

Report to Members, Q1 2025

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 19**
- **Objective 3: Workforce Development – Page 27**
- **Objective 4: Good Practice – Page 42**
- **Objective 5: Accountable Sustainable and Dynamic – Page 66**

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 Q1 2025

- Workflow Webinars (p 6)
- DPC Americas Member Forum Planning (p 4)
- BitList 2025 Planning (p. 21)
- DP Handbook 3 Project Initiation (p 36)
- Mental Health and Wellbeing report (p 40)
- Carbon Footprint Task Force (p 41)
- New Finance Platform Xero (p 67)

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

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 November 2024 – March 2025

- Workflow webinars
- Plans for 3 x DPC Members Fora in Americas, Europe and Australasia

Forthcoming Highlights

- Website development underway (experimental phase)
- DPC Members Forum and Networking Event in the Americas

Discussion Points / Decisions Required

- Feedback sought on the sustainability of #DPCConnect in its current format
- Review of DPC EDI Policy

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	Condition
Weekly promotion		AP	Weekly	Continuous	On track
Rotation of hosts		SLM	Feb - March June - July Oct - Nov	Continuous	On track
Risks Arising	Opportunities for Improvement				
Low attendance for Europe/USA sessions makes running sessions unsustainable	Greater engagement from global regions currently underrepresented Promote as space for those unable to achieve DPC membership to connect				
Possible Next Steps					
<ul style="list-style-type: none"> Promoting the #DPConnect sessions in the African region Varying the #DPConnect timing across Aus/Americas/Europe 					
Report					
<ul style="list-style-type: none"> Monthly sessions scheduled for Australasia and Asia-Pacific have remained popular, with the latest event in February attracting 25 attendees Weekly sessions scheduled for Europe and Americas have been much lower, with one session in February attracting no attendees. However, in 2025, the sessions have been increasingly attended by members of the digital preservation community in Africa. Their organizations are unable to become a DPC member so #DPConnect offers a space for them to come together and meet other members of the community. 					
Discussion Points/Decisions Required					
<ul style="list-style-type: none"> Feedback sought on the sustainability of #DPConnect in its current format. 					

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	Condition

Recruitment of Supporters	SLM	Ongoing	Continuous	Target not met for 24-25
Feedback from DPC Supporters on current program	SLM	April-May 2025	Planned	On track
Refresh DPC Supporter Program	SLM	May – July 2025	Planned	On track
Re-launch with new DPC year	SLM	August 2025	Planned	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, and inability to achieve investment plans for fund (e.g. Awards, Supported Memberships...) 	<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 Partner with Supporters to access new and emerging sectors who are working in digital preservation. Other opportunities to sponsor DPC activities? 			
Possible Next Steps				
<ul style="list-style-type: none"> Feedback gathering from Supporters – opportunity to improve/expand offering With in-person events re-gaining popularity, investigate options to include programming to include Supporters Refresh and relaunch DPC Supporter Program with the start of the new DPC year. 				
Report				
<p>Since the last meeting, the DPC has spoken to a couple of prospective Supporters who are keen to engage with the program, and conversations are ongoing with them. An interesting takeaway from one of these conversations was that some DPC members use participation in the DPC Supporter Program as a stipulation for procurement. Several potential Supporters have been identified in Australasia, and recruitment in this region is planned for the next month.</p> <p>William attended an event organized by Max Communications in January, and the DPC has been asked to be present at the Arkivum Virtual Conference in July 2025. Remind all Supporters, that this is a possibility – good selling point.</p> <p>In addition, Libnova have approached the DPC about sponsoring the DPC Members Forum in Nashville. A sponsorship package has been drafted for a limited number of sponsors to support the open portion of this event only and has been circulated to all DPC Supporters as a potential ‘upgrade’ or additional opportunity over and above the Supporter Program.</p>				
Discussion Points/Decisions Required				
None at present.				

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-Chair iPres Future Hosts Working Group		WK	Nov 2025	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	2025	Continuous	On track
New Partnership development with C2PA		WK	June 2025	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					
A significant amount of work this period on the iPres call for hosts which remains open until 1 st July 2025. WK Fielding enquiries. Also successful and well attended event with C2PA in January, and currently planning next steps with this collaboration.					
Discussion Points/Decisions Required					
None at present.					

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 needs more volunteer hosts for 2025 Possibility of offering some places at events to potential future local members.
Possible Next Steps	
Having Paul Wheaton in NZ for 3 months has demonstrated value of having technical specialist in local region.	
Report	
From Dec 2024 to Feb 2025 the following 10 DPC events were held/ in the Australasian time zone (no. of attendees if available) – total 180	
4-5/12/24	RAM Jam Around the world – sessions 1 & 4 in Aus time zone [6 & 13]
17/12/24	DPC Aus watch party - iPRES – Digital Preservation in the Cloud Kyle Rimkus [30]
17/12/24	Reading Club – Climate Crisis (9pm) [3]
20/12/24	#DPConnect Aus – hosted by Paul/Jack Wain, Deakin University [2]
28/1/25	Audio-Visual SIG in Aus time zone[32]
4/2/25	Digital Forensics SIG in Aus time zone [10]
7/2/25	Workflow webinar session 7 – 4 x speakers from Aus region (some other sessions also accessible in Aus time zone) [49]
11/2/25	Creative Victoria seminar – <i>The top 3 risks for digital culture: and how to mitigate them.</i>
18/2/25	AI & Digital Preservation watch party [20]
21/2/25	#DPConnect Aus [15]
Discussion Points/Decisions Required	
<ul style="list-style-type: none"> Local participation in rolling global events was very successful. Included RAM Jam Around the World, 2 x SIG sessions and the Workflow Webinar sessions. All were well attended and participants appreciated being part of worldwide events. Only 1 event held in January due to regional holiday break. #DPConnect Aus to run monthly in 2025 – well attended, will have local hosts. 	

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 	<ul style="list-style-type: none"> Streamlining process for call for participants and scheduling sessions 				
Possible Next Steps					
<ul style="list-style-type: none"> Identification of key areas for demonstration 					
Report					

Since the last meeting, the DPC called for participants to share their digital preservation workflows in a series of open webinars. The call was met with an unprecedented number of responses and resulted in the largest and most diverse series of webinars: 22 presenters took part in 7 episodes, over 3 distinct time zones throughout the course of a single week. The webinars were attended by a combined audience of 789 over the course of the week, and registrations were made from 61 different countries around the world.

Discussion Points/Decisions Required

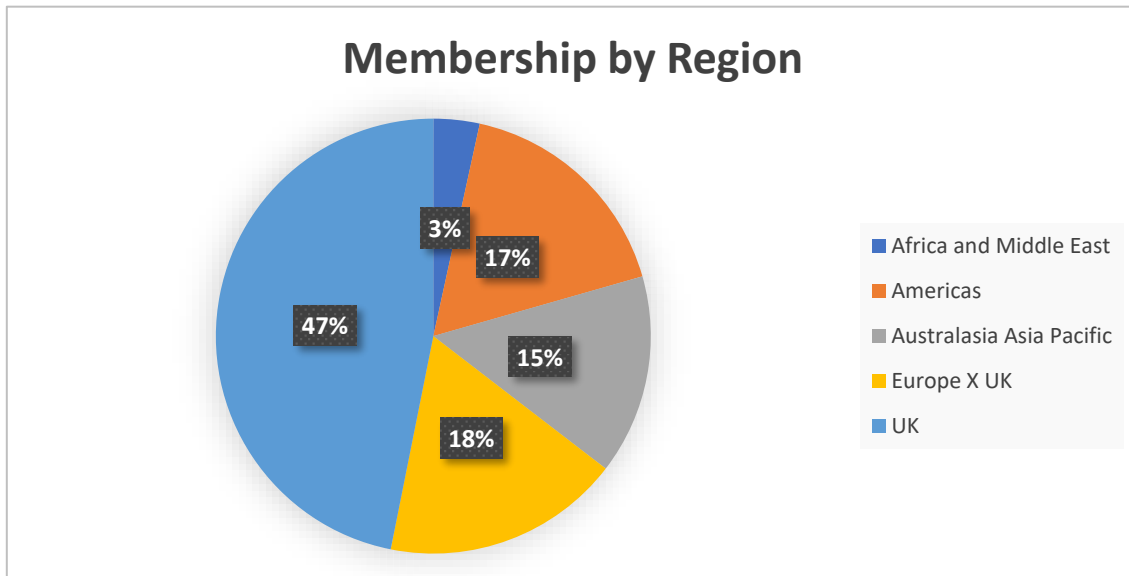
None at present.

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"> We have welcomed 9 new members since the last meeting: <ul style="list-style-type: none"> University of Alberta – Associate University of Queensland Library – Associate RTÉ - Associate Heritage Conservation Centre (HCC) Singapore – Full Common Crawl Foundation – Associate Rockefeller Archives Centre – Associate US GPO – Full (membership effective 1st January) Pension Protection Fund – Associate American Institute of Physics - Associate <p>One unexpected non-renewal:</p> <ul style="list-style-type: none"> Archives and Records Association <p>This gives a total of 175 Members: 129 Associate Members and 46 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	3		
		2 in Australia	2 (NAA upgrade)	0		
		3 rest of world	0	3		
New Assoc Members		8 in Americas	7	1		
		6 in Australia	2-1 (NAA Upgrade)	5		
		6 in rest of world	5-2 (-Hull, ARA)	3		

- A review of engagement over the last 12 months has identified that Universities and University Libraries are still the largest group engaging in the DPC's activities, and that those in the USA and UK are the most common attendees within that group. However, sectors and regions also emerging are: (Org Type) Community Archive, Beauty, Tourism, Online memory, Pharmaceutical, Information management, Energy Sector and (Region) Mexico, Brazil, Kenya. Notably, and despite the new membership in the region, there is less engagement from Australasia and Asia-Pacific than we have seen in previous years.
- A membership recruitment drive is currently underway, with all staff following up any leads generated throughout the course of their activities.
- An updated comms plan to support the recruitment drive is underway.



Discussion Points/Decisions Required

- 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	Condition	
Maintain local mailing list and use to advertise DPC events	RW	Dec 2024	Continuous	On track	
Ongoing implementation and evolution of DPC Aus Communication & Advocacy Plan v 3.3	RW	Dec 2024	Active	Minor issue	
Maintaining contact with potential members who have expressed interest in joining	RW	Dec 2024	Active	On track	
Risks Arising	Opportunities for Improvement				
Now have 26 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					

Follow up existing contacts who have expressed an interest in the past. Identify potential members in new sectors. RW on iPRES2025 Regional Impact committee – likely to expand knowledge of and participation in DPC activities.

Report

Two new local members have joined since previous meeting – Queensland University of Technology, Heritage Conservation Centre, Singapore. Now 26 local members - increasingly active and connected local community. Following up list of potential members, but many organisations have limited budgets for DP.

Discussion Points/Decisions Required

- Possibility of an increase in local membership to around 30 members by 2025. Need a plan/timeline for governance changes and increased staffing in the local office.
- Participation in iPRES2025 Regional Impact will increase knowledge of DPC resources and activities in SE Asia and the Pacific.

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	Condition	
First Meeting of DPC Americas	Anna P	Oct 2024	Complete	On track	
Build up offering of sustained and independent activities in Americas and Australasia/Asia-Pacific	SLM/RW/Anna P	July 2025	Continuous	On track	
Plan and deliver program in DPC Americas	Anna P / SLM/WK	Oct/Nov 2025	In progress	Slight delay	
Risks Arising	Opportunities for Improvement				
<ul style="list-style-type: none"> • Lack of capacity in DPC Aus and DPC Americas 	<ul style="list-style-type: none"> • 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>The current establishment of the DPC office at the University of Melbourne came to an end within the last period, due to changes in Australian employment policies for public institutions. As a result, the University is no longer in a position to employ Robin Wright. We have addressed this situation with a Labour Hire Agreement ahead of establishing a branch office.</p> <p>See also the report for item 1.3 on plans for face-to-face DPC Members Fora in three locations around the world.</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	Sarah Middleton	Other Staff	Angela Puggioni	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
Conduct content audit and commence review (keep/discard/update)			AP/EOL	June 2025	In progress
Experiment with alternative means for the presentation of bulky website content (i.e. toolkits and the Bit List)			ANJ/SLM	June 2025	In progress
Create test WordPress environment for experimental website building			SLM	June 2025	In progress
Review results of experimentation and formulate plan for final website			SLM/AP	June 2025	Planned
Website build			SLM/AP/ANJ	June – Nov 2025	Planned
Testing and feedback			SLM/AP/ANJ	Nov - Dec 2025	Planned
Launch/roll-out (soft)			SLM/AP/ANJ	Jan – Feb 2026	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"> Streamlining content to create better user experience Exploring alternative ways to present bulky content supports better navigation Self-build and experimental phases enables us to ensure user needs can be met, and offers a way to pivot towards alternative (more suitable) solutions 		
Possible Next Steps					
<ul style="list-style-type: none"> Conduct content audit and commence review (keep/discard/update) Experiment with alternative means for the presentation of bulky website content (i.e. toolkits and the Bit List) Create test WordPress environment for experimental website building 					
Report					
Starting in January, a team of DPC staff (SLM, AP, EOL and Andy Jackson (ANJ)) have begun a phased and exploratory approach to building a new self-hosted website. A trial instance of WordPress hosted by WP Engine has been procured on a rolling monthly contract to enable us to investigate the functionality and identify whether user needs can be met. Meanwhile, a content audit is being conducted and owners					

from the wider DPC staff assigned to undertake a review and identify whether content should be kept, discarded or updated. Any update work will then follow. Alongside this work to streamline, ANJ is investigating alternative ways to manage and present bulkier website content. He is focusing on the toolkits and the Bit List to do this. The team is approaching this work in quarterly sprints, with a view to robust recommendations (and much of the work) to be completed by June 2025.

Discussion Points/Decisions Required

None at present

Members Fora 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	Condition	
Deliver Unconference event in Australasia	SLM/RW	Oct 2024	Complete	On track	
Plan Unconference event in Americas (as part of Launch tour)	SLM/WK/Anna	Oct/Nov 2025	Active	On track	
Plan and deliver DPC Members Forum – Americas	Anna P/SLM	April 2025	In progress	On track	
Plan and deliver DPC Members Forum – Europe	AP/SLM	June 2025	Planned	On track	
Plan and deliver DPC Members Forum – Australasia	Robin W/SLM	Nov 2025	Planned	On track	
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"> DPC Members Fora provides opportunities for networking with potential new members 				
Possible Next Steps					
Plan and promote the DPC Members Fora to members around the world					
Report					
<p>In January, the DPC released Save the Date information for three face-to-face Members Fora (previously Unconferences) to take place in Nashville, USA hosted by Vanderbilt University; The Hague, NL hosted by the KB; and in Wellington, NZ/ Sydney, Aus alongside and aligned with the iPRES2025 conference. Plans are now underway for the Nashville event which will offer a 2-day program: Day 1 is an ‘open day’ for all community members and is an opportunity to showcase the DPC to prospective members, and Day 2 is a closed Forum for DPC members only.</p> <p>This event will be followed by another on 3-4 June, in the Hague – following a similar multi-day format with the opportunity for networking with the broader community. And the events planned for Australasia will take place over two days, on consecutive weeks to enable those travelling to iPRES to engage with this activity, whilst also offering an opportunity for DPC members unable to travel to New Zealand to come together in Sydney the following week.</p>					
Discussion Points/Decisions Required					
None at present.					

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
Contacts with DPC Member Champions			DPC team	Ongoing	Continuous
Regular email communications			DPC team	Ongoing	Continuous
Update CRM-system with member information			DPC team	Ongoing	Continuous
Evaluation of Champions Program			SLM/EOL	March 2025	Completed
Risks Arising			Opportunities for Improvement		
<ul style="list-style-type: none"> Allocation of contacts to DPC staff creates an unequal workload Inability to contact some DPC members creates risk of loss 			<ul style="list-style-type: none"> 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 <p>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. Since the last meeting DPC staff undertook an informal internal evaluation of the DPC Champions program and concluded that no changes should be made in this DPC year – this is following a ‘reshuffle’ of DPC staff Champions within the last 12 months, and it was felt that no further disruption to DPC Members should be made.</p>					
<ul style="list-style-type: none"> Discussion Points/Decisions Required <p>None at present.</p>					

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
Gather feedback through Zoom events			EOL	Ongoing	Continuous
Review event feedback (monthly)			AP/JLM	Ongoing	Continuous
DPC Full Member annual consultation (to inform DPC programming)			SLM	June 2025	Planned
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 and update ED&I policy			AP	June 2025	In Progress
Review translations strategy			SLM	July 2025	Planned
Translations			SLM	Dec 2024	Continuous
Supported Memberships for L-MI countries			WK	July 2025	In Progress
Risks Arising			Opportunities for Improvement		
<ul style="list-style-type: none"> Reputational: DPC and community members do not feel included/welcome Translations strategy stifles/slow down activity to offer DPC resources in other languages Insufficient resources to manage translations Insufficient funds to support plans for supported memberships 			<ul style="list-style-type: none"> Incorporate current approaches into ED&I policy Separate and create procedural docs to support the management of DPC spaces Update translations policy to make process simpler 		
Possible Next Steps					
<ul style="list-style-type: none"> Conduct review of EDI Policy and re-issue Complete processing of DPC RAM 3.0 translations and publish Complete review of Translations Policy and re-issue 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					
<p>Since the last meeting, work has begun to review the DPC’s EDI policy. See discussion point below. In addition, several translations of DPC RAM 3.0 have been received from volunteer translators. The English version was published in March 2024, so this process has so far taken 1 year, and no translations of this version have yet been published. If the resource is updated every 3 years, the translations will quickly become out of date again and the effort and process required to create them seems unsustainable. Additional resource is required to support this activity.</p> <p>No developments on supported memberships in Low-Middle Income economies since last meeting.</p>					
Discussion Points/Decisions Required					

Sub-committee members are invited to provide feedback on the current policy and to recommend examples of current EDI policies which work well; providing resources which will inform our own update. Suggest review and update every 3 years (as per our other DPC resources)

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	Condition
Regular review of current social media and other communications channels			AP	July 2025	Ongoing	On track
Online promotion			AP	July 2025	Ongoing	On track
Risks Arising			Opportunities for Improvement			
<ul style="list-style-type: none"> Failure to reach audiences and adequately promote DPC activities 'over-communication' or over-using one particular channel causing message fatigue and audience switch-off 			<ul style="list-style-type: none"> New website to offer better ways of presenting DPC information (events, news etc) Co-ordination across time zones and regions 			
Possible Next Steps						
<ul style="list-style-type: none"> Continue to monitor all communications channels Development of DPC comms plan to support membership growth 						
Report						
Following consultation with the sub-committee, the DPC has developed a new Social Media Strategy and left 'X' and Facebook at the end of February. In light of recent events, these platforms no longer align with the DPC's values. We will be staying on LinkedIn, Mastodon, Instagram, YouTube and Bluesky (DPC account to be created) and will continue to monitor and review all channels.						
Discussion Points/Decisions Required						
None at present.						

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			

<p>Increasing number of events resulting in less time available to follow up potential members.</p>	<p>Higher profile of DPC in region is increasing expectations of the level of service that can be provided to both members and non-members.</p>
<p>Possible Next Steps</p>	
<ul style="list-style-type: none"> • Continue to deliver schedule of relevant events in Australasian time zone in 2025 • Identify important regional conferences in 2025 where DPC should have a presence • Make champion calls with all local members in early 2025 • Seek potential funding for Aus Community Archives Digital Preservation toolkit project / SE Asian language translations of DPC RAM 	
<p>Report</p>	
<p>The number of local DP activities is increasing due to move to run more events/SIGs in all time zones. #DPCconnect now being held monthly in Aus. Planning for iPRES2025 in NZ is likely to increase overall regional engagement with digital preservation. A more structured DPC focus on Indigenous collections and community archives has the potential for Australasia and Asia-Pacific to be global leader.</p>	
<p>Discussion Points/Decisions Required</p>	
<ul style="list-style-type: none"> • Project to develop an Aus/NZ version of the Community Archives Digital Preservation toolkit to include digitization (GLAM Peak) and possibly Aus/NZ and Indigenous community archives • Needs of local Full Members to be collected and considered for DPC's 2026 program by July. 	

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
Continue to monitor DPC communications channels (with M&G) as part of annual planning		AP	Jan 2025	Ongoing	On track
Risks Arising	Opportunities for Improvement				
None at present					
Possible Next Steps					
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 					
None at present					

2. Advocacy

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 November 2024 – March 2025

- Work underway to streamline and improve use of the Bit List resource
- DPA 2024 feedback completed

Forthcoming Highlights

- Digital Preservation Masterclass Webinar Series to showcase the work of the DPA2024 winners

Discussion Points / Decisions Required

- None at present – but approval of some Bit List recommendations may be required between sub-committee meetings

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 2025	Planned
Save the Date			AP	July 2025	Planned
Lead in comms start			AP	Sep 2025	Planned
WDPD2025			AP/SLM	6 Nov 2025	Planned
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					
Nothing to report in this period.					
Discussion Points/Decisions Required					
None at present.					

Bit List of Endangered Digital Materials						
Description	The Bit List – the Global List of Digitally Endangered Species is a community led advocacy tool					
Lead	Sarah Middleton	Other Staff	Amy Currie / Michael Popham	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
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
Taskforces in progress to suggest process improvements			SLM/MP/Bit List Council	Jan-March 2025	In progress	On track
Implementation of recommendations with relaunch of Bit List process			SLM/MP	April 2025	Planned	On track
Close call for new nominations			SLM	May/June 2025	Planned	On track
Bit List Council to review all nominations			SLM/MP/AC	June - July 2025	Planned	On track
Drafts issued to Bit List Council and ACE Subcom for review			SLM	September 2025	Planned	On track
Pre-publication preparations			SLM/EOL	October 2025	Planned	On track
Publication of new Bit List revision on WDPD			SLM/WK	6 Nov 2025	Planned	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 			
Possible Next Steps						
<ul style="list-style-type: none"> Review of process and presentation Update process based on recommendations from Bit List Council Relaunch process 						
Report						
<p>Following the publication of the 2024 Interim review of the Bit List on WDPD, two taskforces comprising members of the Bit List Council have convened to review and make recommendations on the Bit List Structure and Process. Once received, it is anticipated that recommendations will be implemented which streamline and make the Bit List resource less labour intensive and easier to use.</p> <p>Amy Currie will be stepping back from managing the Bit List process, and SLM will be supported instead by Michael Popham from the Good Practice team.</p>						
Discussion Points/Decisions Required						

None at present, but some recommendations from the Bit List Task forces may need approval from the sub-committee and will likely come between our scheduled quarterly meetings. These will be circulated by email as required.

Participation in local Australasia and Asia-Pacific industry					
Description	Head of DPC Australasia and Asia-Pacific to attend and present at key industry conferences/events				
Lead	Robin Wright	Other Staff	Michael Popham	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> Number of industry events with DPC presence 		Member Engagement	<ul style="list-style-type: none"> Identification of key conferences held/attended by local members 	
Key Tasks/Outputs			Owner	Due Date	Status
Panels/papers submitted to conferences			RW	July 2025	Active
Papers accepted/presented			RW	Nov 2025	Active
Industry events participated in			RW	Dec 2025	Planning
Risks Arising			Opportunities for Improvement		
Attendance/travel costs to participate in local conferences			Identify critical conferences in region and opportunities for DPC participation in 2025.		
Possible Next Steps					
<ul style="list-style-type: none"> Members involved with conferences/events in 2025 to identify opportunities for DPC co-operation/participation RW and other DPC staff planning to submit papers for presentation at iPRES2025 in Wellington in November. 					
Report					
Following a successful program of papers presented in 2024, now need to establish which conferences the local DPC should have a presence at in 2025.					
Discussion Points/Decisions Required					
<ul style="list-style-type: none"> Suggestions from members about events/conferences in our region in 2025 where DPC should have a presence DPC involvement in iPres 2025 in Wellington, NZ 					

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						
None at present						

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					
None at present.					

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 2024	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					
Continue to be on the lookout for other potential opportunities to promote digital preservation/environmental sustainability.					
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	16th September 2024	Complete
Promotion of winners' work through 'Winners Webinars' (this year retitled to 'Digital Preservation Masterclass')			SLM	11-12 th March 2025	Planned
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"> Digital Preservation Masterclass Webinars Evaluation of process with Judges Identification of next awards location 					
Report					
<p>Since the last meeting, all DPA 2024 winners and finalists have received feedback from the Judges and a series of webinars to promote the work of the DPA2024 Winners has been organized and advertised to take place on 11-12th March. Following this activity, attention will turn to identifying the location for our next Awards ceremony, and focal point of our 2026 process. Currently, investigations are underway to discover the possibility of coupling the Awards Ceremony with an 'Unconference' in the USA called Best Practice Exchange. Anna Perricci will attend this event in 2025 to assess its suitability, and if it is deemed to be feasible, the DPA process would need to be brought forward to commence at the end of 2025 as this conference usually takes place in July of each year.</p>					
Discussion Points/Decisions Required					
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3. Workforce Development

Overview

Our Mandate: Providing opportunities for our members to acquire, develop and retain competent and responsive workforces that are ready to address the challenges of digital preservation, we will provide tangible outcomes to our members through a broad range of outputs including resources to support professional development and recruitment, training content, grants to attend development opportunities, and frequent revision of the seminal resource The Digital Preservation Handbook. We will also encourage the development of high-quality training by others and support training providers that seek to develop curricula in digital preservation. We will provide authoritative labor market intelligence for employers, students, and teachers alike, enhancing the relevance of training and extending the competence of staff. In this way, the DPC will become a global forum for detailed and timely knowledge exchange between members for the benefit of all. In line with our charitable objects these educational activities will support the wider digital preservation community both directly and indirectly.

Highlights from December 2024 - February 2025

- Digital Preservation Handbook 3rd Edition Project commenced in earnest
- Second cycle of Python Study Groups completed
- Two CDF grants awarded for IDCC 2025
- Mental Health and Wellbeing in the Digital Preservation Community report

Forthcoming Highlights for March - May 2025

- Digital Preservation Handbook 3rd Edition Project authoring and internal review
- Python Study Group program survey and review
- Launch of DP Skills Resource at DP Clinic session
- Competency Framework 2nd Edition
- N2KH Admin review
- Plan for the next Digital Preservation Labour Market Analysis
- Member CAT Scan sessions (alongside RAMbulance)

Key Discussion Points and Decisions

- Feedback welcomed from sub-committee members on the Competency Framework and Audit Toolkit (<https://www.dpconline.org/digipres/prof-development/dp-competency>) .
- Managing inactive online learner accounts for N2KH.
- Python Study Groups and Handbook to be discussed as separate items on the agenda.

3.1. Analyze and understand the digital preservation community's professional development needs

The DPC will proactively capture information on the professional development needs of DPC members' workforces and of the digital preservation community around the World. The DPC will undertake alternating biannual analyses of training needs and of the digital preservation labour market. A variety of information gathering techniques will be utilized to ensure a broad range of voices and experiences are captured. The information gathered through these analyses will help shape the outputs of the DPC Workforce Development Program and will be published so that they can benefit the wider community.

Labor Market Analysis						
Description	An analysis of trends in the digital preservation labour market based on data gathered from job advertisements. This will include information on job titles, salaries, skill requirements, geographic distribution and more.					
Lead	Amy	Other Staff	Sharon	Priority	Normal	
Quality Measure(s)	<ul style="list-style-type: none"> Reuse of findings into developed Recruitment Toolkit Reuse of open dataset by members and other groups Increased traffic to DPC Jobs 		Member Engagement	<ul style="list-style-type: none"> Consultation with members re: data sources DP Clinic event 		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Draft plan for next analysis			Amy	Mar 2025	On Hold	---
Collection, cleaning, coding and QA of data			Amy	June 2025	Planned	---
Analysis			Amy	Oct 2025	Planned	---
Report and open data set			Amy	Jan 2026	Planned	---
Risks Arising			Opportunities for Improvement			
<ul style="list-style-type: none"> Data content and findings become too dated/inaccurate 			<ul style="list-style-type: none"> An increased variety of data sources, in particular covering positions in Asia, Africa, and South America Improved process for posting and gathering data from DPC Jobs webpage 			
Possible Next Steps						
<ul style="list-style-type: none"> Investigate other sources and techniques for ongoing collection of data from job posting websites 						
Report						
<p>The final report on the 2021-2022 digital preservation market and accompanying dataset were published in October 2024, along with the publication of the previous 2020 analysis report. A dedicated page on the DPC website was created to share these resources: https://www.dpconline.org/digipres/prof-development/lm-analysis</p> <p>For the next analysis of 2023-2024 labour market data, a draft plan will be created and shared with the subcommittee for discussion at the Q2 meeting. The plan will include a list of methods, prioritized areas for analysis, opportunities for improvements, and summary of community feedback for consideration.</p>						
Discussion Points/Decisions Required						
None at present						

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

The DPC will continue to maintain and update the DPC’s Competency Framework in line with developing good practice and intelligence gathered on training needs and the digital preservation labour market. The DPC will create additional complementary resources to aid DPC members with the continuing development of their workforces. These will include, but are not limited to, a skills audit toolkit and a recruitment toolkit. The DPC will also investigate the establishment of a mentor or buddy scheme for members, to help support ongoing professional development.

Digital Preservation Competency Framework					
Description	A competency framework and accompanying resources to help members of the community identify, audit, and develop the skills required for digital preservation. This includes individual and group professional development planning, as well as facilitating other staffing activities such as recruitment and annual review.				
Lead	Sharon	Other Staff	Amy	Priority	Normal
Quality Measures	<ul style="list-style-type: none"> Reviewed as per schedule Promoted at a minimum of two external events a year “CAT Scan” member support sessions offered 		Member Engagement	<ul style="list-style-type: none"> Feedback mechanisms Implementation assistance offered as part of full member support Yearly drop-in “CAT Scan” sessions available to support all members 	
Key Tasks/Outputs			Owner	Due Date	Status
Skills Development Resource			Sharon	Mar 2025	Active
Recruitment Toolkit			Sharon	TBC	Postponed
Competency Framework Review			Sharon	Mar 2025	Active
RAMbalance/CAT scan sessions			Sharon	Apr/May 2025	Planned
Risks Arising			Opportunities for Improvement		
<ul style="list-style-type: none"> No or limited uptake of the new skills resource, impacting on the DPC’s reputation 			Review based on member and community feedback		
Possible Next Steps					
<ul style="list-style-type: none"> Review of Framework in 2025 					
Report					

With three years having passed since the launch of the [Competency Framework](#), a review is now underway to help ensure the Framework, CAT, and accompanying set of example role descriptions remain fit for purpose and continue to reflect good practice. Community feedback surveys were drafted and circulated on 6 February, and open until 28 February. It is expected that the changes will be relatively lightweight, and the new edition will be published in late March.

Final updates to the Skills Development Resource, created as part of the “Start to Preserve” stream of iPRES 2024, will be made in early March. A DP Clinic session has been scheduled for 20th March to officially launch the resource.

Plans are also underway for a new ‘CAT Scan’ member support activity relating to the use of CAT, aligned with the current RAMbalance sessions held each spring. The tentative dates for these RAMbalance/CAT Scan sessions are 9 April and 22 May and booking will be opened soon.

Development of the proposed Recruitment Toolkit will likely now be pushed to the next DPC year, due to other competing priorities.

Discussion Points/Decisions Required

Feedback welcomed from sub-committee members on the Competency Framework and Audit Toolkit.

3.3. Develop and maintain training content on key digital preservation topics suitable for synchronous delivery

The DPC will develop and maintain a portfolio of training materials, designed for synchronous delivery. The development of new content will be prioritized according to identified member needs. Updates to training content will be made in line with developing good practice. The DPC will use the materials to deliver training events through a variety of channels, both online and in-person, and scheduled to be accessible to members across a range of time zones. The DPC will make training content available for reuse to members wishing to deliver courses within their own context, under appropriate licenses.

Training Events					
Description	Development and delivery of synchronous training events for DPC members on priority topics.				
Lead	Sharon	Other Staff	Amy	Priority	Normal
Quality Measures	<ul style="list-style-type: none"> 80% of spaces taken 90% positive feedback 		Member Engagement	<ul style="list-style-type: none"> Identification of priority topics Training events 	
Key Tasks/Outputs			Owner	Due Date	Status
DPC Training Policy			Sharon	TBC	Postponed
Risks Arising			Opportunities for Improvement		
<ul style="list-style-type: none"> Hard to plan the demand and respond accordingly. 			<ul style="list-style-type: none"> Expand possible topics/training content available Develop policy for provision of and charging for bespoke events for associates and non-members. Make more use of members' expertise 		
Possible Next Steps					
<ul style="list-style-type: none"> Identify priority intermediate/advanced level topics and possible presenters 					
Report					
There have been no training sessions offered this quarter. Work on the training policy remains on hold and will likely now be folded into a wider review of DPC policy that will soon be underway.					
Discussion Points/Decisions Required					
None at present.					

Training Events – DPC Aus					
Description	Development and delivery of synchronous training events for DPC members on priority topics.				
Lead	Sharon McMeekin	Other Staff	Robin Wright	Priority	Normal
Quality Measures	<ul style="list-style-type: none"> Training events delivered for DPC Aus members 80% of spaces taken 90% positive feedback 		Member Engagement	<ul style="list-style-type: none"> Identification of priority topics Level of participation in training events 	
Key Tasks/Outputs			Owner	Due Date	Status

N2KH Plus sessions delivered to DPC Aus members	SMcM	July 2025	Planning	In train
Establish demand for local training events 2025	RW/SMcM	Dec 2025	Planned	Minor issue
Risks Arising	Opportunities for Improvement			
Increasing membership in region does not appear to be leading to greater demand for training	<ul style="list-style-type: none"> Speak to local members about topics/training content available Investigate different levels of demand for F2F/online training in region 			
Possible Next Steps				
<ul style="list-style-type: none"> Ask local members to identify training requirements for 2025/26 Continue to offer F2F <i>Introduction to Digital Preservation</i> sessions for members/non-members Members to consider their own workforce development needs and advise RW 				
Report				
<p>N2KH online modules are available for staff training and are being used, but there is little feedback available on usage in our region.</p> <p>Preferred future workforce development requirements in Australasian region are currently unclear.</p>				
Discussion Points/Decisions Required				
<ul style="list-style-type: none"> Last year's Unconference did not identify specific training needs. The local community is evolving quickly and members now appear more focused on issues requiring discussion and peer support. Do local members have specific workforce development requirements that could be met by DPC? 				

Python Study Groups					
Description	Creation of a study group program, in collaboration with the BitCurator Consortium, to support the development of Python scripting skills within the DP community. Developed from a pilot program hosted by the BitCurator Consortium.				
Lead	Sharon	Other Staff	Amy, Ellie, Angela	Priority	Normal
Quality Measures	<ul style="list-style-type: none"> 75% of study group places claimed Supporting content used by other groups 	Member Engagement		<ul style="list-style-type: none"> Study group priority places Contribute to Governance Group 	
Key Tasks/Outputs	Owner	Due Date	Status	Condition	
Wrap-Up Second Cycle	Amy/Sharon	Dec 2024	Completed	---	
Governance Group Meeting	Sharon	Jan 2025	Completed	---	
Evaluation of Program – Participant Survey	Amy	Mar 2025	Active	---	
Evaluation of Program – Recommendations	Amy/Sharon	Apr 2025	Planned	---	
Risks Arising	Opportunities for Improvement				
<ul style="list-style-type: none"> Challenging to arrange sessions across multiple time zones Continued engagement and attendance rates over six-month cycle 	<ul style="list-style-type: none"> Improve GitHub Resources Manage participant expectations Rework mentor responsibilities 				

<ul style="list-style-type: none"> • Available capacity of staff and volunteer mentors to properly support 	
Possible Next Steps	
<ul style="list-style-type: none"> • Continued development of supporting resources 	
Report	
<p>Following the Q3 subcommittee discussion and recommendations, the 23:00 UTC time zone of the Python Study Groups was cancelled in October 2024 due to low attendance. The last session of the second cycle of the Python Study Groups, for the 14:00 UTC time zone, was completed in December.</p> <p>To address concerns relating to participant attendance, engagement, and capacity, the PSG program is currently on hiatus for a review of its impact and viability, with the evaluation of the program overseen by the PSG Governance Group. Feedback surveys were drafted and shared at the Governance Group meeting in January, circulated to participants and mentors on 20 January, and open until 24 February. Fifty-six participants completed the participant feedback survey, and four mentors completed the mentor feedback survey. The analysis and reporting on the findings from the surveys are expected to be completed by late March and shared with the Governance Group for recommendations. An announcement on the future of the program is planned for April.</p>	
Discussion Points/Decisions Required	
<p>A presentation and discussion on the PSG program are included as a main item on the Workforce Development Sub-Committee.</p>	

3.4. Develop and maintain online training content for delivery through the DPC's learning management system

The DPC will develop and maintain a portfolio of training content, designed for online delivery through a learning management system (LMS), on a range of digital preservation topics. The development of new content will be prioritized according to identified member needs. Updates to training content will be made in line with developing good practice. The DPC will provide free access to the training content for members through its LMS and provide access for the global digital preservation community for a fee. Online training content will be shared with DPC members wishing to deliver courses through their own LMS. The DPC will aim to develop online training development and delivery provision so that it is self-funding by the mid-point of the period covered by this strategic plan.

DPC Online Training					
Description	Management of the DPC's online training portal and the development of and updates to training content.				
Lead	Sharon	Other Staff	Amy	Priority	Normal
Quality Measures	2 new courses published a year 80% positive feedback		Member Engagement	<ul style="list-style-type: none"> Member consultation on priority topics for new courses Free access to all training content 	
Key Tasks/Outputs			Owner	Due Date	Status
Beginners' Web Archiving Course			Sharon	TBC	Postponed
Continuous Improvement Course			Sharon	TBC	Postponed
Risk Management Course			Amy	TBC	Postponed
Risks Arising			Opportunities for Improvement		
<ul style="list-style-type: none"> Loss of reputation due to delays in content creation 			<ul style="list-style-type: none"> Prioritization of content development Development processes based on good practice 		
Possible Next Steps					
<ul style="list-style-type: none"> Plan for ongoing training development and maintenance Investigate how to provide equitable access to training 					
Report					
New content development remains on hold due to other priorities, in particular the DP Handbook.					
Discussion Points/Decisions Required					
None at present.					

Novice to Know-How Training					
Description	Development and maintenance of training content under the “Novice to Know-How” brand, as funded by The National Archives (UK).				
Lead	Sharon	Other Staff	All	Priority	High
Quality Measures	<ul style="list-style-type: none"> Courses completed by 1000 learners a year 		Member Engagement	<ul style="list-style-type: none"> Free access to learning pathway 	
Key Tasks/Outputs			Owner	Due Date	Status
Communications			Angela	Ongoing	Active
Learner Support and Admin			Ellie	Ongoing	Continuous
Novice to Know-How and DPC Americas			Anna	Ongoing	Active
N2KH Admin Review and Updates			Sharon	Mar 2025	Active
Risks Arising			Opportunities for Improvement		
<ul style="list-style-type: none"> Content of courses becomes dated/inaccurate 			<ul style="list-style-type: none"> Regular review of content Increase interactive/exercise-based content Investigate possibilities for translation 		
Possible Next Steps					
<ul style="list-style-type: none"> Development of further courses 					
Report					
<p>Learner numbers for DPC Year Q2, Nov 2024 – Jan 2025 (Registered/Completed):</p> <ul style="list-style-type: none"> N2KH: Beginners – 166/34 (Q1 – 202/55) N2KH: Access – 17/7 (Q1 - 34/19) N2KH: Email – 31/10 (Q1 - 49/21) N2KH: DAR – 58/15 (Q1 - 102/51) <p>As part of a new grant received from The National Archives (UK), a review of N2KH admin processes has started. This will look at addressing inactive users, improving completion rates through automated reminders, tidying up user data, building automated reporting, and a lightweight review of feedback received.</p> <p>Anna Perricci has identified Novice to Know How as a key asset in the development of DPC Americas and is supporting new and prospective members user the platform.</p>					
Discussion Points/Decisions Required					
<p>As part of the admin review, we would like to set policy with regards to managing inactive user accounts. The proposal is to set up automated reminders to be sent every 90 days for those who have started a course but have not completed it. Accounts that remain inactive after a year would then be removed. This would not impact those who have completed a course, they would retain access.</p>					

3.5. Actively maintain and update the Digital Preservation Handbook

The DPC will produce a third edition of the Digital Preservation Handbook (the Handbook) within the first half of this strategic plan. The third edition of the Handbook will continue the ethos of previous editions by offering a comprehensive introduction to digital preservation, whilst updating and adding content to reflect current good practice. The DPC will implement proactive ongoing management and a plan to update the Handbook subsequent to the publication of the third edition. Translations of the Handbook will be facilitated in line with the DPC's Translations Policy, extending its relevance to a global audience.

Digital Preservation Handbook 3 rd Edition					
Description	The creation of a 3 rd edition of the DPC's Digital Preservation Handbook.				
Lead	Sharon	Other Staff	All	Priority	Normal
Quality Measures	<ul style="list-style-type: none"> Peer review comments Increased traffic to Handbook 		Member Engagement	<ul style="list-style-type: none"> WD Sub-Committee as Editorial Board Consultation on plans Peer reviewers drawn from membership Launch Event 	
Key Tasks/Outputs	Owner	Due Date	Status	Condition	
Updated project plan	Sharon	Jan 2025	Completed	---	
Project Kick-Off	Sharon	Jan 2025	Completed	---	
Author Guidance	Sharon	Feb 2025	Completed	---	
Draft Glossary and Standardized Terminology	Sharon/Amy	Mar 2025	Active	On track	
Internal Reviewer Guidance	Sharon	Apr 2025	Planned	---	
External Peer Reviewer Guidance	Sharon/Amy	May 2025	Planned	---	
Handbook Content Authoring	All	Jul 2025	Active	On track	
Requirements for Web Interface	Sharon	Jul 2025	Planned	---	
External Peer Review	Amy	Aug 2025	Planned	---	
Risks Arising	Opportunities for Improvement				
<ul style="list-style-type: none"> Extent of effort required to deliver the project Need to meet out of pocket costs 	<ul style="list-style-type: none"> Align with DPC RAM and Competency Framework Improved translation mechanisms Funding opportunities 				
Possible Next Steps					
None at present					
Report					
Due to staff illness, the full kick-off of the project was delayed until January 2025. The project plan has been edited to reflect the changes to the timeline. Work to date has included organizing DPC staff authoring and review responsibilities, developing author guidance, administrative groundwork for content creation, and progress on a substantial review of the Glossary. In the next quarter, work will focus on completing a draft of the glossary, content creation and internal review, and preparations for the external peer review phase. A more detailed progress report will be provided under the Handbook item in the sub-committee agenda.					
Discussion Points/Decisions Required					
None at present					

3.6. Provide grants through the Career Development Fund so that members’ workforces can access a wide range of training, education, and development opportunities

The DPC will offer grants to support members’ participation in appropriate training, education, and professional development activities globally, helping to remove barriers to accessing these opportunities. Members will be encouraged to apply for advertised grants or request support for self-identified activities they wish to undertake. We will publish criteria to govern the allocation of funds from the DPC Career Development Fund (CDF), ensuring consistency and transparency in relation to the assessment of funding applications. We will aim to exceed the number of grants offered in 2018-2022 and to provide access to opportunities that are increasingly diverse in their content, location, and providers. We will review the benefits and impact of the CDF early in the period covered by this strategic plan.

Career Development Fund					
Description	Ongoing management of the CDF as well as additional activities to continue to improve access to grants for members.				
Lead	Amy	Other Staff	Sharon	Priority	Normal
Quality Measures	<ul style="list-style-type: none"> More grants to those who meet priority criteria Spending of increased budget Impact statements from recipients 		Member Engagement	<ul style="list-style-type: none"> Grant Reviewers drawn from WD Sub-committee Grants available to all members Outputs to DPC blog 	
Key Tasks/Outputs			Owner	Due Date	Status
Calendar of upcoming opportunities for 2024-25 membership year			Amy	Aug 2024	Completed
Management of grant program			Amy	Ongoing	Continuous
Risks Arising			Opportunities for Improvement		
Ongoing risks relating to travel visas for grant recipients (advanced scheduling and notification by DPC to help mitigate). Failure to make funding target in Supporter program Failure to demonstrate impact Failure to demonstrate diligence			Improve communications to members about self-identified grants. Identify and promote career development opportunities in a greater variety of locations, in particular Asia, Africa, New Zealand, and South America. Improve impact and demonstrate diligence		
Possible Next Steps					
<ul style="list-style-type: none"> Targeted grant program to help improve EDI in the digital preservation profession Review impact of grants and make recommendations for improvements 					
Report					

In this quarter, two grants were awarded to support DPC member attendance at the IDCC25 Conference: one fully funded grant for in-person attendance and the other for virtual attendance. Five applications were received for this advertised grant.

Career Development Fund grant awards are on track to meet the budget for the 2024-2025 DPC year. So far, there have been ten CDF grants awarded for five grant opportunities (4 advertised calls and 1 member self-identified).

The deadline for an advertised grant for the online NEDCC Digital Directions 2025, taking place 22-24 April, has been extended to 5th March.

Advertised calls planned for the next quarter include IS&T Archiving 2025 in Granada, DCDC 2025 in Durham, and No Time To Wait 9 in Dublin.

Discussion Points/Decisions Required
None at present

3.7. Provide support for educational and workforce development programs

The DPC will expand its ambitions for the provision of educational programs to support Sustainable Development Goal 4, ensuring that learners acquire the knowledge and skills needed to ensure digital sustainability. We will engage with higher and further education providers, encouraging library, archive, records management, computing, and cognate departments to incorporate high quality teaching in digital preservation within their programs. The DPC will support and, where appropriate, participate in other training and workforce development programs and projects.

General Support for DP Community Workforce Development					
Description	Contributions from DPC staff to other workforce development activities within the digital preservation community.				
Lead	Sharon	Other Staff	Amy	Priority	Normal
Quality Measures	<ul style="list-style-type: none"> Increased number of invitational lectures 		Member Engagement	<ul style="list-style-type: none"> Lectures for info school members 	
Key Tasks/Outputs			Owner	Due Date	Status
Session for Strathclyde University			William/Andy	Feb 2025	Completed
Session for University College Dublin			Andy	Mar 2025	Planned
Session for University of Aberystwyth			Sharon/Amy	Apr 2025	Planned
Risks Arising			Opportunities for Improvement		
<ul style="list-style-type: none"> Ad hoc requests can be hard to plan and resource at short notice. Poor connections outside of UK / Ireland. 			<ul style="list-style-type: none"> Improve communications with other workforce development initiatives Establish better links with Info Schools outside of UK and Ireland 		
Possible Next Steps					
<ul style="list-style-type: none"> Digital Preservation Education and Training working group 					
Report					
A session was presented for students at Strathclyde University in February, covering general digital preservation issues. Planning for a similar session for University College Dublin is underway, and a session on digital preservation skills and careers has been scheduled in April for students at the University of Aberystwyth.					
Discussion Points/Decisions Required					
None at present.					

3.8. Support inclusive and equitable quality education and promote lifelong learning opportunities for all

In response to Sustainable Development Goal 4, the DPC will extend its training provision, including the Career Development Fund, with the purpose of supporting increased diversity and reducing structural barriers which exclude many from participation in the digital preservation field.

Mental Health and Wellbeing Survey and Task Force					
Description	A program of work to investigate mental health and wellbeing issues in the digital preservation community. Based on outcomes of the survey, a task force will be established to examine how the DPC can support community members.				
Lead	Sharon	Other Staff	Amy	Priority	High
Quality Measures	<ul style="list-style-type: none"> Report produces actionable recommendations 		Member Engagement	<ul style="list-style-type: none"> Encourage engagement with the survey Participation in the task force Access to resources developed 	
Key Tasks/Outputs			Owner	Due Date	Status
Mental Health and Wellbeing Survey Report			Sharon	Mar 2025	Active
Establish Mental Health and Wellbeing Task Force			Sharon	TBC	Planned
Risks Arising			Opportunities for Improvement		
<ul style="list-style-type: none"> Security of sensitive data provided by DP Community 			None at present		
Possible Next Steps					
None at present					
Report					
A full draft of the survey report has been completed and reviewed. The draft report is over 18,000 words and therefore represents a significant output and investment of effort. Alongside the core findings, it identifies four key themes relating to mental health and wellbeing in the digital preservation community. The report also suggests several pieces of further work that could continue the efforts made in producing the survey and report. It is planned that final updates will be made within the week, for publication as soon as possible. Next steps will be included as a discussion item at the May sub-committee meeting.					
Discussion Points/Decisions Required					
None at present					

Digital Preservation in Africa					
Description	DPC was invited to join a consortium looking to develop and adapt training resources and a 'train the trainer' program with partners in Africa and in the US. The project is led by a US member and received a grant of 100K USD, some of which was allocated to support DPC travel costs and staff time.				
Lead	William	Other Staff	Sharon	Priority	Normal
Quality Measures	<ul style="list-style-type: none"> Successful outcome to grant proposal 	Member Engagement	<ul style="list-style-type: none"> Application led by US based member 		
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Review of training content		Sharon/Amy	May 2025	Planned	---
Content review workshop		TBC	May 2025	Planned	---
Engage with Community Archives Toolkit		Karyn	May 2025	Planned	
Risks Arising		Opportunities for Improvement			
<ul style="list-style-type: none"> Expectation Restrictions on use of funds 					
Possible Next Steps					
Report					
<p>The project has been reformed to focus more on the production of reusable training content on general community archives issues and specifically on digital archives. DPC staff met with colleagues from the University of Illinois Urbana-Champaign in late January to discuss project progress and potential inputs from the DPC. It was agreed that the DPC would provide copies of training content and resources, such as N2KH and the Community Archives Toolkit, for reuse by the project. It was also agreed that the DPC's responsibilities in the project will largely relate to review of the content developed, and participation in a workshop in May aimed at refining the materials.</p>					
Discussion Points/Decisions Required					
<p>Administrative difficulties mean the project has had to pivot: a meeting with partners in January has clarified the DPC's role.</p>					

4. Good Practice

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 Q1 2025

- Our annual RAM Jam session was held on 4th Dec and consisted of a round-the-world relay race consisting of 4 sessions and starting and ending in Australasia.
- We have run 3 #DPclinic sessions in this quarter – the Community Archives Toolkit, C2PA (Coalition for Content Provenance and Authenticity) and a reprise on preserving digital art.
- On 29th Jan we held an online event, exploring the topic “AI and Digital Preservation: Good? Bad? Or just different?”. A watch party also took place on 18th February, timed for Members in Australia.
- This year's Workflow Webinars series has been ambitious and very well received. Over the week of 3rd February, 7 sessions were run, showcasing 22 presentations.
- Member Support carried out this quarter has included a workshop on ‘business as usual’ with Cambridge University Libraries, focus groups on the deposit/transfer process with the University of Sheffield, and activities with NARA on their Digital Preservation Framework.
- The Carbon Footprint Task Force was established this quarter, bringing together a group of Members to work on understanding and reducing the carbon costs of digital preservation.
- PRW has been temporarily based in New Zealand and engaging with members in this region.

Forthcoming Highlights for 26th February - May 2025

- Expert workshops on the topic of floppy disks will be held on 26th March for the Future Nostalgia project. The DPC are supporting the University of Cambridge Libraries with this project.
- Our annual ‘RAMbalance’ sessions for April/May will be combined with a ‘CAT scan’ this year, giving members the opportunity to chat with DPC staff about both tools.
- The Registries of Good Practice project will focus on tool and workflow registries at the March PR-SIG, deliver a new version of the file format registries index, and present at BDCAM25 conference.

Discussion Points / Decisions Required

- Recent events have led to a priority topic around Rapid Response Collecting to emerge. What should the DPC be doing about this, and how does this align with our plans to commission a Technology Watch Guidance Note on Disaster Planning? (see 4.5)
- An event on moving between digital preservation systems is planned for April. Does the sub-committee have any feedback on what would be most useful, or know of organizations who have recent experience of this? (see 4.6)
- Registries of Good Practice project mid-point review added as a separate agenda item (see 4.8).
- Discussion on sustainable events added as separate agenda item. (see 4.9).

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 special interest 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	Condition	
Audiovisual Special Interest Group	MGP	ongoing	Active	On Track	
Fair Play Task Force	PRW	ongoing	Delayed	At risk	
Museums and Galleries Special Interest Group	JLM	ongoing	Active	On Track	
National Libraries and Archives Special Interest Group	PRW	ongoing	Active	On Track	
Operational Preservation Systems Special Interest Group	PRW	ongoing	Delayed	At risk	
Web Archiving and Preservation Special Interest Group	PRW	ongoing	Active	On Track	
Preservation Registries Special Interest Group	AJ	ongoing	Active	On Track	
Digital Forensics Special Interest Group	JLM	ongoing	Active	On Track	
Carbon Footprint Task Force	JLM	ongoing	Active	On Track	
Risks Arising	Opportunities for Improvement				
Challenging to arrange meetings that sit across multiple time zones but the importance of facilitating international discussions is clear.	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.				
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.	A lower-key way of holding Special Interest Group meetings is being trialed with the Digital Forensics group.				
OPS Special Interest Group – delayed due to other priorities. Plan to relaunch this DPC year.					
Possible Next Steps					

Meetings of special interest group and task forces are planned as follows:

- Meetings of the Museum and Galleries Group have been planned for the year ahead (including dates and topics). The next meeting is in February and will be on the topic of Digital Asset Management Systems (DAMS) and digital preservation. The group is also planning on preparing a blog post to discuss their work over the last year.
- Using an online survey, during February and March we are proposing to undertake a review of the AVSIG – looking particularly at how well it is meeting the needs and interests of Members, and any suggestions for how the Group might develop.
- In March, the Digital Forensics Special Interest Group will have met for its specified period of six months. Feedback is being sought from participants and discussions are ongoing as to the future of this group.
- The Carbon Footprint Task Force has defined a schedule of monthly meetings going forward. February's meeting will include a presentation from Paul Shabajee from the University of Bristol to introduce group members to the topic.

Report

We have run several meetings in the previous quarter including:

- November and January meetings of the Museums and Galleries Special Interest Group included a discussion on access to digital content and a review of work completed this year and priority topics for 2025.
- The AVSIG held meetings at the end of November (timed for Australasia) and January (timed for US West Coast and Asia-Pacific). On both occasions, attendees reported how much they appreciated having events timed to suit their region.
- The Digital Forensics Special Interest Group continues to meet monthly (rotating through different time zones) with an agenda created by group members.
- Preservation Registries SIG events have shifted to addressing a specific theme or focus for each meeting. In December this was continuing the WDPD paper but with a broadened focus on patterns and hazards in format identification workflows. There was no January meeting due to holidays. The NARA Risk Framework was the focus in February, which went well and provided valuable feedback for NARA.
- The Carbon Footprint Task Force was established this quarter and held its first meeting in January 2025. It plans to meet monthly for a period of 12 months to carry out its task.

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
DPClinic	JLM, PRW, MGP	ongoing	Active	On Track
DPC Reading Club	JLM	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 DPCConnect. 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. DPCConnect, 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. AJ to build up a relationship with DigiPres North, and to continue to visit members to establish relationships and connections. 				
<ul style="list-style-type: none"> Report 				
<ul style="list-style-type: none"> Reading Club is going well – recent sessions have focused on rapid response collecting and the climate crisis #DPClinic sessions this quarter have focused on the Community Archives Toolkit and C2PA (Coalition for Content Provenance and Authenticity). A reprise of a previous session on preserving digital art was also held for an Australasian audience. DPC staff continue to attend other networking events: <ul style="list-style-type: none"> JLM attended IDCC and presented a poster on using RAM for research data KW & AJ attended Edinburgh Preserves while visiting NRS and UoE. AJ visited BL to discuss issues and plans relating to migrating handheld media. 				
<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"> Annual calls with members will be arranged as part of our ongoing Champions Program. Call for Full Members to share priority topics for the year ahead will be made this quarter. 					
Report					
<ul style="list-style-type: none"> 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. Work with NARA, and the Universities of Cambridge and Sheffield is ongoing and Member Support is currently being planned with PRONI.					
Report					
Member support activities this quarter include: <ul style="list-style-type: none"> • Work with NARA to define use cases for their Digital Preservation Framework (including opportunities for the wider community to engage via the Preservation Registries SIG and a #DPClinic in February). • Workshop with Cambridge University Libraries to discuss and define what Business as Usual looks like for digital preservation. • Focus groups held with University of Sheffield to find out what good practice looks like for the deposit/transfer process. 					
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
Analyze RAM information from Members and share benchmarking report			JLM	September 2024	Complete
Organize annual 'RAM Jam' event to enable sharing of experiences between members			JLM	December 2024	Complete
Disseminate summary information to Members at annual AGM			JLM	December 2024	Complete
RAM-balance sessions			JLM	April-May 2025	Planned
Gather RAM assessments from Members and create initial summary statistics			JLM	April-June 2025	Planned
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"> Call for members to share RAM assessments with us will be put out this quarter RAM-balance sessions will be combined with the additional option of a 'CAT scan' – allowing Members to choose if they want help with the Competency Audit Toolkit as well as DPC RAM. These will be planned for April and May. 					
Report					
<ul style="list-style-type: none"> Presentation of RAM results at AGM in December. 					

- RAM Jam session was run on 4th December and consisted of a round-the-world relay race. In the four sessions, we had eight members share their experiences of getting the most out of DPC RAM.

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"> • 8 RAMs submitted from DPC Aus members in 2024 		
Key Tasks/Outputs	Owner	Due Date	Status	Condition	
Support delivery of RAM training/information to local members	RW	Dec 2025	Active	On Track	
Promote use of DPC RAM v.3 in local region and investigate possibilities for translation into SE Asian language versions	RW/JM	Dec 2025	Active	Minor issue	
Risks Arising	Opportunities for Improvement				
Need to continue promotion of RAM v.3 to local community, both members and non-members	More promotion of RAM resources to non-members of DPC in our region				
Possible Next Steps					
<ul style="list-style-type: none"> • Identify new local organisations who could benefit from using RAM and offer training. • Investigate opportunities for translation of RAM v3 into SE Asian languages • Continue to encourage local members to submit RAMs in 2025 					
Report					
There were 2 local sessions in RAM Jam Around the World, held in our time zone in Dec 2024. Australasian members submitted 8 RAM results in 2024 (exceeded target of 3). RAM events attracted good audiences last year and local members have expressed interest in accessing benchmarking data.					
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 2025. 					

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
AI and digital preservation Report			JLM	April 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. We will take the Technology Watch Publication Plan into account when planning work for the next DPC year. 					
Report					
<ul style="list-style-type: none"> Web Archiving Report is still being drafted by the author. An author and co-Author have been identified for the revised Preservation Metadata report. An outline schedule has been agreed, and the authors are currently working on the report – which we anticipate having available by the end of the 2024-25 year. Work has begun on a new Technology Watch Report on AI and Digital Preservation. Thanks to the sub-committee for feedback on the proposal which has been shared with the author. 					
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"> Production of the new Guidance Note on disaster planning has remained on hold due to pressures of other work, but we still anticipate getting this underway in February/March, and are aiming for a target publication date of May 2025 or asap thereafter. 					
Report					
<ul style="list-style-type: none"> We are exploring whether to commission a new guidance note on digital forensics. This is currently being discussed with the Digital Forensics Special Interest Group. 					
Discussion Points/Decisions Required					
Recent events have led to a priority topic around Rapid Response Collecting to emerge. What should the DPC be doing about this, and how does this align with our plans to commission a Technology Watch Guidance Note on Disaster Planning?					

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	Minor issue
Digital Preservation Handbook revision		SMM	July 2025	Planned	On Track
Risks Arising		Opportunities for Improvement			
		Provide PDF version of 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"> The proposed revision of the EDRMS toolkit is likely to be delayed due to staff capacity at this time. 					
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	Complete	On Track	
Workflow webinars	MGP, SLM	February 2025	Complete	On Track	
Access to digital content (case studies)	?	March 2025	Planned	Minor issue	
Preservation planning	PRW	March 2025	Planned	Minor issue	
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"> Work is needed to plan the remaining events as advertised in the DPC prospectus 					
Report					

- An event on AI and Digital Preservation event was held in January, with a watch party for Australasia in February.
- The workflow webinars series was held in the week of 3rd February. Attendance was high.

Discussion Points/Decisions Required

An event on moving between digital preservation systems is planned for April. Does the sub-committee have any feedback on what would be most useful or ideas for speakers?

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	Condition
Program of local events developed and delivered			RW/JM	Dec 2025	Active	2 events/mth delivered/planned
Communication about and delivery of local events			RW/EO'L/AP	Dec 2025	Active	On Track
Plan and implement DPC Members forum in Nov 2025			RW/SM/PW	Dec 2025	Active	On Track
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 #DPConnect to promote events			
Possible Next Steps						
<ul style="list-style-type: none"> • Now PW is no longer in local time zone, need to consider alternative ways to deliver specialist technical training or events here 						
Report						
10 events were delivered in local time zone in this quarter. Events are well attended. Local attendees often register at the last minute. There is significant local enthusiasm for another local Members forum in 2025.						
Discussion Points/Decisions Required						
<ul style="list-style-type: none"> • DPC now has more focus on presenting events globally in rolling time zones. This has increased engagement with SIGs by members in our time zone. • Planning to hold the 2025 Members forum over 2 days in Nov 2025 in Wellington after iPRES and Sydney after ASA conference. This will allow for international visitors to also attend in Wellington and Australian members who cannot come to iPRES still having an opportunity to participate. 						

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	Condition
Identify and contact local experts for possible watch parties or original events			RW/JM	Dec 2025	Active	On Track
Publish local event entries on DPC website			EO'L	Dec 2025	Active	On Track
Risks Arising			Opportunities for Improvement			

Working 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 platforms to Zoom to meet member needs
Possible Next Steps	
<ul style="list-style-type: none"> • Continue to expand events made available in different time zones with local speakers • Investigate alternatives to Zoom platform for delivering events 	
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"> • More engagement with Indigenous communities and members with Indigenous cultural material in their collections provides an opportunity for Aus/Asia-Pacific to lead a global discussion on digital preservation and Indigenous data and content. 	

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
Get involved with CoreTrustSeal activities			JLM	December 2024	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 Technical Architect		
Possible Next Steps					
<ul style="list-style-type: none"> Continue work with NDSA Levels, CoreTrustSeal. Consider further activities around C2PA when carrying out planning for next DPC year. 					
Report					
<ul style="list-style-type: none"> JLM is now part of the Assembly of Reviewers for the CoreTrustSeal certification standard and is about to carry out training and take on first assignment. JLM is hoping to step down as co-chair of NDSA Levels Steering group in the summer but may remain involved in the group. MGP hosted a DPclinic session on the C2PA standard – this session generated a lot of interest as well as calls for further work in this area. 					
Discussion Points/Decisions Required					
None at present					

4.8. Supporting and engaging the community with cutting edge research and development projects.

The DPC will engage with cutting edge research projects which attempt to lower the barriers to digital preservation or address emerging challenges in technology. The DPC will be a platform for engaging the global digital preservation community in research, whether in gathering requirements or validation of outputs. Where gaps exist and funds permit, we will also begin to commission research for the benefit of members.

Building Registries of Good Practice					
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	September 2024	Complete
Risks Arising			Opportunities for Improvement		
Possible Next Steps					
Once the report has been reviewed by the Good Practice Sub-Committee, it can be finalized. That final version will be held as a DPC record, and a public version of the report will be made available (i.e. omitting some feedback/comments/any personally identifiable information).					
Report					
A detailed mid-point review of the project has been carried out, and the resulting report has been circulated to the Good Practice Sub-Committee for review as agenda item 7.					
Discussion Points/Decisions Required					
The mid-point review report includes several proposals for how the project should proceed during the final year. We welcome any guidance and feedback on these proposals (separate agenda item).					

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	November 2024	Complete
Toolkit for community archives			KW	October 2024	Complete
White paper No:2			KW	November 2024	Complete
WDPD launch event			KW	November 2024	Complete
Risks Arising			Opportunities for Improvement		
Possible Next Steps					
<ul style="list-style-type: none"> In person event will be held on March 10th to gain more toolkit feedback Work in place to produce a series of toolkit roadshows to gain more feedback on the toolkit and help community archives to use it. Work is in place to apply for funding from HES with CAHG Scotland to create an interactive learning course based on the toolkit and run a series of events based on this. Robin Wright is hoping to raise funds to add a digital preservation for indigenous archives guide. The good practice team will be involved in this with a possible launch at iPRES25 					
Report					
<ul style="list-style-type: none"> DPClinic was held with good attendance and engagement. The OHOS project ended on the 31st of January. Any further outputs will be created and managed by the DPC as explained above in possible next steps. 					
Discussion Points/Decisions Required					
None at present					

Future Nostalgia					
Description	DPC was invited by Cambridge University Libraries to be involved in a small project to help safeguard floppy disk knowledge.				
Lead	JLM/AJ	Other Staff		Priority	Normal
Quality Measure(s)	Project review measures and reporting to Good Practice Sub-Committee		Member Engagement	Expert workshops and dissemination of results	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Expert workshops	JLM/AJ	March 2025	Active	On track
Resource	AJ/JLM	?	Active	On Track
Risks Arising	Opportunities for Improvement			
We only have a small amount of funding for this project so need to ensure time spent is proportionate.				
Possible Next Steps				
<ul style="list-style-type: none"> • Continue with workshop planning activities. • Consider suitable platforms for hosting the guidance. 				
Report				
Monthly meetings are in place and work is underway to plan the expert workshops				
Discussion Points/Decisions Required				
None at present				

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. Resubmission in progress					
Discussion Points/Decisions Required					
None at present					

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 Condition
Consultancy available to wider community			KW	Ongoing Planned On Track
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>			Advertise and promote this offering to the community.	
Possible Next Steps				
Seek opportunities for appropriate consultancy work and consider how best to promote this service.				
Report				
<ul style="list-style-type: none"> • The first consultancy project has been completed and invoiced. Several projects around Archives Revealed have been submitted. Consultancy work in Australia is also underway. • Member consultancy has been advertised with non-member consultancy to be advertised in the coming months. • Consultancy work with National Records Scotland and Edinburgh City Archives are currently underway. Discussions with other member organizations are also taking place. 				
Discussion Points/Decisions Required				
None at present.				

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

Prior to Covid-19, DPC briefing days and member-facing events involved significant amounts of travel and catering which in turn implied waste. Once the pandemic is over, we will return to a ‘better normal’ in support of Sustainable Development Goal 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
Calculating the DPC’s carbon footprint			JBM	ongoing	Active
Risks Arising			Opportunities for Improvement		
			DPC to find opportunities to share this ongoing work with the sub-committee.		
Possible Next Steps					
<ul style="list-style-type: none"> DPC to update climate action plan DPC staff involvement in the Carbon Footprint Task Force provides opportunities to understand and explore this area further and get feedback from Members about current carbon calculations and future strategies to reduce impact. 					
Report					
<ul style="list-style-type: none"> 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. DPC staff (WGK, JBM, JLM) involved in new Carbon Footprint Task Force Agenda item added to Good Practice sub-committee’s February agenda to share and discuss current calculations 					
Discussion Points/Decisions Required					
Discussion on sustainable events added as separate agenda item.					

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	JLM	Other Staff	PRW, JBM, 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	Condition	
See 4.7 on ongoing work to look at NDSA Levels with regard to environmental sustainability	JLM	ongoing	Active	On Track	
See 4.6 event on digital preservation for an uncertain future	JLM	Nov 2024	Complete	On Track	
Attendance on Carbon Literacy Training course	JLM	Nov 2024	Complete	On Track	
Carbon Footprint Task Force (see 4.1)	JLM	ongoing	Active	On Track	
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"> Support the DPC's Carbon Footprint Task Force to enable them to fulfil their task over the course of 2025. Work with this group to find appropriate ways of sharing the outputs with the community. 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"> The December Reading Club session focused on a recent iPRES paper from Sibyl Schaefer called 'Energy, Digital Preservation, and the Climate: Proactively Planning for an Uncertain Future'. This provided Members with an opportunity to discuss some of these issues and consider next steps. In November, JLM attended a training course on Carbon Literacy for archives which has led to her being certified as Carbon Literate. As part of the certification process, actions were defined to promote and increase awareness and understand of these issues. The Carbon Footprint Task Force was moved forward as a result of this. 					
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	KW	Dec 2025	Active	On Track	
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					
<ul style="list-style-type: none"> An information gathering phase of the DPC's records management practice is currently underway. A brainstorming session with DPC staff in December has highlighted several gaps in our documentation as well as priorities for review and update. We will work towards addressing these areas by December 2025. 					
Report					
<ul style="list-style-type: none"> Discussion on DPC documentation and records management practices was held at our internal staff meeting in December 2024. We are currently planning how to move forward in these areas. 					
Discussion Points/Decisions Required					
None at present.					

5. Accountable, Sustainable, Dynamic

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 Q1 2025

- Migration to new accounting platform, Xero
- Accounts for 2023-24 signed off and filed with Companies House and OSCR
- Sub-committee and Board Renewals for 2025 completed
- Annual review of Staff Handbook begun and HR Consultant engaged for wider review
- Review of standard operating procedures initiated and documentation in progress
- Bank safeguarding review complete

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	Completed
Management Accounts for 6 months			JMC	31/01/2025	Active
Management Accounts for 9 months			JMC	30/04/2025	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. These are reported in the Executive Summary. 			<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					
<p>The management accounts have been reviewed by the Management and Governance Sub-Committee will be presented at the upcoming executive board meeting with the opportunity for queries to be asked. The reporting will be improved upon with the introduction of new cloud accounting software, Xero, during March 2025.</p>					
Discussion Points / Decisions Required					
Any queries on content and/or style of the financial reports are always 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 2025				
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
Sign off of Annual Accounts (FY 2023-24)			WK / JMc	03/12/2024	Completed
Presentation of Annual Accounts at AGM			WK / JMc	03/12/2024	Planned
Internal Audit			JMc / EO	31/07/2025	Planned
External Audit			WK / JMc	30/09/2025	Planned
2023-24 Report filed Companies House / OSCR			JMc	01/02/25	Complete
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"> Internal Audit schedule has been planned for upcoming year Recommendations implemented from Audit Report with major change being the implementation of a new cloud accounting system. 					
Report					
<p>2023/24 Annual Accounts were signed off in December 2024.</p> <p>Internal Audit schedule planned for the upcoming year so that any potential errors can be picked up in advance of the audit.</p> <p>New Cloud Accounting Software has been procured and implementation and changeover has been ongoing since early February 2025 after the proposal was considered in January 2025. We expect to be operating with the new system by the middle of March and fully switched over to one accounting platform only by early April.</p> <p>The new system has many benefits and should streamline our processes significantly. This has been a time consuming job in terms of set up but should be a great benefit moving forward.</p>					
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	Completed
Carbon Footprint Training			WK	31/07/2025	Active
Standard Operating Procedures Reviewed			SMT	30/22/2025	Active
Transformation of Melbourne Office			WK / RW	31/03/25	Active
Safeguarding Review wrt Banking			WK / JMc	28/02/25	Completed
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					
Board and Sub-Committee applications were welcomed in early 2025 and we have now completed the process of allocating members to these roles in time for the first meetings taking place in February / March 2025.					
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. We were unable to secure training in this area although we have made progress with the Carbon Footprint working group in 2025 which is meeting monthly. We will review our options in this regard as the working group progresses.					
A review of standard operating procedures was begun in December identifying gaps in policy and procedures as well as places where written policies needs updated or implicit policy needs codified. This task will continue through 2025.					
Finally changes in financial regulations in 2024 have resulted in a comprehensive 'safeguarding' review by HSBC, our main banker to ensure the legitimacy of our operations. This 'one-off' procedural process has required significant effort and documentation but is complete and will remain in place.					
Discussion Points / Decisions Required					
Lack of 'commercial' members in governance roles. Suggestions for training opportunities in this area.					

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
Sub-committee provided with regular information on status of each objective in DPC Strategic Plan 2022 – 2027			RW/WK	Dec 2025	Active
Ensure reporting conforms with DPC standards			RW	Dec 2025	Active
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 joining other DPC sub-committees 					
Report					
We now have 26 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 					

DPC Aus Office development					
Description	The DPC Aus office has no legal existence. Entering a new Service Agreement with the University of Melbourne at the beginning of 2025 provided 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
Develop new HR and employment platform			JM	July 2025	Active
Develop new MoU with UoM			WK	Nov 2024	Completed
Make DPC Aus Branch office operational			RW / JM	July 2025	Active
Risks Arising			Opportunities for Improvement		

<p>Time taken to establish legal entity longer than anticipated. Current staff member employed through interim arrangement with Raven Accounting.</p>	<p>Legal status would, in theory, allow DPC Aus to enter contracts and partner grant applications as a full partner.</p>
<p>Possible Next Steps</p>	
<ul style="list-style-type: none"> • Dependent on outcome from ASIC and date of formation of legal entity. 	
<p>Report</p>	
<p>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 currently providing payroll and taxation services.</p>	
<p>Discussion Points / Decisions Required</p>	
<ul style="list-style-type: none"> • Sub-committee to be aware. 	

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
Procurement of HR System / Support			JMc	28/02/2025	Completed
Review and re-issue of Staff Handbook			JMc	31/03/2025	Planned
E-Learning for HSE for all staff			JMc	31/12/2025	Active
Risks Arising			Opportunities for Improvement		
New HR legislation is missed through year. International staff with different terms.			Keeping on top of HR changes that come into effect throughout the year.		
Possible Next Steps					
Work on the Climate Action plan might lead to further amendments and additions.					
Review of Staff Handbook is taking place now by our external HR support supplier with a completion date of March 2025 agreed.					
Report					
We have agreed to a contract with an external HR supplier who will provide ongoing support, documentation review and any further documentation we require moving forward. This will allow us to ensure that we are staying on top of any employment matters etc.					
All staff have been issued with access to a suite of e-learning courses on basic Health & Safety training which are to be completed by the end of December 2025. These courses were free through our recently renewed insurance provider. Courses are updated annually so staff will be taking health and safety e-learning each year.					
Discussion Points / Decisions Required					
N/A					

5.5. Financial resilience and forecasting.

We will maintain a 5-year rolling financial forecast to give early warning of challenges and to set reasonable targets for growth. Our budgets, which will be approved by the Board, will include an annual contingency and reserve to ensure financial resilience. Financial targets will be agreed in advance by the Executive Board and financial matters will be reported to the Executive Board in detail each quarter.

5-year forecast				
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
	5-year forecast	JMc	31/01/2025	Ongoing
	Draft Budget 25-26	JMc	31/05/2025	Planned
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.				
The Budget for 25-26 will be presented to Sub-Committee and Board in June 2025.				
Report				
The new year 5 year forecast and approved budget 24-25 are enclosed for perusal.				
The forecast and budget document will be produced through our new cloud accounting platform moving forward which will allow for greater flexibility in scenario planning.				
The new cloud accounting platform will allow us to have a more coordinated approach to budgeting as the management accounts, budget and forecast can all be produced from the same place rather than it being a fairly manual process at the moment.				
Discussion Points / Decisions Required				
N/A				

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 – Q2			JMc	31/01/2025	Completed
Offsetting and Downstream emissions			JMc	31/05/2025	Planned
Review of Climate Action Plan			JMc	31/07/2025	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.					
DPC to consider carbon offsetting and if there any alternative types of scheme that may be suitable.					
Our calculation focusses on travel at the moment and we need to consider the impact of our suppliers emissions in the work for us which is classed as downstream emissions.					
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.					
The Carbon Footprint working group was set up in January 2025 and has met twice so far and meets monthly moving forward. This has been very helpful already in terms of seeing where we sit in terms of our members and areas we can look to consider next.					
Discussion Points / Decisions Required					
Q2 Carbon Figures are enclosed. Due to the awards in 2025, our footprint for 2024/25 is already more than last year's figures. We need to consider that this bi-annual event will need to factor in to our carbon budgeting.					
We would like to hear from any members who have had experience (good or bad) with carbon offsetting schemes and those who have made any progress with calculating downstream emissions.					

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	Completed	Completed
Quarterly Carbon Reports		JMc	Continuous	Ongoing	ongoing
Setting Provisional Carbon Budget		WK / JMc	1/08/2025	On Target	In Progress
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					
Report back on the working of the group in late 2025.					
Report					
Alicia Wise volunteered for this role along with support from Jen Mitcham and the group was formed in January 2025.					
Discussion Points / Decisions Required					
Thanks to Alicia Wise and Jen Mitcham for their work getting this group started and the two meetings so far have been very useful.					

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	30.04.2025	Active	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
Stakeholder consultation for web requirements			AP	Nov 2023	Completed
Development of requirements doc			AP	End Nov 2023	Completed
Document clean-up in current CMS			EoL	Jan 2024	Completed
Contact current web developer for updating Joomla 3.10 to Joomla 5.0			SLM	Feb 2024	Completed
Establish planning for completion of update			SLM/AP	Mar 2024	Completed
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	June 2025	Planned	Delay
Further Cyber Security Training for JMc			JMc	July 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 May 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 initially looked at a target date of end of January 2025 to have this in place. Due to the work on the new cloud accounting system and procurement of the HR external advice, progress on this accreditation has stalled and will be picked up again in April 2025 once the new accounting platform is fully functional. The aim would be that we have this in place by the Board meeting in June 2025.</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. 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.						