Report to Council and Forward Plan, June – September 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 objectives of the DPC's Strategic Plan. A new strategic plan was adopted officially in August 2022 reducing the number of report headings from seven to five and introduced a need for a comprehensive reassessment of the workplan and risk register. At the same time, however, DPC staff were deeply engaged in planning the iPres conference to mark our twentieth anniversary. Consequently the Executive Board cancelled its scheduled meeting for September 2022 and requested a report on activities to ensure accountability and to raise any material concerns or risks that had arisen.

This report on DPC activities was included as part of a briefing to the Board in September 2022. It is structured around the seven objectives of the DPC strategic plan 2018-22:

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

Reports for each area have also been presented to a Sub-Committee of the Board as a prompt for discussion and a record of progress.

Highlights June – September 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 in front of the DPC. A major surge in registrations at the start of August caused us briefly to suspend registration and move to a much larger configuration of the venue. A five-day programme is scheduled online and in person for upwards of 650 delegates.
- There has been significant growth in membership this quarter, including two new full members (British Film Institute and the University of Southampton), the Art Gallery of New South Wales and Charles Sturt University in Australia, as well as the V&A Museum and EUMetSat
- The Digital Preservation Awards are ready for announcement at iPres.
- The Audit for 2021-2 is now under way.

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: June – September 2022

Organisational membership growth

Since the last meeting, the DPC has 7 new Members: V&A (30 June, Associate), Art Gallery NSW (4 August, Associate), University of Southampton (8 August, Full), EUMETSAT (1 August, Associate), Charles Sturt University , British Film Institute (Full 12th September) and Banca de Espana.

iPres 2022

June marked the publication of the full indicative iPres 2022 program, triggering registration for both in-person and the online attendance. We secured Platinum sponsorship from CDW and the National Archives, 7 Gold sponsors (amongst others Arkivum and Preservica) and 3 Silver sponsors. With bursaries from Portico, the NPDD and the DPC supported registration program we saw a new increase in registrations, also enabling participation from under-represented countries.

The call for ad hoc activities closed end of July, enriching the conference program with lightning talks, digital preservation games, a book discussion session and a career development program, offering short mentor chats during the conference.

Community engagement is high with social media numbers rising to 477 followers on Twitter, 30 on Facebook, 69 on Instagram, 25 on Tiktok and 128 subscribers to the iPres 2022 Newsletter. In August, the Bake-Off Challenge was published to engage vendors and developers in an active role during the conference.

At the time of writing, the iPres 2022 conference is fully booked with 441 delegates attending in person. 168 delegates will attend online, and online registration remains open until 1 September. The final program (with only minor changes to the indicative program) will be published before the end of August. Both the Program Committee and the Local Organizing Committee are busy preparing the final details for iPres 2022.

Forward Work Plan: September – November 2022

Based on the NEW Strategic Plan 2022 – 2027:

	Objective	Quality measures	Owner	Timeframe	Status
(a)	Extending our invitation to participation and collaboration	Delivery of: • iPres conference • DPA2022 • WDPD2022 • #DPConnect and #DPClinic • Supporter Program	SLM/WK/AP SLM SLM/AP DPC team SLM	Sep 2022 Sep 2022 Nov 2022 From Sep 2022 Aug 2022	4* Supporter prog needs work
(b)	Expanding core membership	• Engagement review and target setting • New Supporter Program/targets • Retain all current members/ Supporters	SLM/AP/EOL SLM DPC team	Sep 2022 Aug 2022 Ongoing	4* Supporter prog needs work

		• Review candidates for honorary personal membership with Board / As part of DPA2022	SLM/WK	Sep 2022	
(c)	Enabling meaningful communications with and between members, and with the digital preservation community globally.	• Comms review and planning: ○ News and updates on the website ○ Amplified through email list(s) and social media ○ Weekly digest by email ○ Weekly Blogs ○ #DPConnect/ #DPClinic	SLM/AP	Sep 2022	5
(d)	Ensuring our programme is accessible and inclusive so that members and the broader digital preservation community can engage on an equitable basis, delivering and deriving mutual benefit from participation.	• Review of Welcome and Inclusion policy with practical applications for event planning and delivery • Translations	SLM/AP	Sep 2022	5
(e)	Understanding and enhancing the environmental sustainability of the DPC's digital platforms.	• Comms audit and target setting	SLM	By July 2023	Not begun

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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 25th February and closed on 25th 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 31st May. The awards presentation is planned to take place on Monday 12th 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 abrdn 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	• 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 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?	• Judges shortlisting meeting (31st May) • Communications with/ about finalists (early June) • Ceremony arrangements (June – Sep) • Online interviews (11th July) • Preparation of promotional material (July – Aug)	SLM	Presentation 12 Sept 2022	5
(d)	2.d.1 Update Bit List	No change	• Plan for light revision to be published on WDPD2022 • Develop framework for sustainable stewardship of the Bit List	SLM/WK	Nov 2022	4
	2.d.2 Plan and execute WDPD2022	No change	WDPD2022 will take place on Thursday 3rd November: • Determine theme and planned activities • Issue 'Save the date'	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 – June to August

Career Development Fund

In this quarter, five grants were awarded for three advertised Career Development opportunities. These include 2 grants for the ARA 2022 Conference in Chester, UK; 1 grant for the ASA 2022 conference in Canberra, Australia; 2 grants for the FIAT/IFTA in Cape Town, South Africa. Seven additional applications were received for the advertised travel grants for iPres 2022 (14 total awarded). Amy has also administered the applications for member-supported places at the iPres 2022 conference, as well as for Portico and DPC-supported bursaries which will provide funding for 6 individuals from under-represented countries and/or from low- and middle-income countries to attend iPres 2022 in Glasgow. There are three open calls at the time of writing. These include grants for the 1st International Conference on FAIR Digital Objects in Leiden, the Netherlands (26-28 October); travel grants for the free-registration 6th Edition of the No Time To Wait Conference in The Hague, the Netherlands (26-28 October); and grants for the 2022 Virtual Southeast Asia Regional Branch of the International Council of Archives Symposium (15-17 November). Three 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 attending the IDCC 2022, DCDC 2022, and IS&T Archiving 2022 conferences. Advertised grant opportunities planned for the incoming membership year are featured in the DPC Prospectus 2022- 2023. Other opportunities continue to be explored such as the PV2023 Conference at CERN, Information & Records Management Society (IRMS) Conference, Australian Museums and Galleries Association (AMaGA) Conference, and Library Juice online courses.

The Career Development Fund Guidelines document was revised following consultation with the sub-committee at the last meeting. The guidelines now include the £1500 limit for member self-identified grants (1x year for Associate members, 2x year for Full members), a 4-week timeframe for consideration of short notice applications, and note about current DPC staff recusing themselves in cases where an applicant is a former staff.

Novice to Know-How (N2KH) Online Training

Routine administration of the N2KH course has continued with 101 registrations and 40 learners completing the learning pathway in the period covering June to July (please note: learner access for August is still live).

Getting Started with Advocacy for Digital Preservation Training

On 26th and 28th July, Sharon and Sarah Middleton ran the DPC's 2-part advocacy training course, with 2 sessions for each day to cover a range of member time zones. More than 30 joined the course and feedback has been positive. The course will be repeated again in 2023.

NDSA Staffing Survey

Sharon continued to participate in the work of the 2021 NDSA staffing survey group, helping to prepare data visualizations for the report. The final draft has now been passed to the NDSA's Communication and Publications team for review, to allow release by the end of August. Members of the iPres 2022 panel have also been meeting to discuss preparations and content for the session.

Competency Framework Project

Good progress has been made on the Competency Framework project this quarter, with the full public launch expected by the end of October 2022. A beta release of the Competency Framework and

Competency Audit Toolkit (CAT) was offered to DPC Members from 15th June. This included two webinars held for different time zones to provide members with an introduction to the new resources. These resources are now available on the [DPC website](#) [with a member login](#).   CAT 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 toolkit has been completed with feedback received from ABRDN, the EU Publications Office, the Nuclear Decommissioning Authority (NDA), the National Library Board of Singapore, and the University of Melbourne. Based on the feedback received, final edits are being made to the framework, toolkit, and accompanying resources.

This work will be completed ahead of a soft launch of the Framework and DPC CAT at the iPres 2022 conference in Glasgow. This will coincide and align well with the scheduled iPres tutorial on tools for capacity building also covering DPC RAM, and a long paper on the development of the Competency Framework. Sharon and Amy have also presented a NLBS X DPC Digital Preservation Talk on 27th July on the topic of Digital Preservation Skills for Practitioners, focusing primarily on the Framework and CAT. More than 190 people attended the talk online.

Collaboration with the BitCurator Consortium
The DPC has come to a preliminary agreement with the BitCurator Consortium (BCC) to assume primary organizational responsibility for supporting an ongoing program of Python study groups, as piloted by the BCC. The BCC will also continue to provide support for the program. Sharon, Amy, and Paul attended a meeting with the python study group co-ordinators meeting on 27th July to discuss and approve the proposed plans for the programme. A formal workplan will now be drafted with preparatory work to take place in the final quarter of 2022, ahead of a relaunch in early 2023.

Other Activities
- Sharon and Amy have been invited to present a session to students from the University College London in November on introductory topics of digital preservation with an informal discussion panel with other DPC staff. The tentative date is for 1st November 2022.
- Amy was invited to be part of the European Commission Expert Review Panel for the ARCHIVER project, with the panel scheduled for 27th September 2022.
- Amy has been involved in the coordination and review of the 2022 BitList and will present a lightning talk about this at iPres 2022.
- Sharon participated in the book sprint to update the Business Case Toolkit in June.
- Sharon has contributed to the formation of a Digital Preservation Working Group at the Scottish Council on Archives, through her role as a trustee. This included a presentation on DPC's RAM at the August meeting.
- Sharon and Amy also spent significant amounts of time in this period contributing to the organization and administration of iPres 2022. This has included participation in the Local Organizing Committee, administering DPC-supported registrations, arranging a variety of supplies, producing blogs and "Scots Word of the Week", and gathering together local information and recommendations for attendees.

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 late2022	No change needed	3

(b)	**Provide training and training materials.**	Advocacy Training	High	SLM/SMM	Completed for 2022	No change needed	5
		Beginners Web Archiving Online Training	Medium	SMM	TBC – Awaiting approval from IIPC	No change needed	4
		Risk Management for Digital Preservation	Medium	AC	Nov 2022	No change needed	3
		Maturity Modelling Online Training	High	SMM	Nov 2022	No change needed	3
		DP Handbook Review	High	SMM/AC	Full plan for Q4 sub-comm meeting	No immediate change needed – encourage/ facilitate translations	3
		Online Training Administration	High	EO'L/SMM/AC	Ongoing	No change needed	4
		Advertise Career Development Fund Grants	High	AC/SMM	Ongoing	No change needed	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	End of 2022	Change needed - include more international ads	4
(d)	**Analysis of the digital preservation labour market and facilitating career development.**	Digital Preservation Competency Framework	High	SMM/AC	Public release Oct 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.

Activities June-August

- **WARC Preservation Community Discussion (June 2022)**

DPC's WAPWG collaborated with the Bit Curator Consortium to hold an online community discussion focused on the preservation of WARC files and their contents.

- **Business Case Toolkit Booksprint (June 2022)**

A two-day booksprint brought the DPC Team together with Members and Supporters to write new content for a revision of the Business Case Toolkit. Excellent progress was made in this online event, to create material for all the sections of a revised Toolkit. The DPC Team will now complete the editorial work to draw the content together and present it in a similar style and structure to other DPC Toolkits. Thanks go to all the participants.

- **NLB x DPC: Digital Preservation Talks (July 2022)**

The DPC Team delivered to talks on preservation topics for NLB Singapore with the aim of engaging with the wider southeast Asian digital preservation community.

- **Computational Access guide and launch event (July 2022)**

The DPC published a beginners guide to computational access to Members at a launch event at the beginning of July. This was later followed by a 'watch party' in the Australasian time zone. The guide includes definitions of key terms, an overview of approaches, tips on getting started and useful resources to explore. The launch event provided a range of helpful computational access case studies which have also been embedded within the guide. The guide has now been released to the wider community.

- **#DPClinic sessions**

Our informal #DPClinic sessions are currently taking a summer break but in our session in June we had an interesting discussion with Aliza Leventhal and Jody Thompson about their Technology Watch Report on Preserving Born-Digital Design and Construction Records. We are keen to gather ideas for our programme in

- **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.

Activities June-September

- **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:
  - Two Members-only webinars were held to launch the DPC's new Competency Framework, which has been designed to identify the key competencies required to undertake successful digital preservation; it can also be used for a variety of purposes, such as structuring professional development, aiding recruitment, and assessing curricula. A Competency Audit Toolkit (CAT) accompanies the Competency Framework to help facilitate the audit of digital preservation skills at individual and organizational levels. Both the framework and audit toolkit can be used by anyone involved in digital preservation, including practitioners, managers, students, or educators. The NDA funded the audit toolkit and are trialling this over the summer.
  - Work began on developing a description of the "designated community" for the NDA's digital archives.
  - Progress has been made on developing a checklist for procuring IT systems intended to hold data of long-term value.
  - DPC staff are involved in a number of sessions at the forthcoming iPRES 2022 Conference, and have produced papers on the work of the NDA project, and developments with the RAM.
  - Discussions continued with the NDA around work to replace the proposed database preservation project, and whether this NDA-DPC collaborative project would be extended into a third phase.
- **DPC Rapid Assessment Model (RAM)**
  - The deadline for sharing RAM information with the DPC was June. 41 Members (31% of the membership) shared their assessment with us this year. This figure was an improvement on last year but not as high as in 2020. Thanks to all who were able to engage with this process.
  - Work has been carried out to analyse the RAM figures provided by Members and compare them with previous years. Priority areas for the DPC to provide support (areas where the gap between current and target levels is the biggest) were noted to be Policy and Strategy, Content Preservation, Continuous Improvement and Organizational Viability. The new DPC prospectus includes activities, events and training that focuses on all these areas.
  - An event was hosted on 17th August to share the findings of this analysis with members. The hour long webinar was held in at a time to suit members in Australasia, and recordings have been made available to the wider membership. As well as a presentation of the results, we also heard from Matthew Burgess of the State Library of New South Wales who was able to share a helpful case study of how he uses DPC RAM within his organization.
- **NDSA collaboration**
  - The DPC continues to work with the NDSA as part of their leadership team and as a co-chair of the NDSA Levels Steering Group.

Forward Plan

	Objective		Priority	Owner/ Others	Timeframe	Internationalisation 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.

Activities: June – September 2022

- **Management Accounts and Forecasts**

Management accounts to 31st July 2022 have been prepared along with an updated 5-year forecast. As we are not having a formal meeting this quarter, financial information has been provide to the Board and Management and Governance Sub-Committee. We are happy to answer any queries on aspects so please do not hesitate to get in touch.

- **Annual Membership Invoices**

Annual membership invoices have been sent to all members. We are still in very early stages of the renewal process but so far, we have not had any indications of members who are not likely to renew. Funds deposited to date are in line with what we expected and what was achieved last year but as many members move to electronic invoicing systems, supplier forms and supporting documentation are more regularly required and this can cause to delays in the payment process. However, this short-term delay usually makes matters easier moving forward regarding subsequent invoices.

- **iPres 2022**

A separate budget and account for iPres 2022 has been maintained. Income and expenditure is processed by our partner InConference under our supervision. A full reconciliation will be presented once the conference accounts are closed. Due to the uptake of registered numbers in person, we closed registration for the in-person conference on Friday 5th August. We have a contract in place with TIC in Glasgow to host the conference and are in final negotiations regarding room configuration. We have also secured The Grand Central Hotel in Glasgow to host the conference dinner on Wednesday 14th August as well as the City Chambers for the welcome reception on Tuesday 12th August.

We have an agreement with an AV provider who will run the delivery of the content for our virtual participants. The platform and live streaming service will allow all virtual attendees to watch all keynotes, two live streams running concurrently from two separate auditoriums, one further recorded room to watch back later and an online only offering where participants will give their presentations remotely. This online only content will also be available to watch at the conference for in person delegates via a dedicated room.

Navigating the different timescales can provide challenging so the AV provider will upload the raw live recording of our sessions so people can watch back at a time of their choosing. Edited versions will be made available after the conference, but this will allow participants to watch back more quickly.

- **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 York in late June after our visit to Glasgow earlier this year. Our next planned face to face meeting will happen at iPres 2022! Staff Reviews will be taking place after the conclusion of iPres 2022.

- **Strategic Plan & Prospectus**

Following a series of consultations with the DPC board, Member organizations and Supporters, the DPC's new Strategic Plan focuses on building a thriving, collaborative and supported digital preservation community equipped and empowered to work together towards a sustainable digital legacy. The Strategic Plan can be found below:

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

DPC Australasia and Asia-Pacific
ACTIVITIES REPORT Q3, August 2022

Objectives / Tasks	Strategies	Current status
Provide DPC membership benefits and support to members in the Australasian time zone • Facilitation of local stakeholder group • Coordination and strategic leadership activities • Planning and development of different delivery methods for education and training • Planning to support and develop the 'future' workforce of the region • Development and delivery of regional specific / contextualised training and education resources	2022 • Track member needs and satisfaction with program delivery and activities • Review Terms of Reference and governance • Investment in local staff who can deliver DPC program for region • Review and update Communication and Advocacy Plan for region • End of year – review program delivery and strategies – to develop plan for 2023 onwards	Individual meetings held with 13 DPC Aus members June/July 2022 – summary of outcomes: • #DPC Connect local events with topics/speakers • Future workplace training • Mentoring • Guided tour of DP resources • PD opportunities for staff (further details below) Timeline for sustainable local program of events/activities to be developed based on local needs. Redrafting of ToR underway in line with new DPC Strategic Plan 2022 – 2027 Local needs / discussions to determine training needs / appointment of half-time subject-matter specialist position Draft updated Communication and Advocacy plan (DPC0822D attached) End of year review of program to be discussed at Q4 meeting 1 x DPC Aus stakeholder meeting Q2 held 10 June 2022 2 x DPC Aus stakeholder meetings Q3&4 scheduled for 18 Aug/24 Nov 2022
Explore and further develop a sustainable business model for DPC Australasia	2022 • Employ and empower a lead role for strategic planning supported by working group of local experts with ability to outsource external expertise	Action from Q2 meeting: Working group around business modelling to be formed - ongoing
Achieve balanced growth and sustained membership that results in ever-more effective representation of the Australasian community	2022 • Investment in events, outreach, community engagement, and advocacy efforts in the	DPC events delivered in Au time zone • DPC CAT member preview 15 June 2022

• Planning and delivering events in the time zone • Contributing to active membership growth • Supporting and contributing to broad regional advocacy efforts • Planning and development of regionally specific advocacy resources • Member communication and admin.	region – delivered and supported by Aus/DPC staff	• Computational Access guide 'watch party' 20 July 2022 • Getting started with Advocacy for DP 26 & 28 July 2022 • NLB Singapore x DPC DP talks 27 & 28 July 2022 • Benchmarking DPC RAM 16 Aug 2022 Upcoming events • Aus Preserves/NSLA Frameworks, strategies and policies 25 Aug • iPres virtual program 12-16 Sep – 4 x Sunrise sessions + ? recorded watch parties • OA week 24-30 Oct • World DP Day 3 Nov 1 x new Australasian member – Art Gallery of NSW joined – Aug 2022 Prospective members register for discussion at DPC Aus Q3 meeting (DPC0822E attached) DPC CRM database updated with Australasian details - for local advocacy and strategic targets/ timeline for increasing regional membership. DPC letter of support for ALIA/ASA call for ABC to maintain archivist positions. DPC Aus to make submission to Federal Government National Cultural Policy (DPC0822F attached)

	Summary of local member needs – outcome of meetings June/July 2022
1.	**Scheduled #DP Connect Au events – with topics/speakers** – local program of events in our time zone / active CoP / newsletter / watch parties (not Fri)
2.	**Future workforce planning** - training to help develop skilled individuals – skills needed in: use of different DP systems, interactive games, time-based media, DP for IT staff, how to 'grow your own specialist' (use **Aus Preserves modules**?)
3.	**Mentoring** program for individuals / institutions – buddy system? / second a specialist program?
4.	**Webinar / guided tour of DPC toolkits** / other DPC resources. Clear outline of membership benefits.
5.	**PD opportunities for Members' staff** – next-step **beyond N2KH** / workshops on capability / iPres virtual events