

Report to Members, Q4 2024

About this Document

The DPC reports quarterly to the Representative Council on progress across our strategic plan, and it presents the three-month preview workplan. This ensures DPC remains true to its values: ‘open, transparent and accountable to members’; ‘responding to the needs of members in the delivery of services’; and ‘respectful, welcoming, inclusive and transparent in all our dealings’. This reporting structure, which has been designed with members, means every member has equal access to every aspect of our program. Every member is empowered to seek clarification and invited to shape the direction of DPC’s activities, and to do so openly and routinely. This report is structured around the DPC’s five objectives which are in turn broken into specific tasks and actions.

- **Objective 1: Community – Page 2**
- **Objective 2: Advocacy – Page 16**
- **Objective 3: Workforce Development – Page 25**
- **Objective 4: Good Practice – Page 26**
- **Objective 5: Accountable Sustainable and Dynamic – Page 49**

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 Q4 2024

- First meetings of DPC Americas (p 8)
- World Digital Preservation Day 2024 (p 17)
- Bit List 2024: the Global List of Endangered Digital Species (p 18)
- Digital Preservation Awards (p 21)
- Community Archives Digital Preservation Toolkit (p 43)
- Audit and End of Financial Year (p 50)

Workplan Status Descriptions

Status	Description
Planned	Task/project is included in the workplan for later in the year.
Active	Task/project is in progress as planned.
Continuous	Ongoing workstream with no set end date.
On Hold	Task/project has been started but is now on hold due to other competing priorities.
Delayed	Task/project is in progress but will not meet original target completion date.
Postponed	Completion date for the planned task/project has been pushed back to allow for other priority activities.
Completed	Task/project has been completed.
Cancelled	Task/project has been removed from the workplan (reason to be provided in report).

1. Community Q4, 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 September - November 2024

- Since our last meeting, DPC has become majority 'outwith UK' in terms of membership
- Community development activities in Americas and Australasia/Asia-Pacific

Forthcoming Highlights

- Workflow Webinars
- DPC Americas Unconference and forward planning (p.6)

Discussion Points / Decisions Required

- Recommendations for DPC Supporter program (p.2)
- Encouragement to circulate and identify future hosts for iPres (p.4)
- Recommendations for communications about DPC program of activities/usefulness of Prospectus? (p.10)
- Where should our next Europe Unconference be held? (p.7)

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					
Description	Weekly online gathering open to digital preservation community				
Lead	Sarah Middleton	Other Staff	All	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> Engagement levels Positive feedback 		Member Engagement	<ul style="list-style-type: none"> Discussion topics 	
Key Tasks/Outputs			Owner	Due Date	Status
Weekly promotion			AP	Weekly	Continuous
Rotation of hosts			SLM	Oct 2024 – Dec 2024	Continuous
Risks Arising			Opportunities for Improvement		
None at present			Greater engagement from global regions currently underrepresented Alternating Days?		
Possible Next Steps					
<ul style="list-style-type: none"> Promoting the #DPConnect sessions in the African region by inviting our local DPC members Varying the #DPConnect timing across Aus/Americas/Europe 					
Report					
<ul style="list-style-type: none"> #DPConnect sessions have resumed and take place each Friday at 1400 UTC, so far with attendee numbers between 2-7. Meanwhile, Robin Wright, Head of DPC Australasia and Asia-Pacific, has run a #DPConnect Live attracting participants online and in person. To better serve the Australasian and Asia-Pacific region, monthly #DPConnect sessions will be held every third Friday. Monthly #DPClinic sessions are now presented as a separate event, to underline the difference between the informal #DPConnect get-togethers and the thematic #DPClinic sessions of the month. 					
Discussion Points/Decisions Required					
DPC member suggestions for #DPClinic themes welcomed					

DPC Supporters					
Description	Program of activities designed to facilitate meaningful communication between members and solution providers				
Lead	Sarah Middleton	Other Staff	Angela Puggioni	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> Engagement levels Increased number of attendees at events 		Member Engagement	<ul style="list-style-type: none"> Free access to Futures webinars 	
Key Tasks/Outputs			Owner	Due Date	Status
Recruitment of Supporters			SLM	Ongoing	Continuous
					on target

Plan DPFutures Webinars and Panel	SLM	Aug 2024	Complete	On track
Create and promote DPFutures events	SLM	Sept 2024	Complete	On track
Run DPFutures events	SLM	Oct 2024	Complete	On track
Risks Arising	Opportunities for Improvement			
<ul style="list-style-type: none"> Loss of supporters may occur if the benefits of supporter events are not apparent Inability to reach financial target 	<ul style="list-style-type: none"> Greater representation of Supporter types through tiered structure – needs continued promotion 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 			
Possible Next Steps				
<ul style="list-style-type: none"> Feedback gathering from Supporters – opportunity to improve/expand offering Contact with Members and Supporters about appeal of DPFutures events Review/restructure/reschedule and/or consider discontinuation or offering of another sort. 				
Report				
<p>The DPF Supporter Panel was a lively event which provided useful insights into the community engagement activities of the DPC Supporters. However, the Events attracted the lowest numbers to date, and some Supporters have voiced concerns given the size of the DPC membership. New supporter since last meeting means we are on-target for new supporter recruitment at this point in the year.</p>				
Discussion Points/Decisions Required				
<ul style="list-style-type: none"> What do Members want from the DPC Supporter Program? What would make an attractive means of engagement? Should the DPC continue to offer engagement opportunities in this way? 				

Community Development				
Description	Maximize the impact of DPC work through partnership and collaboration with parallel agencies			
Lead	Angela Puggioni	Other Staff	Sarah Middleton	Priority Normal
Quality Measure(s)	<ul style="list-style-type: none"> Engagement levels Engagement spread (geographic/org type) 	Member Engagement	Members to help identify / support these partnerships	
Key Tasks/Outputs	Owner	Due Date	Status	Condition
Identify allied organizations with whom to create strategic relationships	AP/SLM	Continuous	Continuous	On track
Join and engage with online communities of representative groups and orgs	AP	Continuous	Continuous	On track
Co-chairing of iPRES Steering Group	AP	Jan 2025	Active	On track
Co-Chair iPres Future Hosts Working Group	WK	Nov 2024	Active	On track
Identification and sustained communications with network representatives in the Americas/Aus	Anna P/ RW	Continuous	Continuous	On track
Input to NDSA programs including leadership	Anna P	Aug 2025	Continuous	On track
Partnership Opportunity with Inter-Stellar Foundation	WK	TBC	TBC	Initiated
Partnership with ICA	SLM	Continuous	Continuous	On track

Continued collaboration with RIPDASA through 2 x webinars + translations	SLM	Nov 2024	Continuous	On track
New Partnership development with C2PA	WK	Nov 2024	Active	On track
Risks Arising		Opportunities for Improvement		
<ul style="list-style-type: none"> Time expended on the activities of other orgs rather than for DPC 		<ul style="list-style-type: none"> Greater engagement globally 		
Possible Next Steps				
<ul style="list-style-type: none"> Coordinated plan of activities for Aus/Americas/Europe to identify and engage with prospective members 				
Report				
Major deliverable in this quarter was the Call for Future Hosts for iPres 2027-2031. Members encouraged to circulate.--				
Discussion Points/Decisions Required				
<ul style="list-style-type: none"> DPC member suggestions for representative communities welcomed. Encouragement to circulate and identify future hosts for iPres. 				

Workflow Webinars					
Description	Annual webinar series which invites members of the community to showcase how they do digital preservation through the demonstration of workflows.				
Lead	Sarah Middleton	Other Staff	Michael Popham	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> Engagement levels Engagement spread (geographic/org type) 		Member Engagement		
Key Tasks/Outputs	Owner	Due Date	Status	Condition	
Plan Workflow Webinars	SLM / MP	Nov 2024	Planned	On track	
Call for participants	SLM	Nov 2024	Planned	On track	
Create and promote webinars	SLM	Jan 2025	Planned	On track	
Run events	MP	Feb 2025	Planned	On track	
Risks Arising		Opportunities for Improvement			
<ul style="list-style-type: none"> None at present 					
Possible Next Steps					
<ul style="list-style-type: none"> Identification of key areas for demonstration 					
Report					
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Discussion Points/Decisions Required					
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Program of events in Australasian time zone					
Description	Regular program of DPC events held in Australasian time zone. Open to members and wider digital preservation community				
Lead	Robin Wright	Other Staff	All	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> Engagement levels Positive feedback 		Member Engagement	<ul style="list-style-type: none"> High level of attendance by local members 	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Development and delivery of local events	RW / JM	Monthly	Active	On track
Recruitment of local member speakers	RW	Jan-Dec 24	Active	On track
Risks Arising	Opportunities for Improvement			
Number of events/members is increasing workload and reducing ability to engage with potential members Lack of time to ensure effective promotion of events	Monthly #DPConnect in 2025 will need volunteer hosts Possibility of offering some places at events to potential future local members.			
Possible Next Steps				
Take advantage of Paul Wheaton operating from NZ for next 3 months to hold online/in person specialist events requested by local members.				
Report				
<p>From Sept to Nov 2024 the following 8 DPC events were held/planned in the Australasian time zone (no. of attendees):</p> <p>2/9/24 #DPClinic watch party – Digital Preservation Risk (10)</p> <p>16-23/9/24 iPRES Radio (approx. 130 over 6 days)</p> <p>25/9/24 Reappraising Appraisal watch party (16)</p> <p>26/9/24 Reading Club – Machine Learning (2)</p> <p>11/10/24 #DPConnect Live at SLV (13 live/8 online)</p> <p>15/20/24 Members Unconference and Networking Event, NAA, Canberra (35)</p> <p>7/11/24 WDPD – <i>Celebrating Indigenous Communities engaging with Digital Preservation</i> (49)</p> <p>15/11/24 Digital Forensics SIG</p>				
Discussion Points/Decisions Required				
<ul style="list-style-type: none"> iPRES Radio highly successful this year. Good connections with organisers in Ghent provided a successful taster for the conference in Australasian time zone. The audience for most of the first week was approx. 30 per day, decreasing to 15 by day 6. Co-hosting with Joshua Ng from Archives NZ worked well. First local DPC Unconference was highly successful. Program consisted of 9 member identified session topics and 3 discussion topic sessions selected by participants on the day. The NAA provided an excellent venue with good catering and were welcoming hosts. 35 individuals from 12 members attended. Attendees felt parallel sessions meant they missed sessions and would prefer 2 days without parallel sessions – possibly in NZ alongside iPRES 2025. 				

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					
Description	DPC continues to promote membership through active and passive engagement and tracking of significant contacts and prospective members.				
Lead	Sarah Middleton	Other Staff	Angela Puggioni	Priority High	
Quality Measure(s)	<ul style="list-style-type: none"> Number of leads turned into members Global spread of members 		Member Engagement	Members asked to support efforts, Exec Board briefed quarterly.	
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Achievement of membership targets (20 Associate + 10 Full members net)		SLM	July 2025	Active	On track
Representation in sectoral activities		SLM	Ongoing	Active	On track
Global representation in dp conferences		SLM	Ongoing	Active	On track
Engagement analysis and comms planning		SLM/AP	Jan 2025	Planned	On track
Risks Arising		Opportunities for Improvement			
<ul style="list-style-type: none"> Failure to meet targets destabilizes expansion efforts in the Americas 		<ul style="list-style-type: none"> Better use of CRM for lead generation and management Presence at strategically useful community events 			
Possible Next Steps					
Delivery of and continuous update to communications plan/recruitment plan					
Report					
<ul style="list-style-type: none"> Since our last meeting the DPC membership has become 'majority outwith UK' We have welcomed 8 new members since the last meeting: <ul style="list-style-type: none"> Melbourne Cricket Club (MCC) – Associate KB National Library of the Netherlands – Associate Newcastle University Library - Associate New York University (NYU) Libraries - Associate Galway City Council - Associate University of Alberta - Associate University of Minnesota - Associate United States Government Publishing Office (USGPO) - Full <p>We have lost one member:</p> <ul style="list-style-type: none"> University of Hull <p>This gives a total of 124 Associate Members and 45 Full Members.</p> <p>The DPC's recruitment target for the year is as follows, with achievement shown alongside:</p>					
	Annual Target	Actual	Remaining		
New Full Members	5 in America 2 in Australia 3 rest of world	2 1 (NAA upgrade) 0	3 1 3		
New Assoc Members	8 in Americas 6 in Australia 6 in rest of world	3 1-1 (NAA Upgrade) 3-1 (Hull)	5 6 4		

Discussion Points/Decisions Required
<ul style="list-style-type: none"> Members asked to encourage and promote membership as appropriate.

Expanding Australasia and Asia-Pacific core membership					
Description	Aiming for balanced growth and sustained membership that results in ever-more effective representation of the Australasian community				
Lead	Robin Wright	Other Staff	Sarah Middleton	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> Retention of existing members Welcoming new members 		Member Engagement	<ul style="list-style-type: none"> Expanded knowledge about DPC in wider Australasian community 	
Key Tasks/Outputs			Owner	Due Date	Status
Maintain local mailing list and use to advertise DPC events			RW	Dec 2024	Continuous
Ongoing implementation and evolution of DPC Aus Communication & Advocacy Plan v 3.3			RW	Dec 2024	Active
Maintaining contact with potential members who have expressed interest in joining			RW	Dec 2024	Active
Risks Arising			Opportunities for Improvement		
Now have 24 local members - so less time to engage with potential new members DPC onboarding process needs updating			Develop projected timeline for increased regional membership to plan expanded capacity requirements for Melb office		
Possible Next Steps					
Identify potential members in new sectors. Follow up existing contacts who have expressed an interest in the past. Continue to advocate for DPC to address membership cost problems for developing countries.					
Report					
Our recent high-profile events (watch parties on relevant topics/iPRES Radio/Unconference) have generated a number of membership enquiries. These now need to be followed up.					
Discussion Points/Decisions Required					
<ul style="list-style-type: none"> Possibility of an increase in local membership to around 30 members by 2025. Would require a plan/timeline for increased staffing in the local office. Identify organisations in SE Asia and the Pacific who we should have connections with even if unable to join. 					

Community development					
Description	Support members and membership globally by establishment of local / in-time-zone DPC offices				
Lead	Sarah Middleton	Other Staff	Angela Puggioni	Priority	Normal
Quality Measure(s)	Aus Office sustainable Americas Partnership Established		Member Engagement	Stakeholder groups in Aus and Americas	
Key Tasks/Outputs			Owner	Due Date	Status
First Meeting of DPC Americas			Anna P	Oct 2024	Complete
Build up offering of sustained and independent activities in Americas and Australasia/Asia-Pacific			SLM/RW/Anna P	Dec 2024	Continuous
Plan and deliver DPC Americas launch tour			SLM/WK	Oct/Nov 2025	Active
Risks Arising			Opportunities for Improvement		

<ul style="list-style-type: none"> Lack of capacity in DPC Aus 	Offer more events in various time zones
Possible Next Steps	
<ul style="list-style-type: none"> Continue work on growing the DPC Americas membership Continue to support activities of DPC Australasia and Asia-Pacific 	
<ul style="list-style-type: none"> Report 	
<p>On Tuesday 8th and Thursday 10th October, DPC Members in the Americas plus invited guests gathered in New York City and Washington DC for full-day programs of keynote presentations and discussions. The program offered the opportunity to exchange ideas, discuss key themes and begin to shape the DPC Americas program to meet the needs of the region, and was marked as the first official meeting of DPC Americas.</p> <p>In Australasia and Asia-Pacific, Robin Wright has been joined ‘in-timezone’ by Paul Wheatley who is working on secondment in New Zealand until February 2025. Together Robin and Paul have successfully delivered the first DPC Unconference in Australia and continue to offer a range of other activities which have seen great engagement from members in the region. The current establishment of the DPC office at the University of Melbourne is coming to an end due to changes in Australian employment policies for public institutions. As a result, the University will no longer be in a position to employ Robin Wright. We are continuing to develop a solution to this situation.</p>	
<ul style="list-style-type: none"> Discussion Points/Decisions Required 	
To note: branch office being established in Melbourne.	

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					
Description	Renewal of DPC Website and transfer to new CMS and web hosting provider				
Lead	Angela Puggioni	Other Staff	Sarah Middleton	Priority	Medium
Quality Measure(s)	<ul style="list-style-type: none"> Functioning, supported website 		Member Engagement	<ul style="list-style-type: none"> User testing Feedback on updated website 	
Key Tasks/Outputs			Owner	Due Date	Status
Write project plan for website development			SLM/AP	Dec 2024	Planned
Risks Arising			Opportunities for Improvement		
<ul style="list-style-type: none"> Project deferred through by other short-term commitments 			<ul style="list-style-type: none"> Exploring possibility of self-hosted service to enable better control over the website 		
Possible Next Steps					
<ul style="list-style-type: none"> Costing of self-hosted services and the components necessary to deliver the functionality required Create plan for website upgrade on the basis of investigations 					
Report					
Since the last meeting, our current Web host and maintenance provider Red Evolution has performed an update to our Joomla CMS, providing security and assurance while we develop a plan for a self-hosted solution.					
Discussion Points/Decisions Required					
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Members Unconferences and Networking events					
Description	Face-to-face events in locations around the world for DPC members				
Lead	Sarah Middleton	Other Staff	Angela Puggioni	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> Number of members attending Level of engagement 		Member Engagement	<ul style="list-style-type: none"> Invitation to showcase work at event Member priority 	
Key Tasks/Outputs			Owner	Due Date	Status
Deliver Unconference event in Australasia			SLM/RW	Oct 2024	Complete
Plan Unconference event in Americas (as part of Launch tour)			SLM/WK/Anna	Oct/Nov 2025	Active
Risks Arising			Opportunities for Improvement		
<ul style="list-style-type: none"> Travel and budget restrictions for face-to-face event 			<ul style="list-style-type: none"> Expand to global face-to-face member events 		
Possible Next Steps					
Decide locations of next Unconference events. Plan and promote the Unconference events to members in Australasia, Asia-Pacific and the Americas					
Report					

The Unconference event for Australasia and Asia-Pacific took place in October 2024 with the National Archives of Australia as our Canberra host. Feedback from this event has been excellent and plans are already in place to coordinate the next event with iPres 2025 in Wellington NZ. Plans for a similar event in the Americas are underway as part of the launch tour which will likely take place in 2025 to allow for federal offices' financial planning cycles.

Discussion Points/Decisions Required

- Where should our next Europe Unconference be held?

Champions Program

Description	A program designed to create deeper and more sustainable relationships between DPC and its member organizations.				
Lead	Sarah Middleton	Other Staff	All	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> • Annual meetings • Engagement levels 		Member Engagement	Direct access to designated contact at DPC Consultation re. plans Help re. access to member benefits	
Key Tasks/Outputs	Owner	Due Date	Status	Condition	
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	
Evaluation of Champions Program	SLM/EOL	March 2025	Planned	On track	
Implementation of any updates to the Program (to improve effectiveness and impact) inc re-allocation of Member contacts as appropriate.	DPC team	April 2025	Planned	On track	
Risks Arising	Opportunities for Improvement				
Allocation of contacts to DPC staff creates unequal workload Inability to contact some DPC members creates risk of loss	Better use of CRM and/or DPC staff meetings to pool knowledge gathered from DPC Member Champions				
Possible Next Steps					
<ul style="list-style-type: none"> • Better use of CRM and/or DPC staff meetings to pool knowledge gathered from DPC Member Champions • Implementation of any new updates to the Program (to improve effectiveness and impact) 					
<ul style="list-style-type: none"> • Report 					
DPC Member Champions continue throughout the year. All DPC Member Champions may expect to be contacted with an invitation to arrange a call with their nominated DPC Staff Champion.					
<ul style="list-style-type: none"> • Discussion Points/Decisions Required 					
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Feedback gathering

Description	Regular evaluation of all DPC engagements				
Lead	Angela Puggioni	Other Staff	Ellie O'Leary	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> • Engagement levels • 80% positive feedback 		Member Engagement	<ul style="list-style-type: none"> • Consultation via post-event feedback forms 	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Gather feedback through Zoom events	EOL	Ongoing	Continuous	On track
Review event feedback (monthly)	AP/JLM	Ongoing	Continuous	On track
DPC Full Member annual consultation (to inform DPC programming)	SLM	June 2025	Planned	On track
Risks Arising	Opportunities for Improvement			
None at present				
Possible Next Steps				
Routinely review and identify opportunities through greater levels of feedback				
<ul style="list-style-type: none"> Report 				
Feedback on DPC events is now reported during monthly team meetings, allowing suggestions to be incorporated into future event planning. Several recommendations have already been implemented in our events procedure, including the use of gender-neutral language.				
<ul style="list-style-type: none"> Discussion Points/Decisions Required 				
An annual consultation with all members would be very useful to the DPC staff. Would this be welcomed by DPC members?				

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					
Description	Ensuring DPC communications are appropriate for our audiences				
Lead	Angela Puggioni	Other Staff	Sarah Middleton	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> Engagement levels Number of downloads 		Member Engagement	<ul style="list-style-type: none"> Consultation website development 	
Key Tasks/Outputs			Owner	Due Date	Status
Review translations strategy			SLM	Dec 2024	Planned
Review and update ED&I policy			AP	Dec 2024	Planned
Translations			SLM	Dec 2024	Continuous
Supported Memberships for L-MI countries			WK	Dec 2024	In-Progress
Risks Arising			Opportunities for Improvement		
Delays in accessibility build into new website, related to website redevelopment project					
Possible Next Steps					
<ul style="list-style-type: none"> 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 					
Report					
Since the last meeting, DPC's prospectus has been translated in 5 languages (Arabic, Chinese, French, German and Spanish) and two existing Technology Watch Guidance Notes are now also available in French. Translations of both new and current resources, such as an updated version of the Dutch DPC RAM, are underway.					
Discussion Points/Decisions Required					
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Promotion of events & opportunities					
Description	Communicating DPC activities				
Lead	Angela Puggioni	Other Staff	Sarah Middleton	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> Number of interactions Engagement spread (geographic/org type) 		Member Engagement	Consultation on plans	
Key Tasks/Outputs			Owner	Due Date	Status
Regular review of current social media channels			AP	Dec 2024	Active
Online promotion			AP	Dec 2024	Active
Risks Arising			Opportunities for Improvement		

<ul style="list-style-type: none"> Deterioration of Twitter as a comms service Instability of alternative platforms 	Monthly digest to digital-preservation mailing list of new DPC resources
Possible Next Steps	
<ul style="list-style-type: none"> Revisit the idea of a 'Prospectus', identify most effective ways of communicating program to members 	
Report	
<p>Since the last meeting, the DPC has held a webinar with the mastodon digipres.club administrators on 'How to use Mastodon'. This was a popular session, and members have access to the recording. Our followers on digipres.club have since increased from 30 to 191, also due to WDPD2024 posts.</p>	
Discussion Points/Decisions Required	
<p>How would DPC Members like to be informed about the annual program of DPC activities? Should we continue to produce a prospectus? Or is there a different/better way to do it?</p>	

Enhance Australasia and Asia-Pacific member experience					
Description	Ensure members get the best out of the DPC membership in Australasia and Asia-Pacific				
Lead	Sarah Middleton	Other Staff	Robin Wright	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> New members in region Retain members in region 	Member Engagement	<ul style="list-style-type: none"> Ongoing engagement with regional stakeholders 		
Key Tasks/Outputs	Owner	Due Date	Status	Condition	
Offer ongoing program of activities in Australasia and Asia-Pacific time zone	SM/RW	Dec 2024	Active	On Track	
Increased connections/engagement in SE Asia	RW	Dec 2024	Planned	Minor issue	
Risks Arising	Opportunities for Improvement				
Increasing number of events means less time available to follow up potential members.	Higher profile of DPC in region is increasing expectations of the level of service the organization can provide.				
Possible Next Steps					
<ul style="list-style-type: none"> Continue to develop ongoing schedule of events in Australasian time zone in 2024 Identify important regional conferences in 2025 where DPC should have a presence Seek potential funding for SE Asian language translations of DPC RAM 					
Report					
<p>Ongoing program of local events and high participation rates in iPRES Radio and Unconference has increased connections and demand for participation within the local DP community.</p>					
Discussion Points/Decisions Required					
<ul style="list-style-type: none"> Plan for addressing needs of local members in program of events for 2025. 					

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				
Description	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.			
Lead	Sarah Middleton	Other Staff	John McMillan Angela Puggioni	Priority Normal
Quality Measure(s)	<ul style="list-style-type: none"> Action Plan used by the dp community Impact of DPC effort 		Member Engagement	Action plan reviewed by M&G sub-Committee
Key Tasks/Outputs	Owner	Due Date	Status	Condition
Perform communications audit	SLM	Dec 2024	Planned	Delayed
Develop action Plan	SLM	Dec 2024	Planned	Delayed
Risks Arising	Opportunities for Improvement			
None at present				
Possible Next Steps				
Start Carbon Footprint measurement exercise together with the Accountable, Sustainable, Dynamic staff				
<ul style="list-style-type: none"> Report 				
The Management and Governance team currently measure and monitor the DPC team's Zoom usage for Carbon Footprint and will continue to do so to generate benchmarking data. As part of the website redevelopment plan, we will seek to construct a site that minimizes environmental impact and also allows us to collect benchmarking data from this source.				
<ul style="list-style-type: none"> Discussion Points/Decisions Required 				
-				

2. Advocacy, Q3 2024

Overview

Our Mandate: The DPC represents the international digital preservation community and in this position will work towards a climate of public and institutional policy which is better informed and better inclined towards digital preservation. We will confront the cultures of short-termism and under-investment which undermine the maintenance of core digital and data infrastructures globally. With an emphasis on real world impacts of data loss, we will underline digital preservation as a necessary condition for accountability, transparency, reproducibility, creativity, commerce and witness for individuals and organizations of all kinds in the digital age. We will document and assert the opportunities and capabilities derived from well-founded, and properly funded preservation infrastructures, including the permission to dispose which derive from them. In doing so we will empower our members and the digital preservation community globally, celebrating their achievements and building wider recognition for their work.

Highlights September – November 2024

- World Digital Preservation Day – impact report
- Digital Preservation Awards

Forthcoming Highlights

- BitList Full Review 2025

Discussion Points / Decisions Required

- Recommendations for increasing engagement WDPD for future years?

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					
Description	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.				
Lead	Angela Puggioni	Other Staff	Sarah Middleton	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> Engagement levels Engagement spread (geographic/org type) 		Member Engagement	<ul style="list-style-type: none"> Participation in own events Promotion of WDPD and dp 	
Key Tasks/Outputs			Owner	Due Date	Status
Program planning – theme, new aspects			AP	June 2024	Complete
Save the Date			AP	July 2024	Complete
Lead in comms start			AP	Sep 2024	Complete
WDPD2024			AP/SLM	7 Nov 2024	Complete
Risks Arising			Opportunities for Improvement		
None at present			<ul style="list-style-type: none"> Greater engagement from global regions currently underrepresented DPC to offer focal point through keynote speaker on chosen theme 		
Possible Next Steps					
<ul style="list-style-type: none"> Coordination of communications with other international bodies with an interest or alignment with digital preservation 					
Report					
<p>This year the theme of WDPD2024 was Preserving Our Digital Content: Celebrating Communities. The DPC's contributions included:</p> <ul style="list-style-type: none"> 'Celebrating Indigenous Communities engaged with digital preservation' for audiences in Australasia and Asia-Pacific The launch of the <i>Our History Our Stories Post-Custodial Digital Preservation Toolkit</i> for those working with community generated digital content in London. Results of the Registries project led by Andrew Jackson in collaboration with Yale University Library, online. A presentation to RIPDASA on Digital Preservation and Climate Change for audiences in Latin America <p>The World Digital Preservation Day 2024 Impact Report reveals a significant increase in global events and blog posts by our members this year. This growth in participation worldwide was fuelled by the expansion of activities through our Australia office and the newly established Americas office. Social media showed increased activity on all our channels bar X, with institutions and individuals sharing their work and creative ways to raise awareness for digital preservation.</p>					
Discussion Points/Decisions Required					
<ul style="list-style-type: none"> How can we further enhance WDPD engagement and participation? 					

Bit List of Endangered Digital Materials						
Description	The Bit List – the Global List of Digitally Endangered Species is a community led advocacy tool					
Lead	Amy Currie	Other Staff	Sarah Middleton	Priority	Normal	
Quality Measure(s)	<ul style="list-style-type: none"> Number of new nominations Strength of evidence provided by Council. Engagement with report once published 		Member Engagement	<ul style="list-style-type: none"> Through Bit List Council 		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Definition of 2-year process			AC/SLM	Jan 2024	Complete	
Re-engagement and relaunch with Bit List Council			AC/SLM	Feb-March 2024	Complete	On track
Bit List Council Briefing Session			AC/SLM	April 2024	Complete	On track
Watching brief kept on species areas			Bit List Council	April – October 2024	Complete	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	Complete	On track
Risks Arising			Opportunities for Improvement			
None at present			<ul style="list-style-type: none"> Potential for introduction of database to better manage entry information Improvements to process Contextual update only in off-years 			
Possible Next Steps						
<ul style="list-style-type: none"> Review of process and presentation Update process based on recommendations from Bit List Council Involvement of R&P team 						
Report						
A 2024 Interim review of the Bit List was published on WDPD. This included a contextual note highlighting emerging risks and themes and changes in risk profile to 6 of the entries.						
Discussion Points/Decisions Required						
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Enhance Australasia and Asia-Pacific member experience						
Description	Ensure members get the best out of the DPC membership in Australasia and Asia-Pacific					
Lead	Sarah Middleton	Other Staff	Robin Wright	Priority	Normal	
Quality Measure(s)	<ul style="list-style-type: none"> New members in region Retain members in region 		Member Engagement	<ul style="list-style-type: none"> Ongoing engagement with regional stakeholders 		
Key Tasks/Outputs			Owner	Due Date	Status	Condition

Offer ongoing program of activities in Australasia and Asia-Pacific time zone	SM/RW	Dec 2024	Active	On Track
Increased connections/engagement in SE Asia	RW	Dec 2024	Planned	Minor issue
Risks Arising	Opportunities for Improvement			
Increasing number of events means less time available to follow up potential members.	Higher profile of DPC in region is increasing expectations of the level of service the organization can provide.			
Possible Next Steps				
<ul style="list-style-type: none"> Continue to develop ongoing schedule of events in Australasian time zone in 2024 Identify important regional conferences in 2025 where DPC should have a presence Seek potential funding for SE Asian language translations of DPC RAM 				
Report				
Ongoing program of local events and high participation rates in iPRES Radio and Unconference has increased connections and demand for participation within the local DP community.				
Discussion Points/Decisions Required				
<ul style="list-style-type: none"> Plan for addressing needs of local members in program of events for 2025. 				

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						
Description	Better access to compilation of resources useful for digital preservation advocacy through the website					
Lead	Sarah Middleton	Other Staff	Angela Puggioni/ Ellie O'Leary	Priority	Normal	
Quality Measure(s)	<ul style="list-style-type: none"> Improved access results Download numbers 		Member Engagement	<ul style="list-style-type: none"> Consultation on website Identification of key resources 		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
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
Risks Arising			Opportunities for Improvement			
<ul style="list-style-type: none"> Delays to website upgrade Dependent on web developers Support runs out for current version of Joomla in August 			<ul style="list-style-type: none"> Make a priority action for DPC 			
Possible Next Steps						
Report						
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.						
Discussion Points/Decisions Required						
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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					
Description	Responding to opportunities to shape digital preservation policy around the world.				
Lead	William Kilbride	Other Staff	Sarah Middleton	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> Impact of DPC input Reach/range of input requested 		Member Engagement	<ul style="list-style-type: none"> Requests for support 	
Key Tasks/Outputs			Owner	Due Date	Status
Respond as opportunities arise			WK	---	---
Publicize results as appropriate			SLM	---	---
Risks Arising			Opportunities for Improvement		
Disagreement between members			Better public policy observatory		
Possible Next Steps					
Seek notification from members about relevant public policy consultations.					
Report					
Nothing to report in this period					
Discussion Points/Decisions Required					
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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 digital preservation and sustainability					
Description	Identifying opportunities to explore relationship between digital preservation and environmental issues				
Lead	William Kilbride	Other Staff	John McMillan	Priority	Normal
Quality Measure(s)	Participant feedback		Member Engagement		
Key Tasks/Outputs			Owner	Due Date	Status
RIPDASA Webinar for WDPD			SLM	7 Nov	Complete
Risks Arising			Opportunities for Improvement		
None at present			<ul style="list-style-type: none"> Identify other/regular opportunities to introduce this subject 		
Possible Next Steps					
Review content and feedback.					
Report					
Discussion Points/Decisions Required					
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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					
Description	Biennial awards process				
Lead	Sarah Middleton	Other Staff	Angela Puggioni	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> Increase in nominations on previous year Increase in range and type of nominations All categories viable to run 		Member Engagement	<ul style="list-style-type: none"> Feedback from previous winners 	
Key Tasks/Outputs			Owner	Due Date	Status
Awards presented at iPRES 2024			SLM	16 09 2024	Complete
Risks Arising			Opportunities for Improvement		
None at present			<ul style="list-style-type: none"> Greater engagement through more impactful communications Carefully timed communications to avoid other busy conference periods 		
Possible Next Steps					
<ul style="list-style-type: none"> Evaluation of process with Judges Provision of feedback to all finalists Identification of next awards location Documentation of Awards process 					
Report					
<p>This year the Digital Preservation Awards presentation ceremony took place at iPres2024 in Ghent with an audience of around 300 guests including finalists, judges, sponsors, Supporters and conference attendees. The ceremony was also streamed online and has now been watched 818 times by an online audience (347 views by this time in 2022). The winners were:</p> <ul style="list-style-type: none"> Winner of the International Council on Archives Award for Collaboration and Cooperation: Collaborative models of care: preserving Australian First Nations digital cultural heritage Winner of the Digital Repository of Ireland Award for Research and Innovation: Improving access to and sustainability of the Pacific and Regional Archive for Digital Sources in Endangered Cultures (PARADISEC) Winner of the Dutch Digital Heritage Network Award for Teaching and Communications Study group Bits and Bots for building digital skills Winner of the CLOCKSS Award for the Most Distinguished Student Work in Digital Preservation Preservación de documentos digitales: el caso de Wikimedia México / Preservation of digital records: the case of Wikimedia Mexico Winner of the Research Data Alliance Award for the Most Outstanding Digital Preservation Initiative in Commerce, Industry and the Third Sector: NHS research records: Reducing Risk Winner of The National Archives (UK) Award for Safeguarding the Digital Legacy DDLD – living archive 					

- The DPC Fellowship Award
Gladys Kemboi

2024 saw the greatest diversity of nominations and winners to date and included our first non-English language nomination.

Discussion Points/Decisions Required

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3. Workforce Development, Q4 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 for September - November 2024

- Labor Market Analysis Report
- Five Workforce Development contributions to iPRES 2024
- Competency Framework and CAT workshop at IASA Conference 2024
- Procurement Training Event in partnership with the National Library of Ireland

Note

Unforeseen circumstances mean the Workforce Development Sub-Committee has not met as planned and no report is available for this period. Normal service will be resumed in Q1 2025.

4. Good Practice, Q4 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 Q4 2024

- Events on appraisal of digital content on 4th and 25th September were well-attended.
- Sharing of progress with projects at the iPRES conference, including the launch of the Digital Preservation Workbench.
- Publication of Technology Watch Guidance Note on the preservation of Digital Art and #DPCclinic panel session to promote it.
- Supporter panel and webinar series (8 sessions).
- First meeting of a new Special Interest Group focusing on Digital Forensics.
- Publication of toolkit for community archives on World Digital Preservation Day.
- Digital Preservation for an Uncertain Future event (12th November).
- Paul Wheatley joined Robin Wright to host the first DPC Unconference in Australasia and Asia-Pacific region as well as an array of other events and member meetings in Australia and New Zealand (October/November).

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

- RAM Jam around the world – a relay race of member events focusing on DPC RAM (4th December).
- AI and Digital Preservation event (29th January).
- The Good Practice team will be involved with drafting and reviewing several chapters of the forthcoming Digital Preservation Handbook (3rd Edition).

Discussion Points / Decisions Required

- The emerging standard Coalition for Content Provenance and Authenticity (C2PA) garnered a lot of interest at a recent DPC stakeholder meeting in Washington DC and a NatLA meeting with several DPC members interested in it from an authenticity point of view. DPC is considering options for an event to introduce this initiative to our community more widely. It might be useful to gauge interest in this amongst the Sub-Committee (see 4.7).
- Advice on the next steps for the Community Archives Toolkit would be appreciated – how best to promote this to the international audiences that need it (see 4.8).
- Securing Heritage in a Digital Age - brief update on progress with project proposal to be noted (see 4.8).

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 Special Interest Groups					
Description	The DPC will support task forces and working groups as a valuable means of allowing for community discussion and sharing of good practice.				
Lead	PRW, JLM, MGP	Other Staff	EOL, AJ	Priority	Normal
Quality Measure(s)	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.		Member Engagement	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.	
Key Tasks/Outputs			Owner	Due Date	Status
Audiovisual Special Interest Group			MGP	ongoing	Active
Fair Play Task Force			PRW	ongoing	Active
Museums and Galleries Special Interest Group			JLM	ongoing	Active
National Libraries and Archives Special Interest Group			PRW	ongoing	Active
Operational Preservation Systems Special Interest Group			PRW	ongoing	Delayed
Web Archiving and Preservation Special Interest Group			PRW	ongoing	Active
Preservation Registries Special Interest Group			AJ	ongoing	Active
Digital Forensics Special Interest Group			JLM	ongoing	Active
Risks Arising			Opportunities for Improvement		
<p>Challenging to arrange meetings that sit across multiple time zones but the importance of facilitating international discussions is clear.</p> <p>Fair Play Task Force – Slow progress being made, but planning for more effort to be available on this in the next DPC year. PRW visit to Australia/New Zealand will assist close working with RW on the Task Force.</p> <p>OPS Working Group – delayed due to other priorities. Plan to relaunch this DPC year.</p>			<p>These groups result in a large number of meetings for members and for DPC staff. There will likely be some adjustment in frequency to avoid overwhelming attendees but also to find the sweet spot in engagement and momentum.</p> <p>A lower key way of holding Special Interest Group meetings is being trialed with the Digital Forensics group.</p>		
Possible Next Steps					

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

- Next Museum and Galleries Group will be held in January and is likely to revisit the exercise carried out in January 2024 – looking at how group members have moved forward over the year and what goals are for the year ahead.
- Forthcoming AV SIG meetings will be held on 25th November and 27th January. A review of the AVSIG will be undertaken following the January meeting.
- A meeting schedule is in place for the new Digital Forensics Special Interest Group and handover notes will be passed to regional hosts.
- Final NatLA meeting of 2024 will be on 15th November. Meeting format and schedule is working well so will be replicated for 2025.

Report

We have run several meetings in the previous quarter including:

- The September meeting of the Museums and Galleries Working Group included a presentation from the Yale Centre for British Art and a presentation on benchmarking statistics from DPC RAM. The November meeting focused on the discussion topic of access to digital content.
- NatLA ... face to face at iPRES2024.
- The AV Working Group held a drop-in session to discuss presentations and issues emerging from recent conferences (e.g. NTTW8, iPRES2024, and IASA 2024).
- The new Digital Forensics Special Interest Group met for the first time in October with an agenda created by group members. It was a lively meeting with lots of discussion and interesting information shared. The meeting schedule (rotating around time zones) is in place for the next 5 months.
- Preservation Registries SIG has been well attended and performing well with good discussion. Connected with WDPD the group is experimenting with joint authoring a paper on objects/file formats composed of multiple components.

Discussion Points/Decisions Required

None at present

Networking events

Description	DPC networking events in a range of formats designed to get Members networking and discussing key digital preservation topics.				
Lead	JLM, PRW, MGP, SLM	Other Staff	All staff	Priority	Normal
Quality Measure(s)	Each event will have its own evaluation measure	Member Engagement	All Members can access our events.		
Key Tasks/Outputs	Owner	Due Date	Status	Condition	
DPC Unconference Europe 2024 – Dublin	SLM	May 2024	Completed	On Track	
Digital Preservationists Anonymous		ongoing	Planned	At risk	
Conference presentations and posters at iPRES 2024	PRW, AJ, KW	September 2024	Completed	On Track	
Panel session at Australian Society Archivists conference	PRW, RW	October 2024	Completed	On Track	
DPCconnect	All staff	ongoing	Active	On Track	
DPCclinic	JLM, PRW, MGP	ongoing	Active	On Track	

DPC Reading Club	JLM, WK	ongoing	Active	On Track
Risks Arising	Opportunities for Improvement			
Digital Preservationists Anonymous hasn't gained any traction recently. We included it in our programme for this DPC year and will look for opportunities to run it as appropriate.	We have de-coupled DPclinic from DPconnect. This will give us more flexibility to change the time slot and rotate across time zones.			
Possible Next Steps				
<ul style="list-style-type: none"> • We will maintain our schedule of regular events (e.g. DPconnect, DPclinic, DPC Reading Club). • DPclinic will continue to be held in the last week of every month but will rotate around time zones rather than having a regular repeating time slot. <ul style="list-style-type: none"> ○ November's session on Building Skills has had to be postponed due to staff absences, a session on the Community Archives Toolkit is being organized for mid December instead (it was not possible to arrange a session in Australasia as originally planned due to staff capacity in that region). 				
<ul style="list-style-type: none"> • Report 				
<ul style="list-style-type: none"> • DPC's Australasian unconference and networking event was held on 15th October in Canberra • Two DPclinic sessions have taken place this quarter. One focusing on the Digital Preservation Workbench and another bringing together a panel session to discuss DPC's new Guidance Note on Preserving Digital Art. • Reading Club sessions have continued to run this quarter, and we have read papers on the ethics of Machine Learning and risk in trustworthy digital repositories. These sessions typically have low attendance but always generate high quality discussions. 				
<ul style="list-style-type: none"> • Discussion Points/Decisions Required 				
None at present				

4.2. Facilitating dialogue between members and solution providers in digital preservation.

By seeking to understand the changing requirements among our members, who are representative of the wider community, we can accelerate the development and improve the quality of digital preservation solutions, and we can help our members find available solutions much more readily. Within the limits of our neutrality as expressed in the Supporter Programme we will enable regular and ongoing dialogue between the DPC and solution providers and provide opportunities to showcase work which is aligned with members' needs.

Understanding requirements and facilitating dialogue					
Description	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.				
Lead	PRW	Other Staff	JLM, MGP	Priority	Normal
Quality Measure(s)	Several feedback loops are present within the specific tasks below and summarized by the consultative approach.		Member Engagement	By its very nature this work aims to ensure DPC's objectives and work tasks are set by our Members.	
Key Tasks/Outputs			Owner	Due Date	Status
See Objective 1.3 Champions Program			All	March-May 2025	Planned
Collate full member priorities, discuss with Good Practice Sub-Committee and develop annual DPC prospectus			PRW/SLM	June 2025	Planned
See Objective 1.1 DPC Supporters			SLM	June 2024	Active
Risks Arising			Opportunities for Improvement		
<p>Too many supporters means members are saturated.</p> <p>Risk of being seen to go against our vendor neutrality when engaging with Supporters to write publications, post on the DPC blog or speak at events.</p>			<p>Establishment of DPC Americas may change the number of supporters, which is welcome as it creates a better forum for discussion, but brings concomitant risk of saturation.</p> <p>Follow up with Full Members after their annual priorities have been gathered. We cannot accommodate everything in our workplan for the year, but there may be other signposting we can do, or opportunities for member support.</p>		
Possible Next Steps					
<ul style="list-style-type: none"> • ? 					
Report					
<ul style="list-style-type: none"> • Supporter panel session and webinar series (7 events) held between 14th-24th October, which provided a valuable dialogue between Members and Supporters. Recordings will be made available to Members who were unable to attend the sessions, but the number of attendees was disappointing and SLM will be reviewing this prior to the next series of such events. • DPC staff continue to meet with new Members. This provides a valuable opportunity to hear about their work and current priorities. 					
Discussion Points/Decisions Required					
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					
Description	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.				
Lead	PRW	Other Staff	All	Priority	Normal
Quality Measure(s)	DPC maintains a spreadsheet of Member Support activities and records feedback received.		Member Engagement	Broad insights gained through Member Support activities are often shared (though fuller details of the nature of the support given are not)	
Key Tasks/Outputs			Owner	Due Date	Status
Deliver direct support to members			PRW	Ongoing	Active
Risks Arising			Opportunities for Improvement		
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. Using the call for Full Member priorities in May as a means to gather member support requirements as well as a means to build our prospectus for the year ahead. Being able to 'write up' member support and share the learnings more broadly.		
Possible Next Steps					
We have several requests for member support in the pipeline and we will continue to work with Members to deliver what is required.					
Report					
Member support activities include: <ul style="list-style-type: none"> • Work is complete on a report for one Member highlighting risks and opportunities around research data preservation using information gathered through workshops with researchers and from other comparable organizations. • Planning has begun with a member on a piece of work to find out what 'Business as Usual' looks like for digital preservation. A workshop or focus group will be organized for early 2025 to discuss this topic further. • There have been initial discussions with a member on a piece of support around what good practice looks like for the acquisition of born digital content. • Several other member support requests have come in and are being discussed. 					
Discussion Points/Decisions Required					
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)					
Description	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.				
Lead	JLM	Other Staff	PRW, MGP	Priority	Normal
Quality Measure(s)	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).		Member Engagement	All Members are encouraged to engage with DPC RAM on joining the DPC and on an annual basis after that.	
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Analyze RAM information from Members and share benchmarking report		JLM	September 2024	Complete	On Track
Organize annual 'RAM Jam' event to enable sharing of experiences between members		JLM	December 2024	Active	On Track
Disseminate summary information to Members at annual AGM		JLM	December 2024	Planned	On Track
RAM-balance sessions		JLM	April-May 2025	Planned	On Track
Gather RAM assessments from Members and create initial summary statistics		JLM	April-June 2025	Planned	On Track
Risks Arising		Opportunities for Improvement			
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.			
Possible Next Steps					
<ul style="list-style-type: none"> Presentation of RAM results at AGM in December. 					
Report					
<ul style="list-style-type: none"> The latest member benchmarking report for DPC RAM was published this quarter. 					

Discussion Points/Decisions Required					
None at present.					
RAM Jam in Australasia					
Description	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.				
Lead	Jen Mitcham /Paul Wheatley	Other Staff	Robin Wright	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> Attendance at RAM Jam sessions No. of RAMs submitted by Aus members 	Member Engagement	<ul style="list-style-type: none"> 3 RAMs submitted from DPC Aus members in 2024 		
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Work with PW to incorporate Tandanya Declaration and Indigenous data sovereignty requirements into RAM v.3 in 2024		RW/PW	April 2023/4	Completed	Completed
Support delivery of RAM training/information to local members		RW	Dec 2024	Active	On Track
Launch DPC RAM v.3 in local region		RW/JM	June 2024	Delivered	Completed
Risks Arising		Opportunities for Improvement			
Need to continue promotion of RAM to both members and non-members		More promotion of RAM resources to non-members of DPC in our region 2 local sessions in RAM Jam Around the World, Dec 2024			
Possible Next Steps					
<ul style="list-style-type: none"> Investigate opportunities for translation of RAM v3 into SE Asian languages 					
Report					
There is ongoing support and interest in using RAM in our region. Australasian members have submitted 8 RAM results in 2024 (exceeded target of 3). All RAM events have attracted good audiences this year and local members have expressed interest in accessing benchmarking data. The RAM Jam around the world includes 2 sessions in Aus time zone					
Discussion Points/Decisions Required					
<ul style="list-style-type: none"> Continue to promote use of RAM v3 to members and non-members in the local region. Promote local member attendance at RAM Around the World sessions in Dec. 					

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					
Description	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.				
Lead	PRW	Other Staff	JLM, MGP	Priority	Normal
Quality Measure(s)	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.		Member Engagement	All Members can access these publications. Good Practice Sub-Committee acts as Editorial Board commissioning and reviewing titles before publication.	
Key Tasks/Outputs			Owner	Due Date	Status
Revision of Preservation Metadata Report			MGP	July 2025	Active
Technology Watch Report Publication Plan			PRW	August 2024	Complete
Revision of Web Archiving Report			PRW	February 2025	Active
Risks Arising			Opportunities for Improvement		
			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.		
Possible Next Steps					
<ul style="list-style-type: none"> We will continue to work with authors to move these reports forward to the agreed timeframes. 					
Report					
<ul style="list-style-type: none"> The Publication Plan proposal was accepted by the sub-committee at the August meeting and work has begun on enacting this plan. Several reports have been deprecated as planned and the revision schedule for others has been noted. Web Archiving Report is still being drafted by the author. An author has been found for the revision of the Preservation Metadata report – a schedule for update is currently being agreed, with a view to having the new edition of the report available by the end of the 2024-25 year. An author has approached us with an interest in writing a Technology Watch Report on AI and Digital Preservation. We are working with them on a proposal for this to share with the sub-committee. 					
Discussion Points/Decisions Required					
None at present					

Technology Watch Guidance Notes					
Description	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.				
Lead	PRW	Other Staff	JLM, MGP	Priority	Normal
Quality Measure(s)	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.		Member Engagement	All Members can access these publications. Good Practice Sub-Committee acts as Editorial Board commissioning and reviewing titles before publication.	
Key Tasks/Outputs			Owner	Due Date	Status
New Guidance Note on Preserving Digital Art			JLM	July 2023	Complete
New Guidance Note on Disaster Planning			MGP	May 2025	Planned
New Guidance Note on Cybersecurity			?	July 2025	Planned
Risks Arising			Opportunities for Improvement		
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.		
Possible Next Steps					
<ul style="list-style-type: none"> The production of a new Guidance Note on Disaster Planning has been further delayed but there is an intention to get this underway before the end of this DPC year, with a target publication date of May 2025. 					
Report					
<ul style="list-style-type: none"> The guidance note on Preserving Digital Art was published on 3rd September. 					
Discussion Points/Decisions Required					
None at present					

Other publications and resources					
Description	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.				
Lead	JLM, PRW	Other Staff	MGP	Priority	Normal

Quality Measure(s)	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.	Member Engagement	All Members can access these publications and often times members are involved in commissioning and creating them.		
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Revision of EDRMS Preservation Toolkit		JLM	June 2025	Planned	On Track
Digital Preservation Handbook revision		SMM	July 2025	Planned	On Track
Risks Arising		Opportunities for Improvement			
		Provide PDF version of online resources. Provide DOI and citation guidance for online resources.			
Possible Next Steps					
<ul style="list-style-type: none"> The Good Practice team will begin to write sections of the new Digital Preservation Handbook in the next quarter. This work is being coordinated by Workforce Development but requires input from all DPC staff. 					
Report					
<ul style="list-style-type: none"> We have made information about next review date for all of our toolkits (along with citation information and DOI as appropriate) available on each resource/toolkit web page. 					
Discussion Points/Decisions Required					
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					
Description	DPC events on a range of topics of interest to our Members and the wider community.				
Lead	JLM, PRW, MGP	Other Staff	SLM	Priority	Normal
Quality Measure(s)	Feedback forms are sent out following most of our events.	Member Engagement	Themes emerge from member consultation and all Members can access our events, either live, or as recordings after the event.		
Key Tasks/Outputs	Owner	Due Date	Status	Condition	
Appraisal of digital content	MGP	September 2024	Complete	On Track	
Procurement event at NLI	PRW, SMM	September 2024	Complete	On Track	
Digital preservation for an uncertain future	JLM	November 2024	Complete	On Track	
AI and digital preservation	MGP	January 2025	Planned	On Track	
Workflow webinars	MGP, SLM	February 2025	Planned	On Track	
Access to digital content (case studies)	JLM	March 2025	Planned	On Track	
Preservation planning	PRW	March 2025	Planned	On Track	
Moving between digital preservation systems	JLM	April 2025	Planned	On Track	
Emulation case studies (Fair Play Task Force)	PRW	May 2025	Planned	On Track	
Risks Arising	Opportunities for Improvement				
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. In response to emerging issues and requests from Members, our program of events can change and grow – potentially exceeding the capacity of staff to properly support such events, particularly watch parties in Australasia.	Improve the planning and scheduling of events, and carefully consider additional and ad hoc requests that arise throughout the year.				
Possible Next Steps					
<ul style="list-style-type: none"> • A programme for the AI and Digital Preservation event is under development, and a number of speakers have agreed to contribute. • SLM is planning to issue a call to Members for case studies to present at the series of Workflow webinars. MGP will host these sessions and lead any Q&A. 					

Report
<ul style="list-style-type: none"> Digital preservation for an uncertain future was held on 12th November and good feedback was received. The September event on Appraisal and subsequent Australasian/Asia-Pacific watch party attracted a substantial audience, and demonstrated on-going interest in this topic. The DPC led a workshop on procurement which was held in Dublin in late September for the National Library of Ireland.
Discussion Points/Decisions Required
None at present.

Deliver program of events in Australasia and Asia-Pacific					
Description	Deliver regular program of 2 DPC events per month in Australasian time zone				
Lead	Robin Wright	Other Staff	Eleanor O'Leary	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> Number of events delivered Number of speakers/ attendees 		Member Engagement	<ul style="list-style-type: none"> Members participation in events Unconference topics submitted by members 	
Key Tasks/Outputs			Owner	Due Date	Status
Program of local events developed and delivered			RW/JM	Dec 2024	Active
Communication about and delivery of local events			RW/EO'L/AP	Dec 2024	Active
Ongoing development of future events for delivery in local time zone including unconference			RW/SM/JM	Dec 2024	Active
Risks Arising			Opportunities for Improvement		
High demand for events is challenging ability of current staff to deliver ongoing program			Increased lead time for promotion of upcoming local events Can build on success of #DPCconnect to promote events		
Possible Next Steps					
<ul style="list-style-type: none"> Working with Paul Wheatley on program of events in local time zone for next 3 months. 					
Report	8 events have been delivered in local time zone in this quarter. Events are well attended. Local attendees often register at the last minute. Excellent engagement with Unconference program and event and enthusiasm for another next year.				
Discussion Points/Decisions Required	<ul style="list-style-type: none"> Working closely with the Good Practice team to ensure a good ongoing local program of events. Event administration is being streamlined. Presence of Paul Wheatley in Australasia from October will assist planning for local events. 				

Deliver DPC events and activities in all global time zones					
Description	Ensure events held in the UK are recorded for possible use as DPC Aus watch parties. More DPC events/activities to be held in multiple time zones.				
Lead	Robin Wright	Other Staff	Jenny Mitcham	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> Regular #DP watch parties held in Australasian time zone 		Member Engagement	<ul style="list-style-type: none"> Request for topics of interest included in sub-committee meetings 	
Key Tasks/Outputs			Owner	Due Date	Status
Identify and contact local experts for possible watch parties or original events			RW/JM	Dec 2024	Active

Publish local event entries on DPC website	EO'L	Dec 2024	Active	On Track
Risks Arising	Opportunities for Improvement			
Want to develop more local events that can be shared back as watch parties in other parts of world.	Explore ability to use alternative online video delivery technologies to meet member needs			
Possible Next Steps				
<ul style="list-style-type: none"> Majority of events are now being made available in multiple time zones with local speakers where possible Investigate alternatives to Zoom delivery 				
Report				
There is significant member demand for watch parties and interest in participating. This may exceed our ability to meet the demand.				
Discussion Points/Decisions Required				
<ul style="list-style-type: none"> Aiming to engage with more Indigenous individuals/communities around supporting digital preservation in Indigenous communities in 2025. 				

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					
Description	Maintaining an understanding of the ongoing work on digital preservation standards and reflecting that back to DPC Members.				
Lead	JLM	Other Staff	All	Priority	Normal
Quality Measure(s)	Discussion with Good Practice Sub-Committee, particularly with regard to themes/standards and appropriate levels of focus/effort.		Member Engagement	Relevance to members is key to selecting themes or standards, noting the huge number of standards and limited time available.	
Key Tasks/Outputs			Owner	Due Date	Status
Maintaining a watching brief on the work of the MOMS-DAI group that works on the OAIS standard			JLM	ongoing	Active
Leading developments with the NDSA Levels of Digital Preservation			JLM	ongoing	Active
Establish relationship with 'C2PA'			WK / PRW	New task	Active
Risks Arising			Opportunities for Improvement		
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		
Possible Next Steps					
<ul style="list-style-type: none"> Continue working with NDSA Levels Steering Group and Working Group on the revision of the Levels. Develop closer relationship with CoreTrustSeal Briefing on 'C2PA' content authenticity standard 					
Report					
<ul style="list-style-type: none"> JLM continues to co-chair the NDSA Levels Steering Group and is heavily involved in planning for a revision of the Levels this year. A new revision working group has just begun its work to carry out a light touch revision to the Levels with environmental impact in mind. JLM is exploring a heavier involvement with the CoreTrustSeal certification standard and has requested to be nominated to the Assembly of Reviewers with a view to joining the Board. 					
Discussion Points/Decisions Required					
The emerging standard Coalition for Content Provenance and Authenticity (C2PA) garnered a lot of interest at a recent NatLA meeting with several DPC members interested in it from an authenticity point of view. DPC is considering options for an event to introduce this initiative to our community more widely. It might be useful to gauge interest in this amongst the Sub-Committee.					

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					
Description	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.				
Lead	PRW	Other Staff	AJ	Priority	Normal
Quality Measure(s)	To be established by the project and Good Practice Sub-Committee		Member Engagement	Members will benefit from the enhancements to registries.	
Key Tasks/Outputs			Owner	Due Date	Status
Make digital preservation expertise, good practice and research discoverable			PRW	2026	Active
Innovate and develop more impactful and sustainable digital preservation registry services			PRW	2026	Active
Sustain the COPTR data			PRW	2026	Planned
Launch second prototype at iPRES			AJ	Sept 2024	Complete
Risks Arising			Opportunities for Improvement		
Possible Next Steps					
Report					
The second prototype is complete with some final work going into refining its presentation and features, with significant steer from discussions with DPC Members and others in the Preservation Registries SIG meetings. This was launched at iPRES 2024, and DPC staff delivered a workshop, a poster and participated in the Bake Off session.					
Discussion Points/Decisions Required					
None at present.					

Open Book Futures					
Description	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.				
Lead	PRW	Other Staff		Priority	Normal
Quality Measure(s)	Project review measures, engagement with National Libraries, and reporting to Good Practice Sub-Committee		Member Engagement	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.	
Key Tasks/Outputs			Owner	Due Date	Status
Ongoing digital preservation guidance to WP7			PRW	Ongoing	Active
Risks Arising			Opportunities for Improvement		
Workload					
Possible Next Steps					
Making sure learning is shared and embedded in digital preservation good practice post-project.					
Report					
Work continues in looking at the overall preservation elements required as part of the THOTH service, alongside a review of THOTH as a product offering.					
Discussion Points/Decisions Required					
None at present.					

Our Heritage Our Stories					
Description	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.				
Lead	PRW	Other Staff	KW	Priority	Normal
Quality Measure(s)	Project review measures and reporting to Good Practice Sub-Committee		Member Engagement	It is hoped that the toolkit will provide members with a resource to use when helping community groups to preserve their digital content.	
Key Tasks/Outputs			Owner	Due Date	Status
White paper No:1			KW	Nov 2024	Complete
Toolkit for community archives			KW	Oct 2024	Complete
White paper No:2			KW	Nov 2024	Complete
WDPD launch event			KW	Nov 2024	Complete
Risks Arising			Opportunities for Improvement		
Staffing issues at Glasgow University have led to delays on White paper development.					
Possible Next Steps					
<ul style="list-style-type: none"> • DPCLinic session is planned in December aimed at The Americas. • In person event in January in Glasgow to celebrate the end of the OHOS project. 					
Report					
<ul style="list-style-type: none"> • iPRES panel complete and good feedback received. Outputs from the panel were used in the creation of the toolkit. • The toolkit was completed on time and launched at the celebrating communities event held on World Digital Preservation Day. The day included a panel session entitled 'What Next?' where suggestions for what pathway the toolkit work should take next were discussed. • Further presentations have been given on the toolkit since the launch. 					
Discussion Points/Decisions Required					
<p>Advice on the next steps for the toolkit would be appreciated. Lots of engagement happening in Australasia and Asia-Pacific region on possible follow ups, and this was discussed at the Australasia and Asia-Pacific Sub Committee where KW presented on the toolkit. Potential to expand/enhance the toolkit for a broader audience outside of the UK connect with expertise and need around data sovereignty and indigenous archives. Could also to connect a little with other resources on digitization, which is where a lot of community archives begin, but then of course need digital preservation as they progress.</p>					

Securing Heritage in a Digital Age (PROPOSAL)					
Description	DPC was invited by Science Museum Group (SMG) to partner in a project to develop digital preservation in the museum sector and as well as to help develop capacity within the Science Museum Group as a case study. The project was presented in outline to the National Lottery Heritage Fund in early 2024 and was invited to complete a full submission. DPC and SMG submitted a joint proposal in August 2024. We have been invite to meet with NLHF about the proposal in December 2024. Unclear the nature of these discussions but likely to postpone the start date and may alter the proposal.				
Lead	WK	Other Staff	PRW, SLM, JLM, SMM	Priority	Normal
Quality Measure(s)	Project review measures and reporting to Good Practice Sub-Committee		Member Engagement	TBC	
Key Tasks/Outputs			Owner	Due Date	Status
Develop proposal with SMG			WK	Aug 2024	Complete
Initiate Project			TBC	Aug 2024	Planning
Risks Arising			Opportunities for Improvement		
Funding not secured					
Possible Next Steps					
<ul style="list-style-type: none"> • Discussion with NLHF / SMG on re-submission of proposal • Wait for funding decision • Develop detailed project plan 					
Report					
Proposal submitted August 2024 and team asked to resubmit in early 2025.					
Discussion Points/Decisions Required					
Brief update on progress with project proposal to be noted.					

Consultancy					
Description	The DPC offers paid consultancy to the wider digital preservation community.				
Lead	KW	Other Staff		Priority	Normal
Quality Measure(s)	DPC will maintain a record of feedback received.		Member Engagement	Knowledge and experience gained through consultancy activities will help DPC staff to better support Members.	
Key Tasks/Outputs			Owner	Due Date	Status
Consultancy available to wider community			KW	Ongoing	Planned
Risks Arising			Opportunities for Improvement		

<p>Balancing the amount of work involved may be a challenge.</p> <p>Ensuring enough DPC staff time is available to carry out support for Full Members is key.</p> <p>Crossovers between member support and consultancy is an issue.</p>	<p>Advertise and promote this offering to the community.</p>
<p>Possible Next Steps</p>	
<p>Seek opportunities for appropriate consultancy work and consider how best to promote this service.</p>	
<p>Report</p>	
<p>The first consultancy project has been completed and invoiced. Several projects around Archives Revealed have been submitted. Consultancy work in Australia is also underway.</p>	
<p>Discussion Points/Decisions Required</p>	
<p>None at present.</p>	

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 12¹. 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					
Description	Putting in place measures to measure the impact of events and to minimize that impact				
Lead	JBM	Other Staff	PRW, JLM, MGP	Priority	Normal
Quality Measure(s)	Review by Good Practice Sub-Committee.		Member Engagement	Events are primarily (often exclusively) for members.	
Key Tasks/Outputs			Owner	Due Date	Status
Risks Arising			Opportunities for Improvement		
Possible Next Steps					
Report					
The DPC has a climate action plan . This plan and associated tools will be used to embed more sustainable practice in the DPC’s work.					
Discussion Points/Decisions Required					
None at present.					

¹ 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 biodiversity².

Promoting developments in sustainable consumption					
Description	Build sustainability into digital preservation approaches.				
Lead	JBM	Other Staff	PRW, JLM, MGP	Priority	Normal
Quality Measure(s)	TBC		Member Engagement	Solutions need to be both sustainable and practical for members to implement.	
Key Tasks/Outputs			Owner	Due Date	Status
See 4.7 on ongoing work to look at NDSA Levels with regard to environmental sustainability			JLM	ongoing	Active
iPres Workshop with CLOCKSS and others 'Learn how to map the carbon footprint of your digital archive'			WGK	Sept 24	Complete
See 4.6 event on digital preservation for an uncertain future			JLM	November 2024	Active
Risks Arising			Opportunities for Improvement		
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		
Possible Next Steps					
<ul style="list-style-type: none"> Continue to work with NDSA Levels Steering Group and Working Group on revision of the Levels with environmental sustainability in mind. 					
Report					
<ul style="list-style-type: none"> iPres workshop well attended and team behind it (DIMPACT / CLOCKSS) reviewing outcomes and planning next steps. 'Digital preservation in an uncertain future' event provided an opportunity to raise and discuss environmental issues. Keith Pendergrass focused specifically on this in his presentation. The December reading club will focus on a recent iPRES paper from Sibyl Schaefer called 'Energy, Digital Preservation, and the Climate: Proactively Planning for an Uncertain Future'. 					
Discussion Points/Decisions Required					
None at present.					

² 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					
Description	Modelling good practice				
Lead	JLM	Other Staff	PRW, MGP	Priority	Normal
Quality Measure(s)	Measures will be designed appropriate to the specific actions, overseen by the Good Practice Sub-Committee		Member Engagement	By practicing what we preach, the DPC will be better placed to support Members in digital preservation.	
Key Tasks/Outputs	Owner	Due Date	Status	Condition	
Provide citation guide for DPC resources	JLM	April 2024	Complete	On Track	
Publish and preserve Technology Watch publications as open eBooks	PRW	June 2024	Active	Delayed	
Review impact of publishing Technology Watch publications as eBooks	PRW	Ongoing (3-4 reports)	Planned	On Track	
Review of DPC records management practices	TBC	TBC	Planned	Minor issue	
Embed Robust Links and DOIs in core DPC publications	SLM, PRW	Ongoing	Ongoing	On Track	
Ensure periodic harvest of DPC website	SLM, PRW	Ongoing	Ongoing	On track	
Enhancing back-up and resilience	JLM	Ongoing	Ongoing	On track	
Ensure and promote cyber-security	JBM	Ongoing	Ongoing	On track	
Risks Arising	Opportunities for Improvement				
Proposed change of DPC website and move from Joomla CMS creates risks to some of the resilience we've built over the years.	Cyber essentials training and certification. It has been noted after recent publication and events series relating to our Documentation Guide that there are processes and procedures within the DPC that should be documented. This is particularly important as we grow as an organization.				
Possible Next Steps					
Further opportunities to improve and enhance DPC's own documentation will be taken as time allows.					
Report					
<ul style="list-style-type: none"> All DPC Toolkits and guides have been allocated DOIs and now include citation guidance and date of next planned reviews. 					
Discussion Points/Decisions Required					
None at present.					

5. Accountable, Sustainable, Dynamic

Workplan

Overview

The DPC faces challenges of growth, ensuring we remain accountable to members and responsive to their needs, particularly as the scale of our activities expand. We cannot assume that structures which have served us well in the past remain fit for purpose in the future. Therefore, within a framework of continuous quality improvement, we will maintain and enhance our organizational functions and structures to ensure good governance. In doing so, we will demonstrate a commitment to members, to our values and to the greater good as laid down in the Articles of Association and our charitable objects. We will expand and diversify our revenue streams whilst reducing cost and optimizing impact, a task enabled by the charitable status which will be embedded in our ongoing operations. We will be accountable to members who will guide and review our actions. We will plan in detail and with sufficient staff and financial resources to deliver. We will maintain and expand the core competencies of our staff and will ensure legal and regulatory functions are properly discharged, conducting an annual external audit to verify conformance and improve performance.

Highlights September - November 2024

- Audit and End of Year Accounts
- Progress with DPC 'branch office' in Australia
- New Secondment Agreement with KB NL

Forthcoming Highlights

- Completion of branch configuration in Australia

Discussion Points / Decisions Required

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					
Description	Management Accounts for the year 2024/25				
Lead	John McMillan	Other Staff	William Kilbride	Priority	Normal
Quality Measure(s)	Outcome matches expectations. External Audit		Member Engagement	Discussed at Board and Sub-Committee	
Key Tasks/Outputs			Owner	Due Date	Status
Management Accounts for 3 months			JMC	31/07/2024	Active
Management Accounts for 6 months			JMC	31/01/2025	Planned
Risks Arising			Opportunities for Improvement		
<ul style="list-style-type: none"> 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. 			<ul style="list-style-type: none"> Addition of Balance Sheet and further edits to Debtor reporting Training for Directors in reading financial information 		
Possible Next Steps					
<ul style="list-style-type: none"> 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. 					
Report					
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.					
Discussion Points / Decisions Required					
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					
Description	External Audit will take place by Alexander Sloan in Autumn 2024				
Lead	John McMillan	Other Staff	William Kilbride	Priority	Normal
Quality Measure(s)	Timely reporting Follow up of recommendations		Member Engagement	Year End Accounts will be presented at AGM to all members by Alexander Sloan	
Key Tasks/Outputs			Owner	Due Date	Status
Preparation of year end accounting information			JMc	30/08/2024	Completed
Presentation of Annual Accounts at AGM			WK / JMc	03/12/2024	Planned
Sign off of Annual Accounts			WK / JMc	03/12/2024	Planned
Internal Audit			JMc / EO	31/07/2025	Planned
Risks Arising			Opportunities for Improvement		
<ul style="list-style-type: none"> 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"> 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. 		
Possible Next Steps					
<ul style="list-style-type: none"> Completion of financial year with accurate accounting information and full record keeping. Internal Audit schedule has been planned for upcoming year 					
Report					
Audit report and Draft Accounts for 23/24 have now been received. Internal Audit schedule planned for the upcoming year so that any potential errors can be picked up in advance of the audit.					
Discussion Points / Decisions Required					
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					
Description	Online and In Person Training delivered by P Morrice of Alexander Sloan				
Lead	John McMillan	Other Staff	William Kilbride	Priority	
Quality Measure(s)			Member Engagement	Members are being invited to attend these two events	
Key Tasks/Outputs			Owner	Due Date	Status
Renewal of Sub-Committees / Executive Board			WK	31/01/2025	Planned
Online Governance Training			JMc	30/04/2024	Completed
Carbon Footprint Training			WK	31/07/2024	Active
Risks Arising			Opportunities for Improvement		
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.		
Possible Next Steps					
Training to be arranged in Carbon Footprint calculation and potential for an external verification of the DPC's work in this area. We also need to consider a review of the Climate Action Plan and what targets we can look to consider improving in this area.					
Report					
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.					
Discussion Points / Decisions Required					
Lack of 'commercial' members in governance roles.					

DPC Aus Office development					
Description	The DPC Aus office has no legal existence. The imminent end of the current 'Memorandum of Understanding' with the University of Melbourne is an opportunity to develop a new organizational foundation with legal existence based in Australia and able to employ staff directly, whilst not losing the important relationship with UoM.				
Lead	William Kilbride	Other Staff	Robin Wright John McMillan	Priority	High
Quality Measure(s)	<ul style="list-style-type: none"> Application lodged in a timely manner Application approved by ASIC 		Member Engagement	<ul style="list-style-type: none"> Sub-committee briefed Board resolution and briefing 	
Key Tasks/Outputs			Owner	Due Date	Status
Appoint consultant to support process			WK / JM	Sept 2024	Active

Complete paperwork and lodge application	WK	Oct 2024	Active	Complete
Develop new HR and employment platform	JM	Nov 2024	Active	On Track
Develop new MoU with UoM	WK	Nov 2024	Active	On Track
Make DPC Aus Branch office operational	RW	Jan 2024	Active	On Track
Risks Arising	Opportunities for Improvement			
Need to ensure continuity at end of the current MoU, which is 31 st December.	Legal basis would, in theory, allow DPC Aus to enter contracts and partner grant applications as a full partner.			
Possible Next Steps				
<ul style="list-style-type: none"> Wait for outcome from ASICS 				
Report				
An application to establish the DPC with a legal branch office in Melbourne was discussed and approved by the Board in September 2024. Since then we have been working with a Melbourne-based accountancy practice, Raven Accounting, who are helping with the application to ASICS and will in due course provide payroll and taxation services.				
Discussion Points / Decisions Required				
<ul style="list-style-type: none"> Sub-committee to be aware. 				

DPC Aus Sub-committee development					
Description	The DPC Aus Sub-committee is now more integrated with the DPC governance requirements				
Lead	William Kilbride	Other Staff	Robin Wright	Priority	High
Quality Measure(s)	<ul style="list-style-type: none"> Up-to-date Terms of Reference in place Required officeholders appointed 		Member Engagement	<ul style="list-style-type: none"> Members represented at all sub-committee meetings 	
Key Tasks/Outputs	Owner	Due Date	Status	Condition	
Sub-committee provided with regular information on status of each objective in DPC Strategic Plan 2022 – 2027	RW/WK	Dec 2024	Active	On Track	
Ensure reporting conforms with DPC standards	RW	Dec 2024	Active	On Track	
Risks Arising	Opportunities for Improvement				
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.				
Possible Next Steps					
<ul style="list-style-type: none"> Board leadership training to be made available to DPC Aus sub-committee members Provide local members with information on other DPC sub-committees 					
Report					
We now have 24 local members and DPC subcommittees generally have only 15 members. In future it may be necessary to rotate membership of the Aus sub-committee.					
Discussion Points / Decisions Required					
<ul style="list-style-type: none"> Benefits or risks of rotating membership of sub-committee 					

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					
Description	Annual Review of Staff Handbook				
Lead	John McMillan	Other Staff	William Kilbride	Priority	Normal
Quality Measure(s)	Regular updates		Member Engagement	Staffing group consulted	
Key Tasks/Outputs			Owner	Due Date	Status
Review and re-issue of Staff Handbook			JMc	31/01/2025	Planned
E-Learning for HSE for all staff			JMc	31/12/2024	Active
Updating Job descriptions			WK	31/01/25	Active
Risks Arising			Opportunities for Improvement		
New HR legislation is missed through year. International staff with different terms. Disagreement over changes			Keeping on top of HR changes that come into effect throughout the year. Work on the Climate Action plan might lead to further amendments and additions.		
Possible Next Steps					
Engage HR Consultant to support review					
Report					
A review of all internal policies is being undertaken during December and January. Updated and revised job descriptions are being developed					

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						
Description	5-year forecast					
Lead	John McMillan	Other Staff	William Kilbride	Priority	Normal	
Quality Measure(s)	Accuracy and precision of forecasts		Member Engagement	Presented at Board and Sub-Committee		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
5-year forecast			JMc	31/10/2024	Ongoing	On Track
Draft Budget 25-26			JMc	31/05/2025	Ongoing	Complete
Risks Arising			Opportunities for Improvement			
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.			
Possible Next Steps						
Forecast to be updated monthly and presented quarterly to Sub-Committee and Board for comments.						
Report						
The new year 5 year forecast and approved budget 24-25 are enclosed for perusal.						
Discussion Points / Decisions Required						
We have updated the style of the draft budget report for 24-25 after taking feedback from the recent finance training. The Executive Board approved the budget for next year and this will form an important part of how we present the management accounts moving forward so we can accurately track progress against budget.						

5.6. Committing to Sustainable Consumption.

In support of Sustainable Development Goal 12³ 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					
Description	Climate Action Plan for Business Training Course				
Lead	John McMillan	Other Staff	William Kilbride	Priority	Normal
Quality Measure(s)			Member Engagement	Climate Action Plan will be shared with members upon completion.	
Key Tasks/Outputs			Owner	Due Date	Status
Carbon Emissions Audit			JMc	31/07/2024	Complete
Carbon Emissions Audit – Q1			JMc	31/10/2024	Planned
Review of Climate Action Plan			JMc	31/01/2025	Planned
Risks Arising			Opportunities for Improvement		
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.		
Possible Next Steps					
Training for Board to interpret data to be arranged.					
Report					
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.					
Discussion Points / Decisions Required					
Q1 Carbon Figures are enclosed. Progress in next quarter to be made in relation to review of Climate Action Plan, Training and potential external assessment of figures.					

³ 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					
Description	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				
Lead	WK	Other Staff	All	Priority	Normal
Quality Measure(s)	Demonstrable progress against established measures		Member Engagement	Led by NXD	
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Director Volunteer		WK / JMc	31/01/2025	Planned	On Track
Risks Arising	Opportunities for Improvement				
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.				
Possible Next Steps					
Convene and establish Climate Action Leadership group					
Report					
A director has volunteered for the new role to lead our Sustainable Development activities.					
We will look to form group in January 2025.					
Discussion Points / Decisions Required					
Interest in joining this group would be welcomed.					

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						
Description	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.					
Lead	Ellie O’Leary	Other Staff	John McMillan	Priority	Normal	
Quality Measure(s)			Member Engagement			
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Review of CRM and staff use of CRM.			EOL	Q4 2024	Started	On Track
Track potential new members interactions.			EOL, SM, WK, RW	Ongoing	Ongoing	On Track
Log interactions with members.			All	Ongoing	Ongoing	On Track
Track event sign ups and attendance.			EOL, SM	Ongoing	Ongoing	On Track
Risks Arising			Opportunities for Improvement			
<ul style="list-style-type: none"> 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. Financial risk of obtaining additional licenses. 			<ul style="list-style-type: none"> Data collated in one place allows easy access for DPC staff to review. 			
Possible Next Steps						
<ul style="list-style-type: none"> 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) Continued use in tracking potential new member leads. 						
Report						
The CRM continues to be used by staff to log interactions with members and non-members and to track attendance at events and S-C meetings. An integration to log emails quickly has been installed by most of the staff to facilitate tracking interaction. All staff have now enabled multi-factor authentication to their accounts and the purchase of more licenses to facilitate added staff members is being considered.						
A review of the staff’s use of the CRM has started alongside the review of the DPC Champions program.						
Discussion Points / Decisions Required						
None.						

Website Development						
Description	<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>					
Lead	Angela Puggioni	Other Staff	SM, EOL, JMc	Priority	Medium	
Quality Measure(s)	<ul style="list-style-type: none"> Functioning, supported website 		Member Engagement	<ul style="list-style-type: none"> User testing Feedback on updated website 		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
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	Completed	On track
Establish planning for completion of update			SLM/AP	Mar 2024	Completed	On track
Risks Arising			Opportunities for Improvement			
<ul style="list-style-type: none"> Security risks Website outage if website cannot be updated before current site ceases to function 			<ul style="list-style-type: none"> Exploring possibility of self-hosted service to enable better control over the website 			
Possible Next Steps						
<ul style="list-style-type: none"> Costing of 'simple' Joomla migration to secure the site while we investigate alternatives Costing of self-hosted services and the components necessary to deliver the functionality required Create plan for website upgrade on the basis of investigations 						
Report						
<p>We have now upgraded our current CMS from Joomla 3.10 to 5 with our current website providers to ensure continued functioning of the site as is. A clean up of back-end articles and documents has been completed. Further work is planned to look at the possibility of a self-hosted service for the website.</p>						
Discussion Points / Decisions Required						
None.						

Cyber Security / Backup Policy						
Description	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.					
Lead	Joh McMillan	Other Staff	All Staff	Priority	High	
Quality Measure(s)	<ul style="list-style-type: none"> Cyberessentials Cyberessentials Plus 		Member Engagement	<ul style="list-style-type: none"> Shared experiences with members around this topic 		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Cyberessentials Accreditation			JMc	March 2024	Completed	On track
Basic Cyber Security Training for all staff			JMc	Jan 2024	Completed	On track
Cyberessentials Plus Accreditation			JMc	Jan 2025	Planned	Delay
Further Cyber Security Training for JMc			JMc	Jan 2025	Planned	Delay
Back Up Policy and Back Up Friday			All Staff	Ongoing	Active	Ongoing
Risks Arising			Opportunities for Improvement			
<ul style="list-style-type: none"> Security risks 			<ul style="list-style-type: none"> Ability to share findings with members who may face similar challenges 			
Possible Next Steps						
<ul style="list-style-type: none"> Further training for staff Meeting with members who have expertise in this area Aiming to have Cyberessentials Plus in place by end January 2025. We could look to employ a consultant to test our system in the future 						
Report						
<p>We are have started the Cyberessentials Plus accreditation which is more involved and is less of a self audit function than the first stage of the assessment. The time involved in this has been more than first thought so we are now looking at a target date of end of January 2025 to have this in place.</p> <p>All staff have completed the NCSC (National Cyber Security Council) basic Cyber Security Training and JMc has completed further modules from the NCSC. There are several other exercises available including a desktop staff scenario which we will aim to carry out a staff meeting before the end of the year.</p> <p>In relation to backup of DPC information, we have updated our backup responsibility register which allocates who, when and where the information held by DPC is backed up. The last Friday of each month is known as Backup Friday and we take this opportunity to ensure that all is up to date and in line with what is shown in the register.</p>						
Discussion Points / Decisions Required						
None.						