DPC Executive Board Meeting Friday 23rd June 2023

Arrangements

The DPC Executive Board will on **Friday 23rd June** in association with the DPC's Unconference. The meeting will open for sound checks at 0915 and begin formally at 0930 (local time). The meeting is intended to be complete by 1230 and lunch will be served for all attendees and delegates for the Unconference. The DPC's 'Jargon Buster' is attached. The meeting will be chaired by Juan Bicarregui.

Melbourne, Canberra	Singapore	Doha	Amsterdam, Pretoria	Washington DC	San Francisco
+9	+7	+2	+1	-5	-8

Venue

- In-person delegates should gather in the 'Anatomy Museum', King's Building, Strand Campus, King's College London WC2R 2LS. https://www.kcl.ac.uk/visit/kings-building
- On-line delegates should join via zoom: https://us02web.zoom.us/j/87942425457?pwd=QWZ0NlBqR0UyMVE1M05IR2VJaS82dz09

(Meeting ID: 879 4242 5457, Passcode: 250442) Full connection details are supplied below.

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 towards the end of Financial Year 2022-23 and draft budget plans for the coming financial year which includes options for a 'steady state' budget and a more ambitious 'growth' budget. A new strategic risk register will also be introduced. The Executive Board follows the Representative Council which meets on 22nd June and any matters of substance from the Council will be discussed under item 7.

Agenda

1. **Welcome and introductions**
   - Apologies
   - Conflicts of Interests
2. **Notes of the previous meeting 14/04/23 (DPC0623B) and Action Items**
   - Matters Arising
3. **Risks**
   - Risk Management (verbal update)
   - Strategic Risks (DPC0623C)
4. **Accounting**
   - Management Accounts to 30th April 2023 (DPC0623D)
   - Climate Action Plan and Carbon Audit (verbal report)
5. **Financial Forecasts**
   - Budget Proposal FY2023-4 (DPC0623E)
   - Financial Forecast to 2027 (DPC0623F **confidential**)
   - Alternative Budget and supForecast to 2027 (DPC0623G **confidential**)
6. **Membership**
   - New Members
   - New Enquiries
   - Supporters and Allied Organizations
7. **Council Matters**
8. **Approvals and Proposals**
   - Supporter Program 2023-4 (DPC0623H)
   - Registry Services Project (DPC0623I)
9. **Notifications**
10. **Staffing**
    - Future Proofing the DPC (Verbal update)
11. **Dates of future meetings**
    - Friday 29th September 2023
    - Monday 4th December 2023
12. **AOB**
13. **Thanks and Close**

Connection Details

+44 131 460 1196 United Kingdom	+33 1 7037 9729 France	+31 20 241 0288 Netherlands
+44 203 051 2874 United Kingdom	+33 1 7095 0103 France	+31 20 794 0854 Netherlands
+44 203 481 5237 United Kingdom	+33 1 7095 0350 France	+31 20 794 6519 Netherlands
+44 203 481 5240 United Kingdom	+33 1 8699 5831 France	+31 20 794 6520 Netherlands
+44 203 901 7895 United Kingdom	+33 1 7037 2246 France	+31 20 794 7345 Netherlands
+61 2 8015 6011 Australia	+49 69 7104 9922 Germany	+64 4 886 0026 New Zealand
+61 3 7018 2005 Australia	+49 30 5679 5800 Germany	+64 9 884 6780 New Zealand
+61 7 3185 3730 Australia	+49 69 3807 9883 Germany	+64 3 659 0603 New Zealand
+61 8 6119 3900 Australia	+49 695 050 2596 Germany	
+61 8 7150 1149 Australia		+41 44 529 92 72 Switzerland
	+30 211 198 4488 Greece	+41 22 591 00 05 Switzerland
+43 12 535 501 Austria	+30 231 118 0599 Greece	+41 22 591 01 56 Switzerland
+43 12 535 502 Austria		+41 31 528 09 88 Switzerland
+43 670 309 0165 Austria	+353 6 163 9031 Ireland	+41 43 210 70 42 Switzerland
+43 72 011 5988 Austria	+353 1 240 8941 Ireland	+41 43 210 71 08 Switzerland
+43 120 609 3072 Austria	+353 1 536 9320 Ireland	
	+353 1 653 3895 Ireland	+65 3165 1065 Singapore
+32 2 788 0173 Belgium	+353 1 653 3897 Ireland	+65 3158 7288 Singapore
+32 1579 5132 Belgium	+353 1 653 3898 Ireland	
+32 2 290 9360 Belgium		+27 87 551 7702 South Africa
+32 2 585 5574 Belgium	+39 021 241 28 823 Italy	+27 21 426 8190 South Africa
+32 2 588 4188 Belgium	+39 069 480 6488 Italy	+27 21 426 8191 South Africa
+32 2 788 0172 Belgium	+39 020 066 7245 Italy	+27 87 550 3946 South Africa
+1 647 558 0588 Canada	+352 342 080 9265 Luxembourg	+1 253 215 8782 USA
+1 778 907 2071 Canada	+352 2786 1188 Luxembourg	+1 301 715 8592 USA
+1 204 272 7920 Canada	+352 2786 4277 Luxembourg	+1 312 626 6799 USA
+1 438 809 7799 Canada		+1 346 248 7799 USA
+1 587 328 1099 Canada	+52 556 826 9800 Mexico	+1 408 638 0968 USA
+1 647 374 4685 Canada	+52 558 659 6001 Mexico	+1 646 876 9923 USA
	+52 229 910 0061 Mexico	+1 669 900 6833 USA
+45 47 37 25 75 Denmark	+52554 161 4288 Mexico	
+45 89 88 37 88 Denmark		
+45 32 70 12 06 Denmark		
+45 32 71 31 57 Denmark		
+45 32 72 80 10 Denmark		
+45 32 72 80 11 Denmark		

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

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

BL: British Library, a DPC member

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

CAT: Competency Audit Toolkit, a tool and methodology for identifying skills and skill gaps in digital preservation

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

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

Characterization: ingest processes to analyse composition and validity of digital objects

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 DP 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, EU project 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: running old versions of software on modern hardware see also virtualization

Encapsulation: process of capturing digital objects 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 organization

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 hosted by the DPC in 2022

iPres LOC: Local Organizing Committee

iPres STG: the iPres Steering Group

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

N2KH: Knowledge to Know How, an online training program in digital preservation sponsored by TNA

and delivered by DPC.

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 - LOC programme

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

N2KH / Novice to Know-How: DPC online training platform, co-funded by TNA

NLI: National Library of Ireland or National Library of Israel, DPC members

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): OSS provider spun out from PLANETS project

OSCR: Office of the Scottish Charity Regulator

OSS: Open source software in which the underlying code is available for free

PASIG: Preservation and Archiving Special Interest Group – annual DP conference

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: value-added digital storage provider 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

SAP: global IT company based in Germany, leaders of the TIMBUS project

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

TDR: Trusted Digital Repository, a standard which characterises 'trust' in a digital archive

TIC: Technology and Innovation Centre, Venue for iPres 2022

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, archive for social and economic data, a DPC member

UKRI: UK Research and Innovation, 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 2023