Draft Minutes of the Digital Preservation Coalition Board

Friday 6th March 2009

Exhibition Room, Park Central, Innovation Centre, University of York Science Park.

11.00 – 12.15

Present: Kevin Ashley (KA); Tola Dabiri (TB); Neil Grindley (NG); Peter Fox (PF); Carol Jackson (CJ); William Kilbride (WK); Bruno Longmore (BL) (Vice Chairman); Ronald Milne (RM) (Chairman); Cate Newton (CN), Chris Rusbridge (CR); and Alicia Wise (AW).

The chair opened the meeting at 11.00am by welcoming and congratulating WK the new Executive Director, who had been in post for two weeks.

1. Apologies

Apologies were received from: Paul Gemmill (BBSRC); Tim Gollins (TNA); Patricia Kernaghan (PRONI); Mike Mertens (RLUK); Richard Ovenden (Oxford University Library Services) and Helen Shenton (BL).

2. Minutes of the board meeting and AI’s 07/11/2008 (DPC0309B)

The 07/11/2008 board meeting minutes were approved by the board.

RM updated the board on the following action items:

- 07/11/2008 Action Item 1: Follow up CONUL membership with the DPC with Robin Adams – PF. Robin Adams (TCD) had spoken to CJ in January 09 expressing concerned that TCD should be included in membership under the umbrella of CONUL. CJ outlined other member organisations that held membership with the DPC and emailed Robin with the DPC Articles of Association and other related DPC business documents. CJ followed up with an email on 26 February 2009 but there had been no further feedback from Robin.

- 07/11/2008 Action Item 2: Follow up LOCKSS discussions with Peter Burnhill and Adam Rusbridge – FB. WK has since spoken to Peter Burnhill regarding a possible co-badged event on 22 June 2008.

- 07/11/2008 Action Item 3: Clarify sectors in the strategy paper - Strategic Priority 1. point 1a. and increase ‘staff retention/absence likelihood’ from medium to high - FB

- 07/11/2008 Action Item 4: Clarify the DPC’s remit in paragraph 1 of strategy paper and define flexibility of membership packages - Strategic Priority 3.2a FB

- 07/11/2008 Action Item 5: Draw up a set of measurable targets for the KPI measures in the strategy paper DPC110C – FB


- 07/11/2008 Action Item 7: Action plan for 12 months of activity to be annexed to the UKWAC/DPC paper and reviewed year end 2009 – UKWAC. AI 7 deferred to agenda item 5. RM noted the above action items 3, 4, 5, 6 and 7 would be addressed by WK at agenda item 6.
• 07/11/2008 Action Item 8: Add the DPC Chairman Ronald Milne to the DPC Accounts – CJ had added RM in January and WK in February 2009.

• 07/11/2008 Action Item 9: Request for second TWR reviewer on GeoSpatial Data – Board. Christopher Fleet (NLS) would review the draft and WK would act as second reviewer. Matthew Woollard, UKDA had also been invited to review the TWR.

• 07/11/2008 Action Item 10: Distribute details of the ‘Fondazione Rinascimento Digitale’ event, December 2009 to the board for comment - FB. FB had emailed Maruizio Lunghi at FRD in November 2008 to decline their invitation. RM noted that they had taken the decision not to co-sponsor the December 2009 workshop to be held in Florence however the DPC was assisting with publicising the event.

• 07/11/2008 Action Item 11: Renew DPC membership of The Alliance for Permanent Access - FB. DPC Alliance membership renewal had been carried out in Q2.

• 07/11/2008 Action Item 12: DPARG to report future Award option to the board - DPARG. ICON had been in touch to report taking forward a dual approach to the Awards: with a conservation in practice-type programme and one outward-facing public benefit-type programme, both to be held in the Autumn of 2010. WK indicated that he would take discussions around this and a possible joint award with the DCC to DPARG group.

06/03/2009 Action Item 1: Take forward DP Award discussions with DPARG – WK.


There were no other matters arising.

4. Organisational Issues

RM reported the following resignations and appointments:

• TNA- Resignation of Adrian Brown and appointment of Tim Gollins on the 2nd February 2009.
• RCUK – Resignation of Astrid Wissenburg and appointment of Paul Gemmill on the 1st of January 2009.

• Tate had become an associate member in December 2008. In January the DPC had advised Tate with their new digital preservation policy for Gallery Photography. RM noted thanks were due to Matthew Woollard, UKDA and Adrian Brown, TNA for this support.

• RIN had joined as a new associate member from January 2009.

• In early January RM had received a tentative enquiry from Eefke Smit, Director of Standards and Technology at International Association of Scientific, Technical and Medical Publishers (STM). AW noted that she would follow up with Eefke at the London Book Fair in April 2009.

06/03/2009 Action Item 2: Follow up STM’s tentative enquiry for membership – AW.
5. UKWAC update (Oral report – NG)

NG gave a brief update on the DPC/UKWAC 12 month plan noting that there had been some time slippage due to various constraints – one of which was that Paul Bevan had changed roles at the NLW.

- The planned 'consultation day' has been replaced by a session which will address web archiving at the JISC 2009 Conference. Members of DPC/UKWAC will participate in the session: Neil Grindley will chair (JISC/DPC), KA (ULCC/DPC) will address institutional issues, Paul Cunnea (NLS/UKWAC) will address bulk harvesting; and Niels Brügger (Institute of Information & Media Studies, Aarhus University) will represent user issues.
- WK and CJ had participated by teleconference to a UKWAC meeting on the 24th February at which WK, CJ, NG, Helen Hockx-Yu (BL) and James Toon (NLS) had agreed to form a management group to organise an International Web Archiving event. The JISC funded event would be held on the 21st July 2009. Noting that UKWAC archived sites are publicly available whereas legal deposit libraries are not the board agreed that the event should facilitate collaborative working between the two bodies and other organisations such as the BL and WebCite.
- A DPC TWR on Web archiving had also been discussed on the UKWAC Web Archiving event agenda and would be taken forward by UKWAC.
- The UKWAC site had been successfully launched earlier that morning, though migrating from one site to another had led to some fragmentation.
- In terms of technical developments the NLS were looking into approaching the International Internet Preservation Consortium (IIPC) for funding.
- Proposals for JISC funded work to investigate 'user requirements' were described. It is hoped that work involving TNA and ULCC may go ahead.

WK and NG had arranged to meet in the coming week. The board encouraged them to take the UKWAC/DPC plan forward.

06/03/2009 Action Item 3: Commission a TWR on Web Archiving – UKWAC/NLW
06/03/2009 Action Item 4: Take UKWAC/DPC Year Plan forward – WK and NG

6. DPC Strategy Update (DPC0309C - WK)

WK noted that although his brief two weeks in post had not allowed him to elaborate on the outline communication and implementation plans of the DPC strategy it was a high priority which would be progressed in the next three months. WK envisaged presenting a detailed workplan for the July board meeting. The board approved the work plan elements outlined on WK’s paper DPC0309C. WK added that he had begun meeting with Board Directors individually. The website would be a priority issue and a meeting with the DPC web editor had been organised for late March.

TD asked if there would be a response sent by the DPC to the Digital Britain consultation day on the 12th March 2009 (http://writetoreply.org/digitalbritain/). WK agreed to send a response on behalf of the DPC within the deadline.

06/03/2009 Action Item 5: Presenting a detailed workplan for the July board meeting - WK.
06/03/2009 Action Item 6: Send a response to the Digital Britain report by 12th March 2009 - WK

7. Financial report (DPC0309D and DPC0309E - CJ)

CJ introduced the financial papers DPC0309D and supporting statement DPC0309E.
CJ highlighted the adjusted forecast income actuals of £2k due to the addition of two new associate members. Revisions to expenditure adjustments included general administration costs owing to the new DPC office in Glasgow. This has been secured by RM at the cost of £2k per annum. A further adjustment was allocated to consultant fees/miscellaneous for the EU Alliance member fees and the contingency budget line due to the resignation of the outgoing E.D. and consequential recruitment costs. The adjusted totals equated to £10k.

CJ noted that the level of expenditure on direct member benefits remained low at the end of Q2 primarily as expenses for activity had been approved for expenditure due to the end of Q3 and Q4. Item’s within this phase include the DPC Handbook, TWR’s, a portfolio of support materials and guidelines, website development and consultant fees. With the unforeseen change in staffing it was not clear at this stage how much of the work would be carried out and thus may affect the FYE budget expenditure.

RM reminded the board that the DPC income level currently only just covers the expenditure and that this managed overspend is only viable at the current levels of income for two years (FY 2008-9 to 2009-10).

AW officially noted thanks to CJ for the transparent and improved DPC financial reports.

8. Executive Director’s Report (DPC0309F – WK)

WK introduced the paper DPC0309F which outlined some of the DPC activity for the next quarter. Beyond the three month period WK reported on the series of planned Digital Preservation Road shows in conjunction with the TNA, SoA and National Advisory Service. The Roadshows had been scheduled throughout 2009, commencing with the first event at Gloucestershire Record Office this coming April. The DPC had committed to attending as a speaker at each event as well as 1k of funding. The York event would be held at the Borthwick Institute on 26 June 2009.

The latest what’s New in Digital Preservation (version 19) had been released on the 4th February. The next What’s New (version 20) would be commissioned for the period from January to April 2009 by Najla Semple in conjunction with PADI, National Library of Australia. Two Technology Watch Reports (TWR); ‘File Format Selection’ by Malcomn Todd and ‘Preserving Geospatial Data’, EDINA were due for publication in February and March respectively. Both reports had been delayed however the File Formats first draft had just been received and sent to reviewers. The first draft of Preserving Geospatial Data TWR was rescheduled for the 20th March. Publication for both reports is likely in March and April 2009 respectively.

The JISC Digitisation ITT in conjunction with ULCC and Portico would continue to be managed by the outgoing Executive Director Frances Boyle. KA reported that the ULCC had visited each of the projects to collect information, metadata and schemas to send to Portico to measure against Portico’s collections. The project was currently at the synthesising and analysis of findings stage. The report is due for completion at the end of April 2009.

CR noted that the iPRES 2009 in San Francisco call for papers would soon be issued and encouraged the DPC to respond. The DPC had been heavily involved in the organisation in the previous year, as had JISC, who NG noted would be willing to sponsor the 2009 event. The theme of the event would likely focus on the humanities element rather than the research data sciences that the DCC International Conference typically focuses on.
AW noted that The International Federation of Library Associations and Institutions (IFLA) would be holding a World Library and Information Congress: 75th IFLA General Conference and Assembly in Milan, Italy, on the 23-27 August 2009. AW would forward further details and encouraged any of the Board Directors who may already be attending to represent the DPC.

06/03/2009 Action Item 7: Forward The International Federation of Library Associations and Institutions (IFLA) Congress particulars to the Board and send DPC representation - AW/Board.

9. 2009/10 Board Meetings (CJ)

CJ outlined the following board meeting dates;

10 July 2009 – Board Room, BL, London
23 November 2009 (& AGM) –Scotland. CN offered to host the AGM and Board Meeting at NLS in Edinburgh.
8 March 2010 – Board Room, BL, London

10. AOB

NG asked to return briefly to the conversation about LOCKSS. WK noted that Peter Burnhill at Edina had funding for a number of LOCKSS based activities, including Piloting Ejournal Preservation Registry Services (PEPRS) and Controlled LOCKSS (CLOCKSS). He had allocated a small amount of funding for a meeting to bring together interested parties and sought DPC support.

NG noted that LOCKSS was a UK funded HEI initiative and had moved into a JISC underwritten sustainability phase. It would therefore be appropriate to move beyond the basis of the original project and involve a wider community of interest. He noted that the DPC would be a good partner and could involve building a larger LOCKSS - UK. This might provide a basis for commercial and industrial case studies as LOCKSS is already used in some business context – e.g. pharmaceuticals. WK noted his desire to derive a technology watch report or similar from any event that brought sectors parties together.

06/03/2009 Action Item 8: WK to take forward discussion with Peter Burnhill about LOCKSS event and report and explore possibility of wider community engagement in LOCKSS - WK

TD informed the board that the MLA was involved in contributing to the 2012 Olympics initiative to ensure output and records would be available beyond the event. WK added that he had had preliminary discussions with the Scottish Arts Council regarding the London Olympic Games and Glasgow 2014 Commonwealth Games and that he and TD should consult with relevant parties about the digital legacy of both events such as the Legacy Trust UK, Cultural Olympiad and other 2012/2014 delivery agencies as potential DPC members.

06/03/2009 Action Item 9: Follow up discussions around the London 2012 and the Glasgow 2014 Commonwealth Games – WK & TD

06/03/2009 Action Item 10: Contact the Legacy Trust UK regarding DPC membership - WK

RM informed the Board that PF would be retiring at the end of the month and this would be his last board meeting. RM formally thanked PF for his contribution to the DPC, particularly with the DPC strategic plan. PF thanked the board and wished the DPC well.

The meeting was closed at 12.15
Summary of Action Items:

06/03/2009 Action Item 1: Take forward DP Award discussions with DPARG – WK.
06/03/2009 Action Item 2: Follow up STM’s tentative enquiry for membership – AW.
06/03/2009 Action Item 3: Commission a TWR on Web Archiving – UKWAC/NLW
06/03/2009 Action Item 4: Take UKWAC/DPC Year Plan forward – WK and NG
06/03/2009 Action Item 5: Presenting a detailed workplan for the July board meeting - WK.
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