Work to Date and Forward Plan December 2022 to June 2023

Director's Introduction

By coincidence it has been a long 'quarter' since the DPC Representative Council has met – almost 5 months. The previous meeting was relatively early in December, to avoid the Christmas holidays and the current one is late in April to avoid the Easter holidays as well as to accommodate a two week 're-launch roadshow' for the DPC office in Melbourne. That is probably the main highlight to report in the period since last meeting though an awful lot more has to be reported: the Novice-to-Know-How 3; the reconfiguration of the BitList; the completion of the NDA project; the annual administrative work to refresh the DPC's leadership; a ground-breaking presentation to UNESCO; and preparatory work towards better documenting wellbeing among the digital preservation work force. Any of these would be outstanding milestones in any period.

Other significant milestones include:

- Initiation of program to establish a DPC office in the Americas
- Initiation of program to 'Future Proof' the DPC
- Analysis of member and non-member engagement
- Recruitment of new members

Objective 1: Community

Context

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.

Activities – December 2022 to March 2023

Organizational membership growth

Since January, the DPC had one new member and one upgraded member. 1 Full: University of Illinois at Urbana-Champaign (18/01/2023) and 1 from Associate to Full (24/01/2023): University of St Andrews. This represents a total of 145 (39 Full Members and 106 Associate Members).

DPC Supporter Program

The DPC Supporter Program has been updated to reflect our discussion at the last sub-committee meeting. With the revision we aim to bring a more customer focused perspective to the program. Following from this, the Digital Preservation Workflow webinars, which were organized in February, also provided a platform for open-source providers who are not members who demonstrated tools (such as GAIA resources, MediaConch and ATOM).

iPres 2022

Following a 1-month preview for conference delegates, the DPC released all iPres 2022 conference videos in January on both the DPC YouTube channel and the Open Science Framework (OSF). We will be continuing the support of iPres 2023 via our presence in the Program Committee.

Update to Friendship Agreements

Following the decision of the Board last year to revisit and where appropriate deprecate the small number of 'friendship agreements' which the DPC has with partners around the world, conversations are currently taking place with NLA, Library of Congress, OPF, nestor, ICPSR and DHN about moving to an alternative model.

Engagement Analysis

We have conducted an evaluation of member engagement in order to inform our communications planning to promote new events, activities and opportunities. Please refer to the accompanying 'DPC Engagement Report' to see registration data for all DPC events organized in 2022, the Novice to Know-How course and iPres 2022. Ongoing feedback gathering will be undertaken quarterly through post-event and activity surveys amongst other sources.

Website Review

The DPC website is in the process of being migrated to a newer version of its CMS Joomla. As part of this process, an evaluation and rationalisation of content is being undertaken before the migration and will be followed by an aesthetic update on the front end which will collect and consolidate many of the DPC resources, including those relating to Advocacy, making them easier to find and use.

DPC in the Americas

A task force is in development to enable a permanent presence for the DPC in the Americas, drawing on the experience in Melbourne. Simultaneously the DPC has been engaging with NDSA to ensure that such a move would support and extend the impact of NDSA and not inadvertently disrupt ut.

Translations

In February, the DPC published 3 more translations of key resources with the aim to provide better access to support for the practitioners who need it, wherever they are in the world. These were:

- Core requirements for a digital preservation system
  German translation created by The Federal Office for the Safety of Nuclear Waste Management (BASE)
- Preserving GIS
  French translation created by the ministère de la Culture and l'École nationale des Chartes
- Preserving Spreadsheets
  French translation created by the ministère de la Culture and l'École nationale des Chartes

DPC Australasia and Asia Pacific Community

The workplan for the DPC office in Melbourne office aims for 'balanced growth and sustained membership that results in ever-more effective representation of the Australasian community.' This goal has been progressed with continued implementation of a communications and advocacy plan:

• DPC Australasia info pack developed – including local flyer (and re-ordering of DPC members' web page into regions)

• 12 meetings held or scheduled with potential member organisations to introduce DPC and local activities (see below)

• Follow up information provided where relevant – including info on DPC Working Parties and Task Forces

• Planning for DP Essentials summer school developed further with Sharon McMeekin

• Planning for re-launch of office as part of DPC Aus Roadshow 2023

The office has had regular communications with local members, and other supporters re local DPC Aus activities, and maintains a local contact list and up-to-date information on members/potential members on DPC CRM. In addition, Robin Wright has scheduled future presentations for the Digitisation Centre of WA steering committee, DatacomIT, Museums of History NSW and has met with ASA with a view to DPC holding a Panel session at ASA Conference in Melbourne MCG in September.

Other Activities

- Technical problems with the JISCmail service at the start of January caused a significant volume of work to maintain the DPC suite of lists. This seems to have been resolved.

Forward Plan March to June 2023

DPC Australasia and Asia Pacific: Relaunch

Between 21 and 27 March 2023 William Kilbride and Robin Wright will travel to Melbourne, Sydney, Canberra and Wellington and Adelaide to officially launch the DPC's Australasia and Asia Pacific program. We have organized a [series of events](#) with our New Zealand and Australia based members and invited key stakeholders in the region to talk about the DPC, discuss international and local digital preservation developments and celebrate the opening of our office in Melbourne.

Annual Members Unconference Planning

We are planning on having a face-to-face members event on 21 and 22 June 2023, combining the Unconference with the Representative Council and Executive Board meetings in London. Paul Stokes has generously offered a venue in London for these events. Further planning is required for a return to our annual member's event offering place for members to discuss and share ideas. This should enable all members to connect with each other, regardless of geography and may require more than one event to cater for different time zones.

Digital Preservation Futures Community Forum

The DPC will organize the Futures Webinar series in May and the Community Forum in June. This year we invite DPC Members and Supporters to come together in an event which focuses on 'what happens next after procuring a repository.'

Other Activities

- Presentation to LIMA conference, Amsterdam, March 2023
- Review of the Curation Costs Exchange with partners in the 4C project

Issues, Risks, Opportunities and Decisions

DPC Annual Members' Unconference

We are seeking initial reactions and expectations to inform planning for the 2023 event.

Twitter and Social Media Platforms

Twitter has historically been the most used platform for discussion of digital preservation themes and therefore a good channel for the DPC's messages. This is changing rapidly. The comms team are therefore having to work harder to reach audiences, and revising the DPC's communications plans accordingly.

DPC in Americas

Work towards a permanent presence in the Americas creates risks and opportunities for the DPC.

Recommendations to Council

None Noted.

Objective 2: Advocacy

Context

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.

Activities – December 2022 to March 2023

Digital Preservation Awards

The DPA2022 Winners webinar series took place in December and featured the work of all winners as well as discussion with a number of the DPC Fellows, with a further single webinar held in January for the audience in Australasia. The webinars were free, open to all and were well attended by participants from around the world. The webinars are another great opportunity to showcase previously unhighlighted work, to a slightly different audience who may not have been able to engage with the ceremony at iPres 2022 in Glasgow.

Bit List

Following the publication of the interim report on World Digital Preservation Day 2022, work has begun to implement a different process for managing the Bit List. Replacing the Bit List Jury, a new Bit List Council has been assembled comprising DPC Member organisations with specialisms which cover the range of digital species which appear on the Bit List. Together, it is intended that the Bit List Council will offer a more robust evaluation of the entries, as well as helping to identify evidence for listing as required. It is hoped that the council will remain as assembled for the 2-year cycle, incorporating the interim report in 2024. Planning is currently underway for a briefing meeting which will begin the rest of the Bit List activities up until November 2023.

UNESCO Memory of the World

Following the observation in the last report that there is 'no blue shield on the electronic battlefield,' which was presented to the UNESCO Global Policy Forum in November, William has given a special address to the 14th Meeting of the International Advisory Committee of the Memory of the World Programme in Paris on 8th March. The DPC has been working for many years to engage with UNESCO in this way.

Forward Plan March to June 2023

BitList of Digitally Endangered Species
- Briefing Meeting, 22 March
- Development of Bit List Communications Plan for 22 March
- Bit List Campaign begins with call for new entries, April 2023
- Review meeting (existing entries) with Bit List Council, May 2023
- Close call for new entries, June 2023
- Review meeting (new entries) with Bit List Council, July 2023
- Production and review of draft report, Aug – October 2023
- Publication of Bit List report, WDPD, 2 November 2023

Website update: Advocacy Toolkit, including Executive Guide on Digital Preservation

The DPC website is in the process of being migrated to a newer version of its CMS Joomla. As part of this process, an evaluation and rationalisation of content is being undertaken before the migration and will be followed by an aesthetic update on the front end which will collect and consolidate many of the DPC resources, including those relating to Advocacy, making them easier to find and use. A conversation is currently taking place on the future of the CCEx and feedback is sought from DPC members on the community's appetite for this resource.

Issues: Risks, Opportunities and Decisions

None noted.

Recommendations to Council

None noted.

Objective 3: Workforce Development

Context

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.

Activities – December 2022 – March 2023

Competency Framework

A workshop proposal on the Competency Framework and Audit Toolkit has been accepted for the ARA Conference in Belfast, 30th Aug-1st Sep. DPC staff have also provided feedback on the ARA's own Competency Framework ahead of a proposed review, and Sharon met with Chris Sheridan from ARA to discuss how links could be established between the frameworks of both organizations. Staff were invited to present the framework and use of the toolkit by the NDA as part of the NDA/DPC 'Reliable, Robust and Resilient Digital Infrastructure for Nuclear Decommissioning' event on 9th March.

Career Development Fund

The new [Calendar of forthcoming Career Development Fund grants](#) was published on the DPC website on 17th January, accompanied by a DPC News announcement, to provide greater transparency and more effective preparation and planning for advertised grants. The calendar lists all planned advertised grant opportunities with event dates, type, location, and link to Calls for Applicants with deadlines and further details. In this quarter, five grants were awarded for two advertised Career Development opportunities. These include two grants for the PV 2023 Conference in Geneva, Switzerland, and three grants for the IIPC Web Archiving Conference 2023 in Hilversum, the Netherlands. Two open calls were advertised in February for two new grant opportunities: a grant to attend the IRMS 2023 Conference in Manchester, UK, and a grant to attend the AMaGA (Australian Museums and Galleries Association) National Conference 2023 in Newcastle, Australia. Two open calls are planned for March: one for the IS&T (Society for Imaging Science & Technology) Archiving 2023 Conference in Oslo, Norway, and the other for the NEDCC (Northeast Document Conservation Center) Digital Directions online conference.

Labor Market Analysis

Data from 675 job postings has been collected so far from the DPC Jobs (291), CLIR DLF Jobs (276) and CODE4LIB (108) job websites for analysis of labor market trends in digital preservation. While the addition of postings from the CLIR DLF Jobs and CODE4LIB websites has widened the scope to include more postings from North America, staff are working to find and capture information on the digital preservation labor market in Europe, Australasia/Oceania, Asia and Africa where possible.

Python Study Groups

The process of transferring the Python Study Groups from a pilot hosted by the BitCurator Consortium to a program administered by the DPC has begun. A kick-off meeting for held on 24th January to introduce the volunteer team to the result pilot and the transfer project. Meetings will now be held on the 4th Thursday of the month until June to help facilitate the process. At the most recent meeting groups within the team agreed on their workplans and targets. Establishing a terms of reference for the groups and timescales is a priority.

Novice to Know-How: Email Preservation

The DPC's tender for the latest N2KH project was selected by The National Archives (UK) in December 2022. Work started on the project in January. The Project and Communication Plans have been established, and communications released announcing the project. Initial research has been completed and a draft Content Structure for the learning pathway has also been produced and agreed with The National Archives (UK). Content development and review is currently in progress and the testing phase of a pilot based on selected early content will have been completed by the time of our meeting. A report on the pilot will be available later this week. Three featured case studies are also

being developed to complement the course content. The project is due to run until 31st March. In addition to the main project, a short proposal has been submitted to a forthcoming Email Preservation Symposium hosted by the University of Illinois, as a means of promoting the resources developed.

Wellbeing Survey

Considerable effort has gone into drafting the "Mental Health and Wellbeing in the Digital Preservation Survey" in this period, as discussed in the last Workforce Development sub-committee meeting. Due to the sensitive nature of the topic, we wanted to make sure the survey was well founded and robust. The process has included consultation with a major UK mental health charity, discussions on the ethics of the research approach, and a review of the questions by a researcher in clinical psychology. The survey was opened for responses on 1st March and will close on 12th April.

Training Program for DPC Australasia and Pacific Members

A training program has been agreed for 2023 for members in Aus/Pacific times zones. The plan includes three elements: a session for non-DP practitioners introducing key digital preservation issues, a set of four "Novice to Know-How Plus" sessions looking at organizational topics complementary to N2KH, and a winter school utilizing the Australasia Preserves training materials. DPC staff are now working to set the schedule for these sessions.

Other Activities

- In the period from November to February, 321 learners registered for Novice to Know-How courses with 166 completing their learning pathway. This is slightly more than double the number of registrations per month than the previous period.
- A small, targeted promotion of the original N2KH pathway to practitioners in the Museums sector has been planned for April to June, in collaboration with Elisabeth Thurlow at the University of the Arts, London.
- Sharon led a panel session for Aberystwyth University's Advanced Digital Preservation course in late February. William, Jen, and Michael joined at the panellists.
- Robin has submitted a proposal for two short DPC workshop sessions at the Australian Society of Archivists Conference, based on the planned N2KH-plus sessions.

Forward Plan March to May 2023

Online Training

The N2KH: Email Preservation officially finishes on 31st March, but work will continue beyond that date on accompanying resources and preparing the learning pathway for launch. A launch event is provisionally scheduled for June, with the first learners beginning the course in July. Plans are in place to also continue development of online training courses on Continuous Improvement, and Risk Management in this period. Investigations of a new Learning Management System will also take place, as detailed in the sub-committee report for the previous period.

Labor Market Analysis

We will begin the coding, sorting, and analysis of data collected so far for the labor market analysis. From March to April, staff will pursue additional data from relevant job posting sites outside the UK and North America where possible and pursue other avenues and techniques for gathering information on the digital preservation labor market, to expand the range and widen scope. We will produce a final data set for analysis in April, with a report and sharing of data in May. A themed #DPClinic session on the Labor Market to share findings has been tentatively scheduled for 26th May.

Python Study Groups

The development of the new program will continue in this period. It is expected that by May we will have much of the required infrastructure in place and will be able to announce the new program and potentially open expressions of interest.

Career Development Fund

Planned advertised calls for the next quarter include grants for the hybrid DCDC (Discovering Collections, Discovering Communities) 2023 conference in Durham, UK; the PGCert in Digital Curation online course at the University of Salford, UK; the ARA (Archives & Records Association) 2023 Conference in Belfast, UK; the ASA (Australian Society of Archivists) 2023 Conference in Melbourne, Australia; and iPres 2023 in Illinois, USA.

Mental Health and Wellbeing Survey and Taskforce

Analysis of the survey results will begin in late April after the closing of the survey. It is hoped that we will be able to present early results at the next WD sub-committee, facilitating discussions about next steps, e.g. establishing a Task Force.

Training Program for DPC Australasia and Pacific Members

It is expected that the introductory training session for non-DP practitioners and one of the N2KH-plus sessions will be held in this period (dates TBC).

Other Activities

- A review and update of workforce development information available on the DPC website.
- Routine administration of the N2KH course.
- Invited lectures for information management programs.
- Investigating online short courses and other career development opportunities, which can then be compiled and used as part of a list of ideas to promoting applications for Member Self-Identified grants and as part of a "levelling-up with the Competency Framework", similar to the one developed by the Good Practice team to accompany RAM.

Issues: Risks, Opportunities and Decisions

N2KH: Email Preservation

The main risk in relation to the projects remains the tight schedule for delivery. This is currently being mitigated by a clear reporting and management procedures and close monitoring of detail targets.

Procurement of a New Learning Management System

This item has been held over from the previous report as this process has yet to formally begin.

We have learned a number of lessons from the process of procuring and using our current LMS system. We have identified a number of key requirements that are not currently met by the existing system, which if fulfilled could create greater efficiencies and a better user experience. Key risks relate costs, staff time required, and issues that might be faced during a transfer process.

Mental Health and Wellbeing Task Force and Survey

With the survey now live, two main risks emerge:

1. A reputational risk to the DPC due to the sensitive nature of the topic
2. A risk that not enough responses are received to constitute a viable cohort

The former is being mitigated by actively developing a robust approach to data privacy and security, the content of the survey and the ethics of the research. The second will hopefully be mitigated by active promotion of the survey via the wide range of communications channels available to the DPC. At all times the DPC is open to discourse with the community on the survey and will be responsive to questions asked and issues raised.

Travel Visas for Grant Recipients

No new risks have been identified, but ongoing risks remain relating to travel visas for grant recipients. It is hoped that the advanced scheduling and advertising of grants 14 weeks before the event, and notification to recipients 8+ weeks before the event to arrange travel and apply for any required visas, should help with planning and scheduling in advance. However, we will also have to factor in when event organizers provide us with info on dates, registration, and visa invitation letters, and that recipients will be responsible for arranging their travel and applications for visas if required.

Recommendations to Council

None noted.

Objective 4: Good Practice

Context

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.

Activities – December 2022 to March 2023

DPC events

- A RAM Jam event was held in November and the invited member panel shared helpful tips and case studies on moving up to the Managed level of DPC's Rapid Assessment Model. A 'watch party' event was later held to suit members in the Americas.
- An online event on Cyber Security And Digital Preservation (along with a watch party for Australasia and Asia-Pacific) was held in December. The events were well attended and provided insight into this critical aspect of digital preservation.
- 'Archive of Tomorrow' Lessons and Reflections: A Panel on Health (Mis)information in the Web …
- #DPClinic sessions in this reporting period were '30 years of digital preservation' with Barbara Sierman (a reprise of her iPres ad hoc session), a lively discussion about designated communities with Hervé L'Hours, a fun digital preservation games session with Karyn Williamson, Ruby Martinez and Tricia Patterson, a discussion on the topic of digital signatures, prompted by an enquiry posted by one of our Members, and a thought provoking event looking at how Members use OAIS (with 35 attendees, this was our most popular #DPClinic session to date).
- Our annual series of Digital Preservation Workflow Webinars was held in late February and early March at a range of times to accommodate different time zones. These sessions were open to non-members without charge and as such were particularly well attended.
- An event on AI and Digital Preservation was held in March. This two-hour event showcased a range of case studies where AI has been used to help manage, understand and preserve digital collections. A follow-on watch party and panel discussion was held later in March as part of the DPC Australasia & Asia-Pacific Office: Relaunch Roadshow.

Other events

- Jenny was invited by Karyn Williamson to speak about the DPC's Digital Preservation for Small Businesses Guide at a Corporate Connections event for the Scottish Business Archives Council. She was joined by Gemma Evans of the National Library of Wales who was able to provide context and background around how and why ARCW commissioned the work.
- Jenny was invited to speak at a University of London, School of Advanced Study seminar entitled 'Reframing Failure: DH broken - Between experimentation and degradation' where she talked about imperfect file migrations, acceptable levels of loss and of course DPC's 'Fail Club'.
- Michael was invited to speak on the topic of digital archiving and preservation via an online presentation to attendees at the first meeting of the ARHC-funded Imagining Futures workshop, which took place in Ghana 24-26th January.
- After blogging about concerns around the OPF Format Working group's File Format Policies work, Paul was invited to speak at a panel session to debate preservation approaches. The panel was attended by an audience of 200 and triggered a lively and useful debate with the audience. A follow up event at iPres is in planning.
- William spoke at an event organized by DRI on the theme of Digital Preservation in the context of record keeping in local government, co-hosted by the Local Government Management Association.
- Michael and William have been engaged on the Program Committee for iPres 2023 which meets monthly. The call for contributions was published in December and the deadline for contributions is fixed for 10th March. No extension to the deadline is intended.
- Jen has supported the PV 2023 conference as part of the Program Committee and paper reviewer.

Working groups and Task Forces

- We have launched new and revised working groups and task forces and DPC Members have been invited to participate. These ongoing forums will provide important spaces for discussion and knowledge sharing between members.
- The first meeting of the newly formed AV Working Group took place on 15th February. This was a kick off meeting to review the ToR and operations of the group, and to identify possible topics for the first few meetings. The group will now begin a bi-monthly programme of meetings, starting in April.
- The relaunched WG for National Libraries and Archives (NatLA) met on the 14th February with an in depth discussion around metadata normalization.
- A call has gone out for members to join the new Museums and Galleries Working Group. 17 Member organizations have expressed an interest in joining this group and the first meeting of this group was held in March. Terms of Reference were discussed and agreed and there was discussion about topics for future meetings.
- OPSWG held a meeting on the 23rd February which focused specifically on exit strategies.
- The Fair Play Task Force has held two launch meetings to cover European/Americas and Asia/Australasia timezones.

Technology Watch publications

- A new guidance note has been published and is now publicly available: "A risk driven approach to bitstream preservation" by Paul Wheatley (http://doi.org/10.7207/twgn22-02).
- Following on from discussion at a recent #DPClinic session, a guidance note on the topic of designated communities will be published soon.
- Sub-committee comments on the draft outline of the revised geospatial data Technology Watch Report were shared with the author and the author has now submitted a draft of this report. It is currently being reviewed by peer reviewers.

Other publications

- Plans to produce good practice guidance for digital preservation documentation have begun with a call for members to form a focus group to brainstorm this topic. Focus group meetings were held this quarter and were very productive.
- A new set of tips, resources and case studies to help people move forward with DPC RAM has been created, building on information shared at our last two 'RAM Jam' events. This resource will be released at the end of this month. In order to help populate this resource with more case studies a call for blog posts on specific topics is now live.
- The Preservation Policy Toolkit was revised and re-published and is now freely available to all for the first time.
- The revised Business Case Toolkit was published for Member preview.

DPC Program in Australasia and Asia Pacific

The workplan for the Melbourne office includes an action to 'provide DPC membership benefits and support to members in Australasian time zone'. The office has delivered events monthly in local time zone including:

- WDPD RIMPA webinar 'When Forever is the Minimum Requirement' 3 Nov 2022
- Cybersecurity and DP watch party 16 Dec 2022
- DP Award winners 2022 watch party 24 Jan 2023

It has developed a schedule of events in the region and contributed to the Australasia Preserves co-organisers group
There is regular interaction with DPC UK staff re translation of events/programs into watch parties or local activities

Nuclear Decommissioning Authority (NDA) project

- A new addition to our digital preservation procurement toolkit was released in January. Requirements for procuring IT systems proposes the requirements that should be considered when procuring an IT system that may ultimately contain at least some records or digital content that need to be retained beyond the life of the system. This work was supported by the NDA.
- The German Federal Office for the Safety of Nuclear Waste Management sought permission to translate the "Core Requirements…" document that we produced for the NDA.
- The last steering group meeting for this project was held on 1st March and final project reports were delivered to the NDA.

- An event to share the learnings from this project with staff across the NDA Group was held on 9th March. DPC and NDA staff jointly presented on outputs and outcomes. The session was recorded and made available to NDA staff who were not able to attend.

Other projects
- The COPIM Project has concluded and news is expected soon on the funding bid for a follow-on project which will be called Open Book Futures.
- DPC is has been invited by a member to join the Advisory Board of a proposed research project to establish the capacity of AI to support the ingest, appraisal and metadata extraction of image collections.

Member support
- The DPC have been asked to provide input into a set of procedures for a Member organization as well as facilitating a digital preservation training session.
- DPC Staff continue to be active on a number of advisory committees and program boards for our members such as The National Archives (Archives Unlocked) program and the Cambridge University Library Digital Preservation Program.

Standards
- The NDSA Levels of Digital Preservation Steering Group (co-chaired by Jen Mitcham) has been planning their goals for this year. A call for short case studies or scenarios demonstrating how practitioners use the Levels will be publicised later this year. Community feedback will also be gathered to inform decisions on whether the Levels require revision or updates in 2024.
- DPC Staff have been liaising with the PREMIS Editorial Committee on dissemination opportunities (see Events, below).
- Jen has joined the MOIMS-DAI email group to monitor ongoing developments relating to OAIS and been in conversation with colleagues at NISO about the most effective way to influence the standard.

Forward Plan: April to June 2023

Events
- The first meeting of the DPC Reading Club will take place in early April. We will be discussing a paper on digital forensics by Thorsten Ries.
- Another RAM Jam 'watch party' is planned for April. This time the session is aimed at audiences in Australasia.
- A series of RAM-bulance surgery sessions have been advertised for April and May. These confidential drop-in sessions can be used by Members to check in on their RAM assessments and have their questions answered.
- We are working with the PREMIS Editorial Committee to produce a Spanish language translation of their document "Understanding PREMIS (2021)" funded using the money they won for their Digital Preservation Award 2022. Once available (c. mid-summer?), we are planning an online launch event providing an introduction to PREMIS, to be followed by a Spanish language version timed to suit an audience based in Spain and Latin America.
- Paul will be presenting the Requirements for procuring IT systems (mentioned above) to a Bitesize session for the Government Knowledge Information Management (GKIM) in collaboration with TNA UK, on the 20th April.

Working Groups and Task Forces
- WAPWG is planning a series of new web archiving events. Some of these are currently being planned as #DPClinic sessions to be held in April and June.
- Meetings of all other working groups and task forces are being planned to take place over the next three months. The Museums and Galleries Working Group is going to be focusing on using DPC RAM for benchmarking purposes and to better understand the challenges of working in this sector.

Technology Watch publications
- A new Technology Watch Guidance Note will be published on the topic of designated communities.
- Work will continue on the revision to the Technology Watch Report on Geospatial Data Preservation.

Other publications
- Work will begin on writing a good practice guide to digital preservation documentation. Lots of information was gathered in focus group meetings which will help inform the guide.

Nuclear Decommissioning Authority (NDA) project

- Plans are being made for further end of project dissemination. This is likely to be in the form of a webinar for DPC Members to hear more about the NDA's perspective on the project.

Member support

- DPC will complete work on commenting on a policy and framework document for a member.

Issues, Risks, Opportunities and Decisions

Emerging Issue 1

After a fruitful Business Case Toolkit book sprint earlier in the calendar year, it has been difficult to find dedicated time to complete the editing and collation of the raw writing for this revised resource. Time has been allocated at the very end of the calendar year, typically a quiet time for other work, in an attempt to progress this. **UPDATE: This worked well. The review is now complete and the revised resource was launched in March 2023.**

Emerging Issue 2

There has been little practical engagement with the digital preservation community from CCSDS with respect to the quinquennial review of OAIS, though a draft text of the proposed OAIS Interoperability Framework has been acquitted by DPC staff. This lack of engagement is both a weakness in the process and a missed opportunity to establish the credibility of any proposed changes. The question arises how energetically the DPC should engage with this activity on behalf of its members and the wider digital preservation community. **UPDATE: A DP Clinic on OAIS was held on the 31st March following the theme suggested by Heather in the last Sub Committee meeting.**

Emerging Issue 3

The launch of the DPC Americas Task Force, presents an opportunity for the Good Practice team to engage with Members in the Americas and ensure that their views and concerns are reflected in the recommendations of the Task Force.

Emerging Issue 4

The increasing internationalization of the DPC's membership presents both opportunities and challenges for the Good Practice team. We are keen to engage fully with Members based outside the EU/EST time zones but this presents practical challenges, especially if we want to maintain parity in terms of the range and depth of support and advice available. For example, we would like to create opportunities to initiate events in Australasia, rather than being overly reliant on watch-parties for events that have already taken place and have a strong focus on contributions from organizations based in the UTC time zone. To this end, we have scheduled fortnightly meetings with the Head of Australasia and Asia-Pacific office.

Recommendations to Council

None noted.

Objective 5: Accountable, Sustainable and Dynamic Governance

Context

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.

Activities – December 2022 to March 2023

Recruitment to Board and Sub-Committees
The January call for new members to sub-committees and rotation of Board Directors has been completed.

Management Accounts and Forecasts
Management accounts to 28th February 2023 have been prepared along with an updated 5-year forecast and will be discussed under a separate item on the agenda.

AGM, Submission of Finalised Annual Accounts to Charity Regulator
At our last meeting we provided the draft annual accounts for discussion. These were then finalised in early December at our AGM with the addition of narrative in regards to our obligations as a charity. These final accounts were then submitted to the charity regulator (OSCR) in December 2022. This was the first return due since we gained charity status so the format of the accounts should be more standard moving forward.

Formal Invoicing Procedures
As the membership grows and as we try to remain flexible to the many different payment systems and payment timing requirements of new and existing members, we have implemented a more formalised procedure and timeline for the collection of all outstanding monies, in particular membership income. In addition, we will now report the debtor amounts moving forward quarterly so this can be part of the formal reporting structure. A copy of the invoicing timeline is now enclosed for information. Delays in payment do continue due to many organisations now implementing different electronic payment systems which require new set up forms and submission of documentation, but we continue to work through these as and when required. We are also investigating the costs and requirement for accepting card payments to settle invoices as it has become apparent that this may help some organizations and may likely speed up the time taken for some invoices to be settled. We will report back on this at the next meeting as there many different providers of such services but finding one where costs are low given the relatively low amount of transactions we expect to use it for is important.

Carbon Footprint
We have considered some case studies of other organisations that have undertaken such reviews of their Carbon Footprint in an effort to see how we can best measure the DPC's Carbon Footprint and how we can potentially reduce it. We have now arranged some calls with consultants in early April who advise that they can assist us with such a measurement exercise. These are no obligation calls at this stage as we look to see if we can carry this out ourselves or would there be benefit in engaging with an outside party for assistance. We will bring our findings to this sub-committee in June on this matter.

Staff Handbook

The Staff Handbook review was carried out in January 2022 and sent to staff for comments in February. The main changes relate to an updated cybersecurity section and an additional working from home policy. We also noted that our Health & Safety section noted training for H&S should be provided and we have formalised this by rolling out e-learning courses at no cost through our insurance provider. These courses will be rolled out to staff in early April and cover basic Health & Safety in the office environment such as display screen equipment and basic manual handling.

Other Activities
- iPres 2022 Recordings were edited and uploaded in time for December release to attendees and were released to the public in January. iPres 2022 accounts will be closed off at the end of March 2023. There has been a slight delay due to some outstanding invoices which our PCO InConference are dealing with and we keep in regular contact.
- Two in person staff meeting have been organised and taken place since last meeting. Staff met in early December 2022 in Penrith and in Berwick in February 2023.
- DPC outgoings exercise was undertaken to see if there was any further charity discounts etc available to reduce costs. We have managed to obtain a couple of software packages at a reduced rate so have been able to add more functionality rather than reduce costs but this is ongoing work which we look at any time an agreement is due for renewal
- Ellie O'Leary carried out important work on our website, tidying the many documents we have stored for members to access. This is the first stage in a process to look at revamping and improving the website.

Forward Plan April to June 2023

Carbon Footprint
As noted earlier, the next stage of this work is meeting with some consultants to find out what is out there in terms of assistance and at what cost. It is our intention to bring a proposal to the sub-committee at the next meeting in June.

Project Income / Budget Setting
We will bring the draft budget to the next sub-committee meeting in June. Part of the work involved in setting this budget is the consideration of our project income in recent years against membership income and how we could potentially increase this side of our income. The draft budget will be brought to the next Sub-Committee meeting for discussion before being taken to the Executive Board for approval.

Training for Executive Board
We are looking to provide training to Exec Board and Rep Council members around general governance for charities and potentially regarding financial issues for charities. Our auditors, Alexander Sloan, have recommended a consultant who can provide this, and we hope to have a date for online training in the coming weeks along with in person training at Board level for June 2023.

Other Activities
- One meeting has taken place with Investors in People representative and we await a full cost breakdown and estimate of time required to gain this accreditation.
- Ellie will continue to work on the review and revamp of website along with Advocacy and Communications. The aim for this would be able to carry out most of the work in July 2023 when traffic on the site slows down a little.

Issues: Risks, Opportunities and Decisions

Staff Update
All staff continue to work from home with occasional visits to both the York and Glasgow Office. In person Staff meetings are taking place when available at a "neutral location" between both areas.

Office in Netherlands

Community Engagement Manager Angela Puggioni is engaged as a freelancer with an ongoing renewing contract, initially to support the delivery of iPres 2022. The role continues now that ipres is largely complete however the continual renewal of freelance contracts is problematic in terms of employment law. There are two processes in hand to resolve this anomaly. Firstly DPC is investigating the establishment of a subsidiary legal entity in the Netherlands which could act as an employer in its own right; and we are exploring partnership with dutch agencies who may be willing to contract staff on our behalf.

Risk - Debtors

Debtor updates will now be provided within the management account information and we continue to implement the new invoicing timeline. The credit card payment offering will also be finalised by the end of April which should assist with some time delays for some members.

Opportunity - Carbon Footprint

We are engaging with consultants to ascertain whether we need outside help for this week and continue to encourage any members who may have case studies or experience in this area as we would be keen to learn from these.

Recommendations to Council

The Sub-Committee recommends that DPC continue to pursue a legal foundation in the Netherlands as well as partnership with existing agencies in the Netherlands who can employ directly.