

(DPC0709K – reused for DPC Planning Day Nov 2009 as DPCPD09H)

Director's Report and Work plan 2009/2010

1. Introduction

This document presents 'business as usual' items for the DPC board. 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 plan for the financial years 2009/2011 contained in the 'Forward Plan'.

2. Highlights Report – March to June 09

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

- had informal planning meetings with staff and officers of 27 of the 31 members of the Coalition (omitting only Corporation of London Archives, NLS and the Open University)
- had meetings with partner organisations in Europe (including NCDD, Alliance for Permanent Access)
- had meetings with prospective members and allies in the UK (ADS, Collections Trust, CSG, GUL, HATII, HLF, ICON, SAC, UKRDS)
- received, reviewed and published a technology watch report (GIS)
- received and reviewed a technology watch report (File formats)
- established programme for technology watch report (Web Archiving)
- published 'What's new in Digital Preservation' Volume 20
- contributed an article on the DPC to Society of Archivists newsletter
- organised and chaired the programme committee for DPC/JISC/UKWAC conference
- completed interim report of JISC DPP study, presenting results at JISC Content Conference
- organised and presented at two DPC / Society of Archivists / TNA 'DP roadshow' events
- attended and reported from LIBER digital preservation workshop
- offered and delivered two 'scholarships' for DPTP
- presented at Digital Preservation Training Programme
- participated in DCC 'Face to face' meeting
- participated in RIN 'Away day' meeting
- established publications plan and delivered DPC daily Twitter
- maintained and updated the DPC website
- reviewed, procured and commissioned work to deliver a new website for the DPC
- responded to the Digital Britain consultation
- responded to the OAIS five-year review consultation (with DCC)
- drafted a response to the 'Archives for the 21st Century' consultation
- contributed to UKWAC/JISC/TNA User requirements study
- agreed a joint programme with EDINA for an invitational event on 'Open Access Publishing and Post Cancellation Access'

- developed a joint work plan between DPC and UKWAC
- developed an outline proposal for collaboration between DPC and RLUK
- reviewed grant applications for JISC
- had monthly budget review teleconferences
- completed move to a smaller office within the Innovation Centre in York and completed new office for the ED in HATII (University of Glasgow)
- met with former Executive Directors (F Boyle and M Jones)
- operated a stand at JISC Conference (with DCC)

3. Five Month Preview

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

- Organise and chair DPC/JISC/UKWAC conference 'missing links: the enduring web' (BL 21/07/09)
- Meeting with LSE Library staff (London 23/07/09)
- Discussant at Islamic Manuscript Digitisation Conference (Cambridge University 24/07/09)
- Historic Environment Information Resources Network Meeting (York 31/07/09)
- DPC/ Society of Archivists / TNA Roadshow (London 19/08/09)
- IFLA Conference Parallel Event (Bolzano 20-21/08/09)
- Website training course (Stafford 3-4/09/09)
- JISC/DCC/DPTP/PRONI training event (Belfast 14-15/09/09)
- PARSE.Insight science data roadmap meeting (Darmstadt, 21-22/09/09)
- IPRES Conference (San Francisco, 4-6/10/09)
- Discussant at IDF Meeting (San Francisco 7/10/09)
- DPC/ Society of Archivists / TNA Roadshow (Edinburgh 28/10/09)
- Presentation to Society for Museum Archaeology (Winchester 5-6/11/09)
- Presentation to Society of Fine Art Photographers (Tate 19/11/09)

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

- Meeting with members – NLS, Open University, Corporation of London Archives
- Forum for members on 'Open Access Publishing and Post Cancellation Access'
- Digital Preservation Training Programme
- Presentation to HATII on DPC
- Joint RLUK/DPC meeting to discuss collaborative member-support project
- Meeting to establish UK Web Archiving Task Force Roadmap
- Board Meeting with Alliance for Permanent Access
- Meeting with RCUK 'Research Outputs Group' re open access and preservation
- Meeting with GCG2014 Legacy Delivery Group

- Face to face Meeting with ICON re DPA 2010

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, review and publish Technology Watch Report on Web Archiving
- Commission a new technology watch report (provisionally on topic of Open Access Publication and Post Cancellation Access)
- Establish new house style and design format for Technology Watch Reports
- Publish 'What's New in Digital Preservation' 21,
- establish new monthly alert service for members (with DCC, NLA et al)
- Publish public version of JISC DPP study
- Write and submit annual report 2008-9
- Meet with 'Preservation Handbook' working party to establish roadmap
- Launch new DPC website with new member facilities
- Participate in planning for DCC conference / IJDC reviews
- Participate in planning for Alliance for Permanent Access to Science conference / review
- Participate in RIN project on the Value of Data Centres
- Monthly budget review meetings
- Staff CDP
- Draw up brief for membership review 2010-2011
- Organise a Planning Day for DPC members

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.

Task	Officers responsible	Priority	Key Date	Strat Plan
What's New Alert 1	WK and Author	M	Nov 2009	1.3, 1.4, 2.1,2.3, 2.4, 3.3
TWR Launched (web archiving)	WK and IIR	M	Nov 2009	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.3, 4.1,
What's New Alert 2	WK and Author	M	Dec 2009	1.3, 1.4, 2.1,2.3,2.4, 3.3
DPC/RLUK Project officer recruited	WK and MM	M	Dec 2009	1.4, 2.2, 2.3, 2.4, 2.5, 3.1, 4.1, 4.3
What's New Alert 3	WK and Author	M	Jan 2010	1.3, 1.4, 2.1,2.3,2.4, 3.3
TWR Published (Open access / post cancellation access)**	WK and Author	M	Jan 2010	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.3, 4.1,
DPC Planning Day (sustainable business / membership structure)	WK with Chair and Board	H	Jan 2010	1.1, 3.1, 3.2, 5.1, 5.2, 5.3
DPC/RLUK joint project commences*	WK and MM with project officer	M	Jan 2010	1.4, 2.2, 2.3, 2.4, 2.5, 3.1, 4.1, 4.3

What's New Alert 4	WK and Author	M	Feb 2010	2.1, 2.3, 2.4, 3.3
Draft proposal on membership	WK and Board	M	Feb 2010	3.1, 3.2, 5.1, 5.3
DPC / UKWATF 1	DPC/ UKWATF	M	Feb 2010	1.1, 3.3
What's New Alert 5	WK and Author	M	Mar 2010	1.3, 1.4, 2.1, 2.3, 2.4, 3.3
DPTP 1	WK / KA	M	Mar 2010	3.3, 4.1, 4.3
DPC Board	WK with Chair	H	Mar 2010	3.1, 5.1, 5.2, 5.3
Launch of DPA 2010	WK with DPARG	H	Mar 2010	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.3, 4.1,
DPC / RLUK stage boundary*	WK and MM with board	M	Mar 2010	1.4, 2.2, 2.3, 2.4, 2.5, 3.1, 4.1, 4.3
What's New Alert 6	WK and Author	M	Apr 2010	1.3, 1.4, 2.1, 2.3, 2.4, 3.3
DPC Member event: (preserving email)**	WK and CJ	H	Apr 2010	1.1, 1.2, 1.3, 1.4, 2.2, 2.3, 2.4, 2.5, 3.3, 4.1
TWR Commissioned (Preserving Email)**	WK and Author	M	Apr 2010	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.3, 4.1,
What's New Alert 7	WK and Author	M	May 2010	1.3, 1.4, 2.1, 2.3, 2.4, 3.3
DPC/ UKWATF 2	DPC/UKWATF	M	May 2010	1.1, 3.3
What's New Alert 8	WK and Author	M	Jun 2010	1.3, 1.4, 2.1, 2.3, 2.4, 3.3
Member Event (Preserving CAD)**	WK and CJ	H	Jun 2010	1.1, 1.2, 1.3, 1.4, 2.2, 2.3, 2.4, 2.5, 3.3, 4.1
DPA Judges meet	WK, CJ, DPARG	M	Jun 2010	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.3, 4.1,
What's New Alert 9	WK and Author	M	July 2010	1.3, 1.4, 2.1, 2.3, 2.4, 3.3
TWR Commissioned (Preserving CAD)**	WK and Author	M	July 2010	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.3, 4.1,
DPC Board Meeting	WK and Chair	H	July 2010	3.1, 5.1, 5.2, 5.3
Begin new membership structure	Board and members	H	July 2010	3.1, 3.2, 5.1, 5.3
What's New Alert 10	WK and Author	M	Aug 2010	1.3, 1.4, 2.1, 2.3, 2.4, 3.3
What's New Alert 11	WK and Author	M	Sep 2010	1.3, 1.4, 2.1, 2.3, 2.4, 3.3
DPTP 2	WK and KA	M	Sep 2010	3.3, 4.1, 4.3
DPC /UKWATF 3	DPC/UKWATF	M	Sep 2010	1.1, 3.3
What's New Alert 12	WK and Author	M	Oct 2010	1.3, 1.4, 2.1, 2.3, 2.4, 3.3
TWR Published (preserving email)**	WK and Author	M	Oct 2010	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.3, 4.1,
AGM	Membership and Chair	H	Nov 2010	3.1, 5.1, 5.2, 5.3
Annual Report published	WK, CJ and Chair	H	Nov 2010	1.3, 5.2, 5.3
What's New Alert 13	WK and Author	M	Nov 2010	1.3, 1.4, 2.1, 2.3, 2.4, 3.3
TWR Published (Preserving CAD)**	WK and Author	M	Nov 2010	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.3, 4.1,
DPC/UKWATF 4	DPC/UKWATF	M	Nov 2010	1.1, 3.3
DPC/RLUK draft report*	WK/MM with project officer	M	Nov 2010	1.4, 2.2, 2.3, 2.4, 2.5, 3.1, 4.1, 4.3
DPA 2010	WK, CJ, DPARG, ICON	M	Nov 2010	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.3, 4.1,
What's New Alert 14	WK and Author	M	Dec 2010	1.3, 1.4, 2.1, 2.3, 2.4, 3.3
DPC / RLUK project close*	WK / MM with project officer	M	Dec 2010	1.4, 2.2, 2.3, 2.4, 2.5, 3.1, 4.1, 4.3
What's New Alert 15	WK and Author	M	Jan 2011	1.3, 1.4, 2.1, 2.3, 2.4, 3.3

Planning Day (Strategic plan / Branding)	WK and Chair	H	Jan 2011	2.5, 3.1, 5.1, 5.2
Member event – (Preserving Digital Art)**	WK and CJ	H	Jan 2011	1.1, 1.2, 1.3, 1.4, 2.2, 2.3, 2.4, 2.5, 3.3, 4.1
TWR Commissioned (Preserving Digital Art)**	WK and Author	M	Jan 2011	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.3, 4.1,
What's New Alert 16	WK and Author	M	Feb 2011	1.3, 1.4, 2.1, 2.3, 2.4, 3.3
Initiate Impact assessment	WK and Chair	H	Feb 2011	5.1
What's New Alert 17	WK and Author	M	Mar 2011	1.3, 1.4, 2.1, 2.3, 2.4, 3.3
DPC Board meeting	WK and Chair	H	Mar 2011	3.1, 5.1, 5.2, 5.3
Initiate New Strategic Plan (2012-2015)	WK and Chair	H	Mar 2011	5.1, 5.2, 5.3, 5.4, 5.5
DPC Impact assessment	WK and Chair	H	Mar 2011	5.1, 5.2, 5.3, 5.4, 5.5
DPTP 3	WK and KA	M	Mar 2011	3.3, 4.1, 4.3
What's New Alert 18	WK and Author	M	Apr 2011	1.3, 1.4, 2.1, 2.3, 2.4, 3.3
Member event (sound and moving pictures)**	WK and CJ	H	Apr 2011	1.1, 1.2, 1.3, 1.4, 2.2, 2.3, 2.4, 2.5, 3.3, 4.1
TWR Commissioned (sound and moving pictures)**	WK and Author	M	Apr 2011	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.3, 4.1,
What's New Alert 19	WK and Author	M	May 2011	1.3, 1.4, 2.1, 2.3, 2.4, 3.3
What's New Alert 20	WK and Author	M	Jun 2011	1.3, 1.4, 2.1, 2.3, 2.4, 3.3
TWR Published: (Preserving Digital Art)**	WK and Author	M	Jun 2011	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.3, 4.1,
What's New Alert 21	WK and Author	M	Jul 2011	1.3, 1.4, 2.1, 2.3, 2.4, 3.3
Member event (significant properties)**	WK and CJ	H	Jul 2011	1.1, 1.2, 1.3, 1.4, 2.2, 2.3, 2.4, 2.5, 3.3, 4.1
TWR Commissioned (significant properties)**	WK and Author	M	Jul 2011	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.3, 4.1,
DPC Board Meeting	WK and Chair	H	Jul 2011	3.1, 5.1, 5.2, 5.3
Initiate Branding consultancy	WK and board	M	Jul 2011	1.3
Initiate Staffing consultancy	Chair	H	Jul 2011	5.5
What's New Alert 22	WK and Author	M	Aug 2011	1.3, 1.4, 2.1, 2.3, 2.4, 3.3
What's New Alert 23	WK and Author	M	Sep 2011	1.3, 1.4, 2.1, 2.3, 2.4, 3.3
DPTP 4	WK and KA	M	Sep 2011	3.3, 4.1, 4.3
What's New Alert 24	WK and Author	M	Oct 2011	1.3, 1.4, 2.1, 2.3, 2.4, 3.3
TWR Published (Moving pictures and sound)**	WK and Author	M	Oct 2011	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.3, 4.1,
What's New Alert 25	WK and Author	M	Nov 2011	1.3, 1.4, 2.1, 2.3, 2.4, 3.3
AGM	Membership and Chair	H	Nov 2011	3.1, 5.1, 5.2, 5.3
Annual Report Published	WK, CJ and Chair	H	Nov 2011	1.3, 5.2, 5.3
TWR Published (significant properties)**	WK and Author	M	Nov 2011	1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 2.5, 3.1, 3.3, 4.1,
What's New Alert 26	WK and Author	M	Dec 2011	1.3, 1.4, 2.1, 2.3, 2.4, 3.3
'Preservation' handbook	Wk with DPH group	M	Dec 2011	2.3, 4.2, 3.3,

*subject to approval ** topics subject to approval M= Medium priority: some flexibility but required to meet KPIs H= High priority: required for compliance purposes or a directive from strategic plan

5. About this document

Version 1	Document initiated	18/06/09	WK
Version 2	Proof check	06/07/09	CJ
Version 3	Distributed to DPC board	06/07/09	WK