DPC Planning Day, Wednesday 9th February 2005, Innovation Centre, York Science Park, University of York

Aims and Objectives of the Day

- To provide an opportunity for DPC Members to have input into the DPC Work Programme.
- To finalise detailed aspects of the DPC Workplan for 04/05 and beyond.
- To agree on the major objectives and framework for the UK Needs Assessment.
- To review existing ongoing events and activities.
- To clarify the relationship between the DCC and the DPC.
- To discuss the DPC structure and determine a course of action with regard to establishing working groups, steering groups, retaining existing members and attracting new members.
DPC Planning Day Programme - 9th February 2005

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<tbody>
<tr>
<td>10.45a.m</td>
<td>Registration and tea/coffee</td>
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<tr>
<td>11.00a.m</td>
<td>Introduction to aims and objectives of the day – Gill Joy</td>
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<td>11.10a.m</td>
<td>The DPC Workplan – major priorities and activities for 2004/05 and beyond – Maggie Jones</td>
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<tr>
<td>11.20a.m</td>
<td>UK Needs Assessment – Duncan Simpson and Maggie Jones, followed by plenary discussion</td>
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<td>11.45a.m</td>
<td>DPC Events and Activities – Maggie Jones Followed by plenary discussion</td>
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<td>12.10p.m</td>
<td>DCC/DPC – presentation on the roles and relationship between the DPC and the DCC – Maggie Jones and Peter Burnhill Followed by plenary discussion</td>
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<td>12.40p.m</td>
<td>Lunch</td>
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<td>1.30p.m</td>
<td>Brief summary of the morning session discussion and introduction to the afternoon outline – Gill Joy</td>
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<td>1.40p.m</td>
<td>Presentation on DPC Membership Structure – Gill Joy Followed by plenary discussion</td>
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<td>2.10p.m</td>
<td>Three breakout groups, led by Gill Joy, Duncan Simpson, and Maggie Jones (breakout discussion group questions attached)</td>
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<td>3.10p.m</td>
<td>Tea/coffee</td>
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<td>3.30p.m</td>
<td>Reporting back from the breakout groups</td>
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<td>4.00p.m</td>
<td>Summary of agreed recommendations and where to go from here – plenary discussion led by Gill Joy</td>
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<td>4.30p.m close</td>
<td>Note: Taxis will be booked to take delegates from the Innovation Centre to their hotels. A dinner has been booked for the evening of 9th February at Bedern Hall. Drinks will be available from 6.00p.m and dinner will be served at 7.00p.m.</td>
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**Breakout groups**
Each breakout group discussion will be led by either Gill Joy, Maggie Jones, or Duncan Simpson. Each group should nominate a member to report back.

**Breakout Group 1 - UK Needs Assessment**
Conference Centre
Discussion Leader: Duncan Simpson

Questions for Breakout Group 1:

- What is the primary objective of the UK Needs Assessment?
- Who do we want it to influence?
- How can it best build on existing/current work (i.e. DPC members survey and regional survey)
- How should it proceed?
- What should the timing be?
- How should the information be structured? (for example, structured by sector? By type of material?)
- What are the major recommendations for the DPC on how to take this forward?
Breakout Group 2 - DPC Events
Biocentre
Discussion Leader: Maggie Jones

Questions for Breakout Group 2:

- What is a realistic programme of events for the DPC?
- How best to determine priorities between events and other activities?
- What categories of events would be useful? (for example, themed Forums, workshops, management meetings)
- If we held regional events, how should they be organised? Should they be available only to DPC members and/or organised by DPC members to reach a specific audience? [Note; there is some overlap with breakout group 3 here as events are a key means of attracting new members]
- How can we ensure involvement of DPC members in planning DPC events? (for example, a time-limited planning committee, and/or DPC members offer to host a meeting under the auspices of the DPC and with DPC financial support?)
- What should the pricing policy be? (for example, free for DPC members, heavily discounted for DPC members, free for up to a nominated number of DPC members)
- What are the major needs of DPC members from the JISC funded training programme? [Note: there will also be some feedback on this from group 3]
Breakout Group 3 - DPC Membership Structure
Biocentre
Discussion Leader: Gill Joy

Note: there are fewer discrete questions here but much to discuss]

Questions for Breakout Group 3:

- How should the DPC market its activities to attract new members in each user community (what actions, marketing/materials are required in the short term/medium term?)?

- How can the DPC ensure it retains existing members?

- What activities could DPC members be involved in? (Examples include the DPC Award planning and judging, planning DPC Forums, overseeing the DPC Training programme, UK needs Assessment Steering group, DPC Technology Watch planning and peer review, DPC Training programme steering committee, DPC Marketing group, hosting DPC meetings, presentations to potential new members etc.)