

# Report to Members, Q3 2025

## 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 – Page 2**
- **Objective 2: Advocacy – Page 22**
- **Objective 3: Workforce Development – Page 31**
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- **Objective 5: Accountable Sustainable and Dynamic – Page 72**

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 discussion topic based on the report is selected for consideration and debate with Council.

## Highlights Q3 2025

- Induction of two new staff: Head of Workforce Development (Dorothy Waugh) and Head of Good Practice (Garth Stewart)
- Launch of DPC Prospectus 2025-26
- New Task Force ‘Managing indigenous cultural materials’
- Save the dates for DPC Member forum events
  - Wellington 7<sup>th</sup> November
  - Sydney 14<sup>th</sup> November
  - New York 21-22 April 2026
  - Edinburgh, UK 20-21 May 2026

## Workplan Status Descriptions

Status	Description
Planned	Task/project is included in the workplan for later in the year.
Active	Task/project is in progress as planned.
Continuous	Ongoing workstream with no set end date.
On Hold	Task/project has been started but is now on hold due to other competing priorities.
Delayed	Task/project is in progress but will not meet original target completion date.
Postponed	Completion date for the planned task/project has been pushed back to allow for other priority activities.
Completed	Task/project has been completed.
Cancelled	Task/project has been removed from the workplan (reason to be provided in report).

# 1. 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 June – September 2025

- Publication of new DPC Prospectus for 2025 – 2026 including new activities:
  - iPRES Radio
  - Meet the Members
  - Announcement/Save the Dates for 3 x DPC Members Fora
- Further progress with Supported Memberships – Focus group with East Asian and Latin American representatives (p.13)

## Forthcoming Highlights

- Start of content migration to new DPC website
- DPC Forum for Australasia and Asia-Pacific – Wellington, NZ and Sydney, Australia, 7 & 14 Nov

## Discussion Points / Decisions Required

- Feedback on updates to the Equality Diversity & Inclusion policy.
- Membership development
- ‘Free-riders’: managing requests for help from non-members

### 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					
<b>Description</b>	Monthly online gathering open to digital preservation community				
<b>Lead</b>	Angela Puggioni	<b>Other Staff</b>	All	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Engagement levels</li> <li>Positive feedback</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Discussion topics</li> </ul>	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Promotion of monthly events			AP	Monthly	Continuous
Rotation of hosts			AP	Monthly	Continuous
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
Burn out			Greater engagement from regions underrepresented Promote as space for those unable to achieve DPC membership to connect		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Varying the #DPConnect timing across Aus/Americas/Europe               <ul style="list-style-type: none"> <li>Publication of all sessions on website up front?</li> <li>Identification of hosts (online or hybrid)</li> </ul> </li> <li>Promoting the #DPConnect sessions – esp to African and Asian regions</li> <li>Measure success (impact, reach)</li> </ul>					
<b>Report</b>					
<ul style="list-style-type: none"> <li>The #DPConnect sessions timed for those in Europe/Africa held its first hybrid event hosted by colleagues at the National Library of Ireland and the Guinness Archives (Diageo) on 14 August. Thank you to Leanne Harrington and Leona Fearon! This proved to be a great success with more than 40 attendees in total. We will look to replicate this model again in this time zone – and would love to hear from any volunteer hosts!</li> <li>Since the last meeting, the new DPC program of activities has also begun, and includes the addition of a series of Americas timed #DPConnect sessions on a monthly basis. This will be hosted by Anna Perricci and will also seek co-hosts, although it is most likely that these sessions will take place online given the geography. The first session took place on 4<sup>th</sup> September. Feedback to follow.</li> </ul>					
<b>Discussion Points/Decisions Required</b>					
- None at present					

Supporting the digital preservation community in the Americas					
<b>Description</b>	DPC's presence is intended as a benefit to the whole DP community in the Americas, strengthening and supporting existing networks and building new connections between members and the wider DP community. The result is a thriving, dynamic and tightly networked DP community				
<b>Lead</b>	Anna Perricci (ALP)	<b>Other Staff</b>	All	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Engagement levels</li> <li>Evaluation forms</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Members participate in the community</li> </ul>	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Participation in NDSA Leadership and Excellence Awards			JLM / SLM	August 2025	Active

Outreach to NASIG and NAGARA for opportunities to connect with their members	ALP	Ongoing	Active	On track
Foster collaboration with the CARL Digital Preservation Working Group (DPWG)	ALP	Ongoing	Active	On track
Work with U of Victoria for Kula Academy launch in September	WK / ALP	September 2025	Active	On track
Latin American Focus Group Meeting	WK / SLM	August 2025	Active	On track
Sponsorship and planned presentation for NDSA's virtual 'DigiPres' conference	ALP	Oct 2025	Active	On track
Support to NDSA Excellence Awards	SLM	Oct 2025	Active	On track
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>			
Effort deflects from member priorities. Responsive therefore hard to plan	Make offer clearer and better establish expectations			
<b>Possible Next Steps</b>				
Continue to be available to support the community as active participant and ally				
<b>Report</b>				
<p>DPC Americas continues to develop set of core relationships to support and build good relations with the digital preservation community in the Americas.</p> <p>This has included exploratory conversations and engagement through existing networks (such CARL, CRL, CRKN, NDSA, UNESCO MoWLaC, NAGARA and NASIG). We communicated with and met with partners in a range of US institutions and strategic partners (Mellon Foundation, University of Waterloo, DPOE-N, Rhode Island School of Design). A focus group is being conducted in late August to explore how DPC can better support DP in the Latin America,. DPC has accepted the invitation, along with CARL, CLIR, CNI and others, to support a high-profile event in British Columbia in September at the University of Victoria (the Kula Academy Launch).</p> <p>Planning for the 2026 Members Forum in New York City is underway. This event is scheduled for April 21-22, 2026, at ITHAKA's New York City offices. The event will be hybrid to encourage participation among stakeholders that may not be able to travel. Associate members can send 1 person for onsite attendance plus 2 online attendees. Full members can send up to 3 people to attend in-person and have at least 2 additional delegates online. Members can opt to only attend online or send fewer people than they are limited to in-person. In total this is consistent with the guidelines in 2025, which allowed Associate members to have 3 people attend and Full members were permitted to send up to 5 people.</p> <p>Also notable is DPC's planned sponsorship of NDSA's Digital Preservation virtual conference and their unrelated acceptance of presentation about the DPC's endurance through previous crises (to be delivered via pre-recorded video by ALP).</p>				
<b>Discussion Points/Decisions Required</b>				
None at present				

Program of events in time zones convenient to Australasia / Asia Pacific				
<b>Description</b>	Regular program of DPC events held in Australasia / Asia Pacific time zones. Open to members and wider digital preservation community			
<b>Lead</b>	Robin Wright	<b>Other Staff</b>	All	<b>Priority</b>
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Engagement levels</li> <li>Positive feedback</li> </ul>	<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>High level of attendance by local members</li> </ul>	Normal
<b>Key Tasks/Outputs</b>	<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
Development and delivery of local events	RW / JM	Monthly	Active	On track
Recruitment of local member speakers	RW	Continuing	Active	On track

Risks Arising	Opportunities for Improvement
Increased workload – particularly with SIGs/Reading Groups happening around the world.	Monthly #DPConnect needs volunteer hosts until end of year
Possible Next Steps	
New DPC staff starting Sept 2025 to have more contact with Aus community.	
Report	
From June to Aug 2025 the following 13 DPC events held: 3/6/25 Watch party - #DPClinic March – Building Digital Preservation Skills 17/6/25 MICM Task Force 19/6/25 Database Preservation: A Community Discussion 20/6/25 #DPConnect Aus – hybrid NMA Canberra 26/6/25 Wach party – Providing Access to Digital Records 3/7/25 Community Building and Networking for Universities in Australasia and Asia-Pacific 18/7/25 #DPConnect Aus – hybrid Commonwealth Bank Sydney 22/7/25 MICM Task Force 31/7/25 Online presentation on Advocacy for ARC members 6/8/25 Digital Forensics SIG 15/8/25 #DPConnect Aus - hybrid NAA Canberra 19/8/25 MICM Task Force 21/8/25 Reading Club -Emulation 28/8/25 DPC Aus Q3 Sub-committee meeting	
Discussion Points/Decisions Required	
<ul style="list-style-type: none"> <li>• Good attendance by Members and non-members at #DPConnect Aus hybrid sessions – need volunteer hosts to end of year</li> <li>• Hold Universities community building &amp; networking meetings twice/yr</li> <li>• MICM Task Force meeting monthly to end of year – all Members welcome</li> <li>• Interest in Digital Forensic SIG continuing</li> </ul>	

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)	<ul style="list-style-type: none"> <li>• Engagement levels</li> <li>• Increased number of attendees at events</li> </ul>	Member Engagement		<ul style="list-style-type: none"> <li>• Free access to Futures webinars for non-members</li> </ul>	
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Recruitment of Supporters		SLM	Ongoing	Continuous	Target not met for 24-25
Refresh DPC Supporter Program		SLM	May – July 2025	Complete (with delay)	On track
Re-launch with new DPC year		SLM	Aug 2025	Complete	On track
Risks Arising	Opportunities for Improvement				

<ul style="list-style-type: none"> <li>Loss of supporters may occur if the benefits of supporter events are not apparent</li> <li>Inability to reach financial target, and inability to achieve investment plans for fund (e.g. Awards, Supported Memberships...)</li> </ul>	<ul style="list-style-type: none"> <li>Greater representation of Supporter types through tiered structure – needs continued promotion</li> <li>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</li> <li>Partner with Supporters to access new and emerging sectors who are working in digital preservation.</li> <li>Other opportunities to sponsor DPC activities?</li> </ul>
<b>Possible Next Steps</b>	
<ul style="list-style-type: none"> <li>Incorporate Supporter offering into DPC Members Fora</li> <li>Open Supporter Webinars and Panel Session to community</li> </ul>	
<b>Report</b>	
<p>Since the last meeting, one new organization has become a DPC Supporter:</p> <ul style="list-style-type: none"> <li>DAM Smart – based in Australia, DAM Smart is predominantly an audiovisual digitization service provider and has worked with a number of our DPC Members in Australasia.</li> </ul> <p>A new DPC Supporter Program for 2025-2026 has been published and shared with existing and prospective Supporters. This includes new features including the opportunity to participate in the Open Networking elements of DPC Members’ Fora and the decision to open out the DPC Supporter Showcase Webinars to the whole community, not just DPC Members.</p>	
<b>Discussion Points/Decisions Required</b>	
- None at present	

Community Development					
<b>Description</b>	Maximize the impact of DPC work through partnership and collaboration with parallel agencies				
<b>Lead</b>	Angela Puggioni	<b>Other Staff</b>	Sarah Middleton	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Engagement levels</li> <li>Engagement spread (geographic/org type)</li> </ul>		<b>Member Engagement</b>	Members to help identify / support these partnerships	
<b>Key Tasks/Outputs</b>	<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>	
Identify and engage with allied organizations with whom to create strategic relationships	AP/SLM	Continuous	Continuous	On track	
Co-Chair iPres Future Hosts Working Group	WK	Nov 2025	Active	On track	
Identification and sustained communications with networks in Americas/Aus	Anna P/ RW	Ongoing	Continuous	On track	
Input to NDSA programs including leadership and EAWG	Anna P/ SLM	Ongoing	Continuous	On track	
Partnership with Inter-Stellar Foundation	WK	Continuous	On hold	On hold	
Partnership with ICA	SLM	Ongoing	Continuous	On track	
Continued collaboration with RIPDASA through webinars + translations	SLM	Ongoing	Continuous	On track	
New Partnership development with C2PA	GS / JLM	June 2025	Active	On track	
iPRES 2026 – Committee development	WK/SLM	Sept 2026	Planned	On track	
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>				

<ul style="list-style-type: none"> <li>Time expended on the activities of other orgs rather than for DPC</li> <li>DPC's community work and infrastructure 'taken for granted'</li> </ul>	<ul style="list-style-type: none"> <li>Greater engagement globally</li> </ul>
<b>Possible Next Steps</b>	
<ul style="list-style-type: none"> <li>Coordinated plan of activities for Aus/Americas/Europe to identify and engage with prospective members</li> </ul>	
<b>Report</b>	
<p>Work has continued on the iPres call for hosts which is on track to conclude in November 2025. DPC and ICA are partnering to offer a 'Collab Session' at the ICA Congress in Barcelona in October 2025. DPC is also participating in the NDSA's Excellence Awards Working Group as this year's awards process kick-off and will conclude with the DigiPres Conference on 9-10 October, for which the DPC is a sponsor. A number of staff have been approached by organizers of the iPRES 2026 Conference in Copenhagen to co-chair organizing committees.</p>	
<b>Discussion Points/Decisions Required</b>	
<ul style="list-style-type: none"> <li>KBDK is not a member of the DPC. How to respond to invitations to co-chair committees?</li> </ul>	

Workflow Webinars					
<b>Description</b>	Annual webinar series which invites members of the community to showcase how they do digital preservation through the demonstration of workflows.				
<b>Lead</b>	Sarah Middleton	<b>Other Staff</b>	Michael Popham	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Engagement levels</li> <li>Engagement spread (geographic/org type)</li> </ul>		<b>Member Engagement</b>		
<b>Key Tasks/Outputs</b>		<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
Plan Workflow Webinars		SLM / MP	Nov 2025	Planned	On track
Call for participants		SLM	Nov 2025	Planned	On track
Create and promote webinars		SLM	Jan 2026	Planned	On track
Run events		MP	Feb 2026	Planned	On track
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>				
<ul style="list-style-type: none"> <li>None at present</li> </ul>	<ul style="list-style-type: none"> <li>Streamlining process for call for participants and scheduling sessions</li> <li>Making past recordings more accessible</li> </ul>				
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Call for volunteers in November 2025</li> <li>Identification of key areas for demonstration</li> <li>Streamline process for coordinating sessions</li> <li>Publish program and advertise registrations in Jan 2025</li> </ul>					
<b>Report</b>					
Nothing to report in this period.					
<b>Discussion Points/Decisions Required</b>					
<ul style="list-style-type: none"> <li>None at present.</li> </ul>					

iPres Radio					
<b>Description</b>	Open to all, iPRES Radio is an informal online space for digital preservation communities in time zones outside the iPRES 2025 Conference in Wellington to come together, catch up, connect and discuss key takeaways from each day of the conference.				
<b>Lead</b>	Robin Wright	<b>Other Staff</b>	Sarah Middleton, Anna Perricci, Angela Puggioni	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Engagement levels</li> <li>Engagement spread (geographic/org type)</li> </ul>		<b>Member Engagement</b>	Opportunity for members not travelling to iPRES to participate in community discussion around the conference.	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Promote iPres Radio widely using iPres and DPC comms			SLM/AP	Aug + Sep 2025	Planned
Call for co-hosts and Aus hosts			SLM/AP	Aug + Sep 2025	Planned
Confirm access arrangements for materials			RW	By Sep 2025	Planned
Promote iPres Radio directly to online participants of the conference			AP	Sep + Oct 2025	Planned
During conference: prepare materials and deliver sessions			SLM/APerricci	3-7 Nov	Planned
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
<ul style="list-style-type: none"> <li>Over-commitment and inability to deliver content for all sessions</li> <li>Access to materials and registration lists</li> </ul>			<ul style="list-style-type: none"> <li>Three sessions globally</li> </ul>		
<b>Report</b>					
<ul style="list-style-type: none"> <li>With the iPRES 2025 conference drawing near, communications to publicize the DPC's accompanying series of webinars – iPRES Radio – have begun. The purpose of the series is community building in the three time zone regions (Aus-APAC/Europe-Africa/Americas), and daily hour-long sessions throughout the course of the conference period will offer a chance to see and discuss highlights of the conference, whilst building networks and making connections. Conference registration is not required, and this is an opportunity for the DPC to generate its own new leads for the purposes of membership growth.</li> </ul>					
<b>Discussion Points/Decisions Required</b>					
- None at present					

Meet the Members					
<b>Description</b>	An opportunity for new DPC Members to meet the community and introduce their digital preservation work to date.				
<b>Lead</b>	Angela Puggioni	<b>Other Staff</b>	Sarah Middleton, Ellie O'Leary	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Engagement levels</li> <li>Engagement spread (geographic/org type)</li> </ul>		<b>Member Engagement</b>	Opportunity for members to establish connections as part of their 'Welcome' process.	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Plan quarterly sessions			AP	Oct / Jan / Apr / July?	Planned

As part of Welcome process invite new members to the next Meet the Members session	WK/AP	As req'd	Planned	On track
Create and promo the session online and by email to Members	AP/EOL	Quarterly	Planned	On track
Write up and publish as blog post following each session?	AP	Quarterly	Planned	On track
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>			
<ul style="list-style-type: none"> <li>Lack of interest</li> </ul>				
<b>Report</b>				
<ul style="list-style-type: none"> <li>Upon joining the DPC, each new member is offered a welcome call with DPC staff as part of their 'induction' process. Staff receive such excellent feedback about the personal nature of this welcome, yet it is a critical first point of contact for us to establish maturity, key challenges and where support might be offered as a priority. Given the usefulness of these sessions, the new DPC Prospectus now includes an opportunity for all members to meet and welcome new organisations to the Coalition – helping all parties establish and foster supportive connections. The first session is scheduled for October 2025.</li> </ul>				
<b>Discussion Points/Decisions Required</b>				
- None at present				

## 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																													
<b>Description</b>	DPC continues to promote membership through active and passive engagement and tracking of significant contacts and prospective members.																												
<b>Lead</b>	Sarah Middleton	<b>Other Staff</b>	Angela Puggioni	<b>Priority</b>	High																								
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Number of leads turned into members</li> <li>Global spread of members</li> </ul>		<b>Member Engagement</b>	Members asked to support efforts, Exec Board briefed quarterly.																									
<b>Key Tasks/Outputs</b>		<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>																								
Achievement of membership targets (20 Associate + 10 Full members net)		SLM	July 2026	Active	On track																								
Representation in sectoral activities		SLM	Ongoing	Active	On track																								
Global representation in dp conferences		SLM	Ongoing	Active	On track																								
Engagement analysis and comms planning		SLM/AP	Jan 2026	Planned	On track																								
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>																												
<ul style="list-style-type: none"> <li>Failure to meet targets destabilizes program, especially in the Americas</li> </ul>	<ul style="list-style-type: none"> <li>Better use of CRM to generate and manage leads</li> <li>Presence at strategically useful community events</li> </ul>																												
<b>Possible Next Steps</b>																													
<ul style="list-style-type: none"> <li>Development of targeted communications/member recruitment plan</li> <li>Delivery of and continuous update to communications plan/recruitment plan</li> </ul>																													
<b>Report</b>																													
<ul style="list-style-type: none"> <li>Since the last meeting, we are delighted to report that UCD has chosen to upgrade their membership from Associate to Full Membership.</li> <li>We have received notice of:               <ul style="list-style-type: none"> <li>One non-renewal: ITMA</li> <li>One downgrade: University of Sheffield</li> <li>One member has indicated a likely downgrade but this is still in discussion with management</li> </ul> </li> </ul> <p>At present we have a total of 178 Members: 132 Associate Members and 46 Full Members. Recruitment targets for the new DPC year 2025-2026 are as follows:</p> <table border="1"> <thead> <tr> <th></th> <th>Annual Target</th> <th>Actual</th> <th>Remaining</th> </tr> </thead> <tbody> <tr> <td rowspan="3">New Full Members</td> <td>5 in America</td> <td>0</td> <td></td> </tr> <tr> <td>1 in Australia</td> <td>0</td> <td></td> </tr> <tr> <td>3 rest of world</td> <td>0</td> <td></td> </tr> <tr> <td rowspan="3">New Assoc Members</td> <td>8 in Americas</td> <td>0</td> <td></td> </tr> <tr> <td>5 in Australia</td> <td>0</td> <td></td> </tr> <tr> <td>9 in rest of world</td> <td>0</td> <td></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>A membership recruitment drive is currently underway, with all staff following up any leads generated throughout the course of their activities.</li> <li>An updated comms plan to support the recruitment drive is underway.</li> </ul>							Annual Target	Actual	Remaining	New Full Members	5 in America	0		1 in Australia	0		3 rest of world	0		New Assoc Members	8 in Americas	0		5 in Australia	0		9 in rest of world	0	
	Annual Target	Actual	Remaining																										
New Full Members	5 in America	0																											
	1 in Australia	0																											
	3 rest of world	0																											
New Assoc Members	8 in Americas	0																											
	5 in Australia	0																											
	9 in rest of world	0																											
<b>Discussion Points/Decisions Required</b>																													
- Members asked to encourage and promote membership as appropriate.																													

Expanding core membership in Americas					
<b>Description</b>	Aiming for balanced growth and sustained membership that results in ever-more effective representation of the DP community in the Americas				
<b>Lead</b>	Anna Perricci (ALP)	<b>Other Staff</b>	Sarah Middleton	<b>Priority</b>	High
<b>Quality Measure(s)</b>	Retention of existing members Welcoming new members	<b>Member Engagement</b>		Expanded knowledge about DPC in wider Americas community	
<b>Key Tasks/Outputs</b>		<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
Interviews with European members in 'for-profits'		ALP	July 2026	Continuous	On track
Maintain strong relation with existing members		ALP	July 2026	Continuous	On track
Develop 'pipeline' of new members		ALP	July 2026	Continuous	On track
Maintaining contact with potential members who have expressed interest in joining		ALP	July 2026	Active	On track
Refine value proposition of membership		ALP	July 2026	Continuous	On track
<b>Risks Arising</b>		<b>Opportunities for Improvement</b>			
Hard to 'sell' the member value proposition		Diversification / Break out from 'core' sectors into new areas to add value across membership			
<b>Possible Next Steps</b>					
Identify potential members in new sectors.					
<b>Report</b>					
<p>Both current and prospective members in the academic, government and non-profit realm have been under a lot of pressure, especially in the US but also in Canada. Organizations that have previously expressed interest (i.e. University of North Carolina and University of Michigan) are either now explicitly no longer interested in the near term (UNC) or simply not replying to follow up messages (Michigan). Interviews with European members in for-profit environment (HSBC, Bacardi, Melbourne Cricket Club, Diageo) have been enjoyable and productive. What each of these members values can be leveraged in outreach to their peers in the Americas.</p> <p>A new list and tracking sheet for potential leads has been created with a focus on potential members in the commercial sector.</p> <p>Period of financial uncertainty in US means more emphasis on developing pipeline of new memberships in Canada / Caribbean (though institutions in those countries also are under financial pressure) while remaining active and visible in the US as well.</p>					
<b>Discussion Points/Decisions Required</b>					
Can members help us to develop leads in alternative sectors, especially in for-profit agencies like banking, consumer goods, industry regulators, heritage brands, or to represent DPC to them?					

Expanding Australasia and Asia-Pacific core membership					
<b>Description</b>	Aiming for balanced growth and sustained membership that results in ever-more effective representation of the Australasian community				
<b>Lead</b>	Robin Wright	<b>Other Staff</b>	Sarah Middleton	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Retention of existing members</li> <li>Welcoming new members</li> </ul>	<b>Member Engagement</b>		<ul style="list-style-type: none"> <li>Expanded knowledge about DPC in wider Australasian community</li> </ul>	
<b>Key Tasks/Outputs</b>		<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
Maintain local mailing list and use to advertise DPC events		RW	July 2026	Continuous	On track
Ongoing implementation and evolution of DPC Aus Communication & Advocacy Plan v 3.3		RW	July 2026	Active	On track
Maintaining contact with potential members who have expressed interest in joining		RW	July 2026	Active	On track

Risks Arising	Opportunities for Improvement
Potential members face increasing budget challenges	Invite potential members in WA to DPC RAM workshop in Perth Oct 2025
<b>Possible Next Steps</b>	
Follow up existing contacts who have expressed an interest in joining. Identify potential members in new sectors with particular focus on WA.	
<b>Report</b>	
Met with potential members – Australian Museum, Sydney Opera House in Sydney. Advised ABS, NGA of membership price increase from Aug. Haven't been able to meet with ABC. Have ongoing list of potential members to contact. 2 new DPC Supporters have now joined in our region.	
<b>Discussion Points/Decisions Required</b>	
<ul style="list-style-type: none"> <li>• Potential to increase local membership to approx. 30. Need a plan/timeline for governance changes and increased staffing in the local office.</li> <li>• Attendance at iPRES2025 and WDPD launch in Wellington will provide opportunity to approach other potential local members and supporters.</li> </ul>	

### 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						
<b>Description</b>	Renewal of DPC Website and transfer to new CMS and web hosting provider					
<b>Lead</b>	Sarah Middleton	<b>Other Staff</b>	Angela Puggioni	<b>Priority</b>	Medium	
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Functioning, supported website</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>User testing</li> <li>Feedback on updated website</li> </ul>		
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
Conduct content audit and commence review (keep/discard/update)			AP/EOL	End Aug 2025	In progress	Slight delay
Experiment with alternative means for the presentation of bulky website content (i.e. toolkits and the Bit List)			ANJ/SLM	End Aug 2025	Complete	On track
Create test WordPress environment for experimental website building			SLM	End Aug 2025	In progress	On track
Website build			SLM/AP/ANJ	Aug - Nov 2025	Planned	On track
Testing and feedback			SLM/AP/ANJ	Dec 2025	Planned	On track
Launch/roll-out (soft)			SLM/AP/ANJ	Jan – Feb 2026	Planned	On track
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>			
<ul style="list-style-type: none"> <li>Project deferred through by other short-term commitments</li> <li>Lack of expertise in-house requires dependence on external providers</li> </ul>			<ul style="list-style-type: none"> <li>Streamlining content to create better user experience</li> <li>Exploring alternative ways to present bulky content supports better navigation</li> <li>Self-build and experimental phases enables us to ensure user needs can be met, and offers a way to pivot towards alternative (more suitable) solutions</li> </ul>			
<b>Possible Next Steps</b>						
<ul style="list-style-type: none"> <li>Conduct content audit and commence review (keep/discard/update)</li> <li>Experiment with alternative means for the presentation of bulky website content (i.e. toolkits and the Bit List)</li> <li>Create WordPress environment for website building</li> <li>Migrate content from old to new website</li> </ul>						
<b>Report</b>						
<p>Work continues to with a phased and exploratory approach to building a new self-hosted website. Additional support has been sought from a web developer who has created a structure and templates for a website which DPC staff will then populate using migrated content. Meanwhile, a content audit is being conducted and owners from the wider DPC staff assigned to undertake a review and identify whether content should be kept, discarded or updated. Any update work will then follow. Alongside this work to streamline and update content, ANJ has developed an off-site solution to managing the Bit List content which will be used to publish the updated version in November 2025. The team continues to approach the website work in quarterly sprints, with a view to starting a content migration in September 2025.</p>						

Discussion Points/Decisions Required
- None at present

Members Fora and Networking events					
<b>Description</b>	Face-to-face events in locations around the world for DPC members				
<b>Lead</b>	Sarah Middleton	<b>Other Staff</b>	Angela Puggioni	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Number of members attending</li> <li>Level of engagement</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Invitation to showcase work at event</li> <li>Member priority</li> </ul>	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Begin process for Members Fora events in Australasia			SLM/RW	Aug 2025	In progress
Deliver Members Fora events in Australasia			SLM/ RW/ AJ/ KW	7 / 14 Nov 2025	Planned
Begin process for Members Forum events in Americas			SLM/ Anna	Jan 2026	Planned
Plan and deliver DPC Members Forum – Americas (NYC)			SLM/ Anna	April 2026	Planned
Begin process for Members Forum events in Europe (Edinburgh)			SLM/ AP	Feb 2026	Planned
Plan and deliver DPC Members Forum – Europe			AP/ SLM	May 2026	Planned
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
<ul style="list-style-type: none"> <li>Travel and budget restrictions for face-to-face event</li> </ul>			<ul style="list-style-type: none"> <li>DPC Members Fora provides opportunities for networking with potential new members</li> <li>Inclusion of DPC Supporters and non-members</li> </ul>		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Calls for participation</li> <li>Creation of programs</li> <li>Correspondence with local teams</li> <li>Correspondence with Supporters</li> <li>Promotion to local/regional non-Members/Member Prospects</li> <li>Preparation and dispatch of supporting materials</li> </ul>					
<b>Report</b>					
<p>The DPC has been able to confirm locations and dates for the next three DPC members Fora and Networking Events and a Save the Date notice has been issued to all members in August sharing this information.</p> <p>The next DPC Members Forum event will take place in Wellington, NZ alongside iPRES 2025, and also in Sydney, Australia. The events in Australasia will take place over two days, on consecutive weeks to enable those travelling to iPRES to engage with this activity, whilst also offering an opportunity for DPC members unable to travel to New Zealand to come together in Sydney the following week on the fringes of the ASA conference. The call for participation in these events has now begun.</p> <p>The DPC Members Forum in the Americas will take place in New York City, USA on 21-22 April 2026 – hosted by ITHAKA. The DPC Members Forum for Europe will take place in Edinburgh, UK on 20-21 May 2026 hosted by Historic Environment Scotland. More information about the 2026 events will be shared early next year.</p>					

Discussion Points/Decisions Required	
- None at present.	

Champions Program						
<b>Description</b>	A program designed to create deeper and more sustainable relationships between DPC and its member organizations.					
<b>Lead</b>	Sarah Middleton	<b>Other Staff</b>	All	<b>Priority</b>	Normal	
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Annual meetings</li> <li>Engagement levels</li> </ul>		<b>Member Engagement</b>	Direct access to designated contact at DPC Consultation re. plans Help re. access to member benefits		
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
Contacts with DPC Member Champions			DPC team	Ongoing	Continuous	On track
Regular email communications			DPC team	Ongoing	Continuous	On track
Update CRM-system with member information			DPC team	Ongoing	Continuous	On track
Evaluation of Champions Program			SLM/EOL	March 2026	Completed	On track
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>			
<ul style="list-style-type: none"> <li>Allocation of contacts to DPC staff creates an unequal workload</li> <li>Inability to contact some DPC members creates risk of loss</li> </ul>			<ul style="list-style-type: none"> <li>Better use of CRM and/or DPC staff meetings to pool knowledge gathered from DPC Member Champions</li> </ul>			
<b>Possible Next Steps</b>						
<ul style="list-style-type: none"> <li>Reallocate contacts to Dorothy and Garth upon joining the staff in September.</li> <li>Better use of CRM and/or DPC staff meetings to pool knowledge gathered from DPC Member Champions</li> <li>Implementation of any new updates to the Program (to improve effectiveness and impact)</li> </ul>						
<ul style="list-style-type: none"> <li><b>Report</b></li> </ul>						
DPC Member Champions continue throughout the year. All DPC Member Champions may expect to be contacted with an invitation to arrange a call with their nominated DPC Staff Champion.						
<ul style="list-style-type: none"> <li><b>Discussion Points/Decisions Required</b></li> </ul>						
- None at present.						

Feedback gathering						
<b>Description</b>	Regular evaluation of all DPC engagements					
<b>Lead</b>	Angela Puggioni	<b>Other Staff</b>	Ellie O'Leary	<b>Priority</b>	Normal	
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Engagement levels</li> <li>80% positive feedback</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Consultation via post-event feedback forms</li> </ul>		
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
Gather feedback through Zoom events			EOL	Ongoing	Continuous	On track
Review event feedback (monthly)			AP/JLM	Ongoing	Continuous	On track
DPC Full Member annual consultation (to inform DPC programming)			SLM	June 2026	Planned	On track
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>			
None at present						

<b>Possible Next Steps</b>
Routinely review and identify opportunities through greater levels of feedback
<ul style="list-style-type: none"><li>• <b>Report</b></li></ul>
Feedback on DPC events is now reported during monthly team meetings, allowing suggestions to be incorporated into future event planning. Several recommendations have already been implemented in our events procedure, including the use of gender-neutral language.
<ul style="list-style-type: none"><li>• <b>Discussion Points/Decisions Required</b></li></ul>
<ul style="list-style-type: none"><li>- None at present</li></ul>

#### 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					
<b>Description</b>	Ensuring DPC communications are appropriate for our audiences				
<b>Lead</b>	Angela Puggioni	<b>Other Staff</b>	Sarah Middleton	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Engagement levels</li> <li>Number of downloads</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Consultation</li> </ul>	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Review and update ED&I policy			AP	Sept 2025	In Progress
Review translations strategy			SLM	Oct 2025	Planned
Translations			SLM	Ongoing	Continuous
Supported Memberships for L-MI countries			WK	Dec 2025	In Progress
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
<ul style="list-style-type: none"> <li>Reputational: DPC and community members do not feel included/welcome</li> <li>Translations strategy stifles/slow down activity to offer DPC resources in other languages</li> <li>Insufficient resources for translations</li> <li>Insufficient funds to support plans for supported memberships</li> </ul>			<ul style="list-style-type: none"> <li>Incorporate current approaches into ED&amp;I policy</li> <li>Separate and create procedural docs to support the management of DPC spaces</li> <li>Update translations policy to make process simpler</li> <li>Incorporate learning from L-MI Focus Groups into updated translations policy</li> <li>Call for more resources in languages other than English – develop a plan to meet this request</li> </ul>		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Conduct review of EDI Policy and re-issue</li> <li>Complete processing of DPC RAM 3.0 translations and publish</li> <li>Complete review of Translations Policy and re-issue</li> <li>Develop terms of reference for a working group to develop a program of supported memberships for organizations in Low to Middle Income (L-MI) Countries</li> </ul>					
<b>Report</b>					

Work continues to update the DPC’s ED&I policy – this has been delayed slightly but has been picked up over the summer 2025.

Since the last meeting, further progress has been made with the DPC’s research into offering Supported Memberships for Low-Middle Income (LMI) Countries. WK and SLM have met with two more regional groups with representatives in East Asia and Latin America. The feedback received from the East Asia group echoed that of the first session (May 2025) with African representatives, but also articulated ‘vendorization’ as a problem – where digital preservation is seen as something which is outsourced, not a skill that that data owners need to have...therefore, there are very few educational courses available in the region to help people upskill in this area. Where good courses exist, there is little uptake and those emerging from education with digital preservation skills find it difficult to apply in practice, because there is so little understanding of the need and urgency for digital preservation. We learned that collaboration with other associations and networks (to make their money go further) and resources in regional languages would help.

More groups with representatives from South Pacific and Caribbean Islands are planned.

**Discussion Points/Decisions Required**

- At this point, we’re seeking feedback on the proposed structure and chapter outline of the ED&I policy.

Provide programming and networking opportunity in the Americas with parity to other regions					
<b>Description</b>	Ensure ample opportunities for DPC members to participate in meetings and events during normal business hours in the Americas.				
<b>Lead</b>	Anna Perricci (ALP)	<b>Other Staff</b>	Sarah Middleton	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Participation in program</li> <li>High Satisfaction in feedback</li> <li>Drives member growth</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Respond to member needs</li> </ul>	
<b>Key Tasks/Outputs</b>	<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>	
Offer ongoing program of activities in Americas	ALP	July 2026	Active	On Track	
Rotation of Special Interest Groups	JLM/RW/ALP	Ongoing	Active	On track	
Rotation of DPC Reading Club	JLM	Ongoing	Active	On track	
Start monthly DPCConnect (Americas) meeting	ALP	Sept 2025	Active	On track	
iPRES Radio	ALP / RW	Nov 2025	Active	On track	
Design 26-27 program with America-based members	ALP	July 2026	Planned	On track	
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>				
Increasing number of events might not be possible in balance with other needs and responsibilities in the region, but parity between regions is being reached (1:1:1) for most groups and meetings.	Sharing responsibilities with European based staff so there is parity in service provided with other regions the DPC serves.				
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Continue to deliver schedule of relevant events in in 2025</li> <li>Continue champion calls with remaining local members</li> <li>Pursuing possible projects to engage members further</li> </ul>					
<b>Report</b>					
A range of core DPC activities have moved to a quarterly rotation making them more accessible in time zone for the audience in the Americas. This includes the monthly DPC reading club (June & July), Digital Forensics Special Interest Group (June), AV Special Interest Group (August), and the new Databases Special Interest Group (August). The next three months will also see the annual ‘iPRES Radio’ activity that will provide time-zone friendly access for DPC members to selected elements of the iPRES conference in Wellington.					
<b>Discussion Points/Decisions Required</b>					
Help selecting content for iPRES Radio.					

Enhance Australasia and Asia-Pacific member experience					
<b>Description</b>	Ensure members get the best out of the DPC membership in Australasia and Asia-Pacific				
<b>Lead</b>	Sarah Middleton	<b>Other Staff</b>	Robin Wright	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Healthy membership in region</li> <li>Attendance within thresholds</li> <li>Event feedback meets threshold</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Member priorities inform program</li> <li>Ongoing engagement with regional stakeholders</li> </ul>	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Offer ongoing program of activities in Australasia and Asia-Pacific time zone			SM/RW	July 2026	Active
Increased connections/engagement in SE Asia			RW	Dec 2025	Planned
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
Need to follow up opportunities/contacts arising from iPRES 2025 in Wellington			Opportunity to promote activities of DPC in Aus & Asia-Pacific in both WA and at iPRES before end of year.		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Continue to deliver schedule of events in Australasian time zone in 2025/26</li> <li>Finalize and follow up 2025 champion calls with local members</li> <li>Follow up opportunities/contacts arising from iPRES 2025 in Wellington</li> <li>Use contacts made via iPRES Regional Impact Committee to pursue SE Asian language translations of DPC resources</li> </ul>					
<b>Report</b>					
<p>Planning for iPRES2025 in NZ is increasing regional engagement with digital preservation. Increasing DPC activities around Indigenous collections and a local Community Archives DP Toolkit has the potential for Australasia and Asia-Pacific to lead globally.</p> <p>RW and JM have had a paper accepted for inclusion in the Special Issue of Archives &amp; Manuscripts: <i>The Tandanya-Adelaide Declaration: From Declaration to Implementation</i></p>					
<b>Discussion Points/Decisions Required</b>					
<ul style="list-style-type: none"> <li>Final speakers for DPC Panel at iPRES</li> <li>Hold DPC Supported Memberships Pacific focus group</li> </ul>					

Promotion of events & opportunities					
<b>Description</b>	Communicating DPC activities				
<b>Lead</b>	Angela Puggioni	<b>Other Staff</b>	Sarah Middleton	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Number of interactions</li> <li>Engagement spread (geographic/org type)</li> </ul>		<b>Member Engagement</b>	Consultation on plans	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Regular review of current social media and other communications channels			AP	July 2026	Ongoing
Online promotion			AP	July 2026	Ongoing
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
<ul style="list-style-type: none"> <li>Failure to reach audiences and adequately promote DPC activities</li> <li>'over-communication' or over-using one particular channel causing message fatigue and audience switch-off</li> </ul>			<ul style="list-style-type: none"> <li>New website to offer better ways of presenting DPC information (events, news etc)</li> <li>Co-ordination across time zones and regions</li> </ul>		
<b>Possible Next Steps</b>					

- Continue to monitor all communications channels
- Development of DPC comms plan to support membership growth

**Report**

We continue to monitor the use of, and responses to DPC communications through, the channels selected as part of our revised DPC Social Media Strategy earlier this year.

**Discussion Points/Decisions Required**

- None at present.

### 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					
<b>Description</b>	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.				
<b>Lead</b>	Sarah Middleton	<b>Other Staff</b>	John McMillan Angela Puggioni	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Action Plan used by the dp community</li> <li>Impact of DPC effort</li> </ul>		<b>Member Engagement</b>	Action plan reviewed by M&G sub-Committee	
<b>Key Tasks/Outputs</b>	<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>	
Continue to monitor DPC communications channels (with M&G) as part of annual planning	AP	July 2026	Ongoing	On track	
Quarterly carbon footprint calculation to report environmental impacts	JBM	July 2026	Active	On track	
Carbon foot print training to be made available	JBM / JLM	Oct 2025	Active	On track	
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>				
None at present					
<b>Possible Next Steps</b>					
Carbon Footprint measurement exercise together with the Accountable, Sustainable, Dynamic staff					
<ul style="list-style-type: none"> <li><b>Report</b></li> </ul> <p>The Management and Governance team currently measure and monitor the DPC team's Zoom usage for Carbon Footprint and will continue to do so to generate benchmarking data. As part of the website redevelopment plan, we will seek to construct a site that minimizes environmental impact and also allows us to collect benchmarking data from this source.</p> <p>A significant finding from 2024-25 is that the carbon cost of zoom meetings is negligible versus other carbon costs, especially travel but also in comparison to other downstream costs like banking or pensions. Research is continuing but the implication is that actions on these other topics will have more impact.</p> <p>Carbon literacy training will be made available to staff and members in Q4 2025</p>					
<ul style="list-style-type: none"> <li><b>Discussion Points/Decisions Required</b></li> </ul> <p>- None at present</p>					

## 2. 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 June – September 2025

- Restructure and new online presentation of the Bit List
- Publication of new DPC Prospectus for 2025 – 2026 including new activities:
  - Update to Executive Guide
  - Advocacy Toolkit
  - Advocacy Training (instructor-led and online)

### Forthcoming Highlights

- World Digital Preservation Day, Thursday 6th November
- Working group to begin work on Executive Guide update (invitation to join!)

### Discussion Points / Decisions Required

- Location for DPA 2026

## 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					
<b>Description</b>	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.				
<b>Lead</b>	Angela Puggioni	<b>Other Staff</b>	Sarah Middleton	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Engagement levels</li> <li>Engagement spread (geographic/org type)</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Participation in own events</li> <li>Promotion of WDPD and dp</li> </ul>	
<b>Key Tasks/Outputs</b>	<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>	
WDPD Campaign Planning – Why Preserve?	AP	July 2025	Planned	On track	
Save the Date	AP	Aug 2025	Planned	On track	
Coordination with iPRES 2025	AP/SLM/ WK/RW	July 2025	Active	On track	
Lead in comms start	AP	Sep 2025	Planned	On track	
WDPD2025	AP/SLM	6 Nov 2025	Planned	On track	
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>				
<ul style="list-style-type: none"> <li>Missed opportunities to engage with community leading to reduced impact</li> </ul>	<ul style="list-style-type: none"> <li>Greater engagement from global regions currently underrepresented</li> </ul>				
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Coordination of communications with other international bodies with an interest or alignment with digital preservation</li> </ul>					
<b>Report</b>					
<p>This WDPD on Thursday 6<sup>th</sup> November will launch a campaign entitled ‘<i>Why Preserve?</i>’ which invites digital preservation practitioners to reflect on their organization’s unique motivations, share their stories and transform those insights into compelling advocacy messages. Launching on World Digital Preservation Day, alongside the iPRES 2025 conference, the campaign will spotlight the current landscape, outline a path forward and invite the community to unite in answering a powerful question: <i>Why Preserve?</i></p> <p>Outputs from the campaign will be used to enrich the DPC’s planned advocacy activities for the rest of the year.</p>					
<b>Discussion Points/Decisions Required</b>					
- Invitation to provide Why Preserve videos.					

Bit List of Endangered Digital Materials					
<b>Description</b>	The Bit List – the Global List of Digitally Endangered Species is a community led advocacy tool				
<b>Lead</b>	Sarah Middleton	<b>Other Staff</b>	Amy Currie / Michael Popham	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	Number of new nominations Strength of evidence provided by Council. Engagement with report once published		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Through Bit List Council</li> </ul>	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
DPC to prepare the online and written Bit List report	SLM/ MP / ANJ / EOL	29 Aug	Drafts complete	On track
Bit List Council and ACE Subcom to review	SLM	19 Sep	Planned	On track
Bit List Council to report on aggravating factors – using <a href="#">Google Form</a> <i>NB: These could be events which negatively OR positively affect the risk classification of a Bit List entry!</i>	SLM	29 Aug	Planned	On track
DPC to prepare contextual report	SLM/ MP	19 Sep	Planned	On track
Draft Report shared with Bit List Council for final comments	SLM	22 Sep – 3 Oct	Planned	On track
DPC to organize preview and testing of online Bit List with external groups.	SLM	3 – 17 Oct	Planned	On track
Publish Bit List on WDPD (as beta)	SLM / ANJ / EOL	6 Nov	Planned	On track
Risks Arising	Opportunities for Improvement			
<ul style="list-style-type: none"> <li>Failure to achieve tasks on time</li> <li>Failure to deliver Bit List in revised structure</li> <li>Reduced impact</li> <li>Reduced engagement</li> </ul>	<ul style="list-style-type: none"> <li>Improvements to process and structure</li> <li>Parceling of info for constituents to better support Advocacy</li> </ul>			
Possible Next Steps				
<ul style="list-style-type: none"> <li>Work on database presentation</li> <li>Publication on 6 November 2025</li> </ul>				
Report				
<p>Since the last meeting, the Bit List Council has taken the decision to focus efforts on the presentation of the Bit List using a threat-based structure rather than open to the community for another public call for new entries. This work has resulted in the development of a new online version of the Bit List, which will be published on WDPD, on 6th November, alongside a revised introduction and contextual note for the preceding year.</p> <p>As owners of this resource, the ACE Subcommittee will receive a draft of the 2025 Bit List Report for review in September 2025.</p>				
Discussion Points/Decisions Required				
None				

Promotion of digital preservation to audiences and networks in the Americas					
<b>Description</b>	We will take opportunities to promote digital preservation through available channels with so that colleagues outside of our community have occasion to consider the challenges and questions that DP raises.				
<b>Lead</b>	ALP	<b>Other Staff</b>	APu, SLM	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Engagement with new audiences</li> </ul>	<b>Member Engagement</b>		<ul style="list-style-type: none"> <li>Recommendations from members</li> </ul>	
Key Tasks/Outputs	Owner	Due Date	Status	Condition	
Messaging outside of core DP community (e.g. LinkedIn)	ALP	Continuous	Active	On track	

Sharing DPC promotional items in the Americas	ALP	Continuous	Active	On track
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>			
<ul style="list-style-type: none"> <li>• Hard to measure impact</li> <li>• Can deflect from member priorities</li> <li>• Hard to maintain audience focus</li> </ul>	<ul style="list-style-type: none"> <li>• Enhanced communications planning</li> <li>• Clearer assessment of frequency and reach</li> <li>• Clearer sense of volumes needed</li> </ul>			
<b>Possible Next Steps</b>				
<ul style="list-style-type: none"> <li>• Assess impact and update communications plan.</li> </ul>				
<b>Report</b>				
<p>Offered to send stickers and pens to any Americas stakeholder group members who request them (in a larger update email). Shared 100 stickers each plus some pens with two members who requested them. Sent 600 stickers to the Kula Academy Launch for inclusion in conference tote bags and distribution at the meeting.</p> <p>Selective posting on LinkedIn for promotion of key events in the region (e.g. the first meeting of the Database SIG in the region and highlighting the AV SIG's agenda plus the fact that the date of the meeting had changed).</p>				
<b>Discussion Points/Decisions Required</b>				
None at present				

Participation in local Australasia and Asia-Pacific industry					
<b>Description</b>	Head of DPC Australasia and Asia-Pacific to attend and present at key industry conferences/events				
<b>Lead</b>	Robin Wright	<b>Other Staff</b>	Michael Popham	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>• Number of industry events with DPC presence</li> </ul>	<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>• Identification of key conferences held/attended by local members</li> </ul>		
<b>Key Tasks/Outputs</b>		<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
Panels/papers submitted to conferences		RW	July 2025	Complete	Achieved
Papers accepted/presented		RW	Nov 2025	Active	In train
Industry events participated in		RW	Dec 2025	Active	In train
<b>Risks Arising</b>		<b>Opportunities for Improvement</b>			
iPRES taking focus off other conferences/events		Identify critical conferences in region and opportunities for DPC participation in 2026.			
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>• Start planning for conference attendance in 2026.</li> </ul>					
<b>Report</b>					
DPC Aus Asia-Pacific region Panel accepted for presentation at iPRES2025 in Wellington in November. Lightning talk with Joshua Ng on iPRES Radio accepted at iPRES. Paper submitted to PARBICA 2025.					
<b>Discussion Points/Decisions Required</b>					
<ul style="list-style-type: none"> <li>• DPC involvement in iPRES 2025 in Wellington, NZ</li> <li>• Potential members communication planning for iPRES 2025/WDPD in Wellington in November</li> <li>• Role of iPRES Radio in increasing awareness of digital preservation and local DPC activities</li> </ul>					

## 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.

Executive Guide on Digital Preservation - update					
<b>Description</b>	The Executive Guide on Digital Preservation is an advocacy tool which contains a set of messages designed to communicate digital preservation to senior executives in a range of organisations, in their language. This year we will embark on a project to update and enhance the messages it contains.				
<b>Lead</b>	SLM	<b>Other Staff</b>	AP	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Improved access results</li> <li>Download numbers</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Consultation on website</li> <li>Identification of key resources</li> </ul>	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Project planning, recruitment of member volunteers			SLM	Oct 2025	Planned
Working groups			SLM	Nov 2025	Planned
Making changes to toolkit			SLM / AP	Dec 2025	Planned
Translations			SLM	Dec 2025	Planned
Launch publicity and comms - including blog			AP	Jan 2026	Planned
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
Lack of capacity (DPC Staff and Member Volunteers)			Inclusion of more org types Inclusion of Environmental sustainability as driver Inclusion of KBNL's vignette's exercise		
<b>Report</b>					
Nothing to report in this period					
<b>Discussion Points/Decisions Required</b>					
- DPC Members interested in participating in the update to the Executive Guide to contact DPC staff					

Advocacy Toolkit					
<b>Description</b>	Better access to compilation of resources useful for digital preservation advocacy through the website				
<b>Lead</b>	Sarah Middleton	<b>Other Staff</b>	Angela Puggioni/ Ellie O'Leary	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Improved access results</li> <li>Download numbers</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Consultation on website</li> <li>Identification of key resources</li> </ul>	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Design and create landing page for Advocacy Toolkit			SLM/EOL	Nov 2025	Planned
Consult GP for links to include			SLM	Dec 2025	Planned
Launch alongside new Exec Guide			SLM	Jan 2026	Planned
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		

<ul style="list-style-type: none"> <li>• Previous dependency on new website development ignored – planned for existing site</li> </ul>	<ul style="list-style-type: none"> <li>• Ease of discovery</li> <li>• Supports Why Preserve? Campaign</li> </ul>
<b>Possible Next Steps</b>	
<ul style="list-style-type: none"> <li>• Create new webpage</li> <li>• Identify DPC resources which can be used in support of Advocacy activities and link from page</li> <li>• Include updated Exec Guide</li> <li>• Promotion of updated resource and new toolkit</li> </ul>	
<b>Report</b>	
Nothing to report in this period	
<b>Discussion Points/Decisions Required</b>	
- None at present	

Advocacy Training					
<b>Description</b>	Face-to-face Advocacy Training for DPC Members. The training will focus on alignment with strategic objectives, identifying and understanding audiences, and crafting effective communications which demonstrate the value and need for digital preservation in your organizations, plus a round-table session to enable sharing of example initiatives of what works.				
<b>Lead</b>	Sarah Middleton	<b>Other Staff</b>	Amy Currie/Dorothy Waugh	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>• 80% of spaces taken</li> <li>• 90% positive feedback</li> </ul>	<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>• Feedback from previous events to be incorporated</li> </ul>		
<b>Key Tasks/Outputs</b>	<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>	
Review and plan content	SLM/AIC	Dec 2025	Planned	On track	
Create and promote training event page online	SLM	Jan 2026	Planned	On track	
Deliver training	SLM/AIC	Feb 2026	Planned	On track	
Prepare content for conversion to online module	SLM/AIC	March 2026	Planned	On track	
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>				
None at present	<ul style="list-style-type: none"> <li>• Incorporate stories from WDPD <i>Why Preserve?</i> Theme</li> <li>• Incorporate round table session</li> <li>• Also offer as F2F session(s) at DPC Members Fora</li> </ul>				
<b>Report</b>					
Nothing to report in this period					
<b>Discussion Points/Decisions Required</b>					
- None at present					

### 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					
<b>Description</b>	Responding to opportunities to shape digital preservation policy around the world.				
<b>Lead</b>	William Kilbride	<b>Other Staff</b>	Sarah Middleton	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Impact of DPC input</li> <li>Reach/range of input requested</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Requests for support</li> </ul>	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Respond as opportunities arise			WK	---	---
Publicize results as appropriate			SLM	---	---
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
Disagreement between members			Better public policy observatory		
<b>Possible Next Steps</b>					
Seek notification from members about relevant public policy consultations.					
<b>Report</b>					
Nothing to report in this period					
<b>Discussion Points/Decisions Required</b>					
- None at present.					

## 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 digital preservation and sustainability					
<b>Description</b>	Identifying opportunities to explore relationship between digital preservation and environmental issues				
<b>Lead</b>	William Kilbride	<b>Other Staff</b>	John McMillan	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	Participant feedback		<b>Member Engagement</b>		
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Respond as opportunities arise			SLM	---	---
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
None at present			<ul style="list-style-type: none"> <li>Identify other/regular opportunities to introduce this subject</li> </ul>		
<b>Possible Next Steps</b>					
Continue to be on the lookout for other potential opportunities to promote digital preservation/environmental sustainability.					
<b>Report</b>					
Nothing to report in this period					
<b>Discussion Points/Decisions Required</b>					
- None at present.					

## 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					
<b>Description</b>	Biennial awards process				
<b>Lead</b>	Angela Puggioni	<b>Other Staff</b>	Sarah Middleton	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	Increasing nominations year on year. Increase in range and type of nominations. All categories viable to run		<b>Member Engagement</b>	Feedback from previous winners, membership of Judging Panel.	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Identification of host conference for DPA2026 (preferably September-November 2026)			SLM/AP	September 2025	Planned
Assembly and briefing of Judging Panel			AP	Jan 2026	Planned
Preparation of Awards documents and web spaces			AP	Jan 2026	Planned
Call for nominations			AP	April-May 2026	Planned
Evaluation of nominations			AP/WK	June-July 2026	Planned
Ceremony preparations with local team			AP	Jan – Nov 2026	Planned
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
None at present			<ul style="list-style-type: none"> <li>Greater engagement through more impactful communications</li> <li>Carefully timed communications to avoid other busy conference periods</li> </ul>		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Identification of next awards location</li> </ul>					
<b>Report</b>					
Nothing to report in this period					
<b>Discussion Points/Decisions Required</b>					
Open to suggestions/offer from DPC members for location and date for DPA2026 Awards					

## 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 June – September 2025

- Six fully-funded grants awarded for four advertised Career Development Fund opportunities.
- Competency Framework and Competency Audit Toolkit (CAT) workshop at European Members Forum in June.
- Further drop-in surgery sessions on CAT were held in May (CAT Scan).
- Member support was provided to one full member on the Competency Framework and CAT. This consisted of a training session for relevant library managers on the tools and methodology.
- Participation in the Catalyzing African Community Archives for Social Good project.
- Recruitment of new Head of Workforce Development, Dorothy Waugh

### Forthcoming Highlights for September – November 2025

- Quantitative and qualitative data analysis for the Labor Market Analysis prior to report preparation.
- Consultancy work will be carried out for one associate member – including tailored on-site training.
- Further member support work will be carried out for a full member, involving the delivery of an online facilitated workshop to work through a DPC CAT audit.
- Novice to Know-How (N2KH) admin project completion, including implementation of new administrative workflows, reminders to inactive users and up-to-date reporting.

### Key Discussion Points and Decisions

- Sub-committee input is requested to inform our work on training materials on the preservation of e-theses.
- A short overview of N2KH project updates and findings from the user data and surveys was shared with the subcommittee, with time for questions or comments.
- An update on the Catalyzing African Community Archives for Social Good project was provided to the sub-committee.

### 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 labour 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				
<b>Description</b>	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.			
<b>Lead</b>	Amy	<b>Other Staff</b>	Dorothy	<b>Priority</b> Normal
<b>Quality Measure(s)</b>	Reuse of findings into developed Recruitment Toolkit Reuse of open dataset by members and other groups Increased traffic to DPC Jobs	<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>• Consultation with members re: data sources</li> <li>• DP Clinic event</li> </ul>	
<b>Key Tasks/Outputs</b>	<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
Draft plan for next analysis	Amy	May 2025	Completed	---
Collection, cleaning, coding and QA of data	Amy	Sep 2025	Active	Delayed
Analysis	Amy	Nov 2025	Planned	Delayed
Report and open data set	Amy	Jan 2026	Planned	---
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>			
<ul style="list-style-type: none"> <li>• Data content and findings become too dated/inaccurate</li> </ul>	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			
<b>Possible Next Steps</b>				
<ul style="list-style-type: none"> <li>• Investigate other sources and techniques for ongoing collection of data from job posting websites</li> </ul>				
<b>Report</b>				
Data was collected through automated RSS and Atom feeds for basic information (posting date, job title, organization, links, short description) on 1,952 online job postings published in 2023 and 2024 (on DPC Jobs, CLIR DLF Jobs and CODE4LIB job websites). Good progress has been made on the cleaning of the postings in the initial dataset, with the number reduced to 1,660 after identification and removal of duplicates. Progress has also been made with the additional data entry and qualitative coding relating to priority areas identified at the last sub-committee Q2 meeting, with the start of quantitative and qualitative analyses planned for November. Although there has been a slight delay, this should not impact/change the anticipated January 2026 final report. The delay is due to the increased amount of data collected, along with the timeline being put on hold to focus on other time-sensitive projects. In addition to the analysis itself, there have been initial discussions with the DPC website project team on opportunities to improve processes for posting and gathering data from the DPC Jobs webpage, and considerations around the retention and archiving of inactive job postings on the website.				
<b>Discussion Points/Decisions Required</b>				
None at present.				

Communicate with Americas stakeholders in multiple venues about requirements, initiatives and opportunities					
<b>Description</b>	Serve as a member of the digital preservation community in the Americas to understand the bigger picture and identify needs and opportunities for growth				
<b>Lead</b>	ALP	<b>Other Staff</b>	DW	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Engagement levels with assets provided</li> </ul>	<b>Member Engagement</b>	<ul style="list-style-type: none"> <li></li> </ul>		
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Support NDSA Staffing Survey Working Group			ALP	Ongoing work	Active
Follow on work from the Mental Health and Wellbeing Survey			DW	Dec 2025	Active
Continue to promote job postings and tracking labor market			AIC	Sept 2025	Active
Promote and get feedback on DPC resources and assets for professional development			ALP	Continuous	Active
Monitor mailing lists and as needed attend professional development events online to learn and remain aware of others' work			ALP	Continuous	Active
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
Too many needs / competing demands. Vacancy in key post (Head of Workforce Development) till September 2025.			Closer collaboration with the Workforce Development team.		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Identify highest priority materials for translation into French and Spanish</li> <li>Consider further opportunities to promote N2KH <i>Introduction to Digital Preservation</i> sessions for members/non-members as well as other resources or assets available to members and non-members alike</li> <li>Introduce Head of Workforce Development (Dorothy Waugh) to DPC Americas</li> </ul>					
<b>Report</b>					
Follow on work from the Mental Health and Wellbeing Survey is planned for when Dorothy Waugh, HWD, is onboarded. In one-on-one conversations and in meeting continually learning about professional development needs and opportunities (ALP). AIC continuously tracks job market and promotes job posts.					
<b>Discussion Points/Decisions Required</b>					
None at present					

Mental Health and Wellbeing Survey and Task Force					
<b>Description</b>	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.				
<b>Lead</b>	Dorothy	<b>Other Staff</b>	Amy	<b>Priority</b>	High
<b>Quality Measures</b>	<ul style="list-style-type: none"> <li>Report produces actionable recommendations</li> </ul>	<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Encourage engagement with the survey</li> <li>Participation in the task force</li> <li>Access to resources developed</li> </ul>		
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Establish Mental Health & Wellbeing Task Force			Dorothy	TBC	Planned
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
<ul style="list-style-type: none"> <li>Security of sensitive data provided by DP Community</li> </ul>			None at present		

<b>Possible Next Steps</b>
Establish Mental Health and Wellbeing Task Force once staff capacity allows.
<b>Report</b>
The full Mental Health and Wellbeing in the Digital Preservation Community Survey report was published in March 2025, along with an executive summary provided as a separate publication and a dataset including anonymized quantitative data from the survey.
<b>Discussion Points/Decisions Required</b>
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 labour 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					
<b>Description</b>	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.				
<b>Lead</b>	Dorothy	<b>Other Staff</b>	Amy	<b>Priority</b>	Normal
<b>Quality Measures</b>	<ul style="list-style-type: none"> <li>Reviewed as per schedule</li> <li>Promoted at a minimum of two external events a year</li> <li>“CAT Scan” member support sessions offered</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Feedback mechanisms</li> <li>Implementation assistance offered as part of full member support</li> <li>Yearly drop-in “CAT Scan” sessions available to support all members</li> </ul>	
<b>Key Tasks/Outputs</b>	<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>	
Skills Development Resource Administration	Amy/Andy	Ongoing	Continuous	On track	
Recruitment Toolkit	TBC	TBC	Postponed	---	
RAMbulance/CAT scan sessions (drop-in surgery sessions for members)	Amy/Dorothy /GP Team	Apr/May 2026	Planned	---	
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>				
No or limited uptake	Review based on member and community feedback				
<b>Possible Next Steps</b>					
Development of supporting resources such as Quick Start guides, similar ‘Level Up’ resource of RAM with attention to development opportunities or types of tasks/activities that can help with building skills.					
<b>Report</b>					
Three ‘CAT Scan’ member support drop-in sessions were held in May and June relating to the use of CAT, aligned with the well-established RAMbulance sessions.					
At the time of writing, there has been limited uptake of the new skills resource, with no new submissions received so far.					
Development of the proposed Recruitment Toolkit will likely now be pushed to the next DPC year.					
<b>Discussion Points/Decisions Required</b>					
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					
<b>Description</b>	Development and delivery of synchronous training events for DPC members on priority topics.				
<b>Lead</b>	Dorothy	<b>Other Staff</b>	Amy	<b>Priority</b>	Normal
<b>Quality Measures</b>	<ul style="list-style-type: none"> <li>80% of spaces taken</li> <li>90% positive feedback</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Identification of priority topics</li> <li>Training events</li> </ul>	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
DPC Training Policy			Dorothy	TBC	Postponed
Workshop on Competency Framework and facilitated staff audit for a full member			Amy/Jen/Dorothy	Aug/Sep 2025	Active
Tailored workshop for an associate member			Amy/Dorothy	Nov 2025	Planned
Advocacy training			Dorothy/Sarah	Feb 2026	Planned
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
<ul style="list-style-type: none"> <li>Hard to plan the demand and respond accordingly.</li> </ul>			<ul style="list-style-type: none"> <li>Expand possible topics/training content available</li> <li>Develop policy for provision of and charging for bespoke events for associates and non-members.</li> <li>Make more use of members' expertise</li> </ul>		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Deliver member support and/or consultancy to members on request</li> </ul>					
<b>Report</b>					
<p>As part of the member support offering to full members of the DPC, two sessions have been developed for a member to help guide and facilitate staff audits for the organization using the Competency Framework. The first session was held on 13 August and the second is planned for 25 September.</p> <p>As part of the DPC's consultancy offering for members, a full-day training workshop is being developed for an associate member to address digital preservation in the context of their wider Information Management activities and responsibilities of the IT team, and on how to advocate for digital preservation effectively across the organization. The training will be held in person on 20 November.</p> <p>It is anticipated that other members may require support from Workforce Development in this DPC year and we will respond accordingly.</p> <p>Work on the training policy remains on hold and will likely now be folded into a wider review of DPC policy that will be underway as staffing capacity increases.</p>					
<b>Discussion Points/Decisions Required</b>					
None at present.					

Python Study Groups					
<b>Description</b>	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.				
<b>Lead</b>	Dorothy	<b>Other Staff</b>	Amy, Ellie, Angela	<b>Priority</b>	Low
<b>Quality Measures</b>	<ul style="list-style-type: none"> <li>75% of study group places claimed</li> <li>Supporting content used by other groups</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Study group priority places</li> <li>Contribute to Governance Group</li> </ul>	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Discussion of recommendations with HWD and Governance Group			TBC	TBC	Planned
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
<ul style="list-style-type: none"> <li>Challenging to arrange sessions across multiple time zones</li> <li>Continued engagement and attendance over six-month cycle</li> <li>Available capacity of staff and volunteer mentors to support</li> </ul>			<ul style="list-style-type: none"> <li>Improve GitHub Resources</li> <li>Manage participant expectations</li> <li>Rework mentor responsibilities</li> <li>Develop funding model to make sustainable</li> </ul>		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Suspended for the time being</li> </ul>					
<b>Report</b>					
<p>The Python Study Group was paused following the last study session to review its impact and viability, with evaluation overseen by the PSG Governance Group. Participant and mentor surveys were circulated in January and February 2025, survey results analyzed in March, and results presented at the April Governance Group meeting for feedback and recommendations.</p> <p>The results showed positive outcomes and impact of the program, with half of the survey respondents reporting an improved level after the study groups. While the PSG Governance Group agreed that more structured materials, guidance, and dedicated mentor support for groups would improve learning outcomes and the program's impact, they also acknowledged that developing and implementing this structure would require reducing the scope of the program. In line with this, the Governance Group agreed that the PSG program would operate more successfully with two separate streams (one focused on New and Novice level participants and another on Beginner, Intermediate, and Advanced level participants).</p> <p>The project has no funding model raising questions of sustainability. The Governance Group raised issues concerning the limited current capacity of DPC, BCC, and PSG team members and mentors (in voluntary roles) to commit to undertaking these recommendations over the next six-months, and recommends that the PSG program hiatus should continue until it can be revisited and discussed with the new DPC Head of Workforce Development once in post. An email was sent to previous participants to inform them of the extended hiatus of the program, and DPC webpages updated.</p>					
<b>Discussion Points/Decisions Required</b>					
None at present.					

Training Events – DPC Aus				
<b>Description</b>	Development and delivery of synchronous training events for DPC members on priority topics.			
<b>Lead</b>	Dorothy Waugh	<b>Other Staff</b>	Robin Wright	<b>Priority</b> Normal
<b>Quality Measures</b>	<ul style="list-style-type: none"> <li>• Training events delivered</li> <li>• Number of spaces taken</li> <li>• Feedback meets threshold</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>• Identification of priority topics</li> <li>• Representation on Workforce Development Sub-Committee</li> </ul>
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>
N2KH Plus sessions delivered to DPC Aus members			Vacant	July 2025
Establish demand for local training events 2025			RW / DW	Dec 2025
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>	
Need to address local/regional training needs and delivery with new DPC Head of Workforce Development starting in Sept 2025			Speak to local members about topics/training content available Investigate different levels of demand for F2F/online training	
<b>Possible Next Steps</b>				
<ul style="list-style-type: none"> <li>• Ask local members to identify training requirements for 2025/26</li> <li>• Offer F2F <i>Introduction to Digital Preservation</i> sessions for members/non-members</li> <li>• Members to consider their own workforce development needs and advise RW</li> <li>• Introducing Head of Workforce Development to members in Australasia and Asia-Pacific</li> </ul>				
<b>Report</b>				
2 x local members have received CDF grants to attend iPRES2025. N2KH online modules are available for staff training and are being used, but there is little feedback available on usage in our region. Appears to be reduced local demand for specific DP training. New Head of Workforce Development, Dorothy Waugh, joins DPC in September meaning increased capacity				
<b>Discussion Points/Decisions Required</b>				
<ul style="list-style-type: none"> <li>• The local community is evolving quickly and members now appear increasingly focused on issues requiring discussion and peer support.</li> </ul>				

### 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					
<b>Description</b>	Management of the DPC's online training portal and the development of and updates to training content.				
<b>Lead</b>	Dorothy	<b>Other Staff</b>	Amy	<b>Priority</b>	Normal
<b>Quality Measures</b>	2 new courses published a year 80% positive feedback		<b>Member Engagement</b>	Member consultation on priority topics for new courses Free access to all training content	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Preserving e-publications course (Open Book Futures project)			Dorothy/Jen	April 2026	Planned
Advocacy Training for DP Practitioners course			Sarah/Dorothy/Amy	July 2026	Planned
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
<ul style="list-style-type: none"> <li>Loss of reputation due to delays in content creation</li> </ul>			<ul style="list-style-type: none"> <li>Prioritization of content development</li> <li>Development processes based on good practice</li> </ul>		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Plan for ongoing training development and maintenance</li> <li>Investigate how to provide equitable access to training</li> </ul>					
<b>Report</b>					
The DPC is involved in the Open Book Futures project, a follow-on from the Community-led Open Publication Infrastructures for Monographs (COPIIM) project. One of DPC's deliverables for this project is to develop training materials on the preservation of e-publications, specifically e-theses. As part of the development of face-to-face Advocacy Training for DPC Members and Advocacy Toolkit, the DPC will incorporate the developed content into an online training module. Other noted new content development remains on hold due to other priorities, in particular the DP Handbook.					
<b>Discussion Points/Decisions Required</b>					
Sub-committee input is requested to inform our work on training materials on the preservation of e-theses.					

Novice to Know-How Training					
<b>Description</b>	Development and maintenance of training content under the "Novice to Know-How" brand, as funded by The National Archives (UK).				
<b>Lead</b>	Dorothy	<b>Other Staff</b>	All	<b>Priority</b>	High
<b>Quality Measures</b>	<ul style="list-style-type: none"> <li>Courses completed by 1000 learners a year</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Free access to learning pathway</li> </ul>	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Learner Support and Admin	Ellie	Ongoing	Continuous	On track
N2KH Admin Review and Updates	Ellie/Amy	Sep 2025	Complete	Delayed
Risks Arising	Opportunities for Improvement			
<ul style="list-style-type: none"> <li>Content of courses becomes dated/inaccurate</li> </ul>	<ul style="list-style-type: none"> <li>Regular review of content</li> <li>Increase interactive/exercise-based content</li> <li>Investigate possibilities for translation</li> </ul>			
Possible Next Steps				
<ul style="list-style-type: none"> <li>Development of further courses</li> </ul>				
Report				
<p>Learner numbers for DPC Year Q4, May 2025 – July 2025 (Registered/Completed):</p> <ul style="list-style-type: none"> <li>N2KH: Beginners – 238/46 (Q3 – 221/29)</li> <li>N2KH: Access – 24/8 (Q3 – 20/9)</li> <li>N2KH: Email – 43/13 (Q3 – 49/6)</li> <li>N2KH: DAR – 115/39 (Q3 – 96/26)</li> </ul> <p>As part of a grant received from The National Archives (UK), a review of N2KH admin processes has been completed for addressing inactive users, improving completion rates through automated reminders, tidying up user data, building automated reporting, and a lightweight review of feedback received. An email will be sent to all accounts that have been inactive for more than a year and have not completed any courses, letting them know that their accounts will now be deleted due to inactivity and give them a month's grace period to log in. Once this period has passed, the accounts will be deleted, and a regular email will be set up to warn inactive accounts if the account is a year old and has not completed a course. Regular email reminders will also be sent after 90, 180, 270 and 360 days of inactivity for users who have signed up for a course. Any account that has completed at least one course will be kept.</p> <p>Report automation will also be explored for pulling quarterly and yearly statistics on registration and completion rates as well as percentage of members/non members and geography. The collection and tidying up of data from 2,850 users in the LMS has improved the accuracy of user statistic reports, in particular information relating to DPC membership and country. The lightweight review of feedback and responses from the course surveys in the LMS has provided useful information about the knowledge levels of learners prior to the courses, completion times, appropriateness of content, and variety of content types. There was a significantly high proportion of positive feedback among all the different courses; only 5% (42) of the 785 survey respondents provided lower scores for the Likert questions on the appropriateness and variety of content (disagree or strongly disagree), with only 21 of those 42 respondents providing written feedback through free-text responses.</p> <p>Anna Perricci has identified Novice to Know How as a key asset in the development of DPC Americas and is supporting new and prospective members in using the platform. <a href="#">A blog post on building digital preservation skills using Novice to Know-How</a> was published on the Society of American Archivists (SAA) Electronic Records Section blog (bloggERS) on 23 June.</p>				
Discussion Points/Decisions Required				
<p>A short overview of N2KH project updates and findings from the user data and surveys was shared with the subcommittee, with time for any questions or comments.</p>				

### 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 3 <sup>rd</sup> Edition				
<b>Description</b>	The creation of a 3 <sup>rd</sup> edition of the DPC's Digital Preservation Handbook.			
<b>Lead</b>	Dorothy	<b>Other Staff</b>	All	<b>Priority</b> Normal
<b>Quality Measures</b>	<ul style="list-style-type: none"> <li>Peer review comments</li> <li>Increased traffic to Handbook</li> <li>Delivered by 25<sup>th</sup> Anniversary of DPC</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>WD Sub-Committee as Editorial Board</li> <li>Consultation on plans</li> <li>Peer reviewers drawn from membership</li> <li>Launch Event</li> </ul>
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>
External Peer Reviewer Guidance			TBC/Amy	TBC
Handbook Content Authoring			All	TBC
Requirements for Web Interface			TBC	TBC
External Peer Review			Amy	TBC
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>	
<ul style="list-style-type: none"> <li>Extent of effort required to deliver the project</li> <li>Need to meet out of pocket costs</li> </ul>			<ul style="list-style-type: none"> <li>Align with DPC RAM and Competency Framework</li> <li>Improved translation mechanisms</li> <li>Funding opportunities</li> </ul>	
<b>Possible Next Steps</b>				
HWD will review existing documentation and plan how to move forward.				
<b>Report</b>				
Work to date has included organizing DPC staff authoring and review responsibilities, developing author guidance, administrative groundwork for content creation, and first draft of the Glossary with internal review to determine preferred standardized terminology. Because the initial project plan assumed the work would largely be completed by DPC staff it placed a significant demand on limited staff resource, diverting effort and delaying delivery of other strategic priorities. The project has been placed on hiatus until the Head of Workforce Development is in post and has capacity to revisit.				
<b>Discussion Points/Decisions Required</b>				
None at present.				

### 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					
<b>Description</b>	Ongoing management of the CDF as well as additional activities to continue to improve access to grants for members.				
<b>Lead</b>	Amy	<b>Other Staff</b>	Dorothy	<b>Priority</b>	Normal
<b>Quality Measures</b>	<ul style="list-style-type: none"> <li>More grants to those who meet priority criteria</li> <li>Spending of increased budget</li> <li>Impact statements from recipients</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Grant Reviewers drawn from WD Sub-committee</li> <li>Grants available to all members</li> <li>Outputs to DPC blog</li> </ul>	
<b>Key Tasks/Outputs</b>	<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>	
Management of grant program	Amy	Ongoing	Continuous	On track	
Calendar of planned advertised grant opportunities for 2025-26 membership year	Amy	Jul 2025	Completed	---	
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>				
<ul style="list-style-type: none"> <li>Ongoing risks relating to travel visas for grant recipients.</li> <li>Failure to make funding target in Supporter program</li> <li>Failure to demonstrate impact</li> <li>Failure to demonstrate diligence</li> </ul>	<ul style="list-style-type: none"> <li>Advanced scheduling to mitigate risks re visas</li> <li>Improve communications to members about self-identified grants.</li> <li>Identify and promote career development opportunities in a greater variety of locations e.g. Asia, Africa, New Zealand, and South America.</li> <li>Improve impact and demonstrate diligence</li> </ul>				
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Targeted grant program to help improve EDI in the digital preservation profession</li> <li>Review impact of grants and make recommendations for improvements</li> </ul>					
<b>Report</b>					
<p>In this quarter, six fully-funded Career Development Fund grants have been awarded for four advertised opportunities: one for DCDC 2025 in Durham, one for NTTW 9 in Dublin, three for iPRES 2025 in Wellington, and one for ASA 2025 in Sydney.</p> <p>A list of planned advertised grant opportunities for 2025-26 was included in the DPC Prospectus and added to the DPC Grants Calendar page of the website. An advertised call for the IDCC 2026 Conference in Zagreb is planned for the next quarter.</p>					
<b>Discussion Points/Decisions Required</b>					
None at present.					

### 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					
<b>Description</b>	Contributions from DPC staff to other workforce development activities within the digital preservation community.				
<b>Lead</b>	Dorothy	<b>Other Staff</b>	Amy	<b>Priority</b>	Normal
<b>Quality Measures</b>	<ul style="list-style-type: none"> <li>Increased number of invitational lectures</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Lectures for info school members</li> </ul>	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Guest lectures/ invitational sessions for HE institutions			Amy/ Dorothy	Ongoing	Continuous
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
<ul style="list-style-type: none"> <li>Ad hoc requests can be hard to plan and resource at short notice.</li> <li>Poor connections outside of UK / Ireland.</li> </ul>			<ul style="list-style-type: none"> <li>Improve communications with other workforce development initiatives</li> <li>Establish better links with Info Schools outside of UK and Ireland</li> </ul>		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Establish a Digital Preservation Education and Training working group in the future.</li> </ul>					
<b>Report</b>					
No requests for guest lectures and invitational sessions were received in this quarter.					
<b>Discussion Points/Decisions Required</b>					
None at present.					

Prioritize partnership with a range of existing training providers in the Americas and supporting actions					
<b>Description</b>	DPC's philosophy has been to support a proliferation of training on the assumption that there are diverse needs and a wide range of digital preservation skills and competencies needed.				
<b>Lead</b>	AIC	<b>Other Staff</b>	ALP	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Number of</li> <li>Impact for training providers</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Invitation to all members</li> <li>Overseen by Workforce Development Sub-Committee</li> </ul>	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Support CARL's two-phase pilot for use of RAM in Canadian institutions			ALP / MGP	July 2026	Active
Partnership with Digital POWRR 3			ALP	July 2025	Active
Partnership with DPOE-N			ALP	Continuous	Active
Cultivation of relationships with institutions with iSchools (members and potential members)			ALP	Continuous	Active
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		

Too much demand	Better contacts within university / iSchool communities to support their curricula
<b>Possible Next Steps</b>	
<ul style="list-style-type: none"> <li>• Continue conversations with members and potential members based at degree granting programs. Still in a relationship building phase but good opportunities will take shape.</li> </ul>	
<b>Report</b>	
<p>Led by Amande Tome, Geoff Harder and Sarah Lake, CARL's Digital Preservation Working Group will be conducting a two-phase pilot to promote the use of RAM at Canadian institutions. In phase one, CARL members will be prioritized for support. In phase two, any Canadian institution is welcome to participate. ALP and MGP will support this initiative including through ALP presenting at the kickoff meeting in October, 2025.</p> <p>Work with the Digital POWRR program is on hold as they determine what's next in the absence of federal grant funding.</p> <p>Cultivation of relationships with iSchools is slow but moving forward. Further outreach will take place over time.</p>	
<b>Discussion Points/Decisions Required</b>	
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.

Digital Preservation in Africa					
<b>Description</b>	DPC was invited to join a consortium looking to develop and adapt training resources and a ‘train the trainer’ program with partners in Africa and in the US. The Catalyzing African Community Archives for Social Good project is led by a US member and received a grant of 100K USD, some of which was allocated to support DPC travel costs and staff time.				
<b>Lead</b>	William	<b>Other Staff</b>	Karyn	<b>Priority</b>	Normal
<b>Quality Measures</b>	<ul style="list-style-type: none"> <li>Successful outcome to grant proposal</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Application led by US based member</li> </ul>	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Content review workshop			Karyn	May 2025	Complete
Engage with Community Archives Toolkit			Karyn	May 2025	Complete
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
<ul style="list-style-type: none"> <li>Expectation</li> <li>Restrictions on use of funds</li> </ul>					
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Continue to engage with project partners where appropriate to plan future work in this area</li> </ul>					
<b>Report</b>					
<p>This project focused on the production of reusable training content on general community archives issues and specifically on digital archives. The DPC’s responsibilities in the project primarily related to review of the content developed, and participation in a workshop in May aimed at refining the materials. This project is now complete, but the DPC is considering how to link and promote the training materials developed by the project team.</p>					
<b>Discussion Points/Decisions Required</b>					
<p>An update on the Catalyzing African Community Archives for Social Good project will be provided at this meeting.</p>					

## 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 June – September 2025

- A substantial amount of time this period has been spent on planning Good Practice activities for the 2025-2026 DPC year – the new DPC Prospectus was published on 1<sup>st</sup> August 2025
- An event was held on Providing Access to Digital Records in which a number of case studies were shared about how organizations facilitate access to their digital collections (19<sup>th</sup> June).
- An event was held on Moving Between Digital Preservation Systems which included 2 speakers and time for discussion (2nd July).
- #DPClinic in which Michael Nelson reprised his Members' Forum keynote presentation on "A Vision for Trustworthy Web Archiving" (16th July).
- DPC Members Forum for Europe took place in the Hague (4-5<sup>th</sup> June).
- A new Special Interest Group on Databases launched on the 13<sup>th</sup> August for a 12-month trial period in response to requests from Members.

### Forthcoming Highlights

- A new Technology Watch Report on Artificial Intelligence is due to be published in the next quarter.
- A new resource will be published on working with floppy disks.
- A DPClinic will take place on the 18th September on the topic of the intersection between Records Management and Digital Preservation. The October Clinic will focus on resources and learnings from the Catalyzing African Community Archive project.
- Good Practice staff are involved in activities at iPRES on the digital transfer process, carbon footprint of digital preservation, patterns and hazards in file format identification, preserving floppy disk knowledge, working with ICT, integrating web archives, providing access to born digital collections, the community archives toolkit, the Why Preserve campaign for World Digital Preservation Day and Members Forum and Networking Event – Australasia/Asia-Pacific, 7th November, Wellington
- An event celebrating the 25th anniversary of JPEG2000 is being planned for 13th November.

### Discussion Points / Decisions Required

- Given reduction in the number of responses to our call to members to share their RAM assessments, should we put this on hold for a year and carry out our next call for RAM assessments in 2027? Do the sub-committee support us moving to creating benchmarking information every 2 years rather than annually? (see 4.4)
- Sub-committee to note various project proposals (see 4.8)

#### 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 Special Interest Groups					
<b>Description</b>	The DPC will support task forces and special interest groups as a valuable means of allowing for community discussion and sharing of good practice.				
<b>Lead</b>	JLM, MGP	<b>Other Staff</b>	EOL, AJ, RW	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	Working Group and Task Force Terms of Reference include a commitment to evaluation. Typically, this will include feedback from group members or event attendees.		<b>Member Engagement</b>	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.	
<b>Key Tasks/Outputs</b>	<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>	
Audiovisual Special Interest Group	MGP	ongoing	Active	On Track	
Museums and Galleries Special Interest Group	JLM	ongoing	Active	On Track	
National Libraries and Archives Special Interest Group	JLM	ongoing	Active	On Track	
Web Archiving and Preservation Special Interest Group	GS/ANJ	ongoing	Delayed	At risk	
Preservation Registries Special Interest Group	ANJ	ongoing	Active	On Track	
Digital Forensics Special Interest Group	JLM	ongoing	Active	On Track	
Carbon Footprint Task Force	JLM	ongoing	Active	On Track	
Databases Special Interest Group	MGP	Ongoing	Active	On Track	
Managing Indigenous Cultural Materials Task Force	RW	Ongoing	Active	On Track	
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>				
Challenging to arrange meetings that sit across multiple time zones but the importance of facilitating international discussions is clear.  For the foreseeable future (2025-26) we have decided to suspend the Fair Play Task Force and the Operational Preservation Systems SIG..	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. A lower-key way of holding Special Interest Group meetings is being trialed with the Digital Forensics group. This approach will also be adopted for the Databases SIG, which is to be launched in 2025-26				
<b>Possible Next Steps</b>					

Meetings of special interest group and task forces are planned as follows:

- The next meeting of the Museums and Galleries SIG is in September and we will return to the topic of access to preserved digital collections.
- The next meeting of the AVSIG is scheduled for 28<sup>th</sup> September, timed to suit Members in UK, Europe and Africa. At the time of writing a speaker has yet to be identified.
- Monthly meetings of the new Databases SIG will take place on September 11<sup>th</sup> @06:00 UTC, October 14<sup>th</sup> @10:00 UTC, and November 13<sup>th</sup> @ 19:00 UTC. These dates and times are currently provisional and will be reviewed at the kick-off meeting of the SIG on 13<sup>th</sup> August.
- The Preservation Registries SIG will continue to meet monthly, for at least the remainder of the project (ending January 2026).
- The Digital Forensics SIG will continue to meet monthly, rotating through the three main time zones, with meetings chaired by JLM, AP, and RW.
- The Carbon Footprint Task Force continues to meet every month to work on the task of creating an online resource on carbon footprint calculations for digital preservation.
- Two new co-chairs have been recruited for the National Libraries and Archives Special Interest Group and a plan has been agreed to gather feedback from group members about topics for future meetings. At the next meeting in September we will be discussing program reporting with a presentation and discussion from Library and Archives Canada.
- Managing Indigenous Cultural Materials Task Force was initiated in August 2025. Monthly meetings are planned till the end of 2025.

#### Report

We have run several meetings in the previous quarter including:

- The July meeting of the Museums and Galleries Special Interest Group focused on tools for digital preservation.
- AVSIG held its bi-monthly meetings in May (timed to suit Members based in Australasia and Asia-Pacific) and July (timed for the Americas). Attendance at the May meeting was good (43), and feedback reinforced the view the Members in those regions appreciated the efforts made to host a live event. By comparison the July event was less successful, with only 14 attendees – but this was likely due to the fact that the invited speaker asked to change the date of the meeting with less than a week’s notice.
- The Digital Forensics Special Interest Group met in May and June and these meetings included a demo of tools for identifying personal information. The August meeting was cancelled due to staffing capacity. Agendas are set by group members and there is always lots to discuss.
- Preservation Registries SIG meetings for June were the last to be run twice on one day (9am and 9pm UK), after which we will run once per month but cover more timeslots. June meetings reviewed initial results from the COPTR Survey. The July meeting saw the release of the updated [DigiPres Publications Index](#) with completed records for iPRES 2022, and included a collaboration session following on from the COPTR survey, listing forums where practices are shared. The August meeting included new format sources being added to [the format index](#) and a demo of [the prototype for the next version of the publications index](#).
- The Carbon Footprint Task Force continues to meet monthly and work has begun on mapping out a structure for an online resource to demystify carbon footprint calculations for digital preservation.
- The July meeting of the National Libraries and Archives Special Interest Group included discussion of topics including testing readability of file formats, programme metrics and cloud storage.
- The Operational Preservation Systems SIG and the Fair Play Task Force have been removed from our programme of activities for the year ahead.
- The Managing Indigenous Cultural Materials Task Force met in August. It has invited First Nations representatives from DPC members in the Australasia and Asia-Pacific region to join or connect with the discussion. The Task Force will apply the CARE principles for Indigenous Data Governance in their discussions and in the development and dissemination of any good practice processes or protocols aimed at addressing the challenges identified.

#### Discussion Points/Decisions Required

None at present

Networking events					
<b>Description</b>	DPC networking events in a range of formats designed to get Members networking and discussing key digital preservation topics.				
<b>Lead</b>	JLM, MGP, SLM, GS	<b>Other Staff</b>	All staff	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	Each event will have its own evaluation measure	<b>Member Engagement</b>	All Members can access our events.		
<b>Key Tasks/Outputs</b>	<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>	
DPC Unconference Europe 2025 – Den Haag	SLM	June 2025	Completed	On Track	
DPClinic	JLM, MGP, KW	ongoing	Active	On Track	
DPC Reading Club	JLM	ongoing	Active	On Track	
Digital Preservationists Anonymous (Fail Club)	GS	ongoing	Planned	On Track	
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>				
Digital Preservationists Anonymous had its first session in Nashville in April, so less risk than hitherto.	<p>Reading Club has been reliant on one member of staff over the last few years. Going forward we have taken the opportunity to rotate responsibility around DPC staff and time zones.</p> <p>A plan for DPCLinics has also been drawn up for the year ahead, ensuring that sessions move around the time zones and that responsibility for organizing these sessions is shared.</p> <p>After the success of a Digital Preservationists Anonymous at the Member Forum in Nashville, it was agreed to keep this on our programme for the year ahead, connected to Member Forums.</p>				
<b>Possible Next Steps</b>					
<p>We will maintain our schedule of regular networking events and note the following:</p> <ul style="list-style-type: none"> <li>• Reading Club sessions will be continued over this quarter.</li> <li>• A plan has been drawn up for DPCLinic sessions over the next few months.               <ul style="list-style-type: none"> <li>○ The September Clinic will take place on the 18<sup>th</sup> September on the topic of the intersection between Records Management and Digital Preservation. Ren Leming from the IRMS and Ruth Kusionowicz from the Pension Protection Fund are the speakers.</li> <li>○ The October Clinic date is yet to be set but will focus on the Catalyzing African Community Archive project. Chris Prom and Ruby Martinez are the speakers.</li> <li>○ We will try and schedule a DPCLinic for November, but it is a busy month with iPRES, Members' Fora and World Digital Preservation Day and scheduling may be a challenge.</li> </ul> </li> </ul>					
<b>Report</b>					
<ul style="list-style-type: none"> <li>• Recent Reading Club sessions have focused on selections from Digital Preservation: A Critical Vocabulary, these have included the sections on Obsolescence, Trust, Processing and Emulation. This edited volume has provided us with much to think about!</li> <li>• #DPCLinics included a session on building digital preservation skills hosted by DPC Australasia on 3<sup>rd</sup> June and "A Vision for Trustworthy Web Archiving" with Michael Nelson on 16th July. We took a break in August.</li> <li>• DPC staff continue to attend, and contribute to, other networking events:               <ul style="list-style-type: none"> <li>○ JLM and KW attended the "Discovering Collections, Discovering Communities" conference in Durham, UK. KW gave a paper about community informed practice in digital preservation sector.</li> <li>○ ANJ attended "AI and Human Collaboration: Partners in Archiving".</li> <li>○ JLM attended ArkFest (the Arkivum online conference) and gave a joint presentation with SLM about digital preservation good practice.</li> <li>○ JLM provided a case study at an online event run by The National Archives (UK) – An Introduction to Carbon Literacy Training for Archives.</li> </ul> </li> </ul>					
<ul style="list-style-type: none"> <li>• <b>Discussion Points/Decisions Required</b></li> </ul>					
None at present					

DPC Americas - Member Forum					
<b>Description</b>	DPC networking events in a range of formats designed to get Members networking and discussing key digital preservation topics. These events also help build the DPC thematic program.				
<b>Lead</b>	ALP	<b>Other Staff</b>	SLM	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	Each event will have its own evaluation measure		<b>Member Engagement</b>	All Members can access our events.	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
DPC Americas Member Forum			ALP	April 2026	Active
DPC Open Networking Event			ALP	April 2026	Active
Digital Preservationists Anonymous 'Fail Club' (NYC)			ALP /WK	April 2026	Active
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
Digital Preservationists Anonymous had its first session in Nashville in April, so less risk than hitherto			We have de-coupled DPclinic from DPConnect. This will give us more flexibility to change the time slot and rotate across time zones.		
<b>Possible Next Steps</b>					
More detailed planning member forum					
<b>Report</b>					
We have set and announced the location for the Members Forum in 2026! It will be hosted by ITHAKA in New York City on April 21-22, 2026. Registration will open in early 2026 and ideas for the program will be collected in Winter 2026. Technical requirements are achievable and ITHAKA's tech team has accepted the request for services (e.g. equipment and tools to ensure smooth, fully interactive hybrid meetings).					
<b>Discussion Points/Decisions Required</b>					
None at present					

## 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					
<b>Description</b>	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.				
<b>Lead</b>	JLM	<b>Other Staff</b>	MGP	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	Several feedback loops are present within the specific tasks below and summarized by the consultative approach.		<b>Member Engagement</b>	By its very nature this work aims to ensure DPC's objectives and work tasks are set by our Members.	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Collate full member priorities, discuss with Good Practice Sub-Committee and develop annual DPC prospectus			JLM/SLM	June 2025	Complete
See Objective 1.3 Champions Program			All	Mar-May 26	Planned
Collate full member priorities, discuss with Good Practice Sub-Committee and develop annual DPC prospectus			JLM/SLM	June 2026	Planned
See Objective 1.1 DPC Supporters			SLM	June 2026	Active
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
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.			<p>The continuing growth of DPC Americas may change the number of supporters, which is welcome as it creates a better forum for discussion, but brings concomitant risk of saturation.</p> <p>Follow up with Full Members after their annual priorities have been gathered. We cannot accommodate everything in our workplan for the year, but there may be other signposting we can do, or opportunities for member support.</p> <p>Documentation of the process of collecting full member priorities and agreeing topics for the DPC prospectus.</p>		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Annual calls with members will continue as part of our ongoing Champions programme</li> </ul>					
<b>Report</b>					
<ul style="list-style-type: none"> <li>Responses from the Call to Full Members to share their priority topics for 2025-26, were collated and discussed at the relevant DPC subcommittees, and at the DPC's All Staff meeting in June. The outcomes of these discussions were used to inform the programme of activities set out in the DPC's new Prospectus.</li> <li>DPC staff continue to meet with new Members and Supporters. This provides a valuable opportunity to hear about their work and current priorities.</li> </ul>					
<b>Discussion Points/Decisions Required</b>					
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					
<b>Description</b>	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.				
<b>Lead</b>	JLM	<b>Other Staff</b>	All	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	DPC maintains a spreadsheet of Member Support activities and records feedback received.		<b>Member Engagement</b>	Broad insights gained through Member Support activities are often shared (though fuller details of the nature of the support given are not)	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Deliver direct support to full members			JLM	Ongoing	Active
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
<p>Often Member Support requests come with a tight turnaround time and staff occasionally have to drop planned tasks to respond in a timely fashion. Also liabilities that arise from advice need to be indemnified.</p> <p>Risk also that this becomes overly 'transactional' such that experiences gained in one member don't support the wider membership.</p>			<p>Using Champions calls as a means of better understanding and quantifying forthcoming requests for support from Full Members.</p> <p>Using the call for Full Member priorities in May as a means to gather member support needs for the year ahead.</p> <p>Being able to 'write up' member support and share the learnings more broadly.</p>		
<b>Possible Next Steps</b>					
We have now implemented new internal procedures and documentation for tracking and recording both member support requests, and the effort spent on satisfying such requests. This will help us better understand the resource we devote to member support as well as ensuring consistency of approach in handling requests.					
<b>Report</b>					
<p>It has been a busy quarter for Member support requests and activities include:</p> <ul style="list-style-type: none"> <li>• Providing advice on social media archiving</li> <li>• Providing advice on technical refresh cycles and exit strategies</li> <li>• Planning work to help a member evaluate the success of their digital preservation strategy</li> <li>• Helping with a paper to examine support needed for digital preservation at a senior level</li> <li>• Advising on how best to tackle emulation and software preservation</li> <li>• Advising on how to preserve a set of disk images that has been acquired</li> </ul>					
<b>Discussion Points/Decisions Required</b>					
None at present.					

Consultation and direct support to members in the Americas					
<b>Description</b>	DPC staff are available for direct support to our members, especially our full members, to advise and enable problem solving and policy development on a range of relevant issues.				
<b>Lead</b>	Head of Good Practice (HGP)	<b>Other Staff</b>	All	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>• Member satisfaction</li> <li>• Learning available for sharing</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>• Responsive to member requests</li> </ul>	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Support for the US GPO (Government Publishing Office)			HGP/JLM	TBD	Active

Support for the Digital Research Alliance of Canada	HGP/JLM	TBD	Active	On track
Consultancy at Western University	KW	July 2025	On Hold	Ongoing
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>			
Too much demand Lack of capability Risk of 'transactional' relationship	Better reporting and status management			
<b>Possible Next Steps</b>				
<b>Report</b>				
<p>New Head of Good Practice, Garth Stewart (GS), has been appointed. In interim, Jenny Mitcham (JLM) has been managing consulting engagements.</p> <p>Western University Libraries received one day's support to work on their digital preservation policy. After one meeting it became clear they needed to work more internally before consultancy on policy would be of use to them. We are still waiting for their request for taking next steps.</p> <p>The US Government Publishing Office (GPO) has requested consulting support as has the Digital Research Alliance of Canada. More details about this work will be included with the next report.</p>				
<b>Discussion Points/Decisions Required</b>				
None at present				

#### 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)					
<b>Description</b>	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.				
<b>Lead</b>	JLM	<b>Other Staff</b>	MGP	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	Feedback is sought on DPC RAM frequently, when it is discussed in presentations and training sessions. Feedback is collated into a document which will be reviewed when RAM is next revised (2027).		<b>Member Engagement</b>	All Members are encouraged to engage with DPC RAM on joining the DPC and on an annual basis after that.	
<b>Key Tasks/Outputs</b>		<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
RAM surgery sessions 'RAM-balance'		JLM	April-May 2025	Complete	On Track
Gather RAM assessments from Members and create initial summary statistics		JLM	April-June 2025	Active	On Track
Analyze RAM information from Members and share benchmarking report		JLM/EOL	September 2025	Planned	On Track
Organize annual 'RAM Jam' event to enable sharing of experiences between members		JLM?	December 2025	Planned	On Track
Disseminate summary information to Members at annual AGM		JLM	December 2025	Planned	On Track
RAM surgery sessions 'RAM-balance'		JLM	April-May 2026	Planned	On Track
Create new resource relating to DPC RAM looking at digital preservation risk		JLM	July 2026?	Planned	On Track
<b>Risks Arising</b>		<b>Opportunities for Improvement</b>			
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 round of check-ins with DPC Champions 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.			
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>RAM benchmarking information will be created and shared this quarter.</li> </ul>					
<b>Report</b>					
<ul style="list-style-type: none"> <li>Several RAM-balance sessions took place on 22<sup>nd</sup> May, with members based in the UK and Americas. These sessions are small, informal drop in sessions for members to discuss DPC RAM.</li> <li>DPC Members were encouraged to carry out a RAM assessment and share it with us by Monday 9<sup>th</sup> June. We have received submissions from 31 member organizations (which is the lowest number since 2021).</li> </ul>					
<b>Discussion Points/Decisions Required</b>					
Given reduction in the number of responses to our call to members to share their RAM assessments, should we put this on hold for a year and carry out our next call for RAM assessments in 2027? Do the sub-committee support us moving to creating benchmarking information every 2 years rather than annually?					

RAM Jam in Australasia						
<b>Description</b>	Some DPC Aus members use DPC RAM either regularly or for specific purposes. DPC RAM sessions are well attended and appreciated when held in local region.					
<b>Lead</b>	Jen Mitcham	<b>Other Staff</b>	Robin Wright	<b>Priority</b>	Normal	
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Attendance at RAM Jam sessions</li> <li>No. of RAMs submitted by Aus members</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Waiting for RAM submissions from local members</li> </ul>		
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
Support delivery of RAM training/information to local members			RW	July 2026	Active	On Track
Promote use of DPC RAM v.3 in local region and investigate possibilities for translation into SE Asian language versions			RW/JM	July 2026	Active	Minor issue
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>			
Not all local members submit RAM results			More promotion of RAM resources to non-members of DPC in our region			
<b>Possible Next Steps</b>						
<ul style="list-style-type: none"> <li>Identify potential organisations in WA who could benefit from using RAM and invite them to Perth workshop in Oct 2025.</li> <li>Investigate opportunities for translation of RAM v3 into SE Asian languages</li> <li>Encourage local members to submit RAMs in 2026</li> </ul>						
<b>Report</b>						
Australasian members submitted 4 RAM results in 2025 (exceeded target of 3). DPC GP team to assist with presenting RAM workshop in Perth in Oct 2025						
<b>Discussion Points/Decisions Required</b>						
<ul style="list-style-type: none"> <li>Continue to promote use of RAM v3 to members and non-members in the local region.</li> <li>Investigate translation possibilities incl. SE Asian languages/off-line</li> </ul>						

#### 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					
<b>Description</b>	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.				
<b>Lead</b>	JLM	<b>Other Staff</b>	MGP	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	The Good Practice Sub-Committee has oversight of this series and provides feedback on draft outlines. Technology Watch Reports are peer reviewed. The Member preview period also offers an additional window for review and revision.		<b>Member Engagement</b>	All Members can access these publications. Good Practice Sub-Committee acts as Editorial Board commissioning and reviewing titles before publication.	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Revision of Preservation Metadata Report			MGP	Dec 2025	Active
Revision of Web Archiving Report			JLM	Feb 2025	Active
AI and digital preservation Report			MGP	Sept 2025	Active
Revision of Digital Forensics Report			JLM	Aug 2026?	Planned
Revision of OAIS Report			?	2027?	
Revision of Preserving E-publications Report			?	2027?	
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
There is a slow turnaround producing these reports.  Our prospectus and planning for the year ahead includes topical events on some of these topics to coincide with launch and it is hard to plan these events when they have dependencies on the publication of delayed reports.			In response to the slow turnaround on production of these reports we will start to initiate the work on the two reports which this sub-committee noted as needing revision by 2027 (OAIS and E-publications) in the hope that this will help us reach the 2027 target release date.		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>We will continue to work with authors to move these reports forward to the agreed timeframes.</li> <li>We hope to be able to work on the AI and Digital Preservation report in this next quarter.</li> <li>A meeting is planned with potential co-authors of the revised digital forensics report and it is anticipated work on this report will begin in 2026.</li> </ul>					
<b>Report</b>					
<ul style="list-style-type: none"> <li>As previously reported, an author and co-author have been identified for the revised Preservation Metadata report but due to one of the authors moving jobs, there has been a delay to starting this work. Both authors now work on the same project, at the same organization, but project priorities have unsurprisingly had to take precedence over authoring the updated Preservation Metadata report. Work is now not expect to begin in earnest until October, and pushes back the timeframe for review and publication, as well as any associated launch event.</li> <li>There has been a delay in the production of the new Technology Watch Report on AI and Digital Preservation, with the author reporting other work commitments. We expect a first draft by end of August.</li> <li>We do not know the status of the Web Archiving Report revision owing to maternity leave.</li> <li>Two authors have been identified to revise the digital forensics report and discussions will begin soon to plan how and when this work will take place.</li> </ul>					
<b>Discussion Points/Decisions Required</b>					
None at present					

Technology Watch Guidance Notes					
<b>Description</b>	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.				
<b>Lead</b>	JLM	<b>Other Staff</b>	MGP	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	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.		<b>Member Engagement</b>	All Members can access these publications. Good Practice Sub-Committee acts as Editorial Board commissioning and reviewing titles before publication.	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
New Guidance Note on Disaster Planning			MGP	July 2025	Active
New Guidance Note on Cybersecurity			JLM	July 2025	Planned
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
It can be a challenge to find authors for these publications and also to maintain their initial levels of enthusiasm for completing the work.			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.		
<b>Possible Next Steps</b>					
Continue to work on set up for cybersecurity guidance note – meeting with co-authors is planned for late September.					
<b>Report</b>					
<ul style="list-style-type: none"> <li>The author for the new Guidance Note on Disaster Planning has been out of contact since May, despite attempts to contact her. Given the author's initial enthusiasm to undertake the work, we remain somewhat confident that the text will be delivered at some point, but the timeframe is unknown. Attempts to reopen discussions with the author are ongoing.</li> <li>Further to the last report, a Member has now supplied a first draft of their text for a case study describing a methodology for using DPC RAM as a collaborative tool for assessing and planning digital preservation activities. We are now discussing potential (minor) revisions with the author.</li> <li>We can also report that two authors have been found for the proposed guidance note on cybersecurity. The schedule for the production of the guidance note is currently under discussion as one of the authors is preparing to move to a new role (with the DPC!).</li> </ul>					
<b>Discussion Points/Decisions Required</b>					
None at present.					

Other publications and resources					
<b>Description</b>	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.				
<b>Lead</b>	JLM	<b>Other Staff</b>	MGP	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	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.		<b>Member Engagement</b>	All Members can access these publications and often times members are involved in commissioning and creating them.	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Imaging floppy disks for long term preservation (see 4.8)	AJ	November 2025	Active	On Track
Carbon Footprint Toolkit (see 4.10)	JLM	January 2026	Active	On Track
Digital Preservation Procurement Toolkit revision	KW/MP	May 2026	Planned	On Track
Revision of EDRMS Preservation Toolkit	?	July 2026	Planned	Delayed
Digital Preservation Handbook revision	DW	TBC	Planned	Delayed
Digital Preservation Policy Toolkit revision	KW	July 2026	Planned	On Track
Risks Arising	Opportunities for Improvement			
The more toolkits and resources we produce, the bigger the maintenance overhead. We are struggling to meet revision targets set to ensure our toolkits remain current.	Provide PDF version of online resources.			
Possible Next Steps				
<ul style="list-style-type: none"> <li>These tasks will be picked up once staff capacity increases.</li> </ul>				
Report				
<ul style="list-style-type: none"> <li>The proposed revision of the EDRMS toolkit was originally scheduled for the 2024-2025 DPC year but was delayed due to staff capacity. We hope to be able to carry out this work in 2026.</li> <li>The planned work for the Good Practice team to help create content for the Digital Preservation Handbook has been put on hold until the new Head of Workforce Development is in post.</li> </ul>				
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					
<b>Description</b>	DPC events on a range of topics of interest to our Members and the wider community.				
<b>Lead</b>	JLM, MGP	<b>Other Staff</b>	SLM	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	Feedback forms are sent out following most of our events.		<b>Member Engagement</b>	Themes emerge from member consultation and all Members can access our events, either live, or as recordings after the event.	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Access to digital content (case studies)			KW	May 2025	Complete
Moving between digital preservation systems			KW	June 2025	Complete
Disaster planning			MGP	October 2025	Planned
RAM Jam – maturity modelling workshop			MGP/JLM	December 2025	Planned
Floppy disk workshop			?	January 2026	Planned
Preserving e-publications/theses			?	January 2026	Planned
Workflow webinars			MGP, SLM	February 2026	Planned
Environmental impact of digital preservation			JLM	February 2026	Planned
Emulation/software preservation			AJ	March 2026	Planned
Cybersecurity			GS	March 2026	Planned
Risk management			?	April 2026	Planned
Preservation metadata			MGP	May 2026	Planned
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
In response to emerging issues and requests from Members, our program of events can change and grow – potentially exceeding the capacity of staff to properly support such events, particularly watch parties in Australasia.			Improve the planning and scheduling of events, and carefully consider additional and ad hoc requests that arise throughout the year.		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Work is underway to organize an event on JPEG2000 to be held in November</li> </ul>					
<b>Report</b>					
<ul style="list-style-type: none"> <li>We held several events between May and July, which enabled us to complete the advertised programme of events for the year (2024-25), with the exception of the Emulation Case Studies event, as noted in our previous report. These included a webinar on “Providing Access to Digital Records” on 19<sup>th</sup> June (and a subsequent Watch Party on 26<sup>th</sup> June for members in Australasia/Asia-Pacific), as well as a discussion on “Moving Between Digital Preservation Systems” (2<sup>nd</sup> July).</li> <li>Event satisfaction scores – out of 5:               <ul style="list-style-type: none"> <li>Access – 4.78 (9 responses)</li> <li>Access (watch party) – 3 (1 response)</li> <li>Moving between systems – 4.28 (7 responses)</li> <li>Web archiving DPCLinic – 4.82 (45 responses)</li> </ul> </li> </ul>					
<b>Discussion Points/Decisions Required</b>					
None at present.					

DPC Americas Program, 2025-26					
<b>Description</b>	DPC Americas is developing its program of activities for 2025-26				
<b>Lead</b>	ALP	<b>Other Staff</b>	HGP (GS), WK	<b>Priority</b>	High
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Attendance</li> <li>Feedback at event</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Derived from Member Priority survey</li> <li>Reviewed by Stakeholder group</li> </ul>	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Kula Academy Launch event, Victoria, British Columbia (September 15-16, 2025)			WK / ALP	Sept 2025	Active
Local Digital Preservation Networking and Information Sharing Convening at the Getty Center on October 16, 2025)			ALP	Oct 2025	Active
Planning for Member forum (New York City, April 2026)			ALP	April 2026	Active
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
Cost and complexity of hosting a hybrid event is high and not something many hosts can manage					
<b>Possible Next Steps</b>					
<b>Report</b>					
Kula Academy launch at University of Victoria – event largely planned – Anna and Nathan Tallman will be representing the DPC.					
<p>Getty event planning with Teresa Soleau has gone well and a draft agenda has been made available to attendees. There will be a local focus and a goal for the event is to establish the Getty as a hub of Digital Preservation expertise in the area (like was done for Vanderbilt on Day 1 of Members Forum). Guests were individually invited to attend, and most places are filled (capacity is 35 individuals). This all-day meeting will take place on October 16, 2025. ALP is a co-organizer and the new Head of Good Practice, Garth Stewart, will attend. ALP will provide an introduction to digital preservation for all participants in the event as well as provide a presentation about RAM before attendees work on RAM assessments for their own programs.</p> <p>Reached out to potential hosts for Member forum 2026. Began planning for next Member Forum at the NYC offices of ITHAKA/Portico.</p>					
<b>Discussion Points/Decisions Required</b>					
None at present					

Deliver program of events in Australasia and Asia-Pacific					
<b>Description</b>	Deliver regular program of 2 DPC events per month in Australasian time zone				
<b>Lead</b>	Robin Wright	<b>Other Staff</b>	Eleanor O'Leary	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Number of events delivered</li> <li>Number of speakers/ attendees</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Members participation in events</li> <li>Unconference topics submitted by members</li> </ul>	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Program of local events developed and delivered			RW/JM	July 2026	Active
Communication about and delivery of local events			RW/EO'L/AP	July 2026	Active
Plan and implement DPC Members forum in Nov 2025			RW/SM/PW	Nov 2025	Active
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		

Increasing number of DPC events in Aus time zone is challenging staff capacity	Need increased lead time for promotion of upcoming local events Will build on success of #DPCConnect to promote events
<b>Possible Next Steps</b>	
<ul style="list-style-type: none"> <li>Work with new GP staff on how to deliver specialist technical training or events in local region.</li> </ul>	
<b>Report</b>	
13 events delivered in local time zone this quarter. Events are well attended. Local attendees often register at the last minute. There is significant enthusiasm for the local Members Forum in 2025.	
<b>Discussion Points/Decisions Required</b>	
<ul style="list-style-type: none"> <li>DPC is now presenting events globally in rolling time zones. This has increased engagement with SIGs/Reading Club by members in our time zone.</li> <li>Call for Member-led session for Members Forum to go out Aug 2025</li> </ul>	

Make DPC events and activities accessible to diverse time zones globally					
<b>Description</b>	Ensure events held in the UK, Europe or the Americas are recorded for possible use as DPC Aus watch parties. More DPC events/activities to be held in multiple time zones.				
<b>Lead</b>	Robin Wright	<b>Other Staff</b>	Jenny Mitcham	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Regular #DP watch parties held in Australasian time zone</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Request for topics included in sub-committee meetings</li> </ul>	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Identify and contact local experts for possible watch parties or original events			RW/JM	July 2026	Active
Publish local event entries on DPC website			EO'L	July 2026	Active
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
Working to identify interesting local events that can be shared as watch parties in other parts of world.			Explore ability to use alternative online video delivery platforms to Zoom to meet member needs		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Continue to expand events made available in different time zones with local speakers</li> <li>Investigate alternatives to Zoom platform for delivering events</li> </ul>					
<b>Report</b>					
There is significant member demand for watch parties and interest in participating. This may exceed our ability to meet the demand.					
<b>Discussion Points/Decisions Required</b>					
<ul style="list-style-type: none"> <li>Establishment of MICM Task Force has increased engagement of Members around the interaction of Indigenous Data Sovereignty with digital preservation.</li> </ul>					

#### 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					
<b>Description</b>	Maintaining an understanding of the ongoing work on digital preservation standards and reflecting that back to DPC Members.				
<b>Lead</b>	JLM	<b>Other Staff</b>	All	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	Discussion with Good Practice Sub-Committee, particularly with regard to themes/standards and appropriate levels of focus/effort.		<b>Member Engagement</b>	Relevance to members is key to selecting themes or standards, noting the huge number of standards and limited time available.	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Maintaining a watching brief on the work of the MOMS-DAI group that works on the OAIS standard			JLM	ongoing	Active
CoreTrustSeal involvement			JLM	ongoing	Active
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
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 Technical Architect		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Continue work with NDSA Levels and CoreTrustSeal.</li> </ul>					
<b>Report</b>					
<ul style="list-style-type: none"> <li>JLM is now part of the Assembly of Reviewers for the CoreTrustSeal certification standard.</li> <li>JLM is hoping to step down as co-chair of NDSA Levels Steering group in the summer but efforts to find a new co-chair are proving unsuccessful.</li> </ul>					
<b>Discussion Points/Decisions Required</b>					
None at present					

Maintain relationship with NDSA re NDSA Levels and related standards development in the Americas					
<b>Description</b>	Maintaining an understanding of the ongoing work on digital preservation standards and reflecting that back to DPC Members.				
<b>Lead</b>	JLM	<b>Other Staff</b>	All	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	Discussion with Good Practice Sub-Committee, particularly with regard to themes/standards and appropriate levels of focus/effort.		<b>Member Engagement</b>	Relevance to members is key to selecting themes or standards, noting the huge number of standards and limited time available.	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Leading developments with the NDSA Levels of Digital Preservation			JLM	Ongoing	Active
Establish relationship with 'C2PA'			WK / MGP	Ongoing	Active
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
This work tends to be responsive and hard to schedule properly.			Long term schedule and plan for engagement.  Consider sharing work with Preservation Registries Technical Architect		

<b>Possible Next Steps</b>
<ul style="list-style-type: none"><li>• Continue work with NDSA Levels.</li></ul>
<b>Report</b>
<ul style="list-style-type: none"><li>• JLM is hoping to step down as co-chair of NDSA Levels Steering group in the summer but efforts to find a new co-chair are proving unsuccessful.</li></ul>
<b>Discussion Points/Decisions Required</b>
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					
<b>Description</b>	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.				
<b>Lead</b>	AJ	<b>Other Staff</b>		<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	To be established by the project and Good Practice Sub-Committee	<b>Member Engagement</b>	Members will benefit from the enhancements to registries.		
<b>Key Tasks/Outputs</b>		<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
Make digital preservation expertise, good practice and research discoverable		AJ	2026	Active	On Track
Innovate and develop more impactful and sustainable digital preservation registry services		AJ	2026	Active	On Track
Sustain the COPTR data		AJ	2026	Planned	On Track
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>				
Future steps after funding runs out					
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Finalize the initial plan for COPTR with OPF and publicize that plan. Then analyze survey feedback to inform next steps (carried forward from last quarter).</li> <li>Continue populating the new Bit List. The content and design to be reviewed ahead of the launch on WPPD.</li> <li>Write up posts publicizing outcomes and lessons from the recent developments outlined below.</li> <li>Present project work at iPRES 2025 (short and long papers covering format ecosystem and format identification patterns and hazards respectively).</li> </ul>					
<b>Report</b>					
<p>The timing of the PR-SIG meetings was reviewed and updated. From July, we run one meeting per month, and move the timing to cover more time-zones over the year. Content will shift to include collaborative co-working sessions, building towards evaluating the possibility of using these meetings to help maintain registries like COPTR.</p> <p>Work on COPTR, however, has been delayed. We are very dependent on staff availability at OPF, and when they are heavily loaded, progress is slow. We are attempting to establish a standing monthly catch-up to help mitigate this.</p> <p>To look at the distribution and secure execution of legacy software, we experimented with creating <a href="#">tool recipes</a>. This is currently a proof-of-concept showing how to use industry standards (Docker files and containers) to share 'recipes' that script the process of downloading and installing legacy software to run locally in an isolated fashion.</p> <p>The <a href="#">Format Index</a> was updated to include format information from the 'file' tool and from the A/V focused MediaInfo tool. Despite MediaInfo only covering 46 file extensions, compared to the c. 10,000 file extensions across all tools, there were still two genuine file extensions unique to that source.</p> <p>The first prototype for the new <a href="#">Digital Preservation Publications</a> was made available and soft-launched at the August PR-SIG. Crucially, the underlying tool that builds the index (called <a href="#">The Awesome Indexer</a>) is no longer built specifically to deal with iPRES proceedings, but is a generalized tool that builds a HTML index and Parquet and SQLite databases from a range of standard sources (Awesome Lists, Zotero bibliographic collections and Zenodo communities).</p>					
<b>Discussion Points/Decisions Required</b>					
None at present.					

Open Book Futures					
<b>Description</b>	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.				
<b>Lead</b>	JLM	<b>Other Staff</b>		<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	Project review measures, engagement with National Libraries, and reporting to Good Practice Sub-Committee		<b>Member Engagement</b>	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 are very relevant to other members.	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Ongoing digital preservation guidance to WP7			JLM	Ongoing	Active
Workshop to discuss open archiving criteria			JLM	Oct 2025	Active
Delivery of report on link rot			GS	Apr 2026	Planned
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
The DPC lost 2 members of staff at a crucial time for this project, just as concrete project deliverables needed to be developed.					
<b>Possible Next Steps</b>					
Awaiting new staff before starting work on deliverables. DPC is involved with during the last year of the project. A workshop will be held in October to discuss a set of criteria for Open Archiving for publications that have been developed by the project team. We are keen to provide an opportunity for the wider community to comment on this work.					
<b>Report</b>					
JLM has taken over this work from PRW and is exploring with project partners how the DPC can support them during the final year of the project and ensure deliverables are produced to the deadline.					
<b>Discussion Points/Decisions Required</b>					
None at present.					

Toolkit for Community Archives					
<b>Description</b>	Examining challenges in the digital preservation of community generated digital content and providing guidance and models of support for community groups and other players in this field including funders.				
<b>Lead</b>	KW	<b>Other Staff</b>	GS	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	Project review measures and reporting to Good Practice Sub-Committee		<b>Member Engagement</b>	It is hoped that the toolkit will provide members with a resource to use when helping community groups to preserve their digital content.	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Dissemination events and roadshow			KW	July 2025	Complete
Next steps for toolkit			KW	Aug 2025	Complete
Community Archive Toolkit in African Context			KW	May 2025	Complete
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
Loss of momentum			Wider dissemination		

Possible Next Steps	
<ul style="list-style-type: none"> <li>Wider project is in the resource funding stages. Plans to turn the toolkit into an online interactive learning resource with accompanying roadshows. An application has been submitted to the Pilgrim Trust and we are awaiting the decision.</li> <li>Research is underway in Australia to establish if a toolkit expansion would be of use in the area, and the toolkit is contributing to the DP Africa project at the University of Illinois</li> <li>Community archive focused maturity assessment tool in first draft stage.</li> </ul>	
Report	
<ul style="list-style-type: none"> <li>Presentation at iPRES accepted</li> </ul>	
Discussion Points/Decisions Required	
None at present	

Future Nostalgia					
Description	DPC was invited by Cambridge University Libraries to be involved in a small project to help safeguard floppy disk knowledge.				
Lead	JLM/AJ	Other Staff		Priority	Normal
Quality Measure(s)	Project review measures and reporting to Good Practice Sub-Committee		Member Engagement	Expert workshops and dissemination of results	
Key Tasks/Outputs			Owner	Due Date	Status
Face to face workshop			JLM/AJ	Oct 2025	Active
Floppy disk guide			AJ/JLM	Nov 2025	Active
Risks Arising			Opportunities for Improvement		
We only have a small amount of funding so need to ensure time spent is proportionate.					
Possible Next Steps					
<ul style="list-style-type: none"> <li>Assist in review of the forthcoming floppy guide.</li> <li>Help prepare for and run "Festival of Floppies" event in Cambridge 9<sup>th</sup> October.</li> <li>Support presentation of the work at iPRES 2025.</li> <li>Early preparation for practical online workshop to be held in early 2026.</li> </ul>					
Report					
<ul style="list-style-type: none"> <li>Leontien Talboom has carried out interviews, published the transcripts, and circulated the first version of the forthcoming floppy guide for expert review.</li> <li>We have held regular catchups to help share the project and plan the forthcoming events and dissemination activities.</li> </ul>					
Discussion Points/Decisions Required					
None at present					

Standalone Projects based in Australasia and Asia-Pacific					
Description	DPC is involved in a small portfolio of externally funded projects with members based in Australasia and Asia Pacific and our staff are available to contribute support members to develop new proposals.				
Lead	Robin Wright	Other Staff	Jen Mitcham	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> <li>Number of projects appropriate to staffing</li> <li>Member benefits derived</li> </ul>		Member Engagement	<ul style="list-style-type: none"> <li>Members initiate proposals</li> <li>Sub-committee updated</li> <li>Large proposals need Board approval</li> </ul>	
Key Tasks/Outputs			Owner	Due Date	Status

Initiate Collaborative Project with Aboriginal Heritage Archive / Victoria University Melbourne	RW / WK	Aug 2026	Active	On track
Awaiting outcome of proposal with Swinburne University	RW / AJ	Nov 2025	Active	On Track
Active engagement with members re new proposals	RW / JM	July 2026	Active	Continuous
<b>Risks Arising</b>		<b>Opportunities for Improvement</b>		
Projects must not overwhelm the workplan and must deliver member benefit. DPC must not inadvertently put itself in competition with members.		Not actively seeking new proposals because work plan is full. Therefore projects should be fully-funded (ie add staff capacity).		
<b>Possible Next Steps</b>				
<ul style="list-style-type: none"> <li>Complete paperwork with AHA / Victoria University project</li> <li>Standby for news re Swinburne proposal</li> </ul>				
<b>Report</b>				
There are two projects in development at this time. In one case (AHA / Victoria University) a grant has been awarded and documentation is in progress with DPC as a minor partner in an advisory role. In the other (Swinburne Univ) an application has been submitted and is currently under review. A third project was considered with UNESCO acting in Timor-Leste but capacity was not available to develop the proposal.				
<b>Discussion Points/Decisions Required</b>				
<ul style="list-style-type: none"> <li>None</li> </ul>				

Securing Heritage in a Digital Age (PROPOSAL)					
<b>Description</b>	DPC was invited by Science Museum Group (SMG) to partner in a project to develop digital preservation in the museum sector and as well as to help develop capacity within the Science Museum Group as a case study. The project was presented in outline to the National Lottery Heritage Fund in early 2024 and was invited to complete a full submission. DPC and SMG is preparing a proposal for submission in May 2025. Project is now slated from 1 <sup>st</sup> Jan 2026 with DPC involvement from June 2026.				
<b>Lead</b>	WK	<b>Other Staff</b>	SLM, JLM, KW	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	Project review measures and reporting to Good Practice Sub-Committee		<b>Member Engagement</b>	Initiated by SMG, proposal discussed and approved by Exec Board.	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Develop proposal with SMG			WK	May 2025	Complete
Initiate Project			TBC	Jan 2026	Planning
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
Funding not secured yet					
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Wait for funding decision</li> <li>Develop detailed project plan</li> </ul>					
<b>Report</b>					
Proposal resubmit in May 2025 and follow up discussions with NLHF in July. Awaiting outcome of bid (Due Sept 19 <sup>th</sup> )					
<b>Discussion Points/Decisions Required</b>					
None at present					

Humanitarian Archives (Proposal)					
<b>Description</b>	DPC has been invited to join a consortium of agencies helping to secure the future of humanitarian archives which are at risk. An initial scoping study is planned and larger program likely to follow.				
<b>Lead</b>	William	<b>Other Staff</b>	TBC	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Funding secured</li> <li>Archives surveyed and preserved</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Led by Manchester University</li> <li>UNHCR and others involved</li> </ul>	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Monthly advisory committee			WK	Oct 2025	Active
Draft bids and planning activities			WK	Aug 2026	Planned
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
Scope of project still in development			Proposal to be considered and confirmed.		
<b>Possible Next Steps</b>					
Ongoing planning with Manchester University					
<b>Report</b>					
DPC has been invited to join an emerging consortium led by Manchester University to look at the preservation of humanitarian and medical archives which are under particular risk since the de-funding of DFID and USAID. Proposals are still in development but DPC would have potentially four roles: to help co-ordinate a consortium, to help advocate for action, to provide advice and training, and to support active preservation steps. Details to be confirmed but as this has the potential to be a large proposal it may require full discussion and approval by the Board.					
<b>Discussion Points/Decisions Required</b>					
Sub-Committee to note					

Standalone Projects based in Australasia and Asia-Pacific					
<b>Description</b>	DPC is involved in a small portfolio of externally funded projects with members based in Australasia and Asia Pacific and our staff are available to contribute support members to develop new proposals.				
<b>Lead</b>	RW	<b>Other Staff</b>	JLM, WK, AJ	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	Number of projects appropriate to staffing Member benefits derived		<b>Member Engagement</b>	Members initiate proposals Sub-committee updated Large proposals need Board approval	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Initiate Collaborative Project with Aboriginal Heritage Archive / Victoria University Melbourne			RW / WK	Aug 2026	Active
Awaiting outcome with Swinburne University			RW / AJ	Nov 2025	Active
Active engagement with members re new proposals			RW / JLM	July 2026	Active
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
Projects must not overwhelm the workplan and must deliver member benefit. DPC must not inadvertently put itself in competition with members.			Not actively seeking new proposals because work plan is full. Therefore projects should be fully-funded (ie add staff capacity).		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Complete paperwork with AHA / Victoria University project</li> <li>Standby for news re Swinburne proposal</li> </ul>					
<b>Report</b>					
There are two projects in development at this time. In one case (AHA / Victoria University) a grant has been awarded and documentation is in progress with DPC as a minor partner in an advisory role. In the other (Swinburne Univ) an application has been submitted and is currently under review. A third project was considered with UNESCO acting in Timor-Leste but capacity was not available to develop the proposal.					
<b>Discussion Points/Decisions Required</b>					
Sub-Committee to note.					

Consultancy				
<b>Description</b>	The DPC offers paid consultancy to the wider digital preservation community.			
<b>Lead</b>	KW	<b>Other Staff</b>		<b>Priority</b> Normal
<b>Quality Measure(s)</b>	DPC will maintain a record of feedback received.	<b>Member Engagement</b>	Knowledge and experience gained through consultancy activities will help DPC staff to better support Members.	
<b>Key Tasks/Outputs</b>	<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
Consultancy available to wider community	KW	Ongoing	On Hold	On Track
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>			
<p>Balancing the amount of work involved may be a challenge.</p> <p>Ensuring enough DPC staff time is available to carry out support for Full Members is key.</p> <p>Crossovers between member support and consultancy is an issue.</p>	Advertise and promote this offering to the community.			
<b>Possible Next Steps</b>				
Due to current capacity issues, non-member consultancy promotion has been put on hold until full staffing complement is reached.				
<b>Report</b>				
<ul style="list-style-type: none"> <li>• Member consultancy is going well with contracts underway with a range of organisations.</li> <li>• Promotion will be minimized until staff can be allocated to consultancy projects. Member support is being prioritized at this time.</li> </ul>				
<b>Discussion Points/Decisions Required</b>				
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<sup>1</sup>. 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					
<b>Description</b>	Putting in place measures to measure the impact of events and to minimize that impact				
<b>Lead</b>	JBM	<b>Other Staff</b>	JLM	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	Review by Good Practice Sub-Committee.		<b>Member Engagement</b>	Events are primarily (often exclusively) for members.	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Calculating the DPC’s carbon footprint			JBM	ongoing	Active
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
			DPC to find opportunities to share this ongoing work with the sub-committee.		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>DPC to update <a href="#">climate action plan</a></li> <li>DPC to model ‘climate impact budget’ in FY 2026-27.</li> </ul>					
<b>Report</b>					
<ul style="list-style-type: none"> <li>The 2024-25 audit is underway including review of carbon calculations. Carbon literacy training is being offered to the Board and all members will be welcome</li> <li>The Carbon Footprint Task Force continues. JBM shared carbon calculations with other group members in the April meeting. This provided a useful opportunity for feedback.</li> </ul>					
<b>Discussion Points/Decisions Required</b>					
None at present.					

<sup>1</sup> 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<sup>2</sup>.

Promoting developments in sustainable consumption					
<b>Description</b>	Build sustainability into digital preservation approaches.				
<b>Lead</b>	JLM	<b>Other Staff</b>	JBM, WGK	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	TBC		<b>Member Engagement</b>	Solutions need to be both sustainable and practical for members to implement.	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
See 4.7 on ongoing work to look at NDSA Levels with regard to environmental sustainability			JLM	ongoing	Active
Carbon Footprint Task Force (see 4.1)			JLM	ongoing	Active
Activities emerging from Carbon Footprint Task Force (see 4.5, 4.6)			JLM	ongoing	Active
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
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		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Support the DPC's Carbon Footprint Task Force to enable them to fulfil their task over the course of 2025. Work with this group to find appropriate ways of sharing the outputs with the community.</li> <li>Continue to work with NDSA Levels Steering Group and Working Group on revision of the Levels with environmental sustainability in mind.</li> </ul>					
<b>Report</b>					
<ul style="list-style-type: none"> <li>The work of the Carbon Footprint Task Force has continued this quarter, with a monthly meeting. Meetings have pivoted towards working on the task of creating a guide.</li> <li>Proposals for ad hoc talks have been submitted to iPRES and to IDCC to share the work of the Carbon Footprint Task Force.</li> </ul>					
<b>Discussion Points/Decisions Required</b>					
None at present.					

<sup>2</sup> 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					
<b>Description</b>	Modelling good practice				
<b>Lead</b>	JLM	<b>Other Staff</b>	KW	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	Measures will be designed appropriate to the specific actions, overseen by the Good Practice Sub-Committee		<b>Member Engagement</b>	By practicing what we preach, the DPC will be better placed to support Members in digital preservation.	
<b>Key Tasks/Outputs</b>	<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>	
Publish and preserve Technology Watch publications as open eBooks	JLM/EOL	June 2024	Active	Delayed	
Review impact of publishing Technology Watch publications as eBooks	JLM	Ongoing (3-4 reports)	Planned	Delayed	
Review of DPC records management practices	KW	Mar 2026	Active	Delayed	
Embed Robust Links and DOIs in core DPC publications	SLM	Ongoing	Ongoing	On Track	
Ensure periodic harvest of DPC website	SLM, AJ	Ongoing	Ongoing	On track	
Enhancing back-up and resilience	JLM	Ongoing	Ongoing	On track	
Ensure and promote cyber-security	JBM	Ongoing	Ongoing	On track	
Documentation of DPC processes and procedures	JLM	Ongoing	Ongoing	Delayed	
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>				
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.				
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>We are continuing to focus on external facing activities whilst we are short staffed, and intend to pick up this work again once we get back to full staff capacity.</li> </ul>					
<b>Report</b>					
<ul style="list-style-type: none"> <li>Recent work on documenting DPC processes has focused on creating new documentation on how we conduct Full Member Support.</li> <li>The process of making the DPC website more sustainable has begun. Most content is being moved over to a new Wordpress service, but the Bit List is being pulled out into a separate sub-site, using lower-maintenance technologies. This will trial the approach before we consider applying it to other parts of the site.</li> </ul>					
<b>Discussion Points/Decisions Required</b>					
None at present.					

## 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 June – September 2025

- Migration to new accounting platform, Xero
- Annual review of Staff Handbook HR Consultant engaged for wider review
- New staff ‘Development and Review’ process initiated
- New Job descriptions developed
- Review of standard operating procedures initiated and documentation in progress
- Australian Legal Entity is now in place with progress on GST, PAYG and banking
- 2024/25 External Audit is underway earlier this year

### Forthcoming Highlights September – November 2025

- Closure of current financial year and audit
- Retire Sage Accounts
- DPC Australia Pty full operational
- Complete 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					
<b>Description</b>	Management Accounts for the year 2024/25 & 2025/26				
<b>Lead</b>	John McMillan	<b>Other Staff</b>	William Kilbride	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	Outcome matches expectations. External Audit	<b>Member Engagement</b>	Discussed at Board and Sub-Committee		
<b>Key Tasks/Outputs</b>	<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>	
Management Accounts for 3 months	JMC	31/07/2024	Completed	Completed	
Management Accounts for 6 months	JMC	31/01/2025	Completed	Completed	
Management Accounts for 9 months	JMC	30/04/2025	Completed	Completed	
Management Accounts for Year 2024/25	JMC	31/7/2025	Completed	Completed	
Management Accounts for August 2025	JMC	05/09/2025	Completed	Completed	
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>				
<ul style="list-style-type: none"> <li>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. These are reported in the Executive Summary.</li> </ul>	<ul style="list-style-type: none"> <li>Addition of Balance Sheet and further edits to Debtor reporting</li> <li>Training for Directors in reading financial information</li> </ul>				
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>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.</li> </ul>					
<b>Report</b>					
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.					
<b>Discussion Points / Decisions Required</b>					
Any queries on content and/or style of the financial reports are always welcomed.					

Setting, tracking and achieving financial targets to ensure DPC Americas is sustainable					
<b>Description</b>	DPC Americas has a series of financial targets such that income and expenditure come into balance, and to proceed on that basis to grow the program, primarily though not only through by the recruitment of additional staff resources.				
<b>Lead</b>	WK	<b>Other Staff</b>	ALP, JBM	<b>Priority</b>	High
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Income and expenditure match</li> <li>Additional staff capacity added</li> </ul>	<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Accountable to Board</li> <li>Scrutiny by Management and Governance Sub-Committee</li> </ul>		
<b>Key Tasks/Outputs</b>	<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>	

Member recruitment and retention 2025-26	ALP	July 2026	Active	On track
Project, event and consultancy targets 2025-26	ALP	July 2026	Active	On track
Fundraising and sponsorship targets 2025-26	ALP	July 2026	Active	On track
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>			
Expenditure exceeds income Income unstable or delayed Unpredictable or decreasing budgets for members	Financial year 2024-25 has been exploratory: FY 2025-26 can use the information from the previous year to plan more accurately with some caveats given budget crises impacting many institutions in the Americas			
<b>Possible Next Steps</b>				
<ul style="list-style-type: none"> <li>• Reduce income expectations in alignment with financial realities in the region</li> </ul>				
<b>Report</b>				
Income and expenditure projected to be in balance and budget plan 2025-6 has been approved by the Board as of summer 2025.				
It could be a challenge to balance expenses if there is attrition or a lack of growth of membership in the region.				
<b>Discussion Points/Decisions Required</b>				
None at present				

## 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					
<b>Description</b>	External Audit will take place by Alexander Sloan in Autumn 2025				
<b>Lead</b>	John McMillan	<b>Other Staff</b>	William Kilbride	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	Timely reporting Follow up of recommendations		<b>Member Engagement</b>	Year End Accounts presented at AGM to all members by Alexander Sloan	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Internal Audit			JMc / EO	31/07/2025	Completed
External Audit			WK / JMc	30/09/2025	Active
2024-25 Report filed Companies House / OSCR			JMc	01/02/26	Planned
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
<ul style="list-style-type: none"> <li>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.</li> <li>Changes in charity law</li> </ul>			<ul style="list-style-type: none"> <li>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.</li> </ul>		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Internal Audit schedule has been planned for upcoming year</li> <li>Recommendations implemented from Audit Report with major change being the implementation of a new cloud accounting system.</li> </ul>					
<b>Report</b>					
<p>2023/24 Annual Accounts were signed off in December 2024.</p> <p>Internal Audit schedule planned for the upcoming year so that any potential errors can be picked up in advance of the audit.</p> <p>New cloud accounting system installation has been time consuming as we bring it up to date with our previous system but the benefits in reporting and debt management are clear already.</p> <p>The new system has many benefits and should streamline our processes significantly. This has been a time consuming job in terms of set up but should be a great benefit moving forward.</p>					
<b>Discussion Points / Decisions Required</b>					
N/A					

DPC Aus Office development					
<b>Description</b>	Have established Digital Preservation Coalition (Australia) Pty Ltd. The new Service Agreement with the University of Melbourne has provided an opportunity to develop a new local structure in Australia. DPC is now able to employ staff directly and use local financial services.				
<b>Lead</b>	William Kilbride	<b>Other Staff</b>	Robin Wright John McMillan	<b>Priority</b>	High
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Application approved by ASIC</li> <li>Other documentation (GST, PAYG, etc.) approved</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Sub-committee briefed</li> <li>Board resolution and briefing</li> </ul>	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Appoint consultant to support process			WK / JM	Sept 2024	Active
Complete paperwork and lodge application			WK	Oct 2024	Active

Develop new HR and employment platform	JM	Sept 2025	Active	Complete
Develop new MoU with UoM	WK	Nov 2024	Completed	Complete
Make DPC Aus Branch office operational	RW / JM	Dec 2025	Active	On Track
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>			
Have now established Australian company. Current staff member employed through interim arrangement with Raven Accounting.	Will allow DPC Aus to enter contracts and partner grant applications as separate legal entity.			
<b>Possible Next Steps</b>				
<ul style="list-style-type: none"> <li>• Establish financial instruments necessary to conduct activities in Australia.</li> <li>• Establish Board of Directors</li> </ul>				
<b>Report</b>				
Raven Accounting are still providing payroll and taxation services until new instruments set up.				
<b>Discussion Points / Decisions Required</b>				
<ul style="list-style-type: none"> <li>• Sub-committee to be aware of new legal structure.</li> <li>• Need to appoint an independent director resident in Australia.</li> </ul>				

### 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				
<b>Description</b>	Online and In Person Training delivered by P Morrice of Alexander Sloan			
<b>Lead</b>	John McMillan	<b>Other Staff</b>	William Kilbride	<b>Priority</b>
<b>Quality Measure(s)</b>			<b>Member Engagement</b>	Members are being invited to attend these two events
<b>Key Tasks/Outputs</b>	<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
Renewal of Sub-Committees / Executive Board	WK	31/01/2026	Inactive	Inactive
Carbon Footprint Training	WK	31/07/2025	Active	Delay
Standard Operating Procedures Reviewed	SMT	30/12/2025	Active	In progress
Transformation of Melbourne Office	WK / RW	30/09/25	Active	In progress
Safeguarding Review wrt Banking	WK / JMc	28/02/25	Completed	Completed
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>			
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.			
<b>Possible Next Steps</b>				
Training to be arranged in Carbon Footprint calculation and potential for an external verification of the DPC's work in this area. We also need to consider a review of the Climate Action Plan and what targets we can look to consider improving in this area.				
<b>Report</b>				
<p>Board and Sub-Committee applications were welcomed in early 2025 and we have now completed the process of allocating members. The process will start again in January 2026.</p> <p>Training was provided by P Morrice in April 2024 and recording and presentation slides have been made available to all M&amp; Sub-Committee and Executive Board members. We are in the process of looking to arrange Carbon Footprint calculation training so the sub-committee and board can look to scrutinize and challenge these accordingly as well as hopefully lead to improvements on what we are currently reporting. We were unable to secure training in this area although we have made progress with the Carbon Footprint working group in 2025 which is meeting monthly. We will review our options in this regard as the working group progresses. A review of standard operating procedures began in December identifying gaps in policy and procedures as well as places where written policies needs updated or implicit policy needs codified. This task will continue through 2025. The intention to establish a branch office in Melbourne has progressed and is nearing completion. The main change is the move to a DPC Australia entity instead of a Branch of the existing UK company. This has now been set up and in final stages of completing paperwork so we can make this operational. In the meantime, a 'labor-hire' agreement has been established to ensure the continued functioning of the office. We are currently in process of setting up the bank account for the new entity, upon completion of this, we can start to move away from the labor-hire agreement currently in place.</p>				
<b>Discussion Points / Decisions Required</b>				
Lack of 'commercial' members in governance roles. Suggestions for training opportunities in this area.				

Reporting and planning activities for DPC Americas with members						
<b>Description</b>	DPC activities are accountable and transparent to members. Operational transparency is supported by sub-committees of the Board, strategic decisions and plans arise through the Representative Council which owns strategy, and fiduciary responsibility sits with the Executive Board. DPC Americas is in a project 'set up' phase and mechanisms for transparency and good governance need to be established.					
<b>Lead</b>	ALP	<b>Other Staff</b>	WK	<b>Priority</b>	Normal	
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Sub-committee is functioning</li> <li>Regular reporting to Council</li> <li>Escalation route to Board</li> <li>Focus on strategic priorities</li> <li>Terms of Reference</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Sub-Committee</li> </ul>		
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
Line management of staff by ED			WK	Ongoing	Active	On track
Oversight of program by Non- Executive Director			ALP	Ongoing	Active	On track
Quarterly Meeting of Sub-Committee			ALP	Ongoing	Active	On track
Reporting to Council and Board			ALP	Ongoing	Active	On track
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>			
Lack of engagement with members leads to loss of momentum Administrative overhead of multiple reporting routes			Making the Sub-committee and reporting routine Including DPC Americas report in overall quarterly report			
<b>Possible Next Steps</b>						
<ul style="list-style-type: none"> <li>Present and discuss plans for 2025-2026 at Q2 Stakeholder meeting</li> <li>Set meeting dates for 2025-26</li> <li>Circulate Q2 plan to all parties.</li> </ul>						
<b>Report</b>						
<p>Head of DPC Americas has weekly meetings with Exec Director and regular meetings with other DPC staff to maintain robust line management and planning; as well as participation in DPCs regular program of weekly monthly and quarterly 'All Hands'. Recent meetings have included the annual all-hands planning meeting where the program for the year ahead is designed around responses to a survey of member priorities.</p> <p>In addition, the Head of DPC Americas has regular scheduled meetings with Leslie Johnston (Chair) and Kate Murray (Vice Chair) on 6-week rotation to plan and brief them on recent developments. These represent the DPC Americas Stakeholder group on the DPC board along with two other non-executive directors on the Executive Board. The DPC Americas Stakeholder Sub-Committee is now up and running. A postponement of the Q2 meeting means that the Q3 meeting has been cancelled but a full report will be circulated to the group and will be embedded within the DPC Quarterly report to council in Q3.</p> <p>Having completed its first full year of operations, DPC Americas will be subject to the DPC annual independent audit which is now under way.</p>						
<b>Discussion Points/Decisions Required</b>						
None at present						

DPC Aus Sub-committee development					
<b>Description</b>	The DPC Aus Sub-committee is now more integrated with the DPC governance requirements				
<b>Lead</b>	William Kilbride	<b>Other Staff</b>	Robin Wright	<b>Priority</b>	High
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Up-to-date Terms of Reference in place</li> <li>Required officeholders appointed</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Members represented at all sub-committee meetings</li> </ul>	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Sub-committee provided with regular information on status of objectives in DPC Strategic Plan 2022 – 2027	RW/WK	July 2026	Active	On Track
Ensure reporting conforms with DPC standards	RW	July 2026	Active	On Track
Risks Arising	Opportunities for Improvement			
Due to increasing number of local members DPC may need to consider limiting numbers attending Aus sub-committee meetings	Identify leadership training opportunities for potential new DP leaders either with the DPC or in their own organizations.			
Possible Next Steps				
<ul style="list-style-type: none"> <li>• Board leadership training to be made available to DPC Aus sub-committee members</li> <li>• Provide local members with information on joining other DPC sub-committees</li> </ul>				
Report				
Have 27 local members and DPC subcommittees generally have only 15 members. In future it may be necessary to rotate membership of the Aus sub-committee. New Chair James Doig, NAA.				
Discussion Points / Decisions Required				
<ul style="list-style-type: none"> <li>• Benefits/risks of rotating membership of sub-committee</li> </ul>				

#### 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					
<b>Description</b>	Annual Review of Staff Handbook				
<b>Lead</b>	John McMillan	<b>Other Staff</b>	William Kilbride	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	Regular updates		<b>Member Engagement</b>	Staffing group consulted	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Procurement of HR System / Support			JMc	28/02/2025	Completed
Review and re-issue of Staff Handbook			JMc	31/05/2025	Completed
E-Learning for HSE for all staff			JMc	31/12/2025	Active
New Development and Review Process			WK	31/07/25	Active
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
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.		
<b>Possible Next Steps</b>					
Work on the Climate Action plan might lead to further amendments and additions.					
Staff handbook now set up on employee portal.					
<b>Report</b>					
We have agreed to a contract with an external HR supplier who will provide ongoing support, documentation review and any further documentation we require moving forward. This will allow us to ensure that we are staying on top of any employment matters etc. The staff handbook will now be updated by our consultants when legal requirements are updated on an ongoing basis.					
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 2025. 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.					
<b>Discussion Points / Decisions Required</b>					
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				
<b>Description</b>	5-year forecast			
<b>Lead</b>	John McMillan	<b>Other Staff</b>	William Kilbride	<b>Priority</b> Normal
<b>Quality Measure(s)</b>	Accuracy and precision of forecasts		<b>Member Engagement</b>	Presented at Board and Sub-Committee
<b>Key Tasks/Outputs</b>		<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
5-year forecast		JMc	31/08/2025	Ongoing
Draft Budget 25-26		JMc	31/05/2025	Completed
<b>Risks Arising</b>		<b>Opportunities for Improvement</b>		
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.		
<b>Possible Next Steps</b>				
Forecast to be updated monthly and presented quarterly to Sub-Committee and Board for comments.				
The Budget for 25-26 will be approved at the Board in June 2025.				
<b>Report</b>				
The new year 5 year forecast and draft budget for 25-26 are enclosed for perusal.				
The new cloud accounting platform will allow us to have a more coordinated approach to budgeting as the management accounts, budget and forecast can all be produced from the same place rather than it being a fairly manual process at the moment.				
<b>Discussion Points / Decisions Required</b>				
N/A				

### 5.6. Committing to Sustainable Consumption.

In support of Sustainable Development Goal 12<sup>3</sup> 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					
<b>Description</b>	Climate Action Plan for Business Training Course				
<b>Lead</b>	John McMillan	<b>Other Staff</b>	William Kilbride	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>			<b>Member Engagement</b>	Climate Action Plan will be shared with members upon completion.	
<b>Key Tasks/Outputs</b>		<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
Carbon Emissions Audit – Q4		JMc	31/07/2025	Completed	Completed
Offsetting and Downstream emissions		JMc	31/10/2025	Ongoing	On Track
Review of Climate Action Plan		JMc	31/10/2025	Planned	On Track
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>				
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.				
<b>Possible Next Steps</b>					
Training for Board to interpret data to be arranged.					
DPC to consider carbon offsetting and if there any alternative types of scheme that may be suitable.					
Our calculation focusses on travel at the moment and we need to consider the impact of our suppliers emissions in the work for us which is classed as downstream emissions.					
<b>Report</b>					
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.					
The Carbon Footprint working group was set up in January 2025 and has met monthly since. This has been very helpful already in terms of seeing where we sit in terms of our members and areas we can look to consider next.					
<b>Discussion Points / Decisions Required</b>					
Q3 Carbon Figures are enclosed. Due to the awards in 2025, our footprint for 2024/25 is already more than last year's figures. We need to consider that this bi-annual event will need to factor in to our carbon budgeting.					
We would like to hear from any members who have had experience (good or bad) with carbon offsetting schemes and those who have made any progress with calculating downstream emissions.					

<sup>3</sup> 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					
<b>Description</b>	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				
<b>Lead</b>	WK	<b>Other Staff</b>	All	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	Demonstrable progress against established measures	<b>Member Engagement</b>	Led by NXD		
<b>Key Tasks/Outputs</b>	<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>	
Director Volunteer	WK / JMc	31/01/2025	Completed	Completed	
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>				
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.				
<b>Possible Next Steps</b>					
Report back on the working of the group in late 2025.					
<b>Report</b>					
Alicia Wise volunteered for this role along with support from Jen Mitcham and the group was formed in January 2025.					
<b>Discussion Points / Decisions Required</b>					
Thanks to Alicia Wise and Jen Mitcham for their work getting this group started and the meetings to date and potential outputs being considered have been and will continue to be very useful.					

### 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					
<b>Description</b>	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.				
<b>Lead</b>	Ellie O'Leary	<b>Other Staff</b>	John McMillan	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>			<b>Member Engagement</b>		
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Track potential new members interactions.			EOL, SM, WK, RW	Ongoing	Ongoing
Log interactions with members.			All	Ongoing	Ongoing
Track event sign ups and attendance.			EOL, SM	Ongoing	Ongoing
			EOL	June 2025	In Progress
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
<ul style="list-style-type: none"> <li>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.</li> <li>Financial risk of obtaining additional licenses.</li> </ul>			<ul style="list-style-type: none"> <li>Data collated in one place allows easy access for DPC staff to review.</li> <li>Lead generation</li> </ul>		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>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)</li> <li>Continued use in tracking potential new member leads.</li> </ul>					
<b>Report</b>					
<p>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 licenses have been purchased to account for all the staff.</p> <p>Two members requested information on event attendance from their own organization throughout the year in quarterly updates. Due to the data being tracked in the CRM, it is minimal effort to pull these reports for members regularly.</p> <p>CRM Reports are currently being pulled to inform the planning process for the 2025/26 DPC year as well as being used for lead generation.</p>					
<b>Discussion Points / Decisions Required</b>					
None.					

Website Development					
<b>Description</b>	Renewal of DPC Website and transfer to new CMS and web hosting provider.  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.				
<b>Lead</b>	Sarah Middleton	<b>Other Staff</b>	AP, EOL, JMc, ANJ	<b>Priority</b>	Medium
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Functioning, supported website</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>User testing</li> <li>Feedback on updated website</li> </ul>	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Conduct content audit and commence review (keep/discard/update)			AP/EOL	June 2025	In progress
Review results of experimentation and formulate plan for final website			SLM/AP	June 2025	Planned
Website build			SLM/AP/ANJ	Nov 2025	Planned
Testing and feedback			SLM/AP/ANJ	Dec 2025	Planned
Launch/roll-out (soft)			SLM/AP/ANJ	Jan 2026	Planned
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
<ul style="list-style-type: none"> <li>Project deferred through by other short-term commitments</li> </ul>			<ul style="list-style-type: none"> <li>Streamlining content to create better user experience</li> <li>Exploring alternative ways to present bulky content supports better navigation</li> <li>Self-build and experimental phases enables us to ensure user needs can be met, and offers a way to pivot towards alternative (more suitable) solutions</li> </ul>		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Conduct content audit and commence review (keep/discard/update)</li> <li>Experiment with alternative means for the presentation of bulky website content (i.e. toolkits and the Bit List)</li> <li>Create test WordPress environment for experimental website building</li> </ul>					
<b>Report</b>					
<p>Work continues to with a phased and exploratory approach to building a new self-hosted website. Additional support has been sought from a web developer who will create the structure and templates for a website which DPC staff will then populate using migrating content.</p> <p>Meanwhile, a content audit is being conducted and owners from the wider DPC staff assigned to undertake a review and identify whether content should be kept, discarded or updated. Any update work will then follow. Alongside this work to streamline, ANJ is investigating alternative ways to manage and present bulkier website content. He is focusing on the toolkits and the Bit List to do this. The team is approaching this work in quarterly sprints, with a view to robust recommendations (and much of the work) to be completed this month, and into July 2025.</p>					
<b>Discussion Points / Decisions Required</b>					
None.					

Cyber Security / Backup Policy						
<b>Description</b>	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.					
<b>Lead</b>	Joh McMillan	<b>Other Staff</b>	All Staff	<b>Priority</b>	High	
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Cyberessentials</li> <li>Cyberessentials Plus</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Shared experiences with members around this topic</li> </ul>		
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
Cyberessentials Accreditation			JMc	March 2024	Completed	On track
Basic Cyber Security Training for all staff			JMc	Jan 2024	Completed	On track
Cyberessentials Plus Accreditation			JMc	Sep 2025	Active	Delay
Further Cyber Security Training for JMc			JMc	Jan 2026	Planned	Delay
Back Up Policy and Back Up Friday			All Staff	Ongoing	Active	Ongoing
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>			
<ul style="list-style-type: none"> <li>Security risks</li> </ul>			<ul style="list-style-type: none"> <li>Ability to share findings with members who may face similar challenges</li> </ul>			
<b>Possible Next Steps</b>						
<ul style="list-style-type: none"> <li>Further training for staff</li> <li>Meeting with members who have expertise in this area</li> <li>Aiming to have Cyberessentials Plus in place by end of this DPC year.</li> <li>We could look to employ a consultant to test our system in the future</li> </ul>						
<b>Report</b>						
<p>We have started the Cyberessentials Plus accreditation which is more involved and is less of a self audit function than the first stage of the assessment. The time involved in this has been more than first thought so we initially looked at a target date of end of January 2025 to have this in place. Due to the work on the new cloud accounting system and procurement of the HR external advice, progress on this accreditation has stalled and has been picked up again in June 2025 once the new accounting platform is fully functional. We are in the final stages of gaining our Cyberessentials plus accreditation. Meeting taking place w/c 29<sup>th</sup> September to finalise.</p> <p>All staff have completed updated 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.</p>						
<b>Discussion Points / Decisions Required</b>						
None.						