

## Report to Council and Forward Plan, March – June 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 March – June 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 work. Significant effort has gone into conference planning. At the time of writing some 19 long papers, 42 short papers, 11 panels, 29 posters, 9 workshops and 5 tutorials have been accepted with three more tutorials on hold subject to platform confirmation. A four-day programme has been devised and is on schedule for publication on 18<sup>th</sup> June. 105 registrations have been received and another 42 are in process through the DPC supported programme.
- Robin Wright has joined the DPC team to the new full-time role of Head of DPC Australasia and Asia Pacific. She started on 16<sup>th</sup> May. In addition the Australasia and Asia Pacific Stakeholder group has met for the first time since the new Memorandum of Understanding was signed.
- The DPC 'Champions' programme is now live, a major milestone to improve internal communications across our growing membership.
- There has been significant growth in membership this quarter, including our first North African member (the American University in Cairo) and the global drinks firm Diageo.
- The Digital Preservation Skills Framework is now complete and ready for trial.
- We have completed an expanded round of 'supporter' webinars with presentations from 8 out of 9 vendors.
- The digital preservation awards are hitting milestones towards announcement at iPres.
- The DPC staff team met face to face for the first time since February 2020.

## 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: March – June 2022

#### Organisational membership growth

Since the last meeting, the DPC has 8 new Members. 2 Full: University of Pretoria (21/04/2022), University of the Witwatersrand Library (23/03/2022) and 6 Associate: Queen's University Belfast (13/04/2022), American University in Cairo (04/04/2022), Heriot-Watt University (29/03/2022), Royal Melbourne Institute of Technology (RMIT University) (29/03/2022), City of Edinburgh Council (12/03/2022) and Diageo (24/05/2022). This represents a total of 133 (33 Full Members and 100 Associate Members). In addition, the BBC has upgraded to full membership. This exceeds membership growth targets for both Full and Associate members with a total of 4 Full Members and 9 Associate Members for the year to date, from August 2021.

#### DPC Champions

Staff have begun their DPC Champions program by making contact with each of the DPC Members. This is 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. Already staff are seeing benefits in increased levels of understanding, and informal feedback suggests that members are also seeing the benefit.

#### iPRES2022

The iPres 2022 programme building is underway with all proposals reviewed and submitters notified. The Ad Hoc Call for Contributions is now open until July.

#### Online fora

During this period, DPC held its annual Digital Preservation Futures webinars series which showcase DPC Supporter products and services and explore topics in the member interest: namely environmental and economic issues. While the webinars received a good number of registrations, actual turnout dwindled as the series progressed, and the level of actual engagement within the webinars was low – only one or two members took the opportunity to converse with the Supporters. The level of feedback received was also low, albeit generally positive, but with one or two suggestions for a different/more structured approach in future, e.g. *In order to aid comparing/contrasting potential vendors a more structured set of questions (including egress, price, storage, preservation techniques) would be really helpful. Too late for this year, but perhaps helpful for next?*

#### Translations

Translations of key DPC resources continue, with versions of the DPC RAM offered in Turkish since the last meeting. This brings our portfolio of translated documents to 11, as follows: Digital Preservation Handbook (French, Italian); DPC Rapid Assessment Model (Spanish, French, Italian, Portuguese, Japanese, Turkish); Executive Guide on Digital Preservation (French, Spanish, Arabic). A further conversation is in progress with the Association Aristote, a French non-for-profit association which brings together French research organizations, universities, companies and associations with a view to formalising a partnership which would facilitate translations of many more of the DPC resources into French.

**Forward Work Plan: June – September 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	<ul style="list-style-type: none"> <li>• News and updates on the website</li> <li>• Amplified through email list(s) and social media</li> <li>• Weekly digest by email</li> </ul>	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"> <li>• Connecting the Bits</li> <li>• Weekly Blogs</li> <li>• #DPConnect/ #DPclinic</li> </ul>	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"> <li>• New member prospects</li> <li>• Incorporate inclusion and diversity actions</li> </ul>	SLM	August 2022	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"> <li>• Development and application of comms plan for new member prospects</li> <li>• Support with Aus communications</li> <li>• Completion and release of more translated resources, as per Translations Strategy</li> </ul>	SLM	August 2022	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"> <li>• Six new associates and two new full members each year</li> <li>• New Supporter targets</li> </ul>	SLM/WK/RW	Complete	5

	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"> <li>Retain all current members/ Supporters</li> </ul>	SLM/WK	Ongoing	
		No change	<ul style="list-style-type: none"> <li>Review candidates for honorary personal membership with Board / As part of DPA2022</li> </ul>	WK/Board		
(e)	1.e.1 Welcome and Inclusion	Change possible – awareness raising through newly identified comms channels	<ul style="list-style-type: none"> <li>Review of inclusion and diversity across DPC work</li> <li>Meeting of working group</li> <li>Review of strategic areas (see above)</li> </ul>	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: March - June 2022

#### Digital Preservation Awards

The Digital Preservation Awards opened for nominations on 25<sup>th</sup> February and closed on 25<sup>th</sup> April. Within that time a low number of nominations was received: 16 in total (with one in 4 categories) and no entries for the Student Award, compared with c. 30 in previous years. We think that this initial low number was due to 'message fatigue' as the call for nominations overlapped with the Call for Proposals for iPres and a number of other conferences. One nominator asked for an extension, so during the extended period further nominations were sought and resulted in an extra 10 nominations being made. This resulted in a breakdown as follows: 4 x 20th Anniversary Award; 3 x Collaboration and Cooperation Award; 4 x Industry Award; 3 x Research & Innovation Award; 3 x Legacy Award; 5 x Student Award; 3 x Teaching & Communications Award.

We now have a good set of nominations, and the process continues with the first Judges meeting for shortlisting on 31<sup>st</sup> May. The awards presentation is planned to take place on Monday 12<sup>th</sup> September at iPres, followed by an informal winners' dinner.

Sponsorship has been secured for all category awards, and for the ceremony, and we are very grateful to The National Archives UK, National Records of Scotland, the Software Sustainability Institute, Research Data Alliance, ICA, the Netherlands Institute for Sound & Vision through Dutch Digital Heritage Network, HSBC and abrdrn for this.

### Forward Work Plan: June – September 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	<ul style="list-style-type: none"> <li>Continue to engage with language communities to create translations according to strategy</li> <li>Translations of other resources</li> </ul>	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"> <li>Respond as opportunities arise</li> <li>Circulate to DPC members for input/review/information</li> </ul>	WK	As required	4

	Objective	Internationalisation impact	Quality measures	Owner/ Others	Timeframe	Status
(c)	2.c.1 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"> <li>Judges shortlisting meeting (31<sup>st</sup> May)</li> <li>Communications with/ about finalists (early June)</li> <li>Ceremony arrangements (June – Sep)</li> <li>Online interviews (11<sup>th</sup> July)</li> <li>Preparation of promotional material (July – Aug)</li> </ul>	SLM	Presentation 12 Sept 2022	5
(d)	2.d.1 Update Bit List	No change	<ul style="list-style-type: none"> <li>Plan for light revision to be published on WDPD2022</li> <li>Develop framework for sustainable stewardship of the Bit List</li> </ul>	SLM/WK	Nov 2022	4
	2.d.2 Plan and execute WDPD2022	No change	WDPD2022 will take place on Thursday 3 <sup>rd</sup> November: <ul style="list-style-type: none"> <li>Determine theme and planned activities</li> <li>Issue 'Save the date'</li> </ul>	SLM	Aug 2022	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 – March to June

#### Career Development Fund

In this quarter, seven grants were awarded for four advertised Career Development opportunities. These include: 1 grant for the online IS&T Archiving conference (7-10 June); 3 grants for the online IDCC conference (13-16 June); 1 grant for in-person attendance at the IDW conference in Seoul, South Korea (20-23 June); and 2 grants for the online DCDC conference (11-15 July).

Two applications were received for the advertised grant supporting the PGCert in Digital Curation online course at the University of Salford. Seven applications were received for the advertised travel grants for iPRES 2022. Amy has also been administering the nominations for member-supported places at the iPRES conference. The review process for both grant opportunities is currently underway.

An open call was advertised on 26th May for two grants supporting members' attendance at the ARA 2022 Conference in Chester, UK. Advertised calls for the next quarter are likely to include grants to attend the hybrid Australian Society of Archivists 2022 conference (October 2022); the International Conference on Theory and Practice of Digital Libraries (TPDL) taking place in Padua, Italy (September 2022); the Fédération Internationale des Archives de Télévision / The International Federation of Television Archives (FIAT/IFTA) conference taking place in Cape Town, South Africa (October 2022); and the virtual Southeast Asia Regional Branch of the International Council of Archives (SARBICA) Symposium (November 2022).

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

Routine administration of the N2KH course has continued with 127 registrations and 74 learners completing the learning pathway in the period covering March to May. The learning pathway also celebrated its 2<sup>nd</sup> anniversary on 1<sup>st</sup> April. In the two years since its launch 3427 learners have registered for N2KH and 2344 (68%) have completed the learning pathway.

#### NDSA Staffing Survey

Sharon continued to participate in the work of the 2021 NDSA staffing survey group. Analysis of the results has been completed and writing of the final report is underway, with publication planned for August 2022. The group's iPres panel session proposal has been accepted and Sharon will participate in this alongside the project team leaders Lauren Work (University of Virginia) and Elizabeth England (NARA), as well as Shira Peltzman (UCLA) and Juana Suárez (NYU).

#### Competency Framework Project

Good progress has been made on the Competency Framework project in this quarter. Final edits were made to the framework based on feedback received at the March Workforce Development Sub-Committee meeting and work on drafting the accompanying written guidance is near completion.

The accompanying audit toolkit (DPC CAT) has also now been developed. The toolkit allows organizations to examine the competencies of individual staff members and to assess the suitability of job/role descriptions. For organizations who have completed a RAM assessment, they can also compare their current competency levels with those required to support their current and target levels of digital preservation maturity. A pilot of the audit toolkit has also been arranged with participants from ABRDN, the EU Publications Office, the Nuclear Decommissioning Authority (NDA), and the University of Melbourne.

With the Competency Framework and DPC CAT nearing completion, a launch date of 15<sup>th</sup> June for member preview has been set. Two webinars will be held, scheduled to be convenient for as many DPC members as possible, which will provide members with an introduction to the Framework and demo of DPC CAT. The resources will be available on the DPC website from this date for those with a member login.

The framework and toolkit have also been previewed for the NDA project steering committee and at a meeting of the Edinburgh Preserves group. Further communications will include two proposals accepted for the iPres conference: a tutorial on tools for capacity building also covering DPC RAM, and a long paper on the development of the Competency Framework. A full public launch of the Framework and DPC CAT is planned for mid-October.

#### **Collaboration with the BitCurator Consortium**

Sharon attended a meeting with the python study group co-ordinators meeting on 10<sup>th</sup> March which discussed future plans for the programme. It was decided that a survey would be sent to participants to gauge what had worked well and what could be improved before plans were made. The next meeting is set for 9<sup>th</sup> June and will consider the results of the survey and next steps.

#### **Other Activities**

- Amy presented a session to students from the University College Dublin on 7<sup>th</sup> April 2022 on introductory topics of digital preservation which included an informal discussion panel with other DPC staff.
- Amy and William presented at a UKRI STFC Open Science Café session on 5<sup>th</sup> May 2022 on 'Cooperation and Collaboration for Preservation in Open Science'.
- Sharon participated in a workshop run by the British Library on skills required for those involved in the data lifecycle of Cultural Heritage organizations, from data creators through to repository staff.
- Sharon acted as an external reviewer for proposed updates to digital preservation course content offered by the University of Liverpool as part of their Masters in Archives and Records Management.
- 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 iPres 2022 and the DPC Champions programme.



**Forward Plan**

Objective	Project/Task	Priority	Owner/ Others	Timeframe	Readiness for Internationalization	Status
(a) <b>Understanding and prioritizing training needs.</b>	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 late-2022	No change needed	3
(b) <b>Provide training and training materials.</b>	Advocacy Training	High	SLM/SM M	26/28 July 2022	No change needed	4
	Beginners Web Archiving Online Training	Medium	SMM	TBC – Awaiting approval from IIPC	No change needed	4
	Risk Management for Digital Preservation	Medium	AC	Oct 2022	No change needed	3
	Maturity Modelling Online Training	High	SMM	Oct 2022	No change needed	3
	DP Handbook Review	High	SMM/AC	Full plan for Q3 sub-comm meeting	No immediate change needed – encourage/ facilitate translations	3
	Online Training Administration	High	EO'L/SM M/AC	Ongoing	No change needed	4
	Advertise Career Development Fund Grants	High	AC/SMM	Ongoing	Change actioned – more international opportunities being offered	4
(c) <b>Providing scholarships so that members' workforces can attend training and other career development opportunities</b>	Process "On Spec" CDF Grant Applications	High	AC/SMM	Ongoing	No change needed – continued promotion	4
	Labour market analysis	Medium	AC	End of 2022	Change needed - include more international ads	4
(d) <b>Analysis of the digital preservation labour market and facilitating career development.</b>	Digital Preservation Competency Framework	High	SMM/AC	Member release June 2022	No change needed	4
	Guest lecture contributions	Medium	AC/SMM /WK	Ongoing	Change needed – require links with non-UK initiatives.	4
(e) <b>Providing support for new educational and workforce development programmes in digital preservation.</b>	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.

### Activities March-May

- [Workflow webinar and COWathon \(March 2022\)](#)

The planned series of 2 workflow webinars was combined into one event due to illness of two of the speakers, but this event was again well attended and we will repeat the same format with new speakers next year.

- [Where are we now? Mapping progress with geospatial data preservation \(March 2022\)](#)

A well-attended briefing day Where are we now? Mapping progress with geospatial data preservation, took place at the end of March. Recordings of the presentations are available for DPC Members.

- [Launch of DPC Procurement Toolkit v2.0 with brand new Core Requirements for a Preservation System \(May 2022\)](#)

Version 2 of the [DPC Procurement Toolkit](#) was released to members and the public. As well as a revision of existing content, the new Core Requirements section was developed as part of the NDA preservation project. It provides a considerable enhancement to the Toolkit as a whole, providing what can be used as an advocacy tool or a starting point for the development of repository requirements.

- **New Technology Report: [Preserving Design and Construction Records](#) on public release (June 2022)**

Our Technology Watch Report entitled “Preserving Design and Construction Records” was released to the public at the beginning of June. The Report was written by Aliza Leventhal and Jody Thompson and was produced in conjunction with the Nuclear Decommissioning Authority.

- **Computational Access guide**

The DPC continues to work 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. After our expert workshop in February we have been working on the text of a beginners guide to computational access for digital preservation practitioners. We are planning to launch this at an event in July: <https://www.dpconline.org/events/event-lowering-barriers-comp-access>

- **ARCW Introductory Guide to Digital Preservation for Small Businesses**

Work has been completed on this small project for ARCW to provide basic digital preservation guidance for small businesses in Wales. A short, illustrated guide has been produced which provides entry level information on digital preservation and ideas for steps that can be taken to begin to address the challenge. This piece of work has been submitted to ARCW for release on their website. Going forward, the DPC will be considering how to make this text more widely available.

- **#DPClinic sessions**

Our informal #DPClinic sessions this quarter have covered the topics ‘Preserving WhatsApp’, ‘Persistent Identifiers’ and ‘Embedded Files’. We are keen to gather ideas for our programme in the Autumn.

- **Ongoing member support**

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

**Forward Plan**

Objective			Priority	Owner/ Others	Timefram e	Internationali zation Status	Status
(a)	<b>Engagement with cutting edge research and development projects</b>	4.a.1 Plan, manage, deliver and evaluate projects	High	PRW	Project dependent	N/A	4
(b)	<b>Undertaking informal consultancy and mutual support for member initiatives</b>	4.b.1 Provide support to members	High	PRW	Ongoing	Member support possible remotely but travel likely to increase	4
(c)	<b>Providing accessible but authoritative publications</b>	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)	<b>Delivering specialist briefing days based on members' needs and broadening access to specialist briefing and training events</b>	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)	<b>Providing expertise and practitioner networking events</b>	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)	<b>Supporting thematic task forces and working parties</b>	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 March-May

#### 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:

- A well-attended briefing day [Where are we now? Mapping progress with geospatial data preservation](#), took place at the end of March. Recordings of the presentations are available for DPC Members.
- Jenny and Michael gave a short presentation at the “Designing Storage Architectures” annual online conference organized by the Library of Congress. Submissions on the work of the project and DPC RAM were accepted for the forthcoming iPRES 2022. A proposal was also accepted for the 11<sup>th</sup> annual conference of the network of energy archives, EOGAN 2022, which will take place 9<sup>th</sup>-10<sup>th</sup> June (free registration is available at <https://www.eventbrite.com/e/eogan-2022-the-role-of-energy-archives-in-present-future-energy-policies-tickets-320663883307>).
- Work funded by the project to develop the DPC’s new Competency Framework and Audit Toolkit has been making good progress. The NDA and three other institutions will pilot the Competency Audit Toolkit (CAT) from mid-June to mid-August, which will be revised in light of feedback and launched at iPRES 2022.
- DPC staff have continued to provide the NDA with broader support on digital preservation issues. For example, offering feedback on a survey targeting archivists working in the nuclear industry across Europe, starting work on a checklist for procuring IT systems intended to hold data of long-term value, and giving advice on the preservation of digitized archival materials.
- A blog post was published, summarizing the NDA-funded work to update the DPC’s Procurement Toolkit, notably the statement of a set of “Core Requirements for a Digital Preservation System” <https://www.dpconline.org/blog/blog-michael-popham-jen-mitcham-procurement-toolkit>
- Unfortunately work on the database preservation sub-project has had to be put on hold, as Sellafield have struggled to find the necessary resources to enable them to engage fully. The NDA-DPC project Steering Group is currently reviewing available options – from deferring the project to a later date, to channelling efforts into other areas of work which will benefit the NDA.

#### DPC Rapid Assessment Model (RAM)

- We held two new ‘RAM-balance’ events in April and May this year to provide individual support for Members who wanted some help or advice on DPC RAM: <https://www.dpconline.org/events/past-events/rambalance-2022>. These events were timed to coincide with our annual call for RAM submissions and allowed Members to book a drop in session to chat to the DPC about RAM. We had 6 bookings for these sessions and the sessions went well, covering a range of different topics and challenges. We anticipate running similar RAM sessions next year.
- At the beginning of April, communication went out to all Members to encourage them to carry out a RAM assessment and share it with the DPC by the 1<sup>st</sup> June.
  - A new FAQ page was created on the website to try and cover the questions we regularly get asked about this: <https://www.dpconline.org/digipres/implement-digipres/dpc-ram/ram-faq-for-dpc-members>
  - As a result of the call for RAM assessments, additional time has been spent this quarter responding to questions about RAM and providing ad hoc RAM support to Members. Activities have included a series of RAM workshops for a Full Member to facilitate a collaborative self-assessment using DPC RAM.

#### NDSA collaboration

- Jenny Mitcham and Angela Beking of Library and Archives Canada are now co-chairs of the Levels of Preservation steering group. Bradley Daigle has now stepped down as chair.

**Forward Plan**

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

\* 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 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 March-May

#### Management Accounts, Budgets and Forecasts

Management accounts to 30<sup>th</sup> April 2022 have been prepared along with an updated 5-year forecast and will be discussed under a separate item on the agenda.

#### New Members

Quarter 3 has seen completion of registration of several new members join the DPC with two full members and 8 associates as follows:

- Cabinet Office of UK Govt – Associate
- Archivo Nacional de Chile – Associate
- City of Edinburgh Council – Associate
- University of Witwatersrand – Full
- Royal Melbourne Institute of Technology – Associate
- Heriot Watt – Associate
- American University in Cairo – Associate
- Queen’s University Belfast – Associate
- University of Pretoria – Full
- Diageo - Associate

This brings our total membership to 133 at the end of Q3 with 33 full members and 100 associates.

#### Review of Policy – Cyber Security

Work has been undertaken since the meeting on our policies and procedures with our Cyber Security policy being identified as being most pertinent and urgent to update. We now have a draft Cyber Security policy in place which provides staff with guidance where potential problems may occur and how to deal with them.

We have identified that our email, website and online meetings as being potential areas that could be targeted. This being the case and after research and discussions with some experts in the area, we have moved our access passwords to a Password Manager system so our passwords across these areas remain strong and secure. As a registered charity, we can access such a programme at a discounted rate. This is being rolled out in May to staff and will provide feedback once this has been in place.

#### DPC Champions & CRM

We reported on the work carried out with the CRM at the last meeting which continues to help manage membership information and has been key in assisting all staff in the early “Champion” calls. This system is constantly evolving as we have our champion calls so that we can better utilise the information gathered so we can make more informed decisions and identify trends and gaps where we can best serve the membership. Thanks to Ellie O’Leary for her continued work as the CRM continues to grow and adapt.

#### iPRES 2022

Early bird registration opened on 4<sup>th</sup> April and closes at the end of July 2022. Early registrations have been encouraging and we have a lot of other promises of registration to come.

We also launched the Supported iPres 2022 Registration for DPC Members in early April. This offer is designed to ensure a wide representation of the DPC community at the conference, especially by those who would not

otherwise be able to participate. This offer is made in good faith to add value and expanding participation. It should not substitute existing budgets. Where in-person attendance is impossible, online attendance can be substituted.

We are particularly looking to encourage applications that support:

- Early years’ professionals or junior members of staff who might not normally be able to attend
- Those who would face barriers to attendance, such as lack of access to funding or difficulties receiving approval for development opportunities
- First time attendees
- Additional attendance by agencies already committed to sending one or more delegates.

The current working iPres 2022 budget is included within Executive Board papers. As numbers become more definite and the programme is finalised, we will provide a final budget once we commit to the number of rooms required at the venue etc. We currently have a hold on certain areas of the venue but there is great flexibility to expand as required and budget allows.

#### Accreditation – Investors in People / ISO9001

At the most recent Executive Board meeting, it was suggested that we consider the above two accreditations for the coalition. Initial discussions have been held with both bodies to find out costs and time commitments etc. Both options will take some staff time and there are varied pricing options. The Management and Governance Sub-Committee convened to review these accreditations with the aim of looking to progress one later in the year after the work on iPres 2022 has been concluded and in line with the launch of the new strategic plan. It recommended an alternative, to investigate is the possibility of accreditation regarding an environmental issue such as measuring carbon footprint etc.

#### Staffing matters

Staff continue to work from home most of the time with periodic visits to our offices in York and Glasgow. A face-to-face staff meeting was held in April in Glasgow for the first time in over 2 years. We took this opportunity of being together to view the premises for iPres 2022 and for a staff meal “leaving night” for our former colleagues Alyson Campbell and Sara Day Thomson. A future staff face to face meeting is scheduled for York in late June. Finally, we are delighted to welcome Robin Wright to join the DPC staff in May as Head of DPC Australasia & Asia-Pacific. Robin officially joins the team on Monday 16<sup>th</sup> May.

#### Forward Plan

Objective	Quality measures	Owner/ Others	Timeframe	Readiness for Internationalization	Status	
(a) <b>Broaden the revenue base of the Coalition</b>	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



Objective		Quality measures	Owner/ Others	Timeframe	Readiness for Internationalization	Status	
(b)	<b>Discharge all appropriate statutory and legal functions</b>	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
(c)	<b>Ensure good governance</b>	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

Objective		Quality measures	Owner/ Others	Timeframe	Readiness for Internationalization	Status	
		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)	<b>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</b>	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)	<b>Ensure financial sustainability</b>	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

Objective		Quality measures	Owner/ Others	Timeframe	Readiness for Internationalization	Status	
		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)	<b>Maintain core skills and capacities</b>	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

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## 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: March – May 2022

#### **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. Jaye Weatherburn stepped back to her substantive role within the University of Melbourne and Robin Wright joined the DPC in May 2022 in this expanded role. Robin has been active meeting and engaging with members and colleagues in Australasia and a meeting of the DPC Australasia and Asia Pacific Stakeholder group has been scheduled for 10<sup>th</sup> June. This will review the current operational plan for the Melbourne office against members' changing needs and in the light of the DPC's global program.

#### **Ongoing member support**

Answering queries, facilitating knowledge exchange with DPC members.

### Forward Plan: June – September 2022

The DPC Aus Stakeholder Group will discuss and review plans in June, with a new workplan to be defined from 1<sup>st</sup> August.