs are helpful for more junior staff but noted that they do take a lot of energy and time commitment for those involved.

(in chat) A Takawira commented that peer support is interest at an organization to organization level as well.

J Mitcham noted that she would be interested in hearing from people who have done peer mentoring or support before and what worked and what did not.

P Stokes explained that his organization has a charitable remit and that every member of staff has 3 days per year that they can use for charitable purposes and suggested that this could be one of these charitable

purposes.



W Kilbride explained that he was interested in hearing if the Council had particular leanings for what output the DPC produced for a topic.

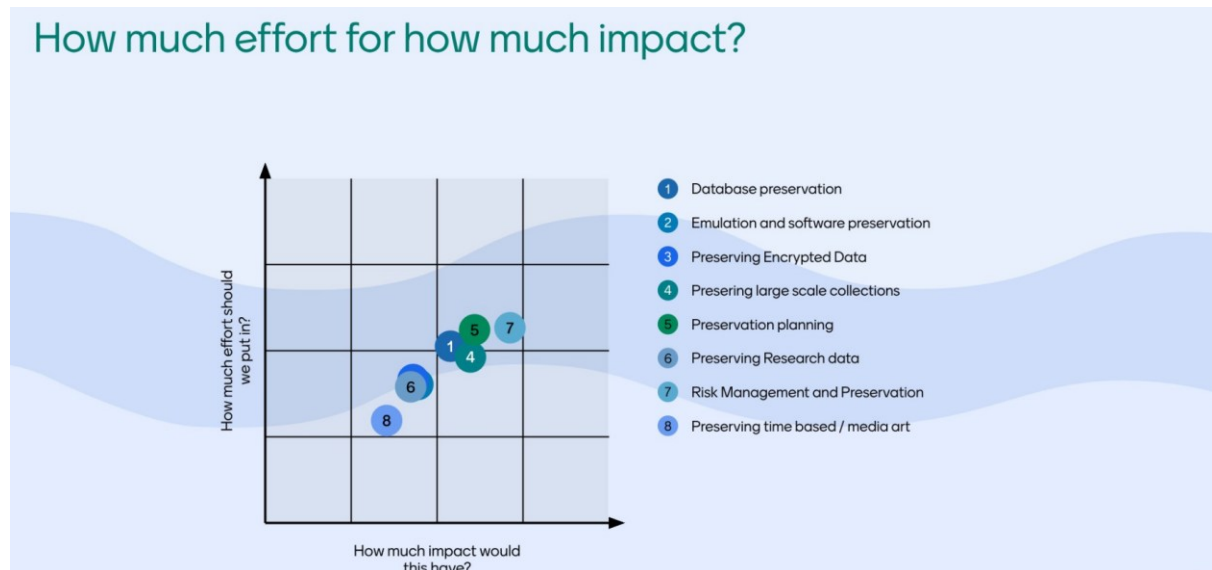
(in chat) N Tallman noted that this is a difficult question for a representative group given individual learning styles and suggested that this should be a member survey question.

N Tallman commented that some things can have secondary outputs, such as the outputs of Andy Jackson's work from the Registries SIG.

(in chat) R Maurer suggested that guidance notes may fare better than the longer reports. N Tallman commented that the reports should have dates on them for how long they are expected to be up to date. J Mitcham explained there is now a revision schedule on all the toolkits on the website and that there is the same for the technology watch reports but it is not currently public. W Kilbride explained that there is a five

year time span in the introduction to these reports.

- Impact



How to increase impact, how to minimize effort?

AI :-)	Commission experts to produce deliverables (e.g., Small Data Industries for time-based media/art)	It's so much easier to say this than to do it, but work to prioritise is really important.	Focus on storytelling for advocacy.
Bounty model If it's important to you are you prepared to pay to move it up the agenda?	investigating trends/best practices across member institutions dealing with similar concerns (large-scale collections and databases particularly)	Promotion of the end products and outcomes, like William was saying about the Bit List, but for everything. Maybe a PR contractor?	Agree that PR and comms is really important.

How to increase impact, how to minimize effort?

Is this a time to expand scope or focus scope down? The 81-page reports seems to show that there are too many initiatives and the DPC may need to sunset some activities to focus on high impact tasks

W Kilbride explained that he was looking to get a sense from the Council around priorities and how much effort should be put in and how to minimize effort whilst increasing impact.

J Mitcham explained that full members are asked for their main priorities every year and the topics in the

MentiMeter have come from full members.

5. Dates of future meetings
 - Tuesday 16th September
 - Thursday 4th December Council and AGM
6. Other dates for the diary
 - Member Forum, 7th November (Wellington, New Zealand)
 - Member Forum, 14th November (Sydney, Australia)
7. AOB and Summary of Actions

ACTION: Council members to contact W Kilbride if they are interested in helping with strategic plan review planning.

ACTION: Circulate summary of DPC Americas report when ready.