

Carbon Calculation Support Group: Terms of Reference

Version	Date	Name	Change Details
1.0	25/03/2026	Jen Mitcham	Version 1 created

Purpose

The Carbon Calculation Support Group brings together members of the digital preservation community who would like to make practical progress in calculating the carbon footprint of their digital preservation activities using the methodology described in the DPC's new Carbon Footprint Toolkit. The timing of this new group coincides with the initial release of the DPC's Carbon Footprint Toolkit for public comment and testing.

This new group has a dual purpose – both providing a supportive forum to share progress and experiences of calculating the carbon footprint of digital preservation activities and providing comment and feedback on the Toolkit which can be incorporated into a revision before the full release in September 2026.

Carbon Footprint calculation can be a challenging problem on which to work in isolation, and the group is intended to provide a supportive forum for making contacts, building relationships, learning from peers, overcoming roadblocks and obstacles, and sharing successes and challenges. The Working Group will run for 6 months. At the end of this period there will be opportunities to share experiences of using the Toolkit with the wider community, through written case studies and presentations.

Membership

This group is open to anyone within the digital preservation community (both DPC Members and non-members) who is actively doing digital preservation. DPC Supporters (who provide digital preservation services or software to the community), are not able to join this group.

Meetings will be chaired by DPC's 'Green Champion' (Alicia Wise, CLOCKSS) and supported by DPC staff. Note taking and administrative support will also be provided by the DPC.

Values

The task force is established under the auspices of the DPC Executive Board. As such it will adopt the constitution, norms and values of the DPC. Consequently, within the terms of reference it will:

- care for our members, resources, people and environment.
- maintain neutrality in respect to solutions, approaches, sectors, suppliers and vendors.
- be open, transparent and accountable to members.
- amplify the needs and successes of our members.
- be open to all stakeholders with a presumption of positive intent.
- respond to the needs of members in the delivery of services.
- be authoritative, current and concise in all our publications and communications.
- be respectful, welcoming, inclusive and transparent in all our dealings.
- be evidence-led, making effective use of data in decision making.

The task force will act on its values and be transparent with respect to how they are implemented.

The task force meets under the DPC's Inclusion and Diversity policy. DPC is committed to being accessible to everyone who wishes to engage with the topic of digital preservation. Communities that fully embrace these values are shown to be more effective, innovative, and united. Therefore, we expect participants to be positive, accepting, and sensitive to the needs and feelings of others. Harassment of any member of the DPC Community will not be tolerated and appropriate steps will be taken to deal with any such issues. For more information, see the [DPC Inclusion and Diversity Policy](#).

Conflicts of interest and confidentiality

Any conflicts of interest will be declared at the start of each meeting, particularly if a potential conflict relates to the provision of for-profit tools or services. Participants are encouraged to raise any concerns about conflicts of interest with the chair.

Members will be made aware that discussions relating to particular people, organizations or products should be treated confidentially.

Scope

Proposed topics in scope include:

- The DPC's Carbon Footprint Toolkit
- How to get started with carbon footprint calculations
- Discussion of challenges encountered
- Members sharing their own carbon calculations
- Discussing how to reduce carbon emissions
- Comment and feedback on the Toolkit
- Development of case studies to supplement the Toolkit
- Dissemination of information to, and engagement with, the wider community

Frequency and timing

The task force will meet every month for 6 months from April to September 2026. Meetings will be scheduled to facilitate as best as possible, participation of group members in different time zones. The Group will meet for an hour at a time, using the Zoom platform.

The task force will disband when its tasks are completed. We envisage this will take 6 months. Evaluation will be carried out at the end of this 6 month period.

Outputs

Notes will be taken at each meeting, recording any actions and a summary of discussion points. These notes will be made available to group members.

Recordings of meetings may be taken (with the agreement of participants). These recordings will only be made available to group members who were not able to attend or be used to help create accurate meeting notes.

As the work of this group supports objective 4.10 of the DPC's Strategic Plan¹, updates on the progress of the task force will be given to the DPC's Good Practice Sub-Committee and will be reported up to the DPC's Executive Board.

The group will consider how best to disseminate details of their activities and any other outputs with the wider digital preservation community – this will include the development of case studies to sit alongside the Carbon Footprint Toolkit.

Agenda

Each meeting will be advertised in advance and an agenda will be shared. A typical agenda will be as follows:

- Welcome and introductions
- Actions from last meeting
- Reports on progress with carbon footprint calculations from group members
- Feedback and comment on the Toolkit
- Review of tasks to carry out before next meeting

Evaluation

The task force will be evaluated as part of the DPC's overall and ongoing evaluation of its effectiveness.

¹ Strategic objective 4.10 - Take action to combat climate change and its impacts by promoting developments in sustainable consumption for digital preservation. In support of Sustainable Development Goal 13, the DPC commits to raising awareness, promoting standards, engaging research and building institutional capacity for digital preservation practices that measure, monitor and reduce the production of greenhouse gases and the consumption of non-renewable resources, or which contribute to climate change, erode marine environments or harm biodiversity