Draft Minutes of the Digital Preservation Coalition Board

Friday 7th November 2008

11.00 – 12.50

Present: Kevin Ashley (KA); Adrian Brown (AB); Frances Boyle (FB); Tola Dabiri (TB); Neil Grindley (NG); Peter Fox (PF); Carol Jackson (CJ); Patricia Kernaghan (PK); Bruno Longmore (BL) (Vice Chairman); Ronald Milne (RM) (Chairman); Cate Newton (CN), Chris Rusbridge (CR); Helen Shenton (HS) and Alicia Wise (AW).

The chair opened the meeting at 11.00am by welcoming two new board directors Cate Newton, NLS and Tola Dabiri, MLA.

1. Apologies

Apologies were received from Mike Mertens (RLUK), Richard Ovenden (Oxford University Library Services) and Astrid Wissenburg (RCUK).

2. Minutes of the board meeting and AI’s 09/07/2008 (DPC1108B)

Following a noted typo correction and clarification of the DPC/DCC relationship at item 5 the 09/07/2008 board meeting minutes were approved by the board.

RM updated the board on the following action items:

- 09/07/2008 Action Item 1: Follow up Tate and V&A interest in associate membership – FB. FB reported that Tate had made an application for membership on the 22nd of October 2008. The Board voted unanimously in favour of the application.
- 09/07/2008 Action Item 2: Follow up on the paper presented by Robin Adams to CONUL Board – FB. FB had sent a paper to CONUL (Consortium of National and University Libraries - Ireland) board meeting in July. Robin Adams reported that he would be raising membership at the next CONUL board meeting in October. PF offered to follow up with Robin Adams directly.

07/11/2008 Action Item 1: Follow up CONUL membership with the DPC with Robin Adams - PF


Referring to the LOCKSS report in the 09/07/2008 minutes CR strongly recommended that the DPC pursue this item noting that there was a strong possibility for the DPC to play a key role.

07/11/2008 Action Item 2: Follow up LOCKKS discussions with Peter Burnhill and Adam Rusbridge - FB

4. Organisational Issues

RM reported the following resignations and appointments:

DPC0309B

- OU - Nicky Whitsed stood down as board director on the 31st July as the OU had taken up associate membership.
- SOTON had resigned from associate membership at the FYE 2008-2008 due to financial constraints.


Following up the 09/07/2008 Action Item 5: ‘Future directions strategy panel to present a detailed strategic plan to the board before 7th November 2008 Board and AGM meeting – PF, BL, MM and FB’, FB introduced the DPC Strategy paper 2009-20011 (DPC1108C). The paper had been circulated to the board on the 6th of October 2008. Subsequent feedback on the paper included the recommendation for greater emphasis in the international arena and also beyond the HE sectors.

Referring to ‘Strategic Priority 3 – Enriching our members’ experience’ TD enquired as to whether Learning and Skills Council were likely to be involved. HS noted that the EU PLANETS project was half way through its four year timescale and as it would be looking for a ‘home’ organisation to base itself this could be an idea for the DPC.

CR asked for clarification on the sectors outlined in Strategic Priority 1. Leadership, influencing and effective collaboration, point 1a. and recommended increasing the risk statement for staff retention/absence from medium to high owing to the DPC having just two employees.

AW noted that strategic priority 3. 2a would need to be redefined to express the flexibility and options of membership packages and to integrate and clarify the DPC’s remit in paragraph 1.

KA noted that the KPI ‘To support and disseminate best practise’ measure of ‘Number of applicants to the DPA’ was a tenuous link and loose measure as the DP Awards were about innovation and exemplars rather than best practise. The board agreed that it was necessary to draw out a set of measurable targets for the KPI measures.

A review of the new strategy would be necessary in twelve months.

CR proposed and NG seconded the acceptance and approval of the document.

RM congratulated and thanked the strategy sub group noting that the paper would be presented at the AGM. Associate members would be given a three week consultative period to discuss the strategy which would commence from the 1st of January 2009.

**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 6:** Review of DPC Strategy 2009-20011 in 12 months - Executive Director/Board

6. **UKWAC update (DPC1108G) (NG)**
NG presented the UKWAC/DPC Year Plan paper that had been prepared by Paul Bevan at the National Library of Wales. PB would be presenting the paper at the AGM later in the day. The plan would involve a twelve month period of UKWAC and DPC working together and would be focused on four areas; governance & internal review, public-facing activity, technical development and user requirements. The latter would be particularly important in order to establish what researchers require from websites.

The DPC would not be expected to fund activity per se, rather part of the development process would be to establish and identify a funding service within the said timeframe. The UKWAC’s strength lay in its expertise and as the DPC is a co-ordinating of efforts organisation the marrying of the two organisations should raise the profile and aid the sustainability of UKWAC.

TD enquired as to whether UKWAC’s expertise would be available to everyone, including the public/general level type user, this was particularly relevant from the MLA perspective. HS added that at the recent iPRES conference smaller organisations wanted to know if they are getting web archiving right.

Three potential aspects to the future of the UKWAC were discussed; as a service provider, as a forum for the legal deposit libraries to collaborate and as a technical source. If the service provision was to be considered a full business case would be required. The DPC could not not be expected to manage this due to a lack of resources. Although a leaflet type service would be commendable this would be problematic to maintain continuity as developments in the field were constantly evolving.

UKWAC should effectively become a sub-group of the DPC with the opportunity for other DPC members to become involved. CR recommended a concrete proposal of action should be drawn up by the UKWAC by the end of the year. This could be annexed to the current paper and then used to test scenarios by the end of the year 2009.

PF proposed the board approve a year of activity. AW seconded the motion.

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


FB introduced the financial papers DPC1108E and DPC1108J and supporting statement DPC1108I.

Highlighting the intended expenditure of reserves that would facilitate the new strategy plan FB noted that there would still however be a healthy reserve of over £60k at the end of the FYE 08/09. FB emphasised that the DPC income level currently only just covers the expenditure.

Commenting on the new JISC projects funding income budget line CR noted that there may be implications for JISC funded project money going through the DPC accounts. FB reported that the DPC auditors had stated that as the income and expenditure would be accounted for within the same financial year there are no accounting issues for the current project funding.

The board gave approval for a managed over spend to facilitate the new DPC 2009-2011 strategy and approved the financial papers.
The Chairman noted that KA, FB and CJ were currently the only signatories on the DPC Bank Accounts. CR proposed that RM be added as a signatory, KA seconded the motion.

**07/11/2008 Action Item 8:** Add the DPC Chairman Ronald Milne to the DPC Bank Accounts - CJ

8. **Executive Director’s Report**

- The DPC Annual Report 2008/2008 was distributed FB noted that there would be an on-line version available before the end of the month.
- The DPC bid for the JISC Digitisation – Preservation Study had been successful and would involve a four month study in association with the DPC member’s ULCC and Portico.
- An archiving event at the TNA involving the local archiving services; Association of Chief Archivists and Local Government (ACALG) would be held on the 12th November 2008. The results from a survey that both FB and AB had been involved in would be discussed at the event and a report outlining the outcomes would be released and fed into the Planets user community work.
- An OAIS follow up from the April 2006 DPC briefing on OAIS would be held on the 1st of December 2008 in Edinburgh. 15 delegates had registered to date.
- The DPC/RSP/DCC/JISC Workshop ‘Tackling the Preservation Challenge: Practical Steps for Repository Managers’ to be held on the 12th December 2008 had received 30 registrations to date.
- Two Technology Watch Reports (TWR) had been commissioned; ‘File Format Selection’ by Malcolm Todd at the TNA and ‘Preserving Geospatial Data’, EDINA for release in Q3. FB requested a second reviewer for the EDINA TWR.
- The Alliance for Permanent Access Membership subscription was due at a cost to the DPC of EUR 2,000 FB sought the board’s approval given that this was a 100% increase on last year’s subscription. As FB had been unable to attend any of the Alliance meetings RM proposed that in future the DPC could be represented at meetings via the attendance of a DPC board director.

CR noted that his colleague David Giaretta had produced a draft summary on the PARSE.insight, which would be worth the DPC looking into, as co-badging may be possible.

Another positive benefit for remaining a member would be facilitating access to Alliance documents to the rest of the DPC membership. The board agreed that the DPC should renew for another year and review again in 12 months time.

- InterPARES 3 were looking for UK and Ireland team leaders, one of whom would be HATTI. Although FB noted that there would be no financial outlay CR suggested that the DPC should not act until there was a clearer understanding of the benefits to the DPC.
- The DPC audit had been carried out in August and the DPC statutory books itemising company history including past and current directors, secretaries and members had been compiled as an outcome of the auditors’ recommendations.
- The ‘Fondazione Rinascimento Digitale’ in Italy had contacted the DPC regarding a collaborative international event on in Firenze in December 2009. FB agreed to distribute the details to the board for further discussion as to the value of DPC involvement.

**07/11/2008 Action Item 9:** Request for second TWR reviewer on GeoSpatial Data – Board

**07/11/2008 Action Item 10:** Distribute details of the ‘Fondazione Rinascimento Digitale’ event, December 2008 to the board for comment - FB.
07/11/2008 Action Item 11: Renew DPC membership of The Alliance for Permanent Access - FB.

9. DP Award oral report (FB)

Following up the 09/07/2008 Action Item 7: ‘Investigate BCS Awards as a potential DP Award host – CJ/KA’ KA reported that he had been unable to secure a contact at the BCS Awards. FB reported that she had received an update from Simon Cane, Chairman of the Board of Trustees at ICON. Despite delays due to ICON’s internal review the Conservation Awards would proceed but not until 2011. As a stakeholder, the DPC would be invited to be involved in the Awards review process.

The board expressed concern that the DP Award should not be delayed until this date. The board asked the DPARG (Digital Preservation Awards Review Group) to draw up options for the next steps and report back to the board.

07/11/2008 Action Item 12: DPARG to report future Award option to the board - DPARG

10. 2009 Board Meetings (CJ).

The 2009 board meetings were announced as:

- 6th of March 2009 at 11.00 in York.
- 10th July 2009 at the British Library in London.
- An invitation to host the autumn 2009 board meeting was extended to the board.

11. AOB

RM announced the resignation of FB. RM thanked FB on behalf of the board for her time with the DPC, wishing her well in her new appointment as the UK Research Reserve Director. Whilst FB would officially be serving her three month period up to the end of January 2009 the last two weeks of January would likely be taken as accrued leave.

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Summary of Action Items:

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07/11/2008 Action Item 2: Follow up LOCKKS discussions with Peter Burnhill and Adam Rusbridge - FB

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 and - 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

07/11/2008 Action Item 8: Add the DPC Chairman Ronald Milne to the DPC Accounts - CJ

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