Report to Council and Forward Plan Dec 2021- March 2022

Context

The DPC reports quarterly to its member on all activities, and it presents the three-month preview workplan. The report is structured around the 7 objectives of the DPC's 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 December 2021 to March 2022

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:

- Preparation of iPres 2022 has remained the largest single piece of word. The call for contributions was issued in December and closed (on schedule) on 8th March. 131 proposals were received, and 103 reviewers have been recruited to select the best of these for presentation. Significant effort has also gone into conference planning.
- We have extended our Memorandum of Understanding with the University of Melbourne, making the DPC office in Australia a permanent presence instead of a time-limited project.
- We marked the 20th Anniversary of the launch of the DPC with a series of activities in February (including the World Cup of Digital Preservation) which culminated in an online celebration on 25th Feb at which a short video telling the story of the DPC was released (https://youtu.be/Dv5dYTnUqVo)
- The DPC 'Champions' programme has completed a major milestone to improve internal communications across our growing membership.
- The DPC's strategic plan 2022-7 has completed a further important milestone, having been presented to supporters.
- We welcomed our first member from Latin America, the Archivo Nacional de Chile
- Work is continuing on a Skills Framework for Digital Preservation, a long-sought expansion of previous but now quite dated efforts from the Workforce Development programme.
- The NDA project has allowed us to initiate a new project on database preservation which is likely to be of very wide relevance to members and digital preservation practitioners globally.

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.

Highlights: December 2021 – March 2022

Organisational membership growth
Since the last meeting, the DPC has 3 new Associate Members: Cabinet Office, CLOCKSS, Netherlands Institute for Sound and Vision bringing the current total of members to 125 (31 Full Members and 94 Associate Members). In addition, Twist Bioscience have become Supporters of the DPC, making the total number of Supporters 9. While we have exceeded our target for new Associate Members within the year, we are still short of our target of 2 new Full Members.

DPC Champions
The DPC has implemented a CRM system and allocated a staff member to become a first point of contact for each of the DPC Members with a view to providing a regular plan of contact designed to suit member organisations and their work, open lines of communication for easy access to the support offered by the DPC and support in enabling colleagues within member organisation to access DPC activities. This complements the proposed DPC Champions programme and will be communicated to members very shortly.

iPRES2022
The iPres 2022 Call for Contributions was issued on 1st December and closed on 8th March. Thanks to effective communications, managed by Angela Puggioni and amplified by the Programme Committee (PC) and DPC Staff, we received 130 submissions representing a good range of formats. We have also secured £32,000 in sponsorship with a further £1,500 in the pipeline which is close to the conference target.

Online fora
#DPConnect has continued since October as a forum for informal conversation relating to digital preservation, open to all, and is seeing a good level of attendance (between 5-11 at each session) with the most popular being the monthly themed #DPClinics introduced at the end of last year. The recent Workflow Webinars and COW-a-thon webinar attracted in excess of 100 participants from around the world, broadening the exposure of DPC members' work internationally and among potential prospective members.

Translations
Translations of key DPC resources continue, with versions of the DPC RAM offered in Japanese, Italian and Portuguese since the last meeting, and a further version in Turkish currently underway. This brings our portfolio of translated documents to 10, as follows: Digital Preservation Handbook (French, Italian); DPC Rapid Assessment Model (Spanish, French, Italian, Portuguese, Japanese); Executive Guide on Digital Preservation (French, Spanish, Arabic).

20th Anniversary
We marked the 20th Anniversary of the launch of the DPC with a series of activities in February (including the World Cup of Digital Preservation) which culminated in an online celebration on 25th Feb at which a short video telling the story of the DPC was released (https://youtu.be/Dv5dYTnUqVo). Attendees included Neil Beagrie, Maggie Jones, Dame Lynne Brindley who were instrumental in establishing the DPC.

Forward Work Plan: March – June 2022

	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	• 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?	• 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	• New member prospects • Incorporate inclusion and diversity actions	SLM	November 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.	Change possible – esp. outside membership, would require tapping into local networks and checking on methods of communications used	• Development and application of comms plan for new member prospects • Support with Aus communications	SLM	Ongoing	4
	Translations	Positive impact, leading to better engagement	• Completion and release of more translated resources, as per Translations Strategy			
(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?	• Six new associates and two new full members each year • New Supporter targets	SLM/WK/JW	Ongoing	3

	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)	• Retain all current members/ Supporters	SLM/WK	Ongoing	
		No change	• Review candidates for honorary personal membership with Board.	WK/Board		
(e)	1.e.1 Welcome and Inclusion	Change possible – awareness raising through newly identified comms channels	• 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.

Highlights: November 2021 – March 2022

Digital Preservation Awards
The Digital Preservation Awards has been launched for 2022, at the DPC's 20th Anniversary celebration on Friday 25th February. Nominations remain open until Monday 25th April. The Judging Panel has been assembled and the schedule of meetings confirmed. The Digital Preservation Awards also forms part of the DPC's 20th Anniversary celebrations, and so the schedule has been brought forward to allow the presentation ceremony to coincide with the iPres 2022 Conference Dinner.

Responding to Public Policy
Aligned with this point on the ACE workplan, the DPC has issued a statement on the war in Ukraine and is currently corresponding with the Ukraine Electronic Archive and members, to arrange backup and safe shelter for their digital materials. A conversation has also begun about the place of digital resources within the 1954 UNESCO Convention on the Protection of Cultural Heritage in the event of Conflict.

DPC/Jisc Cost of Failure Report
The DPC and Jisc have set out to provide a means whereby individuals and organisations can anonymously provide information about the extent and cost of any significant data loss, with a view to helping make a case for digital preservation whilst also providing a mechanism to collect lessons learned and mitigation strategies. An anonymous survey was created and published in February 2022and will remain open until April. The survey results will be used to create a publication for launch at iPRES 2022.

Forward Work Plan: March – June 2022

	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	• 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	• 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?	• Incorporate into comms planning for the year and iPres2022 planning	SLM	2022	5
(d)	2.d.1 Update Bit List	No change	• Develop framework for sustainable stewardship of the Bit List	SLM/WK	Publication Nov 2021	5
	2.d.2 Plan and execute WDPD2022	No change	•	SLM	Nov 2022 (out of scope for this report)	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.

Highlights: December 2021 – March 2022

Career Development Fund
In this quarter, three grants were awarded for the advertised NEDCC 2022 'Digital Directions' online conference in February. Blog posts from the grant recipients were published and featured on the DPC Blog and Career Development Fund recipient page to share what they learned.

In January 2022, DPC received an application for a self-identified opportunity for a member to attend the FIAF (International Federation of Film Archives) Summer School, taking place from 27th April to 15th July in Italy. A grant of £1500 was offered to cover half the fees and will be awarded pending the applicant's confirmation and formal acceptance into the FIAF Summer School (applicants will be notified on 14th March). Call are currently opened grants for the IDCC 2022 conference and the hybrid International Data Week conference (combines RDA VP19 meeting and SciDataCon conference), both in June 2022. Another advertised call is scheduled for March for grants to the Imaging Science and Technology (IS&T) Archiving conference.

An updated version of the Career Development Fund Guidelines and Overview of Review Process & Assessment Criteria were published on the website following consultation with the sub-committee.

Novice to Know-How (N2KH) Online Training
Routine administration of the N2KH course has continued with 91 learners completing the main learning pathway between November 2021 and February 2022, and 1 learner completing the top-up Access course.

NDSA Staffing Survey
Sharon continued to participate in the work of the 2021 NDSA staffing survey group. Data collection was completed in December and efforts have shifted to analysis. Initial results have been gathered and are being used as the basis of an iPres 2022 panel proposal, in which Sharon will participate if accepted. It is expected that the report will be published in the early Autumn.

Skills Framework Project
A first draft of the Skills Framework was completed on schedule in December 2021 and circulated to DPC colleagues for feedback. Based on the feedback received, a second draft has been completed, streamlining and simplifying the framework from its original form. Cross-referencing the framework with DPC RAM has also started, with the aim of developing a skills audit toolkit and accompanying resources. Also, a long paper proposal on the development of the framework has been submitted for iPres 2022, as well as a workshop proposal on continuous improvement, bringing together DPC RAM and the Skills Framework.

Online Training Production
Some progress has been made on shaping the new training course on Continuous Improvement, but this work has largely been on hold due to other priorities.

Collaboration with the BitCurator Consortium
The DPC has been approached by the BitCurator Consortium to collaborate on two areas of work relating to web archiving and developing skills for scripting with Python, the latter relating to Workforce Development activities. After an initial call in February, it has been agreed that we will continue to discuss how the DPC can

help support and expand the Python Study Group programme the BCC trialled in 2021. The groups aim to provide practitioners with a peer support framework as they learn Python and begin to develop workflows using scripts. To facilitate collaboration on this programme, DPC staff attended the quarterly co-ordinators meeting on 10th March, and next steps are to be discussed soon.

Other Activities
- Sharon ran a lab session for University of Glasgow Info Studies students on Skills for Digital Preservation
- Amy presented a session to students from the University of Liverpool on introductory topics of digital preservation which included an informal discussion panel with other DPC staff. A similar session is planned for the University College Dublin on 7th April 2022.
- Sharon and Amy also spent significant amounts of time in this period contributing to work under other DPC strategic areas. In particular, around the organization of the "World Cup of Digital Preservation", the 20th Anniversary celebrations, and the iPres 2022 Local Organizing Committee.

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, aim for course launches mid-2022	No change needed	3
(b)	**Provide training and training materials.**	Advocacy Training	High	SLM/SMM	Summer 2022	No change needed	4
		Beginners Web Archiving Training Event	High	AC/SMM	Completed	Planning to repeat for Australasia/Asia Pacific times zones early 2022	4
		Beginners Web Archiving Online Training	Medium	SMM	TBC – Awaiting approval from IIPC	No change needed	4
		Risk Management for Digital Preservation	Medium	AC	June 2022	No change needed	3
		Maturity Modelling Online Training	High	SMM	June 2022	No change needed	3
		DP Handbook Review	High	SMM/AC	Plan for Q4 Sub-Committee Meeting	No immediate change needed – encourage/ facilitate translations	4
		Online Training Administration	High	EO'L/SMM/AC	Ongoing	No change needed	4
		Advertise Career Development Fund Grants	High	AC/SMM	Ongoing	Change actioned – more international opportunities being offered	4

(c)	**Providing scholarships so that members' workforces can attend training and other career development opportunities**	Process "On Spec" CDF Grant Applications	High	AC/SMM	Ongoing	No change needed – continued promotion	4
		Labour market analysis	Medium	AC	Autumn 2022	Change needed - include more international ads	4
(d)	**Analysis of the digital preservation labour market and facilitating career development.**	Digital Preservation Skills Framework	High	SMM/AC	Beta release early 2022	No change needed	4
		Guest lecture contributions	Medium	AC/SMM /WK	Ongoing	Change needed – require links with non-UK initiatives.	4
(e)	**Providing support for new educational and workforce development programmes in digital preservation.**	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
		Collaborate with BitCurator Forum	Medium	SMM	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.

Highlights: December 2021 – March 2022

Web Archiving & Preservation Working Group - General Meeting (December 2021)

The DPC Web Archiving and Preservation Working Group held the first in a series of special meetings focusing on aspects of the web archiving workflow. This event focused on the process of capturing web-based data for preservation and examined key tools and processes with presentations from organizations putting web capture into process. Subsequent events will tackle other elements of the lifecycle such as: quality assurance, access and appraisal. Feedback gathered after the event was very positive and included:
- o "I'm excited to try out some of the tools that were discussed"
- o "DPC always does a fantastic job of developing informative and engaging online events"
- o "The breakout rooms were a nice way to allow interaction with other people and to go into more detail on the presentations"

New Technology Report: Preserving Design and Construction Records published for member preview (December 2021)

A new Technology Watch Report entitled "Preserving Design and Construction Records" was published for a 6 month member preview. The Report was written by Aliza Leventhal and Jody Thompson and was produced in conjunction with the Nuclear Decommissioning Authority.

Computational Access Expert Workshop (February 2022)

The DPC is working with Leontien Talboom of University College London on the topic of Computational Access. She has a Software Sustainability Institute award to explore this topic and produce a guide or resource for the community. A number of participants were invited to the expert workshop to provide a range of knowledge and expertise on the topic and topics discussed were definitions of key terms, benefits and risks of computational access, useful case studies and tips for moving forward. Work will continue on drawing the information gathered into a resource.

Ongoing member support

Ongoing Member support, answering queries, and facilitating knowledge exchange with DPC members.

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.

Highlights: December 2021 – March 2022

Reliable Robust and Resilient Digital Infrastructure for Nuclear Decommissioning

Key activities to report on include tasks initiated in phase 1 of the project and new work scheduled for phase 2:

- o Work on developing a set of digital preservation system requirements is complete. A further iteration of these requirements was created after feedback from DPC Supporters. We anticipate this will generate a useful addition to our procurement toolkit that will be available to all Members.
- o Digital preservation system requirements have been used with the NDA to benchmark their current digital preservation infrastructure and to flag up areas for future development.
- o A new Technology Watch Report on Preserving Design and Construction Records was published in December 2021.
- o A new sub-project on preserving databases began in February 2022 and will run for the next year. We will be working closely with Sellafield, a range of solution providers and other DPC Members to evaluate a range of database preservation solutions.
- o A blog post was published to promote and celebrate some of the achievements of the project so far and flag up work on the horizon: https://www.dpconline.org/blog/knowledge-in-knowledge-out-an-update-on-work-with-the-nuclear-decommissioning-authority.
- o Work on supporting the NDA and their subcontractor on a specification and workflow for the digitisation of documents, drawings and photographs has been completed. Following on from this, guidance will be created for the NDA Estate on recommended digitisation standards.
- o A briefing day event has been organized on the topic of geospatial data preservation: https://www.dpconline.org/events/briefing-day-geospatial-data-preservation

DPC Rapid Assessment Model (RAM)

- o A Members-only 'RAM Jam' workshop was held in December 2021: https://www.dpconline.org/events/past-events/ram-jam-2021. This event was aimed at those who wanted to move up to 'basic' level of RAM. For each section of RAM, Invited DPC Members shared their tips and experiences for moving forward. This format worked well as evidenced by the feedback received:

  "It was fantastic to hear from different speakers and their experiences. It is encouraging to learn small steps that can be made and how to make them. It made it much more accessible. Real people and real scenarios."

  "I liked that there weren't too many participants. It was nice for people to be able to introduce themselves at the start."

  "I thought the scope of the event was focused and full of useful content. I was delighted with all the resources linked in the chat, and I think I'll be reading those for the next few weeks!"

- o Following on from this event, work is underway to gather together tips, resources and case studies shared and make them available on our DPC RAM pages online.

NDSA collaboration

- o Jenny Mitcham was elected to sit on the NDSA Coordinating Committee from January 2022. This will provide a clearer line of communication between the DPC and the NDSA and facilitate greater community collaboration where our goals align.
- o Jenny Mitcham has taken on the position of co-chair of the NDSA Levels of Digital Preservation steering group alongside Angela Beking of Library and Archives Canada. Bradley Daigle plans to step down as chair in due course.

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	4
(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.

Highlights: December 2021 – March 2022

- **Management Accounts, Budgets and Forecasts**

Management accounts to 31st January 2022 have been prepared along with an updated 5-year forecast and will be discussed under a separate item on the agenda.

- **DPC becoming a Charity**

We continue the process of trying to obtain discounts following our successful charity registration. We now have moved onto free Microsoft Licences which is around a saving of £1200 per annum from what we have been paying. We are continuing to look to negotiate discounts where we can with any suppliers/licences etc that we utilise.

We have benefitted from our charity status by obtaining a CRM system which is free to charities. This will allow us to remain in better contact with the membership than previous as we will be able to track how members engage with us more closely and will be able to flag up when members may not be attending events etc so we can flag up any changes in key contacts, potential renewal issues pro-actively. Thanks to Ellie O'Leary for researching the many systems that are available and for the data entry set up required to get us started.

Alexander Sloan will be providing us with a template for the charity accounts which we be used for the 2021/2022 accounts. Our discussions with them have noted that the actual accounting information will not change greatly. The main difference will be in the narrative along with the figures which can be quite sizeable but should be covered by the information we provide for sub-committees currently.

We have had discussions around training for the board members etc regarding their obligations now we are a charity and will report back on options once available.

- **iPRES 2022**

Draft budget for iPres 2022 is now enclosed and will be discussed on separate item on the agenda.

The call for contributions will close on 8th March 2022 at which point we can begin to firm up the programme and therefore be in a better position to estimate likely in person attendance etc. We are moving forward based on an in-person conference with an online offering which will include at least the main plenary room being streamed and an online only strand of content.

The programme committee continues to meet fortnightly whilst we are having fortnightly meetings with the PCO, InConference.

- **Internationalization**

We signed a new Memorandum of Understanding with the University of Melbourne on 11th February 2022. The continued partnership will see a greater focus on the provision of global access to good practice and excellence within the dynamic digital preservation community in Australia, New Zealand and surrounding areas for the benefit of all.

We are currently advertising for a new Head of Digital Preservation Coalition, Australasia & Asia-Pacific with a closing date of 8th March 2022. Jaye Weatherburn has decided to concentrate on her role at University of Melbourne and sadly won't look to take on this role but will remain a close contact of DPC as will be working with the new member of staff. Thanks should be placed on record for Jaye for all her hard work and long hours put in to the success of the Australasia office to date.

- **Staffing matters**

All staff continue to work at home for the moment with Sarah Middleton and Jen Mitcham working one alternate day a week in our York office whilst Ellie O'Leary and John McMillan have worked a couple of days in the Glasgow office.

It has not been possible to arrange a face to face all staff meeting but we are looking to have a staff face to face meeting on 5th/6th April in Glasgow which will also be used to view the locations for iPres 2022 and the Digital Preservation Awards.

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.	JMC/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.	JMC/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.	JMC	Ongoing 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.	JMC/ WK/ BOARD	Ongoing	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	JMC/WK	November 2021	Change needed – consider impact of operation in different currencies	5
		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	JMC/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.	JMC/ WK/ BOARD	Ongoing	Change needed – develop awareness of, and comply with, international regulations	4

	Objective		Quality measures	Owner/ Others	Timeframe	Readiness for Internationalization	Status
(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	JMC/ 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.	JMC/ 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
(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	New format Risk and opportunity register in place Updated and reviewed at each sub-committee and Board meeting.	WK	September 2021	Change needed – potentially different parameters would apply to international development	4

Objective		Quality measures	Owner/ Others	Timeframe	Readiness for Internationalization	Status
		skills to meet member requirements.	Insurance, IT support and protection in place.				
		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.	JMC/ 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.	JMC/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 that is maintained and updated regularly.	Staff handbook reviewed and updated annually. Awareness of current legislation and good practice maintained.	JMC/WK	February 2021	Change needed – develop awareness of, and comply with, international regulations	4
		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: A Community 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.

Highlights: December 2021 – March 2022

Sustainable operations planning

The organizational development plan for the DPC in Australasia (2022-2025) was sent to all stakeholder group representatives as a draft on 9 November and signed off by the stakeholder group in December.

Renewal of Memorandum of Understanding and Management Protocol

The initial Memorandum of Understanding between the DPC and University of Melbourne and associated Management Protocol lapsed on 1st January 2022, and a new revised memorandum has been signed which commits parties to three years more collaboration, and updates the strategic objectives of the Memorandum in line with the Business Development Plan.

Recruitment of new Head of DPC Australasia and Asia Pacific

In line with the Business Development Plan, the role of Head of DPC Australasia and Asia Pacific has been upgraded to full time. Consequently Jaye Weatherburn has stepped back to her substantive role within the University of Melbourne and a recruitment is progressing for a new officer to take on this role.

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. 4th Anniversary celebration for Australasia Preserves attracted 30 attendees for an informal discussion around emerging needs and challenges for digital preservation. Attendees included a wide range of institutions and career stages: small medium and large cultural institutions; and university staff as well as students discussing their research.

Ongoing member support

Answering queries, facilitating knowledge exchange with DPC members.

Forward Plan: March 2022 – June 2022

A detailed working proposal has been presented to the DPC Board and DPC Aus Stakeholder Group for discussion and approval.