

Supplement: Activity Report and Forward Plan Q2 2025

About this Document

The DPC Americas Stakeholder group was not able to meet in Q2 2025 as planned, and the quarterly workplan and report was therefore not available until July. This document is therefore provided as a supplement to the DPC's quarterly report for Q2 2025.

DPC sub-committees meet every 3 months. Each of these meetings receives a report on progress across our strategic plan in the previous three months, and a preview of the workplan for the next three months. 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'. The document is structured around the DPC's objectives which are in turn broken into specific tasks and actions completed or planned by the Head of DPC Americas.

- Objective 1: Community – Page 2-4
- Objective 2: Advocacy – Page 5-6
- Objective 3: Workforce Development – Page 7-10
- Objective 4: Good Practice – Page 11-15
- Objective 5: Accountable Sustainable and Dynamic – Page 16-17

Highlights Mar – May 2025

- Hybrid DPC Member Forum in Nashville Tennessee April 24-25, 2025, and online
- 2 special interest groups and 1 DPC Reading group held/scheduled in local time zones
- 3 new members since last time & all have received welcome calls (AIP, University of Pennsylvania, COPPUL)
- BPE conference – proposal accepted, and panel coordinated (special thanks Danielle Taylor and Lisa Lawlis!)
- Support to grant applications (NDSA / Digital POWRR)
- iPRES panel submitted & accepted
- Maintain frequent communications with wider DPC staff team including via regularly scheduled meetings

Forthcoming Highlights June – Aug 2025

- July #DPClinic: A Vision for Trustworthy Web Archiving
- Launch #DPConnect Americas
- Support for Kula Academy Launch - September 15-16, 2025
- Planning for Getty meeting (scheduled for October 16, 2025)
- Outreach via blogs (including SAA BloggERS) and DPOE-N mailing list to promote Novice to Know-How (N2KH)
- Initial steps for translation of key DPC assets (into French and Spanish), which will be a focal point in 2026

Discussion Points / Risks / Decisions Required

- #DPConnect Americas - begin as online only with member cohort(s). If hybrid in future, who wants to host local meetup? Confirm timing (e.g. 1st Thursday of the month at 1 or 2pm Eastern / 10 or 11am Pacific). Start date?
- Expanding local membership – potential members and additional sectors to consider
- For the career development fund, which events and venues are appropriate for this kind of support that are not already on the program?
- How to engage with iSchools and other similar degree-granting programs?
- Identification of possible venues and conferences in North America to which the DP Awards ceremony might be connected within the relevant time frame (1st September – 30th November 2026).

Objective One: Community

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.

1.1 Extending our invitation to participation and collaboration

| Supporting the digital preservation community in the Americas | | | | | |
|---|---|--|--------------------------|--|------------------|
| Description | DPC's presence is intended as a benefit to the whole DP community in the Americas, strengthening and supporting existing networks and building new connections between members and the wider DP community. The result is a thriving, dynamic and tightly networked DP community | | | | |
| Lead | Anna Perricci (ALP) | Other Staff | All | Priority | Normal |
| Quality Measure(s) | <ul style="list-style-type: none"> Engagement levels Evaluation forms | | Member Engagement | <ul style="list-style-type: none"> Members participate in the community | |
| Key Tasks/Outputs | | Owner | Due Date | Status | Condition |
| Participation in NDSA Leadership | | JLM | August 2025 | Active | On track |
| Participation in Best Practice Exchange | | ALP | 2025 | Active | On track |
| Support for NDSA grant application (including letter) | | WK / ALP | April 2025 | Complete | Complete |
| Work with U of Victoria for Kula Academy launch in September | | WK / ALP | September 2025 | Planned | On track |
| Caribbean Focus Group Meeting | | WK / SLM | July 2025 | Planned | On track |
| DPC Members Forum & Networking Event | | ALP / SLM | April 2025 | Complete | Complete |
| Exploratory work on mentoring pilot | | ALP | April 2025 | Complete | Complete |
| Risks Arising | | Opportunities for Improvement | | | |
| Effort deflects from member priorities. Responsive therefore hard to plan | | Make offer clearer and better establish expectations | | | |
| Possible Next Steps | | | | | |
| Continue to be available to support the community as active participant and ally Work with U of Victoria to plan event (Kula Academy Launch) | | | | | |
| Report | | | | | |
| DPC Americas continues to develop set of core relationships to support and build good relations with the digital preservation community in the Americas. | | | | | |
| This has included structured engagement through existing networks (such as BPE, CARL, NDSA, UNESCO MoWLAC). We have arranged meetings with partners in a range of US institutions and strategic partners (CLIR, Marine Biological Laboratory Woods Hole Oceanographic Institution (MBL-WHOI), Mellon Foundation, Memory Rising, Old Dominion University, Stanford University Press, we have set aside time to meet with colleagues from Colombia (Biblioteca Nacional de Colombia) and Brazil (Instituto Brasileiro de Informação em Ciência e Tecnologia). A focus group is planned to explore how DPC can better support DP in the Caribbean, supported by the UNESCO Memory of the World committee, and DPC has been invited along with CARL, CLIR, CNI, and others to support a high-profile event in British Columbia in September at the University of Victoria (the Kula Academy Launch). | | | | | |
| A particular highlight in this quarter was DPC Members Forum & Networking Event at Vanderbilt University in April. This included an invitation for archivists and librarians from around Tennessee and Kentucky to meet and discuss a range of digital preservation challenges. A similar program was adapted by the DPC office in the Netherlands at the European Member Forum in June. | | | | | |
| Exploratory work on a mentorship pilot program was completed. The pilot will be considered further but will not be primarily focused on the Americas. This project will be based in Community/Advocacy or in Workforce Development. | | | | | |

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

1.2 Expanding core membership

| Expanding core membership in Americas | | | | | |
|--|--|--------------------|---|--|---------------|
| Description | Aiming for balanced growth and sustained membership that results in ever-more effective representation of the DP community in the Americas | | | | |
| Lead | Anna Perricci (ALP) | Other Staff | Sarah Middleton | Priority | High |
| Quality Measure(s) | Retention of existing members Welcoming new members | | Member Engagement | Expanded knowledge about DPC in wider Australasian community | |
| Key Tasks/Outputs | | | Owner | Due Date | Status |
| On-boarding of one new member a month – mix of associate and full, diversity of sectors | | | ALP | July 2025 | Continuous |
| Maintain strong relation with existing members | | | ALP | July 2025 | Continuous |
| Develop 'pipeline' of new members | | | ALP | July 2025 | Continuous |
| Maintaining contact with potential members who have expressed interest in joining | | | ALP | July 2025 | Active |
| Refine value proposition of membership | | | ALP | July 2025 | Continuous |
| Risks Arising | | | Opportunities for Improvement | | |
| Hard to 'sell' the member value proposition | | | Diversification / Break out from 'core' sectors into new areas to add value across membership | | |
| Possible Next Steps | | | | | |
| Follow up existing contacts who have expressed an interest in the past. Identify potential members in new sectors. | | | | | |
| Report | | | | | |
| New members since our last meeting include American Institute of Physics (AIP), University of Pennsylvania and Council of Prairie and Pacific University Libraries (COPPUL). Have completed the on-boarding process including introduction calls and arranged announcements. | | | | | |
| New enquiries and member development continue. Period of financial uncertainty in US means more emphasis on developing pipeline of new memberships in Canada / Caribbean while remaining active and visible in the US. | | | | | |
| Discussion Points/Decisions Required | | | | | |
| <ul style="list-style-type: none"> • Recommendations / steer from Sub-Committee about prospective members and additional sectors to focus on • Sub-Committee as advocates for the DPC within their own networks | | | | | |

1.4 Ensuring our program is accessible and inclusive.

| Provide programming and networking opportunity with parity to other regions | | | | | | |
|---|---|--------------------|--|---|---------|-----------|
| Description | Ensure ample opportunities for DPC members to participate in meetings and events during normal business hours in the Americas. | | | | | |
| Lead | Anna Perricci (ALP) | Other Staff | Sarah Middleton | Priority | Normal | |
| Quality Measure(s) | <ul style="list-style-type: none"> Participation in program High Satisfaction in feedback Drives member growth | | Member Engagement | <ul style="list-style-type: none"> Respond to member needs | | |
| Key Tasks/Outputs | | | Owner | Due Date | Status | Condition |
| Offer ongoing program of activities in Americas | | | ALP | July 2025 | Active | On Track |
| Rotation of Special Interest Groups | | | JLM/RW/ALP | Ongoing | Active | On track |
| Rotation of DPC Reading Club | | | JLM | Ongoing | Active | On track |
| Introduction of DPConnect (Americas) | | | ALP | Aug 2025 | Planned | On track |
| Develop program for 2025-6 with members in the Americas | | | ALP | July 2025 | Planned | On track |
| Risks Arising | | | Opportunities for Improvement | | | |
| Increasing number of events might not be possible in balance with other needs and responsibilities in the region, but parity between regions is being reached (1:1:1) for most groups and meetings. | | | Sharing responsibilities with European based staff so there is parity in service provided with other regions the DPC serves. | | | |
| Possible Next Steps | | | | | | |
| <ul style="list-style-type: none"> Continue to deliver schedule of relevant events in in 2025 Continue champion calls with remaining local members Pursuing possible projects to engage members further | | | | | | |
| Report | | | | | | |
| A range of core DPC activities have moved to a quarterly rotation making them more accessible in time zone for the audience in the Americas. This includes the monthly DPC reading club (March, June & July), Digital Forensics Special Interest Group (March and June), AV Special Interest Group (March, next TBD). | | | | | | |
| Discussion Points/Decisions Required | | | | | | |
| <ul style="list-style-type: none"> DPConnect for the Americas. Provisionally 1st Thursday of the month at 1 or 2pm Eastern Time / 10 or 11am Pacific Time? | | | | | | |

Objective Two: Advocacy

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.

2.1 Raising awareness of digital preservation

| Promotion of digital preservation to audiences and networks in the Americas | | | | | |
|--|---|--------------------|--|--|---------------|
| Description | We will take opportunities to promote digital preservation through available channels with so that colleagues outside of our community have occasion to consider the challenges and questions that DP raises. | | | | |
| Lead | ALP | Other Staff | APu, SLM | Priority | Normal |
| Quality Measure(s) | <ul style="list-style-type: none"> Engagement with new audiences | | Member Engagement | <ul style="list-style-type: none"> | |
| Key Tasks/Outputs | | | Owner | Due Date | Status |
| Messaging outside of core DP community (e.g. LinkedIn) | | | ALP | Continuous | Active |
| Sharing DPC promotional items in the Americas | | | ALP | Continuous | Active |
| | | | | | |
| Risks Arising | | | Opportunities for Improvement | | |
| <ul style="list-style-type: none"> Hard to measure impact Can deflect from member priorities Hard to maintain audience focus | | | <ul style="list-style-type: none"> Enhanced communications planning Clearer assessment of frequency and reach Clearer sense of volumes needed | | |
| Possible Next Steps | | | | | |
| <ul style="list-style-type: none"> Assess impact and update communications plan. | | | | | |
| Report | | | | | |
| Preparatory work for the Member Forum in particular, but also invitations to events mean that we've spent time developing a small amount of 'digital preservation merchandise' – including having 2500 stickers printed locally and therefore providing a supply that can be used and shared more widely. We subsequently supplied these to the Midwest Archives Conference and the Society of Indiana Archivists. Occasional posts to LinkedIn and other social media platforms have also drawn attention to digital preservation events or issues. | | | | | |
| Discussion Points/Decisions Required | | | | | |
| <ul style="list-style-type: none"> Anyone have a venue where they would be able / interested in sharing DP themed merchandise or other intervention? | | | | | |

2.5 Providing high profile and accessible mechanisms to communicate good practice and innovation in digital preservation.

| Digital Preservation Awards Ceremony 2026 | | | | | |
|--|---|--------------------|---|------------------------------|---------------|
| Description | The DPC's biennial awards process has seen many winners from the Americas since 2004, with significant nominations in the most recent round (2024) from Mexico. It is therefore time that the DP Awards Ceremony is hosted in the Americas. Staff have started assessing options for a suitable venue for the ceremony, falling between 1 st September and 30 th November 2026. | | | | |
| Lead | Sarah Middleton | Other Staff | AP | Priority | Normal |
| Quality Measure(s) | Connection to local community | | Member Engagement | Members involved in planning | |
| 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 | | | | | |
| <ul style="list-style-type: none"> Identification of possible venues and conferences in North America to which the DP Awards ceremony might be connected within the relevant time frame (1st September – 30th November 2026). | | | | | |

Objective Three: Workforce Development

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.

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

| Communicate with Americas stakeholders in multiple venues about requirements, initiatives and opportunities | | | | | |
|---|--|--------------------|--|--|---------------|
| Description | Serve as a member of the digital preservation community in the Americas to understand the bigger picture and identify needs and opportunities for growth | | | | |
| Lead | ALP | Other Staff | HWD | Priority | Normal |
| Quality Measure(s) | <ul style="list-style-type: none"> Engagement levels with assets provided | | Member Engagement | <ul style="list-style-type: none"> | |
| Key Tasks/Outputs | | | Owner | Due Date | Status |
| Support NDSA Staffing Survey Working Group | | | ALP | Ongoing work | Active |
| Follow on work from the Mental Health and Wellbeing Survey | | | HWD | Dec 2025 | Active |
| Continue to promote job postings and tracking labor market | | | AIC | Sept 2025 | Active |
| Promote and get feedback on DPC resources and assets for professional development | | | ALP | Continuous | Active |
| Monitor mailing lists and as needed attend professional development events online to learn and remain aware of others' work | | | ALP | Continuous | Active |
| Risks Arising | | | Opportunities for Improvement | | |
| Too many needs / competing demands | | | Closer collaboration with the Workforce Development team | | |
| Possible Next Steps | | | | | |
| <ul style="list-style-type: none"> Identify highest priority materials for translation into French and Spanish Consider further opportunities to promote N2KH <i>Introduction to Digital Preservation</i> sessions for members/non-members as well as other resources or assets available to members and non-members alike | | | | | |
| Report | | | | | |
| Participated in the NDSA Staffing Survey Working Group (ALP) for early phase of the survey development process. Follow on work from the Mental Health and Wellbeing Survey is planned for when the new HWD is onboarded. In one-on-one conversations and in meeting continually learning about professional development needs and opportunities (ALP). AIC continuously tracks job market and promotes job posts. | | | | | |
| 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

| Grants to training opportunities in the Americas or received by candidates based in the Americas | | | | | |
|---|--|--------------------|--|---|---------------|
| Description | DPC's Career Development Fund supports training opportunities for staff, and it also reduces the risks faced by training providers by guaranteeing a certain number of places. The program is funded through a proportionate allocation of the DPC Supporters Program. | | | | |
| Lead | AIC | Other Staff | AP | Priority | Normal |
| Quality Measure(s) | <ul style="list-style-type: none"> Number of grants offered Impact of grants for recipients or training providers | | Member Engagement | <ul style="list-style-type: none"> Overseen by Workforce Development Sub-Committee | |
| Key Tasks/Outputs | | | Owner | Due Date | Status |
| Identifying career development opportunities | | | AIC | Continuous | Active |
| Advertising and assessing applications | | | AIC | Continuous | Active |
| Risks Arising | | | Opportunities for Improvement | | |
| Too many applications Lack of clarity about impact Poor communications Carbon footprint | | | Expand available funds Enhance impact and reporting from recipients | | |
| Possible Next Steps | | | | | |
| <ul style="list-style-type: none"> Identification of fund roadmap for 2025-26 | | | | | |
| Report | | | | | |
| <p>Just out of this reporting period, we funded online registration for a colleague at AP Trust to attend the IDCC conference in February. Since March, DPC has awarded one grant to staff member at the University of Arizona to attend IS&T Archiving 2025 conference in person, in Granada Spain (24-27 June). Overall, 3 out of 11 awards this year have been to institutions in the Americas.</p> <p>We intended to offer a grant to attend NEDCC 'Digital Directions' online training event but with only limited interest the offer was withdrawn.</p> | | | | | |
| Discussion Points/Decisions Required | | | | | |
| <ul style="list-style-type: none"> What events and venues are appropriate for this kind of support that are not already on the program? | | | | | |

3.7 Provide support for educational and workforce development programs

| Partnership with a range of existing training providers and supporting actions | | | | | |
|---|---|--------------------|--|---|---------------|
| Description | DPCs philosophy has been to support a proliferation of training on the assumption that there is a diverse need and a wide range of digital preservation skills and competencies needed. | | | | |
| Lead | AIC | Other Staff | ALP | Priority | Normal |
| Quality Measure(s) | <ul style="list-style-type: none"> Number of grants offered Impact of grants for recipients or training providers | | Member Engagement | <ul style="list-style-type: none"> Overseen by Workforce Development Sub-Committee | |
| Key Tasks/Outputs | | | Owner | Due Date | Status |
| Partnership with Digital POWRR 3 | | | ALP | July 2025 | Active |
| Partnership with DPOE-N | | | ALP | Continuous | Active |
| Cultivation of relationships with institutions with iSchools (members and potential members) | | | ALP | Continuous | Active |
| Risks Arising | | | Opportunities for Improvement | | |
| Too much demand | | | Better contacts within university / iSchool communities to support their curricula | | |
| Possible Next Steps | | | | | |
| <ul style="list-style-type: none"> Continue conversations with members and potential members based at degree granting programs. Still in a relationship building phase but good opportunities will take shape. | | | | | |
| Report | | | | | |
| <p>Met with Kirk Mudle to plan and extend collaboration between DPC and DPOE-N. Still owe mailing list post but timing better to wait a little. May have opportunities for DPC to develop webinars and materials for them between now and 2027.</p> <p>We have also drafted a letter of support and advised the Digital POWRR program as part of a proposal that would have been presented to NEH. unfortunately NEH is no longer able to fund this work.</p> | | | | | |
| Discussion Points/Decisions Required | | | | | |
| <ul style="list-style-type: none"> How to engage with iSchools and related degree granting programs? | | | | | |

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

| Digital Preservation in Africa / UIUC Project | | | | | |
|--|--|--------------------|--------------------------------------|------------------------------------|---------------|
| 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, with a small allocation to support DPC travel costs and staff time. | | | | |
| Lead | WK | Other Staff | KW / HWD | Priority | Normal |
| Quality Measures | Successful outcome to project | | Member Engagement | Application led by US based member | |
| Key Tasks/Outputs | | | Owner | Due Date | Status |
| Review of training content | | | TBC/Amy | May 2025 | Active |
| Content review workshop for Catalyzing African Community Archives for Social Good (CACASG) | | | 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 | | | | | |
| Follow up with partners to agree next steps | | | | | |
| Report | | | | | |
| <p>Administrative difficulties mean the project has had to pivot: a meeting with partners in January clarified the DPC's role. 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 working on Catalyzing African Community Archives for Social Good (CACASG) 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. The project hosted a workshop in late May 2025, which was attended by Karyn Williamson.</p> | | | | | |
| Discussion Points/Decisions Required | | | | | |
| None at present | | | | | |

Objective Four: Good Practice

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.

4.1 Capturing, communicating, and encouraging community good practice

| DPC Americas - Member Forum | | | | |
|--|---|--|------------------------------------|------------------------|
| Description | DPC networking events in a range of formats designed to get Members networking and discussing key digital preservation topics. These events also help build the DPC thematic program. | | | |
| Lead | ALP | Other Staff | SLM | Priority Normal |
| Quality Measure(s) | Each event will have its own evaluation measure | Member Engagement | All Members can access our events. | |
| Key Tasks/Outputs | Owner | Due Date | Status | Condition |
| DPC Americas Member Forum | ALP | April 2025 | Complete | Complete |
| DPC Open Networking Event | ALP | April 2025 | Complete | Complete |
| Digital Preservationists Anonymous 'Fail Club' (Nashville) | ALP /WK | April 2025 | Complete | On track |
| | | | | |
| 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 DPconnect. This will give us more flexibility to change the time slot and rotate across time zones. | | |
| Possible Next Steps | | | | |
| Consider venues for next Member Forum (estimated date will be in April 2026) | | | | |
| Report | | | | |

Co-organized Members Forum! Presented; prepared to lead for RAM workshop/slide deck edits; facilitated workshop; ran Zoom for virtual participation; fielded questions (in-person and incoming virtually); coordinated with AV tech as needed; supported keynote speaker; liaised with members, potential members and vendor-Supporters; mailed swag & troubleshooting (i.e. when banner did not get there on time).

Attendance: 35 local non-members and 14 members, 3 reps from Supporters (1 Lib Nova and 2 from Iron Mountain) (plus organizers); approximately 42 virtual participants. At least one person attended in-person or virtually for almost all members based in the Americas

Discussion Points/Decisions Required

None at present

4.3 Delivering direct support to members to solve problems and address shared challenges

| Consultation and direct support to members | | | | | | |
|--|--|--------------------|--|---|---------------|------------------|
| Description | DPC staff are available for direct support to our members, especially our full members, to advise and enable problem solving and policy development on a range of relevant issues. | | | | | |
| Lead | HGP | Other Staff | All | Priority | Normal | |
| Quality Measure(s) | <ul style="list-style-type: none"> Member satisfaction Learning available for sharing | | Member Engagement | <ul style="list-style-type: none"> Responsive to member requests | | |
| Key Tasks/Outputs | | | Owner | Due Date | Status | Condition |
| Work with NARA stakeholders on the NARA DigiPres Risk Framework | | | JLM | Feb 2025 | Complete | Complete |
| Follow up from on-site visit to UN Archives | | | ALP | March 2025 | Complete | Complete |
| Consultancy at Western University | | | KW | July 2025 | On Hold | Ongoing |
| Risks Arising | | | Opportunities for Improvement | | | |
| Currently without Head of Good Practice | | | Better reporting and status management | | | |
| Possible Next Steps | | | | | | |
| Recruit new Head of Good Practice and update processes. Remind members of availability of support. | | | | | | |
| Report | | | | | | |
| <p>Work was done with the NARA DigiPres Risk Framework, and how it should be presented on the web. There was a Preservation Registries SIG meeting and then a DPclinic in February. A report was delivered at the end of April and progress is continuing on a final part of this work.</p> <p>Meeting with stakeholders at the UN (in-person in Feb) resulted in a list of topics to be discussed across a range of good practice topics. ALP coordinated and compiled a series of responses, largely from Good Practice team.</p> <p>Western University Libraries received one day's support to work on their digital preservation policy. After one meeting it became clear they needed to work more internally before consultancy on policy would be of use to them.</p> | | | | | | |
| Discussion Points/Decisions Required | | | | | | |
| <ul style="list-style-type: none"> Remind members of availability of support. | | | | | | |

4.6 Delivering accessible, inclusive, and informative events that facilitate knowledge exchange and networking.

| DPC Americas Events, 2025-26 | | | | | |
|---|---|--------------------|--------------------------|--|------|
| Description | DPC Americas is developing its program of activities for 2025-26 | | | | |
| Lead | ALP | Other Staff | HGP, WK | Priority | High |
| Quality Measure(s) | <ul style="list-style-type: none"> Attendance Feedback at event | | Member Engagement | <ul style="list-style-type: none"> Derived from Member Priority survey Reviewed by Stakeholder group | |
| Key Tasks/Outputs | Owner | Due Date | Status | Condition | |
| Kula Academy Launch event, Victoria, British Columbia (September 15-16, 2025) | WK / ALP | Sept 2025 | Active | On track | |
| Local Digital Preservation Networking and Information Sharing Convening at the Getty Center on October 16, 2025) | ALP | Oct 2025 | Active | On track | |
| Planning for Member forum (Canada, April 2026?) | ALP | April 2026 | Initiated | | |
| Risks Arising | Opportunities for Improvement | | | | |
| Cost and complexity of hosting a hybrid event is high and not something many hosts can manage | | | | | |
| Possible Next Steps | | | | | |
| <ul style="list-style-type: none"> Reach out to potential hosts for Member forum 2026 | | | | | |
| Report | | | | | |
| <p>Kula Academy launch at University of Victoria – event largely planned</p> <p>Getty event planning with Teresa Soleau and Matt Yang; draft program established, guest list in progress, local focus for establishing Getty as DP hub in area (like was done for Vanderbilt on Day 1 of Members Forum); will take place on October 16, 2025</p> <p>Other things to be planned, maybe something Mid-West? Maybe Maritime Canada? others?</p> <p>Member forum, possibly Canada in April 2026</p> | | | | | |
| Discussion Points/Decisions Required | | | | | |
| None at present | | | | | |

4.7 Communicating with members on current and emerging standards, and ensuring standards are relevant and reflect good practice.

| NDSA Levels and related | | | | | |
|---|---|--------------------|--|---|---------------|
| 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 |
| Leading developments with the NDSA Levels of Digital Preservation | | | JLM | ongoing | Active |
| Establish relationship with 'C2PA' | | | WK / MGP | New task | Active |
| Risks Arising | | | Opportunities for Improvement | | |
| This work tends to be responsive and hard to schedule properly. | | | 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. | | | | | |
| Report | | | | | |
| <ul style="list-style-type: none"> 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 | | | | | |

Objective Five: Accountable Sustainable and Dynamic

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

5.1 Balancing diverse but growing revenue to expand our program.

| Setting, tracking and achieving financial targets to ensure DPC Americas is sustainable | | | | | |
|--|--|--------------------|--------------------------|---|------------------|
| Description | DPC Americas has a series of financial targets such that income and expenditure come into balance, and to proceed on that basis to grow the program, primarily though not only through by the recruitment of additional staff resources. | | | | |
| Lead | WK | Other Staff | ALP, JBM | Priority | High |
| Quality Measure(s) | <ul style="list-style-type: none"> Income and expenditure match Additional staff capacity added | | Member Engagement | <ul style="list-style-type: none"> Accountable to Board Scrutiny by Management and Governance Sub-Committee | |
| Key Tasks/Outputs | | Owner | Due Date | Status | Condition |
| Member recruitment and retention 2024-25 | | ALP | July 2025 | Active | On track |
| Project, event and consultancy targets 2024-25 | | ALP | July 2025 | Active | On track |
| Fundraising and sponsorship targets 2024-25 | | ALP | July 2025 | Active | On track |
| Risks Arising | Opportunities for Improvement | | | | |
| Expenditure exceeds income Income unstable or delayed Unpredictable or decreasing budgets for members | Financial year 2024-25 has been exploratory: FY 2025-26 can use the information from the previous year to plan more accurately with some caveats given budget crises impacting many institutions in the Americas | | | | |
| Possible Next Steps | | | | | |
| <ul style="list-style-type: none"> Reduce income expectations in alignment with financial realities in the region | | | | | |
| Report | | | | | |
| Income and expenditure projected to be in balance and budget plan 2025-6 is with the Board for approval. | | | | | |
| Discussion Points/Decisions Required | | | | | |
| None at present | | | | | |

5.3 Ensure accountability, credibility, and resilience through good governance.

| Reporting and planning activities for DPC Americas with members | | | | | |
|---|--|--------------------|--------------------------|---|--------|
| Description | DPC activities are accountable and transparent to members. Operational transparency is supported by sub-committees of the Board, strategic decisions and plans arise through the Representative Council which owns strategy, and fiduciary responsibility sits with the Executive Board. DPC Americas is in a project 'set up' phase and mechanisms for transparency and good governance need to be established. | | | | |
| Lead | ALP | Other Staff | WK | Priority | Normal |
| Quality Measure(s) | <ul style="list-style-type: none"> Sub-committee is functioning Regular reporting to Council Escalation route to Board Focus on strategic priorities Terms of Reference | | Member Engagement | <ul style="list-style-type: none"> Sub-Committee | |
| Key Tasks/Outputs | Owner | Due Date | Status | Condition | |
| Line management of staff by ED | WK | Ongoing | Active | On track | |
| Oversight of program by Non- Executive Director | ALP | Ongoing | Active | On track | |
| Quarterly Meeting of Sub-Committee | ALP | Ongoing | Active | Delayed | |
| Reporting to Council and Board | ALP | Ongoing | Active | Delayed | |
| Risks Arising | Opportunities for Improvement | | | | |
| Lack of engagement with members leads to loss of momentum Administrative overhead of multiple reporting routes | Making the Sub-committee and reporting routine Including DPC Americas report in overall quarterly report | | | | |
| Possible Next Steps | | | | | |
| <ul style="list-style-type: none"> Present and discuss plans for 2025-2026 at Q2 Stakeholder meeting Set meeting dates for 2025-26 Circulate Q2 plan to all parties. | | | | | |
| Report | | | | | |
| <p>Head of DPC Americas has weekly meetings with Exec Director and regular meetings with other DPC staff to maintain robust line management and planning; as well as participation in DPCs regular program of weekly monthly and quarterly 'All Hands'. Recent meetings have included the annual all-hands planning meeting where the program for the year ahead is designed around responses to a survey of member priorities.</p> <p>Head of DPC Americas has regular scheduled meetings with Leslie Johnston (Chair) and Kate Murray (Vice Chair) on 6 week rotation to plan and brief them on recent developments.</p> <p>Due to staff illness, the Quarter 2 DPC Americas Stakeholder Group meeting was postponed and the quarterly report was not supplied to the Representative Council on time.</p> | | | | | |
| Discussion Points/Decisions Required | | | | | |
| None at present | | | | | |