THE OPEN PLANETS FOUNDATION

MINUTES of the kick-off practitioners’ meeting held on 18 January 2011 at 11:00 – 16:00 at the KB-NL.

Present:
Barbara Sierman  Maurice van den Dobbelsteen
Paul Wheatley  Hilde van Wijngaarden
Bram van der Werf
Rebecca McGuinness

Actions

<table>
<thead>
<tr>
<th>Item</th>
<th>Action</th>
<th>Responsibility</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.2.1</td>
<td>Create a Wiki for the practitioners’ community.</td>
<td>BvdW</td>
<td>08/02/2011</td>
</tr>
<tr>
<td>1.2.2</td>
<td>Announce the new Wiki to members and the wider digital preservation</td>
<td>RM</td>
<td>08/02/2011</td>
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<td></td>
<td>community.</td>
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<td>1.2.3</td>
<td>Populate Wiki with PDF characteristics and Widget Wish list from the</td>
<td>PW</td>
<td>11/02/2011</td>
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<td>1.2.4</td>
<td>Post a blog to highlight Wiki contribution.</td>
<td>PW</td>
<td>11/02/2011</td>
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<td>1.2.5</td>
<td>Contribute to, or identify people within your organisation to provide</td>
<td>All</td>
<td>09/01/2011</td>
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<td></td>
<td>contribution to the Wiki / blog.</td>
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<td>1.2.6</td>
<td>Issue an email to members to outline the plans for practitioners’</td>
<td>BvdW/RM</td>
<td>28/01/2011</td>
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<td>1.2.7</td>
<td>Issue a questionnaire to rate tools/services that are a priority for</td>
<td>RM</td>
<td>21/01/2011</td>
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<td>member organisations.</td>
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<td>1.2.8</td>
<td>Collect results from the questionnaire; organise a priority-setting</td>
<td>BvdW/RM</td>
<td>02/02/2011</td>
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<td>session.</td>
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<td>1.2.9</td>
<td>Contact members and motivate individuals to contribute to the</td>
<td>BvdW/RM</td>
<td>Ongoing</td>
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<td>1.2.10</td>
<td>Add use cases to the practitioners’ Wiki from the Hackathon.</td>
<td>BvdW</td>
<td>09/02/2011</td>
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<td>1.2.11</td>
<td>Send the new, second OPF document on Registries to the OPF Board and</td>
<td>MvdD</td>
<td>01/02/2011</td>
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<td>the practitioners group.</td>
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<td>1.3.1</td>
<td>Publish information about the awards/incentives for contributions to</td>
<td>BvdW/RM</td>
<td>March 2011</td>
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<td></td>
<td>the community.</td>
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<td>1.4.1</td>
<td>Organise developers meeting for Spring 2011.</td>
<td>BvdW/RM</td>
<td>March 2011</td>
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<tr>
<td>1.4.2</td>
<td>Organise practitioners meeting for June 2011.</td>
<td>BvdW/RM</td>
<td>March 2011</td>
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1.0 Introduction

BvdW updated the group with the activities and progress that OPF had made to date. The technical side of OPF is now in place: the developers’ community was established during the Hackathon in November 2010; the Technical Board has been set up; Gerald de Jong has been contracted as a Senior Architect to lead the development and TU Wien and HATII have joined as affiliate members and will provide technical resources.

The next stage is to develop the practitioners’ community. The OPF needs its member organisations’ practitioners, users and content-holders to and articulate their requirements and drive the direction of the development work.
The group defined practitioners as the people that are involved in digital preservation processes as part of their day-to-day activities. At the moment, they are not well represented. However in most organisations this handing over “research” to the organisation is still a work in progress.

2.0 **Communities**  
The OPF aims to facilitate a community in which practitioners can have open discussions and share the problems that they face.

2.1 **Website & Wiki**  
The OPF website has a blog function and a forum for discussion. Currently, the blog is mostly populated by developers.

The OPF will create a wiki for the practitioners’ community to create a common vision. It will be a platform for practitioners to discuss shared day-to-day issues, build a hub of information and review reports and documentation. It will also be an opportunity for the community to provide feedback on tests of prototypes and demonstrators to discover what the outputs were and what went well or wrong. This will feed back into the next development iteration.

Suggestions for initial content included:

* **10 steps towards good preservation**
  1. File format analysis
     - Things we need to know
     - Risk analysis
     - Top characteristics
  2. Biggest issues of day-to-day processing
  3. Files with problems
     - Damage
     - Files not created properly
     - Doesn’t work on current computer

* **Information on four most widely-used file formats**

* **Widget wish list**

* **Preservation Watch**

The OPF will be responsible for highlighting the wiki to the community and encouraging practitioners to contribute. It will also draw attention to new pages / updates to keep the community motivated.

2.2 **Short-term priorities**  
The group agreed that the OPF should survey the members to ascertain which tools / services were a priority to their organisation in the short-term. The top five tools assessed as being a priority and could begin development in the next six months were:
- Plato
- Testbed
- Format Registry
- Planets Service Registry
- Characterisation tools

It was decided that the OPF would create a short survey to ask members to rank these tools in order of priority by 1st February. The tool/s with the highest priority will be developed first. Following the results of the survey, the OPF will organise a priority setting session with members to feed into the tool / services development roadmap.

2.3 Practitioners working group
This first brain-storming session aims to identify some short-term initiatives to kick-off the practitioners’ community. The OPF plans to establish a users’ working group from the members who will meet regularly to establish what the community needs, monitor how well the activities are working and initiate open discussions on the issues that are faced.

It may be necessary to break into smaller groups at times for particular issues. There was a concern if the group became too big, that organisations won’t share problems as freely.

2.4 Other ways to engage the community
In order to communicate with different members effectively, the OPF will also engage the practitioner community through:
- Newsletters
- Mailing lists
- Twitter
- LinkedIn

3.0 Contributions and awards
The OPF has allocated a budget to award the practitioners and developers that make the most significant contributions to their respective communities. BvdW requested ideas for initiatives and incentives. Suggestions included:

Initiatives
- Best functional design
- Most useful tool
- Best blog (rated by the community)

Incentives
- Travel sponsorship (e.g. to attend iPres)
- List of a ‘Top 10 contributors’ published on the website
- ipad (or equivalent) competition
4.0 Events
The OPF will continue to host Hackathons and also summer camps to help maintain motivation for both communities. The State and University Library, Denmark and HATII can be considered as options to host these events.

It was discussed that institutions’ travel budgets are limited and often only one representative is permitted to attend events. It was agreed that the next developers and practitioners’ meetings should be held separately to accommodate this:

Developers’ meeting: Spring 2011
Practitioners’ meeting: June 2011

Planning the practitioners’ meeting after the developers’ meeting also means that there is more time for tool development, which could be demonstrated during the practitioners’ meeting.

5.0 Requirements, functionality, deployability
The use cases from the November Hackathon will be added to the practitioners’ wiki, as will future use cases that further define the functionality that organisations require from tools. There are still tools that need use cases to be created.

The developers will create new tools in Python so that prototypes can be delivered quickly and can be tested by the practitioners’ community. Python requires limited maintenance.

The OPF open source repository will synchronise with the SCAPE project’s open source repository.

Next Meeting: TBC