

# Report to Members, Q3 2024

## 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 16**
- **Objective 3: Workforce Development – Page 25**
- **Objective 4: Good Practice – Page 41**
- **Objective 5: Accountable Sustainable and Dynamic – Page 63**

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 highlight of the report is then selected for consideration and debate with Council.

## Highlights Q3 2024

- Development and embedding of DPC Americas (P 8)
- Digital Preservation Awards (p 23)
- Launch of Digital Preservation Handbook project towards 3<sup>rd</sup> edition (p 36)
- Science Museum Group Proposal (p 58)
- First complete cycle of carbon calculations (p 71)

## 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 Q3, 2024

## 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 to September 2024

- Progress with Americas Office (p. 6)

## Forthcoming Highlights

- DPC Americas launch (p.6)
- DPC Australasia and Asia-Pacific Unconference (p.6)

## Discussion Points / Decisions Required

- Members asked to encourage and promote membership as appropriate. (p5)
- Changes to arrangements in Melbourne Office (p6)

### 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>   | Weekly online gathering open to digital preservation community                                 |                    |  |   |               |                  |
| <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>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> | <b>Condition</b> |
| Weekly promotion   |  |                    | AP   | Weekly  | Continuous    | On track         |
| Rotation of hosts  |  |                    | SLM  | Oct 2024 – Dec 2024   | Continuous    | On track         |
| <b>Risks Arising</b>   |  |                    | <b>Opportunities for Improvement</b>   |   |               |                  |
| None at present  |  |                    | Greater engagement from global regions currently underrepresented<br>Alternating Days? |   |               |                  |
| <b>Possible Next Steps</b>   |  |                    |  |   |               |                  |
| Promoting the #DPConnect sessions in the African region by inviting our local DPC members  |  |                    |  |   |               |                  |
| <b>Report</b>  |  |                    |  |   |               |                  |
| #DPConnect is currently taking a break during the holiday period, but weekly Friday sessions will resume from October. Meanwhile, Robin Wright, Head of DPC Australasia and Asia-Pacific, has conducted two successful trial runs of #DPConnect_Aus, each attracting over 30 participants. To better serve the Australasian and Asia-Pacific region, monthly #DPConnect sessions will be held every third Friday. Also from October, monthly #DPClinic sessions will be presented as a separate event, to underline the difference between the informal #DPConnect get-togethers and the thematic #DPClinic sessions of the month. |  |                    |  |   |               |                  |
| <b>Discussion Points/Decisions Required</b>  |  |                    |  |   |               |                  |
| DPC member suggestions for #DPClinic themes welcomed   |  |                    |  |   |               |                  |

| Program of events in Australasian time zone |  |                    |                                      |   |               |                  |
|---|--|--------------------|--------------------------------------|---|---------------|------------------|
| <b>Description</b>                          | Regular program of DPC events held in Australasian time zone. Open to members and wider digital preservation community |                    |                                      |   |               |                  |
| <b>Lead</b>                                 | Robin Wright   | <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>High level of attendance by local members</li> </ul> |               |                  |
| <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                                   | Jan-Dec 24  | Active        | On track         |
| <b>Risks Arising</b>                        |  |                    | <b>Opportunities for Improvement</b> |   |               |                  |

|   |  |
|---|--|
| Number of events/members is increasing workload and reducing ability to engage with potential members<br>Lack of time to ensure effective promotion of events   | Monthly #DPConnect requires volunteer hosts<br>Possibility of offering some places at events to potential future local members.  |
| <b>Possible Next Steps</b>  |  |
| Ongoing delivery of regular DPC events in Australasia & Asia Pacific time zone in 2024. DPC members in-person Unconference will be at NAA in Canberra 15 Oct 2024.  |  |
| <b>Report</b>   |  |
| From June to August 2024 the following 5 DPC events were held/offered in the Australasian time zone (no. of attendees):   |  |
| 6/6/24  | Preservation Registries SIG – (16.00 SGT/AWST / 18.00 AEST / 20.00 NZT)  |
| 12/6/24   | #DPclinic Aus watch party – Developing Digital Asset Registers – (07.00 Glasgow / 14.00 SGT/AWST / 16.00 AEST / 18.00 NZT) (23 attendees)  |
| 18/6/24   | Let’s talk about FRED Session 1 (16.00 SGT/AWST / 18.00 AEST / 20.00 NZT) – incl. presentations by 2 local members – Amy Ibbotson, Qld State Archives, Matthew Burgess, SLNSW (26 attendees) |
| 19/7/24   | #DPConnect Aus (10 attendees)  |
| 16/8/24   | #DPConnect Aus (27 attendees)  |
| <b>Discussion Points/Decisions Required</b>   |  |
| <ul style="list-style-type: none"> <li>Limited response so far to calls for session suggestions/registrations for DPC unconference. Need members to identify topics/challenges and lead discussion. Main focus is on networking and interaction between members.</li> </ul> |  |

| DPC Supporters   |  |                    |                          |   |        |
|--|--|--------------------|--------------------------|---|--------|
| <b>Description</b>   | Program of activities designed to facilitate meaningful communication between members and solution providers   |                    |                          |   |        |
| <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>Engagement levels</li> <li>Increased number of attendees at events</li> </ul>   |                    | <b>Member Engagement</b> | <ul style="list-style-type: none"> <li>Free access to Futures webinars</li> </ul> |        |
| <b>Key Tasks/Outputs</b>   | <b>Owner</b>   | <b>Due Date</b>    | <b>Status</b>            | <b>Condition</b>  |        |
| Recruitment of Supporters  | SLM  | Ongoing            | Continuous               | Slightly behind   |        |
| Plan DPFutures Webinars and Panel  | SLM  | Aug 2024           | Planned                  | On track  |        |
| Create and promote DPFutures events  | SLM  | Sept 2024          | Planned                  | On track  |        |
| Run DPFutures events   | SLM  | Oct 2024           | Planned                  | On track  |        |
| <b>Risks Arising</b>   | <b>Opportunities for Improvement</b>   |                    |                          |   |        |
| <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</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> </ul> |                    |                          |   |        |
| <b>Possible Next Steps</b>   |  |                    |                          |   |        |

|  |
|--|
| <ul style="list-style-type: none"> <li>Feedback gathering from Supporters – opportunity to improve/expand offering</li> <li>Structured communications to promote the Supporter Program and its new tiered structure more routinely</li> <li>Contact with supporters about appeal of DPFutures events</li> </ul>                                      |
| <b>Report</b>  |
| <p>Since the last meeting we have had an application from another prospective DPC Supporter. This application is in progress and we hope to share more news soon.</p> <p>Supporters have all received a Save the Date notification that we plan to run the DPFutures events in the weeks commencing 14<sup>th</sup> and 21<sup>st</sup> October.</p> |
| <b>Discussion Points/Decisions Required</b>  |
| --   |

| 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 allied organizations with whom to create strategic relationships  | AP/SLM   | Aug 2024           | Continuous               | On track  |        |
| Join and engage with online communities of representative groups and orgs  | AP   | Aug 2024           | Continuous               | On track  |        |
| Co-chairing of iPRES Steering Group  | AP   | Dec 2024           | Active                   | On track  |        |
| Identification and sustained communications with network representatives in the Americas   | SLM  | Aug 2024           | Active                   | On track  |        |
| Input to NDSA programs including leadership  | JLM  | Dec 2024           | Continuous               | On track  |        |
| Partnership Opportunity with Inter-Stellar Foundation  | WK   | TBC                | TBC                      | Initiated   |        |
| Partnership with ICA   | SLM  | Continuous         | Continuous               | On track  |        |
| Continued collaboration with RIPDASA through 2 x webinars + translations   | SLM  | Nov 2024           | Initiated                | 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> </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>Review new engagements and connections in the Americas to sustain a relationship and meaningful communications</li> <li>Follow up new contacts in Canada with a view to ensuring their interests are represented in the development of the DPC Americas Office</li> </ul> |  |                    |                          |   |        |
| <b>Report</b>  |  |                    |                          |   |        |
| --   |  |                    |                          |   |        |
| <b>Discussion Points/Decisions Required</b>  |  |                    |                          |   |        |

- DPC member suggestions for representative communities welcomed.

| 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> |
| Run events  |   | MP                                   | Feb 2024                 | Completed              | On track         |
| Plan Workflow Webinars  |   | SLM / MP                             | Dec 2024                 | Planned                | On track         |
| Call for participants   |   | SLM                                  | Dec 2024                 | Planned                | On track         |
| Create and promote webinars   |   | SLM                                  | Jan 2025                 | Planned                | On track         |
| <b>Risks Arising</b>  |   | <b>Opportunities for Improvement</b> |                          |                        |                  |
| <ul style="list-style-type: none"> <li>• None at present</li> </ul>                               |   |                                      |                          |                        |                  |
| <b>Possible Next Steps</b>  |   |                                      |                          |                        |                  |
| <ul style="list-style-type: none"> <li>• Identification of key areas for demonstration</li> </ul> |   |                                      |                          |                        |                  |
| <b>Report</b>   |   |                                      |                          |                        |                  |
| --  |   |                                      |                          |                        |                  |
| <b>Discussion Points/Decisions Required</b>   |   |                                      |                          |                        |                  |
| -   |   |                                      |                          |                        |                  |

## 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 (15 Associate + 7 Full members net)   |   | SLM   | July 2024                | Active  | Slightly behind  |               |        |           |                  |                       |                                    |   |                   |                         |                                     |   |
| 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 2025                 | Planned   | On track         |               |        |           |                  |                       |                                    |   |                   |                         |                                     |   |
| <b>Risks Arising</b>  |   | <b>Opportunities for Improvement</b>  |                          |   |                  |               |        |           |                  |                       |                                    |   |                   |                         |                                     |   |
| <ul style="list-style-type: none"> <li>Failure to meet targets destabilizes expansion efforts in the Americas</li> </ul>  |   | <ul style="list-style-type: none"> <li>Better use of CRM for lead generation and management</li> <li>Presence at strategically useful community events</li> </ul> |                          |   |                  |               |        |           |                  |                       |                                    |   |                   |                         |                                     |   |
| <b>Possible Next Steps</b>  |   |   |                          |   |                  |               |        |           |                  |                       |                                    |   |                   |                         |                                     |   |
| Delivery of and continuous update to communications plan/recruitment plan for the remainder of the year   |   |   |                          |   |                  |               |        |           |                  |                       |                                    |   |                   |                         |                                     |   |
| <b>Report</b>   |   |   |                          |   |                  |               |        |           |                  |                       |                                    |   |                   |                         |                                     |   |
| <ul style="list-style-type: none"> <li>We have welcomed 3 new members since the last meeting:               <ul style="list-style-type: none"> <li>Department of Archives of the French Ministry for Europe and Foreign Affairs (Associate)</li> <li>World Bank Group (Full)</li> <li>Digital Research Alliance of Canada (Full)</li> <li>KU Leuven (Associate)</li> </ul> </li> <li>And upgraded from Associate to Full Membership:               <ul style="list-style-type: none"> <li>National Archives of Australia</li> </ul> </li> </ul> <p>This gives a total of 119 Associate Members and 44 Full Members.<br/>           The DPC's recruitment target for the year is as follows (the additional targets have been introduced to enable and sustain the activities in the Americas and have been adjusted up since the last meeting to reflect changes to budget forecasting), with achievement shown alongside:</p> <table border="1"> <thead> <tr> <th></th> <th>Annual Target</th> <th>Actual</th> <th>Remaining</th> </tr> </thead> <tbody> <tr> <td>New Full Members</td> <td>2 (+5 additional) = 7</td> <td>4 (+ 5 upgrades - 1 downgrade) = 5</td> <td>~</td> </tr> <tr> <td>New Assoc Members</td> <td>6 (+ 9 additional) = 15</td> <td>14 (- 4 upgrades + 1 downgrade) = 9</td> <td>4</td> </tr> </tbody> </table> |   |   |                          |   |                  | Annual Target | Actual | Remaining | New Full Members | 2 (+5 additional) = 7 | 4 (+ 5 upgrades - 1 downgrade) = 5 | ~ | New Assoc Members | 6 (+ 9 additional) = 15 | 14 (- 4 upgrades + 1 downgrade) = 9 | 4 |
|   | Annual Target   | Actual  | Remaining                |   |                  |               |        |           |                  |                       |                                    |   |                   |                         |                                     |   |
| New Full Members  | 2 (+5 additional) = 7   | 4 (+ 5 upgrades - 1 downgrade) = 5  | ~                        |   |                  |               |        |           |                  |                       |                                    |   |                   |                         |                                     |   |
| New Assoc Members   | 6 (+ 9 additional) = 15   | 14 (- 4 upgrades + 1 downgrade) = 9   | 4                        |   |                  |               |        |           |                  |                       |                                    |   |                   |                         |                                     |   |
| <b>Discussion Points/Decisions Required</b>   |   |   |                          |   |                  |               |        |           |                  |                       |                                    |   |                   |                         |                                     |   |
| <ul style="list-style-type: none"> <li>Members asked to encourage and promote membership as appropriate.</li> </ul>   |   |   |                          |   |                  |               |        |           |                  |                       |                                    |   |                   |                         |                                     |   |

| 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> |
| Maintain local mailing list and use to advertise DPC events   |  |                    | RW  | Dec 2024   | Continuous    |
| Ongoing implementation and evolution of DPC Aus Communication & Advocacy Plan v 3.3   |  |                    | RW  | Dec 2024   | Active        |
| Maintaining contact with potential members who have expressed interest in joining   |  |                    | RW  | Dec 2024   | Active        |
| <b>Risks Arising</b>  |  |                    | <b>Opportunities for Improvement</b>  |  |               |
| Now have 24 local members - so less time to engage with potential new members<br>DPC onboarding process needs updating  |  |                    | Develop projected timeline for increased regional membership to plan expanded capacity requirements for Melb office |  |               |
| <b>Possible Next Steps</b>  |  |                    |   |  |               |
| Identify potential members in new sectors. Follow up existing contacts who have expressed an interest in the past. Continue to advocate for DPC to address membership cost problems for developing countries.   |  |                    |   |  |               |
| <b>Report</b>   |  |                    |   |  |               |
| <p>Welcome MCC as new local Associate Member. Need to hold introductory meetings with MCC (Joanne Winter) and with the National Science Library, Chinese Academy of Science (Dr Wu Zhenxin).</p> <p>Of the 24 members in Australasia, 4 are full members and 20 associate members. Certain local organizations are interested in joining DPC subject to budget availability.</p> <p>Promoting unconference as a key benefit for members not available to non-members.</p> <p>Paul Wheatley will be visiting Australasia in October. Available to meet with members/potential members, including in Singapore and New Zealand.</p> |  |                    |   |  |               |
| <b>Discussion Points/Decisions Required</b>   |  |                    |   |  |               |
| <ul style="list-style-type: none"> <li>Possibility of an increase in local membership to around 30 members by 2025. Would require a plan/timeline for increased staffing in the local office.</li> <li>Identify organizations in SE Asia and the Pacific who we should have connections with even if unable to join. (RW/PW speaking at National Archives of Malaysia on WDPD.)</li> </ul>  |  |                    |   |  |               |

| Community development                     |  |                    |                          |  |                 |
|---|--|--------------------|--------------------------|--|-----------------|
| <b>Description</b>                        | Support members and membership globally by establishment of local / in-time-zone DPC offices |                    |                          |  |                 |
| <b>Lead</b>                               | Sarah Middleton  | <b>Other Staff</b> | Angela Puggioni          | <b>Priority</b>                        | Normal          |
| <b>Quality Measure(s)</b>                 | Aus Office sustainable<br>Americas Partnership Established                                   |                    | <b>Member Engagement</b> | Stakeholder groups in Aus and Americas |                 |
| <b>Key Tasks/Outputs</b>                  |  |                    | <b>Owner</b>             | <b>Due Date</b>                        | <b>Status</b>   |
| Recruitment Head of Americas              |  |                    | WK                       | May 2024                               | Completed       |
| Plan and deliver DPC Americas launch tour |  |                    | SLM/WK                   | Oct/Nov 2024                           | Active          |
|   |  |                    |                          |  | Slightly behind |

|   |   |          |            |          |
|---|---|----------|------------|----------|
| Build up offering of sustained and independent activities in Australasia and Asia-Pacific   | SLM/RW                                  | Dec 2024 | Continuous | On track |
| <b>Risks Arising</b>  | <b>Opportunities for Improvement</b>    |          |            |          |
| <ul style="list-style-type: none"> <li>Lack of capacity in DPC Aus</li> </ul>   | Offer more events in various time zones |          |            |          |
| <b>Possible Next Steps</b>  |   |          |            |          |
| <ul style="list-style-type: none"> <li>Continue work on growing the DPC Americas membership</li> <li>Continue to support activities of DPC Australasia and Asia-Pacific</li> </ul>  |   |          |            |          |
| <ul style="list-style-type: none"> <li><b>Report</b></li> </ul> <p>The recruitment process for the new Head of Americas position concluded successfully with Anna Perricci joining in June. Though formally employed by ITHAKA, Anna will be entirely dedicated to the DPC. She will help design and deliver a program of work tailored to meet the needs of both existing and new DPC members across the region. This appointment will allow members throughout the Americas to receive DPC support in their local time zones. Anna has met the UK team in July and will be attending iPRES 2024 in Ghent where she will set up meetings with DPC members.</p> |   |          |            |          |
| <ul style="list-style-type: none"> <li><b>Discussion Points/Decisions Required</b></li> </ul> <p>The current establishment of the DPC office at the University of Melbourne is coming to an end due to changes in Australian employment policies for public institutions. As a result, the University will no longer be in a position to employ Robin Wright. We are actively seeking an alternative solution to this situation.</p>  |   |          |            |          |

### 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>  | Angela Puggioni  | <b>Other Staff</b> | Sarah Middleton  | <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> |
| Stakeholder consultation for web requirements  |  |                    | AP   | Nov 2023  | Completed     |
| Development of requirements doc  |  |                    | AP   | End Nov 2023  | Completed     |
| Document clean-up in current CMS   |  |                    | EoL  | Jan 2024  | Completed     |
| Migration of Joomla 3.10 to Joomla 5.0   |  |                    | SLM  | Feb 2024  | Completed     |
| Write project plan for website development   |  |                    | SLM/AP   | Dec 2024  | Planned       |
| <b>Risks Arising</b>   |  |                    | <b>Opportunities for Improvement</b>   |   |               |
| <ul style="list-style-type: none"> <li></li> </ul>   |  |                    | <ul style="list-style-type: none"> <li>Exploring possibility of self-hosted service to enable better control over the website</li> </ul> |   |               |
| <b>Possible Next Steps</b>   |  |                    |  |   |               |
| <ul style="list-style-type: none"> <li>Costing of self-hosted services and the components necessary to deliver the functionality required</li> <li>Create plan for website upgrade on the basis of investigations</li> </ul> |  |                    |  |   |               |
| <b>Report</b>  |  |                    |  |   |               |
| Since the last meeting, our current Web host and maintenance provider Red Evolution has performed an update to our Joomla CMS, providing security and assurance while we develop a plan for a self-hosted solution.          |  |                    |  |   |               |
| <b>Discussion Points/Decisions Required</b>  |  |                    |  |   |               |
| --   |  |                    |  |   |               |

| Members Unconferences 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> |
| Creation and promotion of DPC Europe event in Dublin |  |                    | SLM/AP                   | March 2024  | Completed     |
| Deliver Europe event                                 |  |                    | SLM                      | May 2024  | Completed     |
| Plan Unconference event in Australasia               |  |                    | SLM/RW                   | Oct 2024  | Active        |

|   |             |   |        |                 |
|---|-------------|---|--------|-----------------|
| Plan Unconference event in Americas (as part of Launch tour)  | SLM/WK/Anna | Oct/Nov 2024  | Active | Slightly behind |
| <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>Expand to global face-to-face member events</li> </ul> |        |                 |
| <b>Possible Next Steps</b>  |             |   |        |                 |
| Promote the Unconference events to members in Australasia, Asia-Pacific and the Americas  |             |   |        |                 |
| <b>Report</b>   |             |   |        |                 |
| <p>The Unconference for Europe took place end of May at the DRI in Dublin. It was attended by 53 members who contributed to the <a href="#">program</a>.</p> <p>The Unconference event for Australasia and Asia-Pacific will take place in October 2024 with the National Archives of Australia as our Canberra host. Promotion for this event is ongoing.</p> <p>Plans for an Unconference event in the Americas are underway as part of the launch tour, taking place at the Ithaka office in New York in Oct/Nov 2024.</p> |             |   |        |                 |
| <b>Discussion Points/Decisions Required</b>   |             |   |        |                 |
| -   |             |   |        |                 |

| 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><br>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<br>Consultation re. plans<br>Help re. access to member benefits |
| <b>Key Tasks/Outputs</b>  | <b>Owner</b>   | <b>Due Date</b>   | <b>Status</b>            | <b>Condition</b>   |
| Evaluation of Champions Program   | SLM/EOL  | March 2024  | Completed                | On track   |
| Implementation of updates to the Program (to improve effectiveness and impact) inc re-allocation of Member contacts as appropriate. | DPC team   | April 2024  | Completed                | On track   |
| 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   |
| <b>Risks Arising</b>  |  | <b>Opportunities for Improvement</b>  |                          |  |
| Allocation of contacts to DPC staff creates unequal workload<br>Inability to contact some DPC members creates risk of loss          |  | Reallocation of contacts to best suit existing relationships<br>Reallocation of contacts to create a more equal workload, especially as new staff members join the DPC team<br>Better use of CRM and/or DPC staff meetings to pool knowledge gathered from DPC Member Champions |                          |  |
| <b>Possible Next Steps</b>  |  |   |                          |  |
| Implementation of any new updates to the Program (to improve effectiveness and impact)  |  |   |                          |  |
| <ul style="list-style-type: none"> <li><b>Report</b></li> </ul>   |  |   |                          |  |

|   |
|---|
| DPC Member Champions calls are in progress. 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>   |
| --  |

| 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   | Ongoing            | Continuous               | On track   |        |
| DPC Full Member annual consultation (to inform DPC programming)   | SLM  | June 2024          | Completed                | 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. Additionally, responses from the DPC Full Member annual consultation have been incorporated into our planning for the 2024-2025 year. |  |                    |                          |  |        |
| <ul style="list-style-type: none"> <li><b>Discussion Points/Decisions Required</b></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 website development</li> </ul> |               |
| <b>Key Tasks/Outputs</b>  |  |                    | <b>Owner</b>                         | <b>Due Date</b>  | <b>Status</b> |
| Review translations strategy  |  |                    | SLM                                  | Dec 2024   | Planned       |
| Review and update ED&I policy   |  |                    | AP                                   | Dec 2024   | Planned       |
| Translations  |  |                    | SLM                                  | Dec 2024   | Continuous    |
| Supported Memberships for L-MI countries  |  |                    | WK                                   | Dec 2024   | In-Progress   |
| <b>Risks Arising</b>  |  |                    | <b>Opportunities for Improvement</b> |  |               |
| Delays in accessibility build into new website, related to website redevelopment project  |  |                    |                                      |  |               |
| <b>Possible Next Steps</b>  |  |                    |                                      |  |               |
| <ul style="list-style-type: none"> <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>   |  |                    |                                      |  |               |
| <ul style="list-style-type: none"> <li>Partnering with UIUC on the 'Africa Project' as a watching brief on training needs to better understand the needs as articulated locally rather than responding presumptively. Workshop planned for Q4 to develop clearer needs statement as basis for a pilot project.</li> </ul> |  |                    |                                      |  |               |
| <b>Discussion Points/Decisions Required</b>   |  |                    |                                      |  |               |
| --  |  |                    |                                      |  |               |

| 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>New members in region</li> <li>Retain members in region</li> </ul> |                    | <b>Member Engagement</b>             | <ul style="list-style-type: none"> <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                                | Dec 2024  | Active        |
| Increased connections/engagement in SE Asia                                   |   |                    | RW                                   | Dec 2024  | Planned       |
| <b>Risks Arising</b>  |   |                    | <b>Opportunities for Improvement</b> |   |               |

|  |  |
|--|--|
| Current low commitment of local members to suggest sessions/attend unconference in Canberra  | Higher profile of DPC in region is increasing expectations of the level of service the organization can provide. |
| <b>Possible Next Steps</b>   |  |
| <ul style="list-style-type: none"> <li>Continue to develop ongoing schedule of events in Australasian time zone in 2024</li> <li>Members to encourage staff to submit session suggestions for unconference in Canberra</li> <li>Develop ongoing plan for engagement with organisations in SE Asia, either directly or through members/partner organisations</li> <li>Identify opportunities for SE Asian language translations of DPC RAM</li> </ul> |  |
| <b>Report</b>  |  |
| Local DPC events have been well attended this quarter but 2 sessions planned for our region (FRED watch party in June/Reading Club in July) were cancelled due to lack of registrations. Holding #DPCconnect here has created a lot of interest in the community and attendees now want to hold the sessions monthly. This shows there is significant local demand for community discussion of DP issues.  |  |
| <b>Discussion Points/Decisions Required</b>  |  |
| <ul style="list-style-type: none"> <li>Need members to help with developing program and encouraging staff to register for unconference in Canberra, 15 Oct 2024.</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>            | <b>Condition</b>      |        |
| Regular review of current social media channels   | AP  | Dec 2024           | Active                   | On track              |        |
| Online promotion  | AP  | Dec 2024           | Active                   | On track              |        |
| Offline promotion (prospectus)  | AP  | July 2024          | Completed                | On track              |        |
| <b>Risks Arising</b>  | <b>Opportunities for Improvement</b>  |                    |                          |                       |        |
| <ul style="list-style-type: none"> <li>Deterioration of Twitter as a comms service</li> <li>Instability of alternative platforms</li> </ul>   | Monthly digest to digital-preservation mailing list of new DPC resources  |                    |                          |                       |        |
| <b>Possible Next Steps</b>  |   |                    |                          |                       |        |
| <ul style="list-style-type: none"> <li>Supporting the digipres.club Mastodon server</li> </ul>  |   |                    |                          |                       |        |
| <b>Report</b>   |   |                    |                          |                       |        |
| Since the last meeting, we have been in contact with the administrators of the digipres.club Mastodon server to our offer of support on behalf of the Coalition. We plan to start promoting events from a DPC account starting in September. To encourage members to use digipres.club and to help them onboard, we are planning a webinar 'How to use Mastodon' before the iPRES 2024 conference. The administrators of digipres.club have been consulted; however, we haven't heard back from them yet. |   |                    |                          |                       |        |
| <b>Discussion Points/Decisions Required</b>   |   |                    |                          |                       |        |
| ---   |   |                    |                          |                       |        |

### 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<br>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> |
| Initial Communications data being gathered  |   |                    | JBM                                  | March 2024                                | Completed     | On track         |
| Perform communications audit  |   |                    | SLM                                  | Dec 2024                                  | Planned       | Delayed          |
| Develop action Plan   |   |                    | SLM                                  | Dec 2024                                  | Planned       | Delayed          |
| <b>Risks Arising</b>  |   |                    | <b>Opportunities for Improvement</b> |   |               |                  |
| None at present   |   |                    |                                      |   |               |                  |
| <b>Possible Next Steps</b>  |   |                    |                                      |   |               |                  |
| Start Carbon Footprint measurement exercise together with the Accountable, Sustainable, Dynamic staff   |   |                    |                                      |   |               |                  |
| <ul style="list-style-type: none"> <li><b>Report</b></li> </ul>   |   |                    |                                      |   |               |                  |
| 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. |   |                    |                                      |   |               |                  |
| <ul style="list-style-type: none"> <li><b>Discussion Points/Decisions Required</b></li> </ul>   |   |                    |                                      |   |               |                  |
| -   |   |                    |                                      |   |               |                  |

## 2. Advocacy, Q3 2024

### 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 May – September 2024

- Digital Preservation Awards process – Judges meetings, results decided, ceremony details being finalized
- World Digital Preservation Day Save the Date

### Forthcoming Highlights

- Digital Preservation Awards Ceremony (Sept 16<sup>th</sup>)
- World Digital Preservation Day (7<sup>th</sup> November)

### Discussion Points / Decisions Required

- Promotion and encouragement of members to participate in WDPD. (p2)

## 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> |
| Program planning – theme, new aspects  |  |                    | AP  | June 2024   | Complete      |
| Save the Date  |  |                    | AP  | July 2024   | Complete      |
| Lead in comms start  |  |                    | AP  | Sep 2024  | Initiated     |
| WDPD2024   |  |                    | AP/SLM  | 7 Nov 2024  | Planned       |
| <b>Risks Arising</b>   |  |                    | <b>Opportunities for Improvement</b>  |   |               |
| None at present  |  |                    | <ul style="list-style-type: none"> <li>Greater engagement from global regions currently underrepresented</li> <li>DPC to offer focal point through keynote speaker on chosen theme</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>The theme of WDPD2024 is <a href="#">Preserving Our Digital Content: Celebrating Communities</a>. A ‘save the date’ has been sent out to the digital preservation community with information about this year’s theme, what to expect from the DPC and how to participate. Logos in 45 languages will be available as from next week, and stickers can be ordered for further promotion of the Day.</p> <p>The DPC will launch the <i>Our History Our Stories Post-Custodial Digital Preservation Toolkit</i> for those working with community generated digital content. We’ll also show results of the Registries project led by Andrew Jackson in collaboration with Yale University Library.</p> |  |                    |   |   |               |
| <b>Discussion Points/Decisions Required</b>  |  |                    |   |   |               |
| Promotion and encouragement of members to participate in WDPD.   |  |                    |   |   |               |

| Bit List of Endangered Digital Materials   |   |                    |   |  |               |                  |
|--|---|--------------------|---|--|---------------|------------------|
| <b>Description</b>   | The BitList – the Global List of Digitally Endangered Species is a community led advocacy tool  |                    |   |  |               |                  |
| <b>Lead</b>  | Amy Currie  | <b>Other Staff</b> | Sarah Middleton   | <b>Priority</b>  | Normal        |                  |
| <b>Quality Measure(s)</b>  | <ul style="list-style-type: none"> <li>Number of new nominations</li> <li>Strength of evidence provided by Council.</li> <li>Engagement with report once published</li> </ul> |                    | <b>Member Engagement</b>  | <ul style="list-style-type: none"> <li>Through Bit List Council</li> </ul> |               |                  |
| <b>Key Tasks/Outputs</b>   |   |                    | <b>Owner</b>  | <b>Due Date</b>  | <b>Status</b> | <b>Condition</b> |
| Definition of 2-year process   |   |                    | AC/SLM  | Jan 2024   | Complete      |                  |
| Re-engagement and relaunch with Bit List Council   |   |                    | AC/SLM  | Feb-March 2024   | Complete      | On track         |
| Bit List Council Briefing Session  |   |                    | AC/SLM  | April 2024   | Complete      | On track         |
| Watching brief kept on species areas   |   |                    | Bit List Council  | April – October 2024   | In progress   | On track         |
| Suggestions for process improvements   |   |                    | AC/SLM/Bit List Council   | April – October 2024   | In progress   | On track         |
| Publication of contextual note (using intelligence from Bit List Council watching brief) to serve as interim report  |   |                    | AC/SLM/WK   | Nov 2024   | Planned       | On track         |
| <b>Risks Arising</b>   |   |                    | <b>Opportunities for Improvement</b>  |  |               |                  |
| None at present  |   |                    | <ul style="list-style-type: none"> <li>Potential for introduction of database to better manage entry information</li> <li>Improvements to process</li> <li>Contextual update only in off-years</li> </ul> |  |               |                  |
| <b>Possible Next Steps</b>   |   |                    |   |  |               |                  |
| <ul style="list-style-type: none"> <li>Establish the full process for 2024-2025</li> <li>Brief Bit List Council in early 2024</li> <li>Update process based on recommendations from Bit List Council</li> </ul>  |   |                    |   |  |               |                  |
| <b>Report</b>  |   |                    |   |  |               |                  |
| <p>Bit List Councilors have provided any notable updates in their species areas having kept a watching brief on their species areas since April. A draft report incorporating any notable feedback from the council will be circulated to the ACE Subcommittee for review in the week commencing 9 October. Any final updates which might constitute aggravating factors for inclusion in a contextual note, will be collected and published on WDPD2024, 7 November 2024.</p> |   |                    |   |  |               |                  |
| <b>Discussion Points/Decisions Required</b>  |   |                    |   |  |               |                  |
| --   |   |                    |   |  |               |                  |

| 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>New members in region</li> <li>Retain members in region</li> </ul> | <b>Member Engagement</b>   | <ul style="list-style-type: none"> <li>Ongoing engagement with regional stakeholders</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 Australasia and Asia-Pacific time zone  |   | SM/RW  | Dec 2024  | Active        | On Track         |
| Increased connections/engagement in SE Asia  |   | RW   | Dec 2024  | Planned       | Minor issue      |
| <b>Risks Arising</b>   |   | <b>Opportunities for Improvement</b>   |   |               |                  |
| Current low commitment of local members to suggest sessions/attend unconference in Canberra  |   | Higher profile of DPC in region is increasing expectations of the level of service the organization can provide. |   |               |                  |
| <b>Possible Next Steps</b>   |   |  |   |               |                  |
| <ul style="list-style-type: none"> <li>Continue to develop ongoing schedule of events in Australasian time zone in 2024</li> <li>Members to encourage staff to submit session suggestions for unconference in Canberra</li> <li>Develop ongoing plan for engagement with organisations in SE Asia, either directly or through members/partner organisations</li> <li>Identify opportunities for SE Asian language translations of DPC RAM</li> </ul> |   |  |   |               |                  |
| <b>Report</b>  |   |  |   |               |                  |
| Local DPC events have been well attended this quarter but 2 sessions planned for our region (FRED watch party in June/Reading Club in July) were cancelled due to lack of registrations. Holding #DPConnect here has created a lot of interest in the community and attendees now want to hold the sessions monthly. This shows there is significant local demand for community discussion of DP issues.   |   |  |   |               |                  |
| <b>Discussion Points/Decisions Required</b>  |   |  |   |               |                  |
| <ul style="list-style-type: none"> <li>Need members to help with developing program and encouraging staff to register for unconference in Canberra, 15 Oct 2024.</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.

| 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/<br>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> | <b>Condition</b> |
| Dependency: Website upgrade and redesign   |  |                    | SLM  | TBC  | Planned       | At risk          |
| Improve website tagging system   |  |                    | SLM  | TBC  | Planned       | At risk          |
| Tag advocacy items   |  |                    | EOL  | TBC  | Planned       | At risk          |
| <b>Risks Arising</b>   |  |                    | <b>Opportunities for Improvement</b>   |  |               |                  |
| <ul style="list-style-type: none"> <li>Delays to website upgrade</li> <li>Dependent on web developers</li> <li>Support runs out for current version of Joomla in August</li> </ul>   |  |                    | <ul style="list-style-type: none"> <li>Make a priority action for DPC</li> </ul> |  |               |                  |
| <b>Possible Next Steps</b>   |  |                    |  |  |               |                  |
|  |  |                    |  |  |               |                  |
| <b>Report</b>  |  |                    |  |  |               |                  |
| This work forms part of the website upgrade and has fallen behind because of this dependency. Exploration work is in progress for a website upgrade and this action item will be progressed once we have completed a website update. |  |                    |  |  |               |                  |
| <b>Discussion Points/Decisions Required</b>  |  |                    |  |  |               |                  |
| --   |  |                    |  |  |               |                  |

### 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                                  | ---  | ---           |
| Towards a National Collection: Preliminary Draft                           |   |                    | WK                                   | March 2024   | Complete      |
| Towards a National Collection: Review Draft                                |   |                    | WK / SMM                             | May 2024   | Complete      |
| Open Culture: Draft Recommendations  |   |                    | WK / RW                              | April 2024   | Complete      |
| <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>                                |   |                    |                                      |  |               |
| --   |   |                    |                                      |  |               |

## 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 event on digital preservation and sustainability   |   |                    |  |                             |               |
|--|---|--------------------|--|-----------------------------|---------------|
| <b>Description</b>   | Partner CLOCKSS / DIMPACT Project in iPres workshop 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>   | Led by DPC member (CLOCKSS) |               |
| <b>Key Tasks/Outputs</b>   |   |                    | <b>Owner</b>   | <b>Due Date</b>             | <b>Status</b> |
| Workshop proposed and outlined   |   |                    | WK   | March 2024                  | Complete      |
| Workshop delivered   |   |                    | WK   | Sept 2024                   | In progress   |
| <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>   |   |                    |  |                             |               |
| Review content and feedback. Consider possibility of repeating workshop or amplifying its core outputs |   |                    |  |                             |               |
| <b>Report</b>  |   |                    |  |                             |               |
|  |   |                    |  |                             |               |
| <b>Discussion Points/Decisions Required</b>  |   |                    |  |                             |               |
| --   |   |                    |  |                             |               |

## 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  |   |                               |                                |  |           |
|--|---|-------------------------------|--------------------------------|--|-----------|
| Description  | Biennial awards process   |                               |                                |  |           |
| Lead   | Sarah Middleton   | Other Staff                   | Angela Puggioni                | Priority   | Normal    |
| Quality Measure(s)   | <ul style="list-style-type: none"> <li>Increase in nominations on previous year</li> <li>Increase in range and type of nominations</li> <li>All categories viable to run</li> </ul> |                               | Member Engagement              | <ul style="list-style-type: none"> <li>Feedback from previous winners</li> </ul> |           |
| Key Tasks/Outputs  |   | Owner                         | Due Date                       | Status   | Condition |
| Launch of the Digital Preservation Awards 2024                                 |   | SLM/AP                        | 6 March 2024                   | Complete   | On track  |
| Confirm all Sponsors   |   | SLM                           | By April 2024                  | Complete   | On track  |
| Confirm budget arrangements with Venue/iPres 2024                              |   | SLM                           | By April 2024                  | Complete   | On track  |
| Second call for nominations  |   | SLM                           | 22nd March 2024                | Complete   | On track  |
| Final call for nominations   |   | SLM                           | 15th April 2024                | Complete   | On track  |
| Awards close, nominations received, first sift check and distributed to judges |   | SLM                           | 22nd April 2024                | Complete   | On track  |
| First Judging Panel (Shortlisting) online                                      |   | SLM                           | 21 May 2024                    | Complete   | On track  |
| Finalists announced and invited to presentation                                |   | SLM                           | 3rd June 2024                  | Complete   | On track  |
| Online voting for finalists opens  |   | SLM                           | 3rd June 2024                  | Complete   | On track  |
| Confirm venue arrangements   |   | SLM                           | By July 2024                   | In progress  | On track  |
| Online voting closes   |   | SLM                           | 1st July 2024                  | Complete   | On track  |
| Second Judging Panel with (presentations and interviews with finalists)        |   | SLM                           | Week commencing 15th July 2024 | Complete   | On track  |
| Awards presented at iPRES 2024   |   | SLM                           | 16th September 2024            | Planned  | On track  |
| Risks Arising  |   | Opportunities for Improvement |                                |  |           |

|  |   |
|--|---|
| 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>• See key dates above</li> </ul>  |   |
| <b>Report</b>  |   |
| <p>Since the last meeting the DPA2024 Judges have met twice, firstly to identify the finalists and secondly to decide the winners. Decision making was supported by the DPC Member vote which was open during the month of June. The final preparations are currently underway for the promotion of all of the finalists work, and for the ceremony which will take place in Ghent as part of the iPRES 2024 program, on Monday 16<sup>th</sup> September.</p> |   |
| <b>Discussion Points/Decisions Required</b>  |   |
| --   |   |

## 3. Workforce Development, Q3 2024

### 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 - August 2024

- Digital Preservation Handbook 3<sup>rd</sup> Edition Project commenced
- Second cohort of Python Study Groups started
- Nine Career Development Fund grants awarded

### Forthcoming Highlights for September - November 2024

- Labor Market Analysis Report
- Mental Health and Wellbeing in the Digital Preservation Community Survey report
- Five Workforce Development contributions to iPRES 2024
- Competency Framework and CAT workshop at IASAA Conference 2024
- Procurement Training Event in partnership with the National Library of Ireland

### Key Discussion Points and Decisions

- Delay of training policy (p6)
- Continuation of Python Study Groups program (p8)
- Risk of impact to DPC's reputation from lack of progress with online training (p9)
- Potential for initiating an Education and Training special interest group (p15 and agenda item 7)
- Africa Project: awaiting outcome of discussion between partners (p15)

### 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 labor 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> | Sharon   | <b>Priority</b>   | Normal        |                  |
| <b>Quality Measure(s)</b>  | <ul style="list-style-type: none"> <li>Reuse of findings into developed Recruitment Toolkit</li> <li>Reuse of open dataset by members and other groups</li> <li>Increased traffic to DPC Jobs</li> </ul>                    |                    | <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> |
| Data gathering   |   |                    | Amy  | Mar 2023  | Completed     | ---              |
| Data analysis  |   |                    | Amy  | April 2024  | Completed     | ---              |
| Report and open data set   |   |                    | Amy  | Sept 2024   | Active        | Delayed          |
| <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>  |   |                    | <ul style="list-style-type: none"> <li>An increased variety of data sources, in particular covering positions in Asia, Africa, and South America</li> <li>Improved process for posting and gathering data from DPC Jobs webpage</li> </ul> |   |               |                  |
| <b>Possible Next Steps</b>   |   |                    |  |   |               |                  |
| <ul style="list-style-type: none"> <li>Incorporation of data and findings into DPC Recruitment Toolkit</li> <li>Investigate other sources and techniques for ongoing collection of data from job posting websites</li> </ul> |   |                    |  |   |               |                  |
| <b>Report</b>  |   |                    |  |   |               |                  |

Following the final stages of analysis, a draft of the report was completed in August.

Workforce Development Sub-Committee members will have a chance to hear the key findings of the analysis ahead of the publication of the report. Amy will present an overview of the findings so far with time for discussion and feedback.

Amy will present an online poster at iPRES 2024 on 18 September to share results from the findings and facilitate discussion and engagement on key areas and approaches used for qualitative analysis of job summary descriptions.

Amy also gave a short briefing on the labor market analysis and overview of key findings so far to the DPC Australasia Sub-Committee on 29 August to discuss areas for further improvement in context of the Australasian labor markets and development for the next analysis planned for 2025.

The draft report will be revised as needed following these stages of feedback and shared with DPC staff for final revisions before publication. The scheduled publication date for the report and open data set has been delayed to the end of September to allow time for incorporating feedback into the report where relevant/reasonable.

#### **Discussion Points/Decisions Required**

- A high-level summary of findings will be reported during the Labor Market Analysis agenda item, and feedback and input are welcomed.

### 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 labor 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>  | Sharon   | <b>Other Staff</b> | Amy   | <b>Priority</b>  | Normal        |
| <b>Quality Measures</b>  | <ul style="list-style-type: none"> <li>Article in a peer-reviewed journal</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> |
| Skills Development Resource  |  |                    | Sharon  | Sep 2024   | Active        |
| Recruitment Toolkit  |  |                    | Sharon  | TBC 2024/25  | Postponed     |
| <b>Risks Arising</b>   |  |                    | <b>Opportunities for Improvement</b>          |  |               |
| <ul style="list-style-type: none"> <li>No or limited uptake of the new skills resource, impacting on the DPC’s reputation</li> </ul> |  |                    | Review based on member and community feedback |  |               |
| <b>Possible Next Steps</b>   |  |                    |   |  |               |
| <ul style="list-style-type: none"> <li>Review of Framework in 2025</li> </ul>  |  |                    |   |  |               |
| <b>Report</b>  |  |                    |   |  |               |

Opportunities to promote the competency framework continue to be sought. In this quarter, a presentation was given for the DPC's Museums and Galleries Special Interest Group. The competency framework has also been heavily used by the iPRES 2024 conference hosts to aid with developing and managing the program.

A workshop session on the competency framework and CAT is scheduled for the IASAA conference, at the end of September in Valenica. Sarah Middleton will be presenting the session based on content prepared by Sharon and Amy. Sharon has also been providing support for a DPC full member planning to undertake an organizational skills audit at their institution.

Work has continued on the community skills resource that is being developed as part of the iPRES 2024 Start to Preserve stream. A prototype has been evaluated by the members of the iPRES sub-committee and updates are in progress ready for a fully booked workshop session at the conference.

Plans are also in the early stages of development for the inclusion of a new member support activity relating to the use of CAT, to be aligned with the current RAMbalance sessions held each spring.

|   |
|---|
| <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>  | Sharon   | <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> |
| DP Clinic on Digital Asset Registers, Australasia  |  |                    | Sharon  | June 2024  | Complete      |
| Workshop on Continuous Improvement for UNISA   |  |                    | Sharon, Paul & Jen  | June 2024  | Complete      |
| Workshop on Procurement for NLI  |  |                    | Sharon/Paul   | Sept 2024  | Active        |
| DPC Training Policy  |  |                    | Sharon  | TBC  | Postponed     |
| <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>Identify priority intermediate/advanced level topics and possible presenters</li> </ul>   |  |                    |   |  |               |
| <b>Report</b>  |  |                    |   |  |               |
| <p>Both the Australasia DP Clinic session on the Digital Asset Register Toolkit and the workshop session for UNISA on continuous improvement were held as planned and were well attended. Planning is now well underway for the Procurement workshop to be held in partnership with the National Library of Ireland in Dublin. Registrations are being managed by NLI, but they have reported that the response has been positive, and they expect the event to more than sell out. Development of the content has also been started, with the hope that if the session is successful, the content can be reused for future events.</p> <p>No progress has been made on the development of a DPC training policy due to issues with staff capacity, holidays, and illness.</p> |  |                    |   |  |               |
| <b>Discussion Points/Decisions Required</b>  |  |                    |   |  |               |
| Training policy delayed due continued lack of staff capacity.  |  |                    |   |  |               |

| Training Events – DPC Aus  |   |                          |  |                  |        |
|--|---|--------------------------|--|------------------|--------|
| <b>Description</b>   | Development and delivery of synchronous training events for DPC members on priority topics.   |                          |  |                  |        |
| <b>Lead</b>  | Sharon McMeekin   | <b>Other Staff</b>       | Robin Wright   | <b>Priority</b>  | Normal |
| <b>Quality Measures</b>  | <ul style="list-style-type: none"> <li>• Training events delivered for DPC Aus members</li> <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>• Level of participation in training events</li> </ul> |                  |        |
| <b>Key Tasks/Outputs</b>   | <b>Owner</b>  | <b>Due Date</b>          | <b>Status</b>  | <b>Condition</b> |        |
| N2KH Plus sessions delivered to DPC Aus members  | SMcM  | Feb 2024                 | 1 delivered  | Completed        |        |
| Establish demand for local training events 2024  | RW/SMcM   | Dec 2024                 | Planned  | Minor issue      |        |
| <b>Risks Arising</b>   | <b>Opportunities for Improvement</b>  |                          |  |                  |        |
| Increasing membership in region is likely to lead to greater demand for training   | Expand topics/training content available<br>Investigate different levels of demand for F2F/online training in region  |                          |  |                  |        |
| <b>Possible Next Steps</b>   |   |                          |  |                  |        |
| <ul style="list-style-type: none"> <li>• Ask local members to identify training requirements for 2024/25</li> <li>• Continue to offer F2F <i>Introduction to Digital Preservation</i> sessions for members/non-members</li> <li>• Members to consider topics they would like to discuss at unconference</li> </ul>   |   |                          |  |                  |        |
| <b>Report</b>  |   |                          |  |                  |        |
| <p>Sharon McMeekin has suggested offering N2KH Plus sessions that complement DPC resources in our region if there is demonstrated demand.</p> <p>N2KH online modules are available for staff training and are being used, but there is little feedback available from users in our region.</p> <p>Preferred future workforce development requirements in Australasian region remain unclear.</p> |   |                          |  |                  |        |
| <b>Discussion Points/Decisions Required</b>  |   |                          |  |                  |        |
| <ul style="list-style-type: none"> <li>• Members to advise if there are specific areas where training is needed – preference for in-person or online training</li> <li>• Could possibly hold a workshop session to identify and plan how to address local members' DP training needs at unconference on 15 Oct 2024</li> </ul>   |   |                          |  |                  |        |

| 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>   | Sharon   | <b>Other Staff</b>  | Amy, Ellie, Angela | <b>Priority</b>   | Normal           |
| <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>   | <b>Condition</b> |
| First Governance Group Meeting  |  | Sharon  | Apr 2024           | Completed   | ---              |
| Wrap-Up First Cycle   |  | Amy/Sharon  | Jun 2024           | Completed   | ---              |
| Evaluation of First Cycle   |  | Amy/Sharon  | Jul 2024           | Postponed   | ---              |
| Organize Second Cycle   |  | Amy/Sharon  | Jul 2024           | Completed   | ---              |
| Facilitation of Second Cycle  |  | Amy/Sharon/Ellie  | Dec 2024           | Active  | ---              |
| <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 rates over six-month cycle</li> <li>Available capacity of staff and volunteer mentors to properly support</li> </ul> |  | <ul style="list-style-type: none"> <li>Improve GitHub Resources</li> <li>Manage participant expectations</li> <li>Rework mentor responsibilities</li> </ul> |                    |   |                  |
| <b>Possible Next Steps</b>  |  |   |                    |   |                  |
| <ul style="list-style-type: none"> <li>Continued development of supporting resources</li> </ul>   |  |   |                    |   |                  |
| <b>Report</b>   |  |   |                    |   |                  |

The wrap-up of the first cycle of PSG was completed in June. At the start of the cycle in January, there were 153 participants signed up for the groups (7 withdrew just before the January session), meeting the quality measure with 95.6% of the available 160 places claimed. However, attendance declined by 35% over the six-month period: 15 participants got in touch to withdraw, and 39 participants were absent for three or more of the sessions.

Recruitment for the second cycle occurred from May to June, and it included invitations to the previous participants, those on the waitlist, and an advertised call for participants.

- 70 previous participants responded, with 33 interested and available to join the next cycle
- 26 on the waitlist responded, with 22 interested and available to join the next cycle
- 74 new expressions of interest were received from the advertised call

All of those who expressed interest and availability (129) were sent a follow-up email with details and calendar invites to the sessions. There were 15 withdrawals following the email so, in total, there were 114 participants at the start of the second cycle in July. In terms of available study group places (160), 71.25% were claimed, which falls just below the 75% quality measure.

A few potential concerns have arisen relating to participant attendance, engagement, and capacity.

- In the second cycle, there's a noticeable difference in the number of participants for the two time zones. The first cycle had 73 participants in the 23:00 UTC session (Zone 1) and 80 participants in the 14:00 UTC session (Zone 2). There are now 31 participants in Zone 1 and 83 participants in Zone 2 for the second cycle.
- Attendance was lower than expected for the scheduled August sessions. Only 10 participants attended the Zone 1 23:00 UTC session (32.3%), and 57 for the Zone 2 14:00 UTC session (68.7%).
- There are fewer volunteer mentors to help with Zone 1 groups. The number of volunteer mentors for the Zone 1 groups has decreased from three to one. There are six volunteer mentors to help with support for the Zone 2 14:00 UTC sessions, the same number of volunteers as before (with two withdrawals and two new additions).
- The Python Study Group team support has also changed. The PSG program developed as a joint venture with BCC, but the BCC contact has since left, and we have not yet been able to reestablish this connection with BCC.

These have been added to the section on risks arising and are areas for discussion with the Sub-Committee.

#### **Discussion Points/Decisions Required**

How and if the program should continue to be supported, both in terms of low attendance in Zone 1 but also longer term across the program.

### 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>  | Sharon   | <b>Other Staff</b> | Amy   | <b>Priority</b>   | Normal        |
| <b>Quality Measures</b>  | 2 new courses published a year<br>80% positive feedback  |                    | <b>Member Engagement</b>  | <ul style="list-style-type: none"> <li>Member consultation on priority topics for new courses</li> <li>Free access to all training content</li> </ul> |               |
| <b>Key Tasks/Outputs</b>   |  |                    | <b>Owner</b>  | <b>Due Date</b>   | <b>Status</b> |
| Beginners' Web Archiving Course  |  |                    | Sharon  | TBC   | Postponed     |
| Continuous Improvement Course  |  |                    | Sharon  | TBC   | Postponed     |
| Risk Management Course   |  |                    | Amy   | TBC   | Postponed     |
| <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>  |  |                    |   |   |               |
| There continues to be no capacity for the development of online training content. This represents a growing concern in relation to the DPC's reputation, in particular with reference to the redevelopment of the IIPC/DPC web archiving training content as an online course. |  |                    |   |   |               |
| <b>Discussion Points/Decisions Required</b>  |  |                    |   |   |               |
| How to address lack of capacity and the potential negative impact on the DPC's reputation  |  |                    |   |   |               |

| 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>   | Sharon   | <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> |               |
| <b>Key Tasks/Outputs</b>  |  |                    | <b>Owner</b>  | <b>Due Date</b>   | <b>Status</b> |
| Communications  |  |                    | Angela  | Ongoing   | Active        |
| Learner Support and Admin   |  |                    | Ellie   | Ongoing   | Continuous    |
| Updates to N2KH: Beginners Content  |  |                    | Sharon  | March 2024  | Complete      |
| Digital Asset Registers Project   |  |                    | Sharon  | March 2024  | Complete      |
| <b>Risks Arising</b>  |  |                    | <b>Opportunities for Improvement</b>  |   |               |
| <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> |   |               |
| <b>Possible Next Steps</b>  |  |                    |   |   |               |
| <ul style="list-style-type: none"> <li>Development of further courses</li> </ul>  |  |                    |   |   |               |
| <b>Report</b>   |  |                    |   |   |               |
| <p>In the period 24<sup>th</sup> May to 27<sup>th</sup> August new registrations and course completion numbers are as follows:</p> <ul style="list-style-type: none"> <li>N2KH: Beginners – 239/56 (Q2 - 180/48)</li> <li>N2KH: Access – 34/15 (Q2 - 34/8)</li> <li>N2KH: Email – 51/14 (Q2 - 49/13)</li> <li>N2KH: DAR – 146/63 (Q2 - 130/23)</li> </ul> <p>Discussions are underway with The National Archives (UK) in relation to continued support, development, and maintenance of the Novice to Know-How resources. This would include funded time to support administration improvements to help improve completion rates.</p> |  |                    |   |   |               |
| <b>Discussion Points/Decisions Required</b>   |  |                    |   |   |               |
| None at present   |  |                    |   |   |               |

### 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>  | Sharon  | <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> </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>  | <b>Status</b> |
| Project plan   |   |                    | Sharon  | May 2024   | Completed     |
| Translation plan   |   |                    | Amy   | TBC  | Planned       |
| Project preparations   |   |                    | Sharon  | Sep 2024   | Delayed       |
| <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>   |   |                    |   |  |               |
| None at present  |   |                    |   |  |               |
| <b>Report</b>  |   |                    |   |  |               |
| <p>Feedback received from the sub-committee on the project plan was incorporated into the document as discussed. The project plan will be revisited under the Handbook agenda item at all sub-committee meetings from Q4 2024 until the end of the project. Some progress has been made on securing funding to aid with costs, although offers remain to be finalized. A blog and social media posts have been circulated to announce the start of the project and included a community engagement activity relating to assembling a reading list. A lightning talk on the project will also be present at iPRES 2024. Project preparations have been slightly delayed by staff illness, but the initial phase of the project was planned as a slow ramp up, so this is not causing concern.</p> |   |                    |   |  |               |
| <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> | Sharon                   | <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>  |        |
| Calendar of upcoming opportunities for 2024-25 membership year  | Amy   | Aug 2024           | Completed                | ---   |        |
| Management of grant program   | Amy   | Ongoing            | Continuous               | On track  |        |
| <b>Risks Arising</b>  | <b>Opportunities for Improvement</b>  |                    |                          |   |        |
| Ongoing risks relating to travel visas for grant recipients (advanced scheduling and notification by DPC to help mitigate).<br>Failure to make funding target in Supporter program<br>Failure to demonstrate impact<br>Failure to demonstrate diligence   | Improve communications to members about self-identified grants.<br>Identify and promote career development opportunities in a greater variety of locations, in particular Asia, Africa, New Zealand, and South America.<br>Improve impact and demonstrate diligence |                    |                          |   |        |
| <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>   |   |                    |                          |   |        |
| In this quarter, eight grants have been awarded for advertised opportunities: two for ARA 2024 in Birmingham; two for No Time to Wait 8 Conference in Karlsruhe; three for iPRES 2024 in Ghent & Flanders; and one for Opening the Archives in Ōtautahi Christchurch. Additionally, one Member Self-Identified grant for £1500 was awarded to a DPC Member to help support their participation in the PGCert Applied Data Science course at Birkbeck, University of London. |   |                    |                          |   |        |
| An advertised call for the IDCC 2025 Conference in The Hague is planned for the next quarter.   |   |                    |                          |   |        |
| <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>   | Sharon  | <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> | <b>Condition</b> |
| iPRES Workshop  |   |                    | Sharon/Ellie  | Sep 2024   | Active        | On track         |
| <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>Digital Preservation Education and Training working group</li> </ul>   |   |                    |   |  |               |                  |
| <b>Report</b>   |   |                    |   |  |               |                  |
| <p>There have been no sessions scheduled for info studies programs during this period. Amy has been in discussion about support for UCL moving forward and it has been agreed they will trial incorporating N2KH into their teaching this year and also utilize recordings of past sessions rather than schedule a live session to be held remotely.</p> <p>Ellie and Sharon are currently helping to prepare a joint workshop for iPRES with those behind the Bits and Bots study groups (which has been nominated for a DP Award). The workshop will see participants use the tool Twine to aid development of HTML and CSS skills through the creation of digital preservation themed games.</p> |   |                    |   |  |               |                  |
| <b>Discussion Points/Decisions Required</b>   |   |                    |   |  |               |                  |
| Potential to initiate an Education and Training special interest group, as discussed at the June Sub-Committee meeting.   |   |                    |   |  |               |                  |

### 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.

| 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>  | Sharon   | <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>  | <b>Condition</b> |
| Mental Health and Wellbeing Survey Report  |  | Sharon                               | Jan 2024                 | Active   | Delayed          |
| iPRES 2024 Birds of a Feather session  |  | Sharon                               | Sep 2024                 | Active   | On track         |
| Establish Mental Health and Wellbeing Task Force   |  | Sharon                               | Nov 2024                 | 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>   |  |                                      |                          |  |                  |
| None at present  |  |                                      |                          |  |                  |
| <b>Report</b>  |  |                                      |                          |  |                  |
| A full first draft of the report is nearing completion. This will then be reviewed, and final edits made. It is still hoped that it might be published prior to the iPRES 2024 conference. Preparations are also underway for the birds of a feather session at the conference. Originally planned to primarily focus on advocacy, with discussions prompted by the results of the mental health and wellbeing survey, due to DPC staff availability the focus will now be more fully moved to mental health and wellbeing issues. This change has been approved by the iPRES program committee. |  |                                      |                          |  |                  |
| <b>Discussion Points/Decisions Required</b>  |  |                                      |                          |  |                  |
| None at present  |  |                                      |                          |  |                  |

| 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 Kenya and in the US. The project is led by a US member and received a grant of 100K USD, some of which was allocated to support DPC travel costs staff time. Administrative difficulties have arisen in the allocation of the grant however, and we await the outcome of an effort to 're-boot' the project. |                          |  |                  |        |
| <b>Lead</b>  | William  | <b>Other Staff</b>       | Sharon   | <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>  | <b>Condition</b> |        |
| DP in Africa Summit Meeting  | William  | Sept 2024                | Cancelled  | ---              |        |
| DP Training Needs in Africa Workshop   | William  | Q4 2024                  | On Hold  | ---              |        |
| Adaptation of existing resources   | Sharon   | Q1 2025                  | On Hold  | ---              |        |
| Train the Trainers   | Sharon   | Q2 and 3 2025            | Cancelled  | ---              |        |
| <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>                      | Project re-set   |                          |  |                  |        |
| <b>Possible Next Steps</b>   |  |                          |  |                  |        |
| Complete project initiation under guidance from UIUC and partners  |  |                          |  |                  |        |
| <b>Report</b>  |  |                          |  |                  |        |
| Application was submitted 3 <sup>rd</sup> November 2024 and has been approved though not announced. Details will follow. |  |                          |  |                  |        |
| <b>Discussion Points/Decisions Required</b>  |  |                          |  |                  |        |
| Administrative difficulties mean the project has had to pivot: DPC awaiting outcome of discussion between partners.      |  |                          |  |                  |        |

## 4. Good Practice

### Activity Report and Workplan May – August 2024

#### 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 for 23rd May 2024 – 22<sup>nd</sup> August 2024

- Unconference in Dublin.
- Series of events focusing on the FRED Forensics Workstation (in response to member needs).
- Preservation Registries Special Interest Group meetings providing excellent feedback to the project.
- Beginning trial to publish Technology Watch Reports via OBF Project's "[THOTH Platform](#)".

#### Forthcoming Highlights for 23rd August 2024 – 20th November 2024

- Publication of Technology Watch Guidance Note on the preservation of digital art.
- DPC attendance at iPRES 2024 conference.
- Unconference in Australia.
- Event focusing on very long-term digital preservation planning (12<sup>th</sup> November).
- Kick off of a new Special Interest Group focusing on digital forensics

#### Discussion Points / Decisions Required

- Fair Play Task Force Reboot, Q4 2024
- How to scope and frame a new DPC consultancy offering
- Technology Watch publication plan and revision schedule to be discussed.
- Science Museum Group Proposal to be presented and discussed.

#### 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 Working Groups   |  |                    |                          |  |        |
|--|--|--------------------|--------------------------|--|--------|
| <b>Description</b>   | The DPC will support task forces and working groups as a valuable means of allowing for community discussion and sharing of good practice.   |                    |                          |  |        |
| <b>Lead</b>  | PRW, JLM, MGP  | <b>Other Staff</b> | EOL, AJ                  | <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 a method of gathering 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   |        |
| Fair Play Task Force   | PRW  | ongoing            | Active                   | At risk  |        |
| Museums and Galleries Special Interest Group   | JLM  | ongoing            | Active                   | On Track   |        |
| National Libraries and Archives Special Interest Group   | PRW  | ongoing            | Active                   | On Track   |        |
| Operational Preservation Systems Special Interest Group  | PRW  | ongoing            | Delayed                  | Minor issue  |        |
| Web Archiving and Preservation Special Interest Group  | PRW  | ongoing            | Active                   | On Track   |        |
| Preservation Registries Special Interest Group   | AJ   | ongoing            | Active                   | On Track   |        |
| Digital Forensics Special Interest Group   | JLM  | ongoing            | Active                   | On Track   |        |
| <b>Risks Arising</b>   | <b>Opportunities for Improvement</b>   |                    |                          |  |        |
| <p>Challenging to arrange meetings that sit across multiple time zones but the importance of facilitating international discussions is clear.</p> <p>Fair Play Task Force – Slow progress being made, but planning for more effort to be available on this in the next DPC year. PRW visit to Australia/New Zealand will assist close working with RW on the Task Force.</p> <p>OPS Working Group – delayed due to other priorities. Plan to relaunch this DPC year.</p> | <p>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.</p> <p>A lower key way of holding Special Interest Group meetings is being trialed with the Digital Forensics group.</p> |                    |                          |  |        |
| <b>Possible Next Steps</b>   |  |                    |                          |  |        |

Meetings of working group and task forces are planned as follows:

- Next Museum and Galleries Group meetings to be held in September and November – we will hear presentations from members and will pick up on a couple of discussion points that are high priority for this group.
- Forthcoming AV SIG meetings have been arranged for 30<sup>th</sup> September and 25<sup>th</sup> November (the latter at a time to suit Members in Australasia/Asia-Pacific).
- A meeting schedule for the next 6 months will be put in place for the new Digital Forensics Special Interest Group.

### Report

At the start of the new DPC year we made some changes to our programme of working groups and task forces as follows:

- Some of our previous working groups have been re-named as Special Interest Groups to better reflect their purpose and role.
- The frequency of some of the groups has been changed to create a more manageable schedule and to better accommodate the needs of a growing global Membership.
- Mailing lists have been created for some of our existing groups to better facilitate discussions across time zones.
- A new Digital Forensics Special Interest Group has been advertised and has generated a good amount of interest from Members.

We have run several well-attended Working Group meetings in the previous quarter including:

- Meetings of the Museums and Galleries Working Group have focused on presentations from members to deep dive into some specific issues and ongoing work. Our meeting in July focused on the DPC's Competency Audit Toolkit and included a case study from the Postal Museum.
- NatLA continued to meet by zoom and the next meeting will be face to face at iPRES2024.
- The AV Working Group held a meeting on 31<sup>st</sup> May, which was aimed at Members in the Australasia/Asia-Pacific time zone and led by a speaker from the National Archives of Australia. A meeting of the Group also took place on 29<sup>th</sup> July, and was led by staff from Indiana University Libraries – and timed to suit Members in the Americas and western Europe.

### Discussion Points/Decisions Required

'Fair Play Task Force' is currently running at risk but we have a plan to ring this into line by in Q4 2024.

### 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, PRW, MGP, SLM   | <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 2024 – Dublin                     | SLM  | May 2024                 | Completed                          | On Track         |        |
| Digital Preservationists Anonymous                        |  | ongoing                  | Planned                            | At risk          |        |
| Conference presentations and posters at iPRES 2024        | PRW, AJ, KW  | September 2024           | Planned                            | On Track         |        |
| Panel session at Australian Society Archivists conference | PRW, RW  | October 2024             | Planned                            | On Track         |        |
| DPConnect   | All staff  | ongoing                  | Active                             | On Track         |        |

|   |   |         |        |          |
|---|---|---------|--------|----------|
| DPClinic  | JLM, PRW, MGP   | ongoing | Active | On Track |
| DPC Reading Club  | JLM, WK   | ongoing | Active | On Track |
| <b>Risks Arising</b>  | <b>Opportunities for Improvement</b>  |         |        |          |
| Digital Preservationists Anonymous hasn't gained any traction recently. We included it in our programme for this DPC year and will look for opportunities to run it as appropriate.   | Since our last meeting 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>  |   |         |        |          |
| <ul style="list-style-type: none"> <li>• We will maintain our schedule of regular events (e.g. DPConnect, DPClinic, DPC Reading Club).</li> <li>• DPClinic will continue to be held in the last week of every month but will rotate around time zones rather than having a regular repeating time slot.               <ul style="list-style-type: none"> <li>○ September's DPClinic will be on the Preservation Registries project at a time to suit Europe and Africa.</li> <li>○ October's DPClinic will be a panel session on preserving digital art at a time to suit the Americas.</li> <li>○ November's DPClinic will be at a time to suit Australasia – topic to be defined.</li> </ul> </li> </ul>  |   |         |        |          |
| <ul style="list-style-type: none"> <li>• <b>Report</b></li> </ul>   |   |         |        |          |
| <ul style="list-style-type: none"> <li>• DPC's European unconference was held in Dublin at the end of May and provided a friendly and supportive space for Members to network and discuss issues that were important to them.</li> <li>• Two DPClinic sessions have taken place this quarter. One focusing on the DPC's new guidance on creating a Digital Asset Register, and another looking at risk management in digital preservation, with a focus on Maureen Pennock's recent research on CHARM. We then took a short summer break. Attendee numbers at these latest sessions were very high.</li> <li>• Reading Club sessions have continued to run this quarter, including a face-to-face session on technical debt at our Dublin unconference, a session on data-driven decision making and one on imposter syndrome to coincide with the launch of the wellbeing survey. A session on Indigenous Digital Heritage was cancelled due to low sign ups.</li> </ul> |   |         |        |          |
| <ul style="list-style-type: none"> <li>• <b>Discussion Points/Decisions Required</b></li> </ul>   |   |         |        |          |
| 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>  | PRW   | <b>Other Staff</b> | JLM, 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> |
| See Objective 1.3 Champions Program  |   |                    | All  | March-May 2025  | Planned       |
| Collate full member priorities, discuss with Good Practice Sub-Committee and develop annual DPC prospectus   |   |                    | PRW/SLM  | June 2025   | Planned       |
| See Objective 1.1 DPC Supporters   |   |                    | SLM  | June 2024   | Active        |
| <b>Risks Arising</b>   |   |                    | <b>Opportunities for Improvement</b>   |   |               |
| <p>Too many supporters means members are saturated.</p> <p>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>  |   |                    | <p>Establishment 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 can not accommodate everything in our workplan for the year, but there may be other signposting we can do, or opportunities for member support.</p> |   |               |
| <b>Possible Next Steps</b>   |   |                    |  |   |               |
| <ul style="list-style-type: none"> <li>Start to plan Supporter event and webinars for later this year.</li> </ul>  |   |                    |  |   |               |
| <b>Report</b>  |   |                    |  |   |               |
| <ul style="list-style-type: none"> <li>Work was completed on creating a new DPC prospectus based on Full Member priorities for 2024.</li> <li>Further Champions interactions have happened this quarter. There was a slight delay to some of these taking place due to a reshuffle of DPC staff responsibilities.</li> <li>DPC staff continue to meet with new Members. 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>   | PRW  | <b>Other Staff</b> | JLM, MGP, SLM, SMM, AC, WK  | <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> | <b>Condition</b> |
| Deliver direct support to members   |  |                    | PRW   | Ongoing   | Active        | On Track         |
| <b>Risks Arising</b>  |  |                    | <b>Opportunities for Improvement</b>  |   |               |                  |
| Often Member Support requests come with a tight turnaround time and staff occasionally have to drop planned tasks to respond in a timely fashion.<br><br>Also liabilities that arise from advice need to be indemnified.  |  |                    | Using Champions calls as a means of better understanding and quantifying forthcoming requests for support from Full Members.<br><br>Being able to 'write up' member support and share the learnings more broadly. |   |               |                  |
| <b>Possible Next Steps</b>  |  |                    |   |   |               |                  |
| <b>Report</b>   |  |                    |   |   |               |                  |
| This has been a particularly busy quarter for Full Member Support activities. This sudden rush for support may have been related to the end of the DPC year. <ul style="list-style-type: none"> <li>• A draft report has been created for one Member highlighting risks and opportunities around research data preservation using information gathered through workshops with researchers and from other comparable organizations.</li> <li>• We have been helping another member with a RAM assessment to lead to a prioritization of tasks for a digital preservation strategy. This has included a RAM benchmarking exercise with Russell Group Universities in the UK.</li> <li>• We have hosted an information session on DPC RAM and DPC CAT with one Member and a follow on collaborative RAM session.</li> <li>• Advice was given to a Member on how to gather information from other organizations for benchmarking purposes.</li> <li>• A presentation on RAM was given at an event hosted by a Full Member.</li> <li>• Feedback was provided to a member on approaches to data storage.</li> </ul> |  |                    |   |   |               |                  |
| <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> | PRW, 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. The RAM web pages make it clear how to provide feedback. 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> |
| Analyze RAM information from Members and share benchmarking report  |  |                    | JLM   | September 2024  | Active        |
| Organize annual 'RAM Jam' event to enable sharing of experiences between members  |  |                    | JLM   | December 2024   | Active        |
| Disseminate summary information to Members at annual AGM  |  |                    | JLM   | December 2024   | Planned       |
| RAM-balance sessions  |  |                    | JLM   | April-May 2025  | Planned       |
| Gather RAM assessments from Members and create initial summary statistics   |  |                    | JLM   | April-June 2025   | Planned       |
| <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>Work on RAM benchmarking report for release to Members</li> </ul>  |  |                    |   |   |               |
| <b>Report</b>   |  |                    |   |   |               |
| <ul style="list-style-type: none"> <li>The response to our call for Members to share RAM results with us by 3<sup>rd</sup> June was lower than usual so the deadline was extended to the end of July. One reason for this lower response rate may have been the delay in our usual Champions interactions caused by a re-allocation of</li> </ul> |  |                    |   |   |               |

|   |
|---|
| <p>responsibilities. Our annual catch up with members can be used as an opportunity to check in about RAM and encourage members to share their results.</p> <ul style="list-style-type: none"> <li>After the release of RAM version 3 last quarter, it has been encouraging to see Members making use of the new functionality, including visualizing results over time and the forward plan template.</li> </ul> |
| <b>Discussion Points/Decisions Required</b>   |
| None at present.  |

| 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 /Paul Wheatley  | <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>3 RAMs submitted from DPC Aus members in 2024</li> </ul> |        |
| <b>Key Tasks/Outputs</b>   | <b>Owner</b>  | <b>Due Date</b>    | <b>Status</b>            | <b>Condition</b>  |        |
| Work with PW to incorporate Tandanya Declaration and Indigenous data sovereignty requirements into RAM v.3 in 2024   | RW/PW   | April 20234        | Completed                | Completed   |        |
| Support delivery of RAM training/information to local members  | RW  | Dec 2024           | Active                   | On Track  |        |
| Launch DPC RAM v.3 in local region   | RW/JM   | June 2024          | Delivered                | Completed   |        |
| <b>Risks Arising</b>   | <b>Opportunities for Improvement</b>  |                    |                          |   |        |
| Need to promote RAM to both members and non-members  | More promotion of RAM resources to non-members of DPC in our region<br>Participate in RAM Around the World, Dec 2024                                      |                    |                          |   |        |
| <b>Possible Next Steps</b>   |   |                    |                          |   |        |
| <ul style="list-style-type: none"> <li>Encourage local members to contribute to RAM Around the World, Dec 2024</li> <li>Investigate opportunities for translation of RAM v3 into SE Asian languages</li> </ul>   |   |                    |                          |   |        |
| <b>Report</b>  |   |                    |                          |   |        |
| There is ongoing support and interest in using RAM in our region. Australasian members have submitted 8 RAM results in 2024 (exceeded target of 3). All RAM events have attracted good audiences this year and local members have expressed interest in accessing benchmarking data. |   |                    |                          |   |        |
| <b>Discussion Points/Decisions Required</b>  |   |                    |                          |   |        |
| <ul style="list-style-type: none"> <li>Continue to promote use of RAM v3 to both members and non-members in the local region.</li> <li>Encourage local member engagement in RAM Around the World.</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>   | PRW  | <b>Other Staff</b> | JLM, 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 undergo peer review before publication. 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 2024  | Delayed       |
| Technology Watch Report Publication Plan  |  |                    | PRW  | Aug 2024  | Active        |
| Revision of Web Archiving Report  |  |                    | PRW  | Feb 2025  | Active        |
| <b>Risks Arising</b>  |  |                    | <b>Opportunities for Improvement</b>   |   |               |
|   |  |                    | Several of our early Technology Watch Reports would benefit from a revision. Additional resource to manage this process would lead to improvements in the speed of work. |   |               |
| <b>Possible Next Steps</b>  |  |                    |  |   |               |
| <ul style="list-style-type: none"> <li>Sub-committee feedback on the status of existing reports in this series was gathered in our February 2024 meeting. DPC staff have developed a plan based on feedback received. Once this plan is agreed we will carry out actions to deprecate or revise reports as appropriate.</li> <li>Revision of the Preservation Metadata report has been rescheduled, with a provisional release date of December 2024 subject to suitable volunteer author(s) being found.</li> </ul>  |  |                    |  |   |               |
| <b>Report</b>   |  |                    |  |   |               |
| <ul style="list-style-type: none"> <li>Publication Plan proposal provided to the Sub Committee for acceptance/feedback at this meeting.</li> <li>Web Archiving Report is now being drafted by the author.</li> <li>After several attempts to find an author for the digital forensics report, as well as two DPC events on the topic and discussion with speakers of those events, it was decided that a revision of the existing report wasn’t the best use of resources. The current report is still very helpful in describing some of the background and theory to digital forensics. What the community lacks is ways to network and share experiences and resources. The DPCs new Digital Forensics Special Interest Group may help to fill that gap. This year we will also explore whether a Guidance Note on this topic would be helpful.</li> </ul> |  |                    |  |   |               |
| <b>Discussion Points/Decisions Required</b>   |  |                    |  |   |               |
| Technology Watch publication plan and revision schedule to be discussed.  |  |                    |  |   |               |

| 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>   | PRW  | <b>Other Staff</b> | JLM, 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 Preserving Digital Art   |  |                    | JLM  | July 2023   | Active        |
| New Guidance Note on Disaster Planning  |  |                    | MGP  | May 2025  | Planned       |
| New Guidance Note on Cybersecurity  |  |                    | ?  | 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. PRW is notionally lead for Tech Watch publications but this is a large responsibility and can be time consuming, especially when set against other priorities.  |  |                    | Additional resource to manage this process would lead to improvements in the speed of work.<br><br>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>  |  |                    |  |   |               |
| <ul style="list-style-type: none"> <li>The production of a new Guidance Note on Disaster Planning has been further delayed but there is an intention to get this underway before the end of this DPC year, with a target publication date of May 2025.</li> <li>We have a number of new Guidance Notes mentioned in our new prospectus. Work will begin to find authors for these.</li> </ul> |  |                    |  |   |               |
| <b>Report</b>   |  |                    |  |   |               |
| <ul style="list-style-type: none"> <li>A final draft of the guidance note on Preserving Digital Art was completed and is being made ready for publication on 3<sup>rd</sup> September.</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, PRW   | <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. |               |
| <b>Key Tasks/Outputs</b>   |  |                    | <b>Owner</b>  | <b>Due Date</b>  | <b>Status</b> |
| Revision of EDRMS Preservation Toolkit   |  |                    | JLM   | June 2025  | Planned       |
| <b>Risks Arising</b>   |  |                    | <b>Opportunities for Improvement</b>  |  |               |
|  |  |                    | Provide PDF version of online resources.<br>Provide DOI and citation guidance for online resources. |  |               |
| <b>Possible Next Steps</b>   |  |                    |   |  |               |
| <ul style="list-style-type: none"> <li>We will make information about next review date for all of our toolkits (along with citation information and DOI as appropriate) available on the resource/toolkit web page.</li> </ul> |  |                    |   |  |               |
| <b>Report</b>  |  |                    |   |  |               |
| <ul style="list-style-type: none"> <li>Nothing to report</li> </ul>  |  |                    |   |  |               |
| <b>Discussion Points/Decisions Required</b>  |  |                    |   |  |               |
| 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, PRW, 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>  | <b>Condition</b> |        |
| Appraisal of digital content   | MGP  | September 2024           | Active   | On Track         |        |
| Procurement  | PRW,SMM  | September 2024           | Planned  | On Track         |        |
| Digital preservation for an uncertain future   | JLM  | November 2024            | Active   | On Track         |        |
| AI and digital preservation  | MGP  | January 2025             | Planned  | On Track         |        |
| Workflow webinars  | MGP, SLM   | February 2025            | Planned  | On Track         |        |
| Access to digital content (case studies)   | JLM  | March 2025               | Planned  | On Track         |        |
| Preservation planning  | PRW  | March 2025               | Planned  | On Track         |        |
| Moving between digital preservation systems  | JLM  | April 2025               | Planned  | On Track         |        |
| Emulation case studies (Fair Play Task Force)  | PRW  | May 2025                 | Planned  | On Track         |        |
| <b>Risks Arising</b>   | <b>Opportunities for Improvement</b>   |                          |  |                  |        |
| Risk that our events program isn’t suitable for all time zones. Need to continue to take steps to ensure all Members can access events.<br><br>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>• Our new prospectus is now out and we have started to plan some of the events we have on the programme.</li> <li>• A date has been finalized for a thought-provoking event on ‘Digital preservation in an uncertain future’ which will look at very long-term planning for digital preservation. This will be held on 12<sup>th</sup> November. A watch party event with additional speakers is also being organized at a time to suit Australasia.</li> </ul> |  |                          |  |                  |        |

| Report   |
|--|
| <ul style="list-style-type: none"> <li>We hosted an event on the FRED Digital Forensics Workstation after a request on the DPC-DISCUSSION list. This event consisted of 2 sessions to suit different time zones, with the information from each shared through a blog post after each session so that Members could quickly catch up with whatever they had missed. These sessions were well received and it highlighted a need for a more regular forum to discuss digital forensics.</li> <li>In response to the Full Member consultation, an online, half-day event on Appraisal has been arranged for 4<sup>th</sup> September (timed to suit Members in the Americas and western Europe), with a follow-up watch party due on 25<sup>th</sup> September to suit Members in Australasia/Asia-Pacific.</li> <li>It proved difficult to find enough volunteer speakers to address the topic of “AI and Appraisal”, which we had hoped to host late in 2023-24. We therefore propose to broaden the topic to “AI and digital preservation” and expect the event to take place in January 2025.</li> </ul> |
| Discussion Points/Decisions Required   |
| None at present.   |

| Deliver DPC events and activities in all global time zones   |  |             |  |   |        |           |
|--|--|-------------|--|---|--------|-----------|
| Description  | Ensure events held in the UK are recorded for possible use as DPC Aus watch parties. More DPC events/activities to be held in multiple time zones. |             |  |   |        |           |
| Lead   | Robin Wright   | Other Staff | Jenny Mitcham  | Priority  | Normal |           |
| Quality Measure(s)   | <ul style="list-style-type: none"> <li>Regular #DP watch parties held in Australasian time zone</li> </ul>   |             | Member Engagement  | <ul style="list-style-type: none"> <li>Request for topics of interest included in sub-committee meetings</li> </ul> |        |           |
| Key Tasks/Outputs  |  |             | Owner  | Due Date  | Status | Condition |
| Identify and contact local experts for possible watch parties or original events   |  |             | RW/JM  | Dec 2024  | Active | On Track  |
| Publish local event entries on DPC website   |  |             | EO'L   | Dec 2024  | Active | On Track  |
| Risks Arising  |  |             | Opportunities for Improvement  |   |        |           |
| Need to develop local events that can be shared back as watch parties in other parts of world.   |  |             | Explore ability to use alternative online video delivery technologies to meet member needs |   |        |           |
| Possible Next Steps  |  |             |  |   |        |           |
| <ul style="list-style-type: none"> <li>Continue moves towards all events being available in multiple time zones and include local speakers wherever possible</li> <li>Investigate alternatives to Zoom delivery</li> </ul> |  |             |  |   |        |           |
| Report   |  |             |  |   |        |           |
| In the current quarter 1 online event included local speakers from our region.   |  |             |  |   |        |           |
| Discussion Points/Decisions Required   |  |             |  |   |        |           |
| <ul style="list-style-type: none"> <li>Currently planning to hold an event with Indigenous Australian/Māori speakers in parallel with Future Thinking event being held in UK in November</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 where effort will be expended, given 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        |
| Leading developments with the NDSA Levels of Digital Preservation  |   |                    | 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.<br><br>Consider sharing work with Preservation Registries Analyst |  |               |
| <b>Possible Next Steps</b>   |   |                    |   |  |               |
| <ul style="list-style-type: none"> <li>Continue working with NDSA Levels Steering Group and Working Group on the revision of the Levels.</li> <li>Develop closer relationship with Core Trust Seal</li> </ul>  |   |                    |   |  |               |
| <b>Report</b>  |   |                    |   |  |               |
| <ul style="list-style-type: none"> <li>JLM continues to co-chair the NDSA Levels Steering Group and is heavily involved in planning for a revision of the Levels this year. A new revision working group has been formed that will carry out a light touch revision to the Levels with environmental impact in mind.</li> <li>The DPC presented on DPC RAM at the RDA/WDS TRUST Principles Outreach and Adoption WG at their meeting in June 2024, to highlight any synergies or conflicts between the two. An initial mapping was carried out between DPC RAM and the TRUST principles and this was presented at the meeting. Carrying out this exercise was helpful in looking for gaps in RAM which could be covered in a future revision.</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>   | PRW   | <b>Other Staff</b> | AJ                                   | <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> |
| Make digital preservation expertise, good practice and research discoverable  |   |                    | PRW                                  | 2026  | Active        |
| Innovate and develop more impactful and sustainable digital preservation registry services  |   |                    | PRW                                  | 2026  | Active        |
| Sustain the COPTR data  |   |                    | PRW                                  | 2026  | Planned       |
| Launch second prototype at iPRES  |   |                    | AJ                                   | September 2024  | Active        |
| <b>Risks Arising</b>  |   |                    | <b>Opportunities for Improvement</b> |   |               |
|   |   |                    |                                      |   |               |
| <b>Possible Next Steps</b>  |   |                    |                                      |   |               |
| Launch second prototype at iPRES, progress work with Yale, move on to second significant iteration of the Publications Index and other revisions based on feedback.   |   |                    |                                      |   |               |
| <b>Report</b>   |   |                    |                                      |   |               |
| The second prototype is complete with some final work going into refining its presentation and features, with significant steer from discussions with DPC Members and others in the Preservation Registries SIG meetings. This will be launched at iPRES, where we will deliver a workshop, poster and participate in the Bake Off. |   |                    |                                      |   |               |
| <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>  | PRW  | <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 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   |  |                    | PRW                                  | Ongoing  | Active        |
| <b>Risks Arising</b>   |  |                    | <b>Opportunities for Improvement</b> |  |               |
| Workload   |  |                    |                                      |  |               |
| <b>Possible Next Steps</b>   |  |                    |                                      |  |               |
| Making sure learning is shared and embedded in digital preservation good practice post-project.  |  |                    |                                      |  |               |
| <b>Report</b>  |  |                    |                                      |  |               |
| Work continues in looking at the overall preservation elements required as part of the THOTH service, alongside a review of THOTH as a product offering. |  |                    |                                      |  |               |
| <b>Discussion Points/Decisions Required</b>  |  |                    |                                      |  |               |
| None at present.   |  |                    |                                      |  |               |

| Our Heritage Our Stories  |  |                    |                                      |  |               |
|---|--|--------------------|--------------------------------------|--|---------------|
| <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>   | PRW  | <b>Other Staff</b> | KW                                   | <b>Priority</b>  | Normal        |
| <b>Quality Measure(s)</b>   | Project review measures and reporting to Good Practice Sub-Committee   |                    | <b>Member Engagement</b>             | As well as partnering with DPC Members the work seeks to address preservation issues with content that may end up with DPC Members as a last resort, possibly otherwise in a condition difficult/costly to preserve. As well as helping communities better preserve their content and exploring post-custodial models of preservation we hope to investigate how they can be better supported by both the DPC and DPC Members. |               |
| <b>Key Tasks/Outputs</b>  |  |                    | <b>Owner</b>                         | <b>Due Date</b>  | <b>Status</b> |
| White paper No:1  |  |                    | KW                                   | November 2024  | Delayed       |
| Toolkit for community archives  |  |                    | KW                                   | October 2024   | Active        |
| White paper No:2  |  |                    | KW                                   | November 2024  | Planning      |
| WDPD launch event   |  |                    | KW                                   | November 2024  | Active        |
| <b>Risks Arising</b>  |  |                    | <b>Opportunities for Improvement</b> |  |               |
| Staffing issues at Glasgow University have led to delays on White paper development.  |  |                    |                                      |  |               |
| <b>Possible Next Steps</b>  |  |                    |                                      |  |               |
| <ul style="list-style-type: none"> <li>• iPRES Panel session.</li> <li>• Launch of toolkit for community archives at event in London.</li> </ul>  |  |                    |                                      |  |               |
| <b>Report</b>   |  |                    |                                      |  |               |
| <p>Staff changes at Glasgow University have led to some delays with the White papers. DPC has been continuing its focus on the toolkit guidance for community archives which is progressing well. A key challenge has been to design an effective structure that provides basic and minimal guidance for community archives with little effort, whilst also covering more detail. After working through a number of iterations we feel we have a good design and are now progressing with populating this structure. The final result will be a toolkit for community archives that will be hosted by the DPC, so will follow a similar visual structure to our existing toolkits. Planning for a panel session at iPRES as well as a toolkit launch event in London is progressing well.</p> |  |                    |                                      |  |               |
| <b>Discussion Points/Decisions Required</b>   |  |                    |                                      |  |               |
| None at present.  |  |                    |                                      |  |               |

| Securing Heritage in a Digital Age (PROPOSAL)  |   |                    |                                      |                 |               |
|--|---|--------------------|--------------------------------------|-----------------|---------------|
| <b>Description</b>   | DPC has been invited by Science Museum Group 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. Since then, DPC and SMG have been working on a joint proposal which was completed and submitted in August 2024. Outcome of the funding decisions is anticipated in December 2024, for a provisional start date of 1st August 2025. |                    |                                      |                 |               |
| <b>Lead</b>  | WK  | <b>Other Staff</b> | PRW, SLM, JLM, SMM                   | <b>Priority</b> | Normal        |
| <b>Quality Measure(s)</b>  | Project review measures and reporting to Good Practice Sub-Committee  |                    | <b>Member Engagement</b>             | TBC             |               |
| <b>Key Tasks/Outputs</b>   |   |                    | <b>Owner</b>                         | <b>Due Date</b> | <b>Status</b> |
| Develop proposal with SMG  |   |                    | WK                                   | Aug 2024        | Complete      |
| Toolkit for community archives   |   |                    | WK                                   | Dec 2024        | Planning      |
| Initiate Project   |   |                    | TBC                                  | Aug 2024        | Planning      |
| <b>Risks Arising</b>   |   |                    | <b>Opportunities for Improvement</b> |                 |               |
| Funding not secured  |   |                    |                                      |                 |               |
| <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 submitted August 2024.  |   |                    |                                      |                 |               |
| <b>Discussion Points/Decisions Required</b>  |   |                    |                                      |                 |               |
| Proposal to be presented and discussed by relevant sub-committees.   |   |                    |                                      |                 |               |

| 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   | Planned On Track               |
| <b>Risks Arising</b>   | <b>Opportunities for Improvement</b>   |                          |   |                                |
| Balancing the amount of work involved may be a challenge.<br><br>Ensuring enough DPC staff time is available to carry out support for Full Members is key. | Advertise and promote this offering to the community.                        |                          |   |                                |
| <b>Possible Next Steps</b>   |  |                          |   |                                |
| Seek opportunities for appropriate consultancy work and consider how best to promote this service.   |  |                          |   |                                |
| <b>Report</b>  |  |                          |   |                                |
| The DPC consultancy offer has been promoted in our new prospectus and DPC staff time for this will be available on completion of the OHOS project.         |  |                          |   |                                |
| <b>Discussion Points/Decisions Required</b>  |  |                          |   |                                |
| Sub-committee invited to comment on proposed DPC consultancy plans and help frame and scope the service offered.   |  |                          |   |                                |

#### 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> | PRW, JLM, MGP                        | <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> |
|   |   |                    |                                      |   |               |
| <b>Risks Arising</b>  |   |                    | <b>Opportunities for Improvement</b> |   |               |
|   |   |                    |                                      |   |               |
| <b>Possible Next Steps</b>  |   |                    |                                      |   |               |
|   |   |                    |                                      |   |               |
| <b>Report</b>   |   |                    |                                      |   |               |
| The DPC has a <a href="#">climate action plan</a> . This plan and associated tools will be used to embed more sustainable practice in the DPC’s work. |   |                    |                                      |   |               |
| <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>  | JBM  | <b>Other Staff</b> | PRW, JLM, MGP  | <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        |
| iPres Workshop with CLOCKSS and others 'Learn how to map the carbon footprint of your digital archive'   |  |                    | WGK  | Sept 24   | Active        |
| See 4.6 event on digital preservation for an uncertain future  |  |                    | JLM  | November 2024   | 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>Continue to work with NDSA Levels Steering Group and Working Group on revision of the Levels with environmental sustainability in mind.</li> <li>Continue planning 'Digital preservation in an uncertain future' event and ensure environmental issues are represented in this discussion.</li> </ul>   |  |                    |  |   |               |
| <b>Report</b>  |  |                    |  |   |               |
| <ul style="list-style-type: none"> <li>This is an ongoing aim for the DPC and conversations on this issue happen regularly with the community. For example, the issue was raised with the RDS/TRUST working group in our presentation around alignment between the TRUST principles and RAM.</li> <li>We are in the process of securing a speaker to flag up environmental issues at our event on digital preservation for an uncertain future.</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>    | PRW, MGP                 | <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>  |        |
| Provide citation guide for DPC resources  | JLM   | April 2024            | Planning                 | Minor issue   |        |
| Publish and preserve Technology Watch publications as open eBooks   | PRW   | June 2024             | Active                   | Delayed   |        |
| Review impact of publishing Technology Watch publications as eBooks   | PRW   | Ongoing (3-4 reports) | Planned                  | On Track  |        |
| Review of DPC records management practices  | TBC   | TBC                   | Planned                  | Minor issue   |        |
| Embed Robust Links and DOIs in core DPC publications  | SLM, PRW  | Ongoing               | Ongoing                  | On Track  |        |
| Ensure periodic harvest of DPC website  | SLM, PRW  | Ongoing               | Ongoing                  | On track  |        |
| Enhancing back-up and resilience  | JLM   | Ongoing               | Ongoing                  | On track  |        |
| Ensure and promote cyber-security   | JBM   | Ongoing               | Ongoing                  | On track  |        |
| <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>  |   |                       |                          |   |        |
| Further opportunities to improve and enhance DPC's own documentation will be taken as time allows.  |   |                       |                          |   |        |
| <b>Report</b>   |   |                       |                          |   |        |
| DPC work on the documentation guide highlighted opportunities to improve DPC's own documentation. Documentation has been created for planning DPC events. This quarter we have added to this by creating guidance on what we should keep within the events folder in our DPC Dropbox. This is to ensure we are keeping a consistent record of the events that we hold. Other documentation initiatives will be addressed as necessary.<br>Work already discussed to document a review cycle for online resources on the DPC website and make this information available online alongside citation guidance and DOIs is ongoing.<br>Beginning a trial of publishing the DPC's Technology Watch Reports via the Open Book Future's "THOTH" service. We will review after we have published 3-4 eBooks, examine the impact and see if we would like to continue and possibly extend to Guidance Notes. |   |                       |                          |   |        |
| <b>Discussion Points/Decisions Required</b>   |   |                       |                          |   |        |
| None at present.  |   |                       |                          |   |        |

## 5. Accountable, Sustainable, Dynamic

### Workplan

#### 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.

### 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 2023/24        |                    |  |                                      |               |
| <b>Lead</b>  | John McMillan                                   | <b>Other Staff</b> | William Kilbride   | <b>Priority</b>                      | Normal        |
| <b>Quality Measure(s)</b>  | Outcome matches expectations.<br>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> |
| Management Accounts for 9 months   |   |                    | JMC  | 31/07/2024                           | Active        |
|  |   |                    |  |                                      |               |
|  |   |                    |  |                                      |               |
| <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.</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 welcomed.   |   |                    |  |                                      |               |

## 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 2024 |                    |  |  |               |
| <b>Lead</b>  | John McMillan  | <b>Other Staff</b> | William Kilbride   | <b>Priority</b>  | Normal        |
| <b>Quality Measure(s)</b>  | Timely reporting<br>Follow up of recommendations                 |                    | <b>Member Engagement</b>   | Year End Accounts will be presented at AGM to all members by Alexander Sloan |               |
| <b>Key Tasks/Outputs</b>   |  |                    | <b>Owner</b>   | <b>Due Date</b>  | <b>Status</b> |
| Preparation of year end accounting information   |  |                    | JMc  | 30/08/2024   | Planned       |
| Presentation of Annual Accounts at AGM   |  |                    | WK / JMc   | 03/12/2024   | Planned       |
| Sign off of Annual Accounts  |  |                    | WK / JMc   | 03/12/2024   | 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>Completion of financial year with accurate accounting information and full record keeping.</li> </ul>   |  |                    |  |  |               |
| <b>Report</b>  |  |                    |  |  |               |
| The initial stages of the 2023/24 audit will begin in August/September 2024.   |  |                    |  |  |               |
| <b>Discussion Points / Decisions Required</b>  |  |                    |  |  |               |
| N/A  |  |                    |  |  |               |

### 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> |
| Renewal of Sub-Committees / Executive Board  |   |                    | WK  | 31/01/2025   | Planned       |
| Online Governance Training   |   |                    | JM  | 30/04/2024   | Completed     |
| Carbon Footprint Training  |   |                    | WK  | 31/07/2024   | Active        |
| <b>Risks Arising</b>   |   |                    | <b>Opportunities for Improvement</b>  |  |               |
| Lack of interest / over-abundance of interest<br>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.<br>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>  |   |                    |   |  |               |
| Training was provided by P Morrice in April 2024 and recording and presentation slides have been made available to all M& 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. |   |                    |   |  |               |
| <b>Discussion Points / Decisions Required</b>  |   |                    |   |  |               |
| Lack of 'commercial' members in governance roles.  |   |                    |   |  |               |

| 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> |               |
| <b>Key Tasks/Outputs</b>  |  |                    | <b>Owner</b>   | <b>Due Date</b>   | <b>Status</b> |
| Sub-committee provided with regular information on status of each objective in DPC Strategic Plan 2022 - 2027   |  |                    | RW/WK  | Dec 2024  | Active        |
| Ensure reporting conforms with DPC standards  |  |                    | RW   | Dec 2024  | Active        |
| <b>Risks Arising</b>  |  |                    | <b>Opportunities for Improvement</b>   |   |               |
| Due to increasing number of local members DPC may need to limit numbers attending sub-committee meetings  |  |                    | Identify leadership training opportunities for potential new DP leaders either with the DPC or in their own organizations. |   |               |
| <b>Possible Next Steps</b>  |  |                    |  |   |               |
| <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 other DPC sub-committees</li> </ul> |  |                    |  |   |               |
| <b>Report</b>   |  |                    |  |   |               |
| We now have 24 local members and DPC subcommittees generally have 15 members. In future it may be necessary to rotate membership of the sub-committee   |  |                    |  |   |               |
| <b>Discussion Points / Decisions Required</b>   |  |                    |  |   |               |
| <ul style="list-style-type: none"> <li>Benefits or 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> |
| Review and re-issue of Staff Handbook  |                                 |                    | JMc   | 30/09/2024               | Planned       |
| E-Learning for HSE for all staff   |                                 |                    | JMc   | 31/12/2024               | 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.  |                                 |                    |   |                          |               |
| <b>Report</b>  |                                 |                    |   |                          |               |
| The staff handbook review for 2024 will have final edits done by end of September 2024 and issued to all staff at that time.   |                                 |                    |   |                          |               |
| 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 2024. 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  | 31/07/2024               | Ongoing                              |
| Draft Budget 24-25   |                                     | JMc  | 31/05/2024               | Ongoing                              |
|  |                                     |  |                          |                                      |
| <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.  |                                     |  |                          |                                      |
| <b>Report</b>  |                                     |  |                          |                                      |
| The new year 5 year forecast and approved budget 24-25 are enclosed for perusal.   |                                     |  |                          |                                      |
| <b>Discussion Points / Decisions Required</b>  |                                     |  |                          |                                      |
| We have updated the style of the draft budget report for 24-25 after taking feedback from the recent finance training. The Executive Board approved the budget for next year and this will form an important part of how we present the management accounts moving forward so we can accurately track progress against budget. |                                     |  |                          |                                      |

## 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> |
| Carbon Emissions Audit   |  |                    | JMc  | 31/07/2024   | Complete      |
| Carbon Emissions Audit – Q1  |  |                    | JMc  | 31/10/2024   | Planned       |
| Review of Climate Action Plan  |  |                    | JMc  | 31/10/2024   | Planned       |
| <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>   |  |                    |  |  |               |
| Present 9-month emissions audit. Training for Board to interpret data is being arranged.   |  |                    |  |  |               |
| <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. |  |                    |  |  |               |
| <b>Discussion Points / Decisions Required</b>  |  |                    |  |  |               |
| First year of calculation (Aug 2023 - Jul 2024) now available for discussion by Board and Sub-Committee.   |  |                    |  |  |               |

<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           | 30/03/2024               | Complete        | On Track         |
|  |  |                    |                          |                 |                  |
|  |  |                    |                          |                 |                  |
| <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>   |  |                    |                          |                 |                  |
| Convene and establish Climate Action Leadership group  |  |                    |                          |                 |                  |
| <b>Report</b>  |  |                    |                          |                 |                  |
| A director has volunteered for the new role to lead our Sustainable Development activities.    |  |                    |                          |                 |                  |
| <b>Discussion Points / Decisions Required</b>  |  |                    |                          |                 |                  |
| What do we want or expect from this leadership?  |  |                    |                          |                 |                  |

### 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> |
| Review of CRM and staff use of CRM.   |   |                    | EOL  | Q4 2024         | Started       |
| 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       |
| <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> </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>   |   |                    |  |                 |               |
| 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 purchase of more licenses to facilitate added staff members is being considered. |   |                    |  |                 |               |
| A review of the staff's use of the CRM has started alongside the review of the DPC Champions program.   |   |                    |  |                 |               |
| <b>Discussion Points / Decisions Required</b>   |   |                    |  |                 |               |
| None.   |   |                    |  |                 |               |

| Website Development   |  |                    |  |   |               |
|---|--|--------------------|--|---|---------------|
| <b>Description</b>  | <p>The CMS we use for the DPC website (Joomla) requires an upgrade to the latest version and as part of this, we are looking to redesign the website to be more accessible.</p> <p>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.</p> |                    |  |   |               |
| <b>Lead</b>   | Angela Puggioni  | <b>Other Staff</b> | SM, EOL, JMc   | <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> |
| Stakeholder consultation for web requirements   |  |                    | AP   | Nov 2023  | Completed     |
| Development of requirements doc   |  |                    | AP   | End Nov 2023  | Completed     |
| Document clean-up in current CMS  |  |                    | EoL  | Jan 2024  | Completed     |
| Contact current web developer for updating Joomla 3.10 to Joomla 5.0  |  |                    | SLM  | Feb 2024  | Completed     |
| Establish planning for completion of update   |  |                    | SLM/AP   | Mar 2024  | Completed     |
| <b>Risks Arising</b>  |  |                    | <b>Opportunities for Improvement</b>   |   |               |
| <ul style="list-style-type: none"> <li>Security risks</li> <li>Website outage if website cannot be updated before current site ceases to function</li> </ul>  |  |                    | <ul style="list-style-type: none"> <li>Exploring possibility of self-hosted service to enable better control over the website</li> </ul> |   |               |
| <b>Possible Next Steps</b>  |  |                    |  |   |               |
| <ul style="list-style-type: none"> <li>Costing of 'simple' Joomla migration to secure the site while we investigate alternatives</li> <li>Costing of self-hosted services and the components necessary to deliver the functionality required</li> <li>Create plan for website upgrade on the basis of investigations</li> </ul> |  |                    |  |   |               |
| <b>Report</b>   |  |                    |  |   |               |
| We have now upgraded our current CMS from Joomla 3.10 to 5 with our current website providers to ensure continued functioning of the site as is. A clean up of back-end articles and documents has been completed. Further work is planned to look at the possibility of a self-hosted service for the website.                 |  |                    |  |   |               |
| <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  | Oct 2024  | Planned       | Delay            |
| Further Cyber Security Training for JMc   |  |                    | JMc  | Oct 2024  | 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 DPC year 23/24</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 are now looking at a target date of end of October 2024 to have this in place.</p> <p>All staff have completed the 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.</p> <p>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>   |  |                    |  |   |               |                  |
| Verbal update on work to date to be provided to sub-committee. We have set up a meeting with Azets in the middle of September to find out what they can provide for us in terms of testing our systems etc after a recommendation from a member.  |  |                    |  |   |               |                  |