DPC Executive Board Meeting Friday 14th April 2023

Venue and Arrangements

The DPC Executive Board will meet online at 1300 (local time) on Friday April 2023. The meeting is scheduled to close around 1530 with a short break at the most convenient point an hour into the meeting.

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The Executive Board follows the Representative Council which meets on Thursday 13th and any matters of substance from the Council will be discussed under item 7. Connection details are supplied below and the DPC's 'Jargon Buster' has been included in the pack. 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 half-year report of the Financial Year 2022-23 and initial plans for the subscriptions and income targets for the coming financial year. A resolution to appoint Michelle Donoghue, Vicky Plaine and Alicia Wise as directors will also be proposed. Other items are for information and approval as required.

Agenda

1. **Welcome and introductions**
    - Apologies Received and Conflicts of Interests
    - Register of Directors' Interests
    - Appointment and Resignations of Directors:

Resolution DPC04231: That Michelle Donoghue, Vicky Plaine and Alicia Wise be appointed to the DPC Board with effect from 15th April 2023.

2. **Notes of the previous meeting 7/12/21 (DPC0423B) and Action Items**
    - Matters Arising
3. **Risks**
    - Risk Register (verbal update)
    - Strategic risks (verbal update)
4. **Accounts**
    - Management Accounts to 28th February 2023 (DPC0423C)
5. **Financial Forecast**
    - Subscription Rates and Other Financial Targets 2023-24 (DPC0423D)
    - Financial Forecast to 2027 (DPC0423E **confidential**)
6. **Membership**
    - New Members
    - New Enquiries
    - Supporters and Allied Organizations
7. **Council Matters**
    - Management and Governance Sub-Committee 5th April 2023 (DPC0423F)
8. **Approvals and Proposals**
    - DPC in the Americas (DPC0423G)
    - DPC office in the Netherlands (verbal report)
9. **Notifications**
    - Novice to Know How 3 Project (verbal update)
    - Open Book Futures (formerly 'COPIM' Project, verbal update)
10. **Staffing**
    - Future Proofing the DPC (DPC0423H)
11. **Dates of future meetings**
    - Friday 23rd June 2023
12. **AOB**
13. **Thanks and Close**

Connection Details

Join Zoom Meeting:

https://us02web.zoom.us/j/84314087227?pwd=ZW4zSTR1alRlU0IrY3plMzJ6UzhVZz09

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+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
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+1 204 272 7920 Canada	+352 2786 4277 Luxembourg	+1 312 626 6799 USA
+1 438 809 7799 Canada		+1 346 248 7799 USA
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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