# DPC Executive Board Meeting Monday 6th December 2021

## Venue and Arrangements

The DPC Executive Board will meet online at 1400 (local time) on Monday 6th December 2021.

| Melbourne | Singapore | Doha | Amsterdam | Washington DC | Los Angeles |
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| +10 | +7 | +2 | +1 | -5 | -8 |

https://us02web.zoom.us/j/83202044009

The date of the meeting was changed from initially announced to better accommodate directors and representatives from the Americas. It precedes the Representative Council and AGM which follow on Tuesday 7th. Connection details are supplied below and the DPC's 'Jargon Buster' has been attached to this agenda. The meeting will be chaired by Juan Bicarregui.

## Purpose of the meeting

The purpose of this meeting is to update directors on operational matters and management controls. The main items on the agenda are the report of the Financial Year End 2020-21 and the Auditors' Report which were completed in November. The Audit Partner, David Jeffcoat, has been invited to talk to these items and answer any questions that arise, and the Annual Report will be presented for approval at the AGM the following day. Two other items arise for approval – a proposal for continuation and expansion of the DPC's operations in Australia and a new project proposal 'SCARVES', submitted in October 2021.

## Agenda

1. **Welcome and introductions**
   - Apologies Received and Conflicts of Interests
   - Register of Directors' Interests
2. **Minutes of the previous meeting 7/09/21 (DPC1221B) and Action Items**
   - Matters Arising
3. **Risks**
   - Risk Register (DPC1221C)
   - Strategic risks (verbal update)
4. **Accounts**
   - Annual Report to 31st July 2021 (DPC1221D)
   - Audit Findings 2020-1 (DPC1221E)
   - Management Accounts to 31st October 2021 (DPC1221F)
     (Including income and expenditure DPC Australasia and Asia Pacific)
5. **Financial Forecast**
   - Financial Forecast to 2026 (DPC1221G **confidential**)
6. **Membership**
   - New and Retiring Members
   - New Enquiries
   - Supporters
7. **Council Matters**
   - Management and Governance Sub-Committee 25th November (DPC1221H)
8. **Approvals and Proposals**
   - DPC Australasia and Asia Pacific (DPC1221I)
   - SCARVES Proposal (DPC1221J)
9. **Notifications**
10. **Staffing**
    - Community Engagement Manager / Administration Manager
    - Covid 19 update
11. **Dates of future meetings**
12. **AOB**

## Connection Details

Join Zoom Meeting: https://us02web.zoom.us/j/83202044009

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# DPC Jargon Buster

**4C:** Collaboration to clarify the costs of curation, an EU funded project in which DPC was a member

**ADS:** Archaeology Data Service, a digital archive specialising in archaeological data based in York

**AIP:** Archival Information Package, a package of information held within an *OAIS*

**AHDS:** Arts and Humanities Data Service, a data service for higher education, closed in 2008

**AIATSIS:** Australian Institute for Aboriginal and Torres Straits Islands Studies, a DPC member

**APA:** Alliance for Permanent Access, a European network of which DPC was a member, set up *APARSEN*

**APARSEN:** a Network of Excellence funded by the European Commission in which DPC was a member, see *APA*

**ARA:** Archives and Records Association, successor to Society of Archivists (*SOA*) and a DPC member

**ASA:** Australian Society if Archivists, a DPC member

**ASCII:** American Standard Code for Information Interchange, standard for electronic text

**BL:** British Library, a DPC member

**BS10008:** a British standard pertaining to the evidential weight of digital objects

**CCEX:** Curation costs exchange, online financial planning tool supported by DPC and originating from 4C

**CCSDS:** Consultative Committee for Space Data Systems, originators of the *OAIS* standard

**Characterization:** stage of ingest processes where digital objects are analysed to assess their composition and validity

**Checksum:** a unique numerical signature derived from a file. Used to compare copies

**COPIM:** Research project on open publishing of monographs. DPC is a partner

**Core Trust Seal:** a lightweight certification process for DP practices, see *Data Seal of Approval*

**Data Seal of Approval:** a peer evaluation process for digital preservation which informed the *Core Trust Seal*

**DCC:** Digital Curation Centre, data management advisory service for research, a DPC member

**DHN:** Digital Heritage Network, a DPC Ally operating in the Netherlands.

**DigCurVE –** Digital Curation in Vocational Education, assessment project funded by EU on training provision in Europe

**DIP:** Dissemination Information Package, the data disseminated from an *OAIS*

**DPA:** Digital Preservation Award, biannual prize awarded by the *DPC*

**DPCRAM:** DPC Rapid Assessment Model, a lightweight maturity model for digital preservation

**DPTP:** Digital Preservation Training Programme, an online training course run by *ULCC*

**DRAMBORA:** Digital Repository Audit Methodology Based on Risk Assessment

**DROID:** tool developed and distributed by TNA to identify file formats. Based on *PRONOM*

**Emulation:** the process of running old versions of software on modern hardware see also *virtualization*

**Encapsulation:** process where digital objects are captured with information necessary to interpret them

**EOSC:** European Open Science Cloud, a strategic agency to support data sharing and access in Europe

**FAIR:** a set of principles which call for data to be Findable Accessible Interoperable and Reusable

**GIF:** Graphic Interchange Format, an image which typically uses *lossy compression*

**GIS:** Geographical Information System, a system that processes mapping and data together

**IAEA:** International Atomic Energy Agency, a DPC member

**ICA:** International Council on Archives

**ICPSR:** Inter University Consortium for Political and Social Research, US-based organisation allied to DPC

**Ingest:** the process of turning an *SIP* into an *AIP,* ie putting data into a digital archive

**Ingex:** tool kit developed by BBC R&D to manage the ingest of audio visual collections

**iPres:** international conference on digital preservation to be hosted by the DPC in 2022

**ISO:** International Organization for Standardization, body that promotes standards

**JISC:** Joint Information Systems Committee of the Higher Education Funding Councils

**JPEG:** Joint Photographic Experts Group, a format for digital photographs which is *lossy*

**JPEG 2000:** a revision of the *JPEG* format which can use *lossless compression*

**KB:** Koninklijke Bibliotheek, national library of the Netherlands, partner in *APARSEN* and *APA*

**LIBER:** network of European Research Libraries involved in *APARSEN* and *AP,* offices at the *KB*

**LOC:** Library of Congress, a member of the DPC

**LOCKSS:** Lots of Copies Keeps Stuff Safe a DP principle and toolkit for E-Journal preservation, see *UKLA*

**Lossless compression:** a mechanism for reducing file sizes that retains all original data

**Lossy compression:** a mechanism for reducing file sizes which typically discards data

**METS:** Metadata Encoding and Transmission Standard, a standard for presenting metadata

**Memento:** an innovative tool which allows time based discovery of web pages, winner of DPA 2010

**Migration:** the process of moving data from one format to another

**NARA:** US National Archives and Records Administration, a DPC member
**NDA:** Nuclear Decommissioning Authority, a DPC member
**NDAD:** UK National Digital Archive of Datasets, formerly funded by *TNA* and operated by *ULCC*
**NDIIPP:** National Digital Information Infrastructure and Preservation Programme – a major programme from the LOC
**NDSA:** National Digital Stewardship Alliance, a DPC ally operating in the USA
**Nestor:** German network of expertise in digital preservation, a DPC ally operating in Germany
**Novice to Know-How:** DPC online training platform, co-funded by TNA
**NLI:** National Library of Ireland or National Library of Israel, a DPC member
**NLNZ:** National Library of New Zealand
**NLS:** National Library of Scotland, a DPC member
**NLW:** National Library of Wales, a DPC member
**NRS:** National Records of Scotland successor to the *NAS*, A DPC member
**NSLA:** National and State Libraries of Australasia, DPC Member
**OAIS:** Open Archival Information System, a reference model describing a digital archive
**OCLC:** Online Computer Library Center, Inc., US-based library and research group
**Open Planets/Preservation Foundation (OPF):** membership organization sustaining outputs from the *PLANETS* project
**Open source:** software in which the underlying code is available for free
**PDF:** Portable Document Format, a format for producing and sharing documents
**PDF/A:** a version of the PDF standard intended for archives
**PLANETS:** a project funded by the EC to develop a suite of DP tools.  Now maintained by *OPF*
**PORTICO:** service provider that provides value-added long term digital storage for publishers and libraries, DPC member
**PREMIS**: Preservation Metadata: Information Strategies, metadata standard
**PRONI:** Public Record Office of Northern Ireland, a DPC member
**PRONOM:** a database of file formats with notes on associated issues.  Used with *DROID*
**RAM:** Rapid Assessment Model, a maturity model for Digital preservation created by DPC
**RCUK:** Research Councils UK, former name of UKRI, a DPC member
**RDA:** Research Data Alliance, a global network developing policy and good practice in research data
**RIMPA:** Records and Information Management Professionals Australasia, a DPC Member
**RLG:** Research Libraries Group, US research group that produced *TDR*. Now part of *OCLC*
**RLUK:** Research Libraries UK
**SaaS:** software as a service, architecture whereby software is managed remotely by a service provider (see also *cloud*)
**SAP:** global IT company based in Germany, leaders of the *TIMBUS* project
**Significant properties:** concept whereby identifying the most important elements element of a file will aid preservation
**SIP:** Submission Information Package, data received into an *OAIS*
**STFC:** Science and Technology Facilities Council, a constituent part of UKRI and the lead of APARSEN
**STEM:** Science Technology and Medicine – major area of publishing**,** sometimes meaning the STM Publishers Association
**TDR:** Trusted Digital Repository, a standard which characterises 'trust' in a digital archive
**TIMBUS:** an EC-funded project which investigated the preservation of online services. DPC was a partner
**TNA:** The National Archives
**TRAC:** Trusted Repository Audit and Certification, toolkit for auditing a digital repository
**UKDA:** UK Data Archive University of Essex, digital archive for social and economic data, a DPC member
**UKLA:** UK *LOCKSS* Alliance, a service of *Edina* which offered E-journal preservation
**UKRI:** UK Research and Innovation, body established from the research councils to invest in research
**UKWAC:** UK Web Archiving Consortium
**ULCC:** University of London Computer Centre, host of *NDAD* and creators of *DPTP*
**UNISA:** University of South Africa, a DPC member
**UNOG:** United Nations Office in Geneva
**UNRMICT:** UN Residual Mechanism of the International Criminal Tribunal, a DPC member
**Virtualization:** creation of a virtual rather than actual instance of software or hardware
**WDPD:** World Digital Preservation Day a DPC activity normally the first Thursday in November
**XML:** Extensible Markup Language, a widely used format for encoding information

June 2021