

Report to Members Q4 2023

About this Document

The DPC reports quarterly to the Representative Council on progress across our strategic plan, and it presents the three-month preview workplan. This ensures DPC remains true to its values: ‘open, transparent and accountable to members’; ‘responding to the needs of members in the delivery of services’; and ‘respectful, welcoming, inclusive and transparent in all our dealings’. This reporting structure, which has been designed with members, means every member has equal access to every aspect of our program. Every member is empowered to seek clarification and invited to shape the direction of DPC’s activities, and to do so openly and routinely. This report is structured around the DPC’s five objectives which are in turn broken into specific tasks and actions.

- Objective 1: Community (p.2)
- Objective 2: Advocacy (p.16)
- Objective 3: Workforce Development (p.24)
- Objective 4: Good Practice (p.38)
- Objective 5: Accountable Sustainable and Dynamic (p.57)

Each section of the report is scrutinized by a Sub-Committee before being shared with the Representative Council where it is shared as a prompt for discussion and a record of progress. A highlight of the report is then selected for consideration and debate with Council.

Highlights Q4 2023

- World Digital Preservation Day and Launch of the BitList 2023 (p.3 and p.17)
- Events program in Australia and New Zealand with Paul Wheatley and Robin Wright (p.50)
- Developments towards DPC Office in the Americas (p.9)
- Completion of annual audit (p.65)
- Initiation of short project for new and updated training materials (p.31)
- New memberships (p.7)

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.

Highlights September to November 2023

- Progress with Americas Office
- Website Upgrade
- DPC Supporter events series

Forthcoming Highlights

- Progress with Americas Office
- Website Upgrade
- New member recruitment

Discussion Points / Decisions Required

- Suggestions for #DPCLinic themes welcomed
- Suggestions for representative online communities welcomed
- New member recruitment
- Advice and recommendations sought on next steps for website development
- Comment and recommendations sought re Mastodon server

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"> Engagement levels Positive feedback 		Member Engagement	<ul style="list-style-type: none"> Discussion topics 		
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"> Engagement levels Increased number of attendees at events 		Member Engagement	<ul style="list-style-type: none"> Free access to Futures webinars 		
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 DP Futures Webinars and Panel			SLM	Aug 2023	Completed	On track
Create and promote DP Futures events (inc flyers for iPres)			SLM	Sept 2023	Planned	On track
Run DP Futures 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"> Loss or downgrade of Supporters in light of new tiered structure 	<ul style="list-style-type: none"> Greater representation of Supporter types through tiered structure – needs continued promotion
Possible Next Steps	
Structured communications to promote the Supporter Program more routinely	
Report	
<p>Since the last meeting, we held the Digital Preservation Futures Webinar Series and Panel Discussion. The Panel Discussion was very well attended and presented an excellent discussion between the participating Supporters. The outputs of this event have been written up in a blog post for WDPD by Jenny Mitcham: https://www.dpconline.org/blog/wdpd/wdpd2023-mitcham</p> <p>The following webinars were less well attended but garnered positive feedback from those attending.</p> <p>Following the launch of the new DPC Supporter Program for 2023-2024, we have received 3 new Supporters:</p> <ul style="list-style-type: none"> Simon Wilson (Sep 2023): https://www.dpconline.org/news/simon-wilson-becomes-dpc-supporter Boxxe (Sep 2023): https://www.dpconline.org/news/boxxe-becomes-a-dpc-supporter Evolved Binary (Nov 2023): https://www.dpconline.org/news/evolved-binary-joins-dpc-supporter-program <p>With a further application from Cerabyte which is still being processed.</p> <p>Despite having lost Twist Bioscience and AVP as DPC Supporters, the new tiered fee structure appears to be proving popular, especially with sole traders, micro-agencies and start-ups which means that Members will be able to learn about a much more diverse set of offerings from the digital preservation marketplace.</p>	
Discussion Points/Decisions Required	
None	

Program of events in Australasian time zone					
Description	Regular program of DPC events held 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"> Engagement levels Positive feedback 		Member Engagement	<ul style="list-style-type: none"> High level of attendance by local members 	
Key Tasks/Outputs	Owner	Due Date	Status	Condition	
Development and delivery of local events	RW / JM	Monthly	Continuous	On track	
Recruitment of local member speakers	RW/EO'L	Jan-Dec 23	Continuous	On track	
Risks Arising	Opportunities for Improvement				
Short advertising lead time leading to lower numbers or late registrations.	Some places made available for potential local members.				
Possible Next Steps					
Establishing program of regular, attractive #DPCconnect sessions in Australasian & Asia Pacific region for 2024					
Report					
<p>The Australasian visit by Paul Wheatley, DPC Head Research & Practice was highly successful and generated a high level of engagement within the community. It demonstrated the ongoing desire for in-person events held in all geographical locations. The 4 x <i>Just Keep the Bits</i> workshops were all full – Canberra and Sydney were both oversubscribed and the event at the Queensland State Archive on the Tandanya Adelaide Declaration with Dr Rose Barrowcliffe was well attended and has generated important ideas about DPC resources addressing ethical issues including Indigenous data sovereignty. Paul was also able to hold personal meetings with members and others and the events generated a lot of interest in the wider community.</p>					

All events held in this quarter have had good attendance levels. The high level of interest in events being held in the UK has led to high demand for local watch parties. But online events do not generate significant community engagement or follow-on discussion.

iPres radio this year was co-presented with Joshua Ng from Archives NZ, but attendance was very much the usual suspects. The iPres23 team in Illinois provided good access to recordings from the iPres sessions, but it was difficult to communicate through the Illinois team and we didn't attract any new participants from online attendees.

The WDPD watch party with Quinn Dobrowski talking about her work with SUCHO to save digital content from cultural organisations threatened by the Ukraine war drew a lot of interest, including from Canada.

Discussion Points/Decisions Required

- Post-Covid we need to consider the demand for in-person rather than only zoom DPC events and how to address the problems of distance in our region.
- Would benefit from earlier engagement with iPres organizers around iPres radio for Ghent 2024
- The DPC rules on number of places available for member only events limits the potential audience size for watch parties as most members here are Associate Members

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"> • Engagement levels • Engagement spread (geographic/org type) 		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	
Identification and sustained communications with network representatives in the Americas	SLM	Jan 2024 (and then ongoing)	Initiated	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	
Continued collaboration with RIPDASA through 2 x webinars + translations	SLM	July 2024	Initiated	On track	
Risks Arising	Opportunities for Improvement				
<ul style="list-style-type: none"> • Time expended on the activities of other orgs rather than for DPC 	<ul style="list-style-type: none"> • Greater engagement globally • Introduction to Interstellar Foundation 				
Possible Next Steps					
<ul style="list-style-type: none"> • Review new engagements and connections established through WDPD and follow up 					

<ul style="list-style-type: none"> Follow up new connections in the Americas to sustain a relationship and meaningful communications Follow up new contacts in Canada with a view to ensuring their interests are represented in the development of the DPC Americas Office
Report
<p>Since the last meeting, and as part of the scoping activity for the DPC Americas Office, we have met and been introduced to a number of allied networks and organisations in the Americas, with whom we plan to remain in contact and potentially develop into new members or strategic allies in the region. As part of an ongoing relationship in Latin America, it has been confirmed that the DPC will work again with RIPDASA in 2024 to deliver a series of webinars and the translation of key DPC resources into Spanish.</p>
Discussion Points/Decisions Required
<ul style="list-style-type: none"> DPC member suggestions for representative online communities welcomed.

Workflow Webinars					
Description	Annual webinar series which invites members of the community to showcase how they do digital preservation through the demonstration of workflows.				
Lead	Sarah Middleton	Other Staff	Michael Popham	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> Engagement levels Engagement spread (geographic/org type) 		Member Engagement		
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Plan Workflow Webinars		SLM/MP	Dec 2023	Planned	On track
Call for participants		SLM	Dec 2023	Planned	On track
Create and promote webinars		SLM	Jan 2024	Planned	On track
Run events		MP	Jan/Feb 2023	Planned	On track
Risks Arising	Opportunities for Improvement				
<ul style="list-style-type: none"> None at present 	<ul style="list-style-type: none"> 				
Possible Next Steps					
<ul style="list-style-type: none"> Identification of key areas for demonstration 					
Report					
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	High
Quality Measure(s)	<ul style="list-style-type: none"> Number of leads turned into members Global spread of members 		Member Engagement	Members asked to support efforts, Exec Board briefed quarterly.	
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Achievement of membership targets (12 Associated + 4 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
Engagement analysis and comms planning		SLM/AP	Jan 2024	Planned	On track
Risks Arising	Opportunities for Improvement				
<ul style="list-style-type: none"> Failure to meet targets destabilizes expansion efforts in the Americas 	<ul style="list-style-type: none"> Better use of CRM for lead generation and management Coordinated planning based on engagement analysis Presence at strategically useful community events 				
Possible Next Steps					
<ul style="list-style-type: none"> Conduct engagement analysis Create communications plan/recruitment plan for the remainder of the year 					
Report					
<ul style="list-style-type: none"> We have welcomed 5 new members since the last meeting: <ul style="list-style-type: none"> Vanderbilt University's Jean and Alexander Heard Libraries (Full) Commonwealth Bank of Australia (Associate) Deakin University – to be announced (Associate) ICA-EW – to be announced (Associate) Bibliothèque nationale de France – to be announced (Full) And upgraded from Associate to Full Membership: <ul style="list-style-type: none"> The Agency for Facility Operations of the Flemish Government We have lost 6 members: <ul style="list-style-type: none"> British Museum Scottish Council on Archives University of Kent University of Bath Warner Bros On suspension: <ul style="list-style-type: none"> University of Pretoria And downgraded from Full Membership to Associate: <ul style="list-style-type: none"> Australian Society of Archivists 					

This gives a total of 111 Associate Members and 40 Full Members.

In order to support the expansion of the DPC's activities into the Americas, a further 6 Associate and 2 Full members must be recruited by the DPC year end in July. This gives a net target of 12 Associate and 4 Full members for the year.

Since August we have welcomed 5 new Associate Members and 1 Full Member, but with the 5 Associate Members leaving the DPC, this leaves an outstanding target of: 11 Associate Members and 3 Full Members.

Discussion Points/Decisions Required

- DPC members help to promote the DPC
- Representative presence at conferences and meetings staff cannot attend

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"> • Retention of existing members • Welcoming new members 		Member Engagement	Expansion of knowledge about 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 and evolution of DPC Aus Communication & Advocacy Plan v 3.3	RW	Dec 2024	Ongoing	On track	
Maintaining contact with potential members who have expressed interest in joining	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 DPC onboarding process is antiquated	Develop timeline of increased regional membership to identify when increase local staff will be required				
Possible Next Steps					
Expand existing identified list of potential members at Q4 DPC Aus sub-committee meeting. Particularly investigate possibility of engaging with more commercial organizations and government bodies.					
Report					
Since the last sub-committee meeting, 2 new local members have joined the DPC as Associate Members in Australasia and Asia-Pacific: Commonwealth Bank of Australia Group Archives (13 Oct) and Deakin University (15 Nov). Both organisations have joined the DPC as part of their digital preservation strategies. In addition the ASA have downgraded their membership from Full to Associate. This brings the current total membership to 22 local members (2 Full Members and 20 Associate Members).					
Discussion Points/Decisions Required					
<ul style="list-style-type: none"> • Three local cultural institutions have indicated a desire to join the DPC but need to get budget approval from their organization. • Need more suggestions or recommendations for potential members from the Sub-Committee. • As local membership increases there is a potential for conflict between servicing the needs of existing members and attracting new members. Particularly if we move beyond our more traditional cohort of potential members into the commercial realm. 					

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			
<ul style="list-style-type: none"> Failure to establish Americas office 			Offer more events in various time zones			
Possible Next Steps						
<ul style="list-style-type: none"> Continue work on establishment of office in the Americas Continue to support activities of the Australasia and Asia-Pacific Office 						
<ul style="list-style-type: none"> Report <p>Since the last meeting the DPC has progressed the ambition to open an office in the Americas. We are now in negotiations with a preferred host organization. During the last month, we have also held a consultation meeting with representatives of other network organizations and the DPC's plan for a presence in the Americas has been well received by these groups.</p> <p>Following on from the report at the last meeting, recruitment for a Preservation Registry Technical Architect has been successful and Andy Jackson will join the DPC team in January 2024 to lead efforts on the new "Building registries of digital preservation good practice" project, which is a collaboration between the Digital Preservation Coalition and Yale University. Andy will be based in the UK.</p>						
<ul style="list-style-type: none"> Discussion Points/Decisions Required 						
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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)	<ul style="list-style-type: none"> Functioning, supported website 		Member Engagement	<ul style="list-style-type: none"> User testing Feedback on updated website 		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Stakeholder consultation for requirements gathering			AP	Nov 2023	Active	On track
Development of requirements doc			AP	End Nov 2023	Planned	At risk
Issue of requirements doc to potential providers			AP	Pre-Christmas	Planned	At risk
Content and structure review/redesign			AP	Jan 2024	Planned	At risk
Review of proposals				Jan 2024	Planned	At risk
Identification of provider to deliver the project			AP	Jan 2024	Planned	At risk
Pre-Migration and Setup			AP	Feb 2024	Planned	At risk
Prepare for migration (design)			AP	Mar 2024	Planned	At risk
Migration			AP	Mar 2024	Planned	At risk
Post migration and clean up			AP	April 2024	Planned	At risk
Testing, training and launch			AP	May 2024	Planned	At risk
Risks Arising			Opportunities for Improvement			
<ul style="list-style-type: none"> Inability to find and secure provider Funding gap Project slippage (scope and time) Website outage if website cannot be updated before current site ceases to function 			<ul style="list-style-type: none"> Better navigation and discovery Better user experience Update look and feel 			
Possible Next Steps						
<ul style="list-style-type: none"> Write up outputs of stakeholder consultation to create requirements doc Feedback from DPC staff Identify providers to invite for proposals Issue requirements doc for proposals Creation of new website structure Review proposal(s) from web providers Budget approval 						
Report						

Following feedback from the subcommittee members at the last meeting, we have completed a stakeholder consultation which included representatives of Full Members, Associate Members, Supporters, Non-Members, Allied Organizations and DPC Staff Members. The output of this exercise will be used to form a requirements document which will then be issued to providers to bid against. During this time the DPC staff will also be working on improving the structure of the main website sections in order to optimize discoverability of resources.

Discussion Points/Decisions Required

- Advice and recommendations sought on next steps for website development

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"> • Number of members attending • Level of engagement 		Member Engagement	<ul style="list-style-type: none"> • Invitation to showcase work at event • Member priority 	
Key Tasks/Outputs	Owner	Due Date	Status	Condition	
Event planning	SLM	Nov 2023	Active	On track	
Creation and promotion of event	SLM/AP	Dec 2023	Planned	On track	
Communications planning	SLM/AP	Dec 2023 /Jan 2024	Planned	On track	
Deliver event	SLM	Feb 2024	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					
Unfortunately the event planned for 7 th November in Dublin was unable to take place and planning is now currently underway for an event in February 2024.					
Discussion Points/Decisions Required					
-					

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"> • Annual meetings • Engagement levels 		Member Engagement	<ul style="list-style-type: none"> • Direct access to designated contact at DPC • Consultation with members re. resources and events • Help re. access to member benefits 	
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-system with up to date 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				
Possible Next Steps				
Evaluation of program				
<ul style="list-style-type: none"> Report 				
<p>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.</p>				
<ul style="list-style-type: none"> Discussion Points/Decisions Required 				
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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"> Engagement levels 80% positive feedback 		Member Engagement	<ul style="list-style-type: none"> Consultation via post-event feedback forms 	
Key Tasks/Outputs			Owner	Due Date	Status
Review feedback			AP	June 2023	Planned
Report on feedback gathering			AP/EoL	Aug/Dec 23	Planned
Risks Arising			Opportunities for Improvement		
None at present					
Possible Next Steps					
Re-think offering based on report outcome					
<ul style="list-style-type: none"> Report 					
Nothing to report at present.					
<ul style="list-style-type: none"> Discussion Points/Decisions Required 					
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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					
Lead	Angela Puggioni	Other Staff	Sarah Middleton	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> Engagement levels Number of downloads 		Member Engagement	<ul style="list-style-type: none"> Consultation website development 	
Key Tasks/Outputs		Owner	Due Date	Status	Condition
Review and update ED&I policy		AP	July 2024	Planned	On track
Review website accessibility (with website redevelopment)		AP	Dec 2023	Planned	On track
Review translations strategy		SLM	Jan 2024	Planned	On track
Translations		SLM	July 2024	Continuous	Ongoing
Risks Arising	Opportunities for Improvement				
Related to website redevelopment					
Possible Next Steps					
<ul style="list-style-type: none"> Build in Accessibility to new website requirements Review DPC's translation strategy to incorporate aspirations to better support South East Asian and Pacific Regions 					
Report					
We published 2 new Chinese translations of the DPC RAM on WDPD, thanks to the efforts of volunteer translators. This has led to conversations about reviewing and revising the translations strategy to incorporate aspirations to better support South East Asian and Pacific Regions.					
Discussion Points/Decisions Required					

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"> Number of interactions Engagement spread (geographic/org type) 		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
<ul style="list-style-type: none"> • Deterioration of Twitter as a comms service • Instability of alternative platforms 	Monthly digest to digital-preservation mailing list of new DPC resources
Possible Next Steps	
<ul style="list-style-type: none"> • Offer support to the digipres.club Mastodon server 	
Report	
<p>Since the last meeting, the DPC has met with the administrators of the digipres.club Mastodon server with a view to exploring how the Coalition might support this, for use by the Members as an alternative to Twitter. The digipres.club team would welcome support and provided information sufficient to formulate a proposed support offering – which is outlined in the accompanying document for the Subcommittee’s consideration.</p>	
Discussion Points/Decisions Required	
<ul style="list-style-type: none"> • General approval sought to pursue the idea to offer support to the digipres.club Mastodon server. See attached paper. 	

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"> Action Plan used by the dp community Impact of DPC effort 		Member Engagement	Action plan reviewed by M&G sub-Committee	
Key Tasks/Outputs			Owner	Due Date	Status
Perform communications audit			SLM	Aug 2023	Planned
Draft Climate Action Plan			JBM	Aug 2023	In Progress
Develop action Plan			SLM	Oct 2023	Planned
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"> Report 					
Nothing to report as present.					
<ul style="list-style-type: none"> Discussion Points/Decisions Required 					
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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.

Highlights September – November 2023

- World Digital Preservation Day
- Launch of the 2023 Bit List: The Global List of Endangered Digital Species

Forthcoming Highlights

- Advocacy Toolkit

Discussion Points / Decisions Required

- (None)

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"> Engagement levels Engagement spread (geographic/org type) 		Member Engagement			
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Impact report delivery			AP	Nov 2023	Completed	On track
Update WDPD webpages			AP	Nov 2023	Planned	On track
Risks Arising			Opportunities for Improvement			
None at present			<ul style="list-style-type: none"> Greater engagement from global regions currently underrepresented 			
Possible Next Steps						
<ul style="list-style-type: none"> Coordination of communications with other international bodies with an interest or alignment with digital preservation 						
Report						
<ul style="list-style-type: none"> World Digital Preservation Day took place on 2 November and was a success! Highlights included 5 new languages for the logo (Czech, Tamil, Marathi, Sinhala and Hindi), 700 downloads of the Bit List and over 3300 hits on the WDPD events page For more information please see the WDPD 2023 Impact Report A verbal report will be given at the meeting 						
Discussion Points/Decisions Required						

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"> Number of new nominations Strength of evidence provided by Council Engagement with report once published 		Member Engagement	<ul style="list-style-type: none"> Through Bit List Council Open call for new nominations 		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
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
Recommencement of review cycle (details to be defined)	AC/ALM	2024 - 2025	Planned	On track
Risks Arising	Opportunities for Improvement			
None at present	<ul style="list-style-type: none"> • Potential for introduction of database to better manage entry information • Introduction of 2-year cycle for Bit List Council • Contextual update only in off-years 			
Possible Next Steps				
<ul style="list-style-type: none"> • Review process for the next cycle • Review lessons learned • Establish the full process for 2024-2025 • Re-assemble Bit List Council in early 2024 				
Report				
<p>The Global Bit List of Endangered Digital Species was launched on WDPD 2023 at an online Panel Discussion event which brought together DPC staff with Bit List Council members, Bit List Users and Bit List nominators and drew out the key highlights from the 2023 report, which are summarized as follows: In 2023, the Bit List comprises 87 entries, an increase from 73 in 2021. While significant new entries include ‘First Nations Secret/Sacred Cultural Material,’ several other entries have been rescoped, merged and disaggregated which has contributed to this overall increase. Only three entries demonstrate a substantive change of risk classification: ‘Shut Down or Discontinued Video Games’ is reclassified as Practically Extinct, from an earlier classification of Critically Endangered; ‘Published Research Data Appended to Journal Articles’ is reclassified as Vulnerable from an earlier classification of Endangered; and ‘Unpublished Research Data’ is reclassified as Critically Endangered from its previous classification of Practically Extinct. The Bit List Council made only marginal changes from the recommendations in 2021, so the 2023 report has validated the broad conclusions of previous years, updating them rather than setting them aside. With a few exceptions, there has been little or no improvement in the overall risk profile of digital assets. It is hard to avoid the conclusion therefore, that the findings of the Third Edition of the Bit List in 2021 were valid, yet its recommendations largely ignored. The Bit List report has been accessed 1035 times since its publication on WDPD.</p>				
Discussion Points/Decisions Required				
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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"> • Identification of conferences held/attended by local members 		
Key Tasks/Outputs	Owner	Due Date	Status	Condition	
Panels/papers submitted to conferences	RW	Dec 2023	4 accepted	Completed	
Papers accepted/presented	RW/PW	Dec 2023	3 delivered	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"> Work with sub-committee to identify opportunities for DPC presence at industry events in 2024
Possible Next Steps	
<ul style="list-style-type: none"> Opportunities for DPC participation in regional industry events in 2024 – FIAF Congress, 21-26 April, Bangkok, Thailand. 	
Report	
<p>The Head Australasia and Asia-Pacific has had papers accepted and/or delivered at four major regional conferences in 2023 – ASA Conference 2023 6 Sept (Panel with DPC Head, Research & Practice and members/others), PARBICA conference (online) 8 Nov, NDF23 Wellington, NZ 21 Nov, #BDCH23 ACMI, Melbourne 30 Nov. Participation at these industry events has increased the profile of DPC in the region and re-established existing industry connections.</p>	
Discussion Points/Decisions Required	
<ul style="list-style-type: none"> Identification of key regional industry events in 2024 and resources necessary to ensure a DPC presence. 	

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 resources useful for digital preservation advocacy through the website					
Lead	Sarah Middleton	Other Staff	Angela Puggioni/ Ellie O'Leary	Priority	Normal	
Quality Measure(s)	<ul style="list-style-type: none"> Improved access results Download numbers 		Member Engagement	<ul style="list-style-type: none"> Consultation on website Identification of key resources 		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Dependency: Website upgrade and redesign			SLM	Dec 2023	Planned	At risk
Improve website tagging system			SLM	Dec 2023	Planned	At risk
Tag advocacy items			EOL	Dec 2023	Planned	At risk
Risks Arising			Opportunities for Improvement			
<ul style="list-style-type: none"> Delays to website upgrade Dependent on web developers Support runs out for current version of Joomla in August 			<ul style="list-style-type: none"> Make a priority action for DPC 			
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.						
Discussion Points/Decisions Required						

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"> Impact of DPC input Reach/range of input requested 		Member Engagement	<ul style="list-style-type: none"> Requests for support 	
Key Tasks/Outputs			Owner	Due Date	Status
Respond as opportunities arise			WK	---	---
Publicise results as appropriate			SLM	---	---
Risks Arising			Opportunities for Improvement		
None at present					
Possible Next Steps					
Report					
Discussion Points/Decisions Required					
-					

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"> 80% of spaces taken 90% positive feedback 		Member Engagement	<ul style="list-style-type: none"> Full member Priority (as collected May 2023) 	
Key Tasks/Outputs			Owner	Due Date	Status
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"> Identify other/regular opportunities to introduce this subject 		
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					
-					

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	Biannual awards process				
Lead	Sarah Middleton	Other Staff	Angela Puggioni	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> Increase in nominations on previous year Increase in range and type of nominations All categories viable to run 		Member Engagement	<ul style="list-style-type: none"> Feedback from previous winners 	
Key Tasks/Outputs			Owner	Due Date	Status
Connect with iPres 2024 Ghent			SLM	Sep 2023	Planned
Plan process accordingly			SLM	December 2023	Planned
Launch Awards process			SLM	Spring 2024	Planned
Risks Arising			Opportunities for Improvement		
None at present			<ul style="list-style-type: none"> Greater engagement through more impactful communications Carefully timed communications to avoid other busy conference periods 		
Possible Next Steps					
<ul style="list-style-type: none"> Plan the process and start conversations with iPres 2024 Ghent 					
Report					
Since the last meeting, the DPC has arranged to meet the iPres 2024 team in Ghent on 23-24 November to view the venue which has been offered for the DPA2024 ceremony. As part of the planning for this process, an outline timeline will be drafted for discussion with the team in Ghent.					
Discussion Points/Decisions Required					

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.

Highlights from September-November 2023

- Labor Market Analysis continuing
- Participant registration opened for the Python Study Group Program
- Training sessions continued for Australasia-Asia Pacific DPC members
- Work began on new Digital Asset Registers project
- Digital Preservation Policy workshop in partnership with the National Library of Ireland

Forthcoming Highlights for December-February 2024

- Beginners Web Archiving training course
- Labor Market Analysis Report
- Mental Health and Wellbeing in the Digital Preservation Community survey report
- Digital Asset Registers project and updates to N2KH: Beginners content
- DP Handbook project plan

Key discussion points and decisions

- Training policy principles to be developed
- DP Handbook developments
- Introduce Africa proposal

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"> Reuse of findings into developed Recruitment Toolkit Reuse of open dataset by members and other groups Increased traffic to DPC Jobs 	Member Engagement	<ul style="list-style-type: none"> Consultation with members re: data sources DP Clinic event around the time of publication 		
Key Tasks/Outputs	Owner	Due Date	Status	Condition	
Data gathering	Amy	Mar 2023	Complete	---	
Analysis	Amy	Dec 2023	Delayed	On Track	
Report and open data set	Amy	Jan 2024	Delayed	---	
Risks Arising	Opportunities for Improvement				
None at present	<ul style="list-style-type: none"> An increased variety of data sources, in particular covering positions in Asia, Africa, and South America Improved process for posting and gathering data from DPC Jobs webpage 				
Possible Next Steps					
<ul style="list-style-type: none"> Incorporation of data and findings into DPC Recruitment Toolkit Investigate other sources and techniques for ongoing collection of data from job posting websites 					
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"> Workshops at a minimum of two conferences Article in a peer-reviewed journal 		Member Engagement	<ul style="list-style-type: none"> Member-focused pilot of framework Training events Inclusion as a talking point for Champions calls Case studies for article Feedback mechanisms 		
Key Tasks/Outputs			Owner	Due Date	Status	Condition
Quick Start Guides			Sharon	Late 2024	Postponed	---
Recruitment Toolkit			Sharon	TBC	Postponed	---
Risks Arising			Opportunities for Improvement			
None at present			<ul style="list-style-type: none"> Biannual review based on member and community feedback 			
Possible Next Steps						
<ul style="list-style-type: none"> Creation of a guide to skills development, including available training opportunities matched to skill areas and levels. 						
Report						
Workshops on the Competency Framework and CAT have been presented at the ARA and iPres conferences. Both were well attended and verbal feedback from participants was extremely positive. As a result of the ARA workshop, Sharon was invited to present on the framework at a joint ARA/IRMS event in Dublin on 19 th October. Plans for a workshop submission to the IDCC conference have been abandoned on discovery of the high costs associated. Plans to develop "quick start guides" to particular uses of the framework and CAT have been put on hold until the planned first review of the resources in 2024.						
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"> 80% of spaces taken 90% positive feedback 		Member Engagement	<ul style="list-style-type: none"> Identification of priority topics Training events 	
Key Tasks/Outputs			Owner	Due Date	Status
DP Policy Workshop with NLI			Sharon	Nov 2023	Completed
DP Policy Workshop with DRI			Sharon	Nov 2023	Active
DPC Training Policy			Sharon	Feb 2024	Active
Risks Arising			Opportunities for Improvement		
<ul style="list-style-type: none"> Hard to plan the demand and respond accordingly. 			<ul style="list-style-type: none"> Expand possible topics/training content available Develop policy for provision of and charging for bespoke events for associates and non-members. Make more use of members' expertise 		
Possible Next Steps					
<ul style="list-style-type: none"> Identify priority intermediate/advanced level topics and possible presenters Roll-out N2KH Plus sessions for other DPC members 					
Report					
<p>The DP policy training at workshop in Dublin on 8th November hosted by the National Library of Ireland. Jenny and Sharon presented a new, extended 3-hour workshop on the topic (which included local case studies) and the responses to the content were very good. Two further sessions are planned for the next period: a short workshop on policy on behalf of the Digital Repository of Ireland will be offered on 22nd November. Work has also begun on a new training policy, setting principles to guide the DPC's provision of training for members and non-members. A discussion of the potential key principles was included on the November 2023 WD Sub-Committee agenda.</p>					
Discussion Points/Decisions Required					
<ul style="list-style-type: none"> Training policy principles to be developed 					

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"> • Training events delivered for DPC Aus members • 80% of spaces taken • 90% positive feedback 	Member Engagement	<ul style="list-style-type: none"> • Identification of priority topics • Level of participation in training events 	
Key Tasks/Outputs	Owner	Due Date	Status	Condition
4 x N2KH Plus sessions delivered to DPC Aus members	SMcM	Dec 2023	Active	On track
DP Essentials Winter School	SMcM	Dec 2023	Cancelled	Not enough demand
Risks Arising	Opportunities for Improvement			
Increasing membership in region is likely to lead to greater demand for training	<ul style="list-style-type: none"> • Expand topics/training content available • Investigate different levels of demand for F2F/online training in region 			
Possible Next Steps				
<ul style="list-style-type: none"> • Consult local members about training requirements and places required in 2024 • F2F sessions on <i>Introduction to Digital Preservation</i> have been offered to 2 members in 2024, this could be rolled out more broadly 				
Report				
In 2023 so far 3 N2KH Plus sessions have been delivered for local members on <i>Continuous Improvement</i> (24 May) – 13 participants, <i>Risk Management</i> (15 June) – 10 participants, and <i>Policy</i> (17 Oct). The last session for 2023 on Making the case for DP will be held on 5 Dec.				
Discussion Points/Decisions Required				
<ul style="list-style-type: none"> • Schedule more F2F or live N2KH Plus sessions in 2024 or prioritize online training development? 				

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"> • 75% of study group places claimed • Supporting content used by other groups 	Member Engagement	<ul style="list-style-type: none"> • Contribution to transition team • Study group priority places 		
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"> • Draw on expertise of new 'Registry Analyst' postholder 				

Possible Next Steps
<ul style="list-style-type: none">Continued development of supporting resources
Report
Two informational webinars on the program were held on 18 th October, scheduled to cover as many time zones as possible. Over 250 attendees joined us for the webinars and reactions to the program were enthusiastic. The form for expressions of interest was then opened and 227 responses have been received, including 15 offers to become mentors. The administrative process of narrowing down the list to a maximum of 160 participants is now underway. Preparation of the GitHub repository is also well underway, with the primer and “how tos” added. Next steps are notifying interested parties as to whether they have a place in the groups or on the waitlist, meeting with mentors, and finalizing the GitHub repository.
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"> 2 new courses published a year 80% positive feedback 	Member Engagement	<ul style="list-style-type: none"> Member consultation on priority topics for new courses Free access to all training content 	
Key Tasks/Outputs	Owner	Due Date	Status	Condition
Procurement of new LMS	Sharon	May 2023	Completed	
Beginners’ Web Archiving Course	Sharon	Jan 2024	Delayed	On track
Continuous Improvement Course	Sharon	Jun 2024	Postponed	---
Risk Management Course	Amy	Jun 2024	Postponed	---
Risks Arising	Opportunities for Improvement			
None at present	<ul style="list-style-type: none"> Prioritization of content development Development processes based on good practice 			
Possible Next Steps				
<ul style="list-style-type: none"> Plan for ongoing training development and maintenance Investigate how to provide equitable access to training 				
Report				
Progress on the web archiving course has been slow in this quarter due to other commitments, therefore the expected delivery date has been pushed back a couple of months. Likewise, plans for courses on Risk Management and Continuous Improvement have also been postponed, accommodating the new Digital Asset Registers project and updates to the Novice to Know-How: Beginners course.				
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	<ul style="list-style-type: none"> Courses completed by 1000 learners a year 	Member Engagement	<ul style="list-style-type: none"> 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	March 2024	Planned	---
Digital Asset Registers Project	Sharon	March 2024	Active	On track
Risks Arising	Opportunities for Improvement			
<ul style="list-style-type: none"> Content of courses becomes dated/inaccurate 	<ul style="list-style-type: none"> Regular review of content Increase interactive/exercise-based content Investigate possibilities for translation 			
Possible Next Steps				
<ul style="list-style-type: none"> Development of further courses 				
Report				
<p>In the last three months new registrations and course completion numbers are as follows:</p> <ul style="list-style-type: none"> N2KH: Beginners – 259/55 N2KH: Access – 34/8 N2KH: Email – 71/29 <p>Agreement has been reached with The National Archives (UK) in relation to funding and plans for updates to the N2KH: Beginners course. This work will commence in January 2024, to be completed by March. The DPC’s bid for the Digital Asset Registers (DARs) Guidance project was also successful, and work has started on the first stage of the project. The first stage involves a series of focus groups to gather information from the community on current good practice for developing DARs. Recruitment for the focus groups has been completed, with three sessions scheduled on the 15th, 16th, and 17th December. The planned completion date for the project is also March 2024.</p>				
Discussion Points/Decisions Required				
None at present				

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 rd Edition				
Description	The creation of a 3 rd edition of the DPC's Digital Preservation Handbook.			
Lead	Sharon	Other Staff	All	Priority Normal
Quality Measures	<ul style="list-style-type: none"> Peer review comments Increased traffic to Handbook 		Member Engagement	<ul style="list-style-type: none"> WD Sub-Committee as Editorial Board Consultation on plans Peer reviewers drawn from membership Launch Event
Key Tasks/Outputs			Owner	Due Date
Project plan			Sharon	Feb 2024
Translation plan			Amy	Feb 2024
Content Drafting			Sharon	TBC
Risks Arising			Opportunities for Improvement	
<ul style="list-style-type: none"> Scale and detail of effort still not fully known 			<ul style="list-style-type: none"> Align with DPC RAM and Competency Framework Improved translation mechanisms Funding opportunities 	
Possible Next Steps				
None at present				
Report				
Some progress has been made with drafting the project plan and identifying funders, but progress is slower than hoped. With this in mind and other outstanding and emerging work items, the planned start date for the project has been pushed back slightly.				
Discussion Points/Decisions Required				
<ul style="list-style-type: none"> Suggestions of potential funders welcomed Key project goals to be discussed as part of DP Handbook agenda item 				

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

In the last quarter, seven blog posts from grant recipients were published and featured on the DPC Blog and [Career Development Fund recipient page](#) to share what was learned from attending the IIPC Web Archiving, NEDCC Digital Directions, DCDC 2023, ASA 2023, and iPRES 2023 conferences.

The revised CDF grant application form, approved by the sub-committee at the last meeting, has been updated and added to the DPC website.

Two advertised calls are planned for the next quarter: one for the IDCC 2023 Conference in Edinburgh, UK, and the other for the IS&T Archiving Conference in Washington, DC, USA.

Some progress has been made with drafting an updated version of the Career Development Fund Guidelines to reflect approved changes (funding amounts, and selection criteria for awarding grants), but progress is slower than expected due to other emerging prioritized work items. The draft is expected to be completed by December 2023, and will include input and feedback from the Head of Administration and Finance to address carbon footprint, accessibility, travel policies, and other areas raised by the sub-committee. A copy of the draft will be sent for consultation with the sub-committee in December.

Discussion Points/Decisions Required

None at present.

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	<ul style="list-style-type: none"> Increased number of invitational lectures 		Member Engagement	<ul style="list-style-type: none"> Lectures for info school members 	
Key Tasks/Outputs			Owner	Due Date	Status
Guest lectures/training sessions			Amy/Sharon	Ongoing	Continuous
iPres 2024 – Start to Preserve strand			Sharon	Sep 2024	Active
Risks Arising			Opportunities for Improvement		
<ul style="list-style-type: none"> Ad hoc requests can be hard to plan and resource at short notice. Poor connections outside of UK / Ireland. 			<ul style="list-style-type: none"> Improve communications with other workforce development initiatives Establish links with Info Schools outside of UK and Ireland 		
Possible Next Steps					
<ul style="list-style-type: none"> Digital Preservation Education and Training working group 					
Report					
The DPC contributed a session to teaching for the University of College London in October. Sharon has also joined the Program Committee of iPres 2024 as a co-chair of the “Start to Preserve” strand. DPC has also been invited to discuss a new digital preservation program proposed at Moi University, Eldoret, Kenya.					
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"> Report produces actionable recommendations 	Member Engagement	<ul style="list-style-type: none"> Encourage engagement with the survey Participation in the task force Access to resources developed 		
Key Tasks/Outputs	Owner	Due Date	Status	Condition	
Mental Health and Wellbeing Survey Report	Sharon	Jan 2024	Active	On track	
Establish Mental Health and Wellbeing Task Force	Sharon	Fe 2024	Planned	---	
Risks Arising	Opportunities for Improvement				
<ul style="list-style-type: none"> Security of sensitive data provided by DP Community 	None at present				
Possible Next Steps					
None at present					
Report					
Data analysis has been delayed due to other commitments and the survey report is now expected in January. Sharon authored a post for the DPC blog on mental health and neurodiversity for World Mental Health day in October. She has also continued to engage with the topic where possible, this included meeting with Daniel Steinmeier of the KB to discuss his iPres paper on organizational cultures and they effect innovation, as well as attending a one-day conference on Neurodiversity in the Workplace.					
Discussion Points/Decisions Required					
None at present					

DP in Africa				
Description	DPC has been invited to join a consortium looking to develop and adapt training resources and a 'train the trainer' program with partners in Kenya and in the US. This project has submitted an application for funds in excess of 100K USD, which would support DPC travel costs and some staff time to the total of 12K USD. We await the outcome of the application however the partnership behind this proposal is robust and likely to try to proceed with other activity should the grant not be awarded.			
Lead	William	Other Staff	Sharon	Priority Normal
Quality Measures	<ul style="list-style-type: none"> Successful outcome to grant proposal 	Member Engagement	<ul style="list-style-type: none"> Application led by US based member 	
Key Tasks/Outputs	Owner	Due Date	Status	Condition
DP in Africa Summit Meeting	William	Sept 2024	Planned	On track
DP Training Needs in Africa Workshop	William	Q4 2024	Planned	---
Adaptation of existing resources	Sharon	Q1 2025	Planned	
Train the Trainers	Sharon	Q2 and 3 2025	Planned	
Risks Arising	Opportunities for Improvement			
<ul style="list-style-type: none"> Funding not confirmed 	None at present			
Possible Next Steps				
None at present				
Report				
Application submitted 3 rd November 2024				
Discussion Points/Decisions Required				
Introduce Africa proposal for information.				

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.

Highlights for 6th September 2023 – 21st November 2023

- PRW visiting Singapore, Australia and New Zealand including member visits, panel at ASA Conference, Just Keep the Bits Workshops, RAM Jam NZ and more.
- Publication and [launch event on digital preservation documentation](#) (14th September).
- Contributions to iPres 2023, which included a workshop session, panel, papers, and poster.
- Preservation Policy Workshop in Dublin with the National Library of Ireland.
- Recruitment to new post for Registries of Good Practice project.
- Nuclear Decommissioning Authority collaboration on digital preservation recognized by NDSA.

Forthcoming Highlights November 2023 – February 2024

- RAM Jam on how organizations use DPC RAM to inform their wider digital preservation goals, and watch party event – 6-7th December.
- Publication of Environmental Impact of DP Guidance Note and environmental webinar
- Revision of DPC RAM
- Event on digital forensics
- Start of Registries of Good Practice Project.

Discussion Points / Decisions Required

- Comments or suggestions sought on improvements to RAM.
- A steer is needed about which reports are in need of revision.
- Would members tolerate a reduction in events to ensure a more equitable experience in different time zones?
- How to improve engagement with OAIIS review and the global DP community?

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	Minor issue
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			
<p>Challenging to arrange working group meetings that sit across multiple time zones but the importance of facilitating international discussions is clear.</p> <p>Fair Play Task Force – next step to arrange event, but delayed due to lack of resource and more immediate priorities</p>		<p>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.</p>			
Possible Next Steps					
<p>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:</p> <ul style="list-style-type: none"> • Next Museum and Galleries Working Group meeting to be held on 28th November at a time to suit members in Australasia and the Americas. The agenda is currently being finalized. • Next Audiovisual Working Group meeting has moved to early December in light of the number of other DPC events planned for Australasian timezone. 					
Report					

<p>We have run several well-attended Working Group meetings in the previous quarter including:</p> <ul style="list-style-type: none"> The September meeting of the Audiovisual Working Group included a presentation from the Irish Traditional Music Archive. The September meeting of the Museums and Galleries Working Group focused on the Collections Toolkit. The October meeting of the Operational Preservation Systems Working Group was on the topic of environmental sustainability.
Discussion Points/Decisions Required
None at present.

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	
Digital Preservationists Anonymous – iPRES 2023	SMM/WGK	September 2023	Cancelled	At risk	
Digital Preservationists Anonymous - Australasia	PRW	September 2023	Cancelled	At risk	
Panel session at Australian Society of Archivists Conference, Melbourne	PRW, RW	September 2023	Completed	On Track	
DPC Unconference - Dublin	SLM	November 2023	Cancelled	At risk	
Digital Preservationists Anonymous - Dublin	JLM	November 2023	Cancelled	At risk	
DPC Unconference 2024 – UK	TBC	June 2024	Planned	On Track	
Conference presentations and posters at iPRES 2023	JLM, MGP	Ongoing	Completed	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 Preservationists Anonymous hasn't gained any traction recently. Planned session at iPRES didn't happen as none of the Good Practice team were there in person. The session advertised for Dublin this month only had one person interested so was cancelled.	It can be a challenge to run watch parties for all DPclinic events and we should consider whether DPclinic should be de-coupled from the regular DPConnect slot and rotated around to suit different time zones.				
Possible Next Steps					

- With no major conferences forthcoming, we are focusing on our schedule of regular events (e.g. DPConnect, DPclinic, DPC Reading Club).
- We have a DPclinic session on Social Media planned for the end of November, plan to break for Christmas and have our January session focus on Geospatial Data Preservation Technology Watch Report to coincide with the public launch of our revised Technology Watch Report.
- Reading Club events are advertised for November and December and suitable reading material for the New Year is currently being considered.

Report

- We ran a variety of events in Australia and New Zealand in conjunction with a visit by Paul Wheatley during September and October. This was in addition to a number of 1-to-1 member visits and meetings with potential members.
- DPclinics: In September we organized a session on DAMS, the October session was run by Workforce Development and looked at the Competency Framework.
- Reading Club: Sessions have been held monthly in different time zones and good discussions have taken place. A [blog](#) was recently published to encourage more Members to get involved.

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
See Objective 1.3 Champions Program			All	March-May 2024	Active
Collate full member priorities, discuss with Good Practice Sub-Committee and develop annual DPC prospectus			PRW/SM	June 2024	Planned
See Objective 1.1 DPC Supporters			SLM	June 2024	Active
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					
We may invite Matthew Addis from Arkivum to speak at a forthcoming event on environmentally sustainable digital preservation					
Report					
<ul style="list-style-type: none"> • AVP gave a presentation at the September DPclinic session on DAMS. • Supporter panel and webinar series was held in October and was well received. • Preservica was invited to speak at our recent event on preserving cloud-based content. They shared their recent work on preserving content from Microsoft 365. 					
Discussion Points/Decisions Required					
None at present.					

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
Deliver direct support to members			PRW	Ongoing	Active
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					
No full member support has been carried out this quarter though discussions are underway with several members about their requirements.					
Discussion Points/Decisions Required					

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
'Introduction to RAM' session in Spanish			SLM	July 2023	Completed
Organize annual 'RAM Jam' event to enable sharing of experiences between members			JLM	November/December 2023	Planned
Analyze RAM information from Members			JLM	December 2023	Active
Disseminate RAM benchmarking information to Members			JLM	December 2023	Planned
Disseminate summary information to Members at annual AGM			JLM	December 2023	Planned
Call for feedback on RAM prior to update			JLM	December 2023	Planned
RAM revision and update			JLM	February 2024	Active
RAM-balance sessions			JLM	April-May 2024	Planned
Gather RAM assessments from Members and create initial summary statistics			JLM	June 2024	Planned
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
<ul style="list-style-type: none"> RAM revision plan will be followed and proposed revisions to RAM will be discussed at our next sub-committee meeting.
Report
<ul style="list-style-type: none"> Work on the report of summary statistics to share with members is nearing completion, and will be shared with Members via our website and at the AGM. RAM Jam sessions have been planned and advertised for December, and are being offered to suit a range of time zones. Work has begun to revise RAM prior to release of the next version and a timeline and plan has been shared with this subcommittee for discussion.
Discussion Points/Decisions Required
We would welcome any comments or suggestions on improvements to RAM.

RAM-Jam Australasia				
Description	A RAM Jam workshop was held at Te Papa in NZ with P Wheatley on 3 Oct. A further RAM Jam watch party will be held in the Australasian time zone on 7 Dec.			
Lead	Jen Mitcham /Paul Wheatley	Other Staff	Robin Wright	Priority Normal
Quality Measure(s)	Attendance at RAM Jam sessions No. of RAMs submitted by Aus members	Member Engagement	<ul style="list-style-type: none"> 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 RAM event	RW	Oct 20	Completed	Completed
Risks Arising	Opportunities for Improvement			
Not enough local support available for DPC Aus members undertaking RAM	<ul style="list-style-type: none"> More local engagement needed on use of DPC RAM by members 			
Possible Next Steps				
<ul style="list-style-type: none"> Promote free availability of RAM more widely in Australasia and Asia-Pacific including through consortium members. 				
Report				
There has been significant interest in RAM in the region. In particular the live in-person events – NZ 3 Oct, PARBICA 8 Nov and NDF23 21 Nov were very well received. J Mitcham worked with MHNSW on conducting their RAM.				
Discussion Points/Decisions Required				
<ul style="list-style-type: none"> Need to promote help available to members with RAM. 				

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/streamline Technology Watch author agreement			PRW	August 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					
At the last meeting of the sub-committee we agreed that this topic would be an item for discussion.					
Report					
Discussions with a possible author to revise our Digital Forensics report have fallen through.					
Discussion Points/Decisions Required					
A steer is needed about which reports are in need of revision.					

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
New Guidance Note on Designated Communities			JLM	2022	Completed
New Guidance Note on Persistent Identifiers			JLM	July 2023	Completed
New Guidance Note on Preserving Digital Art			JLM	July 2023	Active
New Guidance Note on Environmental Impact of Digital Preservation			MGP	December 2023	Active
New Guidance Note on Disaster Planning			MGP	March 2024	Planned
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					
Report					
An author was commissioned to produce the new Guidance Note on environmental issues and digital preservation, and the first draft was delivered on time. It is currently undergoing review and we plan to release in December.					
Discussion Points/Decisions Required					
[See previous discussion point]					

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
Creation of good practice guide to documentation			JLM	June 2023	Completed
Risks Arising			Opportunities for Improvement		
			<p>Create and document cycle of review for our online resources and publications and provide information about next planned update online.</p> <p>Provide PDF version of online resources.</p> <p>Provide DOI and citation guidance for online resources.</p>		
Possible Next Steps					
<p>After launch of documentation guide we have been asked if we can produce a PDF version. We are keen to do this but have not yet found the time. We allocated a DOI to the online resource and also provided citation guidance. We are aware that we should do this for other resources on the DPC website so that our resources are presented consistently.</p>					
Report					
<p>The first draft of the Digital Preservation Documentation Guide was published on the DPC's website on 21st September (see https://www.dpconline.org/digipres/implement-digipres/digital-preservation-documentation-guide).</p> <p>As a result of discussions following the Digital Preservation Futures panel session on 16th October, we plan to make some minor additions and updates to the DPC's Procurement Toolkit, dealing specifically with issues around the early implementation of a system post-procurement. Points from the panel have been captured in a blog post that was released on World Digital Preservation Day.</p>					
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
QA for web archives			PRW	July 2023	Completed
Persistent Identifiers webinar			MGP	September 2023	Completed
Documentation guide launch and workshop			JLM	September 2023	Completed
Documentation guide launch watch party			JLM	September 2023?	Completed
Cloud Based Content			JLM	October 2023	Completed
AI and DP: Show and Tell Webinar			MGP	November 2023	Delayed
Environmental Impact webinar			WK, MGP	December 2023	Delayed
Workflow webinars			MGP	January 2024	Planned
Digital forensics			JLM	February 2024	Planned
Appraisal event			MGP	March 2024	Planned
Emulation case studies			PRW	May 2024	Planned
Integration of systems and services			JLM	July 2024	Planned
Risks Arising			Opportunities for Improvement		
Risk that our events programme isn't suitable for all time zones. Need to continue to take steps to ensure all Members can access events.			More proactive review and assessment of information gathered through feedback forms.		
In response to emerging issues and requests from Members, our programme of events can change and grow – potentially exceeding the capacity of staff to properly support such events, particularly watch parties in Australasia.			Improve the planning and scheduling of events, and carefully consider additional and ad hoc requests that arise throughout the year.		
Possible Next Steps					
<ul style="list-style-type: none"> Continue planning for forthcoming programme of events, particularly those scheduled/rescheduled for the next few months 					

Report
We have a particularly full programme of events planned for the period September – December 2023, including a number which we had not originally envisaged at the start of the year. Whilst these additions have proven popular with Members, it has meant that some planned events are likely to slip into early 2024.
Discussion Points/Decisions Required
Do we have the balance of events right currently? The more events we schedule in UK, the harder it is to provide a consistent experience for Members in other time zones. We are committed to the events that are published in our current prospectus, but for future planning purposes would members tolerate a reduction in events to ensure a more equitable experience for Members in different zones?

Deliver program of events in Australasia and Asia-Pacific					
Description	Deliver regular program of 2 DPC events per month in Australasian time zone				
Lead	Robin Wright	Other Staff	Eleanor O’Leary	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> Number of events delivered Number of speakers/ attendees 		Member Engagement	Members participation in events Topics suggested by members	
Key Tasks/Outputs	Owner	Due Date	Status	Condition	
Keep the Bits Workshop x 4 - Australia	PRW, RW	Sept 2023	Completed	On Track	
Program of local events developed and delivered	RW	Dec 2023	Completed	24 events delivered/planned	
Delivery and communication about local events	RW/EO’L/AP	July – Nov 2023	On Track	24 events delivered/planned	
Ongoing development of future events for delivery in local time zone	RW	Dec 2024	Started	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"> Improve communication and efficiency of planning and timing for events suitable for delivery in Australasia 					
Report	An overall program of 24 member events delivered or planned in the Australasia and Asia-Pacific time zone to end of 2023. These were both online and F2F and were predominantly watch parties of events following events in the UK or those held during P Wheatley’s visit. We have generally had good numbers at all events, but the level of engagement is higher when conducted F2F.				
Discussion Points/Decisions Required	Increasing number of events in Australasia and Asia-Pacific is likely to require the commitment of more staffing/time from all of DPC.				

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"> Continue working with NDSA Levels Steering Group on planning a revision of the Levels in 2024. Attend a meeting of MOMS-DAI to find out more about the latest developments with OAIS. 						
Report						
<ul style="list-style-type: none"> The DPC has still not managed to engage with MOMS-DAI group around new developments with OAIS this quarter. We remain keen to contribute if and when the opportunity arises. JLM continues to co-chair the NDSA Levels Steering Group and hosted a recent Open Office sessions to gather community feedback on revision of the Levels. 						
Discussion Points/Decisions Required						
How to enable better engagement with MOMS-DAI (OAIS) and the global DP community represented by DPC?						

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
Develop and finalize job description for Community Manager role			PRW	1/8/2023	Completed
Recruit to Community Manager role			PRW	1/3/2024	Completed
Detail project plan			PRW / WK	TBC	Active
Make digital preservation expertise, good practice and research discoverable			PRW	TBC	Planned
Innovate and develop more impactful and sustainable digital preservation registry services			PRW	TBC	Planned
Sustain the COPTR data			PRW	TBC	Planned
Risks Arising			Opportunities for Improvement		
Following the unexpected change of personnel at Yale, it will be important that good relations are maintained in order to ensure a successful start to the project.					
Possible Next Steps					
<ul style="list-style-type: none"> • In discussion with colleagues at Yale, develop an initial list of priorities and actions. • Plan an induction period for the successful candidate. • Begin promotion of the project and related activities to the wider community. 					
Report					
Dr Andrew Jackson was appointed as the Preservation Registry Technical Architect, and will take up his new role on 24 th January 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 12¹. 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.

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
Climate Action Plan			JBM	Sept 2023	Active
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.					

¹ 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 biodiversity².

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	December 2023	Active	On Track
See 4.6 event on environmental issues		WK and MGP	December 2023	Delayed	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"> The Guidance Note is currently being reviewed. Continue to plan an event to coincide with launch of Guidance Note. Continue to work with NDSA Levels Steering Group to discuss next steps. 					
Report					
<ul style="list-style-type: none"> The first draft of this Guidance Note was received on schedule at the start of October. However, a review of the document has been slightly delayed due to other commitments of DPC staff, and this may impact plans to launch the publication at the same time as an event on the topic of environmental issues. 					
Discussion Points/Decisions Required					
None at present.					

² 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
Inclusion of ORCID's in Technology Watch publications			PRW	July 2023	Completed
Provide citation guidance for DPC's online resources			JLM	April 2024	Planning
Publish and preserve Technology Watch publications as open eBooks			PRW	June 2024	Planning
Internal review of DPC records management practices			TBC	TBC	Planned
Embed Robust Links and DOIs in core DPC publications			SLM, PRW	Ongoing	Ongoing
Ensure periodic harvest of DPC website			SLM, PRW	Ongoing	Ongoing
Ensure and promote cyber-security			JBM	Ongoing	Ongoing
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. It has been noted after recent publication and events series relating to our Documentation Guide that there are processes and procedures within the DPC that should be documented. This is particularly important as we grow as an organization.		
Possible Next Steps					
<ul style="list-style-type: none"> We will begin to review and implement some of the key tasks planned for early 2024 – for example a review of the DOIs and licence statements embedded in our publications and work to highlight and fill gaps in our current documentation. 					
Report					
All DPC staff have successfully completed an online programme of cyber-security training.					
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 first quarter of year 2023/24				
Lead	John McMillan	Other Staff	William Kilbride	Priority	Normal
Quality Measure(s)			Member Engagement		
Key Tasks/Outputs			Owner	Due Date	Status
Management Accounts for 1 st Quarter			JMC	27/11/2023	Active
Risks Arising			Opportunities for Improvement		
<ul style="list-style-type: none"> 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. 			<ul style="list-style-type: none"> Addition of Balance Sheet and further edits to Debtor reporting 		
Possible Next Steps					
<ul style="list-style-type: none"> Balance sheet and debtor reporting has been identified as needing improvement in terms of management accounts and this will be implemented now and moving forward. 					
Report					
<p>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.</p> <p>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.</p>					
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	Completed
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"> 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. 			<ul style="list-style-type: none"> 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						
<ul style="list-style-type: none"> Completion of financial year with accurate accounting information and full record keeping. 						
Report						
We are in the final stages of completion of the annual audit with final work on debtors taking place. 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					
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
Renewal of Sub-Committees / Executive Board			WK	31/01/2024	Planned
Risks Arising			Opportunities for Improvement		
			<ul style="list-style-type: none"> As membership grows more diverse, opportunity for different countries, sectors to be represented at both sub-committee and board. 		
Possible Next Steps					
<ul style="list-style-type: none"> Invitation for new members to join sub-committees and Executive Board planned for January 2024. 					
Report					
Nothing to add at this stage.					
Discussion Points / Decisions Required					
N/A					

DPC Aus Sub-committee development					
Description	During 2023 the DPC Aus Sub-committee has become more integrated with the DPC governance requirements				
Lead	William Kilbride	Other Staff	Robin Wright	Priority	High
Quality Measure(s)	Up-to-date Terms of Reference in place Required officeholders appointed		Member Engagement	Members represented at all sub-committee meetings	
Key Tasks/Outputs			Owner	Due Date	Status
Sub-committee provided with regular information on status of each objective in DPC Strategic Plan 2022 - 2027			RW/WK	Dec 2023	On-going
Ensure reporting conforms with DPC standards			RW	Dec 2023	On-going
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"> • Leadership training for potential new leaders in local Digital Preservation field either with the DPC or in their own organizations.
Possible Next Steps	
<ul style="list-style-type: none"> • Board leadership training to be made available to DPC Aus sub-committee members 	
Report	
Participation of Australasian members in DPC sub-committees to be discussed at Q4 sub-committee meeting.	
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
Review and re-issue of Staff Handbook			JMc	31/03/2024	Planned
E-Learning for HSE for all staff			JMc	31/12/2023	Active
Risks Arising			Opportunities for Improvement		
<ul style="list-style-type: none"> New HR legislation is missed through year. 			<ul style="list-style-type: none"> Keeping on top of HR changes that come into effect throughout the year. 		
Possible Next Steps					
<ul style="list-style-type: none"> Work on the Climate Action plan might lead to further amendments and additions. 					
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 & 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.

5-year forecast					
Description	5-year forecast				
Lead	John McMillan	Other Staff	William Kilbride	Priority	Normal
Quality Measure(s)			Member Engagement		
Key Tasks/Outputs			Owner	Due Date	Status
5-year forecast			JMc	27/11/2023	Ongoing
Risks Arising			Opportunities for Improvement		
<ul style="list-style-type: none"> As with all draft budgets and forecasts, there is a large percentage of income which is classed as unconfirmed. 			<ul style="list-style-type: none"> Consultation with members of sub-committee and executive board if this could be presented in a more useful way moving forward. 		
Possible Next Steps					
<ul style="list-style-type: none"> Forecast to be updated quarterly and presented at Sub-Committee and Board for comments. 					
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 12³ 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.

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
Climate Action Plan			JMc	31/10/2023	Ongoing
Carbon Emissions Audit			JMc	31/10/2023	Ongoing
Risks Arising			Opportunities for Improvement		
<ul style="list-style-type: none"> The cost implications of implementing such a plan in terms of more sustainable transport costs or offsetting transport costs may have to be considered. 			<ul style="list-style-type: none"> 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. 		
Possible Next Steps					
<ul style="list-style-type: none"> Publishing of DPC Climate Action Plan 					
Report					
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.					
The first report of these figures to be looked at M&G sub-committee in November.					
Discussion Points / Decisions Required					
First draft calculation to be looked at for comments at November sub-committee.					

³ 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.

External Audit will take place by Alexander Sloan in Autumn 2023					
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	Due Date	Status	Condition
Preparation of year end accounting information		JMc	30/08/2023	Complete	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	We are in the final stages of completion of the annual audit with final work on debtors taking place. 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	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"> 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. Financial risk of obtaining additional licenses. 	<ul style="list-style-type: none"> Data collated in one place allows easy access for DPC staff to review. 				
Possible Next Steps					
<ul style="list-style-type: none"> 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) Import data around N2KH Import data around website registrations 					
Report					
<p>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.</p> <p>Review of staff use for the CRM is being pushed to 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.</p>					
Discussion Points / Decisions Required					
None.					

Website Development					
Description	<p>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.</p> <p>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.</p>				
Lead	Sarah Middleton	Other Staff	EOL, JMc, AP	Priority	Normal
Quality Measure(s)	<ul style="list-style-type: none"> Improved site security Improved accessibility score Better feedback on resource discovery 	Member Engagement	<ul style="list-style-type: none"> Consultation on website Identification of key resources 		
Key Tasks/Outputs	Owner	Due Date	Status	Condition	
Clear out of documents on the backend of website.	EOL	Q1	Complete	On Track	
Use Hotjar to track where users engage with the website.	EOL, SM, AP	Q1	Complete	On Track	
Stakeholder consultation for requirements gathering	AP	Nov 2023	Active	On track	
Development of requirements doc	AP	End Nov 2023	Planned	At risk	
Issue of requirements doc to potential providers	AP	Pre-Christmas	Planned	At risk	
Content and structure review/redesign	AP	Jan 2024	Planned	At risk	
Review of proposals		Jan 2024	Planned	At risk	
Identification of provider to deliver the project	AP	Jan 2024	Planned	At risk	
Pre-Migration and Setup	AP	Feb 2024	Planned	At risk	
Prepare for migration (design)	AP	Mar 2024	Planned	At risk	
Migration	AP	Mar 2024	Planned	At risk	
Post migration and clean up	AP	April 2024	Planned	At risk	
Testing, training and launch	AP	May 2024	Planned	At risk	
Risks Arising	Opportunities for Improvement				
<ul style="list-style-type: none"> Inability to find and secure provider Funding gap Project slippage Website outage if website cannot be updated before current site ceases to function 	<ul style="list-style-type: none"> A more accessible website allows for DPC created resources to be more freely used by members and non-members alike. 				
Possible Next Steps					

- Write up outputs of stakeholder consultation to create requirements doc
- Feedback from DPC staff
- Identify providers to invite for proposals
- Issue requirements doc for proposals
- Creation of new website structure
- Review proposal(s) from web providers
- Budget approval

Report

We have completed a stakeholder consultation which included representatives of Full Members, Associate Members, Supporters, Non-Members, Allied Organizations and DPC Staff Members. The output of this exercise will be used to form a requirements document which will then be issued to providers to bid against. During this time the DPC staff will also be working on improving the structure of the main website sections in order to optimize discoverability of resources.

Discussion Points / Decisions Required

Any comments on how users navigate the website currently and find resources currently are welcome.