

Web Archiving and Preservation Special Interest Group (WAPSIG): Terms of Reference

V1.1

31/07/2024

Purpose

The Web Archiving and Preservation Special Interest Group (WAPSIG) brings together DPC Members in order to discuss issues and challenges relating to the preservation of web sites and social media. It will provide an opportunity to share experiences, discuss good practice, and identify and address common problems. It will organize themed meetings and webinars around specific topics within the web archiving domain. Where appropriate the SIG will liaise and coordinate with related organizations, events and activities outside of the DPC, such as the IIPC.

Membership

There is no formal membership list for the SIG. Instead, meetings will be advertised to all current DPC Members (or where appropriate more widely) via the usual channels and all DPC Members¹ will be entitled to participate in any or all meetings.

The themes and content of the meetings will be agreed by the WAPSIG Steering Committee (see associated TOR) in consultation with the wider DPC membership, ensuring all events are relevant and useful to the audience. Meetings will be led by a member of the Steering Committee or a member of the DPC Team as appropriate. Note taking and administrative support will be provided by the DPC's Administration Manager.

Values

The SIG is established under the auspices of the DPC Executive Board. As such it will adopt the constitution, norms and values of the DPC. Consequently, within the terms of reference it will:

- care for our members, resources, people and environment:
- maintain neutrality in respect to solutions, approaches, sectors, suppliers and vendors.
- be open, transparent and accountable to members.
- amplify the needs and successes of our members.
- be open to all stakeholders with a presumption of positive intent.
- respond to the needs of members in the delivery of services.
- be authoritative, current and concise in all our publications and communications.
- be respectful, welcoming, inclusive and transparent in all our dealings.
- be evidence-led, making effective use of data in decision making.

The SIG will act on its values and be transparent with respect to how they are implemented.

The SIG meets under the DPC's Inclusion and Diversity policy. DPC is committed to being accessible to everyone who wishes to engage with the topic of digital preservation. Communities that fully embrace these values are shown to be more effective, innovative, and united. Therefore we expect participants to be positive, accepting, and sensitive to the needs and feelings of others. Harassment

¹ Note that DPC Supporters are not considered to be DPC Members, and will not be eligible for participation in this SIG.

of any member of the DPC Community will not be tolerated and appropriate steps will be taken to deal with any such issues. For more information, see the [DPC Inclusion and Diversity Policy](#).

Conflicts of interest and confidentiality

In discussion focused meetings, any conflicts of interest should be declared at the start of each meeting, particularly if a potential conflict relates to the provision of preservation services. Participants are encouraged to raise any concerns about conflicts of interest with the event leader or Chairs of the WAPSIG Steering Group. In exceptional circumstances the focus of a specific meeting agenda may raise the potential for a significant conflict of interest. In this case it may be necessary to restrict meeting attendance. Equally, where a productive opportunity presents itself to reach out beyond DPC Membership and invite DPC Supporters, vendors or other external actors to General Meetings, these opportunities should be pursued where they are appropriate.

Discussions relating to particular people, organizations or products should be treated confidentially

Scope

Topics in scope include:

- Web archiving/social media archiving techniques, workflows and tools
- Ethics
- Costing
- Implementation
- Procurement and working with vendors

Frequency and timing

The SIG will meet every 3 to 4 times per year, but this may vary depending on need and opportunity.

Outputs

The SIG will not ordinarily provide any specific outputs beyond the discussion and knowledge exchange facilitated by the meeting. However, if a discussion identifies a gap in understanding or provision of preservation capability this will be passed on for consideration as a future DPC activity, via the Good Practice Sub Committee and/or Connecting the Bits. Where appropriate, and where there is agreement from the SIG, relevant feedback may also be provided to DPC Supporters or other technology vendors.

Recordings of the meetings will be taken when appropriate and when they will not restrict the frank and open flow of discussion. Recordings will usually be taken of presentations but not discussion segments of meetings.

Agenda

Each meeting will be advertised in advance.

Evaluation

The SIG will be evaluated as part of the DPC's overall and ongoing evaluation of its effectiveness.