

# WAPWG Steering Committee - Terms of Reference

Web Archiving & Preservation Working Group referred to as WAPWG or the Group.  
Steering Committee referred to as the Committee.

## Purpose

The main purpose of the Steering Committee is to ensure the continuity and relevance of the Web Archiving & Preservation Working Group to DPC Member organisations. It will focus on creating an engaging and relevant agenda for WAPWG meetings. The main responsibilities of the Steering Committee include:

- Meet once every two months to discuss and agree the programme for upcoming WAPWG meetings, or more frequently if needed
- Survey the wider Group for suggestions for topics or activities to include in upcoming programmes
- Meet once per year, or more frequently if needed, to review Terms of Reference and the Group structure and purpose more generally
- Solicit feedback from the wider Group regarding the meetings, Terms of Reference, and direction of the Group
- Locate a host organisation and venue for each in-person meeting, unless a meeting is virtual, in which case the DPC will set up a meeting on its virtual conferencing platform. Due to the continuing effects of Covid-19, and in order to make our meetings as accessible as possible to DPC's global community, meetings of the Group will take place virtually for the foreseeable future. Opportunities for in-person meetings will be explored whenever it safe and appropriate to do so.
- Oversee Group meetings, including chairing them and ensuring they keep to time

Meetings will be supported by the DPC Liaison who will take care of the administration of the group including setting up virtual conference sessions, sending calendar invites, and sending out relevant communications to the Steering Committee and the wider Group.

## Roles and Responsibilities

### Chair

The Steering Committee Chair generally oversees the direction of the WAPWG, soliciting input from the rest of the Committee and wider Group. They call meetings of the Steering Committee and oversee them, including chairing. The Chair will also chair the General Meetings for the wider Group, unless the Committee agrees on an alternative chair. The Chair ensures General Meetings are held 3-4 times per year and that the Terms of Reference are fulfilled. In contrast to arrangements for in-person meetings in the past, virtual meetings of the Group will be held more regularly but will be shorter in length. The Chair also contributes to the development of the programme and suggests possible host organisations and venues.

### Deputy Chair

The Deputy Chair assists the Chair and shares or takes over the Chair's duties when needed. The Deputy Chair attends Steering Committee meetings and contributes to the development of the programme and suggests possible host organisations and venues.

## **Committee Members (5-7)**

Each of the Committee Members will be responsible for attending monthly Steering Committee meetings, contributing ideas for the programme for upcoming General Meetings, and assisting the Chair and Deputy Chair when needed.

## **DPC Liaison: John McMillan**

The DPC Liaison will coordinate and oversee registration for General Meetings including publishing the date, time, location, and programme for each upcoming meeting. The Liaison will coordinate and publish internal and external communications for the Steering Committee and the wider Group, including posts to the DPC Blog. The Liaison will be responsible for minuting General Meetings and publishing minutes and any slides or other materials to the WAPWG webpage. The Liaison will report a summary of minutes to the Research & Practice Subcommittee when relevant.

## **Role Terms**

Each position on the Committee is reviewed once per year. Committee members will be asked if they wish to leave the Committee and, if any wish to leave, a call to fill empty positions will be circulated by the DPC Liaison.

## **Community Values, Vendor Neutrality and Conflicts of Interest**

The DPC and its community interactions are based on a set of core [Values](#) that “encourage dialogue and collaboration based on mutual respect”. A key element of these values is the need to “Maintain neutrality in respect to solutions, approaches, sectors and vendors”. It is essential that the DPC is able to provide vendor neutral guidance to members and that community discussions are able to be conducted in a manner that is fair and productive for all. Equally, the DPC recognizes the immense value in involving all parties that participate in digital preservation, and more specifically web archiving. The DPC Supporter program seeks to involve members and vendors in dialogue about how we can best preserve our digital assets and how we can best prepare for and tackle the challenges of the future. Achieving the right balance and developing these relationships is not completely straightforward and requires careful management. As a consequence, the WAPWG Steering Committee will follow these guidelines:

1. The WAPWG Steering Committee will follow the DPC’s Core Values and will aim to deliver respectful and inclusive community interactions.
2. All WAPWG General Meetings will begin with an opportunity for any meeting participants to declare any potential conflicts of interest.
3. As a default, all DPC Members will be welcome to join WAPWG General Meetings. In exceptional circumstances the focus of a specific meeting agenda may raise the potential for a significant conflict of interest. In this case it may be necessary to restrict meeting attendance. Equally, where a productive opportunity presents itself to reach out beyond DPC Membership and invite DPC Supporters, vendors or other external actors to General Meetings, these opportunities should be pursued where they are appropriate.
4. These principles will be regularly reviewed by the Steering Committee, with the aim of maintaining a practical, positive and inclusive approach to the WAPWG and its meetings.