Director’s Report and Work plan 2009/2010

1. Introduction

This document presents ‘business as usual’ items. Directors are invited to note activities since the previous board meeting contained in the ‘Highlights Report’, to note and comment on activities scheduled for the period up to the next board meeting contained in the ‘Five Month Preview’, and to note and endorse the ‘Forward Plan’ which has been updated since our last meeting.

2. Highlights Report – July 09 – November 09

Since our last meeting in early July 2009, officers of the DPC have:

- had informal planning meetings with staff and officers of NLS and the Open University
- had meetings with partner organisations in Europe and America (NCDD, NDIIP, Nestor, PARSE.Insight)
- had meetings with prospective members and allies in the UK (UKOLN, IHR, HATII, HLF, ICON, BLPAC, CSG, HERINET, LSE)
- released a technology watch report (GIS)
- received, reviewed, edited and released for preview a technology watch report (File formats)
- negotiated a new programme for technology watch report (Web Archiving)
- published ‘What’s new in Digital Preservation’ Volume 21
- chaired the DPC/JISC/UKWAC conference and presented report and follow up
- organised and reported from DPC Planning Day
- completed four case studies from the JISC DPP study
- organised and presented at two DPC / Society of Archivists / TNA ‘DP roadshow’ events
- attended and reported by twitter from IPRES09, IIPC09 and PASIG
- offered and delivered six scholarships for DPTP
- presented at Digital Preservation Training Programme
- presented to the Islamic Manuscript Association Conference
- presented to the Society for Museum Archaeology Conference
- presented key note to JISC Digital Media seminar
- presented to Glasgow University postgraduate seminar
- presented to Society of Art Photographers conference
- presented and facilitated JISC/SCA capacity-building workshop
- prepared conference workshop on Audit and Certification for PARSE
- delivered DPC daily Twitter
- maintained and updated the DPC website
- delivered a new website for the DPC with suppliers Cybermedia
- responded to the Archives for the 21st Century Consultation
• responded to National Heritage Science Strategy Consultation (in 3 parts)
• contributed to UKWAC/JISC/TNA User requirements study
• reviewed grant applications for JISC
• completed annual accounts return
• completed draft annual report
• facilitated annual audit
• issued annual subscription invoices
• completed negotiation for English Heritage associate membership
• had monthly budget review teleconferences
• negotiated block booking for DPC to PLANETS workshop
• Met with ICON to progress DPA 2010
• Met with The Conference People to discuss support to events
• Training on Prince 2 and Sage Accounts software
• Updated Sage Accounting software
• Developed five year financial forecast
• Supported Cambridge University ‘Incremental’ Proposal (successful)
• Supported Glasgow University / Glasgow Museums ‘Spirit’(pending)
• Joined BLPAC Advisory Board

3. Five Month Preview

The following engagements are in the DPC diary between now and the next board meeting:

• Organise and chair workshop on audit and certification (The Hague, 24/11/09)
• Attend NHSS town meeting (London 25/11/09)
• Attend and contribute to three Digital Preservation Roadshows (Dublin 26/11/09, Manchester 10/12/09 and Wales tbc)
• Attend and present at BLPAC event (London 30/11/09)
• Attend IDEA seminar on training in Digital Preservation (London 1/12/09)
• Host seminar to launch file format workshop (London 1/12/09)
• Present to SWISH Partnership (Edinburgh 2/12/09)
• Attend DCC Conference (London 3-4/08/09)
• Attend UK JPEG2000 Working Group (London 7/12/09)
• Attend and present at E-Science All hands meeting (Oxford 7-8/12/09)
• Meet with Legacy Trust UK Scottish Group (Glasgow 9/12/09)
• Participate in one day event with Oxford University Library Service (11/01/10)
• Sponsored PLANETS Training event (9-11/2/10)

The following events are not yet fixed but are expected to have occurred before the next DPC board meeting

• Meeting with members – Cambridge University Library Service event
- Meeting to establish UK Web Archiving Task Force Roadmap
- Board Meeting with Alliance for Permanent Access
- Face to face Meeting with ICON re DPA 2010
- Provide staff placement for RLUK
- Join Board of Legacy Trust UK Scottish Group
- Meeting of Incremental project Advisory Group

In addition, the following activities will be carried out throughout the next reporting period with no particular date:

- Publish technology watch report on File Formats
- Commission, and review Technology Watch Report on Web Archiving
- Commission a new technology watch report ( provisionally on topic of Open Access Publication and Post Cancellation Access )
- Publish ‘What’s New in Digital Preservation’ 22, 23, 24
- Publish public version of JISC DPP study
- Distribute annual report 2008-9
- Launch new DPC website with new member facilities
- Define and prepare launch of DPA 2010
- Participate in RIN / DCC project on Humanities Data
- Monthly budget review meetings
- Staff CDP
- Draw up Notes for Prospective Members 2010
- Discuss joint work plan with BLPAC

### 4. Draft Forward Workplan 2010-11

The following outline work plan identifies key tasks for the DPC from the AGM in November 2009 to the AGM in November 2011. Note that this is only an indicative list of ‘business as usual’ activities based directly on the strategic plan 2009-2011: other tasks are likely to arise. Dates are indicative and funding is assumed.

<table>
<thead>
<tr>
<th>Task</th>
<th>Officers responsible</th>
<th>Priority</th>
<th>Key Date</th>
<th>Strat Plan</th>
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<td>Initiate Impact assessment</td>
<td>WK and Chair</td>
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5. About this document

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