

Report to Council and Forward Work Plan June-Sept 2021

Context

The DPC reports quarterly to its member on all activities, and it presents the three-month preview workplan. This report is structured around the 7 objectives of the strategic plan:

- Advocacy
- Community Engagement
- Workforce Development
- Capacity Building
- Good Practice and Standards
- Management and Governance
- Scaled to the Global Challenge

Reports for each area are scrutinized by a Sub-Committee of the Board then presented to Council as a prompt for discussion and a record of progress. In so doing we meet two key requirements of the DPC's values: that we are 'transparent in all our dealings' and that we 'respond to the needs of members in the delivery of services'.

Highlights June to September 2021

As usual, it's hard to pick highlights from this report considering the amount and quality of work that it represents. A few themes do emerge however:

- DPC has now achieved one of its core organizational goals when our registration as a charity was approved in June 2021.
- The prospectus for 2021 was launched on schedule in July 2021, based in part on the outcomes of the member consultation at 'Connecting the Bits'.
- Growth in membership continues globally with significant new members coming on board since June including Getty, the Library and Archive of the Oireachtas both joining in August, and a new arrangement allowed us to welcome the National Library of New Zealand to the DPC under the auspices of NSLA.
- The 'BitList' returns later this year. A significant effort has continued in preparing this flagship campaign tool. The jury has met for the first time and a complete draft is in progress.
- A substantial body of good practice guidance were completed and released under the 'Technology Watch Guidance Note' series.
- Work is now under way on a Skills Framework for Digital Preservation, a long-sought expansion of previous but now quite dated efforts from the Workforce Development programme.
- The DPC's new Head of Administration and Finance, John McMillan took over his new responsibilities on 1st August and our outgoing Business Manager has overseen a complete transition before retiring on 31st August. In addition, two new posts have been advertised in administration and in communications.
- Planning us now well underway to mark the DPC's 20th Anniversary, particularly through hosting the iPres conference in Glasgow
- The 'Novice to Know How' programme marked an impressive milestone as 2000 learners have now completed the course.

Objective 1: Community Engagement

Context

We will enable a growing number of agencies and individuals in all sectors and in all countries to participate in a dynamic and mutually supportive digital preservation community. Building on investments in our infrastructure, and the growth of the Coalition, we will use a broad range of communication channels appropriate to our work to ensure that all members can access and benefit from participation in the DPC wherever they are in the world. We will continue to communicate and foster relationships with organisations outside the Coalition, building our digital preservation community for the benefit of members and non-members alike.

Activities: June – August 2021

Communications Planning

With the start of the new DPC year on 1st August, a new prospectus was released, and work is now currently underway to consolidate identified new member prospects with a view to sharing the new DPC program of activities with them.

Organizational membership growth

Since the last meeting, the DPC has 2 new Associate Members which we have announced: Queensland State Archives and the University of Calgary. This brings the current total of members to 121 (33 Full Members and 88 Associate Members). In addition Ex Libris has returned to the DPC after brief hiatus and have renewed their DPC Supporter status.

Webinars/web events

During this period, the DPC collaborated with the Dutch Digital Heritage Network to organise an online launch event for the updated version of COPTR and has also provided an online training event: *Getting Started with Advocacy for Digital Preservation* which was successfully delivered in two time zones to enable participants from around the world to attend.

iPRES2022

Preparations are underway to assemble the various committees required to organise the program and content of the iPRES2022 conference in Glasgow. A logo and branding has now been confirmed and a conference website is in development. Also in development is a promotional video which will be used to ‘launch’ the Glasgow conference from Beijing. Discussions to inform sponsorship packages are also underway, and investigations into ensuring accessibility of the conference by all members of the community are taking place.

Charter for Inclusion

Following the Subcommittee’s approval of the updated Inclusion and Diversity Policy, this has now been [published on the DPC website](#). The DPC staff are now working on incorporating related actions into proposals for the DPC’s different strategic areas – this includes considerations for accessibility of DPC events, and in particular in planning the iPRES2022 Glasgow Conference.

In parallel, the DPC continues to work as part of the iPres Working Group to address the recommendations made to improve inclusion and diversity for the conference and its surrounding community, as well as participating in similar work for the archives sector with The National Archives UK and Scottish Council on Archives.

Forward Work Plan: August – November 2021

	Objective	Internationalisation impact	Quality measures	Owner	Timeframe	Status
(a)	1.a.1 Remain in frequent contact with members, using a broad appropriate and targeted range of communications channels	No change	<ul style="list-style-type: none"> News and updates on the website Amplified through email list(s) and social media Weekly digest by email 	SLM	Ongoing	5
	1.a.2 Ensure that mechanisms exist to ensure that communication is two-way.	Change possible – a physical presence in-country would make members outside the UK feel closer to the DPC, perhaps more likely to interact?	<ul style="list-style-type: none"> Weekly Blogs #DPConnect Connecting the Bits 	SLM	Ongoing	5
(b)	1.b.1 Review communications (strategic area) activities.	No change - Just awareness of broader audiences and channels used	<ul style="list-style-type: none"> New member prospects Incorporate inclusion and diversity actions 	SLM	September 2021	4
	1.b.2 Develop a communications plan to include content development on the website, use of social media, blogs, newsfeeds and other media. Translations	Change possible – esp. outside membership, would require tapping into local networks and checking on methods of communications used Positive impact, leading to better engagement	<ul style="list-style-type: none"> Development and application of comms plan for new member prospects Support with Aus communications Completion and release of more translated resources, as per Translations Strategy 	SLM	Ongoing	4
(c)	1.c.1 Organisational membership will grow year on year.	Change possible (more challenging) – will require support from member(s) in a particular region to help identify and communicate with prospective members... should we introduce targets for members outside UK?	<ul style="list-style-type: none"> Six new associates and two new full members each year New Supporter targets 	SLM/WK/JW	Ongoing	4

	Objective	Internationalisation impact	Quality measures	Owner	Timeframe	Status
		Change possible (longer than 6 months) – a comms officer to take care of the ‘day to day’ internal comms with members would allow a broader focus on developing comms outside the membership (and other activities)	<ul style="list-style-type: none"> Retain all current members/ Supporters 	SLM/WK	Ongoing	
		No change	<ul style="list-style-type: none"> Review candidates for honorary personal membership with Board. 	WK/Board	June/July 2021	
(e)	1.e.1 Inclusion and diversity	Change possible – awareness raising through newly identified comms channels	<ul style="list-style-type: none"> Review of inclusion and diversity across DPC work Meeting of working group Review of strategic areas (see above) 	All DPC Staff	Ongoing	5

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Objective 2: Advocacy

Context

Campaigning for a political and institutional climate more responsive and better informed about the digital preservation challenge, we will raise awareness about the new opportunities that resilient digital assets create. We will identify and celebrate good practice in digital preservation, and seek to engage not just organizations, decision makers and influencers, but the wider public in a dialogue about access to digital material in the long term. We will encourage them to act, ensuring that public and institutional policy, legislation and regulation enable robust digital preservation infrastructures.

Activities: June – August 2021

Bit List

Since the last meeting, the Bit List has ‘closed’ for nominations (although as per the recommendation of the Bit List working group, will continue to accept submissions year-round) and 2 new nominations were made. Amy Currie has worked to consolidate and rationalise new and existing entries and the Bit List Jury (comprised largely from the ACE Subcommittee) have evaluated and reviewed the nominations. Following a subsequent meeting of the Bit List Jury, actions now follow to seek outstanding reviews, as well as supporting case studies and information with a view to making each group of entries fully robust.

World Digital Preservation Day (WDPD)

A Save the Date notice has been circulated to the digital preservation community regarding the date, theme and what to expect from this year’s WDPD. The new revision of the Bit List will be published on the day as the DPC’s contribution to the event.

Digital Preservation Awards

While not until 2022, the Digital Preservation Awards forms part of the current planning underway for iPRES2022 as the two events will coincide as part of the DPC’s 20th Anniversary celebrations.

NDSA Innovation Awards

In a bid to strengthen links and reduce duplication between the NDSA Excellent Awards and the Digital Preservation Awards (DPA), the DPC and the NDSA have established a reciprocal agreement covering information sharing and judging. As a first step, Sharon McMeekin, representing the DPA judging panel, participated in the judging of the 2021 NDSA Excellence Awards this August. Participation in the process has proved useful, with some lessons learned that can be fed back into the DPA. The NDSA will reciprocate by providing a judge for DPA2022.

Forward Work Plan: August – November 2021

	Objective	Internationalisation impact	Quality measures	Owner/ Others	Timeframe	Status
(a)	2.a.1: Develop an executive briefing pack on digital preservation	No change translation by UNESCO to enhance reach	<ul style="list-style-type: none"> Continue to engage with language communities to create translations according to strategy Translations of other resources 	SLM	Ongoing	5
(b)	2.b.1: Respond to relevant public consultations	Change possible – would require knowledge of other policy areas from within geographical area	<ul style="list-style-type: none"> Respond as opportunities arise Circulate to DPC members for input/review/ information 	WK	As required	4

	Objective	Internationalisation impact	Quality measures	Owner/ Others	Timeframe	Status
(c)	2.c.1 Plan and hold Digital Preservation Awards	Change possible – we can/should continue to cycle the host location to regions around the world. Initially this will be more challenging as we get to grips with organising this remotely, but *should* get easier?	<ul style="list-style-type: none"> Incorporate into comms planning for the year and iPres2022 planning 	SLM	2022	5
(d)	2.d.1 Update Bit List	No change	<ul style="list-style-type: none"> Incorporation of Jury results Identification of further expertise required Drafts circulated to jury for review Final draft to be created for publication Communication with press Preparation of website for presentation of new Bit List 	SLM/WK	Publication Nov 2021	5
	2.d.2 Plan and execute WDPD2021	No change	<ul style="list-style-type: none"> Confirmation of program Development of resources Identification of and communication with bloggers Further comms to support lead-in to the day 	SLM	Nov 2021	5

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Objective 3: Workforce Development

Context

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 in the form of training. We will also encourage the proliferation of high-quality training by others; and we will support those training providers that seek to develop curricula in digital preservation. We aim to provide authoritative labour 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 forum for detailed and timely knowledge exchange between members for the benefit of all.

Activities – June to August

- **Career Development Fund**

In this quarter, seven grants were awarded for three advertised Career Development Fund opportunities. These included: 2 grants for the hybrid ASA 2021 Conference on 1-3 September, 2 grants for the online ARA 2021 Conference on 14-17 September, 1 grant for the PGCert in Digital Curation online course at the University of Salford starting in September 2021, and 2 grants for the hybrid iPRES 2021 Conference on 19-22 October. Recipients of the ASA 2021 and iPRES 2021 grants were offered the option of online registration or onsite registration with a contribution towards travel, and all chose the online option.

Additionally, two self-identified grant applications were received and awarded. The first covered the registration fee for a member to attend the online DCC Research Data Management Forum 2021 on Data Stewardship in Research Institutions on 13-14 July. The second self-identified grant supported the registration and course fees for the online DSM6010 Digital Preservation short course at Aberystwyth University starting in September 2021.

Six blog posts from grant recipients were published and featured on the DPC Blog and [Career Development Fund recipient page](#) to share what was learned from the grant opportunity and highlight the benefits of the grants.

Advertised grant opportunities planned for the incoming 2021-2022 membership year, which are featured in the 2021-2022 DPC prospectus, include calls for the NEDCC Digital Directions training conference, AV Winter School in the Netherlands, IS&T Archiving training conference, IDCC, 2022 DCDC, and 2022 iPRES taking place in Glasgow.

- **Novice to Know-How (N2KH) Online Training**

Routine administration of the N2KH course has continued through this period, with registrations beginning to show a decrease. Despite this, more than 2000 learners from 68 countries have now completed the main learning pathway and additional 320 have completed the “top-up” Access course.

In June a successful pilot of a tailored version of the course was run for the SEADDA project. Forty learners completed a subset of the modules, complemented by original content on research data manager produced by project partners. A similar guided version of the course will be piloted for a group of information managers from museums in the Southeast of England in October.

The N2KH content has also been shared with a further 2 DPC members for upload to their in-house learning management systems. Plans are underway to further promote the availability of the content in this format during September.

- **Training Events**

“Getting Started with Advocacy for Digital Preservation” training was held over 2 days on the 28th and 29th of July, with 2 sessions offered each day to accommodate “Eastern” and “Western” time zones. Feedback from the sessions was good, and, while tiring for the presenters, it proved to be an efficient method for reaching a broader audience.

Planning continues for 2 training events in the coming months. All 50 places on the “Email Preservation” training on 8th and 9th September have sold out, and we are working with the external speakers on how we can provide access to the training materials. Dates for Beginners Web Archiving training, in collaboration with IIPC, have been agreed as 5th and 6th October. Registration will open soon.

The DPC is also currently running a programme of training for the National Library Board of Singapore as part of their full membership benefits. Six 90-minute training sessions have been scheduled in the period from August to October. The first 2 training sessions have been well received, with attendance peaking at 104 and 84 attendees respectively. The training has also provided an excellent opportunity to review and update many of the DPC’s core training modules.

- **Digital Preservation Handbook**

The results of the review shared at the last workforce development sub-committee meeting were also shared at the annual Connecting the Bits Members’ Unconference. The Mentimeter voting on how to approach a third edition was repeated, and the results in line with those from the sub-committee. This information is being folded into plans. Translations of the Handbook into French and Italian are near completion and expected to be published in the next few months.

- **NDSA Staffing Survey**

Sharon continues to contribute to the working group preparing the forthcoming staffing survey from the NDSA. A clear purpose and methodology have been established and smaller working groups have been closely considering the questions within each section. The survey will likely be opened for responses later in 2021, to allow sufficient distance from the recent Fixity survey.

- **Skills Framework Project**

Work has commenced on a new project aimed at developing an up-to-date digital preservation skills framework, to be aligned with DPC RAM. The research stage of the project is well underway, and development of the framework is starting in late August. Feedback will be sought from DPC members in early October, with the aim to release a beta version in November.

Forward Plan

Objective	Project/Task	Priority	Owner/ Others	Timeframe	Readiness for Internationalization	Status
(a) Understanding and prioritizing training needs.	DPC Member Training Survey	Medium	SMM/AC	To be repeated in 2022	No change needed	5
	Online Training Plan	High	SMM/AC /WD Comm	Priorities set, to be reviewed end of 2021	No change needed	4
(b) Provide training and training materials.	Advocacy Training	High	SLM/SMM	28-29 July 2021	No change needed	5
	Email Preservation Training Event	High	SMM	8-9 September 2021	Investigating how content can be shared with other audiences	4
	Beginners Web Archiving Training Event	High	AC/SMM	5-6 October 2021	Investigating how content can be shared with other audiences	4
	Beginners Web Archiving Online Training	Medium	SMM	Delivered by October 2021	No change needed	4
	Risk Management for Digital Preservation	Medium	AC	Delivered by December 2021	No change needed	4
	DP Handbook Review	High	SMM/AC	Plan for Q4 Sub-Committee Meeting	No immediate change needed – encourage/ facilitate translations	4
	Online Training Administration	High	JM/SMM	Ongoing	No change needed	4
(c) Providing scholarships so that members' workforces can attend training and other career development opportunities	Advertise Career Development Fund Grants	High	AC/SMM	Ongoing	Change actioned – more international opportunities being offered	4
	Process "On Spec" CDF Grant Applications	High	AC/SMM	Ongoing	No change needed – continued promotion	4
(d) Analysis of the digital preservation labour market and facilitating career development.	Labour market analysis	Medium	AC	TBC 2022		5
	Digital Preservation Skills Framework	High	SMM/AC	Beta release November 2021	No change needed	4
(e) Providing support for new educational and workforce development programmes in digital preservation.	Guest lecture contributions	Medium	SMM/AC /WK	Ongoing	Change needed – require links with non-UK initiatives.	4
	Contribute to BtDG Board	Medium	SMM/WK	Ongoing	No change needed	4
	Contribute to NDSA Staffing Survey	Medium	SMM	Ongoing	Ensure global relevance and promotion	4
	Contribute to SEADDA project training	Medium	SMM/WK	Ongoing	No change needed	4

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Objective 4: Capacity Building

Context

We will provide members with better tools, smarter processes and enhanced capacity in digital preservation. This requires a commitment to research and development. We will help members to understand and refine their own requirements, connect them to world class expertise in digital preservation and help them to communicate lessons learned from development projects. We will facilitate and support the development of tools and methods that offer credible and achievable routes to long-term preservation for digital resources managed and created by members and their partners. In this way we will ensure that members can progress more quickly in the development of digital preservation solutions.

Activities June-August

- [Digital Preservation Futures Event: The Future of Storage \(May 2021\)](#)

The Digital Preservation Futures Webinar Series was concluded with a longer event focused on the future of data storage, with a particular focus on emerging technologies such as DNA.

- [Unbroken Records: a briefing day on digital preservation and EDRMS \(May 2021\)](#)

This briefing day was one of the outputs of the EDRMS task force, bringing together a mix of speakers from the task force and the wider community to showcase various approaches to the challenges of EDRMS preservation and to highlight the wider work of the task force. The event was run in two three hour sessions over the course of the day in order to enable participants in different time zones to join in at least part of the event. Feedback received on the event was very positive.

- [COPTR and COW relaunch and future plans \(July 2021\)](#)

Following work to update and enhance the COPTR registry, the developments were shared with the community at a re-launch event on the 15th July. A recording of the event can be viewed [here](#). A small grant has been awarded by the SEADDA Project to develop community resources for users of COPTR. A workshop application for a COPTR editathon has been accepted by the iPRES 2021 conference.

- **New Technology Watch Guidance Notes:**

- [Born digital archive cataloguing and description](#) by Jenny Bunn
- [Understanding user needs](#) by Sharon McMeekin
- [Preserving documents](#) by Artefactual Systems and the DPC
- [Preserving email](#) by Artefactual Systems and the DPC
- [Preserving spreadsheets](#) by Artefactual Systems and the DPC
- [Preserving databases](#) by Artefactual Systems and the DPC
- [Preserving audio](#) by Artefactual Systems and the DPC
- [Preserving moving images](#) by Artefactual Systems and the DPC
- [Preserving raster images](#) by Artefactual Systems and the DPC
- [Preserving CAD](#) by Artefactual Systems and the DPC
- [Preserving 3D](#) by Artefactual Systems and the DPC
- [Preserving GIS](#) by Artefactual Systems and the DPC

- **Ongoing member support**

Ongoing Member support, answering queries, and facilitating knowledge exchange with DPC members. Specific support activities with a variety of members included:

- Final presentation to senior management of a Core Trust Seal based preservation capability review
- Several preservation policy reviews
- Initial consultation and planning for a member digital preservation roadmap
- Support and maturity modelling evidence for a business case

Forward Plan

Objective			Priority	Owner/ Others	Timeframe	Internationalization Status	Status
(a)	Engagement with cutting edge research and development projects	4.a.1 Plan, manage, deliver and evaluate projects	High	PRW	Project dependent	N/A	4
(b)	Undertaking informal consultancy and mutual support for member initiatives	4.b.1 Provide support to members	High	PRW	Ongoing	Member support possible remotely but travel likely to increase	4
(c)	Providing accessible but authoritative publications	4.c.1 Email technology watch report	High	PRW	Complete	N/A	5
		4.c.2 Moving image and sound technology watch report	High	PRW	Ongoing	N/A	5
		4.c.3 Software preservation technology watch report	High	PRW	Ongoing	N/A	5
		4.c.4 Contribute to registries, preservation notes and other reference materials	Low	PRW	Ongoing	N/A	4
(d)	Delivering specialist briefing days based on members' needs and broadening access to specialist briefing and training events	4.d.1 Deliver briefing days	High	PRW	Ongoing	Briefing days recorded and live streamed	4
		4.d.2 Deliver webinars	Medium	SM/PRW	Ongoing	Webinars also recorded.	4
		4.d.3 Develop and deliver recording and live streaming	High	PRW/SM	Complete	Implemented to support international members	5
(e)	Providing expertise and practitioner networking events	4.e.1 Deliver Connecting the Bits	High	PRW/All	June	Adapted this year to better support international members	5

		4.e.2 Deliver one thematic planning day by 2022	Medium	PRW	Ongoing	N/A	5
(f)	Supporting thematic task forces and working parties	4.f.1 Develop and deliver task forces and working parties	Medium	PRW	Ongoing	Dial in possible even for face to face events. Focus could move to support more (local) groups in an international context	4

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Objective 5: Good Practice and Standards

Context

We will support efforts to ensure services are tightly matched to shifting requirements, understanding and articulating the needs of our members into relevant development streams, ensuring that emerging standards and accreditation, regulations and that legislation, products and services are realistic, achievable and meet member needs. We will use the Coalition and its members to facilitate the exchange of good practice, ideas and research for benchmarking, peer review and efficiency of effort.

Activities June-August

- **Reliable Robust and Resilient Digital Infrastructure for Nuclear Decommissioning**

Key activities to report on include tasks initiated in phase one of the project and new work scheduled for phase two:

- The work of the EDRMS preservation task force is complete after holding [a briefing day on 20th May](#) and publishing the online resource: [EDRMS Preservation Toolkit](#). A survey went out to task force members to evaluate its effectiveness and the results of that survey are included as a separate report.
- Support continues on defining a suitable resolution and file formats for the digitisation of documents, drawings and photographs, with a particular emphasis on using validation tools to test the outputs of their digitisation process.
- Peer reviews of the new Technology Watch Report on 3D design records were received and have been shared with the authors. The authors are now working on a second draft.
- All 10 [data type Technology Watch Guidance Notes](#) were published in July.
- Interviews were held with representatives from across the NDA group on the topic of geospatial data. Discussion focused on how the NDA create and use geospatial data and what value it has for the longer term. These discussions will help inform our work and future activities on the preservation of geospatial data for both the NDA and the wider membership.
- **DPC Rapid Assessment Model (RAM)**
 - 28 DPC Member organizations shared a RAM assessment with us prior to our Connecting the Bits event in June. A [presentation on the results is available](#) on the event page (login to the website to see the recording). The results submitted showed that incremental improvements had been made in some areas of RAM by Members despite the challenges of the pandemic.
 - A survey was circulated to DPC Members to gather feedback on how we use RAM as a member benefit going forward. Feedback was sought on the barriers to participation in the self-assessment exercise and frequency at which we gather and report on RAM assessments. A summary of survey responses is included as a separate report.
 - Member support carried out with two full members of the DPC has included the use of aggregated benchmarking information from DPC RAM.
 - A new Spanish translation of DPC RAM has now been published.
- **NDSA Fixity Survey**

The DPC is involved in the NDSA Fixity Survey Working Group. The aim of this group is to re-run the 2017 Fixity Survey to gather updated information from the digital preservation community on their fixity checking practices. A high number of responses were received to this survey and the group has carried out some analysis of the results and is currently working on their report.

- **UNESCO Indicators for Sustainable Information Preservation**

The DPC provided a response to the UNESCO Regional Office for West Africa on their draft Indicators for Sustainable Information Preservation. The indicators cover the preservation of information in both digital and analogue form and suggest what needs to be in place to fulfil best practice in information management.

- **Preservation of native Google Drive formats**

The DPC has been supporting the National Archives UK on understanding the challenges of preserving native Google Drive formats. After the publication of a [blog post](#) on this topic from Paul Young a focus group to discuss the issues was held in June and further work on planning a follow up meeting with Google is ongoing.

Forward Plan

Objective			Priority	Owner/ Others	Timeframe	International isation impact	Status
(a)	Informing members of emerging standards for preservation and enabling their input into standards development	5.a.1 Contribute to relevant standards activities and report	Medium	JM	Ongoing	No change	3
(b)	Researching, sharing and refining user requirements for long-term access	5.b.1 Develop and contribute to user requirements activities	Medium	JM	Ongoing	No change	3
(c)	Articulating members' needs to vendors, developers and funders	5.c.1 Capture and communicate needs, particularly in relation to Supporter programme	High	PW/JM	Ongoing	No change	4
(d)	Enhancing and providing mechanisms to assure the quality of digital preservation facilities and processes	5.d.1 Contribute to and develop services for quality assurance	High	JM/PW	Ongoing	No change (though may require more travel)	4
(e)	Helping members develop and embed policies and regulations that can become examples of good practice within their own communities	5.e.1 Deliver the Reliable Robust and Resilient Digital Infrastructure for Nuclear Decommissioning project	High	JM/MP	November 2022	No change	4
		5.e.2 Deliver support and embedding of good practice	High	JM	Ongoing	No change (though may require more travel)	4

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Objective 6: Management and Governance

Context

We will ensure the DPC is a sustainable, competent organization focussed on member needs, providing a robust and trusted platform for collaboration within and beyond the Coalition. This requires good governance, transparency and trustworthiness on behalf of the DPC; and a commitment to openness, respect and mutuality from members. We will develop, foster and maintain partnerships so that all agencies involved in providing or enabling long-term access to digital resources can flourish and benefit from an effective and productive relationship with the DPC. We will encourage coherence, maximize impact, and welcome new contributions to the field. We will continue to monitor and maintain our relevance, coherence and effectiveness.

Activities June- August 2021

- **Management Accounts, Budgets and Forecasts**

Management accounts to 31st July 2021 have been prepared and the forecast updated and will be discussed under a separate item on the agenda.

- **Annual Membership Invoices**

Annual membership invoices have been sent to all members and more than half have already paid or provided purchase orders as a clear indication they would renew. This is broadly in line with the number of members who had paid this time last year. Two members have advised that they will not renew and are therefore in discussions regarding the partnership & sustainability fund. Three full members have requested that they downgrade to associate membership. The main reasons here are lack of funding or funding of a project coming to an end.

- **DPC becoming a Charity**

We have received confirmation that our application to become a charity to OSCR (Office of the Scottish Charity Regulator) was successful. We received confirmation that, from an accounting standpoint, this will not affect the 2020/2021 accounts and will take effect from 1st August 2021. We are in the process of making the following changes due to this:

- Adapting our accounting reporting on Sage
- Contacting all software, licence providers etc to obtain discounts on what we currently pay now that we are a registered Charity

- **VAT Registration**

Confirmation of DPC VAT registration has been received from HMRC and preparations have begun to amend SAGE Accounting parameters and submit the first VAT return. As the majority of DPC income is from memberships and being treated as exempt (pending confirmation from HMRC), this will have little impact on the management accounts as only a small proportion (around 12%) is currently recoverable. The first VAT submission will be made on 7th September 2021.

- **iPRES 2022**

Preparations for iPRES 2022, with the help of the PCO InConference and a planned approach of having a hybrid conference allowing in person and virtual attendance, are continuing. We are in the process of finalising branding, event website and introductory video so these are ready in good time to be launched at iPres 2021. We are currently in discussions with different translation providers to ensure that we can make the event as accessible as possible both online and in person.

- **Internationalization**

Following input from the Australasian Stakeholder Group, Jaye Weatherburn has compiled a draft DPC Australasia Organisational Plan. This will be taken to the stakeholder group for further comment on 2nd September where we will look for feedback on the vision, values and mission and for suggestions for a SWOT analysis on our work in Australasia moving forward. The intention is that a full report on the organisational plan will be made available in November 2021 for comments.

- **Staffing matters**

All staff continue to work at home for the moment but discussions have begun on how at least a partial return to the office could be facilitated. It has not been possible to arrange a face to face all staff meeting yet but we hope that this can be arranged in coming months.

John McMillan has been appointed as Head of Administration and Finance as of 1st August 2021. Alyson Campbell and John have been working on a handover process throughout August with Alyson due to retire at the end of the month.

We will be looking to advertise for two new roles at the end of August, Community Engagement Manager and Administration Manager. As there will be some overlap between roles, we will look to run this as a single recruitment process with interviews scheduled for early October

Forward Plan

Objective		Quality measures	Owner/ Others	Timeframe	Readiness for Internationalization	Status	
(a)	Broaden the revenue base of the Coalition	5.a.1 Develop new revenue streams as appropriate and in line with members' needs.	Project funding secured in line with budget. Consultancy secured in line with budget. New sources of revenue are identified.	AJC/ALL STAFF	Ongoing	Change needed – potential opportunities outwith UK & EU	5
		5.a.2 Calculate an annual target for revenue and ensure that changes in revenue streams are not more than 50% of membership income and compliant with VAT regulations.	Financial records are accurate and timely. Changes in VAT regulations are monitored. DPC takes steps to mitigate the situation if necessary.	AJC/WK	Ongoing	No change needed	4
(b)	Discharge all appropriate statutory and legal functions	5.b.1 Maintain and improve current financial and regulatory processes.	Annual returns submitted to Companies House. Monthly returns submitted to HMRC and pension company.	AJC	July 2021 Monthly	Change needed – develop awareness of, and comply with, international regulations	5
		5.b.2 Prepare annual budgets to be published and approved by the Executive Board based on a 5-year forecast.	Annual budgets approved by the Board.	AJC/ WK/ BOARD	June 2021	Change needed – take account of financial impacts of internationalization and potential to operate in different currencies	5
		5.b.3 Prepare and publish accounts after scrutiny by an independent auditor.	Annual audited accounts prepared Approved by M&G sub-committee and Board	AJC/WK	November 2021	Change needed – consider impact of operation in different currencies	5

Objective		Quality measures	Owner/ Others	Timeframe	Readiness for Internationalization	Status	
		5.b.4 Prepare monthly management accounts for presentation at sub-committee and Executive Board meetings.	Monthly management accounts prepared and reviewed by Executive Director and shared with Chair/Finance Director/Board	AJC/WK	Monthly	Change needed – clearly identify impacts of internationalization	4
		5.b.5 Fulfil all other statutory and legal functions.	All requirements are met, and organization is compliant.	AJC/ WK/ BOARD	Ongoing	Change needed – develop awareness of, and comply with, international regulations	4
(c)	Ensure good governance	5.c.1 Board and sub-committees are held regularly and to best practice.	Good Board engagement and participation; Good sub-committee engagement	AJC/ WK/ BOARD	Quarterly	Change needed – potential for additional sub-committees focused on internationalization or as a result of additional DPC offices outwith UK	4
		5.c.3 Ensure a clear and up-to-date portfolio of policies and procedures is maintained.	Effective mix of skills and experience on Board. Review of operation of Executive Board and Representative Council conducted.	AJC/ WK/ BOARD/ RC	Ongoing	Change needed – develop awareness of, and comply with, international regulations	4
		5.c.4 Ensure appropriate training is provided to new and existing board directors.	Articles of Association, Chair and director job descriptions, Terms of Reference for Board and Representative Council are all up-to-date and circulated widely.	CHAIR/ BOARD	Ongoing	Change needed – develop awareness of, and comply with, international regulations	4

Objective		Quality measures	Owner/ Others	Timeframe	Readiness for Internationalization	Status	
(d)	Ensure that there are appropriate levels of resources to operate by setting realistic targets for income, realistic work plans and undertaking regular assessments of staffing and risk	5.d.1 DPC staff will be reviewed against the work plan ensuring that all necessary resources are available and optimally deployed.	Skills gaps monitored and relevant action taken.	WK/ ALL STAFF	August 2021	Change needed – take account of potential staff working in other countries/time zones	4
		5.d.2 The DPC will routinely review the risks and opportunities it faces and take the necessary action.	Job descriptions reviewed and revised. Annual appraisals conducted. Progress against work plan continually monitored. Effective tools available to staff to support work.	WK/ SECTION HEADS/ SUB- COMMS/ BOARD	August 2021	Change needed – take account of potential staff working in other countries/time zones; develop awareness of, and comply with, international regulations	4
		5.d.3 When finances permit, the DPC should explore opportunities to extend and compliment the current staff with new skills to meet member requirements.	New format Risk and opportunity register in place Updated and reviewed at each sub-committee and Board meeting. Insurance, IT support and protection in place.	WK	September 2021	Change needed – potentially different parameters would apply to international development	4
		5.d.4 Explore the establishment of additional DPC bases throughout the world through partnership and secondment	Additional bases established	WK	Ongoing	Change needed – develop awareness of, and comply with, international regulations	4
(e)	Ensure financial sustainability	5.e.1 The DPC will maintain a budget planning horizon for 5 years to align with the strategic plan.	Budgets, forecasts and cash flow continually updated and reviewed.	AJC/ WK/ BOARD	Ongoing	Change needed – factor in impact of internationalization	5
		5.e.2 The DPC will carry an appropriate level of reserve and contingency to sustain the organization.	Reserve calculated annually and contingency included in the budget and forecast.	AJC/WK	Ongoing	Change needed – factor in impact of internationalization	5
(f)	Maintain core skills and capacities	5.f.1 DPC staff will be employed under clear terms and conditions with a staff handbook	Staff handbook reviewed and updated annually. Awareness of current legislation	AJC/WK	February 2021	Change needed – develop awareness of, and comply with, international regulations	4

Objective		Quality measures	Owner/ Others	Timeframe	Readiness for Internationalization	Status
	that is maintained and updated regularly.	and good practice maintained.				
	5.f.2 Staff will be appraised annually with clear targets for attainment.	Annual appraisals conducted and development objectives identified.	WK/ ALL STAFF	August 2021	Change needed – take account of potential staff working in other countries/time zones	4
	5.f.3 Staff will be encouraged to undertake CPD and to network.	CPD undertaken in line with development objectives. Relevant events attended.	WK/ ALL STAFF	Ongoing	Change needed – take account of potential staff working in other countries/time zones	4

* Scores as below

5 = on target and confirmed or completed already; 4 = on target with work continuing; 3 = off target but fixable or delayed pending other work; 2 = off target and in need of review; 1 = off target and unlikely to succeed; 0 = task abandoned

Objective 7 – Scaled to the Global Challenge

Context

Digital preservation is a global concern which needs to be addressed as such. In order to be able to mould services to members' needs and to foster the growth of the global digital preservation community in new markets and geographies, the DPC will be scaled to the extent of the challenge. In 2016, the DPC Board formally adopted an outward international membership invitation on the assumption that new members would be welcome wherever they were based. In 2017 a Strategic Plan was adopted (2018-22) containing a commitment to expand the scope of the Coalition's efforts around the world. In January 2020, the DPC established a new office at the University of Melbourne in order to expand its programme globally while remaining tightly focussed on responding to members' needs.

Activities – July to September 2021

Membership: DPC membership in the Australasian region has grown to 15 members: this month we welcome the Queensland State Archives and the National Library of New Zealand (as part of their re-joining the NSLA network). They join existing members AARNet, AIATSIS, Australian Society of Archivists, National Archives of Australia, National and State Libraries Australia, RIMPA, University of Adelaide, Monash University, University of Sydney, University of Melbourne, Public Records Office Victoria, the National Library Board Singapore, and the National Film and Sound Archive of Australia.

Events: Continuing, guided by the 2021 Workplan endorsed at the March Stakeholder Group meeting, and the DPC events schedule. Advocacy training delivered by DPC staff, 28-29 July.

Sustainable operations planning: Work continued on organisational development elements for DPC Australasia, based on the member needs analysis conducted throughout April-June. A working group (Alexis Tindall, Barbara Lemon, Michaela Hart) provided feedback at two working group meetings to shape draft elements of work to be presented to the Stakeholder Group at the Q3 meeting (2 September).

Ongoing digital preservation community of practice support: Australasia Preserves Community of Practice: coordination of volunteer co-organisers group and community engagement activities via blogs, the online forum, and social media. Online meetups for the community organised and facilitated: 25 August, theme: social media preservation featuring 3 speakers from the National Library of New Zealand, the State Library of New South Wales, and the University of Melbourne.

Ongoing member support: Answering queries, facilitating knowledge exchange with DPC members. DPC staff provided dedicated support to NLB Singapore (series of dedicated training sessions delivered by DPC staff).

ARDC "Institutional Underpinnings" joint digital preservation statement: Submitted on 14th July by the University of Melbourne with input and endorsement from the University of Adelaide, the University of Sydney, and Monash University. The ARDC-led Institutional Underpinnings program is aiming to develop a framework for institutional research data management (RDM) across Australia's universities. 25 participating Universities are jointly developing a framework for the management, sharing, retention and disposal of research data, to then validate and test aspects of the framework towards release. The current call to action was to review the draft framework, in its early state and provide feedback, including on anything missing. Digital Preservation was missing from the draft framework, so university-based DPC members were convened and co-developed a statement as feedback to raise the profile of the digital preservation challenge and raise awareness of what digital preservation is, for a forum that could be described as institutional RDM stewards. Potentially, this could lead to several like-minded Universities working together under national auspices to identify opportunity work or projects in 2022. The collaborative statement on digital preservation was reviewed by the ARDC Institutional Underpinnings program and framework editorial committee and 25 participating Universities, and was accepted as one of 16 essential elements of a developing national framework for institutional research data management.