

DPC Executive Board Meeting Monday 5th December 2022

Venue and Arrangements

The DPC Executive Board will meet online at 1400 (local time) on Monday 5th December 2022.

Melbourne	Singapore	Doha	Luxembourg	Washington DC	Los Angeles
+11	+8	+3	+1	-5	-8

<https://us02web.zoom.us/j/88229723952>

It precedes the Representative Council and AGM which meet on Tuesday 6th. Connection details are supplied below and the DPC's 'Jargon Buster' has been included. The meeting will be chaired by Juan Bicarregui.

Purpose of the meeting

The purpose of this meeting is to update directors on operational matters and management controls. The main items on the agenda are the annual financial report for the 2021-2 year and annual audit report, and David Jeffcoat the Auditor will join the meeting to present these. An additional substantive item on financial outcomes of iPres 2022 will be included. In addition, a discussion item arises with respect to staffing that will progress our planning for sustainable growth. Formal approval is sought to for the election of 5 new personal members as Fellows of the DPC; and considering this is the first meeting since the start of the financial year directors will be asked to review and where necessary update the register of interests. Other items are for information.

Agenda

1. **Welcome and introductions**
 - Apologies Received and Conflicts of Interests
 - Register of Directors' Interests (update for 2022-3)
2. **Notes of the previous meeting 14/06/22 (DPC1222B) and Action Items**
 - Matters Arising
3. **Risks**
 - Risk Register (verbal update)
4. **Accounts**
 - Draft Annual Report, Financial Year End 2021-2 (DPC1222C)
 - Audit Feedback Report 2021-2 (DPC1222D)
 - Management Accounts to 31st October 2022, including income and expenditure DPC Australasia and Asia Pacific (DPC1222E)
 - iPres 2022 Draft Income and Expenditure Report (DPC1222F)
5. **Financial Forecast**
 - Financial Forecast to 2027 (DPC1222G)
6. **Membership**
 - Honorary Personal Membership 2022 (DPC Fellows)
 - New Members
 - New Enquiries
 - Supporters
 - Historic Memoranda of Understanding (Allied Organizations)
7. **Matters Arising from Council**
8. **Approvals Proposals and Notifications**
 - Updated Board Terms of Reference 20022-27 (DPC1222H)
 - Updates to Sub-Committee and Council Terms of Reference
 - Open Book Project
 - Novice to Know How 3
9. **Staffing**
 - Annual Appraisals
 - Staff in the Netherlands and in Australia
 - Staffing Plan and Consultation 2022-27
10. **Dates of future meetings**
11. **AOB**
 - Rotation and election of directors

Connection Details

Join Zoom Meeting: <https://us02web.zoom.us/j/83885011817>

Find your local number <https://us02web.zoom.us/u/kn8i1PzDd>

Dial by location. Meeting ID 838 8501 1817		
+44 131 460 1196 United Kingdom +44 203 051 2874 United Kingdom +44 203 481 5237 United Kingdom +44 203 481 5240 United Kingdom +44 203 901 7895 United Kingdom	+33 1 7037 9729 France +33 1 7095 0103 France +33 1 7095 0350 France +33 1 8699 5831 France +33 1 7037 2246 France	+31 20 241 0288 Netherlands +31 20 794 0854 Netherlands +31 20 794 6519 Netherlands +31 20 794 6520 Netherlands +31 20 794 7345 Netherlands
+61 2 8015 6011 Australia +61 3 7018 2005 Australia +61 7 3185 3730 Australia +61 8 6119 3900 Australia +61 8 7150 1149 Australia	+49 69 7104 9922 Germany +49 30 5679 5800 Germany +49 69 3807 9883 Germany +49 695 050 2596 Germany	+64 4 886 0026 New Zealand +64 9 884 6780 New Zealand +64 3 659 0603 New Zealand
+43 12 535 501 Austria +43 12 535 502 Austria +43 670 309 0165 Austria +43 72 011 5988 Austria +43 120 609 3072 Austria	+30 211 198 4488 Greece +30 231 118 0599 Greece +353 6 163 9031 Ireland +353 1 240 8941 Ireland +353 1 536 9320 Ireland +353 1 653 3895 Ireland +353 1 653 3897 Ireland +353 1 653 3898 Ireland	+41 44 529 92 72 Switzerland +41 22 591 00 05 Switzerland +41 22 591 01 56 Switzerland +41 31 528 09 88 Switzerland +41 43 210 70 42 Switzerland +41 43 210 71 08 Switzerland
+32 2 788 0173 Belgium +32 1579 5132 Belgium +32 2 290 9360 Belgium +32 2 585 5574 Belgium +32 2 588 4188 Belgium +32 2 788 0172 Belgium	+39 021 241 28 823 Italy +39 069 480 6488 Italy +39 020 066 7245 Italy	+65 3165 1065 Singapore +65 3158 7288 Singapore
+1 647 558 0588 Canada +1 778 907 2071 Canada +1 204 272 7920 Canada +1 438 809 7799 Canada +1 587 328 1099 Canada +1 647 374 4685 Canada	+352 342 080 9265 Luxembourg +352 2786 1188 Luxembourg +352 2786 4277 Luxembourg +52 556 826 9800 Mexico +52 558 659 6001 Mexico +52 229 910 0061 Mexico +52554 161 4288 Mexico	+27 87 551 7702 South Africa +27 21 426 8190 South Africa +27 21 426 8191 South Africa +27 87 550 3946 South Africa +1 253 215 8782 USA +1 301 715 8592 USA +1 312 626 6799 USA +1 346 248 7799 USA +1 408 638 0968 USA +1 646 876 9923 USA +1 669 900 6833 USA
+45 47 37 25 75 Denmark +45 89 88 37 88 Denmark +45 32 70 12 06 Denmark +45 32 71 31 57 Denmark +45 32 72 80 10 Denmark +45 32 72 80 11 Denmark		

DPC Jargon Buster

4C: Collaboration to clarify the costs of curation, an EU funded project in which DPC was a member

ADS: Archaeology Data Service, a digital archive specialising in archaeological data based in York

AIP: Archival Information Package, a package of information held within an *OAIS*

AHDS: Arts and Humanities Data Service, a data service for higher education, closed in 2008

AIATSIS: Australian Institute for Aboriginal and Torres Straits Islands Studies, a DPC member

APA: Alliance for Permanent Access, a European network of which DPC was a member, set up *APARSEN*

APARSEN: a Network of Excellence funded by the European Commission, see *APA*

ARA: Archives and Records Association, successor to Society of Archivists (*SOA*) and a DPC member

ASA: Australian Society of Archivists, a DPC member

ASCII: American Standard Code for Information Interchange, standard for electronic text

BL: British Library, a DPC member

BS10008: a British standard pertaining to the evidential weight of digital objects

CCEX: Curation costs exchange, online financial planning tool supported by DPC and originating from 4C

CCSDS: Consultative Committee for Space Data Systems, originators of the *OAIS* standard

Characterization: stage of ingest processes where digital objects are analysed to assess their composition and validity

Checksum: a unique numerical signature derived from a file. Used to compare copies

COPIM: Research project on open publishing of monographs. DPC is a partner

Core Trust Seal: a lightweight certification process for DP practices, see *Data Seal of Approval*

Data Seal of Approval: a peer evaluation process for digital preservation which informed the *Core Trust Seal*

DCC: Digital Curation Centre, data management advisory service for research, a DPC member

DHN: Digital Heritage Network, a DPC Ally operating in the Netherlands.

DigCurVE – Digital Curation in Vocational Education, assessment project funded by EU on training provision in Europe

DIP: Dissemination Information Package, the data disseminated from an *OAIS*

DPA: Digital Preservation Award, biannual prize awarded by the *DPC*

DPCRAM: DPC Rapid Assessment Model, a lightweight maturity model for digital preservation

DPTP: Digital Preservation Training Programme, an online training course run by *ULCC*

DRAMBORA: Digital Repository Audit Methodology Based on Risk Assessment

DROID: tool developed and distributed by TNA to identify file formats. Based on *PRONOM*

Emulation: the process of running old versions of software on modern hardware see also *virtualization*

Encapsulation: process where digital objects are captured with information necessary to interpret them

EOSC: European Open Science Cloud, a strategic agency to support data sharing and access in Europe

FAIR: a set of principles which call for data to be Findable Accessible Interoperable and Reusable

GIF: Graphic Interchange Format, an image which typically uses *lossy compression*

GIS: Geographical Information System, a system that processes mapping and data together

IAEA: International Atomic Energy Agency, a DPC member

ICA: International Council on Archives

ICPSR: Inter University Consortium for Political and Social Research, US-based organisation allied to DPC

Ingest: the process of turning an *SIP* into an *AIP*, ie putting data into a digital archive

Ingex: tool kit developed by BBC R&D to manage the ingest of audio visual collections

iPres: international conference on digital preservation to be hosted by the DPC in 2022

ISO: International Organization for Standardization, body that promotes standards

JISC: Joint Information Systems Committee of the Higher Education Funding Councils

JPEG: Joint Photographic Experts Group, a format for digital photographs which is *lossy*

JPEG 2000: a revision of the *JPEG* format which can use *lossless compression*

KB: Koninklijke Bibliotheek, national library of the Netherlands, partner in *APARSEN* and *APA*

LIBER: network of European Research Libraries involved in *APARSEN* and *AP*, offices at the *KB*

LOC: Library of Congress, a member of the DPC

LOCKSS: Lots of Copies Keeps Stuff Safe a DP principle and toolkit for E-Journal preservation, see *UKLA*

Lossless compression: a mechanism for reducing file sizes that retains all original data

Lossy compression: a mechanism for reducing file sizes which typically discards data

METS: Metadata Encoding and Transmission Standard, a standard for presenting metadata

Memento: an innovative tool which allows time based discovery of web pages, winner of DPA 2010

Migration: the process of moving data from one format to another

NARA: US National Archives and Records Administration, a DPC member

NDA: Nuclear Decommissioning Authority, a DPC member
NDAD: UK National Digital Archive of Datasets, formerly funded by *TNA* and operated by *ULCC*
NDIIPP: National Digital Information Infrastructure and Preservation Programme – a major programme from the LOC
NDSA: National Digital Stewardship Alliance, a DPC ally operating in the USA
Nestor: German network of expertise in digital preservation, a DPC ally operating in Germany
Novice to Know-How: DPC online training platform, co-funded by TNA
NLI: National Library of Ireland or National Library of Israel, a DPC member
NLNZ: National Library of New Zealand
NLS: National Library of Scotland, a DPC member
NLW: National Library of Wales, a DPC member
NRS: National Records of Scotland successor to the *NAS*, A DPC member
NSLA: National and State Libraries of Australasia, DPC Member
OAIS: Open Archival Information System, a reference model describing a digital archive
OCLC: Online Computer Library Center, Inc., US-based library and research group
Open Planets/Preservation Foundation (OPF): membership organization sustaining outputs from the *PLANETS* project
Open source: software in which the underlying code is available for free
PDF: Portable Document Format, a format for producing and sharing documents
PDF/A: a version of the PDF standard intended for archives
PLANETS: a project funded by the EC to develop a suite of DP tools. Now maintained by *OPF*
PORTICO: service provider that provides value-added long term digital storage for publishers and libraries, DPC member
PREMIS: Preservation Metadata: Information Strategies, metadata standard
PRONI: Public Record Office of Northern Ireland, a DPC member
PRONOM: a database of file formats with notes on associated issues. Used with *DROID*
RAM: Rapid Assessment Model, a maturity model for Digital preservation created by DPC
RCUK: Research Councils UK, former name of UKRI, a DPC member
RDA: Research Data Alliance, a global network developing policy and good practice in research data
RIMPA: Records and Information Management Professionals Australasia, a DPC Member
RLG: Research Libraries Group, US research group that produced *TDR*. Now part of *OCLC*
RLUK: Research Libraries UK
SaaS: software as a service, architecture whereby software is managed remotely by a service provider (see also *cloud*)
SAP: global IT company based in Germany, leaders of the *TIMBUS* project
Significant properties: concept whereby identifying the most important elements element of a file will aid preservation
SIP: Submission Information Package, data received into an *OAIS*
STFC: Science and Technology Facilities Council, a constituent part of UKRI and the lead of APARSEN
STEM: Science Technology and Medicine – major area of publishing, sometimes meaning the STM Publishers Association
TDR: Trusted Digital Repository, a standard which characterises ‘trust’ in a digital archive
TIMBUS: an EC-funded project which investigated the preservation of online services. DPC was a partner
TNA: The National Archives
TRAC: Trusted Repository Audit and Certification, toolkit for auditing a digital repository
UKDA: UK Data Archive University of Essex, digital archive for social and economic data, a DPC member
UKLA: UK LOCKSS Alliance, a service of *Edina* which offered E-journal preservation
UKRI: UK Research and Innovation, body established from the research councils to invest in research
UKWAC: UK Web Archiving Consortium
ULCC: University of London Computer Centre, host of *NDAD* and creators of *DPTP*
UNISA: University of South Africa, a DPC member
UNOG: United Nations Office in Geneva
UNRMICT: UN Residual Mechanism of the International Criminal Tribunal, a DPC member
Virtualization: creation of a virtual rather than actual instance of software or hardware
WDPD: World Digital Preservation Day a DPC activity normally the first Thursday in November
XML: Extensible Markup Language, a widely used format for encoding information