

# Workplan and Report Q3 2023

## Introduction

The DPC operates under a strategic plan owned by the DPC Representative Council which sets five strategic objectives: Community, Advocacy, Workforce Development, Good Practice and Good Governance. Staff report against these objectives every three months describing progress and plans for the immediate future. The report is substantial, so each element is scrutinized by a Sub-Committee which is tasked to note risks and opportunities arising and to note highlights or concerns for the attention of the Board. This report, the first completed to a new template adopted in 2023, describes activities in the three-month period from June to September 2023, and it anticipates our work in the three months from September to December 2023. The report is structured around the strategic plan.

## Highlights June-September 2023

- Update to Supporters Program
- Progress with Americas Office
- Website Upgrade Project Initiated
- World Digital Preservation Day launched
- Bit List: the Global List of Endangered Digital Species
- Response to public policy consultation
- Novice to Know-How: Email Preservation launched
- Career Development Fund grant awards on track to exceed original budget
- Work on Labor Market Analysis resumed
- Progress made with Web Archiving training
- DP Clinic [Getting to grips with your PDFs - does the PDF version help?](#) (28<sup>th</sup> July).
- [Audio Visual Working Group – The BFI](#) (14<sup>th</sup> July).
- Launch of 3 new Technology Watch publications – [Preserving Geospatial Data](#) (2<sup>nd</sup> edition), [Defining the Designated Community](#) and [Choosing a Persistent Identifier Type for your Digital Objects](#).
- [DPC Unconference](#) (22-23rd June).
- Completed negotiations for ‘Preservation Registries Project’.
- Draft Climate Action Plan
- Revised format financial reporting
- Whole team Face to Face meeting including Head of DPC Australasia and Asia Pacific
- Impactful contributions and visibility at iPres 2023

## Forthcoming Highlights September - December 2023

- Unconference in Dublin
- Progress with Americas Office
- Website Upgrade begun
- World Digital Preservation Day (Thursday 2<sup>nd</sup> November 2023)
- Bit List: the Global List of Endangered Digital Species
- Beginners Web Archiving training course
- Labor Market Analysis Report
- Mental Health and Wellbeing in the Digital Preservation Community survey report
- Participant registration opens for Python Study Group Program
- PRW visiting Singapore, Australia and New Zealand including member visits, panel at ASA Conference, Just Keep the Bits Workshops, RAM Jam and more.
- Publication and [launch event on digital preservation documentation](#) (14<sup>th</sup> September).
- Contributions to iPres 2023, which include workshop session, panel, papers, and poster.
- Recruitment to new post for Registries of Good Practice project.
- Audit and Annual Report

# Objective 1: Community

## Overview

Our Mandate: The DPC is first and foremost a community and occupies a distinctive role within a highly dynamic, widely distributed and increasingly diverse network of practitioners and experts. Our activities will sustain and enable this community to collaborate and grow, and we will maintain and refresh the social infrastructure which helps the community cohere as it expands. In doing so, we will foster openness and challenge structural inequalities that constrain participation.

On behalf of our members, we will offer a warm welcome to all agencies and individuals with an interest in digital preservation, and we will provide an efficient and effective platform for meaningful and sustained professional exchange. The DPC will become the trusted venue where the digital preservation community meets, and we will be its collective voice when needed. This objective, to sustain and build the digital preservation community, is arguably the most important of all our objectives and is the foundation of all our ambitions.

## 1.1 Extending our invitation to participation and collaboration

On behalf of our members, the DPC will engage with agencies, sectors and individuals around the world who have an interest in digital preservation, whether they are members or not.

Core community building activities like World Digital Preservation Day, the Digital Preservation Awards, #DPConnect, The DPC Supporter Program and iPres are initiated on behalf of members which benefit from contributions around the world and have an impact for the common good.

#DPConnect						
Description	Weekly online gathering open to digital preservation community					
Lead	Sarah Middleton	Other Staff	All	Priority	Normal	
Quality Measure(s)	<ul style="list-style-type: none"><li>Engagement levels</li><li>Positive feedback</li></ul>		Member Engagement	<ul style="list-style-type: none"><li>Discussion topics</li></ul>		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Weekly promotion			AP	Weekly	Continuous	On track
Rotation of hosts			SLM	Aug 23 – Jul 2024	Continuous	On track
Risks Arising			Opportunities for Improvement			
None at present			Greater engagement from global regions currently underrepresented			
Possible Next Steps						
Introducing weekly #DPConnect sessions in Australasian & Asia Pacific region						
Report						
Weekly Friday sessions continue to be held with varying levels of attendance.						
Discussion Points/Decisions Required						
DPC member suggestions for #DPclinic themes welcomed						

DPC Supporters						
Description	Program of activities designed to facilitate meaningful communication between members and solution providers					
Lead	Sarah Middleton	Other Staff	Angela Puggioni	Priority	Normal	
Quality Measure(s)	<ul style="list-style-type: none"><li>Engagement levels</li><li>Increased number of attendees at events</li></ul>		Member Engagement	<ul style="list-style-type: none"><li>Free access to Futures webinars</li></ul>		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Launch and promote tiered fee structure enabling smaller/non-profit dp tools providers to access DPC Supporter Program			SLM	Aug 2023	Completed	On track
Plan DPFutures Webinars and Panel			SLM	Aug 2023	Completed	On track
Create and promote DPFutures events (inc flyers for iPres)			SLM	Sept 2023	Planned	On track
Run DPFutures events			SLM & GP	Oct 2023	Planned	On track
Recruitment of Supporters			SLM	July 2024	Continuous	On track
Risks Arising			Opportunities for Improvement			

<ul style="list-style-type: none"> <li>Loss or downgrade of Supporters in light of new tiered structure</li> </ul>	<ul style="list-style-type: none"> <li>Greater representation of Supporter types through tiered structure – needs promotion</li> <li>Create and distribute flyers for iPres for those Supporters attending as Sponsors</li> </ul>
<b>Possible Next Steps</b>	
Structured communications to promote the Supporter Program more routinely	
<b>Report</b>	
<p>Since the last meeting, we have launched a new DPC Supporter Program for 2023-2024 including the new tier structure for the DPC Supporter fees, enabling all types and scales of organizations to access the DPC Supporter Program in a fair and equitable fashion. We have communicated this new arrangement to the existing Supporters – with the disappointing (but probably unrelated) result that two of our Supporters have decided not to renew their supportership (both expire Nov 2023), one existing Supporter has enquired about the discounted rate, we have a new Supporter application from Boxxe (referred by Dell) and another enquiry from a sole trader wishing to access the discounted rate.</p>	
<b>Discussion Points/Decisions Required</b>	
Discussion planned for meeting	

Community Development						
Description	Maximize the impact of DPC work through partnership and collaboration with parallel agencies					
Lead	Angela Puggioni	Other Staff	Sarah Middleton	Priority	Normal	
Quality Measure(s)	<ul style="list-style-type: none"><li>Engagement levels</li><li>Engagement spread (geographic/org type)</li></ul>		Member Engagement			
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Identify allied organizations with whom to create strategic relationships			AP/SLM	Aug 2023	Continuous	On track
Join and engage with online communities of representative groups and orgs			AP	July 2024	Continuous	On track
Memorandum of Understanding with ICA			WK	July 2023	Complete	On Track
Co-chairing of iPres Steering Committee			AP	Jan 2024 (for 1 year)	Planned	On track
Partnership with ICCROM on Training			SMM	Dec 2023	Planned	On track
Input to NDSA programs including leadership			JLM	Dec 2023	Continuous	On track
Partnership Opportunity with Inter-Stellar Foundation			WK	TBC	TBC	Initiated
Risks Arising			Opportunities for Improvement			
<ul style="list-style-type: none"><li>Time expended on the activities of other orgs rather than for DPC</li></ul>			<ul style="list-style-type: none"><li>Greater engagement globally</li><li>Introduction to Interstellar Foundation</li></ul>			
Possible Next Steps						
<ul style="list-style-type: none"><li>Maintain and expand communications with other international bodies about World Digital Preservation Day 2023</li></ul>						
Report						
Since the last meeting, we have delivered webinars with/for RIPDASA and ICA which will promote the DPC and its resources into their respective communities. and have signed a new Memorandum of						

Understanding with ICA. From January 2024, Angela Puggioni will become co-chair of the iPres Steering Committee. We have also had meetings with ICCROM about shared training provision and an exploratory meeting with a group called the Inter-Stellar Foundation on potential collaboration on advocacy.

#### Discussion Points/Decisions Required

- DPC member suggestions for representative online communities welcomed.

#### Program of events in Australasian time zone

Description	Online events held regularly in Australasian time zone. Open to members and wider digital preservation community				
Lead	Robin Wright	Other Staff	All	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"><li>Engagement levels</li><li>Positive feedback</li></ul>		Member Engagement	<ul style="list-style-type: none"><li>Discussion topics provided by sub-committee members</li></ul>	
Key Tasks/Outputs			Owner	Due Date	Status
Development and delivery of local events			RW	Monthly	Continuous
Engagement with local member speakers			RW/EO'L	Jan-Dec 23	Continuous
Risks Arising			Opportunities for Improvement		
High level of demand from members			Greater engagement with potential members		
Possible Next Steps					
Establishing program of regular #DPConnect sessions in Australasian & Asia Pacific region for 2024					
Report					
There has been a high level of registration and attendance at all events held in 2023. The #DPClinic on DP 'On and In' the Cloud had a attendance of 40. The #DPClinic OAIS watch party had an attendance of 44. Topics have been drawn from local member suggestions and interest expressed in events held in the UK.					
Discussion Points/Decisions Required					
<ul style="list-style-type: none"><li>Local DPC member suggestions for #DPClinic themes to be pursued</li></ul>					

#### Workflow Webinars

Task/Outcome/Initiative					
Description					
Lead	Sarah Middleton	Other Staff	Michael Popham	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"><li>Engagement levels</li><li>Engagement spread (geographic/org type)</li></ul>		Member Engagement		
Key Tasks/Outputs			Owner	Due Date	Status
Plan Workflow Webinars			SLM/MP	Dec 2023	Planned
Call for participants			SLM	Dec 2023	Planned
Create and promote webinars			SLM	Jan 2024	Planned
Run events			MP	Jan/Feb 2023	Planned
Risks Arising			Opportunities for Improvement		
<ul style="list-style-type: none"><li>None at present</li></ul>			<ul style="list-style-type: none"><li></li></ul>		
Possible Next Steps					
<ul style="list-style-type: none"><li></li></ul>					
Report					

During the DPC planning process for our program of upcoming activities, this was identified as a must-repeat for 2023-2024. Planning for the next series in 2024 will commence in November/December 2023.

**Discussion Points/Decisions Required**

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## 1.2 Expanding core membership

The DPC will seek to expand its core membership by absolute number, by geography and by sector. We will create a network effect for members whereby the larger the number of members the greater the value of membership. This in turn will enable expansion of the DPC's programs. We will ensure our work remains tightly focused on members' needs by establishing offices globally.

Identification of member prospects						
Description	DPC continues to promote membership through active and passive engagement and tracking of significant contacts and prospective members.					
Lead	Sarah Middleton	Other Staff	Angela Puggioni	Priority	Normal	
Quality Measure(s)	<ul style="list-style-type: none"><li>Number of leads turned into members</li><li>Global spread of members</li></ul>		Member Engagement	Members asked to support efforts, Exec Board briefed quarterly.		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Achievement of membership targets (6 Associated + 2 Full members net)			SLM	July 2024	Active	On track
Representation in sectoral activities			SLM	Dec 2023	Planned	On track
Global representation in dp conferences			SLM	Dec 2023	Active	On track
Risks Arising			Opportunities for Improvement			
None at present						
Possible Next Steps						
Identifying sectors where the DPC is not represented and seek to make connections with a view to becoming more involved in their activities – e.g. pharma and life sciences						
Report						
<ul style="list-style-type: none"><li>Six new associate members since last meeting, and member retention robust.<ul style="list-style-type: none"><li>The National Library and Archives of United Arab Emirates (NLA)</li><li>London Metropolitan Archives (LMA)</li><li>Museums of History New South Wales (MHNSW)</li><li>The University of Arizona Libraries</li><li>Hampshire County Council – <i>still to be announced</i></li><li>Ngā Taonga Sound and Vision – <i>still to be announced</i></li></ul></li></ul>						
Discussion Points/Decisions Required						
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Community development						
Description	Support members and membership globally by establishment of local / in-time-zone DPC offices					
Lead	Sarah Middleton	Other Staff	Angela Puggioni	Priority	Normal	
Quality Measure(s)	Aus Office sustainable Americas Office Established		Member Engagement	Stakeholder groups in Aus and Americas		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Establishment of DPC office in the Americas			WK	Dec 2023	Active	On track
Build up offering of sustained and independent activities in Australasia and Asia-Pacific			SLM/RW	July 2024	Continuous	On track
Risks Arising			Opportunities for Improvement			

None at present	Offer more events in various time zones
<b>Possible Next Steps</b>	
<ul style="list-style-type: none"> <li>Continue work on establishment of office in the Americas</li> </ul>	
<b>Report</b>	
<p>Since the last meeting the DPC has progressed the ambition to open an office in the Americas. We now have some good offers from potential host organizations and a working group of members in the Americas has been meeting to finesse the criteria for host requirements; with a view to meeting with potential hosts and firming up an offer by iPres 2023 in Illinois.</p> <p>Simultaneously, recruitment for a Preservation Registry Analyst is underway and will potentially result in a new DPC staff member in the USA before the end of the year.</p>	
<b>Discussion Points/Decisions Required</b>	
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Expanding Australasia and Asia-Pacific core membership						
Description	Aiming for balanced growth and sustained membership that results in ever-more effective representation of the Australasian community					
Lead	Robin Wright	Other Staff	Sarah Middleton	Priority	Normal	
Quality Measure(s)	<ul style="list-style-type: none"><li>Retention of existing members</li><li>Welcoming new members</li></ul>		Member Engagement	Expansion of knowledge of DPC in wider Australasian community		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Maintain local mailing list and use to advertise DPC events			RW	Dec 2024	Ongoing	On track
Ongoing implementation of DPC Aus Communication & Advocacy Plan v 3.3			RW	Dec 2024	Ongoing	On track
Maintaining contact with potential members who have expressed interest			RW	Dec 2024	Active	On track
Risks Arising			Opportunities for Improvement			
As more local members join and require more support there is less time to pursue new members Onboarding process is antiquated			Develop timeline of increased regional membership to identify when increase local staff required			
Possible Next Steps						
Expand existing identified list of potential members at Q4 DPC Aus sub-committee meeting. Particularly investigate possibilities in commercial organizations.						
Report						
Since March, 2 new local organisations have joined the DPC as Associate Members in Australasia and Asia-Pacific: 1. the National Museum of Australia (28/03/2023), 2. Nga Taonga Sound & Vision NZ – the first independent NZ member. There is now a total of 20 local members (3 Full Members and 17 Associate Members).						
Discussion Points/Decisions Required						
<ul style="list-style-type: none"><li>Suggest further contacts and recommendations for potential members from the Sub-Committee</li><li>Expand spreadsheet of existing potential members</li><li>Follow up orgs which have expressed an interest in future membership</li></ul>						



### 1.3 Enabling meaningful communications with and between members, and with the digital preservation community globally.

We will maintain and refresh communications strategies and platforms to support communication within the digital preservation community. Our communications plan will identify audiences, messages and channels and will optimize opportunities for peer-to-peer communication. Our communications will adapt as the community grows to enhance participation, such as through the provision of translation and interpretation. In this way our communications will extend in reach and impact.

DPC Website						
Description	Renewal of DPC Website and transfer to new CMS and web hosting provider					
Lead	Angela Puggioni	Other Staff	Sarah Middleton	Priority	High	
Quality Measure(s)	Functioning, supported website		Member Engagement	<ul style="list-style-type: none"><li>User testing</li><li>Feedback on updated website</li></ul>		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Identification of provider to deliver the project			AP	Sept 2023	Active	At risk
Pre-Migration and Setup			AP	Oct 2023	Planned	At risk
Prepare for migration (design)			AP	Nov 2023	Planned	At risk
Migration			AP	Dec 2023	Planned	At risk
Post migration and clean up			AP	Jan 2024	Planned	At risk
Testing and launch			AP	Jan 2024	Planned	At risk
Risks Arising			Opportunities for Improvement			
<ul style="list-style-type: none"><li>Inability to find and secure provider</li><li>Funding gap between initial estimate and likely cost</li><li>Project slippage</li><li>Website outage if website not updated</li></ul>			<ul style="list-style-type: none"><li>Better navigation and discovery</li><li>Better user experience</li><li>Update look and feel</li></ul>			
Possible Next Steps						
<ul style="list-style-type: none"><li>Review proposal(s) from web providers</li><li>Budget approval</li><li>Creation of new website structure</li></ul>						
Report						
<p>Since the last meeting, the DPC’s current web support provider has informed us that they will not be continuing to support the DPC’s website and will not be taking up the website update project. While this is a disappointment, and will inevitably be a larger job than first anticipated, we also consider this to be an opportunity:</p> <ul style="list-style-type: none"><li>a) To rebuild the website without affecting the current site</li><li>b) To transfer to a new CMS system (probably Wordpress) which should be more intuitive and user friendly for us as web managers on the back end</li><li>c) To rebuild the website free from the legacy structure we have inherited from previous versions of the site</li></ul> <p>With this in mind, we have spoken to three web developers with a view to gaining a proposal for this work. To date we have received one, as well as one withdrawal. The proposal received will go to the Board.</p>						
Discussion Points/Decisions Required						
<ul style="list-style-type: none"><li>General approval sought to proceed with proposal received. Recommendation to the Board wrt funding. Significant risk emerging</li></ul>						

Members Unconferences and Networking events						
Description	Face-to-face event in Ireland for DPC members					
Lead	Sarah Middleton	Other Staff	Angela Puggioni	Priority	Normal	
Quality Measure(s)	<ul style="list-style-type: none"><li>Numbers attending</li><li>Level of engagement</li></ul>		Member Engagement	<ul style="list-style-type: none"><li>Invitation to event</li><li>Member priority</li></ul>		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Event planning			SLM	Aug 2023	Active	On track
Creation and promotion of event			SLM/AP	Sep 2023	Planned	On track
Communications planning			SLM/AP	Oct 2023	Planned	On track
Deliver event			SLM	Nov 2023	Planned	On track
Risks Arising			Opportunities for Improvement			
Previously offered venue unavailable on dates identified			Expand to global face-to-face member events			
Possible Next Steps						
Start conversations about possible 2024 Unconference events in Europe, Americas and Australasia						
Report						
An event will be held on 7 <sup>th</sup> November at Chester Beatty in Dublin, thanks to Tim Keefe for offering to host. This will be in conjunction with a Policy Planning event on 8 <sup>th</sup> November with NLI. Planning is in progress for both events.						
Discussion Points/Decisions Required						
None						

Champions Program						
Description	A program designed to create deeper and more sustainable relationships between DPC and its member organizations.					
Lead	Sarah Middleton	Other Staff	All	Priority	Normal	
Quality Measure(s)	<ul style="list-style-type: none"><li>Annual meetings</li><li>Engagement levels</li></ul>		Member Engagement	<ul style="list-style-type: none"><li>Designated contact at DPC</li><li>Consultation with members re. resources and events</li><li>Help to use membership[</li></ul>		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Planning annual calls			SLM	Aug 2023	Active	On track
Regular email communications			All	Aug 2023	Active	On track
Update CRM with current member information			All	July 2024	Continuous	Ongoing
Re-evaluate Champions Program in December with the addition of new staff members			SLM	Dec 2023	Planned	On track
Risks Arising			Opportunities for Improvement			
None at present			New staff is opportunity to re-allocate, esp in Americas			
Possible Next Steps						
Evaluation of program and reallocation of champions and members with new hires.						
<ul style="list-style-type: none"><li>Report</li></ul>						

Most, if not all, DPC Members have been contacted to see if they would like an annual catch-up meeting. About 75-80% of the calls have been made with good feedback (members find the calls useful) and updates.
<ul style="list-style-type: none"> <li><b>Discussion Points/Decisions Required</b></li> </ul>
None

Feedback gathering						
Description	Regular evaluation of all DPC engagements					
Lead	Angela Puggioni	Other Staff	Ellie O’Leary	Priority	Normal	
Quality Measure(s)	<ul style="list-style-type: none"><li>Engagement levels</li><li>80% positive feedback</li></ul>		Member Engagement	<ul style="list-style-type: none"><li>Consultation via post-event feedback forms</li></ul>		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Review feedback			AP	June 2023	Planned	On track
Report on feedback gathering			AP/EoL	Aug/Dec 23	Planned	On track
Risks Arising			Opportunities for Improvement			
None at present						
Possible Next Steps						
Re-think offering based on report outcome						
<ul style="list-style-type: none"><li>Report</li></ul>						
Nothing to report at present.						
<ul style="list-style-type: none"><li>Discussion Points/Decisions Required</li></ul>						
None						

#### 1.4 Ensuring our program is accessible and inclusive so that members and the broader digital preservation community can engage on an equitable basis, delivering and deriving mutual benefit from participation.

The DPC's activities offer support across our membership and into the broader digital preservation community. There are many different time zones, sectors, languages, and technologies not to mention levels of confidence and cultural norms. We will support the accessibility of our programs with a clear policy for welcome and inclusion, and a commitment to monitor, maintain and enhance technical accessibility. In this way the DPC will support Sustainable Development Goals 5 and 10.

Communications development						
Description	Making sure our communications platforms at fit for purpose and comms planned properly, so that the whole digital preservation community can benefit from our work, especially those otherwise excluded.					
Lead	Angela Puggioni	Other Staff	Sarah Middleton	Priority	Normal	
Quality Measure(s)	<ul style="list-style-type: none"><li>Engagement levels</li><li>Number of downloads</li></ul>		Member Engagement	<ul style="list-style-type: none"><li>Consultation website development</li></ul>		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Review and update ED&I policy			AP	July 2024	Planned	On track
Review website accessibility			AP	Dec 2023	Planned	On track
Translations			SLM	July 2024	Continuous	Ongoing
Risks Arising			Opportunities for Improvement			
Related to website redevelopment						
Possible Next Steps						
Website redevelopment is critical to this work						
Report						
The bursaries that had been intended for iPres 2022 in Glasgow (but were unable to be taken up due to visa issues), have been allocated again for iPres 2023 enabling those who might not have been able to travel otherwise to access this conference.						
Discussion Points/Decisions Required						
None						

Promotion of events & opportunities						
Description	Communicating DPC activities					
Lead	Angela Puggioni	Other Staff	Sarah Middleton		Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"><li>Number of interactions</li><li>Engagement spread (geographic/org type)</li></ul>		Member Engagement		Consultation on plans	
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Regular review of current social media channels			AP	July 2024	Active	On track
Online promotion			AP	July 2024	Active	On track
Offline promotion (prospectus)			AP	July 2024	Planned	On track
Risks Arising			Opportunities for Improvement			
Deterioration of Twitter as a comms platform			Monthly digest to digital-preservation mailing list of new DPC resources			

Possible Next Steps
Investigate other options to replace or supplement Twitter – e.g. mastodon or other
Report
Continuing as planned.
Discussion Points/Decisions Required
None

Enhance Australasia and Asia-Pacific member experience						
Description	Ensure members get the best out of the DPC membership in Australasia and Asia-Pacific					
Lead	Sarah Middleton	Other Staff	Robin Wright	Priority	Normal	
Quality Measure(s)	<ul style="list-style-type: none"><li>New members in regions</li><li>Retain members in regions</li></ul>		Member Engagement	<ul style="list-style-type: none"><li>Consultation with regional stakeholders</li></ul>		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Visit by DPC Head Research & Practice to Aus/NZ			RW/PW	Oct 2023	Upcoming	On track
Offer ongoing program of activities in Australasia and Asia-Pacific time zone			SLM/RW	Dec 2023	Active	On track
Risks Arising			Opportunities for Improvement			
Over-stretch and loss of momentum			High level of demand for both online and F2F events in local time zones			
Possible Next Steps						
<ul style="list-style-type: none"><li>Develop plan for expanded staffing for Australasia and Asia-Pacific</li><li>Continue to develop ongoing schedule of events in Australasian time zone for 2024</li></ul>						
Report						
Now have 20 local DPC members. Have delivered a program of online and in-person events each month during 2023. High attendance at #DPCclinic watch parties and high demand for N2KH Plus training sessions						
Discussion Points/Decisions Required						
<ul style="list-style-type: none"><li>Is a more structured way to assess and respond to the needs of local members required?</li></ul>						

### 1.5 Understanding and enhancing the environmental sustainability of the DPC's digital platforms.

Much of the DPC's community engagement depends on digital infrastructures for video conferencing and all manner of web-based interactions. Although this reduces the carbon costs of travel and opens the door to global participation, the carbon footprint of our online services is only partially understood. In support of Sustainable Development Goal 9 we will map and audit our communications to understand their carbon footprint and develop an action plan to reduce it.

Communications development						
Description	The DPC’s climate action plan will identify ways in which the DPC’s communications can be made more environmentally sustainable. The action plan is currently in development.					
Lead	Sarah Middleton	Other Staff	John McMillan Angela Puggioni		Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"><li>Action Plan used by the dp community</li><li>Impact of DPC effort</li></ul>		Member Engagement		Action plan reviewed by M&G sub-Committee	
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Perform communications audit			SLM	Aug 2023	Planned	On track
Draft Climate Action Plan			JBM	Aug 2023	In Progress	On track
Develop action Plan			SLM	Oct 2023	Planned	On track
Risks Arising			Opportunities for Improvement			
None at present						
Possible Next Steps						
Start Carbon Footprint measurement exercise together with the Accountable, Sustainable, Dynamic staff						
<ul style="list-style-type: none"><li>Report</li></ul>						
Nothing to report as present.						
<ul style="list-style-type: none"><li>Discussion Points/Decisions Required</li></ul>						
None						

## Objective 2: Advocacy

### Overview

Our Mandate: The DPC represents the international digital preservation community and in this position will work towards a climate of public and institutional policy which is better informed and better inclined towards digital preservation. We will confront the cultures of short-termism and under-investment which undermine the maintenance of core digital and data infrastructures globally. With an emphasis on real world impacts of data loss, we will underline digital preservation as a necessary condition for accountability, transparency, reproducibility, creativity, commerce and witness for individuals and organizations of all kinds in the digital age. We will document and assert the opportunities and capabilities derived from well-founded, and properly funded preservation infrastructures, including the permission to dispose which derive from them. In doing so we will empower our members and the digital preservation community globally, celebrating their achievements and building wider recognition for their work.

## 2.1 Raising awareness of digital preservation.

The DPC will seek out opportunities around the world to promote digital preservation and engage on the subject at the highest level. We will seek to engage with audiences beyond our own community, helping to bring digital preservation more into the public consciousness. Campaigns like the Bit List will support these endeavors and allow us to articulate nuanced and authentic messages about digital preservation.

World Digital Preservation Day						
Description	The first Thursday every November is dedicated to all of the benefits and opportunities enabled by the hard work of the digital preservation community.					
Lead	Angela Puggioni	Other Staff	Sarah Middleton	Priority	Normal	
Quality Measure(s)	<ul style="list-style-type: none"><li>Engagement levels</li><li>Engagement spread (geographic/org type)</li></ul>		Member Engagement	Encouraged continuously		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Communications planning			AP	Aug 2023	Active	On track
Communications delivery			AP	Nov 2023	Active	On track
Facilitation of event			AP	Nov 2023	Planned	On track
Risks Arising			Opportunities for Improvement			
None at present			<ul style="list-style-type: none"><li>Greater engagement from global regions currently underrepresented</li></ul>			
Possible Next Steps						
<ul style="list-style-type: none"><li>Coordination of communications with other international bodies with an interest or alignment with digital preservation</li></ul>						
Report						
<ul style="list-style-type: none"><li>New logo created and released!</li><li>Logo translations and sticker ordering process being finalized</li><li>Save the date released</li><li>Comms planning underway with a view to ramping up between Sep – Nov 2023</li></ul>						
Discussion Points/Decisions Required						
Any tasks outstanding, or late additions to the program?						

Bit List of Endangered Digital Materials						
Description	The BitList – the Global List of Digitally Endangered Species is a community led advocacy tool					
Lead	Amy Currie	Other Staff	Sarah Middleton	Priority	Normal	
Quality Measure(s)	<ul style="list-style-type: none"><li>Number of new nominations</li><li>Strength of evidence provided by Council</li><li>Engagement with report once published</li></ul>		Member Engagement	<ul style="list-style-type: none"><li>Through Bit List Council</li><li>Open call for new nominations</li></ul>		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Drafting and review			AC	Aug 2023	Active	On track
Publication of report			AC/SLM	Nov 2023	Planned	On track
Planning and delivery of launch activity			SLM	Nov 2023	Planned	On track



Evaluation of process (with Bit List Council)	AC/SLM	Nov 2023	Planned	On track
Definition of 2 year process	AC/SLM	Nov 2023	Planned	On track
Re-engagement and relaunch with Bit List Council	AC/SLM	Jan 2024	Planned	On track
<b>Risks Arising</b>	<b>Opportunities for Improvement</b>			
Insufficient media attention for core advocacy tool	<ul style="list-style-type: none"><li>• Potential for introduction of database to better manage entry information</li><li>• Introduction of 2-year cycle for Bit List Council</li><li>• Contextual update only in off-years</li></ul>			
<b>Possible Next Steps</b>				
Media attention to be developed				
<b>Report</b>				
<p>The Bit List process is well underway with the support of the Bit List Council, and additional help from Ellie O’Leary who is currently assisting Amy Currie. The Call for New Nominations which opened in April 2023 and ran to 30<sup>th</sup> June elicited 12 further entries – including supporting intelligence from a vendor to the dp community. Work is on schedule to release a draft to the Bit List Council for their review in September 2023, and planning is underway for a launch/release activity on WDPD.</p> <p>A later draft will be sent to the ACE Subcommittee in October for any comments and contributions before publication.</p>				
<b>Discussion Points/Decisions Required</b>				
<ul style="list-style-type: none"><li>• How to present supporting information offered by a vendor to the dp community within the report?</li><li>• How to maximize impact in tech-media outside of the DP community?</li></ul>				

Participation in local Australasia and Asia-Pacific industry						
Description	Head of DPC Australasia and Asia-Pacific to attend and present at key industry conferences/events					
Lead	Robin Wright	Other Staff	Paul Wheatley	Priority	Normal	
Quality Measure(s)	Number of industry events with DPC presence	Member Engagement	<ul style="list-style-type: none"><li>Identification of conferences held/attended by local members</li></ul>			
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Panels/papers submitted to conference			RW	Dec 2023	Planned	On Track
Papers accepted/presented			RW/PW	Dec 2023	2/3 accepted	On Track
Industry events participated in			RW	Dec 2023	On-going	On-going
Risks Arising			Opportunities for Improvement			
Attendance/travel costs to participate in conferences			<ul style="list-style-type: none"><li>Work with sub-committee to identify opportunities for DPC presence at industry events</li></ul>			
Possible Next Steps						
<ul style="list-style-type: none"><li>Discuss plans for 2024 with sub-committee</li></ul>						
Report						
Head, Australasia and Asia-Pacific has maintained a presence at local industry events. Attended ALIA Library and Information week events <i>Where’s the Source</i> event and <i>First Nations Representation &amp; Agency in Libraries</i> . DPC panel submission accepted for ASA conf. 6 Sept, paper accepted for NDF forum in NZ <a href="https://www.ndf.org.nz/ndf23">https://www.ndf.org.nz/ndf23</a> , paper submitted to #BDCH23 <a href="https://aama.net.au/conference/">https://aama.net.au/conference/</a>						
Discussion Points/Decisions Required						
<ul style="list-style-type: none"><li>Identification of key industry events in next year and resources to be committed to DPC presence.</li></ul>						

## 2.2 Supporting internal advocacy that develops and expands digital preservation practice.

The DPC will support internal advocacy for digital preservation, maintaining and updating our suite of advocacy resources, supporting members to conduct internal advocacy and by acting as a catalyst to engage senior managers and executives about the threats that arise in the context of data loss and the opportunities that arise through preservation.

Advocacy Toolkit					
Description	Better access to compilation of advocacy resources through the website				
Lead	Sarah Middleton	Other Staff	Angela Puggioni/ Ellie O’Leary	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"><li>Improved access results</li><li>Download numbers</li></ul>		Member Engagement	<ul style="list-style-type: none"><li>Consultation on website</li><li>Identification of key resources</li></ul>	
Key Tasks/Outputs			Owner	Due Date	Status
Dependency: Website upgrade and redesign			SLM	Dec 2023	Planned
Improve website tagging system			SLM	Dec 2023	Planned
Tag advocacy items			EOL	Dec 2023	Planned
Risks Arising			Opportunities for Improvement		
<ul style="list-style-type: none"><li>Delays to website upgrade</li><li>Dependent on web developers</li></ul>			<ul style="list-style-type: none"><li>Make a priority action for DPC</li></ul>		
Possible Next Steps					
Report					
This work forms part of the website upgrade and template redesign and is currently at risk of falling behind because of this dependency – although work is now in hand for a full website update. See report on Website in Community Engagement.					
Discussion Points/Decisions Required					
Refer to Website item on Community Engagement report.					

### 2.3 Supporting the development of global digital preservation policy.

Within the practical limits of our capacity and bound by our charitable statutes, we will respond to public policy consultations and briefs as the collective voice of a diverse global community, with a view to creating a climate of public and institutional policy which is better informed and better inclined towards digital preservation.

Global policy development					
Description	Responding to opportunities to shape digital preservation policy around the world.				
Lead	William Kilbride	Other Staff	Sarah Middleton	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"><li>Impact of DPC input</li><li>Reach/range of input requested</li></ul>		Member Engagement	<ul style="list-style-type: none"><li>Requests for support</li></ul>	
Key Tasks/Outputs			Owner	Due Date	Status
Respond as opportunities arise			WK	---	---
Publicize results as appropriate			SLM	---	---
Risks Arising			Opportunities for Improvement		
Hard to identify opportunities systematically			Use Bit List to engage political parties ahead of UK election 2024/5		
Possible Next Steps					
Need for policy observatory function. Need to engage policy creators ahead of manifesto commitments.					
Report					
Since the last meeting the DPC has responded to a Scottish Government Finance and Public Administration Committee consultation about funding for culture. <a href="#">The response may be read here.</a>					
Discussion Points/Decisions Required					
Systematic engagement in public policy is difficult to achieve and impact is hard to gauge.					

## 2.4 Raising awareness about the relationship between digital preservation and environmental sustainability.

The DPC will identify and use strategic opportunities to raise awareness about the connections between digital preservation and environmental sustainability, seeking out examples of good practice and leading by example.

Event on digital preservation and sustainability						
Description	Online event to explore relationship between digital preservation and environmental issues					
Lead	Angela Puggioni	Other Staff	Sarah Middleton	Priority	Normal	
Quality Measure(s)	<ul style="list-style-type: none"><li>80% of spaces taken</li><li>90% positive feedback</li></ul>		Member Engagement	<ul style="list-style-type: none"><li>Full member Priority (as collected May 2023)</li></ul>		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Create and promote event online			SLM/AP	TBC	Planned	---
Deliver event			GP/AP	TBC	Planned	---
Risks Arising			Opportunities for Improvement			
None at present			<ul style="list-style-type: none"><li>Identify other/regular opportunities to introduce this subject</li></ul>			
Possible Next Steps						
Report						
<p>This item had previously been represented as a #DPClinic on green digital preservation with Tamara van Zwol. Since the last meeting, and the DPC’s planning process to decide the program of activities for the coming year, it has been decided to amalgamate this presentation into a much more in-depth (and longer) event incorporating other speakers.</p> <p>The event will be organized and coordinated by the Good Practice team, but as part of our Advocacy activities we will plan ways to communicate the event and encourage the community to think about and engage on the topic.</p>						
Discussion Points/Decisions Required						
None						

## 2.5 Providing high profile and accessible mechanisms to communicate good practice and innovation in digital preservation.

The DPC will continue to celebrate the achievements of members and of the community globally through mechanisms like the Digital Preservation Awards which are not only a means of highlighting or amplifying good practice but also become moments for internal advocacy. The DPC will provide impartial expert validation which is independent with respect to vendors or solution providers.

Digital Preservation Awards					
Description	Biennial celebration of good practice in digital preservation				
Lead	Sarah Middleton	Other Staff	Angela Puggioni	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"><li>• Increase in nominations on previous year</li><li>• Increase in range and type of nominations</li><li>• All categories viable</li></ul>		Member Engagement	<ul style="list-style-type: none"><li>• Feedback from previous winners</li></ul>	
Key Tasks/Outputs			Owner	Due Date	Status
Connect with iPres 2024 Ghent			SLM	Sep 2023	Planned
Plan process accordingly			SLM	Dec 2023	Planned
Launch Awards process			SLM	Spring 2024	Planned
Risks Arising			Opportunities for Improvement		
None at present			<ul style="list-style-type: none"><li>• Greater engagement through more impactful communications</li><li>• Carefully timed communications to avoid other busy conference periods</li></ul>		
Possible Next Steps					
<ul style="list-style-type: none"><li>• Plan the process and start conversations with iPres 2024 Ghent</li></ul>					
Report					
Since the last meeting, the DPC has followed up an offer from iPres2024 to co-host the Digital Preservation Awards in Ghent, at the conference. While we contemplated whether another co-location with iPres would begin to look like DPA was synonymous with iPres, it was considered that the DPC is not in a position to organize an awards process outside Europe yet – although we do have aspirations to take this to Australia, and in time, to the Americas as well. Both of which would most likely not be associated with iPres. Therefore, an offer from a European (iPres) host for 2024 was considered to be a good option, and one we will explore further as part of our planning in October-November 2023.					
Discussion Points/Decisions Required					
<ul style="list-style-type: none"><li>• Any reasons why/why we should not pursue the offer from Ghent?</li></ul>					

## Objective 3: Workforce Development

### Overview

Our Mandate: Providing opportunities for our members to acquire, develop and retain competent and responsive workforces that are ready to address the challenges of digital preservation, we will provide tangible outcomes to our members through a broad range of outputs including resources to support professional development and recruitment, training content, grants to attend development opportunities, and frequent revision of the seminal resource The Digital Preservation Handbook. We will also encourage the development of high-quality training by others and support training providers that seek to develop curricula in digital preservation. We will provide authoritative labor market intelligence for employers, students, and teachers alike, enhancing the relevance of training and extending the competence of staff. In this way, the DPC will become a global forum for detailed and timely knowledge exchange between members for the benefit of all. In line with our charitable objects these educational activities will support the wider digital preservation community both directly and indirectly.

### 3.1 Analyze and understand the digital preservation community's professional development needs

The DPC will proactively capture information on the professional development needs of DPC members' workforces and of the digital preservation community around the World. The DPC will undertake alternating biannual analyses of training needs and of the digital preservation labor market. A variety of information gathering techniques will be utilized to ensure a broad range of voices and experiences are captured. The information gathered through these analyses will help shape the outputs of the DPC Workforce Development Program and will be published so that they can benefit the wider community.

Labor Market Analysis						
Description	An analysis of trends in the digital preservation labor market based on data gathered from job advertisements. This will include information on job titles, salaries, skill requirements, geographic distribution and more.					
Lead	Amy	Other Staff	Sharon	Priority	Normal	
Quality Measure(s)	<ul style="list-style-type: none"><li>Reuse of findings into developed Recruitment Toolkit</li><li>Reuse of open dataset by members and other groups</li><li>Increased traffic to DPC Jobs</li></ul>		Member Engagement	<ul style="list-style-type: none"><li>Consultation with members re: data sources</li><li>DP Clinic event around the time of publication</li></ul>		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Data gathering			Amy	Mar 2023	Complete	---
Analysis			Amy	Sep 2023	Active	On Track
Report and open data set			Amy	Oct 2023	Planned	---
Risks Arising			Opportunities for Improvement			
None at present			<ul style="list-style-type: none"><li>An increased variety of data sources, in particular covering positions in Asia, Africa, and South America</li><li>Improved process for posting and gathering data from DPC Jobs webpage</li></ul>			
Possible Next Steps						
<ul style="list-style-type: none"><li>Incorporation of data and findings into DPC Recruitment Toolkit</li><li>Investigate other sources and techniques for ongoing collection of data from job posting websites</li></ul>						
Report						
Analysis of the collected data from 646 job postings is underway. An initial quantitative analysis has been conducted on the full dataset (salaries, location, contract type, full/part time, job titles incl. word frequency). Good progress has been made on qualitative coding of descriptions for analysis of priority areas (key activities and responsibilities; essential knowledge, skills, experience; education level and formal qualifications, position level and type; DPC RAM and DPC Competency Framework).						
Discussion Points/Decisions Required						
None at present						

### 3.2 Actively maintain and update DPC resources that facilitate structured professional development of DPC member workforces

The DPC will continue to maintain and update the DPC's Competency Framework in line with developing good practice and intelligence gathered on training needs and the digital preservation labor market. The DPC will create additional complementary resources to aid DPC members with the continuing development of their workforces. These will include, but are not limited to, a skills audit toolkit and a recruitment toolkit. The DPC will also investigate the establishment of a mentor or buddy scheme for members, to help support ongoing professional development.

Digital Preservation Competency Framework						
Description	A competency framework and accompanying resources to help members of the community identify, audit, and develop the skills required for digital preservation. This includes individual and group professional development planning, as well as facilitating other staffing activities such as recruitment and annual review.					
Lead	Sharon	Other Staff	Amy	Priority	Normal	
Quality Measures	<ul style="list-style-type: none"><li>Workshops at a minimum of two conferences</li><li>Article in a peer-reviewed journal</li></ul>		Member Engagement	<ul style="list-style-type: none"><li>Member-focused pilot of framework</li><li>Training events</li><li>Inclusion as a talking point for Champions calls</li><li>Case studies for article</li><li>Feedback mechanisms</li></ul>		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Quick Start Guides			Sharon	Dec 2023	Planned	---
Recruitment Toolkit			Sharon	TBC	Postponed	---
Risks Arising			Opportunities for Improvement			
None at present			<ul style="list-style-type: none"><li>Biannual review based on member and community feedback</li></ul>			
Possible Next Steps						
<ul style="list-style-type: none"><li>Creation of a guide to skills development, including available training opportunities matched to skill areas and levels.</li></ul>						
Report						
A number of DPC members have reported use of the Competency Framework as part of Champions calls this year, and there was a member-led session at the DPC Member Unconference in London in June where Helen Dafter from The Postal Museum discussed their use of the Framework. A number of these members have provisionally agreed to participate in the creation of case studies on the use of the Framework. Workshops covering the Framework and CAT at the ARA and iPres conferences in late August and September, respectively. We have also discussed the possibility of submitting a workshop to the IDCC conference aimed it relating the Framework to research data management. Due to other priorities, work on the proposed Recruitment Toolkit has been postponed until the next DPC year (Aug 2024-Jul 2025).						
Discussion Points/Decisions Required						
None at present						



### 3.3 Develop and maintain training content on key digital preservation topics suitable for synchronous delivery

The DPC will develop and maintain a portfolio of training materials, designed for synchronous delivery. The development of new content will be prioritized according to identified member needs. Updates to training content will be made in line with developing good practice. The DPC will use the materials to deliver training events through a variety of channels, both online and in-person, and scheduled to be accessible to members across a range of time zones. The DPC will make training content available for reuse to members wishing to deliver courses within their own context, under appropriate licenses.

Training Events					
Description	Development and delivery of synchronous training events for DPC members on priority topics.				
Lead	Sharon	Other Staff	Amy, Sarah, Robin	Priority	Normal
Quality Measures	<ul style="list-style-type: none"><li>80% of spaces taken</li><li>90% positive feedback</li></ul>		Member Engagement	<ul style="list-style-type: none"><li>Identification of priority topics</li><li>Training events</li></ul>	
Key Tasks/Outputs			Owner	Due Date	Status
DPC Australasia/Asia Pacific Training Program			Sharon	Dec 2023	Active
Advocacy for DP			Sarah	Jul 2023	Cancelled
Bespoke, In-House Training Events for Members			Amy	Continuous	Active
Risks Arising			Opportunities for Improvement		
<ul style="list-style-type: none"><li>Hard to plan the demand and respond accordingly.</li></ul>			<ul style="list-style-type: none"><li>Expand possible topics/training content available</li><li>Develop policy for provision of and charging for bespoke events for associates and non-members.</li><li>Make more use of members’ expertise</li></ul>		
Possible Next Steps					
<ul style="list-style-type: none"><li>Identify priority intermediate/advanced level topics and possible presenters</li><li>Roll-out N2KH Plus sessions for other DPC members</li></ul>					
Report					
<p>Due to low registration numbers for the proposed advocacy training events in July, the events were cancelled. To help those members who do need help with advocacy, the DPC will look to review and update its Advocacy Toolkit resources, which fall under the remit of the Advocacy Strategic Objective. Once this process has been completed, we will investigate the possibility of developing an online course on the topic. We have also received a number of requests for bespoke, in-house training events for members. Sessions have been scheduled on the topic of DP policy for the Digital Repository of Ireland (online) and the National Library of Ireland (in-person), and we are still in discussion about at least one more possible event. This has also highlighted the need for greater clarity relating to the availability of this type of training provision and the related costs for associate members and non-members (training can be provided for full members as part of their five days of member support time). We will be working with the Head of Administration and Finance to develop a policy.</p>					
Discussion Points/Decisions Required					
None at present					

Training Events – DPC Aus						
Description	Development and delivery of synchronous training events for DPC members on priority topics.					
Lead	Sharon McMeekin	Other Staff	Robin Wright	Priority	Normal	
Quality Measures	<ul style="list-style-type: none"><li>Training events delivered for DPC Aus members</li><li>80% of spaces taken</li><li>90% positive feedback</li></ul>		Member Engagement	<ul style="list-style-type: none"><li>Identification of priority topics</li><li>Level of participation in training events</li></ul>		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
N2KH Plus sessions delivered to DPC Aus members			SMcM	Dec 2023	Active	On track
DP Essentials Winter School			SMcM	Dec 2023	Planned	Dates to be confirmed
Risks Arising			Opportunities for Improvement			
Increasing membership in region is likely to lead to greater demand for training			<ul style="list-style-type: none"><li>Expand possible topics/training content available</li></ul>			
Possible Next Steps						
<ul style="list-style-type: none"><li>Identify priority intermediate/advanced level topics and possible presenters</li><li>Roll-out N2KH Plus sessions for other DPC members</li></ul>						
Report						
A training program for DPC members in the Australia and Asia Pacific region has been developed, covering an introduction to digital preservation and topics complementary to N2KH. So far in 2023 two N2KH Plus sessions have been held for local members on <i>Continuous Improvement</i> (24 May) – 13 participants, <i>Risk Management</i> (15 June) – 10 participants. A further two are scheduled on <i>Policy</i> (17 Oct) and <i>Creating a Business Case</i> (22 Nov) and additional sessions on DP Essentials are planned for Autumn/Winter 2023.						
Discussion Points/Decisions Required						
<ul style="list-style-type: none"><li>Schedule more N2KH Plus sessions for Australasia or prioritize online training development?</li></ul>						

Python Study Groups						
Description	Creation of a study group program, in collaboration with the BitCurator Consortium, to support the development of Python scripting skills within the DP community. Developed from a pilot program hosted by the BitCurator Consortium.					
Lead	Sharon	Other Staff	Amy, Ellie, Angela	Priority	Normal	
Quality Measures	<ul style="list-style-type: none"><li>75% of study group places claimed</li><li>Supporting content used by other groups</li></ul>		Member Engagement	<ul style="list-style-type: none"><li>Contribution to transition team</li><li>Study group priority places</li></ul>		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Establish administration processes			Amy	Oct 2023	Active	On track
Develop learning resources to support groups			Sharon	Nov 2023	Active	On track
Communications (incl. plan)			Angela	Oct 2023	Active	On track

Risks Arising	Opportunities for Improvement
None at present	<ul style="list-style-type: none"> <li>• Draw on expertise of new 'Registry Analyst' postholder</li> </ul>
Possible Next Steps	
<ul style="list-style-type: none"> <li>• Continued development of supporting resources</li> </ul>	
Report	
<p>Good progress has been made on the transition of the Python Study Group program from the BCC-led pilot to the DPC-led program. Most administrative processes are close to finalization, including Terms of Reference for the program, role descriptions, and registration processes. Work is also progressing well on a communications plan and supporting content for the study groups, including an introductory primer on Python and worked examples of how python can be used for DP. We have, however, taken the decision to push the start date for Study Groups back to January 2024 to ensure completion of resources is not rushed. We now plan to hold information webinars on the groups in October, and to open registration for the groups shortly after.</p>	
Discussion Points/Decisions Required	
None at present	

### 3.4 Develop and maintain online training content for delivery through the DPC's learning management system

The DPC will develop and maintain a portfolio of training content, designed for online delivery through a learning management system (LMS), on a range of digital preservation topics. The development of new content will be prioritized according to identified member needs. Updates to training content will be made in line with developing good practice. The DPC will provide free access to the training content for members through its LMS and provide access for the global digital preservation community for a fee. Online training content will be shared with DPC members wishing to deliver courses through their own LMS. The DPC will aim to develop online training development and delivery provision so that it is self-funding by the mid-point of the period covered by this strategic plan.

DPC Online Training						
Description	Management of the DPC’s online training portal and the development of and updates to training content.					
Lead	Sharon	Other Staff	Amy	Priority	Normal	
Quality Measures	<ul style="list-style-type: none"><li>2 new courses published a year</li><li>80% positive feedback</li></ul>		Member Engagement	<ul style="list-style-type: none"><li>Member consultation on priority topics for new courses</li><li>Free access to all training content</li></ul>		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Procurement of new LMS			Sharon	May 2023	Completed	
Beginners’ Web Archiving Course			Sharon	Nov 2023	Active	On track
Continuous Improvement Course			Sharon	Feb 2024	Planned	---
Risk Management Course			Amy	Feb 2024	Planned	---
Risks Arising			Opportunities for Improvement			
None at present			<ul style="list-style-type: none"><li>Prioritization of content development</li><li>Development processes based on good practice</li></ul>			
Possible Next Steps						
<ul style="list-style-type: none"><li>Plan for ongoing training development and maintenance</li><li>Investigate how to provide equitable access to training</li></ul>						
Report						
Procurement of the new LMS system was completed in late May and, barring a few minor glitches, the transition has been smooth. Learners are now able to self-register for courses and admin time has been greatly reduced. Work has also begun on the Beginners Web Archiving Course, based on content originally developed in partnership with the IIPC. Drafts of the text for 5 modules from the 17 planned have been completed. The IIPC Training Committee will be helping with quality assurance and reviewing all drafts. It is expected that the course will be ready for launch later this year.						
Discussion Points/Decisions Required						
None at present						

Novice to Know-How Training						
Description	Development and maintenance of training content under the “Novice to Know-How” brand, as funded by The National Archives (UK).					
Lead	Sharon	Other Staff	All	Priority	High	
Quality Measures	• Courses completed by 1000 learners a year		Member Engagement	• Free access to learning pathway		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Communications			Angela	Ongoing	Active	On track
Email Course Launch Event			Sharon	Jun 2023	Complete	---
Learner Support and Admin			Ellie	Ongoing	Continuous	On track
Updates to N2KH: Beginners Content			Sharon	TBC	Planned	---
Risks Arising			Opportunities for Improvement			
• Content of courses becomes dated/inaccurate			• Regular review of content • Increase interactive/exercise-based content • Investigate possibilities for translation			
Possible Next Steps						
• Development of further courses						
Report						
<p>The launch event for the N2KH: Email Preservation course was held on 29<sup>th</sup> June and was attended by more than 100 people. In the last three months registrations and course completion numbers are as follows:</p> <ul style="list-style-type: none"><li>• N2KH: Beginners – 404/93</li><li>• N2KH: Access – 87/19</li><li>• N2KH: Email – 361/30</li></ul> <p>A review of the content of the original N2KH: Beginners course has also been completed, identifying where content requires updating and where it might benefit from reformatting or new resources produced. Plans for updates will be discussed with TNA before progressing.</p>						
Discussion Points/Decisions Required						
• Course completion rates are down since moving to a self-serve portal without deadlines. Should we actively encourage completion, e.g. through email reminders? And should there be a cut-off time where accounts should be removed/deactivated if idle?						

### 3.5 Actively maintain and update the Digital Preservation Handbook

The DPC will produce a third edition of the Digital Preservation Handbook (the Handbook) within the first half of this strategic plan. The third edition of the Handbook will continue the ethos of previous editions by offering a comprehensive introduction to digital preservation, whilst updating and adding content to reflect current good practice. The DPC will implement proactive ongoing management and a plan to update the Handbook subsequent to the publication of the third edition. Translations of the Handbook will be facilitated in line with the DPC's Translations Policy, extending its relevance to a global audience.

Digital Preservation Handbook 3 <sup>rd</sup> Edition						
Description	The creation of a 3 <sup>rd</sup> edition of the DPC’s Digital Preservation Handbook.					
Lead	Sharon	Other Staff	All		Priority	Normal
Quality Measures	<ul style="list-style-type: none"><li>• Peer review comments</li><li>• Increased traffic to Handbook</li></ul>		<b>Member Engagement</b>		<ul style="list-style-type: none"><li>• WD Sub-Committee as Editorial Board</li><li>• Consultation on plans</li><li>• Peer reviewers drawn from membership</li><li>• Launch Event</li></ul>	
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Project plan			Sharon	Oct 2023	Planned	---
Translation plan			Amy	Oct 2023	Planned	---
Content Drafting			Sharon	TBC	Planned	---
Risks Arising			Opportunities for Improvement			
<ul style="list-style-type: none"><li>• Scale and detail of effort still not fully known</li></ul>			<ul style="list-style-type: none"><li>• Align with DPC RAM and Competency Framework</li><li>• Improved translation mechanisms</li><li>• Funding opportunities</li></ul>			
Possible Next Steps						
Engage early with possible funders.						
Report						
Starting the development of the 3 <sup>rd</sup> Edition of the Handbook will be a key priority in the 2023/24 DPC year. A goal setting discussion is planned for the WD Sub-Committee meeting, with the project and translation plans to be developed subsequently. Initial enquiries have also been made to a number of potential funders with regards to supporting the project. It is hoped that we will be ready to being drafting content at the beginning of 2024.						
Discussion Points/Decisions Required						
<ul style="list-style-type: none"><li>• Suggestions of potential funders welcomed</li><li>• Key project goals to be fleshed out</li></ul>						

### 3.6 Provide grants through the Career Development Fund so that members' workforces can access a wide range of training, education, and development opportunities

The DPC will offer grants to support members' participation in appropriate training, education, and professional development activities globally, helping to remove barriers to accessing these opportunities. Members will be encouraged to apply for advertised grants or request support for self-identified activities they wish to undertake. We will publish criteria to govern the allocation of funds from the DPC Career Development Fund (CDF), ensuring consistency and transparency in relation to the assessment of funding applications. We will aim to exceed the number of grants offered in 2018-2022 and to provide access to opportunities that are increasingly diverse in their content, location, and providers. We will review the benefits and impact of the CDF early in the period covered by this strategic plan.

Career Development Fund						
Description	Ongoing management of the CDF as well as additional activities to continue to improve access to grants for members.					
Lead	Amy	Other Staff	Sharon	Priority	Normal	
Quality Measures	<ul style="list-style-type: none"><li>• More grants to those who meet priority criteria</li><li>• Spending of increased budget</li><li>• Impact statements from recipients</li></ul>		Member Engagement	<ul style="list-style-type: none"><li>• Grant Reviewers drawn from WD Sub-Committee</li><li>• Grants available to all members</li><li>• Outputs to DPC blog</li></ul>		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Calendar of upcoming opportunities for 2023-24			Amy	Aug 2023	Complete	---
Management of grant program			Amy	Ongoing	Continuous	On track
Risks Arising			Opportunities for Improvement			
<ul style="list-style-type: none"><li>• Ongoing risks relating to travel visas for grant recipients (advanced scheduling and notification by DPC to help mitigate).</li><li>• Failure to make funding target in Supporter program</li><li>• Inadequate tracking of impact</li></ul>			<ul style="list-style-type: none"><li>• Identify grant opportunities in greater variety of locations, in particular Asia, Africa, New Zealand, and South America.</li><li>• Improve communications to members about self-identified grants.</li><li>• Improve impact statements</li></ul>			
Possible Next Steps						
<ul style="list-style-type: none"><li>• Targeted grant program to help improve EDI in the digital preservation profession</li><li>• Review impact of grants and make recommendations for improvements</li></ul>						
Report						

Career Development Fund grant awards are on track to exceed original budget.

- In this quarter, seven grants were awarded for four advertised Career Development Fund opportunities (iPRES 2023 in Illinois, USA; ARA 2023 in Belfast, UK; ASA 2023 in Melbourne, Australia; and No Time To Wait 7 in Prague, Czechia).
- In total, there have been 34 CDF grants awarded for 15 advertised opportunities in the 2022-2023 DPC year, with funding amounts expected to exceed the original budget.

In June, the Board approved the following proposed changes to the Career Development Fund which were discussed at the May 2023 Workforce Development Sub-Committee Meeting:

- Travel and accommodation funding will move to a model that covers actual costs instead of a limited set amount
- To accommodate this within the budget, there will be a reduced number of opportunities available, which will be selected based on the relevance of opportunities to member needs, popularity of past grants, and geographical spread, and
- Criteria for awarding grants will be tightened to better ensure they truly favor those most in need, e.g. junior members of staff who might not have access to professional development funding.

An updated version of the Career Development Fund Guidelines to reflect these changes will be drafted in the next quarter, working with the Head of Administration and Finance to develop in light of carbon footprint, accessibility, travel policies, and other areas raised at the last sub-committee meeting. A copy of the draft will be sent for consultation with the sub-committee at the next November meeting.

Selection of the planned advertised grant opportunities for 2023-2024 was completed in July, with the list published in the [DPC Prospectus](#) and added to the [DPC Grants Calendar page](#) of the website.

Additionally, the CDF grant application form has been updated to better address specialized areas and assess prioritized criteria (e.g., early career professionals, financial need).

#### **Discussion Points/Decisions Required**

- Any additional discussion or feedback regarding the approved changes to the Career Development Fund



### 3.7 Provide support for educational and workforce development programs

The DPC will expand its ambitions for the provision of educational programs to support Sustainable Development Goal 4, ensuring that learners acquire the knowledge and skills needed to ensure digital sustainability. We will engage with higher and further education providers, encouraging library, archive, records management, computing, and cognate departments to incorporate high quality teaching in digital preservation within their programs. The DPC will support and, where appropriate, participate in other training and workforce development programs and projects.

General Support for DP Community Workforce Development						
Description	Contributions from DPC staff to other workforce development activities within the digital preservation community.					
Lead	Sharon	Other Staff	Amy	Priority	Normal	
Quality Measures	• Increased number of invitational lectures		Member Engagement	• Lectures for info school members		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Guest lectures/training sessions			Amy/Sharon	Ongoing	Continuous	On track
Risks Arising			Opportunities for Improvement			
• Ad hoc requests can be hard to plan and resource at short notice. • Poor connections outside of UK / Ireland.			• Improve communications with other workforce development initiatives • Establish links with Info Schools outside of UK and Ireland			
Possible Next Steps						
• Digital Preservation Education and Training working group						
Report						
The DPC contributed a session to teaching for the University of Liverpool MARM program in July, and a session for the University of College London is planned for October.						
Discussion Points/Decisions Required						
None at present						

### 3.8 Support inclusive and equitable quality education and promote lifelong learning opportunities for all

In response to Sustainable Development Goal 4, the DPC will extend its training provision, including the Career Development Fund, with the purpose of supporting increased diversity and reducing structural barriers which exclude many from participation in the digital preservation field.

Mental Health and Wellbeing Survey and Task Force					
Description	A program of work to investigate mental health and wellbeing issues in the digital preservation community. Based on outcomes of the survey, a task force will be established to examine how the DPC can support community members.				
Lead	Sharon	Other Staff	Amy	Priority	High
Quality Measures	<ul style="list-style-type: none"><li>Report produces actionable recommendations</li></ul>		Member Engagement	<ul style="list-style-type: none"><li>Encourage engagement with the survey</li><li>Participation in the task force</li><li>Access to resources developed</li></ul>	
Key Tasks/Outputs			Owner	Due Date	Status
Mental Health and Wellbeing Survey Report			Sharon	Nov 2023	Active
Establish Mental Health and Wellbeing Task Force			Sharon	Jan 2024	Planned
Risks Arising			Opportunities for Improvement		
<ul style="list-style-type: none"><li>Security of sensitive data provided by DP Community</li></ul>			None at present		
Possible Next Steps					
None at present					
Report					
Limited progress has been made in the analysis phase due to competing priorities and staff leave. The data has been retrieved from Qualtrics and stored on a secure stand-alone drive. Plans for data cleansing and analysis have been made, and the quantitative analysis of questions has started. Work on the analysis and report preparation will continue over the next few months. Keeping in mind other commitments, a November release date for the report has been tentatively penciled in. Plans for the proposed task force will be developed when the report is closer to completion.					
Discussion Points/Decisions Required					
None at present					

## Objective 4: Good Practice

### Overview

Our Mandate: We will support our members towards greater maturity in digital preservation by delivering knowledge exchange, continuous improvement, horizon scanning, advice on standards, authoritative publications, and engaging and informative events. Recognizing the emergent nature of digital preservation, we will continue to monitor innovative technologies which challenge existing practice, and we will promote and amplify solutions which enable preservation.

Recognizing the importance of maintenance, we will promote good practices in upkeep as well as innovation. We will be a partner and ally to all parties seeking to address gaps in preservation capability through targeted research and development, especially where these efforts manifestly enhance our members' own capacity.

#### 4.1 Capturing, communicating, and encouraging community good practice.

The DPC will provide a trusted forum for the development of digital preservation practice on behalf of our members and for the global digital preservation community. We will achieve this by maintaining and expanding our existing program of networking events, task forces and working parties.

Task forces and Working Groups						
Description	The DPC will support task forces and working groups as a valuable means of allowing for community discussion and sharing of good practice.					
Lead	PRW, JLM, MGP	Other Staff	EOL	Priority	Normal	
Quality Measure(s)	Working Group and Task Force Terms of Reference include a commitment to evaluation. Typically this will include a method of gathering feedback from group members or event attendees.		Member Engagement	Working group and task forces are set up in response to member requests and are open for Members to participate including setting their agenda and workplan.		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Audiovisual Working Group			MGP	ongoing	Active	On Track
Fair Play Task Force			PRW	ongoing	Delayed	At risk
Museums and Galleries Working Group			JLM	ongoing	Active	On Track
National Libraries and Archives Working Group			PRW	ongoing	Active	On Track
Operational Preservation Systems Working Group			PRW	ongoing	Active	On Track
Web Archiving and Preservation Working Group			PRW	ongoing	Active	On Track
File format registries discussion forum			TBC	ongoing	Delayed	Minor issue
Risks Arising			Opportunities for Improvement			
Challenging to arrange working group meetings that sit across multiple time zones but the importance of facilitating international discussions is clear.			These groups result in a large number of meetings for members and for DPC staff. There will likely be some adjustment in frequency to avoid overwhelming attendees but also to find the sweet spot in engagement and momentum.			
Fair Play Task Force – next step to arrange event, but delayed due to lack of resource and more immediate priorities						
Possible Next Steps						
File format registries discussion forum to be established when Registries of good practice project post is in place. Meetings of working group and task forces are planned as follows: <ul style="list-style-type: none"><li>The <a href="#">September meeting of the Audiovisual Working Group</a> will include a presentation from the Irish Traditional Music Archive.</li><li>The September meeting of the Museums and Galleries Working Group will focus on the Collections Toolkit.</li><li>The <a href="#">October meeting of the Operational Preservation Systems Working Group</a> will be on the topic of environmental sustainability.</li></ul>						
Report						

<p>We have run several well-attended Working Group meetings in the previous quarter including:</p> <ul style="list-style-type: none"> <li>• Museums and Galleries Working Group met in July and focused on the topic of advocacy.</li> <li>• <a href="#">Audiovisual Working Group met in July</a> and included a well-received presentation from the BFI.</li> <li>• <a href="#">Operational Preservation Systems Working Group met in June</a> and focused on the topic of ingest at scale.</li> </ul>
<b>Discussion Points/Decisions Required</b>
<p>Scheduling meetings to facilitate international attendance across different time zones remains a challenge. We are addressing this by varying the times of Working Group meetings, and offering recordings and watch parties of some events where appropriate.</p>

Networking events						
Description	DPC networking events in a range of formats designed to get Members networking and discussing key digital preservation topics.					
Lead	JLM, PRW, MGP, SLM	Other Staff	All staff	Priority	Normal	
Quality Measure(s)	Each event will have its own evaluation measure		Member Engagement	All Members can access our events.		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
DP Anonymous – iPRES 2023			SMM/WGK	Sept2023	Cancelled	At risk
Digital Preservationists Anonymous - Australasia			PRW	Sept2023	Cancelled	At risk
Panel session at ASA Conference, Melbourne			PRW, RW	Sept 2023	Complete	On Track
DPC Unconference – Dublin			SLM	Nov 2023	Planned	On Track
DPC Unconference 2023 – UK			SLM	June 2023	Completed	On Track
DPC Unconference 2024 – UK			TBC	June 2024	Planned	On Track
Conference submissions (e.g. iPRES 2023)			JLM, MGP	Ongoing	Planned	On Track
DPConnect			All staff	ongoing	Active	On Track
DPClinic			JLM, PRW, MGP	ongoing	Active	On Track
DPC Reading Club			JLM, WK	ongoing	Active	On Track
Risks Arising			Opportunities for Improvement			
Digital preservation anonymous hasn’t been attracting sign ups, and unsure if it will be popular at iPRES or in Australasia, so we are running a different set of workshops instead.						
Possible Next Steps						
<ul style="list-style-type: none"><li>• We are running a variety of events in Australia and New Zealand in conjunction with a visit by Paul Wheatley during September and October. This will be in addition to a number of 1 to 1 member visits and meetings with potential members.</li><li>• DPclinics: There is a planned session on <a href="#">DAMS and digital preservation</a> this month and further sessions will be scheduled for October and November.</li><li>• Reading Club: We currently have reading planned and sessions advertised up until November. See <a href="#">our events page</a> for details.</li></ul>						
Report						
<ul style="list-style-type: none"><li>• We held a successful <a href="#">DPC Unconference</a> in London over the summer (the first face-to-face unconference since Covid), which was well-attended by Members from organizations based in Europe.</li></ul>						

- DPCLinic sessions held over this quarter were a very well attended [session on PDFs](#) and a [session on intranet preservation](#).
- DPC Reading Club has met every month since it was established in April this year (including a face-to-face session at our unconference in London). We have established a [Reading Club page](#) on our website which lists all the readings.

**Discussion Points/Decisions Required**

None at present.

## 4.2 Facilitating dialogue between members and solution providers in digital preservation.

By seeking to understand the changing requirements among our members, who are representative of the wider community, we can accelerate the development and improve the quality of digital preservation solutions, and we can help our members find available solutions much more readily. Within the limits of our neutrality as expressed in the Supporter Programme we will enable regular and ongoing dialogue between the DPC and solution providers and provide opportunities to showcase work which is aligned with members' needs.

Understanding requirements and facilitating dialogue						
Description	Understanding member needs is part of almost every DPC activity but there are several key tasks that focus more explicitly on gathering requirements more formally, and on relaying them to solution providers.					
Lead	PRW	Other Staff	JLM, MGP	Priority	Normal	
Quality Measure(s)	Several feedback loops are present within the specific tasks below and summarized by the consultative approach.		Member Engagement	By its very nature this work aims to ensure DPC’s objectives and work tasks are set by our Members.		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
See Objective 1.3 Champions Program			All	May 2024	Active	On track
Collate full member priorities, discuss with Good Practice Sub-Committee and develop annual DPC prospectus			PRW/SM	June 2024	Planned	On Track
See Objective 1.1 DPC Supporters			SLM	June 2024	Active	On Track
Risks Arising			Opportunities for Improvement			
Too many supporters means members are saturated. Risk of being seen to go against our vendor neutrality when engaging with Supporters to write publications, post on the DPC blog or speak at events.						
Possible Next Steps						
Report						
Priorities from Full Members were gathered and collated in May and discussed at this sub-committee meeting and our London Unconference. These were used to develop the <a href="#">DPC’s Prospectus for 2023-24</a> .						
Discussion Points/Decisions Required						
Facilitating discussions with Members and Supporters is helped by inviting Supporters to speak at our events or write publications for us, but it can be hard to find the right balance (given DPC’s vendor neutrality) and also allow equity between Supporter organizations. We had a recent blog from Matthew Addis (Arkivum) on carbon costs, and Amy Ruddersdorf (AVP) will be speaking at our September DPCLinic but do we need to ensure that all Supporters are invited to participate in Good Practice activities?						

### 4.3 Delivering direct support to members to solve problems and address shared challenges.

The DPC will be available to provide a wide range of advice and guidance to members, especially our full members who will be offered direct support. We will connect members with leading practitioners around the world and we will share insights derived from this problem-solving for the benefit of all.

Member Support						
Description	The DPC offers direct support to Members to help them with specific digital preservation challenges. Often these requests require the time of the Good Practice team but they may also include requests for help with training and advocacy for example.					
Lead	PRW	Other Staff	JLM, MGP, SLM, SMM, AC, WK	Priority	Normal	
Quality Measure(s)	Good Practice team maintain a spreadsheet of Member Support activities and record feedback received.		Member Engagement	Broad insights gained through Member Support activities are often shared (though fuller details of the nature of the support given are not)		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Deliver direct support to members			PRW	Ongoing	Active	On Track
Risks Arising			Opportunities for Improvement			
Often Member Support requests come with a tight turnaround time and the Good Practice team occasionally have to drop planned tasks to respond in a timely fashion. Also liabilities that arise from advice need to be indemnified.			Using Champions calls as a means of better understanding and quantifying forthcoming requests for support from Full Members. Being able to ‘write up’ member support and share the learnings more broadly.			
Possible Next Steps						
Call via Representative Council for year ahead to assist planning.						
Report						
In this reporting period we have delivered only a small amount of member support, though have had initial discussions with several Full Members about their forthcoming needs.						
Discussion Points/Decisions Required						
Call via Representative Council for year ahead to assist planning.						



#### 4.4 Supporting maturity modelling and continuous improvement.

The DPC will maintain and refine the Rapid Assessment Model, supporting members to deploy this and related benchmarking tools on a frequent basis and, in this way, help them to set achievable goals and demonstrate material improvement over the lifetime of the strategic plan. We will promote a culture of continuous quality improvement across the digital preservation community, recognizing and supporting maintenance as a core activity.

Rapid Assessment Model (DPC RAM)						
Description	The DPC maintains a maturity model for digital preservation called the Rapid Assessment Model (DPC RAM). It also provides support for Members to use the model and gathers and analyses information for benchmarking purposes on an annual basis.					
Lead	JLM	Other Staff	PRW, MGP		Priority	Normal
Quality Measure(s)	Feedback is sought on DPC RAM frequently, when it is discussed in presentations and training sessions. There is also a feedback link on the RAM web pages. Feedback is collated into a document which will be reviewed when RAM is next revised		Member Engagement		All Members are encouraged to engage with DPC RAM on joining the DPC and on an annual basis after that.	
Key Tasks/Outputs			Owner	Due Date	Status	Condition
'Introduction to RAM' session in Spanish			SLM	July 2023	Completed	On Track
'RAM Jam' New Zealand			PRW, RW	September 2023	Planned	On Track
Organize annual 'RAM Jam' to enable sharing of experiences between members			JLM	December 2023	Planned	On Track
Analyze RAM information from Members			JLM	December 2023	Planned	On Track
Disseminate RAM benchmarking information to Members			JLM	December 2023	Planned	On Track
Disseminate summary information to Members at annual AGM			JLM	December 2023	Planned	On Track
Call for feedback on RAM prior to update			JLM	December 2023	Planned	On Track
RAM revision and update			JLM	February 2024	Planned	On Track
RAM-balance sessions			JLM	April-May 2024	Planned	On Track
Gather RAM assessments from Members and create initial summary statistics			JLM	June 2024	Planned	On Track
Risks Arising			Opportunities for Improvement			
Information gathering work is reliant on enough Members engaging with this exercise. We typically get a 30-40% response rate for this. The utility of the information gathered is dependent on having enough information to carry out meaningful analysis.			Annual Champions calls scheduled during the RAM information gathering period are helpful in increasing engagement with this exercise. Earlier planning of this annual cycle of calls may improve response rate.  This year we would like to improve the quality of the report that is shared with members and move towards a more consistent method of displaying and distributing the results. This will help with the ease of comparison between different reporting periods.			
Possible Next Steps						

- Work on report of summary statistics to share with members and consider how best to make these available.
- Start planning this years RAM Jam session which will be held online in November/December and will focus on **how** organizations use RAM – both the process of working through the model and how they use it to inform their planning/policy/business cases etc.
- An additional RAM Jam session is being planned for PRW's tour of Australasia in early October and this will follow the original RAM Jam format, introducing the model and working through the sections using mentimeter for benchmarking.

#### Report

- In this reporting period, RAM assessments from members were gathered and initial results were shared at the DPC unconference in London. We had 49 members share their RAM with us this year which is about a third of our Members.
- An [‘Introduction to RAM’ session was held in Spanish](#) led by Sarah Middleton. The GP team provided support for this session, answering any questions arising.

#### Discussion Points/Decisions Required

We will be bringing RAM to the Good Practice Sub-Committee for discussion in February 2024 to get feedback on proposed revisions.

#### RAM Jam in Australasia

Description	A DPC RAM Jam watch party was delivered to DPC Aus members on 17 Apr 2023, followed by 2 x RAM-balance sessions. A RAM Jam workshop will be held in NZ with P Wheatley on 3 Oct 2023.					
Lead	Jen Mitcham /Paul Wheatley	Other Staff	Robin Wright	Priority	Normal	
Quality Measure(s)	Attendance at RAM Jam sessions No. of RAMs submitted from Aus members		Member Engagement	• 6 RAMs submitted from DPC Aus members in 2023		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Organize RAM Jam events in Aus/NZ			RW	Oct 2023	In train	On track
Work with PARBICA to invite reps from Pacific Nations archives to attend NZ event			RW	Oct 2012	In train	On track
Risks Arising			Opportunities for Improvement			
Not enough local support available for DPC Aus members undertaking RAM			• More local engagement needed on use of DPC RAM by members			
Possible Next Steps						
• Paul Wheatley to meet with local members and discuss value of doing and sharing RAM results						
Report						
The RAM Jam watch party for DPC Aus on 17 Apr attracted 10 attendees. There has been significant interest in the event planned for NZ as this will be available to both members and non-members.						
Discussion Points/Decisions Required						
• Need clarity on benefits provided to members regarding RAM as opposed to non-members.						

#### 4.5 Providing accessible and authoritative information resources.

The DPC will maintain and expand its flagship ‘Technology Watch’ series which provides authoritative, concise and accessible guidance on core topics lowering the barriers to digital preservation. We will supplement and expand this series with specialist ‘deep-dive’ advice in response to members’ changing needs, and will publish this widely for the greater good.

Technology Watch Reports					
Description	The DPC’s series of Technology Watch Reports provides authoritative guidance on key digital preservation topics. Work is ongoing to add new titles to this series and update existing publications.				
Lead	PRW	Other Staff	JLM, MGP	Priority	Normal
Quality Measure(s)	The Good Practice Sub-Committee has oversight of this series and provides feedback on draft outlines. Technology Watch Reports undergo peer review before publication. The Member preview period also offers an additional window for review and revision.		Member Engagement	All Members can access these publications. Good Practice Sub-Committee acts as Editorial Board commissioning and reviewing titles before publication.	
Key Tasks/Outputs			Owner	Due Date	Status
Revision of Preserving Geospatial Data report			JLM	July 2023	Completed
Revise Technology Watch author agreement			PRW	Aug 2023	On Hold
Revision of Preservation Metadata Report			MGP	July 2024	Planned
Revision of Web Archiving Report			PRW	July 2024	Planned
Revision of Digital Forensics report			JLM	No date	Delayed
Risks Arising			Opportunities for Improvement		
It has not been possible to find an author to revise the Digital Forensics report. Without a suitable author this work cannot be completed.  The complexity of the author agreement has made it difficult to resolve discussions and settle on an agreed streamlined form. This is currently on hold given more pressing priorities.			Several of our early Technology Watch Reports would benefit from a revision. Additional resource to manage this process would lead to improvements in the speed of work.		
Possible Next Steps					
We are having discussions with a possible author of the revised Digital Forensics Report in September.					
Report					
In July we released a second edition of <a href="#">Preserving Geospatial Data</a> .					
Discussion Points/Decisions Required					
Several publications in our Technology Watch Report series are a few years old now. We have plans to revise some of these this DPC year. Are there others which should also be a high priority for update?					

Deliver program of events in Australasia and Asia-Pacific					
<b>Description</b>	Deliver regular program of 2 DPC events per month in Australasian time zone				
<b>Lead</b>	Robin Wright	<b>Other Staff</b>	Eleanor O’Leary	<b>Priority</b>	Normal

Quality Measure(s)	<ul style="list-style-type: none"><li>Number of events delivered</li><li>Number of speakers/ attendees</li></ul>	Member Engagement	Members participation in events Suggestion of topics		
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Identification of local topics and demand		RW	Dec 2023	Ongoing	10 events delivered
Delivery and communication about local events		RW/EO’L/AP	July – Nov 23	Ongoing	6 events planned
Ongoing development of future events for delivery in local time zone		RW	Dec 2023	Planned	On track
Risks Arising		Opportunities for Improvement			
None at present		Greater engagement with local members to identify topics that meet their needs			
Possible Next Steps					
<ul style="list-style-type: none"><li>Establish structured way to assess and respond to the needs of local members</li></ul>					
Report					
Regular program of events delivered during 2023. Sub-committee to identify further topics of interest to pursue for 2024.					
Discussion Points/Decisions Required					
Increasing events in local region may require more staffing/time from all DPC staff					

Amplify DPC events and activities for all global time zones						
Description	Ensure events held in the UK are recorded for possible use as DPC Aus watch parties. Working party/task force meetings to be held in multiple time zones.					
Lead	Robin Wright	Other Staff	Ellie O’Leary	Priority	Normal	
Quality Measure(s)	Regular #DP watch parties held in Australasian time zone		Member Engagement	• Request for topics of interest included in sub-committee meetings		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Identification of local topics of interest/existing recordings			RW	Dec 2023	In Progress	On track
Identify and contact local experts to participate			RW	Dec 2023	In Progress	On Track
Establish event entries on DPC website			EO’L	Dec 2023	In Progress	On Track
Risks Arising			Opportunities for Improvement			
Need to ensure all sharing not one-way.			• Establish access to DPC Zoom channel for Aus office			
Possible Next Steps						
• Establish shared space to record future topics/issues being considered for future events.						
• Ensure all event available in multiple time zones.						
Report						
The Fair Play task force and Museums and Galleries working group have held meetings in multiple time zones.						
Discussion Points/Decisions Required						
• None						

Technology Watch Guidance Notes						
Description	The DPC's series of Technology Watch Guidance Notes provides authoritative guidance on key digital preservation topics. Work is ongoing to add new titles to this series and update existing publications.					
Lead	PRW	Other Staff	JLM, MGP	Priority	Normal	
Quality Measure(s)	The Good Practice Sub-Committee has oversight of this series and is occasionally asked to review drafts. The Member preview period also offers an additional window for review and revision.		Member Engagement	All Members can access these publications. Good Practice Sub-Committee acts as Editorial Board commissioning and reviewing titles before publication.		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Guidance Note on Designated Communities			JLM	2022	Completed	On Track
Guidance Note on Persistent Identifiers			JLM	July 2023	Completed	On Track
Guidance Note on Preserving Digital Art			JLM	July 2023	Active	Delayed
Guidance Note on Environmental Impact of DP			MGP	Dec 2023	Active	On Track
New Guidance Note on Disaster Planning			MGP	March 2024	Planned	On Track
Risks Arising			Opportunities for Improvement			
It can be a challenge to find authors for these publications and also to maintain their initial levels of enthusiasm for completing the work. PRW is notionally lead for Tech Watch publications but this is a large responsibility and can be time consuming, especially when set against other priorities.			Additional resource to manage this process would lead to improvements in the speed of work.  We sometimes underestimate just how long it can take to get a Technology Watch publication from initiation to completion. We need to start the process earlier with this in mind.			
Possible Next Steps						
The publication of a new Guidance Note on Preserving Digital Art is now planned for September.						
Report						
After substantial delays, a new Guidance Note on <a href="#">Defining the Designated Community</a> was published in July. In August we published a new Guidance Note on <a href="#">Choosing a Persistent Identifier for Digital Objects</a> . An author has been found for a new Guidance Note on environmental issues and digital preservation and work is ongoing to complete this in December this year.						
Discussion Points/Decisions Required						
Maintaining and extending this growing group of publications may prove challenging – not least because some Guidance Notes may require more frequent revision than others (in particular the Data Types Guidance Notes Series – e.g. <a href="#">Preserving Databases</a> , <a href="#">Preserving Documents</a> ). Could this sub-committee help with flagging up which publications are in need of revision?						

Other publications and resources						
Description	The DPC has a number of other publications and resources that sit outside the Technology Watch Series. Existing resources are reviewed periodically, and new resources are added as needed.					
Lead	JLM, PRW	Other Staff	MGP		Priority	Normal
Quality Measure(s)	Specific resources have review and feedback mechanisms associated with them. Member preview provides further chance for comment. DPC maintains a record of feedback and updates/reviews resources accordingly.		Member Engagement		All Members can access these publications.	
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Creation of good practice guide to documentation			JLM	June 2023	Delayed	Minor Issue
Risks Arising			Opportunities for Improvement			
After a successful series of focus groups, there was a delay in finding time to write the findings into a guide.						
Possible Next Steps						
Review all feedback received from focus group members and create final version of the guide for publication and launch on 14 <sup>th</sup> September.						
Report						
The first draft of the Digital Preservation Documentation Guide was circulated to focus group members in August and is now with the DPC for final review and edits before publication online.						
Discussion Points/Decisions Required						
None at present.						

## 4.6 Delivering accessible, inclusive, and informative events that facilitate knowledge exchange and networking.

The DPC will offer an annual program of events to meet members' needs, and accessible to the widest possible audience. This will include specialist briefing days on emerging and good practice, as well as community events that capture and articulate changing requirements, or which enable community validation of emerging techniques. These will support both established and new practitioners and will sustain professional networks in digital preservation.

DPC and other events						
Description	DPC events on a range of topics of interest to our Members and the wider community.					
Lead	JLM, PW, MGP	Other Staff	SLM	Priority	Normal	
Quality Measure(s)	Feedback forms are sent out following most of our events.		Member Engagement	Themes emerge from member consultation and all Members can access our events, either live, or as recordings after the event.		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
QA for web archives			PRW	July 2023	Completed	On Track
Persistent Identifiers webinar			MGP	September 2023	Active	On Track
Documentation guide launch and workshop			JLM	September 2023	Active	On Track
Documentation guide launch watch party			JLM	September 2023?	Active	On Track
Keep the Bits Workshop x 4 - Australia			PRW, RW	September 2023	Active	On Track
Cloud Based Content			JLM	October 2023	Active	Delayed
AI and DP: Show and Tell Webinar			MGP	November 2023	Planned	On Track
Environmental Impact webinar			WK, MGP	December 2023	Planned	On Track
Workflow webinars			MGP	January 2024	Planned	On Track
Digital forensics			JLM	February 2024	Planned	On Track
Appraisal event/webinar			MGP	March 2024	Planned	On Track
Emulation case studies			PRW	May 2024	Planned	On Track
Integration of systems and services			JLM	July 2024	Planned	On Track
Risks Arising			Opportunities for Improvement			
Risk that our events programme isn't suitable for all time zones. Need to continue to plan equal access for all members.			More proactive review and assessment of information gathered through feedback forms.			
Possible Next Steps						
Continue planning for forthcoming programme of events, particularly those scheduled for the next few months: <ul style="list-style-type: none"><li>Just keep the Bits Workshop series (starting with <a href="#">Melbourne</a> on 4<sup>th</sup> Sept)</li><li><a href="#">Choosing and using persistent identifiers</a> (6<sup>th</sup> Sept)</li><li><a href="#">Documenting Digital Preservation: a workshop</a> (14<sup>th</sup> Sept)</li></ul>						
Report						
As is normally the case over the summer, our events programme has been quieter this quarter. In July we held a successful event on <a href="#">QA for web archiving</a> . Other events (for example related to working groups) are reported in objective 4.1.						
Discussion Points/Decisions Required						
None at present						





## 4.7 Communicating with members on current and emerging standards, and ensuring standards are relevant and reflect good practice.

The DPC will maintain a watch on digital preservation standards and will be available as a partner and advisor for any or all standards promoted into the digital preservation community. In doing so, we will work to ensure that such standards encapsulate and codify good practice as expressed by the community, and furthermore ensure that standards are attainable.

Standards watch						
Description	Maintaining an understanding of the ongoing work on digital preservation standards and reflecting that back to DPC Members.					
Lead	JLM	Other Staff	All	Priority	Normal	
Quality Measure(s)	Discussion with Good Practice Sub-Committee, particularly with regard to themes/standards and appropriate levels of focus/effort.		Member Engagement	Relevance to members is key to selecting themes or standards where effort will be expended, given the huge number of standards and limited time available.		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Maintaining a watching brief on the work of the MOMS-DAI group that works on the OAIS standard			JLM	NA	Active	Minor Issue
Maintaining a watching brief on developments with the NDSA Levels of Digital Preservation			JLM	NA	Active	On Track
Risks Arising			Opportunities for Improvement			
This work tends to be responsive and hard to schedule properly. It is a challenge making the time to attend weekly meetings of MOMS-DAI group and keeping up with discussions via email.			Long term schedule and plan for engagement. Consider sharing work with Preservation Registries Analyst			
Possible Next Steps						
<ul style="list-style-type: none"><li>Discuss with NDSA Levels Steering Group what developments might be required with regard to environmental sustainability.</li><li>Attend a meeting of MOMS-DAI to find out more about the latest developments with OAIS.</li></ul>						
Report						
<ul style="list-style-type: none"><li>The DPC have not managed to engage with MOMS-DAI group around new developments with OAIS this quarter.</li><li>JLM continues to co-chair the NDSA Levels Steering Group. A recent and well attended Open Office session focused on environmental sustainability and the Steering Group will be considering whether any changes will be made to the Levels as a result.</li></ul>						
Discussion Points/Decisions Required						
None at present.						

## 4.8 Supporting and engaging the community with cutting edge research and development projects.

The DPC will engage with cutting edge research projects which attempt to lower the barriers to digital preservation or address emerging challenges in technology. The DPC will be a platform for engaging the global digital preservation community in research, whether in gathering requirements or validation of outputs. Where gaps exist and funds permit, we will also begin to commission research for the benefit of members.

Building Registries of Good Practice						
Description	Working to deliver programmatic improvements in digital preservation capacity on behalf of the DPC’s global membership, by improving the user experience and usefulness of a defined set of community-owned and community-maintained registry services and related information sources.					
Lead	PRW	Other Staff	TBC	Priority	Normal	
Quality Measure(s)	To be established by the project and Good Practice Sub-Committee		Member Engagement	Members will be benefit from the enhancements to registries.		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Develop and finalize job description for Community Manager role			PRW	1/8/2023	Completed	On Track
Recruit to Community Manager role			PRW	1/10/2023	Active	On Track
Detail project plan			PRW / WK	TBC	Planned	On Track
Make digital preservation expertise, good practice and research discoverable			PRW	TBC	Planned	On Track
Innovate and develop more impactful and sustainable digital preservation registry services			PRW	TBC	Planned	On Track
Sustain the COPTR data			PRW	TBC	Planned	On Track
Risks Arising			Opportunities for Improvement			
As discussed in the last meeting, specialist skills are required for the project role of both a technical and community/engagement nature and digital preservation experience. Technical skills will therefore be essential and community skills desirable. There is much valuable work to do in this area – the exact project scope and focus can be designed to an extent to meet realistically with the skillset recruited to the role.  The Initial recruitment is aiming high. If unsuccessful may need to reshape project.						
Possible Next Steps						
Review applications, interview candidates, and appoint a Community Manager.						
Report						
Throughout the past quarter, discussions to support this post took place between the DPC and colleagues at Yale University. The post was advertised in August, and the selection process will take place in September. We hope to have a candidate in post early in 2024.						
Discussion Points/Decisions Required						
None at present.						

Open Book Futures						
Description	The preservation focused element of this project that is designed to deliver a step-change in how community-owned Open Access (OA) book publishing is delivered.					
Lead	PRW	Other Staff	SM	Priority	Normal	
Quality Measure(s)	Project review measures, engagement with NLs, and reporting to Good Practice Sub-Committee		Member Engagement	The work seeks to embed preservation thinking into the early part of the eBook lifecycle, thus easing preservation challenges for preserving organizations such as National Libraries, a number of whom are DPC Members. Approaches and skills around embedding and specific application of new technologies very relevant to other members.		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Ongoing digital preservation guidance to WP7			PRW	Ongoing	Active	On Track
Risks Arising			Opportunities for Improvement			
Workload						
Possible Next Steps						
Making sure learning is shared and embedded in digital preservation good practice post-project.						
Report						
Preservation workpackage work is underway and proceeding well. Establishment is beginning of a wider network to engage with and take up OBF work – initially with a small group of national libraries.						
Discussion Points/Decisions Required						
None at present.						

#### 4.9 Monitor, manage and improve habits of sustainable consumption in the production and delivery of DPC events.

Prior to Covid-19, DPC briefing days and member-facing events involved significant amounts of travel and catering which in turn implied waste. Once the pandemic is over, we will return to a 'better normal' in support of Sustainable Development Goal 12<sup>1</sup>. In doing so we will be mindful of the DPC's global membership, recognizing that 'face to face' activities can also exclude a great many members. Although some travel and face-to-face events will resume as a component of our work, we will seek to reduce travel and routinely measure carbon cost and risk of waste generation when we plan events, establishing a framework for continuous improvement to reduce our consumption from events by the end of this planning period.

school.

Make DPC events more sustainable						
Description	Putting in place measures to measure the impact of events and to minimize that impact					
Lead	JBM	Other Staff	PRW, JLM, MGP	Priority	Normal	
Quality Measure(s)	Review by Good Practice Sub-Committee.		Member Engagement	Events are primarily (often exclusively) for members.		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Climate Action Plan			JBM	Sept 2023	Active	On track
Risks Arising			Opportunities for Improvement			
Possible Next Steps						
Report						
This action is dependent on the development of a wider climate action plan and audit toolkit for the DPC which is now in development. Once in place this plan and associated tools will be used to embed more sustainable practice in the DPC’s work. In the meantime, staff remain committed to ensuring environmental sustainability at a task-by-task level						
Discussion Points/Decisions Required						
None at present.						

<sup>1</sup> Sustainable Development Target 12.5 By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse.

#### 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<sup>2</sup>.

Promoting developments in sustainable consumption						
Description	Build sustainability into digital preservation approaches.					
Lead	JBM	Other Staff	PRW, JLM, MGP	Priority	Normal	
Quality Measure(s)	TBC		Member Engagement	Solutions need to be both sustainable and practical for members to implement.		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
See 4.5 Commissioning Technology Watch Guidance Note on carbon costs of digital preservation.			MGP	Dec 2023	Active	On Track
See 4.6 event on environmental issues			WK / MGP	Dec 2023	Active	On Track
See 4.7 on ongoing work to look at NDSA Levels with regard to environmental sustainability			JLM	Ongoing	Active	On Track
Risks Arising			Opportunities for Improvement			
Fast moving field with complex ideas and significant volumes of misinformation. Advice has to be coherent, actionable and accurate. Expert scrutiny is required.			Engage DP with wider environmental / circular economy thinking			
Possible Next Steps						
<ul style="list-style-type: none"><li>Continue to work with author to produce a Guidance Note on this topic.</li><li>Continue to plan event to coincide with launch of Guidance Note.</li><li>Continue to work with NDSA Levels Steering Group to discuss next steps.</li></ul>						
Report						
<ul style="list-style-type: none"><li>Eira Tansey (a freelance archivist and environmental campaigner, based in the US) agreed to author this Guidance Note. Eira agreed to undertake the work, and a publication schedule was agreed: delivery of an initial draft by the end of September, and the final text to be agreed by November.</li><li>An event is provisionally planned for December, to raise awareness of environmental issues amongst the Members, and to promote the release of the Guidance Note.</li></ul>						
Discussion Points/Decisions Required						
None at present.						

<sup>2</sup> Sustainable Development Target 13.3: 'Improve education, awareness-raising and human and institutional capacity on climate change mitigation, adaptation, impact reduction and early warning'

#### 4.11 Modelling the good practice we promote.

The DPC will model the good practice we promote, such as in the provision of online resources and corporate memory. DPC will move from being simply a trusted partner in digital preservation research and become better stewards of the digital materials we create and promote.

Modelling the good practice we promote						
Description	Modelling good practice					
Lead	JLM	Other Staff	PRW, MGP		Priority	Normal
Quality Measure(s)	Measures will be designed appropriate to the specific actions, overseen by the Good Practice Sub-Committee		Member Engagement		By practicing what we preach, the DPC will be better placed to support Members in digital preservation.	
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Inclusion of ORCIDs in Technology Watch publications			PRW	July 2023	Completed	On Track
Provide citation guidance for DPC’s online resources			JLM	April 2024	Planning	On Track
Publish and preserve Technology Watch publications as open eBooks			PRW	June 2024	Planning	On Track
Internal review of DPC records management practices			TBC	TBC	Planned	On Track
Embed Robust Links and DOIs in core DPC publications			SLM, PRW	Ongoing	Ongoing	On Track
Ensure periodic harvest of DPC website			SLM, PRW	Ongoing	Ongoing	On track
Ensure and promote cyber-security			JBM	Ongoing	Ongoing	On track
Risks Arising			Opportunities for Improvement			
Proposed change of DPC website and move from Joomla CMS creates risks to some of the resilience we’ve built over the years.			Cyber essentials training and certification.			
Possible Next Steps						
Report						
This quarter we took on feedback from one of Technology Watch authors and updated our publication templates to allow inclusion of an author’s ORCID. We anticipate that some of our work in this area will be informed by our participation in the Open Book Futures project (see 4.8). Publishing Technology Watch Reports as eBooks currently not prioritized.						
Discussion Points/Decisions Required						
None at present.						

## Objective 5: Accountable, Sustainable, Dynamic

### Overview

The DPC faces challenges of growth, ensuring we remain accountable to members and responsive to their needs, particularly as the scale of our activities expand. We cannot assume that structures which have served us well in the past remain fit for purpose in the future. Therefore, within a framework of continuous quality improvement, we will maintain and enhance our organizational functions and structures to ensure good governance. In doing so, we will demonstrate a commitment to members, to our values and to the greater good as laid down in the Articles of Association and our charitable objects. We will expand and diversify our revenue streams whilst reducing cost and optimizing impact, a task enabled by the charitable status which will be embedded in our ongoing operations. We will be accountable to members who will guide and review our actions. We will plan in detail and with sufficient staff and financial resources to deliver. We will maintain and expand the core competencies of our staff and will ensure legal and regulatory functions are properly discharged, conducting an annual external audit to verify conformance and improve performance.

## 5.1 Balancing diverse but growing revenue to expand our program.

We will continue to grow and diversify income streams such as from consultancy or from events. To remain accountable to our members, growth will be proportionate to subscription revenue. Opportunities for revenue generation will be explicitly tested to ensure they deliver a member benefit, and growth in revenue will allow us to expand our program. At the same time, our charitable status will help to reduce operating costs. We will continue to improve the presentation of our financial data to members, so these are well understood.

Management Accounting Information						
Description	Management Accounts for the 12 months of the financial year 22/23 and first month of new financial year August 2023					
Lead	John McMillan	Other Staff	William Kilbride	Priority	Normal	
Quality Measure(s)			Member Engagement			
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Year End Management Accounts			JMC	30 <sup>th</sup> August	Planned	On Track
Management Accounts for 1 <sup>st</sup> month			JMC	8 <sup>th</sup> September	Active	On Track
Risks Arising			Opportunities for Improvement			
<ul style="list-style-type: none"><li>New member invoices have been sent out in so there is always the possibility of membership cancellations but we are being pro-active with all members so any issues can be dealt with early in year.</li></ul>			<ul style="list-style-type: none"><li>New style management accounts taken to Sub-Committee and Executive Board in September 2023 for comments and any necessary improvements or additions that would be required.</li></ul>			
Possible Next Steps						
<ul style="list-style-type: none"><li>First month management accounts will be presented at the Sub-Committee and Exec Board in September which is not normally case. Aim of doing this early is to identify any improvements or additions that members would like information on so the can be factored in to the management information as early as possible into the new year.</li></ul>						
Report						
The management accounts are enclosed and will be presented at the upcoming sub-committee and executive board meeting with the opportunity for queries to be asked.						
The majority of membership invoices (some members pay at slightly different times of year) have now been sent out. Any members who have not acknowledged receipt of their invoice etc, have been re-contacted so we can move things along more quickly in case there are any delays due to supplier information being needed or new payment systems being in place.						
Discussion Points / Decisions Required						
Any queries on content and/or style of the financial reports would be welcomed.						



## 5.2 Understanding, and discharging the statutory and legal functions of a charity with an international base.

We have recently achieved charitable status and will discharge our legal and financial responsibilities to meet the statutory requirements that arise. International growth, especially the establishment of offices in new jurisdictions, will likely complicate the reporting requirements further. Therefore, we will seek opportunities to learn from partners around the world, optimize our accounting processes, and undertake and share an independent audit to demonstrate compliance.

External Audit						
Description	External Audit will take place by Alexander Sloan in Autumn 2023					
Lead	John McMillan	Other Staff	William Kilbride	Priority	Normal	
Quality Measure(s)			Member Engagement	Year End Accounts will be presented at AGM to all members by Alexander Sloan		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Preparation of year end accounting information			JMc	30/08/2023	Planned	On Track
Presentation of Annual Accounts at AGM			WK / JMc	05/12/2023	Planned	On Track
Risks Arising			Opportunities for Improvement			
<ul style="list-style-type: none"><li>The potential risk with any audit is the possibility of errors made in accounting etc but by having Alexander Sloan in place we can continue to improve our practices.</li></ul>			<ul style="list-style-type: none"><li>The Audit Report from Alexander Sloan and the audit process itself has continued to highlight areas where we could improve e.g. the Debtors Reporting and approval of payments process has been improved by feedback from recent audits.</li></ul>			
Possible Next Steps						
<ul style="list-style-type: none"><li>Completion of financial year with accurate accounting information and full record keeping.</li></ul>						
Report						
The planning stage of the audit is now complete with the main fieldwork taking place between the last two weeks in September. Any queries or adjustments will be discussed in October with the audit being complete in early November in good time for the audit report and draft annual accounts being sent for perusal by the sub-committee, Executive Board and ultimately for sign off at the AGM in December.						
Discussion Points / Decisions Required						
N/A						

### 5.3 Ensure accountability, credibility, and resilience through good governance.

We will maintain and refresh our governance structures of Board, Council, and Sub-committees with an annual rotation of members and annual review to terms of reference. We will manage the skills and diversity of these structures to optimize representation and competence, and we will provide training opportunities in governance, especially for the Executive Board. We will ensure succession planning by inviting an emerging generation of leaders within the membership to participate in the Board.

Leadership & Governance Training						
Description	Online and In Person Training delivered by P Morrice of Alexander Sloan					
Lead	John McMillan	Other Staff	William Kilbride	Priority		
Quality Measure(s)			Member Engagement	Members are being invited to attend these two events		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Event: Good Governance: the duties of directors and the role of the charity regulator			JMc	08/06/23	Complete	---
Event: Finance for non-experts: interpreting and using financial information for company direction			JMc	22/06/23	Complete	---
Renewal of Sub-Committees / Executive Board			WK	31/01/2023	Planned	On Track
Risks Arising			Opportunities for Improvement			
			<ul style="list-style-type: none"><li>Training for potential new leaders in Digital Preservation field either with the DPC or in their own organizations.</li></ul>			
Possible Next Steps						
<ul style="list-style-type: none"><li>Events will be recorded and can be used as part of an induction for new Executive Board appointments.</li></ul>						
Report						
Both of these sessions were held online with the second event also being in person in London as part of our UnConference. Advice given at this second training session has lead to some improvements on how we provide financial information to the members as shown in the first month management accounts of 23/24. We will welcome new nominations to sub-committee and Executive Board in January 2024 and these training sessions can be used as an induction for any new members to give them the basics regarding the governance and financial information for a charity. One of the most important points raised by Phil during the training is that there are no “bad questions” and scrutiny and questioning the financial information is vital.						
Discussion Points / Decisions Required						
N/A						

DPC Aus Sub-committee development					
<b>Description</b>	During 2023 the DPC Aus Sub-committee has become more integrated with the DPC governance requirements				
<b>Lead</b>	William Kilbride	<b>Other Staff</b>	Robin Wright	<b>Priority</b>	High
<b>Quality Measure(s)</b>	Up-to-date Terms of Reference in place Required officeholders appointed		<b>Member Engagement</b>	Members represented at all sub-committee meetings	

Key Tasks/Outputs	Owner	Due Date	Status	Condition
Sub-committee provided with regular information on status of each objective in DPC Strategic Plan 2022 - 2027	RW/WK	Dec 2023	On-going	On Track
Ensure reporting conforms with DPC standards	RW	Dec 2023	On-going	On Track
Risks Arising	Opportunities for Improvement			
Increasing number of local members may mean not all orgs. can attend sub-committee meetings	<ul style="list-style-type: none"><li>Training for potential new leaders in local Australasian Digital Preservation field either with the DPC or in their own organizations.</li></ul>			
Possible Next Steps				
<ul style="list-style-type: none"><li>Board leadership training to be made available to DPC Aus sub-committee members</li></ul>				
Report				
RW attended training with P. Morrice from Alexander Sloan on 22 <sup>nd</sup> June in London while attending DPC Members Unconference.				
Discussion Points / Decisions Required				
N/A				

#### 5.4 Expand the skills, training and impact of staff in line with the DPC's programme.

We will nurture and support the DPC's staff, with exemplary conditions of employment, supportive management, opportunities for personal development and clear goals. Expansion of the programme will necessitate investment in the team, through training and the addition of new roles. We will expand our operations internationally mindful of the risks of isolation, support and equity that can arise in a highly dispersed organization.

Staff Handbook Review						
Description	Annual Review of Staff Handbook					
Lead	John McMillan	Other Staff	William Kilbride	Priority	Normal	
Quality Measure(s)			Member Engagement			
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Review and re-issue of Staff Handbook			JMc	31/03/2023	Completed	On Track
E-Learning for HSE for all staff			JMc	31/12/2023	Active	On Track
Risks Arising			Opportunities for Improvement			
<ul style="list-style-type: none"><li>New HR legislation is missed through year.</li></ul>			<ul style="list-style-type: none"><li>Keeping on top of HR changes that come into effect throughout the year.</li></ul>			
Possible Next Steps						
<ul style="list-style-type: none"><li>Work on the Climate Action plan might lead to further amendments and additions.</li></ul>						
Report						
<p>The staff handbook review has been carried out with an addition made in relation to the travel policy which requests staff use the train as transport, when possible, over booking flights.</p> <p>All staff have been issued with access to a suite of e-learning courses on basic Health &amp; Safety training which are to be completed by the end of December 2023. These courses were free through our recently renewed insurance provider.</p>						
Discussion Points / Decisions Required						
N/A						

## 5.5 Financial resilience and forecasting.

We will maintain a 5-year rolling financial forecast to give early warning of challenges and to set reasonable targets for growth. Our budgets, which will be approved by the Board, will include an annual contingency and reserve to ensure financial resilience. Financial targets will be agreed in advance by the Executive Board and financial matters will be reported to the Executive Board in detail each quarter.

Draft Budget and 5-year forecast						
Description	Draft Budget for 23/24 and updated 5-year forecast					
Lead	John McMillan	Other Staff	William Kilbride	Priority	Normal	
Quality Measure(s)			Member Engagement			
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Draft Budget			JMc	13/06/2023	Complete	On Track
5-year forecast			JMc	30/08/2023	Ongoing	On Track
Risks Arising			Opportunities for Improvement			
<ul style="list-style-type: none"><li>As with all draft budgets and forecasts, there is a large percentage of income which is classed as unconfirmed.</li></ul>			<ul style="list-style-type: none"><li>Consultation with members of sub-committee and executive board if this could be presented in a more useful way moving forward.</li></ul>			
Possible Next Steps						
<ul style="list-style-type: none"><li>Forecast to be updated quarterly and presented at Sub-Committee and Board for comments.</li></ul>						
Report						
The forecast is enclosed for perusal.						
Discussion Points / Decisions Required						
Any questions or comments would be welcome. If this information could be presented more clearly to the members, we would be happy to consider ways this could be carried out.						

## 5.6 Committing to Sustainable Consumption.

In support of Sustainable Development Goal 12<sup>3</sup> we will commit to more sustainable patterns of consumption and production. The sustainability of the DPC includes the social, environmental, and inter-generational impacts that arise from our work. As such, we will seek to better understand the impacts we have, monitoring and improving them as we go.

are, monitoring and improving them as we go.

Climate Action Plan / Carbon Footprint Measurement						
Description	Climate Action Plan for Business Training Course					
Lead	John McMillan	Other Staff	William Kilbride	Priority	Normal	
Quality Measure(s)			Member Engagement	Climate Action Plan will be shared with members upon completion.		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Climate Action Plan			JMc	30/08/2023	Active	On track
Carbon Emissions Audit			JMc	31/10/2023	Active	On Track
Risks Arising			Opportunities for Improvement			
<ul style="list-style-type: none"><li>The cost implications of implementing such a plan in terms of more sustainable transport costs or offsetting transport costs may have to be considered.</li></ul>			<ul style="list-style-type: none"><li>The findings from this training course can be shared with members and we hope will help members be able to carry out similar assessments / plan.</li></ul>			
Possible Next Steps						
<ul style="list-style-type: none"><li>Publishing of DPC Climate Action Plan</li></ul>						
Report						
The draft climate action plan is included within papers for discussion.						
We will start to report the Carbon Emissions of the DPC each quarter to sub-committee and Executive Board like we do with management accounting information.						
Discussion Points / Decisions Required						
Climate action plan is enclosed for consideration with aim of publishing our aims by October 2023. The first carbon emissions calculation would be presented to sub-committee and Board in November/December 23 which will cover the first quarter of the year.						

<sup>3</sup> Sustainable Development Target 12.5 By 2030, substantially reduce waste generation through prevention, reduction, recycling and reuse.

## 5.7 Being accountable for our values.

The DPC will live its value. In support of Sustainable Development Goal 16 DPC will establish a framework to report actions that activate the Sustainable Development Goals, and develop an audit capability that monitors conformance to our values and is accountable to members. We will work to ensure our financial reserves and investments are consistent with our stated values.

Description	External Audit will take place by Alexander Sloan in Autumn 2023					
Lead	John McMillan	Lead	John McMillan	Lead	John McMillan	
Quality Measure(s)			Quality Measure(s)			
Key Tasks/Outputs			Owner	Key Tasks/Outputs	Owner	Key Tasks/Outputs
Preparation of year end accounting information			JMc	30/08/2023	Planned	On Track
Presentation of Annual Accounts at AGM			WK / JMc	05/12/2023	Planned	On Track
Risks Arising			Opportunities for Improvement			
The potential risk with any audit is the possibility of errors made in accounting etc but by having Alexander Sloan in place we can continue to improve our practices.			The Audit Report from Alexander Sloan and the audit process itself has continued to highlight areas where we could improve e.g. the Debtors Reporting and approval of payments process has been improved by feedback from recent audits.			
Possible Next Steps						
Completion of financial year with accurate accounting information and full record keeping.						
Report						
The planning stage of the audit is now complete with the main fieldwork taking place between the last two weeks in September. Any queries or adjustments will be discussed in October with the audit being complete in early November in good time for the audit report and draft annual accounts being sent for perusal by the sub-committee, Executive Board and ultimately for sign off at the AGM in December.						
Discussion Points / Decisions Required						
N/A						

## 5.8 Making better use and taking greater care of the data we generate.

The DPC's activities generate data as a by-product which can be used better to inform ongoing developments. This is especially true across the range of DPC activities: the Digital Preservation Awards can inform good practice; web statistics can inform training needs; event registrations support community and member development. We will enhance our information governance framework and add value to the data we generate, considering the opportunities for reuse that may arise.

CRM - Salesforce						
Description	The DPC began using Salesforce in Q2 2022 to track all staff member interactions with members and potential members and was initiated alongside the DPC Champion Program.					
Lead	Ellie O’Leary	Other Staff	John McMillan	Priority	Normal	
Quality Measure(s)			Member Engagement			
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Use the CRM to pull RAM results to allow for further data analysis.			EOL, JM	June 2023	Complete	On Track
Review of CRM and staff use of CRM.			EOL	Autumn 23/Winter 23	Not Started	On Track
Track potential new members interactions.			EOL, SM, WK, RW	Ongoing	Ongoing	On Track
Log interactions with members.			All	Ongoing	Ongoing	On Track
Track event sign ups and attendance.			EOL, SM	Ongoing	Ongoing	On Track
Risks Arising			Opportunities for Improvement			
<ul style="list-style-type: none"><li>Potential cybersecurity risk of using cloud-based software to record emails and track interaction. Negated by use of a password manager and looking to enable MFA for login.</li><li>Financial risk of obtaining additional licenses.</li></ul>			<ul style="list-style-type: none"><li>Data collated in one place allows easy access for DPC staff to review.</li></ul>			
Possible Next Steps						
<ul style="list-style-type: none"><li>Guidelines around how to use the CRM for staff (including standardizing how tasks/calls/events are logged within the system to allow for reports to be pulled)</li><li>Import data around N2KH</li><li>Import data around website registrations</li></ul>						
Report						
The CRM continues to be used by staff to log interactions with members and non-members and to track attendance at events and S-C meetings. An integration to log emails quickly has been installed by most of the staff to facilitate tracking interaction. Currently Salesforce is rolling out MFA logins which will be mandatory by Summer 24.						
Review of staff use for the CRM is being pushed to Autumn 23/Winter 23 due Ellie taking over some Bit List duties along and to coincide with the planned review of the DPC Champion Program at end of the year.						
Discussion Points / Decisions Required						
None.						

## Website Development



<b>Description</b>	The CMS we use for the DPC website (Joomla) requires an upgrade to the latest version and as part of this, we are looking to redesign the website to be more accessible.				
	This falls under the community objective 1.4 and a more detailed list of outputs and next steps can be found in the community workplan. Tasks related to data generation and finances are noted here as well.				
<b>Lead</b>	Sarah Middleton	<b>Other Staff</b>	EOL, JMc, AP	<b>Priority</b>	Normal
<b>Quality Measure(s)</b>	<ul style="list-style-type: none"><li>Improved site security</li><li>Improved accessibility score</li><li>Better feedback on resource discovery</li></ul>		<b>Member Engagement</b>	<ul style="list-style-type: none"><li>Consultation on website</li><li>Identification of key resources</li></ul>	
<b>Key Tasks/Outputs</b>			<b>Owner</b>	<b>Due Date</b>	<b>Status</b>
Clear out of documents on the backend of website.			EOL	Q1	Complete
Use Hotjar to track where users engage with the website.			EOL, SM, AP	Q1	Complete
Identification of provider to deliver the project.			AP	Sept 2023	Active
Identification of budget for website development.			AP, JMc	Sept 2023	Active
<b>Risks Arising</b>			<b>Opportunities for Improvement</b>		
<ul style="list-style-type: none"><li>Inability to find and secure provider</li><li>Funding gap</li><li>Project slippage</li><li>Website outage if website cannot be updated before current site ceases to function</li></ul>			<ul style="list-style-type: none"><li>A more accessible website allows for DPC created resources to be more freely used by members and non-members alike.</li></ul>		
<b>Possible Next Steps</b>					
<ul style="list-style-type: none"><li>Review proposal(s) from web providers</li><li>Budget approval</li><li>Creation of new website structure</li></ul>					
<b>Report</b>					
Since the last meeting, the DPC’s current web support provider has informed us that they will not be continuing to support the DPC’s website and will not be taking up the website update project.					
While this is a disappointment, and will inevitably be a larger job than first anticipated, we also consider this to be an opportunity:					
<ul style="list-style-type: none"><li>d) To rebuild the website without affecting the current site</li><li>e) To transfer to a new CMS system (probably Wordpress) which should be more intuitive and user friendly for us as web managers on the back end</li><li>f) To rebuild the website free from the legacy structure we have inherited from previous versions of the site</li></ul>					
With this in mind, we have spoken to three web developers with a view to gaining a proposal for this work. To date we have received one, as well as one withdrawal. The proposals received will go to the Board.					
<b>Discussion Points / Decisions Required</b>					
Any comments on how users navigate the website currently and find resources currently are welcome.					

