

# Report to Members Q2 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 17
- Objective 3: Workforce Development – Page 26
- Objective 4: Good Practice – Page 41
- Objective 5: Accountable Sustainable and Dynamic – Page 62

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 Q2 2024

- Singapore events 14-17<sup>th</sup> May, including public event with NLB Singapore (Page 5, 1.1)
- DPC Americas (Page 7, 1.2)
- Refresh of ‘Champions Program’ (Page 11, 1.3)
- Planning for DPC Unconference in Canberra, October 2024 (page 14, 1.4)
- Digital Preservation Awards 2024 (Page 24, 2.5)
- Novice to Know How Training updates (Page 33, 3.4)
- Digital Preservation Handbook, 3<sup>rd</sup> Edition (Page 35, 3.5)
- DPC Unconference in Dublin, May 2024 (Page 43, 4.1)
- Release of DPC RAM 3.0 (Page 47, 4.4)
- Environmental impact webinars and related new Technology Watch Guidance Note (Page 50, 4.5)
- Registries of Good Practice ‘Publications Index’ (Page 56, 4.8)

## Objective 1: Community

### Activity Report March - May 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 March to May 2024

- Progress with Americas Office

#### Forthcoming Highlights

- Members Unconference event
- DPC Full Member annual consultation
- DPC Americas staff recruitment

#### Discussion Points / Decisions Required

- Alternating Days for DPConnect?
- Full Member Priorities relating to Advocacy
- How to complete new member recruitment target to end of the year.
- Discussion of advocacy support on the DPC program of activities for 2024-2025

## 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	Aug 23 – Jul 2024	Continuous	On track
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>			
None at present			Greater engagement from global regions currently underrepresented Alternating Days?			
<b>Possible Next Steps</b>						
Introducing weekly #DPConnect sessions in the Australasian & Asia Pacific region						
<b>Report</b>						
Weekly Friday sessions continue to be held with varying levels of attendance. From now on, the 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.						
<b>Discussion Points/Decisions Required</b>						
DPC member suggestions for #DPclinic themes welcomed Alternating Days for DPConnect?						

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 DP Futures events</li> </ul>	
<b>Report</b>	
At the beginning of May, we welcomed <a href="#">Cerabyte</a> to our Supporter Program, bringing our total number of DPC Supporters to eleven.	
<b>Discussion Points/Decisions Required</b>	
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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	July 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> </ul>					

<ul style="list-style-type: none"> <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>
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<b>Discussion Points/Decisions Required</b>
<ul style="list-style-type: none"> <li>DPC member suggestions for representative communities welcomed.</li> </ul>

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	Ongoing	On track	
Recruitment of local member speakers	RW	Jan-Dec 24	Ongoing	On track	
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>				
Late registration for local events & potential for cancellation Lack of time to ensure effective promotion	Possibility of making some places available for 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 (with one virtual session for o/s attendees) planned for Canberra in October 2024.					
<b>Report</b>					
From March to May 2024 the following 7 DPC events were held/offered in the Australasian time zone (no. of attendees):					
7 March 2024	Advocacy for accessing web archives – watch party (5) <a href="https://www.dpconline.org/events/eventdetail/267/-/external-advocacy-for-web-archives-watch-party">https://www.dpconline.org/events/eventdetail/267/-/external-advocacy-for-web-archives-watch-party</a>				
19 March 2024	#DPCLinic Aus watch party - Deletion, disposal, and deaccessioning with James Doig NAA (64) <a href="https://www.dpconline.org/events/previous-events/eventdetail/284/-/dpclinic-aus-deletion-disposal-and-deaccessioning-in-digital-preservation">https://www.dpconline.org/events/previous-events/eventdetail/284/-/dpclinic-aus-deletion-disposal-and-deaccessioning-in-digital-preservation</a>				
10 April 2024	#DPCLinic Aus watch party – Introducing DPC’s RAM v3 (14) <a href="https://www.dpconline.org/events/previous-events/eventdetail/296/-/dpclinic-march-watch-party-introducing-dpc-s-rapid-assessment-model-version-3">https://www.dpconline.org/events/previous-events/eventdetail/296/-/dpclinic-march-watch-party-introducing-dpc-s-rapid-assessment-model-version-3</a>				
18 April 2024	Digital Preservation and Environmental Impact Watch Party with Michaela Hart (15) <a href="https://www.dpconline.org/events/eventdetail/297/-/digital-preservation-and-environmental-impact-watch-party">https://www.dpconline.org/events/eventdetail/297/-/digital-preservation-and-environmental-impact-watch-party</a>				
15 May 2024	R Wright presentation on DPC Aus/RAM at National Library Singapore (96)				
15 May 2024	RAM-balance surgery sessions available for Australasian members <a href="https://www.dpconline.org/events/previous-events/eventdetail/287/-/ram-balance-surgery-sessions">https://www.dpconline.org/events/previous-events/eventdetail/287/-/ram-balance-surgery-sessions</a>				
31 May 2024	A/V Working Group [members only] with Nathan Andrews, Caroline Ashworth NAA (17 registrations) <a href="https://www.dpconline.org/events/eventdetail/326/-/audio-visual-working-group">https://www.dpconline.org/events/eventdetail/326/-/audio-visual-working-group</a>				
This quarter has seen a good program of DPC events held in the Australasian time zone. Unfortunately we have noted that local registration is often left until the last minute which poses a risk of sessions being cancelled. Events will not go ahead if there are fewer than six (6) people registered.					

Planning is underway for a local DPC Aus Members Unconference and Networking Event to be held in Canberra in October 2024 at the NAA offices.

**Discussion Points/Decisions Required**

- DPC rules on the number of places available for members-only events limits the potential audience size for Aus watch parties as most local members are Associate Members
- The DPC unconferences are in-person events designed to encourage networking and interaction between members. Holding the Australasian event in Canberra in October to coincide with the Fantastic Futures conference aims to maximize the benefits for members by allowing staff to attend both events.

**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>					
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<b>Discussion Points/Decisions Required</b>					
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## 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>	Number of leads turned into members Global spread of membership		<b>Member Engagement</b>	Members asked to support Exec Board briefed quarterly.													
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>												
Achievement of membership targets (15 Associate + 7 Full members net)			SLM	July 2024	Active												
Representation in sectoral activities			SLM	Dec 2024	Planned												
Global representation in dp conferences			SLM	Dec 2024	Active												
Engagement analysis and comms planning			SLM/AP	Jan 2024	Ongoing												
<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>			Better use of CRM for Presence at strategically useful community events														
<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>Western Libraries (Associate)</li> <li>University of Pittsburgh Library System (Associate)</li> <li>The Flickr Foundation (Associate)</li> </ul> </li> <li>And upgraded from Associate to Full Membership:               <ul style="list-style-type: none"> <li>APTrust</li> </ul> </li> </ul> <p>This gives a total of 117 Associate Members and 42 Full Members.            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>2 (+ 4 upgrades - 1 downgrade) = 5</td> <td>2</td> </tr> <tr> <td>New Assoc Members</td> <td>6 (+ 9 additional) = 15</td> <td>12 (- 4 upgrades + 1 downgrade) = 9</td> <td>6</td> </tr> </tbody> </table>							Annual Target	Actual	Remaining	New Full Members	2 (+5 additional) = 7	2 (+ 4 upgrades - 1 downgrade) = 5	2	New Assoc Members	6 (+ 9 additional) = 15	12 (- 4 upgrades + 1 downgrade) = 9	6
	Annual Target	Actual	Remaining														
New Full Members	2 (+5 additional) = 7	2 (+ 4 upgrades - 1 downgrade) = 5	2														
New Assoc Members	6 (+ 9 additional) = 15	12 (- 4 upgrades + 1 downgrade) = 9	6														
<b>Discussion Points/Decisions Required</b>																	
How to complete new member recruitment target to end of the year.																	
<b>Community development</b>																	
<b>Description</b>																	
<b>Lead</b>	Support members and membership globally by establishment of local / in-time-zone DPC offices																

<b>Quality Measure(s)</b>	Sarah Middleton	<b>Other Staff</b>	Angela Puggioni	<b>Priority</b>	Normal
<b>Key Tasks/Outputs</b>	Aus Office sustainable Americas Partnership Established		<b>Member Engagement</b>	Stakeholder groups in Aus and Americas	
Recruitment Head of Americas			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Plan and deliver DPC Americas launch tour			WK	May 2024	Active
Build up offering of sustained and independent activities in Australasia and Asia-Pacific			SLM/WK	July 2024	Planned
<b>Risks Arising</b>			SLM/RW	July 2024	Continuous
<ul style="list-style-type: none"> <li>Delay in appointing new staff member for the Americas position</li> <li>Lack of capacity in DPC Aus</li> </ul>			<b>Opportunities for Improvement</b>		
<ul style="list-style-type: none"> <li><b>Possible Next Steps</b></li> </ul>			Offer more events in various time zones		
<ul style="list-style-type: none"> <li>Continue work on establishment of DPC Americas</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>					
<ul style="list-style-type: none"> <li>The recruitment process for the new Head of Americas position is currently underway. The new team member, while technically employed by ITHAKA, will be fully dedicated to the DPC, designing and delivering a program of work to meet the needs of existing and new DPC members across the region. This will enable members throughout the Americas to receive DPC support in their own time zones.</li> </ul>					
<b>Discussion Points/Decisions Required</b>					
<ul style="list-style-type: none"> <li>-</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 of 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	Ongoing
Ongoing implementation and evolution of DPC Aus Communication & Advocacy Plan v 3.3			RW	Dec 2024	Ongoing
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 23 local members which requires more support, leaving less time to pursue new members 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>					
R Wright to follow up potential members and other contacts in SE Asia following meetings in Singapore. Follow up local organisations who have expressed an interest in joining before new DPC year from 1 August. Contact identified commercial and government potential members before August.					
<b>Report</b>					
Soon to hold introductory meeting with the National Science Library, Chinese Academy of Science (Dr Wu Zhenxin). NAA have upgraded their membership from Associate to Full Member status and are planning expanded involvement					

in DPC activities both in Australasia and globally. Of the 23 members in Australasia, 4 are full members and 19 associate members. A number of local organisations are interested in joining DPC subject to budget availability.

**Discussion Points/Decisions Required**

- Possibility of an increase in local membership to around 30 members by 2025. That would require a plan/timeline for increased staffing in the local office.
- Identify organisations in SE Asia and the Pacific who we should have connections with even if unlikely to join

### 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
Contact current web developer for updating Joomla 3.10 to Joomla 5.0			SLM	Feb 2024	In progress
Establish planning for completion of update			SLM/AP	End 2024	Planned
<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>					
Since the last meeting, our current Web host and maintenance provider Red Evolution has re-quoted for the migration of the current Joomla CMS to the most up to date version, providing security and assurance while we develop a plan for a self-hosted solution. The preparation for this migration is underway and will be completed shortly.					
<b>Discussion Points/Decisions Required</b>					
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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>

Communications planning (for Europe event in Dublin)	SLM/AP	Feb 2024	Completed	On track
Creation and promotion of DPC Europe event in Dublin	SLM/AP	March 2024	Completed	On track
Deliver Europe event	SLM	May 2024	Active	On track
Plan Unconference event in Australasia	SLM/RW	Oct 2024	Initiated	On track
Plan Unconference event in Americas (as part of Launch tour)	SLM/WK/new staff member	July 2024	Planned	On track
<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>				
Begin to plan outline for DPC Americas event				
<b>Report</b>				
<p>The next Unconference for Europe will take place on 28<sup>th</sup> and 29<sup>th</sup> May in Dublin. The <a href="#">program</a> is filled with member-led sessions. We greatly appreciate DRI for offering their venue.</p> <p>Plans for an Unconference event in Australasia are progressing with Sydney as a potential location – this will take place in October 2024.</p> <p>Plans for an Unconference event in the Americas will be established as part of the launch tour.</p>				
<b>Discussion Points/Decisions Required</b>				
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Champions Program					
<b>Description</b>	A program designed to create deeper and more sustainable relationships between DPC and its member organizations.				
<b>Lead</b>	Sarah Middleton	<b>Other Staff</b>	All	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Annual meetings</li> <li>Engagement levels</li> </ul>		<b>Member Engagement</b>	Direct access to designated contact Consultation re. plans Help re. access to member benefits	
<b>Key Tasks/Outputs</b>	<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>	
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 Inability to contact some DPC members creates risk of loss	Reallocation of contacts to best suit existing relationships Reallocation of contacts to create a more equal workload, especially as new staff members join the DPC team 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>	
Following an evaluation of the DPC Champions Program, DPC staff have been reallocated DPC Member Champions. DPC Member Champions will be contacted with an introduction to their new DPC Staff Champion as appropriate. All DPC Member Champions may expect to be contacted in the coming months 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>	
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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>	
Report and recommendations on updates to events feedback gathering	AP/EOL	Dec 23	Completed	On track	
Gather feedback through Zoom	EOL	Ongoing	Continuous	On track	
Review event feedback (monthly)	AP	Ongoing	Continuous	On track	
Annual consultation (to inform program)	SLM	June 2024	Planned	On track	
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>				
None at present					
<b>Possible Next Steps</b>					
Routinely review and identify opportunities through greater levels of feedback					
<ul style="list-style-type: none"> <li><b>Report</b></li> </ul>					
Since the implementation of Zoom surveys at the end of each DPC event, we now collect feedback responses from an average of 25% of attendees – this is as opposed to a maximum 1 or 2 responses per event, before the change of approach. Feedback is now reported in the DPC's monthly team meetings, so that any suggestions may be incorporated into the planning for upcoming events.					
During the months of April and May, the DPC Full Member annual consultation has taken place and Full Members have provided an indication of the areas they would most like support in the coming 12 months. These responses have now been collated and will be incorporated into our planning for the coming year. Some of the priority areas are presented for discussion in this meeting.					
<ul style="list-style-type: none"> <li><b>Discussion Points/Decisions Required</b></li> </ul>					
- Discussion of advocacy support on the DPC program of activities for 2024-2025					

### 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 website accessibility			AP	Dec 2023	Completed
Review translations strategy			SLM	Jan 2024	Planned
Review and update ED&I policy			AP	July 2024	Planned
Translations			SLM	July 2024	Continuous
Supported Memberships for L-MI countries			WK	July 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>Following the presentation of the idea for Supported Memberships for L-MI countries at the last Subcommittee meeting, the proposal has been updated to incorporate the feedback received from this Subcommittee and the Management and Governance Subcommittee.</li> </ul>					
<b>Discussion Points/Decisions Required</b>					
<ul style="list-style-type: none"> <li>See agenda item: update on development of the proposal for Supported Memberships for L-MI countries</li> </ul>					

Promotion of events & opportunities					
<b>Description</b>	Communicating DPC activities				
<b>Lead</b>	Angela Puggioni	<b>Other Staff</b>	Sarah Middleton	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Number of interactions</li> <li>Engagement spread (geographic/org type)</li> </ul>		<b>Member Engagement</b>	Consultation on plans	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Regular review of current social media channels			AP	July 2024	Active
Online promotion			AP	July 2024	Active

Offline promotion (prospectus)	AP	July 2024	Planned	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>				
<p>Since the last meeting, we still await a response from the administrators of the digipres.club Mastodon server to our offer of support on behalf of the Coalition. We continue to use Mastodon in a limited capacity, specifically with personal accounts instead of a DPC account. Our pursuit of this matter will continue.</p>				
<b>Discussion Points/Decisions Required</b>				
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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	Ongoing	On Track
Increased connections/engagement in SE Asia	RW	Dec 2024	In train	On Track
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>			
If low numbers of local member commit to 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>Work with members to plan Members Unconference in Canberra for October 2024</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>				
<p>Local DPC events have been well attended this quarter. This demonstrates an interest in relevant issues, but less local interest in community engagement for open discussion. Staff members are often time poor and digital preservation is not their first priority. Visit to Singapore has created opportunities for more promotion of DPC in SE Asia.</p>				
<b>Discussion Points/Decisions Required</b>				
<ul style="list-style-type: none"> <li>Identify local training/information needs of local members and incorporate into DPC planning for 2024/25</li> <li>Members to help with planning of local unconference in Canberra, Oct 2024.</li> </ul>				



### 1.5 Understanding and enhancing the environmental sustainability of the DPC's digital platforms.

Much of the DPC's community engagement depends on digital infrastructures for video conferencing and all manner of web-based interactions. Although this reduces the carbon costs of travel and opens the door to global participation, the carbon footprint of our online services is only partially understood. In support of Sustainable Development Goal 9 we will map and audit our communications to understand their carbon footprint and develop an action plan to reduce it.

Communications development						
<b>Description</b>	The DPC's climate action plan will identify ways in which the DPC's communications can be made more environmentally sustainable. The action plan is currently in development.					
<b>Lead</b>	Sarah Middleton	<b>Other Staff</b>	John McMillan Angela Puggioni	<b>Priority</b>	Normal	
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Action Plan used by the dp community</li> <li>Impact of DPC effort</li> </ul>		<b>Member Engagement</b>	Action plan reviewed by M&G sub-Committee		
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
Draft Climate Action Plan			JBM	Aug 2023	Completed	On track
Initial Communications data being gathered			JBM	March 2024	Completed	On track
Perform communications audit			SLM	July 2024	Planned	On track
Develop action Plan			SLM	July 2024	Planned	On track
<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> DPC Staff attended a webinar on making heritage websites more sustainable and scaling back energy usage. The webinar was organized by the Dutch Digital Heritage Network who launched a guide with 42 practical solutions for a greener website and reducing climate impact. Useful takeaways which we can incorporate in our own website development are to scale images before uploading them into the CMS; to create a CO2-budget, setting limits to the amount of MBs per web page; and to use standard fonts instead of customized fonts.						
<ul style="list-style-type: none"> <li><b>Discussion Points/Decisions Required</b></li> </ul> -						

## Objective 2: Advocacy

### Activity Report March - May 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 March – May 2024

- Digital Preservation Awards process – nominations received!

#### Forthcoming Highlights

- Announcement of Digital Preservation Awards Finalists and Member Voting opens

#### Discussion Points / Decisions Required

- (None)

## 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	Planned
Save the Date			AP	July 2024	Planned
Lead in comms start			AP	Sep 2024	Planned
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>					
Nothing to report at this stage of the year.					
<b>Discussion Points/Decisions Required</b>					
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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>
Definition of 2-year process			AC/SLM	Jan 2024	Complete
Re-engagement and relaunch with Bit List Council			AC/SLM	Feb-March 2024	Complete

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>The reassembled Bit List Council was briefed on the extended 2-year review cycle in April 2024. This explained the new 2-year process, and an invitation has been made to provide feedback on the process with a view to introducing improvements. Bit List Councilors will keep a watching brief on their species areas between April and October, and will report any significant changes which might constitute aggravating factors for inclusion in a contextual note which will be published on WDPD2024, 7 November 2024.</p>				
<b>Discussion Points/Decisions Required</b>				
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Participation in local Australasia and Asia-Pacific industry						
<b>Description</b>	Head of DPC Australasia and Asia-Pacific to attend and present at key industry conferences/events					
<b>Lead</b>	Robin Wright	<b>Other Staff</b>	Michael Popham	<b>Priority</b>	Normal	
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>• Number of industry events with DPC presence</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>• Identification of key conferences held/attended by local members</li> </ul>		
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
Panels/papers submitted to conferences			RW	May 2024	3 submitted	Completed
Papers accepted/presented			RW/MP	Oct 2024	3 accepted	On Track
Industry events participated in			RW	Oct 2024	One recorded for delivery.	On Track
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>			

Attendance/travel costs to participate in local conferences	Identify key conferences in our region for joint submissions (online or in-person) with other DPC staff
<b>Possible Next Steps</b>	
<ul style="list-style-type: none"> <li>• RW/MP to attend Q&amp;A for presentation online at SEAPAVAA, Indonesia 11 June 2024</li> <li>• Members organizing conferences/events to identify opportunities for DPC co-operation/participation</li> </ul>	
<b>Report</b>	
<p>R Wright has had proposals to 3 regional conferences accepted for 2024 – SEAPAVAA, Indonesia June; RIMPA, Adelaide, September; ASA/ARANZ/PARBICA, Christchurch, October. The submission to ASA/ARANZ/PARBICA will involve a DPC Panel presentation with staff from 4 or 5 DPC members participating. The flow-on effects of presenting at conferences, such as NDF and #BDCH23 in 2023 demonstrates how these function to increased profile of DPC in the region and support ongoing industry connections.</p>	
<b>Discussion Points/Decisions Required</b>	
<ul style="list-style-type: none"> <li>• Further suggestions from members of events in 2024/25 where DPC can have a valuable presence.</li> <li>• Start planning for DPC involvement in iPres 2025 in NZ</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/ 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>						
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### 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>	Impact of DPC input Reach/range of input requested		<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	In Progress
Towards a National Collection: Review Draft			WK / SMM	May 2024	In progress
Open Culture: Draft Recommendations			WK / RW	April 2024	In Progress
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
Disagreement between members			Better public policy observatory		
<b>Possible Next Steps</b>					
<b>Report</b>					
<p>DPC was invited to submit comments to a policy document from a program funded by the Arts and Humanities Research Council called 'Towards A National Collection'. The preliminary draft arguably overlooked issues of digital preservation so DPC's commentary called for an intervention to reflect the need or preservation capacity to be included. These views were strongly evident in the subsequent Review draft which now includes a series of recommendations relevant to digital preservation and skills development. Comments to the Review draft are imminent.</p> <p>DPC was also invited to comment on a draft set of principles provided by Creative Commons Open Culture team under the 'TAROC' or program. DPC's comments emphasized the time dimension implied by open culture and the preservation requirements that arise.</p>					
<b>Discussion Points/Decisions Required</b>					
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## 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>	Online event to explore relationship between digital preservation and environmental issues					
<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>80% of spaces taken</li> <li>90% positive feedback</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Full member Priority (as collected May 2023)</li> </ul>		
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
Create and promote event online			SLM/AP	Feb – March 2024	In progress	On track
Deliver event			GP/AP	26 March 2024 (+ Watch party on 18 April 2024)	Completed	On track
<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>						
<b>Report</b>						
<p>This event, organized and coordinated by the Good Practice team, was attended by 50 people for the live event and a further 19 for the Australasia focused Watch Party. Attendees who participated in providing feedback on the event were very positive about the content and usefulness, giving it an average of 4.5/5. The DPC will continue to look for ways to promote environmental sustainability in digital preservation, and out own working practices.</p>						
<b>Discussion Points/Decisions Required</b>						
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## 2.5 Providing high profile and accessible mechanisms to communicate good practice and innovation in digital preservation.

The DPC will continue to celebrate the achievements of members and of the community globally through mechanisms like the Digital Preservation Awards which are not only a means of highlighting or amplifying good practice but also become moments for internal advocacy. The DPC will provide impartial expert validation which is independent with respect to vendors or solution providers.

Digital Preservation Awards						
<b>Description</b>	Biannual awards process					
<b>Lead</b>	Sarah Middleton	<b>Other Staff</b>	Angela Puggioni	<b>Priority</b>	Normal	
<b>Quality Measure(s)</b>	Increase in nominations on previous year Increase in range and type of nominations All categories viable to run		<b>Member Engagement</b>	Feedback from previous winners Members form Judging panel		
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
Launch of the Digital Preservation Awards 2024			SLM/AP	March 2024	Complete	On track
Confirm all Sponsors			SLM	April 2024	Planned	At risk
Confirm budget arrangements with iPres 2024			SLM	April 2024	Planned	At risk
Second call for nominations			SLM	March 2024	Complete	On track
Final call for nominations			SLM	April 2024	Complete	On track
Awards close, nominations received, first sift check and distributed to judges			SLM	April 2024	Complete	On track
First Judging Panel (Shortlisting) online			SLM	May 2024	Complete	On track
Finalists announced and invited to presentation			SLM	June 2024	Planned	On track
Online voting for finalists opens			SLM	June 2024	Planned	On track
Confirm venue arrangements			SLM	July 2024	Planned	On track
Online voting closes			SLM	July 2024	Planned	On track
Second Judging Panel with (presentations and interviews with finalists)			SLM	July 2024	Planned	On track
Awards presented at iPRES 2024			SLM	Sept 2024	Planned	On track
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>			
Budget setting is at risk wrt venue costs			Greater engagement through more impactful communications Carefully timed communications to avoid other busy conference periods			
<b>Possible Next Steps</b>						
<ul style="list-style-type: none"> <li>See key dates above</li> </ul>						
<b>Report</b>						
The call for nominations to the Digital Preservation Awards generated the largest number and most geographically dispersed set of submissions to date. Entries have come from: Australia, China, Europe (cross-border) India, Ireland, Kenya, Mexico, New Zealand / Aotearoa, Portugal, Switzerland, UK and USA						

The Judging Panel has been designed to match the international nature of the community, and has representatives from: Australia, Canada, France, Ireland, Italy, Luxembourg, Mexico, Netherlands, Philippines, Qatar, Singapore, South Africa, Switzerland, UK, USA

Sponsors have been secured for all categories of the awards, and we are very grateful to those organisations who make this celebration possible:

- **The International Council on Archives**, sponsors of the Award for Collaboration and Cooperation
- **The Digital Repository of Ireland**, sponsors of the Award for Research and Innovation
- **The Dutch Digital Heritage Network** (comprising Sound & Vision, National Archives of the Netherlands, KB The National Library of the Netherlands and the International Institute of Social History), sponsors of the Award for Teaching and Communications
- **The National Archives (UK)**, sponsors of the Award for Safeguarding the Digital Legacy
- **CLOCKSS**, sponsors of the Award for the Most Distinguished Student Work
- **The Research Data Alliance**, sponsors of the Award for the Most Outstanding Digital Preservation Initiative in Commerce, Industry and the Third Sector

We are now looking for additional sponsors for the ceremony, and if any DPC member organization would be interested in sponsoring this celebration of digital preservation, please contact Sarah Middleton.

#### Discussion Points/Decisions Required

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## Objective 3: Workforce Development Workplan and Report, May 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 March - May 2024

- Digital Asset Register Toolkit launched
- Digital Preservation Handbook Scoping Project completed
- Draft Handbook plan produced
- Updates to N2KH: Beginners course released
- Three Career Development Fund grants advertised

### Forthcoming Highlights for June - August 2024

- Labor Market Analysis Report
- Mental Health and Wellbeing in the Digital Preservation Community Survey report
- Kick-off of Handbook project
- Second Python Study Groups cohort begins

### Key discussion points and decisions

- Training policy ahead of new workplan year (p.5 and agenda item 6)
- Draft Handbook project plan (p. 9 and agenda item 5)
- Workplan for 2024/25 (agenda item 6)
- Improve impact / demonstrate diligence of CDF grants (Page 11)
- Assess interest in Education and Training Working Group (Page 12)

### 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 around the time of publication</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	Complete	---	
Data analysis	Amy	April 2024	Active	Delayed	
Report and open data set	Amy	June 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>					

Quantitative analysis was completed on the initial dataset (salaries, location, contract type, full/part time, job titles incl. word frequency). Qualitative coding of job titles for analysis of priority areas was completed. Each job posting in the initial dataset was tagged using the DPC Competency Framework Example Role Descriptions, narrowing the dataset from 636 to 167 postings most relevant to the digital preservation field.

While some progress has been made in undertaking a qualitative analysis of the job summary descriptions from the 167 job postings, more work is required to complete a full coding and analysis of the text to identify key activities and responsibilities; essential knowledge, skills, experience; education level and formal qualifications, position level and types; and corresponding areas of DPC RAM. In total, there are over 75,000 words in the job summary descriptions for the 167 postings.

A poster proposal has been submitted to iPRES 2024 to share results from the quantitative findings and facilitate discussion and engagement on key areas and approaches for qualitative analysis of job summary descriptions.

**Discussion Points/Decisions Required**

None at present

### 3.2 Actively maintain and update DPC resources that facilitate structured professional development of DPC member workforces

The DPC will continue to maintain and update the DPC’s Competency Framework in line with developing good practice and intelligence gathered on training needs and the digital preservation 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>Workshops at a minimum of two conferences</li> <li>Article in a peer-reviewed journal</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Member-focused pilot of framework</li> <li>Training events</li> <li>Inclusion as a talking point for Champions calls</li> <li>Case studies for article</li> <li>Feedback mechanisms</li> </ul>		
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
Skills Development Resource			Sharon	Sep 2024	Active	On track
Quick Start Guides			Sharon	Late 2024	Postponed	---
Recruitment Toolkit			Sharon	TBC	Postponed	---
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>			
None at present			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>						
<p>As part of the activities of the iPRES 2024 “Start to Preserve” sub-committee, Sharon has been leading a group that aims to establish an online resource to support skills development. The resource will facilitate the capture of information on education, training, and development opportunities relating to digital preservation. Information content will be community generated, using a similar model to COPTR. DPC colleague, Andy Jackson, is also contributing to the work through the development of the online infrastructure. The resource will be housed in the DPC’s GitHub repository, and we will lead its ongoing management. To date the group has produced a set of guiding principles, a data model, evaluated an early prototype, started capturing test data, and begun plans for its launch at iPRES 2024.</p>						
<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 (BST) on Digital Asset Registers			Sharon	May 2024	Active
DP Clinic (AEST) on Digital Asset Registers			Sharon	Jun 2024	Active
Workshop on Comp. Framework for UNISA			Sharon and GP Team	Jun 2024	Active
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>					
Two DP Clinic sessions have been scheduled to introduce the Digital Asset Register Toolkit. Discussions are also underway with the University of South Africa and the National Library of Ireland about potential workshops for each. The UNISA workshop will focus on the Competency Framework and CAT, as part of a series that will also cover RAM. The NLI workshop will cover Procurement and will provide an excellent opportunity to develop new training materials that can then be transformed for online delivery.					
<b>Discussion Points/Decisions Required</b>					
Training policy ahead of new workplan year.					

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	Consultation	In train
<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 Investigate different levels of demand for F2F/online training in region			
<b>Possible Next Steps</b>						
<ul style="list-style-type: none"> <li>• Consult local members about 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 possible topics they would like to discuss at unconference</li> </ul>						
<b>Report</b>						
<p>The N2KH Plus sessions delivered in our time zone in 2023/24 were well received: they were <i>Continuous Improvement</i> (24 May 2023) – 13 participants; <i>Risk Management</i> (15 June 2023) – 10 participants; <i>Policy</i> (17 Oct) – 21 participants; and <i>Making the case for DP</i> (7 Feb 2024) – 13 participants.</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 activities in Australasian region unclear.</p>						
<b>Discussion Points/Decisions Required</b>						
<ul style="list-style-type: none"> <li>• Local workforce development areas of need – preference for in-person or online training</li> <li>• Support for local members unconference and networking event in Canberra, 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	Active	On track
Evaluation of First Cycle	Amy/Sharon	Jul 2024	Planned	---
Organize Second Cycle	Amy/Sharon	Jul 2024	Active	On track
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>			
None at present	<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>				
<p>The first cycle of PSG cohorts is now drawing to a close and preparations are underway to wrap-up this cycle and begin the next. Current groups members are being asked if they wish to continue and those on the waitlist asked if they would like a place in the July cohort. Once this process has been completed, recruitment will open more broadly. The program's Governance Group held its first meeting in April and discussed how things have progressed and improvements that might be made. Those discussions will influence plans for the 2<sup>nd</sup> cycle and questions to be asked in the evaluation survey sent out to participants in the 1<sup>st</sup>.</p>				
<b>Discussion Points/Decisions Required</b>				
None at present				

### 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 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>		
None at present			<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 has been no capacity to continue development of training content in this period. The development of Digital Asset Register and updates to N2KH training which were not anticipated at the start of the planning period have been prioritized over these developments. This relative lack of priority is likely to continue into the next DPC year with the kick-off of the Handbook project.					
<b>Discussion Points/Decisions Required</b>					
None at present					

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>
<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>	<b>Condition</b>
Communications	Angela	Ongoing	Active	On track
Learner Support and Admin	Ellie	Ongoing	Continuous	On track
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 1<sup>st</sup> March to 23<sup>rd</sup> May new registrations and course completion numbers are as follows:</p> <ul style="list-style-type: none"> <li>N2KH: Beginners – 180/48</li> <li>N2KH: Access – 34/8</li> <li>N2KH: Email – 49/13</li> <li>N2KH: DAR – 130/23</li> </ul> <p>The Digital Asset Register toolkit, accompanying resources (a planning template and a register template with stats dashboard), and related online course were all completed on schedule. The toolkit was officially launched on 15<sup>th</sup> May. In the first week of its release, the landing page of the online version has received over 1100 visits and the PDF version has been downloaded 300 times. A poster proposal about the toolkit has been submitted to iPRES 2024.</p> <p>Work was also completed on the Novice to Know: Digital Preservation for Beginners course on schedule. Content was updated in 11 modules, the 5 video modules were upgraded, and the remaining 23 modules were copy edited. The existing content was updated with the new versions in mid-April.</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	Planned
Translation plan			Amy	May 2024	Planned
Scoping Project – Community Survey			Sharon	Feb 2024	Completed
Scoping Project – Focus Groups			Amy	Feb 2024	Completed
Scoping Project – Recommendations Report			Sharon	Mar 2024	Completed
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
Extent of effort required to deliver the project Need to meet out of pocket costs			<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>					
The scoping study findings report was completed on schedule and was discussed at a DPC staff brainstorming session in mid-March. The outcomes of the report and session were then used to draft and refine a set of guiding principles and a draft structure for the 3 <sup>rd</sup> Edition. These have since been used as the basis for developing a full draft of a project plan, including roles and responsibilities, timeline and milestones, work package descriptions, and indicative costs. A lightning talk proposal about plans for the Handbook has also been submitted to iPRES 2024.					
<b>Discussion Points/Decisions Required</b>					
<ul style="list-style-type: none"> <li>Feedback on the proposed project plan.</li> </ul>					

### 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 2023-24 membership year	Amy	Aug 2023	Complete	---	
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). Failure to make funding target in Supporter program Failure to demonstrate impact Failure to demonstrate diligence	Improve communications to members about self-identified grants. Identify and promote career development opportunities in a greater variety of locations, in particular Asia, Africa, New Zealand, and South America. 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, one fully funded Member Self-Identified grant was awarded to a DPC Member to support their attendance at the IIPC Web Archiving Conference 2024 in Paris on 24-26 April.

At the time of writing, there are three open calls for advertised grants (No Time to Wait 8 Conference in Karlsruhe, Germany; ARA 2024 in Birmingham, UK; and iPRES 2024 in Ghent & Flanders, Belgium).

Advertised calls planned for the next quarter include fully funded grants for the online NEDCC Digital Directions Conference and for the Australian Society of Archivists (ASA) 2024 Conference in Ōtautahi Christchurch, Aotearoa New Zealand.

Following feedback from the last sub-committee meeting, an [updated version of the Career Development Fund Guidelines](#) has been published on the website to clarify criteria relating to contract length and incorporated into the [Application Form for Advertised Calls](#).

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

Improve impact and demonstrate diligence of CDF grants.

### 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>
Guest lectures/training sessions			Amy/Sharon	Ongoing	Continuous	On track
Guest Lecture (Aberystwyth)			Amy/Sharon	May 2024	Completed	---
Invitational Workshop (Strathclyde)			William	May 2024	Completed	On Track
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>						
Amy and Sharon presented for students at the University of Aberystwyth, covering digital preservation skills and the related labor market findings from quantitative analysis. Sharon and Ellie have also been collaborating with colleagues from the National Archives of the UK and the Netherlands on a workshop submission for iPRES 2024. The workshop, using games development to build HTML and CSS skills, has been accepted.						
<b>Discussion Points/Decisions Required</b>						
Assess interest in Education and Training Working Group.						

### 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 submissions	Sharon	Sep 2024	Active	On track	
Establish Mental Health and Wellbeing Task Force	Sharon	Oct 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>					
Some progress has been made on completing the survey data analysis, but around a day of work is still outstanding. Due to other commitments and staff leave, a July publication is now likely. In addition, with the kick-off of the Handbook 3 <sup>rd</sup> Edition project in August, recruitment for members of the proposed Task Force has been rescheduled for October 2024. Two proposals relating to the survey have been submitted to iPRES 2024, a “birds of a feather” session on the issues identified relating to advocacy and burnout (which has been accepted) and a poster discussing results and next steps.					
<b>Discussion Points/Decisions Required</b>					
None at present					

Digital Preservation in Africa				
<b>Description</b>	DPC has been 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. This project has submitted an application for funds in excess of 100K USD, which would support DPC travel costs and some staff time to the total of 12K USD. We await the outcome of the application however the partnership behind this proposal is robust and likely to try to proceed with other activity should the grant not be awarded.			
<b>Lead</b>	William	<b>Other Staff</b>	Sharon	<b>Priority</b>
<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	Planned	On track
DP Training Needs in Africa Workshop	William	Q4 2024	Planned	On track
Adaptation of existing resources	Sharon	Q1 2025	Planned	
Train the Trainers	Sharon	Q2 and 3 2025	Planned	
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>			
<ul style="list-style-type: none"> <li>Expectation</li> </ul>	None at present			
<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>				
None				

## Objective 4: Good Practice

### Activity Report and Workplan Feb 2023 – May 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 27th February 2024 – 22<sup>nd</sup> May 2024

- Publicity and events to promote the release of DPC RAM v.3.
- Webinar and watch party on External Advocacy for Web Archives.
- Environmental webinar and watch party, and launch of a new Technology Watch Guidance Note on Environmental Impact.
- Registries of Good Practice has released its first prototype – [The Digital Preservation Publications Index](#)

#### Forthcoming Highlights for May 2024 – August 2024

- Unconference in Dublin.
- Series of events focusing on the FRED Forensics Workstation (in response to member needs).
- Publication of Technology Watch Guidance Note on the preservation of digital art.
- Publication of first white paper for Our Heritage Our Stories project.

#### Discussion Points / Decisions Required

- Have any sub-committee members had a chance to look at propose changes to PREMIS rights entity? Any observations to share?
- Assessing whether member priorities might be addressed via Technology Watch Series.
- Fair Play Task force to be prioritized in late 2024.

#### 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	<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>
Audiovisual Working Group			MGP	ongoing	Active
Fair Play Task Force			PRW	ongoing	Active
Museums and Galleries Working Group			JLM	ongoing	Active
National Libraries and Archives Working Group			PRW	ongoing	Active
Operational Preservation Systems Working Group			PRW	ongoing	Delayed
Web Archiving and Preservation Working Group			PRW	ongoing	Active
Preservation Registries Special Interest Group			AJ	ongoing	Active
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
<p>Challenging to arrange working group 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.</p> <p>OPS Working Group – delayed due to other priorities. Plan to relaunch in next 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>		
<b>Possible Next Steps</b>					
<p>Meetings of working group and task forces are planned as follows:</p> <ul style="list-style-type: none"> <li>• Next Museum and Galleries Working Group meeting to be held in July. The agenda is currently being finalized.</li> <li>• Forthcoming AV Working Group meetings have been arranged for 31<sup>st</sup> May and 29<sup>th</sup> July.</li> <li>• WAPWG undergoing some changes in representation on the Steering Committee with Garth Stewart stepping down as Chair. Next event will be an open themed discussion meeting.</li> </ul>					
<b>Report</b>					

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. Presentations have been delivered by the V&A and Postal Museum and the Getty. Feedback collected from the group in February was very positive and in particular showed how much members appreciate hearing from each other during group meetings.
- Two NatLA meetings have been held in the current cycle of this group with no planned themes, and this approach is so far working well with varied and useful discussion amongst the members.
- The AV working Group held a drop-in session on 25<sup>th</sup> March which resulted in some useful engagement and discussion between Members

#### Discussion Points/Decisions Required

None at present.

Networking events					
<b>Description</b>	DPC networking events in a range of formats designed to get Members networking and discussing key digital preservation topics.				
<b>Lead</b>	JLM, 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>	
Digital Preservationists Anonymous – iPRES 2023	SMM/WGK	September 2023	Cancelled	At risk	
Digital Preservationists Anonymous – Australasia	PRW	September 2023	Cancelled	At risk	
Panel session at Australian Society of Archivists Conference, Melbourne	PRW, RW	September 2023	Completed	On Track	
DPC Unconference - Dublin	SLM	November 2023	Cancelled	At risk	
Digital Preservationists Anonymous - Dublin	JLM	November 2023	Cancelled	At risk	
DPC Unconference Europe 2024 – Dublin	SLM	May 2024	Planned	On Track	
Conference presentations and posters at iPRES 2023	JLM, MGP	Ongoing	Completed	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>				

<p>Digital Preservationists Anonymous hasn't gained any traction recently. Planned session at iPres didn't happen as none of the Good Practice staff were there in person. The session advertised for Dublin this month (to coincide with unconference) only had one person interested so was cancelled.</p>	<p>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. This is for discussion when we plan our prospectus for the next DPC year.</p>
<p><b>Possible Next Steps</b></p>	
<ul style="list-style-type: none"> <li>• Plans are underway for the DPC's European unconference which is being held in Dublin at the end of May.</li> <li>• We will maintain our schedule of regular events (e.g. DPconnect, DPclinic, DPC Reading Club).</li> <li>• We have DPclinic sessions planned for the next couple of months – May's session will focus on the DPC's new guidance on creating a Digital Asset Register. June's session has moved to early July and will be looking at risk management in digital preservation, with a focus on Maureen Pennock's recent research on CHARM.</li> <li>• A face-to-face reading club session is planned to take place at the forthcoming unconference as this worked well last year. Reading selected for forthcoming sessions focuses on the topics of Technical debt in archives and digital content in Indigenous communities. We are hoping to select a suitable chapter of Trevor Owen's recent book for July's session.</li> </ul>	
<p><b>Report</b></p>	
<ul style="list-style-type: none"> <li>• DPclinics: a session in March launched the new version of RAM, and a session in April with Niamh Murphy was focused on diacritics in preserved digital content.</li> <li>• Reading Club has been running for over a year now and has been an enjoyable and valuable addition to the DPC events calendar.</li> </ul>	
<p><b>Discussion Points/Decisions Required</b></p>	
<p>None at present</p>	

## 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 2024	Active
Collate full member priorities, discuss with Good Practice Sub-Committee and develop annual DPC prospectus			PRW/SLM	June 2024	Planned
See Objective 1.1 DPC Supporters			SLM	June 2024	Active
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
Too many supporters means members are saturated. 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.			Imminent 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.		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Continue to work on turning list of Full Member priorities into a programme of work for the next DPC year.</li> <li>Continue to carry out this round of DPC Champions interactions to better understand member needs.</li> </ul>					
<b>Report</b>					
<ul style="list-style-type: none"> <li>DPC staff have been making contact with all Members as part of their Champions programme. This may involve arranging a meeting to discuss recent progress, current challenges and how the DPC can help.</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>	PRW maintains a spreadsheet of Member Support activities and record feedback received.		<b>Member Engagement</b>	Broad insights gained through Member Support activities are often shared (though fuller details of the nature of the support given are not)	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Deliver direct support to members			PRW	Ongoing	Active
<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.  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.  Being able to 'write up' member support and share the learnings more broadly.		
<b>Possible Next Steps</b>					
<b>Report</b>					
We have had several requests for support from Full Members over the last quarter. We continue to work on a report for one Member highlighting risks and opportunities around research data preservation and are just beginning a piece of work helping another member with a RAM assessment to lead to a prioritization of tasks for a digital preservation strategy. Other requests include an internal workshop on RAM and CAT, and an extended presentation on RAM to a Member-organized workshop. Support was provided to a member on procurement and recruitment to a new role. Feedback was provided on a revision to a preservation planning activity.					
<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>
'Introduction to RAM' session in Spanish			SLM	July 2023	Completed
'RAM Jam' New Zealand			PRW, RW	September 2023	Completed
Organize annual 'RAM Jam' event to enable sharing of experiences between members			JLM	November/December 2023	Completed
Analyze RAM information from Members			JLM	December 2023	Completed
Disseminate RAM benchmarking information to Members			JLM	December 2023	Completed
Disseminate summary information to Members at annual AGM			JLM	December 2023	Completed
Call for feedback on RAM prior to update			JLM	December 2023	Completed
RAM revision and update			JLM	March 2024	Completed
RAM-balance sessions			JLM	April-May 2024	Completed
Gather RAM assessments from Members and create initial summary statistics			JLM	June 2024	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>The deadline for sharing RAM assessments with the DPC is 3<sup>rd</sup> June. Work will proceed after this date to collate and summarize the information shared into a set of anonymized summary statistics for benchmarking.</li> </ul>
<b>Report</b>
<ul style="list-style-type: none"> <li>RAM version 3 was released to the community at the end of March and a very well attended DPclinic session was held to work through some of the changes and new resources.</li> <li>With the release of the new version of RAM, we also took the opportunity to improve the way we share benchmarking information with Members. We have developed a reporting format which will provide a more consistent method of displaying and distributing the results. This will help with the ease of comparison between different reporting periods.</li> <li>RAMbulance sessions have been held over 2 days in April and May with a total of 6 Members taking the opportunity to chat with DPC staff about elements of their RAM assessment.</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	Undertaken	Completed	
Support delivery of RAM training/information to local members	RW	Dec 2024	Ongoing	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>				
Not enough local support available for DPC Aus members undertaking RAM	More promotion of RAM resources to non-members of DPC in our region				
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Promote free availability of RAM v3 more widely in Australasia and Asia-Pacific</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 3 RAM results so far in 2024. R Wright presented an in-person RAM workshop at National Library of Singapore to audience of 96 members and non-members. Jen Mitcham presented a live online session <i>Introducing RAM v3</i> in the Australasian time zone on 10 April 2024 with 14 attendees.					
<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> </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 Preserving Geospatial Data report			JLM	July 2023	Completed
Revise/streamline Technology Watch author agreement			PRW	August 2023	Completed
Revision of Preservation Metadata Report			MGP	July 2024	Delayed
Revision of Web Archiving Report			PRW	February 2025	Active
Revision of Digital Forensics report			JLM	No date	Delayed
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
It has not been possible to find an author to revise the Digital Forensics report. Without a suitable author this work cannot be completed.			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 are developing a plan based on feedback received.</li> <li>The digital forensics event organized for February was designed partly with the goal of surfacing an author to revise this report. Several of the speakers at this event were interested in the idea of a collaborative revision effort. Need to establish how this might work and if a formal Technology Watch Report is actually what is needed in this space (rather than another online format).</li> </ul>					
<b>Report</b>					
<ul style="list-style-type: none"> <li>Web Archiving Report is now being drafted by the author.</li> </ul>					
<b>Discussion Points/Decisions Required</b>					
Assessing whether member priorities might be addressed via Technology Watch Series.					

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 Designated Communities			JLM	2022	Completed
New Guidance Note on Persistent Identifiers			JLM	July 2023	Completed
New Guidance Note on Preserving Digital Art			JLM	July 2023	Active
New Guidance Note on Environmental Impact of Digital Preservation			MGP	December 2023	Completed
New Guidance Note on Disaster Planning			MGP	May 2024	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.  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.</li> </ul>					
<b>Report</b>					
<ul style="list-style-type: none"> <li>The release of the new Guidance Note on the Environmental Impact of Digital Preservation was slightly delayed, to coincide with a webinar and subsequent watch party on the same topic. Feedback on the Guidance Note has been limited but generally positive, although it has also highlighted the difficulty of addressing such a wide-ranging topic in a relatively short publication.</li> <li>A first draft of the forthcoming guidance note on Preserving Digital Art has been shared with the DPC and with members of the Museums and Galleries Working Group for comment.</li> </ul>					
<b>Discussion Points/Decisions Required</b>					
Assessing whether member priorities might be addressed via Technology Watch Series.					

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>
Creation of good practice guide to documentation			JLM	June 2023	Completed
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
			Provide PDF version of online resources. Provide DOI and citation guidance for online resources.		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>We will incorporate information about review cycle into our planning session for the next DPC year and schedule in review of resources as appropriate</li> <li>We will make information about next review date (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>We have documented and agreed with the DPC staff team a review cycle for our online resources with each online toolkit or resource given a review cycle of 3-5 years based on its content.</li> <li>With the update to DPC RAM this quarter, some minor edits were made to other resources that reference RAM to ensure they are up to date with the latest version – the preservation policy toolkit and the RAM mapping document for the core system requirements element of the Procurement Toolkit were updated in this way.</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, PW, 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>
QA for web archives			PRW	July 2023	Completed
Persistent Identifiers webinar			MGP	September 2023	Completed
Documentation guide launch and workshop			JLM	September 2023	Completed
Documentation guide launch watch party			JLM	September 2023?	Completed
Keep the Bits Workshop x 4 - Australia			PRW, RW	September 2023	Completed
Cloud Based Content			JLM	October 2023	Completed
AI and DP: Show and Tell Webinar			MGP	November 2023	Cancelled
Environmental Impact webinar			WK, MGP	December 2023 (now March 2024)	Completed
Workflow webinars			MGP	January 2024	Completed
Digital forensics			JLM	February 2024	Completed
Emulation case studies			PRW	May 2024	Delayed
AI and Appraisal event			MGP	July	Planned
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		

<p>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.</p> <p>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.</p>	<p>Improve the planning and scheduling of events, and carefully consider additional and ad hoc requests that arise throughout the year.</p>
<p><b>Possible Next Steps</b></p>	
<ul style="list-style-type: none"> <li>• There are a few more events to be scheduled in this DPC year but attention will soon turn to planning the programme of events for the next DPC year.</li> </ul>	
<p><b>Report</b></p>	
<ul style="list-style-type: none"> <li>• We are continuing to use a new Zoom feedback form which pops up when you leave an event, along with a smaller number of questions. This seems to have increased engagement with our feedback forms.</li> <li>• We are starting to analyze feedback received at events in a more structured and consistent way by introducing this as an item at our monthly DPC staff meetings and allowing discussion about any issues arising and follow up actions that should be taken.</li> <li>• We have arranged an event series on the FRED Digital Forensics Workstation after a request on the DPC-DISCUSSION list.</li> <li>• Following internal discussions at the DPC staff meeting in December 2023, it was decided that we would merge the planned AI show-and-tell event with the proposed webinar on Appraisal, given that a number of Members in Australasia had expressed an interest in a webinar on how AI might be used in appraisal. It was decided that this could be an Australian-led event but it has subsequently proven to be extremely difficult to identify any speakers in the Australasian/Asia-pacific timezone who feel willing and able to present. The event has been rescheduled to increase the chances of finding suitable speakers before the end of the DPC year (31/07/24).</li> <li>• The Emulation Case Studies event is likely to be delayed until next DPC year, and is dependent on sufficient time to establish Fair Play Task Force, with which this event is connected.</li> </ul>	
<p><b>Discussion Points/Decisions Required</b></p>	
<p>Fair Play Task force to be prioritized in late 2024.</p>	

<b>Deliver program of events in Australasia and Asia-Pacific</b>					
<b>Description</b>	Deliver regular program of 2 DPC events per month in Australasian time zone				
<b>Lead</b>	Robin Wright	<b>Other Staff</b>	Eleanor O'Leary	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>• Number of events delivered</li> <li>• Number of speakers/ attendees</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>• Members participation in events</li> <li>• Unconference topics submitted by members</li> </ul>	
<b>Key Tasks/Outputs</b>	<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>	
Program of local events developed and delivered	RW/JM	Dec 2024	Ongoing	2 events/mth delivered/planned	
Communication about and delivery of local events	RW/EO'L/AP	Dec 2024	Ongoing	On Track	
Ongoing development of future events for delivery in local time zone including unconference	RW/SM/JM	Dec 2024	In train	On Track	

Risks Arising		Opportunities for Improvement	
Low audience numbers for some local events		Increased lead time for promotion of upcoming local events	
Possible Next Steps			
<ul style="list-style-type: none"> <li>Improve timeline for planning of events for delivery in Australasia</li> </ul>			
Report			
7 events have been delivered in local time zone in this quarter. It is easier to promote local events that follow UK events. In the current quarter, the 4 online events held attracted a total of 98 attendees, the public event held at the National Library of Singapore had 96 attendees, and the planned A/V working group session planned for 31 May has had 17 registrations. Events are generally well attended, but local attendees tend to register very close to the date.			
Discussion Points/Decisions Required			
<ul style="list-style-type: none"> <li>Work closely with the Good Practice team to ensure a good ongoing local program of events. Event administration has required more time this year meaning less time available for local strategic outreach to potential members.</li> <li>Planning for the first Australasian Members Unconference and Networking Event in Canberra in October is underway.</li> </ul>			

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. Working party/task force meetings 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	Ongoing	On Track
Publish local event entries on DPC website			EO'L	Dec 2024	Ongoing	On Track
Risks Arising			Opportunities for Improvement			
Need to ensure all sharing goes both ways.			Explore ability to use alternative online video delivery technologies to meet member needs			
Possible Next Steps						
<ul style="list-style-type: none"> <li>Ensure all event 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 3 online events have included local speakers from our region.						
Discussion Points/Decisions Required						
<ul style="list-style-type: none"> <li>Identify specific topics of interest around DP activities in Australia that could produce an event delivered first in Australasia which could then be delivered in other time zones.</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>	<b>Condition</b>		
Maintaining a watching brief on the work of the MOMS-DAI group that works on the OAIS standard			JLM	NA	Active	Minor Issue
Maintaining a watching brief on developments with the NDSA Levels of Digital Preservation			JLM	NA	Active	On Track
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>			
This work tends to be responsive and hard to schedule properly. It is a challenge making the time to attend weekly meetings of MOMS-DAI group and keeping up with discussions via email.			Long term schedule and plan for engagement.  Consider sharing work with Preservation Registries Analyst			
<b>Possible Next Steps</b>						
<ul style="list-style-type: none"> <li>Continue working with NDSA Levels Steering Group on planning a revision of the Levels in 2024.</li> <li>We haven't yet found time to respond to a call for comments on revision to PREMIS rights entity (by 31<sup>st</sup> May) but hope to do so.</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.</li> <li>The DPC was approached to present on DPC RAM to the RDA/WDS TRUST Principles Outreach and Adoption WG at their meeting in June 2024, to highlight any synergies between the two. An initial mapping has been carried out between DPC RAM and the TRUST principles and this will be presented at the forthcoming meeting.</li> </ul>						
<b>Discussion Points/Decisions Required</b>						
Have any sub-committee members had a chance to look at propose changes to PREMIS rights entity? Any observations to share?						

#### 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 be benefit from the enhancements to registries.	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Develop and finalize job description for Community Manager role			PRW	1/8/2023	Completed
Recruit to Community Manager role			PRW	1/3/2024	Completed
Detail project plan			PRW / WK	1/7/2024	Active
Make digital preservation expertise, good practice and research discoverable			PRW	TBC	Active
Innovate and develop more impactful and sustainable digital preservation registry services			PRW	TBC	Active
Sustain the COPTR data			PRW	TBC	Planned
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
<b>Possible Next Steps</b>					
AJ is focusing primarily on the second prototype, examining file format registry coverage and connecting to software and rendering information in Wikidata as well as beginning to look at format registry coverage in the context of archival holdings, initially working with Yale.					
<b>Report</b>					
The first prototype, the <a href="#">The Digital Preservation Publications Index</a> , has been formally released and has already triggered some interesting and productive engagement with iPres. The Special Interest Group is providing a useful sounding board for project developments and questions. The project is working well with the team at Yale which is facilitating some useful directions for development of the prototypes, particularly ongoing work on the formats aggregator.					
<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>	K	<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 during the last quarter for DPC has increased a little, as a number of interesting preservation issues have arisen. In particular examination of the implications for retention of content and how change management and integrity checking is handled. The project remains fairly low effort for DPC, but continues to generate useful preservation focused discussion and hopefully input into developments of the THOTH service for open access ebook publishers.					
<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	30/11/2024	Active
Practical guidance for community archives			KW	31/10/2024	Active
White paper No:2			KW	30/11/2024	Planning
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
Increasing our contribution to the project as it nears completion presents risks around getting up to speed and integration with the existing project team.					
<b>Possible Next Steps</b>					
A second round of information gathering to address some specific outstanding needs and ensure guidance developed by the project is helpful and well targeted					
<b>Report</b>					
Karyn Williamson has been recruited and has launched into the part time role on the project with enthusiasm. Fitting into existing project ways of working and understanding current trajectories has not been straightforward but we feel we have established good communications and work is progressing well. Current focus is on contributions to the first white paper and planning for the second round of information gathering.					
<b>Discussion Points/Decisions Required</b>					
None at present.					

#### 4.9 Monitor, manage and improve habits of sustainable consumption in the production and delivery of DPC events.

Prior to Covid-19, DPC briefing days and member-facing events involved significant amounts of travel and catering which in turn implied waste. Once the pandemic is over, we will return to a ‘better normal’ in support of Sustainable Development Goal 12<sup>1</sup>. In doing so we will be mindful of the DPC’s global membership, recognizing that ‘face to face’ activities can also exclude a great many members. Although some travel and face-to-face events will resume as a component of our work, we will seek to reduce travel and routinely measure carbon cost and risk of waste generation when we plan events, establishing a framework for continuous improvement to reduce our consumption from events by the end of this planning period.

Make DPC events more sustainable					
<b>Description</b>	Putting in place measures to measure the impact of events and to minimize that impact				
<b>Lead</b>	JBM	<b>Other Staff</b>	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>
Climate Action Plan			JBM	Sept 2023	Active
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
<b>Possible Next Steps</b>					
<b>Report</b>					
This action is dependent on the development of a wider climate action plan and audit toolkit for the DPC which has been published. 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 4.5 Commissioning Technology Watch Guidance Note on carbon costs of digital preservation.			MGP	December 2023	Completed
See 4.6 event on environmental issues			WK and MGP	December 2023	Completed
See 4.7 on ongoing work to look at NDSA Levels with regard to environmental sustainability			JLM	ongoing	Active
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
Fast moving field with complex ideas and significant volumes of misinformation. Advice has to be coherent, actionable and accurate. Expert scrutiny is required.			Engage DP with wider environmental / circular economy thinking		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"> <li>Continue to work with NDSA Levels Steering Group to discuss next steps.</li> </ul>					
<b>Report</b>					
<ul style="list-style-type: none"> <li>Technology Watch Guidance Note on this topic was published in April 2024 alongside an event and watch party.</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>
Inclusion of ORCID IDs in Technology Watch publications			PRW	July 2023	Completed
Provide citation guide for DPC resources			JLM	April 2024	Planning
Publish and preserve Technology Watch publications as open eBooks			PRW	June 2024	Planning
Review of DPC records management practices			TBC	TBC	Planned
Embed Robust Links and DOIs in core DPC publications			SLM, PRW	Ongoing	Ongoing
Ensure periodic harvest of DPC website			SLM, PRW	Ongoing	Ongoing
Enhancing back-up and resilience			JLM	Ongoing	Ongoing
Ensure and promote cyber-security			JBM	Ongoing	Ongoing
<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. Publishing Tech Watch reports as eBooks is not currently a high priority and may slip, given current high workloads			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. 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.					
<b>Discussion Points/Decisions Required</b>					
None at present.					

## Objective 5: Accountable, Sustainable, Dynamic

### Activity Report and Workplan Feb 2023 – May 2024

#### 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 first nine months of 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. 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	30/04/2024	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 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>	<b>Condition</b>
Preparation of year end accounting information			JMc	30/08/2023	Complete	Completed
Presentation of Annual Accounts at AGM			WK / JMc	05/12/2023	Complete	Completed
Sign off of Annual Accounts			WK / JMc	30/04/2024	Complete	Completed
Preparation of year end accounting information			JMc	30/08/2025	Planned	On Track
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>			
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. Changes in charity law			<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 final annual accounts have been signed and submitted to Companies House and OSCAR. Tax Return has also been submitted. 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 Training					
<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	31/01/2024	Planned
Online Governance Training			JM	30/04/2024	Planned
Carbon Footprint Training			WK	31/07/2024	Active
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
Lack of interest / over-abundance of interest Internationalization makes governance more complicated			As membership grows more diverse, opportunity for different countries, sectors to be represented at both sub-committee and board.		
<b>Possible Next Steps</b>					
P Morrice to provide two online sessions for governance training in April 2024. Details to follow shortly.					
<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	On-going
Ensure reporting conforms with DPC standards			RW	Dec 2024	On-going
<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 23 local members and DPC sub-committees 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	31/03/2024	Planned
E-Learning for HSE for all staff			JMc	31/12/2024	Active
Future Proofing Project			WK / AG	31/07/24	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>					
<p>The staff handbook review for 2024 is nearing completion. We are discussing some additions to the Cyber Security section of the handbook through our Cyberessentials accreditation work before this is ultimately finalized which will be in place by end of May 2024.</p> <p>All staff have been issued with access to a suite of e-learning courses on basic Health &amp; 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.</p> <p>A program of work to review and update the DPC's staff plan is in hand with Ann Gow of Glasgow University as independent chair of a working group of the Board. This group has consulted with staff through 2023/4 and has made recommendations which are scheduled to be implemented by the end of the financial year.</p>					
<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	30/04/2024	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 draft 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 ultimately approve the budget for next year but would be keen to get feedback on anything that can be improved upon from the sub-committee.					

## 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>
Climate Action Plan			JMc	31/10/2023	Complete
Carbon Emissions Audit			JMc	31/07/2024	Ongoing
<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>					
Nine month calculation (Aug 2023 - Apr 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>
Director Volunteer			WK / JMc	30/03/2024	Complete
<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	Q2 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>					
<p>The CRM continues to be used by staff to log interactions with members and non-members and to track attendance at events and S-C meetings. An integration to log emails quickly has been installed by most of the staff to facilitate tracking interaction. All staff have now enabled multi-factor authentication to their accounts and the purchase of more licenses to facilitate added staff members is being considered.</p> <p>A review of the staff's use of the CRM has started alongside the review of the DPC Champions program.</p>					
<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>	<b>Condition</b>
Stakeholder consultation for web requirements	AP	Nov 2023	Completed	On track
Development of requirements doc	AP	End Nov 2023	Completed	On track
Document clean-up in current CMS	EoL	Jan 2024	Completed	On track
Contact current web developer for updating Joomla 3.10 to Joomla 5.0	SLM	Feb 2024	In progress	On track
Establish planning for completion of update	SLM/AP	Mar 2024	Planned	On track
<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>				
<p>We are now looking to upgrade 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.</p>				
<b>Discussion Points / Decisions Required</b>				
None.				

Cyber Security / Backup Policy						
<b>Description</b>	As the risk register shows, Cyber Security is one of our highest risk priorities. Although we previously had a Cyber Security policy contained with our staff handbook, improvements were needed in this area to ensure we are compliant and secure.					
<b>Lead</b>	Joh McMillan	<b>Other Staff</b>	All Staff	<b>Priority</b> High		
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"> <li>Cyberessentials</li> <li>Cyberessentials Plus</li> </ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"> <li>Shared experiences with members around this topic</li> </ul>		
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>	<b>Condition</b>
Cyberessentials Accreditation			JMc	March 2024	Active	On track
Basic Cyber Security Training for all staff			JMc	Jan 2024	Completed	On track
Cyberessentials Plus Accreditation			JMc	July 2024	Planned	On track
Further Cyber Security Training for JMc			JMc	July 2024	Planned	On track
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 submitted our Cyberessentials accreditation in late February 2024. As part of the assessment, it was identified that as the majority of staff work from home, that we should implement a working from home security checklist to ensure that we are protected in this area. Cyberessentials are currently reviewing this part of the documentation which will also complete our work on the staff handbook this year. We are currently starting the Cyberessentials Plus accreditation which is more involved and is less of a self audit function than the first stage of the assessment. This may take 3 – 4 months to get in place but given our size and numbers of staff it may be possible to get this in place by end of July which is our aim.</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. Would be interested to speak to any members who have expertise in this field about their thoughts and potential training for staff we could consider.						