

Report to Members, Q2 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 18**
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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 discussion topic based on the report is selected for consideration and debate with Council. NB this report does not include the full report from DPC Americas which has been delayed owing to illness. A supplement will be provided when available.

Highlights Q2 2025

- DPC Americas Member Forum
- DPC Europe, Middle East and Africa Forum
- New Head of Workforce Development Recruited
- New Head of Good Practice Recruited
- New Finance and HR Platforms
- Board Planning Day (June 2025)

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 March – June 2025

- The DPC has established a subsidiary company in Australia ()
- DPC Forum for the Americas – Nashville 23 & 24 April was a huge success ()
- Progress with Supported Memberships – Focus group with African representatives ()
- DPC Forum for Europe, Middle East and Africa – The Hague, 4 & 5 June ()

Forthcoming Highlights

- Website building starts early June ()
- DPC Prospectus 2025-2026

Discussion Points / Decisions Required

- Including participation in Supporter Program as part of procurement process ()
- How to avoid DPC's activities being 'taken for granted' by those outside the Coalition even though they require continuous work and infrastructure ()
- Members asked to encourage and promote membership as appropriate ()
- ACE Planning for next DPC year

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 | Monthly online gathering open to digital preservation community | | | | | |
| Lead | Angela Puggioni | 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 |
| Promotion of monthly events | | | AP | Monthly | Continuous | On track |
| Rotation of hosts | | | AP | Monthly | Continuous | On track |
| Risks Arising | | | Opportunities for Improvement | | | |
| | | | 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"> Since the last meeting, #DPConnects in the Europe/Americas time zone have been adjusted to occur on a monthly basis, at 14:00 UTC (always) on the second Thursday of every month to complement the already monthly #DPConnect Aus which takes place on the third Tuesday of every month, and #DPClinic in the last week of every month. This is to address the low numbers we had seen at the weekly sessions and modelled on the #DPConnect Aus sessions, which had consistently seen good engagement. The change of day and time responds to feedback received about Fridays often being a non-working day. There have been two of the new monthly sessions since the last meeting, each receiving 10 attendees – more than double the numbers from the previous format. | | | | | | |
| Discussion Points/Decisions Required | | | | | | |
| Note the change in pattern and increase in participation since last meeting, but too early to claim success. | | | | | | |

| Program of events in time zone | | | | | | |
|--|---|--------------------|--------------------------|---|---------------|------------------|
| Description | Regular program of DPC events held in Australasia / Asia Pacific time zones. 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 | Continuing | Active | On track |

| Risks Arising | Opportunities for Improvement |
|--|--|
| Number of events/members increasing workload – now including 2 x SIGs / Reading Group every 3 mths | Monthly #DPConnect needs volunteer hosts from Aug 2025 . |
| Possible Next Steps | |
| New staff members likely to increase events available for local watch parties. | |
| Report | |
| From Mar to May 2025 the following 9 DPC events held / planned: 12/3/24 Digital Preservation Awards 2024: Winners Webinar (SM) 21/3/24 #DPConnect Aus (Brisbane hybrid) 26/3/25 Watch party – DP for an Uncertain Future (local speaker Gavan McCarthy) 9/4/25 Watch party – NARA DP framework for risk assessment and preservation planning (local speaker Liz Long, NAA) 29/4/25 DP as Business-as-Usual workshop with Libor Coufal, NLA 6/5/25 Digital Forensics SIG 13/5/25 Reading Club – key terms in DP - <i>Obsolescence</i> 16/5/25 #DPConnect Aus (Uni Adelaide) 28/5/25 Audio-visual SIG | |
| Discussion Points/Decisions Required | |
| <ul style="list-style-type: none"> All events well attended Particularly good discussions at SIGs/Reading Group Aim to increase local speakers – seeking local speakers for 2 x watch parties 3/6/25 Building DP skills / 26/6/25 DP and Access | |

| 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 for non-members | |
| 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 | Slight delay |
| 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, two new micro-organizations have become DPC Supporters at the discounted rate:</p> <ul style="list-style-type: none"> Pictoscope – their product BookView makes public collections more discoverable HoloMem – offers a WORM storage solution <p>Gathering feedback from Supporters is still planned, in order to refresh the DPC Supporter Program for 2025-2026.</p> | |
| Discussion Points/Decisions Required | |
| Including participation in Supporter Program as part of procurement process. | |

| 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 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 DPC's community work and infrastructure 'taken for granted' | | <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 | | | | |
| <p>Work has continued on the iPres call for hosts which remains open until 1st July 2025. WK fielding enquiries.</p> <p>The DPC will support ICA's International Archives Week (9-13 June) by sharing communications and offering a webinar on 12 June. DPC and ICA are also partnering to offer a 'Collab Session' at the ICA Congress in Barcelona in October 2025.</p> <p>DPC is also participating in the NDSA's Excellence Awards Working Group as this year's awards process kick-off and will conclude in October 2025 (exact date tbc).</p> | | | | |
| Discussion Points/Decisions Required | | | | |
| How to avoid DPC's activities being 'taken for granted' by those outside the Coalition even though they require continuous work and infrastructure. | | | | |

| 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 |
| Quality Measure(s) | <ul style="list-style-type: none"> Engagement levels Engagement spread (geographic/org type) | | Member Engagement | Normal |
| Key Tasks/Outputs | Owner | Due Date | Status | Condition |
| Plan Workflow Webinars | SLM / MP | Nov 2025 | Planned | On track |
| Call for participants | SLM | Nov 2025 | Planned | On track |
| Create and promote webinars | SLM | Jan 2026 | Planned | On track |
| Run events | MP | Feb 2026 | 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 | | | | |
| Nothing to report in this period. | | | | |
| 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 welcomed 5 new members since the last meeting: <ul style="list-style-type: none"> The Pension Protection Fund (PPF) – Associate The Council of Prairie and Pacific University Libraries (COPPUL) – Associate The American Institute of Physics (AIP) – Associate University of Pennsylvania Libraries – Associate Chinese University of Hong Kong (CUHK) Library - Associate <p>One non-renewal: ITMA</p> <p>This gives a total of 177 Members: 132 Associate Members and 45 Full Members.</p> <p>The DPC's recruitment target for the year is as follows, with achievement shown alongside:</p> <table border="1"> <thead> <tr> <th></th> <th>Annual Target</th> <th>Actual</th> <th>Remaining</th> </tr> </thead> <tbody> <tr> <td rowspan="3">New Full Members</td> <td>5 in America</td> <td>2</td> <td>3</td> </tr> <tr> <td>2 in Australia</td> <td>2 (NAA upgrade)</td> <td>0</td> </tr> <tr> <td>3 rest of world</td> <td>0</td> <td>3</td> </tr> <tr> <td rowspan="3">New Assoc Members</td> <td>8 in Americas</td> <td>9</td> <td>-1</td> </tr> <tr> <td>6 in Australia</td> <td>3-1 (NAA Upgrade)</td> <td>4</td> </tr> <tr> <td>6 in rest of world</td> <td>5-3 (-Hull, ARA, ITMA)</td> <td>4</td> </tr> </tbody> </table> <ul style="list-style-type: none"> 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. | | | | | | | | 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 | 9 | -1 | 6 in Australia | 3-1 (NAA Upgrade) | 4 | 6 in rest of world | 5-3 (-Hull, ARA, ITMA) | 4 |
| | 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 | 9 | -1 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 6 in Australia | 3-1 (NAA Upgrade) | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | 6 in rest of world | 5-3 (-Hull, ARA, ITMA) | 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Discussion Points/Decisions Required | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <ul style="list-style-type: none"> Members asked to encourage and promote membership as appropriate. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Community development | | | | | |
|--|--|--------------------|---|--|---------------|
| Description | Support members and membership globally by establishment of local / in-time-zone DPC offices | | | | |
| Lead | Sarah Middleton | Other Staff | Angela Puggioni | Priority | Normal |
| Quality Measure(s) | Aus Office sustainable Americas Partnership Established | | Member Engagement | Stakeholder groups in Aus and Americas | |
| Key Tasks/Outputs | | | Owner | Due Date | Status |
| First Meeting of DPC Americas | | | Anna P | Oct 2024 | Complete |
| Establishment of Australia business entity | | | WK/JM/RW | Jan 2025 | Complete |
| Build up offering of sustained and independent activities in Americas and Australasia/Asia-Pacific | | | SLM/RW/Anna P | July 2025 | Continuous |
| Plan and deliver program in DPC Americas | | | Anna P / SLM/WK | Oct/Nov 2025 | In progress |
| 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 DPC has established a subsidiary company in Australia which provides a permanent legal foundation for employment, banking and other related administrative purposes. See also the report for item 1.3 on feedback from and 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 <p>None at present.</p> | | | | | |

| Expanding Australasia and Asia-Pacific core membership | | | | | |
|---|--|--------------------|---|--|---------------|
| Description | Aiming for balanced growth and sustained membership that results in ever-more effective representation of the Australasian community | | | | |
| Lead | Robin Wright | Other Staff | Sarah Middleton | Priority | Normal |
| Quality Measure(s) | <ul style="list-style-type: none"> Retention of existing members Welcoming new members | | Member Engagement | <ul style="list-style-type: none"> Expanded knowledge about DPC in wider Australasian community | |
| Key Tasks/Outputs | | | Owner | Due Date | Status |
| Maintain local mailing list and use to advertise DPC events | | | RW | July 2025 | Continuous |
| Ongoing implementation and evolution of DPC Aus Communication & Advocacy Plan v 3.3 | | | RW | July 2025 | Active |
| Maintaining contact with potential members who have expressed interest in joining | | | RW | July 2025 | Active |
| Risks Arising | | | Opportunities for Improvement | | |
| Now have 27 local members - so less time to engage with potential new members | | | 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

One new local member has joined since previous meeting – Chinese University of Hong Kong, Now 27 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

- Potential to increase local membership to approx. 30. Need a plan/timeline for governance changes and increased staffing in the local office.
- Participation in iPRES2025 Regional Impact could increase knowledge of DPC resources and activities in SE Asia and the Pacific.

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 | Condition |
| Conduct content audit and commence review (keep/discard/update) | | | AP/EOL | June 2025 | In progress | On track |
| Experiment with alternative means for the presentation of bulky website content (i.e. toolkits and the Bit List) | | | ANJ/SLM | June 2025 | In progress | On track |
| Create test WordPress environment for experimental website building | | | SLM | June 2025 | In progress | On track |
| Review results of experimentation and formulate plan for final website | | | SLM/AP | June 2025 | Planned | On track |
| Website build | | | SLM/AP/ANJ | June – Nov 2025 | Planned | On track |
| Testing and feedback | | | SLM/AP/ANJ | Nov - Dec 2025 | Planned | On track |
| Launch/roll-out (soft) | | | SLM/AP/ANJ | Jan – Feb 2026 | Planned | On track |
| 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 | | | | | | |
| Work continues to with a phased and exploratory approach to building a new self-hosted website. Additional support has been sought from a web developer who will create the structure and templates for a website which DPC staff will then populate using migrating content. 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 this month, and into July 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 2024 | Complete | On track | |
| Plan and deliver DPC Members Forum – Americas | Anna P/SLM | April 2025 | Complete | On track | |
| Plan and deliver DPC Members Forum – Europe | AP/SLM | June 2025 | Planned | On track | |
| Plan and deliver DPC Members Forum - Australasia | RW/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 April we held our first DPC Members Forum in Nashville, USA hosted by Vanderbilt University. This comprised an ‘Open Networking Event’ on day 1 to which all members of the community were invited (specifically local organizations who were not members), and a closed Members-only day on day 2. Both days were also streamed and made available to DPC Members online. The event was a huge success, with more people turning up for day than had registered – and feedback received has been excellent. The streaming was a break from the usual offline approach for this event but had been called for by members at LOC and US NARA who had been affected by budget and travel restrictions. Offering a hybrid approach did enable all members from across the Americas to participate and was very well received. We owe huge thanks to the team at Vanderbilt University and their tech and catering teams for making the event such a success.</p> <p>The next DPC Members Forum will take place in the Hague, NL hosted by the KB on 4-5 June. This will follow a similar multi-day format with the opportunity for networking with the broader community. This event will not offer a hybrid component for online participants. Registrations for this event have been much lower, with many members reporting that they are unable to travel from the UK to Europe.</p> <p>A third DPC Members Forum event will take place in Wellington, NZ alongside iPRES 2025, and also in Sydney, Australia. The events in Australasia will take place over two days, on consecutive weeks to enable</p> | | | | | |

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.

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 | Condition | |
| Contacts with DPC Member Champions | DPC team | Ongoing | Continuous | On track | |
| Regular email communications | DPC team | Ongoing | Continuous | On track | |
| Update CRM-system with member information | DPC team | Ongoing | Continuous | On track | |
| Evaluation of Champions Program | SLM/EOL | March 2025 | Completed | On track | |
| 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 | | | | | |
| None at present. | | | | | |

Feedback gathering

| | | | | | |
|-------------------------------------|--|--------------------|--------------------------|--|--------|
| Description | Regular evaluation of all DPC engagements | | | | |
| Lead | Angela Puggioni | Other Staff | Ellie O’Leary | Priority | Normal |
| Quality Measure(s) | <ul style="list-style-type: none"> Engagement levels 80% positive feedback | | Member Engagement | <ul style="list-style-type: none"> Consultation via post-event feedback forms | |
| Key Tasks/Outputs | Owner | Due Date | Status | Condition | |
| Gather feedback through Zoom events | EOL | Ongoing | Continuous | On track | |

| | | | | |
|---|--------------------------------------|-----------|------------|----------|
| Review event feedback (monthly) | AP/JLM | Ongoing | Continuous | On track |
| DPC Full Member annual consultation (to inform DPC programming) | SLM | June 2025 | Planned | On track |
| Risks Arising | Opportunities for Improvement | | | |
| None at present | | | | |
| Possible Next Steps | | | | |
| Routinely review and identify opportunities through greater levels of feedback | | | | |
| <ul style="list-style-type: none"> Report | | | | |
| Feedback on DPC events is now reported during monthly team meetings, allowing suggestions to be incorporated into future event planning. Several recommendations have already been implemented in our events procedure, including the use of gender-neutral language. | | | | |
| <ul style="list-style-type: none"> Discussion Points/Decisions Required | | | | |
| See Discussion point on Agenda re: ACE Planning | | | | |

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/slows 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 | | | | | |

Work continues to update the DPC's EDI policy – this has been delayed slightly and will be picked up over the summer 2025.

Several more translations of DPC RAM 3.0 have been received from volunteer translators.

Since the last meeting, considerable progress has been made with the DPC's research into offering Supported Memberships for Low-Middle Income (LMI) Countries. WK and SLM met with a number of contacts who work internationally and with LMI countries and have taken their advice to form the first of a series of Focus Groups with representatives of LMI regions. The first Focus Group was held with representatives of a range of organizations across a number of African countries. The feedback received from the group was that while cost of membership was certainly a factor, other barriers to entry included lack of awareness, cultural differences and communications. More groups with representatives from Latin America, the Pacific Islands, Caribbean Islands and South East Asia are planned.

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 2025 | Active | On Track | |
| Increased connections/engagement in SE Asia | RW | Dec 2025 | Planned | Minor issue | |
| Risks Arising | Opportunities for Improvement | | | | |
| Increasing number of events resulting in less time available to follow up potential members. | Higher profile of DPC in region is increasing expectations of the level of service that can be provided to both members and non-members. | | | | |
| Possible Next Steps | | | | | |
| <ul style="list-style-type: none"> Continue to deliver schedule of relevant events in Australasian time zone in 2025 Continue champion calls with remaining local members Pursuing possible Aus Community Archives Digital Preservation toolkit project / SE Asian language translations of DPC RAM | | | | | |
| Report | | | | | |
| 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. Increasing DPC focus on Indigenous collections and community archives has the potential for Australasia and Asia-Pacific to lead globally. | | | | | |
| Discussion Points/Decisions Required | | | | | |
| <ul style="list-style-type: none"> Still considering Aus/NZ version of the Community Archives Digital Preservation toolkit to include digitization (GLAM Peak) - unsure of local need (advice from ASA/PROV?) Rank local Full member priorities for 25/26 program. | | | | | |

| 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 | | | | | |
| We continue to monitor the use of, and responses to DPC communications through, the channels selected as part of our revised DPC Social Media Strategy earlier this year. | | | | | |
| Discussion Points/Decisions Required | | | | | |
| None at present. | | | | | |

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 | July 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 March – June 2025

- The Bit List Council has reconvened to consider and provide feedback on Taskforces' recommendations before commencing the public campaign

Forthcoming Highlights

- Launch of the public Bit List campaign

Discussion Points / Decisions Required

- Development of WDPD 2025 'theme'

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"> Development of theme for WDPD 2025 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 | | | | | |
| Development of WDPD 2025 ‘theme’. | | | | | |

| 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 | | |

| | |
|--|--|
| High 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 | |
| Proposal for DPC Australasia & Asia-Pacific panel submitted to iPRES 2025. Decided not to attend AIATSIS summit in person due to high costs of travel to Darwin. | |
| 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 | |

| 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 | |
| Implementation of recommendations with relaunch of Bit List process | SLM/MP | April 2025 | Planned | Slight delay | |
| Launch public call for new nominations – open for 1 month | SLM | May/June 2025 | Planned | At risk | |
| Bit List Council to review all nominations | SLM/MP/AC | June 2025 | Planned | On track | |
| Drafts issued to Bit List Council and ACE Subcom for review | SLM | Aug- Sep 2025 | Planned | On track | |
| Pre-publication preparations | SLM/EOL | Oct 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 | | | | |
| The proposed recommendations from the task force may cause the process to be pushed back, leaving less time for review. We may need to prioritise what we can achieve within this round of review. | <ul style="list-style-type: none"> Potential for introduction of database to better manage entry information Improvements to process and structure | | | | |
| Possible Next Steps | | | | | |

- Relaunch process
- Public campaign
- Review of entries
- Work on database presentation
- Publication on 6 November 2025

Report

Following the publication of the 2024 Interim review of the Bit List on WDPD, two taskforces comprising members of the Bit List Council have made recommendations on the Bit List Structure and Process. Further feedback has been sought on these recommendations which has caused the timeline to slip slightly. It is anticipated that the Bit List campaign will be launch for the month of June alongside the implementation of the Taskforces' recommendations.

Amy Currie has stepped back from managing the Bit List process, and SLM will be supported instead by Michael Popham from the Good Practice team. This will require almost full-time focus of SLM to achieve the publication date.

As owners of this resource, the ACE Subcommittee will receive a draft of the 2025 Bit List Report for review over summer 2025.

Discussion Points/Decisions Required

None at present

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 |
| Respond as opportunities arise | | | SLM | --- | --- |
| | | | | | |
| 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 | | | | | |
| Nothing to report in this period | | | | | |
| Discussion Points/Decisions Required | | | | | |
| None at present. | | | | | |

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) | Increasing nominations year on year Increase in range and type of nominations All categories viable to run | | Member Engagement | Feedback from previous winners | |
| Key Tasks/Outputs | | | Owner | Due Date | Status |
| Identification of host conference for DPA2026 (preferably September-November 2026) | | | SLM | September 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"> Identification of next awards location | | | | | |
| Report | | | | | |
| Nothing to report in this period | | | | | |
| Discussion Points/Decisions Required | | | | | |
| None at present. | | | | | |

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 March – June 2025

- Launch of DP Skills Resource at DP Clinic session.
- Publication of Competency Framework 2nd Edition with updated CAT and Example Role Descriptions.
- Career Development Fund grant awards are expected to meet the budget and target for the 2024-2025 DPC year.
- We held our first set of CAT Scan sessions (alongside RAMbulance).
- Work began on Digital Preservation Handbook 3rd Edition including completion of Author Guidance and, DPC internal review of first draft of Glossary and Standardized Terminology.
- Mental Health and Wellbeing survey report released.
- Recruitment of new Head of Workforce Development

Forthcoming Highlights for March - May 2025

- Start of Labour Market data collection and analysis
- N2KH Admin review
- Competency Framework and CAT workshop at DPC Europe Members Forum in June.

Key Discussion Points and Decisions

- Feedback from sub-committee members on next Labour Market Analysis planning
- Proposed advertised Career Development Fund grant opportunities for 2025/26

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 | TBC | 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 | May 2025 | Active | Delayed | |
| Collection, cleaning, coding and QA of data | Amy | Jun 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 | | | | | |
| Initial plans were to complete a draft research document in March to share with the sub-committee before the Q2 meeting. However, this timeline was put on hold to focus on other time-sensitive projects (Competency Framework revision, Python Study Group evaluation, DP Handbook Glossary draft list). A brief summary of the research plan will be presented at the Q2 meeting, with attention to the points noted below for discussion. | | | | | |
| Discussion Points/Decisions Required | | | | | |
| Feedback on proposed plan and areas raised: | | | | | |

- Methods: information sources, data cleaning and refining of dataset, scope and capacity for qualitative methods for analysis of job titles and/or full-text job summary descriptions.
- Priority areas for analysis: job titles, locations, organizations, contracts and hours, salaries, job summary descriptions
- Community feedback and other opportunities for consideration: collection and analysis of department/team structures, other benefits (e.g. health insurance, time off, overtime), role expectations vs realities (as advertised, out-of-hours or volunteer work); incorporation into other DPC resources (e.g., Mental Health and Wellbeing, skills recruitment and training); improvements to DPC Jobs webpage

| 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 | HWD | 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 |
| Establish Mental Health and Wellbeing Task Force | | | TBC | 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 | | | | | |
| The full Mental Health and Wellbeing in the Digital Preservation Community Survey report was published in March 2025, along with an executive summary provided as a separate publication and a dataset including anonymized quantitative data from the survey. With the report having been completed, there is scope to carry out follow-on activities at a later date where staffing capacity allows. | | | | | |
| 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 | HWD | 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 | Condition |
| Skills Development Resource | Sharon/Andy | | Mar 2025 | Completed | --- |
| Recruitment Toolkit | TBC | | TBC | Postponed | --- |
| Competency Framework Review | Sharon/Amy | | Mar 2025 | Completed | --- |
| RAMbalance/CAT scan sessions | Sharon/Amy/GP Team | | Apr/May 2025 | Active | On track |
| 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"> Development of supporting resources such as Quick Start guides, similar ‘Level Up’ resource of RAM with attention to development opportunities or types of tasks/activities that can help with building skills | | | | | |
| Report | | | | | |

The first triannual review of the Competency Framework and accompanying resources was completed in March 2025 with Version 2 released on 1 April. Version 2 retains the same Five Competency Areas and Twenty-Eight Skill Elements as Version 1, however, the Five Skill Levels defined have been renamed to provide greater clarity for users. A number of Example Activities for specific Skill Elements have also been updated or added. The changes to the Framework have been made to incorporate community feedback and in response to emerging trends in digital preservation.

Final updates to the Skills Development Resource, created as part of the “Start to Preserve” stream of iPRES 2024, were completed in March with official launch and DP Clinic session on 20th March. A watch party of this session is currently being considered for the Australasian time zone.

The first round of the new ‘CAT Scan’ member support activity relating to the use of CAT, aligned with the well-established RAMbulance sessions, was held on 9 April with another scheduled for 22 May.

Development of the proposed Recruitment Toolkit will likely now be pushed to the next DPC year.

Discussion Points/Decisions Required

None at present.

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

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

| Training Events | | | | | |
|--|--|--------------------|---|--|---------------|
| Description | Development and delivery of synchronous training events for DPC members on priority topics. | | | | |
| Lead | HWD | 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 | | | TBC | 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 be underway as staffing capacity increases. | | | | | |
| 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 | t.b.c. | 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 | - | July 2025 | Planning | In train |
| Establish demand for local training events 2025 | RW/- | 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 | 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 • 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 | | | | |
| N2KH online modules are available for staff training and are being used, but there is little feedback available on usage in our region. Appears to be less local demand for specific DP training | | | | |
| Discussion Points/Decisions Required | | | | |
| <ul style="list-style-type: none"> • The local community is evolving quickly and members now appear more focused on issues requiring discussion and peer support. | | | | |

| Python Study Groups | | | | | |
|---|---|---|--------------------------|---|-----------|
| Description | Creation and delivery 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. Completed | | | | |
| Lead | TBC | 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 |
| Evaluation of Program – Participant Survey | | Amy | Mar 2025 | Completed | --- |
| Governance Group Meeting and Recommendations | | Sharon/Amy | Apr 2025 | Completed | --- |
| Discussion of recommendations with HoWD and Governance Group | | TBC | TBC | 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 Available capacity of staff and volunteer mentors to properly support | | <ul style="list-style-type: none"> Improve GitHub Resources Manage participant expectations Rework mentor responsibilities | | | |
| Possible Next Steps | | | | | |
| <ul style="list-style-type: none"> Continued development of supporting resources | | | | | |
| Report | | | | | |

The Python Study Group was paused following the last study session to review its impact and viability, with evaluation overseen by the PSG Governance Group. Participant and mentor surveys were circulated in January and February 2025, survey results analyzed in March, and results presented at the April Governance Group meeting for feedback and recommendations.

The results showed positive outcomes and impact of the program, with half of the survey respondents reporting an improved level after the study groups. While the PSG Governance Group agreed that more structured materials, guidance, and dedicated mentor support for groups would improve learning outcomes and the program's impact, they also acknowledged that developing and implementing this structure would require reducing the scope of the program. In line with this, the Governance Group agreed that the PSG program would operate more successfully with two separate streams (one focused on New and Novice level participants and another on Beginner, Intermediate, and Advanced level participants).

Additionally, the Governance Group raised issues concerning the limited current capacity of DPC, BCC, and PSG team members and mentors (in voluntary roles) to commit to undertaking these recommendations over the next six-months, and recommends that the PSG program hiatus should continue until the recommendations can be revisited and discussed with the new DPC Head of Workforce Development once in post.

An email was sent to previous participants to inform them of the extended hiatus of the program, and DPC webpages updated.

| Discussion Points/Decisions Required |
|---|
| None at present. |

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

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

| DPC Online Training | | | | | |
|--|--|--------------------|---|---|---------------|
| Description | Management of the DPC's online training portal and the development of and updates to training content. | | | | |
| Lead | HWD | 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 | | | TBC | TBC | Postponed |
| Continuous Improvement Course | | | TBC | 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 | HWD | 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 | | | Ellie/Amy | May 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 Q3, Feb 2025 – April 2025 (Registered/Completed):</p> <ul style="list-style-type: none"> N2KH: Beginners – 221/29 (Q2 - 166/34) N2KH: Access – 20/9 (Q2 - 17/7) N2KH: Email – 49/6 (Q2 - 31/10) N2KH: DAR – 96/26 (Q2 - 58/15) <p>As part of a grant received from The National Archives (UK), a review of N2KH admin processes has continued for 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 in using the platform.</p> | | | | | |
| Discussion Points/Decisions Required | | | | | |
| None at present. | | | | | |

3.5. Actively maintain and update the Digital Preservation Handbook

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

| Digital Preservation Handbook 3 rd Edition | | | | |
|--|---|--------------------|--------------------------|--|
| Description | The creation of a 3 rd edition of the DPC's Digital Preservation Handbook. | | | |
| Lead | HWD | 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 Delayed |
| Internal Reviewer Guidance | | Sharon | Apr 2025 | Completed --- |
| External Peer Reviewer Guidance | | TBC/Amy | May 2025 | On Hold --- |
| Handbook Content Authoring | | All | Jul 2025 | On Hold --- |
| Requirements for Web Interface | | TBC | Jul 2025 | On Hold --- |
| External Peer Review | | Amy | Aug 2025 | On Hold --- |
| 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. New HWD will review existing documentation and respond accordingly. | | | | |
| Report | | | | |

Work to date has included organizing DPC staff authoring and review responsibilities, developing author guidance, administrative groundwork for content creation, and first draft of the Glossary with internal review to determine preferred standardized terminology. The project has been placed on hiatus until new Head of Workforce Development is in post and has capacity to revisit.

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 | TBC | 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 |
| Management of grant program | | | Amy | Ongoing | Continuous |
| Calendar of planned advertised grant opportunities for 2025-26 membership year | | | Amy | Jul 2025 | Planned |
| 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 Career Development Fund grants have been awarded: one for the advertised IS&T Archiving 2025 Conference grant and the other for a member self-identified grant to attend the IIF Annual 2025 Conference in Leeds.

Career Development Fund grant awards have exceeded the target set for the 2024-2025 DPC year. At the time of writing, 11 grants have been awarded for 7 opportunities (compared to last year where 10 were awarded for 7 opportunities).

An open call for applicants was advertised on 8 May for grant supporting attendance at the NTTW 9 Conference in Dublin, and a review panel meeting to select a recipient for the advertised DCDC 2025 Conference grant is scheduled for 15 May.

Advertised calls planned for the next quarter include grants for iPres 2025 in Wellington/Te Whanganui-a-Tara and for the Australian Society of Archivists (ASA) 2025 Conference in Sydney/Warrane/Warrang.

A draft list of planned advertised grant opportunities for 2025-2026 will be presented at the Q2 meeting for discussion.

Discussion Points/Decisions Required

Feedback on the proposed list of advertised grant opportunities for 2025-2026.

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 | TBC | 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 University of Aberystwyth | | | Sharon/Amy | Apr 2025 | Completed |
| 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 in April 2025 for students at the University of Aberystwyth, focusing on skills and careers in digital preservation. | | | | | |
| 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.

| 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 | KW | 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 | TBC/Amy | May 2025 | Active | --- | |
| Content review workshop | KW | May 2025 | Complete | --- | |
| Engage with Community Archives Toolkit | Karyn | May 2025 | Active | | |
| Risks Arising | Opportunities for Improvement | | | | |
| <ul style="list-style-type: none"> Expectation Restrictions on use of funds | | | | | |
| Possible Next Steps | | | | | |
| | | | | | |
| Report | | | | | |
| <p>Administrative difficulties mean the project has had to pivot: a meeting with partners in January clarified the DPC's role.</p> <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. Progress towards a workshop in late May 2025.</p> | | | | | |
| Discussion Points/Decisions Required | | | | | |
| None at present. | | | | | |

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 March - June 2025

- We held two expert workshops on floppy disk preservation on 26th March as part of our work on the Future Nostalgia project with Cambridge University Libraries. These workshops generated some lively discussion and gave helpful direction to the project.
- The first day of our 'RAM-balance' and 'CAT Scan' sessions was held on 9th April – three members booked a one-to-one drop-in session with DPC staff to discuss DPC RAM (Rapid Assessment Model) and/or CAT (Competency Audit Toolkit).
- The Registries of Good Practice project focused on tool and workflow registries at the March PR-SIG, delivered a new version of the file format registries index, and presented at BDCAM25 conference.
- DPCLinics this quarter focused on preservation planning with NARA, the Digital Preservation Learning Resources Portal, and a showcase session with Cambridge University Libraries.
- DPC Members Forum for Europe, Middle East and Africa will be held in The Hague on 4-5th June.
- DPC Members Forum for the Americas was held in Nashville on 24th April, our first in the Americas.
- Recruited new Head of Good Practice

Forthcoming Highlights

- The DPC have been gathering feedback from Full Members and will continue work to plan a program of activities for the next DPC year.
- A new Technology Watch Report on Artificial Intelligence and a Guidance Note on Disaster Planning are expected to be published in the next quarter.
- Look out for forthcoming events on access and on moving between digital preservation systems.

Discussion Points / Decisions Required

- Every year we increase the number of Special Interest Groups and Task Forces that we advertise, but some have not been established/maintained (Operational Preservation Systems SIG, Web Archiving and Preservation SIG, Fair Play Task Force). Should we advertise these in our next program and try and get them running, or call a halt and free up staff capacity for other things?
- Now we have gathered priorities from Full Members we would like to get feedback from this sub-committee on how these inform our program of activities for the next year.

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 | 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 | ? | ongoing | Delayed | At risk | |
| Museums and Galleries Special Interest Group | JLM | ongoing | Active | On Track | |
| National Libraries and Archives Special Interest Group | JLM (taking over from PRW) | ongoing | Active | On Track | |
| Operational Preservation Systems Special Interest Group | ? | ongoing | Delayed | At risk | |
| Web Archiving and Preservation Special Interest Group | ? | ongoing | Delayed | At risk | |
| 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. | <p>These groups result in a large number of meetings for members and for DPC staff. There will likely be some adjustment in frequency to avoid overwhelming attendees but also to find the sweet spot in engagement and momentum.</p> <p>A lower-key way of holding Special Interest Group meetings is being trialed with the Digital Forensics group.</p> | | | | |
| Fair Play Task Force – Slow progress being made, but planning for more effort to be available on this in the next DPC year. | | | | | |
| 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:

- The next meeting of the Museums and Galleries SIG is in July and will be on the topic of tools in use for digital preservation.
- An AVSIG meeting is planned for 28th May, timed to suit Members in the Australasia and Asia-Pacific regions, a further meeting is also scheduled for 28th July. A short online survey was circulated to all Members via the DPC-DICUSSION list, and although responses were limited (8), there was endorsement for maintaining the scope of the group and continuing to hold meetings following the schedule, structure, and content of previous events.
- The Carbon Footprint Task Force and Digital Forensics SIG continue to meet every month.

Paul's departure from the DPC provides us with an opportunity to review the Special Interest Groups and Task Forces that he was responsible for. Jen has temporarily taken over management of the National Libraries and Archives Special Interest Group. A new co-chair has been recruited, and we are looking at getting feedback from group members to ensure it continues to meet their needs. The Fair Play Task Force, Operational Preservation Systems SIG and Web Archiving and Preservation SIG were all in a dormant state and a decision will need to be made about their future as we plan for the next DPC year.

Report

We have run several meetings in the previous quarter including:

- March and May meetings of the Museums and Galleries Special Interest Group focused on DAMS and their role within digital preservation, the Bit List and cybersecurity. A [blog post](#) was published to share information about what this group has been doing over the last year.
- AVSIG held a well-attended meeting at the end of March (Adrienne Warburton from RTE Archives), timed to suit Members in Europe, UK, and the East Coast regions of the Americas. A meeting has also been planned for the end of May (to be led by colleagues from the State Library of New South Wales).
- The March meeting of the Digital Forensics Special Interest Group was the last of the initial block of 6 meetings that were planned. Feedback has been gathered from group members and on this basis of this it was agreed to continue the schedule of monthly meetings (rotating through different time zones) for a further 6 months – these have now been scheduled in. Agendas are set by group members and there is always lots to discuss.
- Preservation Registries SIG meetings for March focused on the COPTR tool registry and were run in partnership with the Open Preservation Foundation. This was very useful, but the responses emphasized the huge range of opinions about what COPTR should be and how things might or might not be taken forward. This helped us (DPC+OPF) come up with a longer-term plan for COPTR that focusses on community engagement. The April PR-SIG was cancelled due to attending BDCAM25. The May Meeting covered COPTR User Survey, Midpoint Review and the Format Index.
- The Carbon Footprint Task Force continues to meet monthly and the meetings have been very interesting. The April meeting was extended to 2 hours to allow more time for discussion and to help it move forward with its task.

Discussion Points/Decisions Required

Every year we increase the number of these that we advertise, but some have not been established or maintained (Operational Preservation Systems SIG, Web Archiving and Preservation SIG, Fair Play Task Force). Should we advertise these in our next programme and try and get them running, or call a halt and free up staff capacity for other things?

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 |
| DPC Unconference Europe 2025 – Den Haag | | | SLM | June 2025 | Planned |
| Digital Preservationists Anonymous ‘Fail Club’ (Nashville) | | | WK | April 2025 | Planned |
| Proposals for iPRES 2025 | | | AJ, KW,RW | Mar 2025 | Completed |
| DPCConnect | | | SLM | ongoing | Active |
| DPClinic | | | JLM, MGP | ongoing | Active |
| DPC Reading Club | | | JLM | ongoing | Active |
| Risks Arising | | | Opportunities for Improvement | | |
| Digital Preservationists Anonymous had its first session in Nashville in April, so less risk than hitherto | | | 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 try to maintain our schedule of regular networking events and note the following: <ul style="list-style-type: none"> ○ Reading Club sessions have been scheduled for May, June, July. These sessions consist of a round-the-world reading club covering all time zones and focusing on specific chapters of Digital Preservation: A Critical Vocabulary. The first of these sessions is being hosted by Robin Wright in Australasia. ○ DPCConnect has just started up again after the Easter break – in response to feedback gathered from members (including within this sub-committee) we have moved these sessions away from the regular Friday afternoon slot. ○ DPClinic has been running as a monthly event over the course of this DPC year, but current staffing issues may mean that we are not able to run 3 sessions over the next quarter. | | | | | |
| <ul style="list-style-type: none"> • Report | | | | | |
| <ul style="list-style-type: none"> • Recent Reading Club sessions have focused on using AI for appraisal, obsolete media and technical skills. • #DPClinic sessions this quarter have focused on preservation planning with NARA, the Digital Preservation Learning Resources Portal, and a showcase session with Cambridge University Libraries. Numbers of registrants and attendees have both grown significantly since the start of 2025, suggesting that these events are important to the international digital preservation community. • A ‘Fail Club’ session was run as part of the program at the Members Forum America • DPC staff continue to attend other networking events: <ul style="list-style-type: none"> ○ JLM, AJ and MGP attended the Born Digital Collections and Memory conference in April – AJ presented the initial results of the ‘ecology of file format’s analysis that shows the scale of the problem of preserving born digital collections. AJ also took part in a panel on sustainable AI. | | | | | |
| <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 | MGP | Other Staff | JLM | 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 | | | JLM/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. We will continue to work on planning Good Practice activities for the next DPC year. | | | | | |
| Report | | | | | |
| <ul style="list-style-type: none"> Call for Full Members to share priority topics for the year ahead has been made – this year we have expanded the questions to include member support needs and work they might want to share with the community. Responses have been collated and are being discussed. 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 | | | | | |
| Now we have gathered priorities from Full Members we would like to get feedback from this sub-committee on how these inform our program of activities for the next year. | | | | | |

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 | JLM | 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 | | | JLM | Ongoing | Active |
| Risks Arising | | | Opportunities for Improvement | | |
| <p>Often Member Support requests come with a tight turnaround time and staff occasionally have to drop planned tasks to respond in a timely fashion.</p> <p>Also liabilities that arise from advice need to be indemnified.</p> <p>Risk also that this becomes overly 'transactional' such that experiences gained in one member don't support the wider membership.</p> | | | <p>Using Champions calls as a means of better understanding and quantifying forthcoming requests for support from Full Members.</p> <p>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.</p> <p>Being able to 'write up' member support and share the learnings more broadly.</p> | | |
| 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. This year we have tried to gather member support needs from our Full Members as part of our annual consultation with them that informs the DPC programme. This has given us a clearer idea of some of the tasks and topics that may be coming our way in the next DPC year. | | | | | |
| Report | | | | | |
| <p>Member support activities this quarter include:</p> <ul style="list-style-type: none"> • A continuation of work with NARA, the University of Sheffield and Cambridge University Libraries as reported last quarter. • A workshop with PRONI to carry out a collaborative RAM assessment. • Workshops with UKRI on data policy development and records management support. | | | | | |
| 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 | 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"> RAM benchmarking information will be collated once RAM assessments are in from members. | | | | | |
| Report | | | | | |
| <ul style="list-style-type: none"> DPC Representative Council meeting in March included an agenda item on DPC RAM as a member benefit. Mentimeter was used to gather feedback from Members on how we use RAM as a member benefit. Headlines from this session were that members really value the benchmarking | | | | | |

| |
|---|
| <p>reports we produce and also that there is a lack of awareness about some of the member benefits associated with DPC RAM.</p> <ul style="list-style-type: none"> • RAM-balance sessions were held on 9th April and a further date is planned on 22nd May • DPC Members are encouraged to carry out a RAM assessment and share it with us by Monday 9th June. |
| <p>Discussion Points/Decisions Required</p> |
| <p>None at present.</p> |

| 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 | 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"> • Waiting for RAM submissions from local members | | |
| 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 | | | | |
| 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 | | | | | |
| Still a lot of local interest in and use of RAM. Australasian members making use of RAM-balance sessions. 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. | | | | | |

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 | JLM | Other Staff | 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 | | | JLM | August 2024 | Complete |
| Revision of Web Archiving Report | | | JLM | February 2025 | Active |
| AI and digital preservation Report | | | JLM | April 2025 | Active |
| Risks Arising | | | Opportunities for Improvement | | |
| Slow turn around. | | | 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. The first draft of AI and Digital Preservation is expected soon. | | | | | |
| Report | | | | | |
| <ul style="list-style-type: none"> Web Archiving Report revision is still being drafted by the author. An author and co-Author have been identified for the revised Preservation Metadata report but due to one of our authors moving jobs, there has been a delay to starting this work. Progress has been made on the new Technology Watch Report on AI and Digital Preservation. We expect to see the first draft soon and two reviewers have been found. | | | | | |
| 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 | JLM | Other Staff | 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 | July 2025 | Active |
| New Guidance Note on Cybersecurity | | | JLM | 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. | | | 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"> Continue to work on commission guidance notes on cybersecurity and digital forensics. | | | | | |
| Report | | | | | |
| <ul style="list-style-type: none"> An author has now been found for the new Guidance Note on Disaster Planning, Dr Rebecca Frank (University of Michigan). Rebecca is aiming to produce a first draft by the end of May, with the expectation that the text can be finalized and published before the end of July 2025 (i.e. the end of the current DPC year) A Member has been in touch with us offering to write a case study describing a methodology for using DPC RAM as a collaborative tool for assessing and planning digital preservation activities. We are working with them to move this idea forward. 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. We have been in touch with potential authors of a new guidance note on cybersecurity and this is moving slowly forward. | | | | | |
| Discussion Points/Decisions Required | | | | | |
| None at present. | | | | | |

| Other publications and resources | | | | | |
|--|--|--------------------|--|--|---------------|
| Description | The DPC has a number of other publications and resources that sit outside the Technology Watch Series. Existing resources are reviewed periodically, and new resources are added as needed. | | | | |
| Lead | JLM | 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 |
| Revision of EDRMS Preservation Toolkit | | | JLM | June 2025 | Planned |
| Digital Preservation Handbook revision | | | HWD | July 2025 | Planned |
| Risks Arising | | | Opportunities for Improvement | | |
| | | | Provide PDF version of online resources. | | |
| Possible Next Steps | | | | | |
| <ul style="list-style-type: none"> These tasks will be picked up once staff capacity increases. | | | | | |
| Report | | | | | |
| <ul style="list-style-type: none"> The proposed revision of the EDRMS toolkit this DPC year has been delayed due to staff capacity at this time. The planned work for the Good Practice team to help create content for the Digital Preservation Handbook has been put on hold while a new Head of Workforce Development is recruited. | | | | | |
| 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, 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 |
| Workflow webinars | | | MGP, SLM | February 2025 | Complete |
| Access to digital content (case studies) | | | KW | May 2025 | Planned |
| Preservation planning | | | MGP, AJ | March 2025 | Planned |
| Moving between digital preservation systems | | | KW | June 2025 | Planned |
| Emulation case studies (Fair Play Task Force) | | | TBC | May 2025 | Delayed |
| Risks Arising | | | Opportunities for Improvement | | |
| <p>Risk that our events program isn’t suitable for all time zones. Need to continue to take steps to ensure all Members can access events.</p> <p>In response to emerging issues and requests from Members, our program of events can change and grow – potentially exceeding the capacity of staff to properly support such events, particularly watch parties in Australasia.</p> | | | <p>Improve the planning and scheduling of events, and carefully consider additional and ad hoc requests that arise throughout the year.</p> | | |
| Possible Next Steps | | | | | |
| <ul style="list-style-type: none"> We will continue to plan remaining events where capacity allows. | | | | | |
| Report | | | | | |
| <ul style="list-style-type: none"> Several of the events listed in our prospectus for this DPC year are delayed due to reduced staff capacity. KW has started work on putting together events on access and on moving between digital preservation systems. The planned event on emulation case studies was linked to the work of the Fair Play Task Force (which didn’t get off the ground) so this is unlikely to happen this year. The planned event topic for March on Preservation Planning was held as part of work with NARA on their Preservation Framework – two DPclinic sessions were held, in two different time zones to provide a forum for members to explore this topic. | | | | | |
| Discussion Points/Decisions Required | | | | | |
| None at present. | | | | | |

| Deliver program of events in Australasia and Asia-Pacific | | | | | |
|--|---|--------------------|---|---|---------------|
| Description | Deliver regular program of 2 DPC events per month in Australasian time zone | | | | |
| Lead | Robin Wright | Other Staff | Eleanor O’Leary | Priority | Normal |
| Quality Measure(s) | <ul style="list-style-type: none"> Number of events delivered Number of speakers/ attendees | | Member Engagement | <ul style="list-style-type: none"> Members participation in events Unconference topics submitted by members | |
| Key Tasks/Outputs | | | Owner | Due Date | Status |
| Program of local events developed and delivered | | | RW/JM | Dec 2025 | Active |
| Communication about and delivery of local events | | | RW/EO’L/AP | Dec 2025 | Active |
| Plan and implement DPC Members forum in Nov 2025 | | | RW/SM/PW | Dec 2025 | Active |
| Risks Arising | | | Opportunities for Improvement | | |
| High demand for events is challenging ability of current staff to deliver ongoing program | | | Need increased lead time for promotion of upcoming local events Will build on success of #DPCconnect to promote events | | |
| Possible Next Steps | | | | | |
| <ul style="list-style-type: none"> Need to consider how to deliver specialist technical training or events in local region. | | | | | |
| Report | | | | | |
| 9 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 enthusiasm for the 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. Venues confirmed to hold 2025 Members forum over 2 days in Nov 2025 in Wellington after iPRES and Sydney after ASA conference. Will allow international visitors to also attend in Wellington and Australian members who cannot come to iPRES will still be able to participate. | | | | | |

| Make DPC events and activities accessible to diverse time zones globally | | | | | |
|---|--|--------------------|---|---|---------------|
| Description | Ensure events held in the UK, Europe or the Americas are recorded for possible use as DPC Aus watch parties. More DPC events/activities to be held in multiple time zones. | | | | |
| Lead | Robin Wright | Other Staff | Jenny Mitcham | Priority | Normal |
| Quality Measure(s) | <ul style="list-style-type: none"> Regular #DP watch parties held in Australasian time zone | | Member Engagement | <ul style="list-style-type: none"> Request for topics of interest included in sub-committee meetings | |
| Key Tasks/Outputs | | | Owner | Due Date | Status |
| Identify and contact local experts for possible watch parties or original events | | | RW/JM | Dec 2025 | Active |
| Publish local event entries on DPC website | | | EO’L | Dec 2025 | Active |
| 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

- Planning for 2 x watch parties in June.
- Plans to establish MICM SIG with AIATSIS noted that requirements of local Indigenous or Māori communities for digital preservation will be different to other First Nation communities, so may not work globally.

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 / MGP | 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 and CoreTrustSeal. | | | | | |
| Report | | | | | |
| <ul style="list-style-type: none"> JLM is now part of the Assembly of Reviewers for the CoreTrustSeal certification standard. Unfortunately, the first review assignment had to be turned down due to staff capacity issues in April/May. JLM is hoping to step down as co-chair of NDSA Levels Steering group in the summer but efforts to find a new co-chair are proving unsuccessful. | | | | | |
| 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 | AJ | Other Staff | | 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 | Condition | |
| Make digital preservation expertise, good practice and research discoverable | AJ | 2026 | Active | On Track | |
| Innovate and develop more impactful and sustainable digital preservation registry services | AJ | 2026 | Active | On Track | |
| Sustain the COPTR data | AJ | 2026 | Planned | On Track | |
| Risks Arising | Opportunities for Improvement | | | | |
| Future steps after funding runs out | | | | | |
| Possible Next Steps | | | | | |
| <ul style="list-style-type: none"> Review PR-SIG timing. Finalize the initial plan for COPTR with OPF and publicize that plan. Then analyze survey feedback to inform next steps. Refine and publicize new version of the DigiPres Workbench focusing on the new Format Index. Create a prototype for the revised DPC Bit List, using structured data and generating a more usable web resource (based on the approach used for the Start2Preserve Learning Resources site). | | | | | |
| Report | | | | | |
| <p>The mid-point review circulated to the Good Practice Sub-Committee has now been published for wider dissemination and to encourage feedback on our future plans. See Public release of the Registries of Good Practice midpoint review.</p> <p>The first release of the new Format Index was circulated to Yale and to the PR-SIG members. It provides a way to search across nine different format information sources, and publishes the result as a database and simple search interface at: The Format Index (ALPHA) DigiPres Workbench It also includes software information from NARA and WikiData, making it possible to quickly find out about software associated with particular formats.</p> <p>Finally, we worked with OPF to create the COPTR User Needs Survey 2025. This has been circulated, and we have 81 responses so far. Please do fill out the survey!</p> | | | | | |
| Discussion Points/Decisions Required | | | | | |
| None at present. | | | | | |

| Open Book Futures | | | | |
|---|--|--------------------|--------------------------------------|--|
| Description | The preservation focused element of this project that is designed to deliver a step-change in how community-owned Open Access (OA) book publishing is delivered. | | | |
| Lead | JLM | 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 |
| Ongoing digital preservation guidance to WP7 | | | JLM | Ongoing |
| Risks Arising | | | Opportunities for Improvement | |
| Workload | | | | |
| Possible Next Steps | | | | |
| Planning for the deliverables the DPC is involved with during the last year of the project. | | | | |
| Report | | | | |
| JLM has taken over this work from PRW and is exploring with project partners how the DPC can support them during the final year of the project. | | | | |
| Discussion Points/Decisions Required | | | | |
| None at present. | | | | |

| Toolkit for Community Archives | | | | | |
|--|--|--------------------|--|---|---------------|
| 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 | KW | Other Staff | | 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 |
| Dissemination events and roadshow | | | KW | Summer 2025 | Planned |
| Next steps for toolkit | | | KW | Summer 2025 | Planned |
| Community Archive Toolkit in African Context | | | KW | Summer 2025 | Planned |
| Risks Arising | | | Opportunities for Improvement | | |
| Possible Next Steps | | | <ul style="list-style-type: none"> Wider project is in the resource funding stages. Plans to turn the toolkit into an online interactive learning resource with accompanying roadshows Research is underway in Australia to establish if a toolkit expansion would be of use in the area, and the toolkit is contributing to the DP Africa project at the University of Illinois Community archive focused maturity assessment tool in first draft stage, | | |
| Report | | | <ul style="list-style-type: none"> Event on 10th March went well with good attendance and feedback. | | |
| 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 |
| Expert workshops | | | JLM/AJ | March 2025 | Active |
| Resource | | | AJ/JLM | ? | Active |
| Risks Arising | | | Opportunities for Improvement | | |

| | |
|---|--|
| <p>We only have a small amount of funding for this project so need to ensure time spent is proportionate.</p> | |
| <p>Possible Next Steps</p> | |
| <ul style="list-style-type: none"> • Consider suitable platforms for hosting the guidance. • Planning for face to face workshop in Cambridge in October | |
| <p>Report</p> | |
| <ul style="list-style-type: none"> • Two expert workshops were held on 26th March and these went very well | |
| <p>Discussion Points/Decisions Required</p> | |
| <p>None at present</p> | |

| Securing Heritage in a Digital Age (PROPOSAL) | | | | | |
|---|--|--------------------|--------------------------------------|-----------------|---------------|
| Description | DPC was invited by Science Museum Group (SMG) to partner in a project to develop digital preservation in the museum sector and as well as to help develop capacity within the Science Museum Group as a case study. The project was presented in outline to the National Lottery Heritage Fund in early 2024 and was invited to complete a full submission. DPC and SMG is preparing a proposal for submission in May 2025. Project is now slated from 1 st Jan 2026 with DPC involvement from June 2026. | | | | |
| Lead | WK | Other Staff | SLM, JLM, KW | 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 | May 2025 | Complete |
| Initiate Project | | | TBC | Jan 2026 | Planning |
| Risks Arising | | | Opportunities for Improvement | | |
| Funding not secured yet | | | | | |
| Possible Next Steps | | | | | |
| <ul style="list-style-type: none"> • Re-submission of proposal in hand • Wait for funding decision • Develop detailed project plan | | | | | |
| Report | | | | | |
| Proposal in track to resubmit in May 2025. | | | | | |
| 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 | On Hold On Track |
| Risks Arising | Opportunities for Improvement | | | |
| Balancing the amount of work involved may be a challenge. Ensuring enough DPC staff time is available to carry out support for Full Members is key. Crossovers between member support and consultancy is an issue. | Advertise and promote this offering to the community. | | | |
| Possible Next Steps | | | | |
| Due to current capacity issues, non-member consultancy promotion has been put on hold until full staffing complement is reached. | | | | |
| Report | | | | |
| <ul style="list-style-type: none"> Member consultancy is going well with contracts underway with a range of organisations. Promotion will be minimized until staff can be allocated to consultancy projects. Member support is being prioritized at this time. | | | | |
| 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 Carbon Footprint Task Force continues. JBM shared carbon calculations with other group members in the April meeting. This provided a useful opportunity for feedback. | | | | | |
| Discussion Points/Decisions Required | | | | | |
| None at present. | | | | | |

¹ Sustainable Development Target 12.5 By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse.

4.10. Take action to combat climate change and its impacts by promoting developments in sustainable consumption for digital preservation.

In support of Sustainable Development Goal 13, the DPC commits to raising awareness, promoting standards, engaging research and building institutional capacity for digital preservation practices that measure, monitor and reduce the production of greenhouse gases and the consumption of non-renewable resources, or which contribute to climate change, erode marine environments or harm biodiversity².

| Promoting developments in sustainable consumption | | | | | |
|--|--|--------------------|--|---|---------------|
| Description | Build sustainability into digital preservation approaches. | | | | |
| Lead | JLM | Other Staff | JBM, WGK | Priority | Normal |
| Quality Measure(s) | TBC | | Member Engagement | Solutions need to be both sustainable and practical for members to implement. | |
| Key Tasks/Outputs | | | Owner | Due Date | Status |
| See 4.7 on ongoing work to look at NDSA Levels with regard to environmental sustainability | | | JLM | ongoing | Active |
| Carbon Footprint Task Force (see 4.1) | | | JLM | ongoing | Active |
| Risks Arising | | | Opportunities for Improvement | | |
| Fast moving field with complex ideas and significant volumes of misinformation. Advice has to be coherent, actionable and accurate. Expert scrutiny is required. | | | Engage DP with wider environmental / circular economy thinking | | |
| Possible Next Steps | | | | | |
| <ul style="list-style-type: none"> 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 work of the Carbon Footprint Task Force has continued this quarter, with a monthly meeting. Meetings have focused on gaining a shared understanding of carbon footprints, work to date by group members, and how to move forward towards the task. | | | | | |
| 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 | KW | 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 | Delayed | |
| Embed Robust Links and DOIs in core DPC publications | SLM | Ongoing | Ongoing | On Track | |
| Ensure periodic harvest of DPC website | SLM, AJ | 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"> Due to current staff capacity we will be focusing on external facing activities in the short term and intend to pick up this work again once we are fully staffed | | | | | |
| Report | | | | | |
| <ul style="list-style-type: none"> Work on DPC documentation after discussions at DPC staff meeting in December has been put on hold due to staff capacity. Records management work currently on hold due to capacity issues. Focus on achieving goals set out in prospectus at this point. | | | | | |
| 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 March - June 2025

- 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
- Australian Legal Entity is now in place

Forthcoming Highlights

- Closure of current financial year and start of new one
- Annual round of Invoices
- Retire Sage Accounts
- Complete Cyber-essentials +

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 | Completed |
| Management Accounts for 9 months | | | JMC | 30/04/2025 | Completed |
| Management Accounts for Year 2024/25 | | | JMC | 31/7/2025 | 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 | | | | | |
| The management accounts are enclosed and will be presented at the upcoming sub-committee and executive board meeting with the opportunity for queries to be asked. | | | | | |
| The reporting will be improved upon with the introduction of new cloud accounting software during Q3 and Q4 of the financial year. | | | | | |
| 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 | Completed |
| 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 | Completed |
| 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 system installation has been time consuming as we bring it up to date with our previous system but the benefits in reporting and debt management are clear already.</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 | | | | | |

| DPC Aus Office development | |
|----------------------------|--|
| Description | The DPC Aus office is now a legal corporation. The new Service Agreement with the University of Melbourne has provided an opportunity to develop a new local structure in Australia. Will enable direct employment of staff and use of local financial services. |

| | | | | | | |
|--|---|--------------------|--|--|---------------|------------------|
| 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 | Condition |
| Appoint consultant to support process | | | WK / JM | Sept 2024 | Active | Complete |
| Complete paperwork and lodge application | | | WK | Oct 2024 | Active | Complete |
| Develop new HR and employment platform | | | JM | July 2025 | Active | Complete |
| Develop new MoU with UoM | | | WK | Nov 2024 | Completed | Complete |
| Make DPC Aus Branch office operational | | | RW / JM | July 2025 | Active | On Track |
| Risks Arising | | | Opportunities for Improvement | | | |
| Have now established Australian Corporation. Current staff member employed through interim arrangement with Raven Accounting. | | | Allows DPC Aus to enter contracts and partner grant applications as separate legal entity. | | | |
| Possible Next Steps | | | | | | |
| <ul style="list-style-type: none"> Waiting on final documentation from ASIC/accountant re new corporate entity. | | | | | | |
| Report | | | | | | |
| Raven Accounting submitted application to establish a corporation to ASIC. Are still providing payroll and taxation services. | | | | | | |
| Discussion Points / Decisions Required | | | | | | |
| <ul style="list-style-type: none"> Sub-committee to be aware of new legal structure. | | | | | | |

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 | Condition |
| Renewal of Sub-Committees / Executive Board | | | WK | 31/01/2025 | Completed | Completed |
| Carbon Footprint Training | | | WK | 31/07/2025 | Active | Delay |
| Standard Operating Procedures Reviewed | | | SMT | 30/22/2025 | Active | In progress |
| Transformation of Melbourne Office | | | WK / RW | 31/03/25 | Active | In progress |
| Safeguarding Review wrt Banking | | | WK / JMc | 28/02/25 | Completed | 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 began 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.

The intention to establish a branch office in Melbourne has progressed and is nearing completion. The main change is the move to a DPC Australia entity instead of a Branch of the existing UK company. This has now been set up and in final stages of completing paperwork so we can make this operational. In the meantime, a 'labor-hire' agreement has been established to ensure the continued functioning of the office.

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 | Condition | |
| Sub-committee provided with regular information on status of each objective in DPC Strategic Plan 2022 – 2027 | RW/WK | Dec 2025 | Active | On Track | |
| Ensure reporting conforms with DPC standards | RW | Dec 2025 | Active | On Track | |
| Risks Arising | Opportunities for Improvement | | | | |
| Due to increasing number of local members DPC may need to limit numbers attending sub-committee meetings | Identify leadership training opportunities for potential new DP leaders either with the DPC or in their own organizations. | | | | |
| Possible Next Steps | | | | | |
| <ul style="list-style-type: none"> Board leadership training to be made available to DPC Aus sub-committee members Provide local members with information on joining other DPC sub-committees | | | | | |
| Report | | | | | |

Now have 27 local members and DPC subcommittees generally have only 15 members. In future it may be necessary to rotate membership of the Aus sub-committee. New Chair James Doig, NAA.

Discussion Points / Decisions Required

- Benefits or risks of rotating membership of sub-committee

5.4. Expand the skills, training and impact of staff in line with the DPC's programme.

We will nurture and support the DPC's staff, with exemplary conditions of employment, supportive management, opportunities for personal development and clear goals. Expansion of the programme will necessitate investment in the team, through training and the addition of new roles. We will expand our operations internationally mindful of the risks of isolation, support and equity that can arise in a highly dispersed organization.

| Staff Handbook Review | | | | | |
|---|---------------------------------|--------------------|---|--------------------------|---------------|
| Description | Annual Review of Staff Handbook | | | | |
| Lead | John McMillan | Other Staff | William Kilbride | Priority | Normal |
| Quality Measure(s) | Regular updates | | Member Engagement | Staffing group consulted | |
| Key Tasks/Outputs | | | Owner | Due Date | Status |
| Procurement of HR System / Support | | | JMc | 28/02/2025 | Completed |
| Review and re-issue of Staff Handbook | | | JMc | 31/05/2025 | 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. | | | | | |
| Staff handbook is being sent out to staff for review during June. | | | | | |
| 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. The staff handbook will now be updated by our consultants when legal requirements are updated on an ongoing basis. | | | | | |
| 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 | | |
| Lack of information and volatile environment makes forecast unrealistic. 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. Updates and more explicit assumptions now included. | | | | | |
| Report | | | | | |
| On track | | | | | |

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 monthly since. 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 | | | | | |
| Q3 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 |
| Director Volunteer | | | WK / JMc | 31/01/2025 | Completed |
| Quarterly Carbon Reports | | | JMc | Continuous | Ongoing |
| Setting Provisional Carbon Budget | | | WK / JMc | 1/08/2025 | On Target |
| 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 | Condition |
| Stakeholder consultation for web requirements | | | AP | Nov 2023 | Completed | On track |
| Development of requirements doc | | | AP | End Nov 2023 | Completed | On track |
| Document clean-up in current CMS | | | EoL | Jan 2024 | Completed | On track |
| Contact current web developer for updating Joomla 3.10 to Joomla 5.0 | | | SLM | Feb 2024 | Completed | On track |
| Establish planning for completion of update | | | SLM/AP | Mar 2024 | Completed | On track |
| Risks Arising | | | Opportunities for Improvement | | | |
| <ul style="list-style-type: none"> Security risks Website outage if website cannot be updated before current site ceases to function | | | <ul style="list-style-type: none"> Exploring possibility of self-hosted service to enable better control over the website | | | |
| Possible Next Steps | | | | | | |
| <ul style="list-style-type: none"> Costing of 'simple' Joomla migration to secure the site while we investigate alternatives Costing of self-hosted services and the components necessary to deliver the functionality required Create plan for website upgrade on the basis of investigations | | | | | | |
| Report | | | | | | |
| <p>We have now upgraded our current CMS from Joomla 3.10 to 5 with our current website providers to ensure continued functioning of the site as is. A clean up of back-end articles and documents has been completed. Further work is planned to look at the possibility of a self-hosted service for the website.</p> | | | | | | |
| Discussion Points / Decisions Required | | | | | | |
| None. | | | | | | |

| Cyber Security / Backup Policy | | | | | | |
|---|--|--------------------|--|---|---------------|------------------|
| Description | As the risk register shows, Cyber Security is one of our highest risk priorities. Although we previously had a Cyber Security policy contained with our staff handbook, improvements were needed in this area to ensure we are compliant and secure. | | | | | |
| Lead | Joh McMillan | Other Staff | All Staff | Priority | High | |
| Quality Measure(s) | <ul style="list-style-type: none"> Cyberessentials Cyberessentials Plus | | Member Engagement | <ul style="list-style-type: none"> Shared experiences with members around this topic | | |
| Key Tasks/Outputs | | | Owner | Due Date | Status | Condition |
| Cyberessentials Accreditation | | | JMc | March 2024 | Completed | On track |
| Basic Cyber Security Training for all staff | | | JMc | Jan 2024 | Completed | On track |
| Cyberessentials Plus Accreditation | | | JMc | 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. | | | | | | |