Open Planets Foundation

Annual Report 2012- 2013

Contents

Chair of the Board Statement

My name is Ross King and I am a Senior Scientist in the area of "Next Generation Content Management Systems" at the Austrian Institute of Technology (AIT) in Vienna. AIT was one of the founding members of the Open Planets Foundation, and I have served on the Board (later also as financial officer) since June 2010. I have taken over the role of Chairman of the Board of the Open Planets Foundation from Adam Farquhar as of February 1, 2013.

Adam has presided over an enormous achievement, first in conceiving and establishing the Open Planets Foundation, and second in bringing the OPF to the point where it is a stable, viable organisation that is both self-sustaining and debt-free. On behalf of the Board, I thank him and applaud his efforts.

The past year of the Open Planets Foundation has several highlights. Most importantly, we have brought on a new staff member, Carl Wilson, to take on the many technical challenges in the organisation, including the software quality infrastructure and the recently updated web site. We have organised numerous international hackathons, including the most recent one in Chapel Hill, North Carolina. The OPF has also produced a number of webinars, and has increased its activities in preservation projects like SPRUCE and SCAPE.

Nevertheless, many challenges still lie ahead. First and foremost, we are hoping to achieve a higher level of impact and financial sustainability through our new membership model. The new model consists of three tiers of paid memberships, based on the size of the member organisation. The model also introduced affiliate members, whose contributions are made through in-kind effort. We hope that the tiered model will open the door to a much wider pool of members, which will in turn increase our visibility, impact, and community network. The challenge is to reach out to these organisations and convince them to join the OPF member community.

In addition, we hope that the affiliate model will help build our portfolio of software assets and increase our unique selling point. The challenge is that this will require additional sustainable technical effort to manage the in-kind contributions effectively.

Finally, I hope that we can shape the organisation so that it can position itself and support its members in the context of Horizon 2020 and the new European funded project landscape.

I must admit that I find these challenges daunting. But I am confident that, with the cooperation of the Board, our Managing Director Bram van der Werf, the OPF support staff, and our membership, we can meet these challenges, secure the future of the organisation, and meet the requirements of our members.

I am looking forward to working with you all in the coming year!

Ross King, Chair

The OPF's mission is to ensure that its members around the world meet digital preservation challenges with solutions and techniques that are widely adopted and actively used by memory institutions and beyond.

Highlights

OPF Hackathons & Meetings

We hold hackathons throughout the year, hosted by our members. These events engage practitioners and developers responsible for managing digital content in their day-to-day roles. Practitioners bring content with issues which developers try to solve. These issues and solutions are documented on the OPF wiki and the code is committed to GitHub.

Emulation, Learn from the Experts
13-15 November 2012
University of Freiburg
The aim of the three-day hackathon was to work on practical use cases and real-life challenges presented by attendee collections and associated legal requirements. The event consisted of hack and experiment sessions, with some parallel presentations looking into various aspects of emulation and related access strategies. Participants brought along a number of interesting use cases which were a good fit for the application of emulation:

- Personal archives consisting of a wide-range of file formats
- Legacy bookkeeping software with company data locked in to a proprietary format
- Computer games published on different platforms

The University of Graphics and Design (HfG) in Karlsruhe, brought a 1990s iMac used to create computer art. It was possible to render a couple of the Transmediale digital art festival CD-ROMs.

A Practical Approach to Disk Images and Digital Forensics
15-17 May 2013
Royal Library of Copenhagen
The first of two hackathons focusing on digital forensics marked a new collaboration with recent OPF member, the School of Library and Information Science, University of North Carolina (UNC).

UNC brings a wealth of experience in digital forensics tools and techniques and are developers of the Bitcurator Project. Forensic tools have a significant potential for tackling digital preservation challenges, particularly those relating to personal digital archiving.

Participants at the Disk Image and Digital Forensics hackathon in Copenhagen   2.

The Royal Library of Denmark hosted the event in the Black Diamond across three days. Datasets included:

- A list of Danish key words extracted from the web
- Rock music donated as part of an arts festival
- A laptop donated by an anthropologist

Tackling Real-World Collection Challenges with Digital Forensics Tools and Methods
3-5 June 2013
University of North Carolina
The focus on digital forensics continued during the event in Chapel Hill. Practitioners brought with them challenges and supporting data including:

- Outlook e-mail archives
- Environmental artists' datasets
- WANG Inc Laboratories records

Bitcurator was used to understand media and file systems. The University of Freiburg presented their work on Emulation as a Service, a solution for rendering legacy files.

EC Pre Commercial Procurement (PCP) Workshop
December 2012
Members only
Together with the National Library of the Netherlands, we held a one-day workshop for members to discuss the EC PCP funding instrument. The meeting was also attended by a representative from the EC.

The aim of the workshop was to help our members:
- Understand the PCP funding instrument
- Provide feedback to the commission, and input for the EC information day in January
- Consider which specific challenges might provide the basis for a PCP consortium.
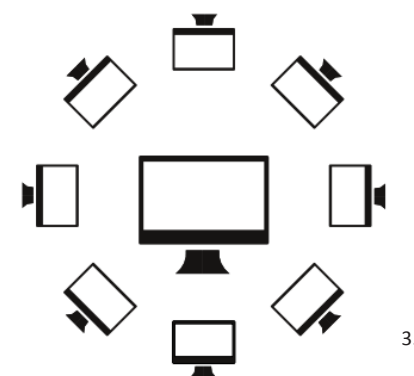
1.

Webinars

In September 2012, we began hosting monthly webinars. We have covered a range of topics, from international community contributors:

- **Understanding the Value of Preservation Data**
  by Dr. David Tarrant, OPF/University of Southampton

- **Digital Preservation at Your Command – Part I**
  by Carl Wilson, OPF

- **Working Collaboratively in Digital Preservation**
  by Paul Wheatley, University of Leeds

- **Digital Preservation at Your Command Part II**
  by Maurice de Rooij, National Archives of the Netherlands

- **Format/know? Problems with Format Identification**
  by Jay Gattuso, New Zealand National Library

- **BwFLA Project and Emulation-based Services**
  by Annette Strauch, University of Ulm

- **Software Development with OPF**
  by Carl Wilson, OPF

- **C3PO, An Introduction to Content Profiling**
  by Petar Petrov, Creative Pragmatics

Recordings of the webinars are added to our website here: http://www.openplanetsfoundation.org/opf-webinars-recordings

3.

Committees

Bram van der Werf, Executive Director of OPF, is also a part of the following committees:

- Preservation and Archiving Special Interest Group (PASIG)
- DPC Annual Digital Preservation Awards Judging Panelist
- SCAPE Project General Assembly Member
- ANADP 2012 Panelist

Papers & Interviews

Jpylyzer: Analysing JP2000 files with a community supported tool
Tarrant, David and Van Der Knijff, Johan,
Ninth International Conference on Digital Preservation (iPres2012)
http://eprints.soton.ac.uk/341992/

LDS3: Applying Digital Preservation Principals to Linked Data Systems
Tarrant, David and Carr, Leslie
Ninth International Conference on Digital Preservation (iPres2012)
http://eprints.soton.ac.uk/341990/

Open Source Software and Digital Preservation
The Signal blog, April 2012
http://blogs.loc.gov/digitalpreservation/2012/04/open-source-software-and-digital-preservation-an-interview-with-bram-van-der-werf-of-the-open-planets-foundation/

Mind the Gap: Catching Digital Content Before it Slips Away
Research Information, February/March 2013
http://www.researchinformation.info/features/feature.php?feature_id=397

Planets Project Award

In December 2012, the EU co-funded Planets project was announced as the winner of the DPC Annual Digital Preservation Award 2012 for Research and Innovation.

Planets brought together memory institutions, small businesses, major technology providers and research institutions from across Europe, to build practical services and tools to help ensure long-term access to digital cultural and scientific assets. It also established the not-for-profit Open Planets Foundation to provide the digital preservation community with services, ongoing support, and a sustainable future for its open source results.

Conferences & Events

We continue to raise awareness of our role and activities in the digital preservation community at external events:

Riffstream, York, July 2012
A platform for SMEs to showcase businesses based upon open source models. N

NDIIPP/NDSA Meeting, Washington, July 2012
Annual meeting of the National Digital Information Infrastructure and Preservation Program and the National Digital Stewardship Alliance. OPF gave the keynote speech. PN

Towards shared services for born-digital archives, Hull, September 2012
A symposium to address the provision of digital preservation across different sectors of the archives domain. N

UNESCO conference: The Memory of the World in the Digital age: Digitization and Preservation, Vancouver, September 2012
This conference explored the main issues affecting the preservation of digital documentary heritage. PN

iPRES, Toronto, October 2012
OPF had two papers accepted and presented, and contributed to two workshops at iPRES; the 'Preservation Health Check Pilot' with OCLC at the PREMIS Implementation Fair, and 'Towards Practical Emulation Tools and Strategies'. PN
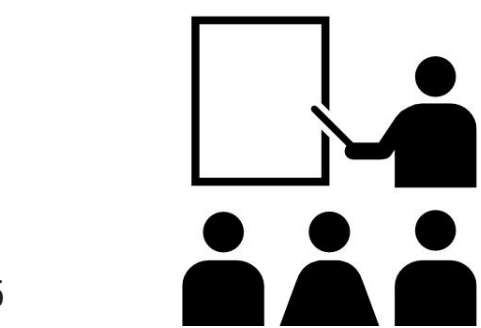
PASIG, Dublin, October 2012
The Preservation and Archiving Special Interest Group's 11th international meeting of practitioners, researchers, industry experts and vendors in the digital preservation and archiving field. PNS

DPC 10th Anniversary, October 2012
A celebration of the achievements of the Digital Preservation Coalition over the past ten years, highlighting the continuing risk to government, business, educational and cultural organisations by failing to address the preservation of digital information. N

Economy of the Commons Conference, Amsterdam, December 2012
'Sustainable Futures for Digital Archives', addressed the fundamental change that the internet has brought to the relationships that memory institutions maintain with their audiences. N

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Curategear, Chapel Hill, January 2013
An interactive day-long event focused on digital curation tools and methods. N

IDCC, Amsterdam, January 2013
'Infrastructure, Intelligence, Innovation: driving the Data Science agenda' IDCC brought together those who create and manage data and information, those who use it and those who research and teach about curation processes. N

Collaborative Approaches to Managing File Formats, London, January 2013
The DPC 'Day of Action' focused on one of the main problems in digital preservation: understanding and managing large numbers of files in diverse formats. PN

EC CIRCE Workshop, Brussels, February 2013
Preservation and utilisation of scientific data produced by the International Space Station. PN

SUCCEED Workshop, The Hague, March 2013
The EU-funded project will improve the availability of tools and resources, foster the transfer of knowledge, the creation of research consortia and explore the role of emerging business models, funding opportunities and public-private partnerships to improve large-scale text digitisation techniques. N

DPC PDF/A Day, Leeds, March 2013
Leaders in the PDF Association presented changes to the PDF/A3 standard with a following question and answer session. N

Goportis Conference: Preserving Non Textual Information Strategy and Innovation Beyond Text, Hannover, March 2013
This conference focussed on the challenges of preserving non-textual information such as 3D models, AV media and research data. N

P - Presented
S - Steering or organising committee
N - Networking

4.

Community

The OPF brings together practitioners and developers to form an active community, which is key to developing tools and ensuring their sustained use and maintenance. For tools to be viable they require a community of users who perform real testing, report bugs and request features.

At a glance

✉ 680 subscribers

🐦 518 followers

in 261 group members

🔖 74 members, 52 public repositories

✏ 240 blog posts

👥 337 wiki users

👥 248 website profiles

6.

We provide several platforms to support the digital community:

The website
http://www.openplanetsfoundation.org/

The OPF website provides a central place for the digital preservation community to blog about their work. This can be use cases, tool developments, project work, news, or pose digital preservation questions. Users can invite feedback and comment on blogs, and connect with an international audience.

The website also provides background information about the OPF as an organisation, the projects we are involved in, and our events and webinars.

A new version of the website will be released in June 2013.
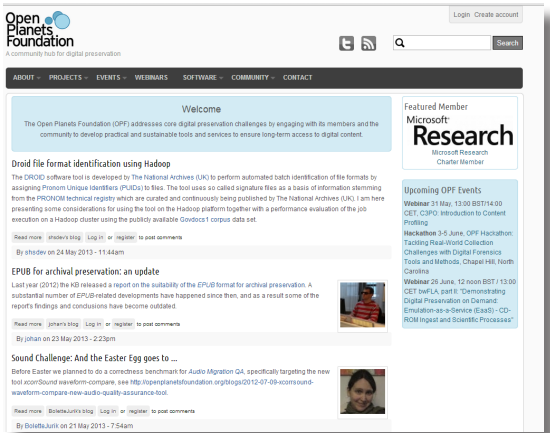
The wiki
http://wiki.opf-labs.org/

Our wiki is a growing community knowledge-base which captures a wealth of digital preservation information. It's purpose is to share our experiences solving practical preservation and curation problems, so we can learn from each other.

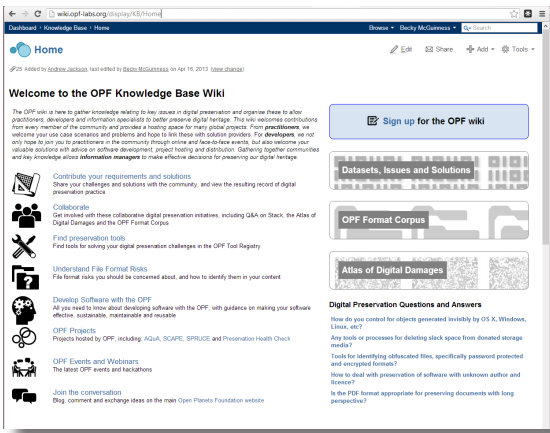The wiki has been developed considerably this past year. We have:
- Created a new front page to make navigation easier
- Updated the OPF Software Development Guidelines
- Hosted a pilot space for the COPTR initiative
- Hosted or linked to a number of community collaboration initiatives

The wiki contains 81 Datasets, 137 Issues and 85 Solutions, arguably the biggest collection of digital preservation requirements and solutions on the internet.

Open Planets Foundation website May 2013

We welcome contributions from any individual or organisation with responsibility for, or an interest in managing digital content. Whether large or small, experienced, or just getting started - get involved!

Open Planets Foundation wiki May 2013
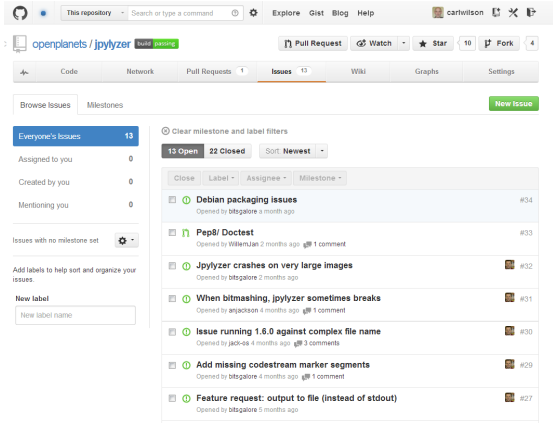
GitHub

https://github.com/openplanets

The OPP GitHub organisation is the centre of our development community. GitHub provides the backbone of our development infrastructure and a safe, open home for code, developed by members of our community, whether as part of their work, or at hack events.
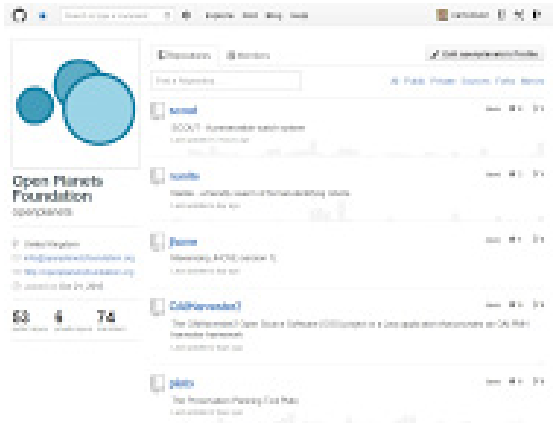
Since the OPF was started, GitHub has become the largest code-hosting site on the planet and has developed a number of features that facilitate remote, distributed software development. This has made it an excellent fit for our requirements.

Members of the OPF's GitHub organisation can be organised into ad-hoc teams that work on projects developing software and publishing the code and it's change history online for others to use and improve. Other developers can submit contributions to improve projects, while any user can raise issues, suggest new features and improvements, and report bugs.

Our GitHub organisation provides a long term home for the work of members, projects involving the OPF like SCAPE and the wider preservation community through our hackathon events. There are currently more than 50 projects listed under the OPF's organisation, of which about 75% are currently active.

Jpylyzer GitHub Issues June 2013

Open Planets GitHub June 2013

Developing with OPF

One aim of the OPF is to create a community for developers that is supportive and fun to work in while providing an infrastructure to support collaborative, agile development of software projects. The OPF leverages the growing body of publicly available infrastructure that is free to use for organisations practising open source development to provide this environment.

We try to make collaborative, open source software development friendly and fun, while encouraging and helping members to follow some simple and effective best practices to ensure that the software is tested and used by as wide an audience as possible.

Online, open public infrastructure is key to our strategy here, using GitHub for revision control and collaborative development, Travis-CI for continuous integration, ensuring software is built and tested regularly, and Bintray to host downloadable software.

Travis-CI provides a free continuous integration service to open source projects hosted on GitHub. Virtual machines are used to build projects when code changes are submitted, and run any tests associated with the build.

Project developers are informed of any build or test failures immediately allowing prompt correction of many bugs.

Bintray provides an online social service for software distribution, aiming to be the easiest means to download, and distribute open source software. The service supports several widely used, open software distribution mechanisms (Maven for Java code as well as Debian and RPM packaging for linux. It also provides vanilla repositories for hosting any other type of binary download.

The combination of these services allows projects to be developed, distributed and tested quickly, openly and easily, providing the ideal environment for agile, distributed software development.

Membership
Membership Model

In January 2013, we introduced our new membership model. The new model aims to:
• Grow the OPF membership and community
• Lower the barrier to entry for smaller organisations
• Offer a fair and open membership structure
• Ensure the OPF is financially sustainable

There are two categories of membership; charter members and affiliate members:

Charter Membership: Tiered Model
Charter members are typically cultural heritage organisations (libraries, including university Libraries, archives and museums) but a charter member can be any organisation which is responsible for managing and ensuring long-term access to large digital collections.

The model is based on the UNESCO developmental index. (http://unesdoc.unesco.org/images/0021/002108/210828e.pdf) Many other international membership organisations use this index to assure that their membership fee is fair, relative to the wealth of their country. This fair-fee approach is consistent with our vision to increase our membership and strengthen the digital preservation community.

The pricing is tiered but there is no differentiation in membership services and benefits.
• Tier 1: £10,000 (UNESCO ranking 1.0 – 22.0)
• Tier 2: £5,000 (UNESCO ranking 0.2 – 0.99)
• Tier 3: £2,500 (UNESCO ranking 0.001 – 0.199)

Note: An organisation with an annual operating budget of less than £5m is classed as a tier 3 organisation. This exception will allow smaller organisations in tier 1 and 2 countries to qualify for tier 3 membership.

Affiliate Membership
Affiliate members are typically universities with a research focus or library/archive schools.

These members either make a financial contribution plus an in-kind contribution, or deliver 100% in-kind contribution.

The tiers of affiliate membership are:
• Tier A: £2,500 and 30 person days in-kind
• Tier B: £0 and 50 person days in-kind

Sponsorship
There are also opportunities for commercial organisations to sponsor the OPF. Sponsors will usually be commercial organisations with a research/technology development group, or technology vendors involved in digital preservation.

Sponsorship opportunities include:
• Generic OPF sponsorship, e.g. a presence on the website and a banner on the webinars
• Supporting hack challenges and awards
• Sponsorship of the affiliate awards
• Sponsorship of a student to undertake a research
• project

Member Benefits

OPF members become part of an intentional effort to develop digital preservation best practices, tools, and technologies.

Members have opportunities to:

Strategy
• Help shape the OPF strategy and roadmap
• Influence the subjects covered by OPF events and training

Events, Training & Webinars
• Receive advance notification of, and enjoy priority booking for OPF hackathons and webinars
• Attend OPF hackathons free-of-charge
• Choose themes and define goals/agendas for OPF hackathons
• Suggest themes/speakers for OPF Webinars
• Present webinars highlighting their own work
• Attend live webinars and access all past recordings

Tools & Support
• Influence the selection of tools supported by OPF
• Access help and support with open software development practices
• Ensure that software features they rely on are tested automatically by the OPF
• Help create corpora of open test data representing real world digital preservation challenges
• Access support when installing, configuring, and using OPF tools in their organisations
• Test and validate prototype tools and provide feedback
• Request specific tool features by providing requirements and use cases, and receive help turning these into automated software tests

Connections
• Participate in lively, informative discussions with digital preservation experts from around the world
• Keep up-to-date with digital preservation project activities
• Engage with each other and OPF to influence the EU agenda
• Collaborate with organisations facing similar
• challenges
• Meet potential partners for project consortium
• Request peer-reviews of your organisation's systems or development practices

Members

In February 2013, we welcomed two new affiliate organisations to our membership under the new model: Portico, a digital preservation service, and the School of Information and Library Science (SILS) at the University of North Carolina at Chapel Hill, a number one ranked school in the United States.

SILS is the first iSchool to join the OPF, and Portico the first digital preservation service organisation. We now have three member organisations from the US.

Charter Members

The Austrian Institute of Technology

The Austrian National Library

The British Library

The Danish National Archives

The Royal Library of Denmark

The State and University Library of Denmark

The National Library of France

Gorportis, Germany

The International Institute of Social History

JISC , United Kingdom

Microsoft Research

The National Library of The Netherlands

The National Archives of The Netherlands

Stanford University Libraries

Affiliate Members

University of Freiburg

Portico

School of Library and Information Science, University of North Carolina

People

Board of Directors

The OPF is governed by its Board of Directors, who hold monthly teleconferences and meet twice a year to guide the organisation's strategic direction. At the 2012 Annual General Meeting, two new Board members were appointed:

Hildelies Balk – Pennington de Jongh, Head of Research, Innovation and Development at the National Library of The Netherlands

Michelle Lindlar, Technical Analyst for Digital Preservation at the TIB, German National Library of Science and Technology

Role changes
In January 2013, Dr. Adam Farquhar, Head of Digital Scholarship at the British Library, retired as Chair of the OPF after three years. He remains an active OPF Board member.

L-R Neil Grindley, Jacqueline Slats, Bjarne Andersen, Hildelies Balk-Pennington de Jongh, Max Kaiser, Adam Farquhar, Michelle Lindlar, Ross King

Dr. Ross King, Senior Scientist at the Austrian Institute of Technology, who was previously the Financial Officer on the Board, was elected as the new Chair.
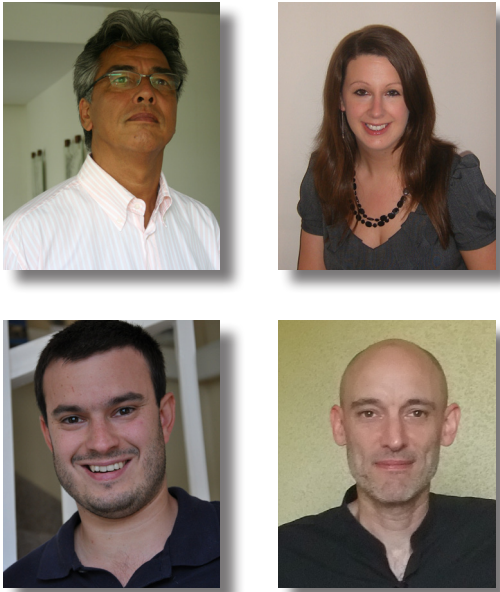
Bjarne Andersen, Head of Digital Preservation Technology at the State and University Library, Denmark, now holds the position of Financial Officer.

To read the Board of Directors' profiles visit:
http://www.openplanetsfoundation.org/board

Technical and Architecture Advisory Board

While the direction of the OPF is set by members, the course is checked by the Technical Advisory Board. Consisting of experienced technical staff, representing member organisations currently working in digital preservation, the Technical Board meets twice a year. The meetings are a chance to discuss and guide the OPF's technical activities and share new ideas.

The Board provides experience and up to date knowledge, helping to ensure that we addresses the real needs of our members. The current Board members are listed on the website:
http://openplanetsfoundation.org/TechnicalAdvisoryBoard.

OPF Team

Bram van der Werf, Executive Director

Rebecca McGuinness, Membership and Communications Manager

David Tarrant, Senior Developer (part time)

New staff
Carl Wilson, Software Configuration Manager
In July 2012, we welcomed Carl Wilson to the OPF team as Software Configuration Manager. Carl is spending part of his time working on the SCAPE Project, but he will also be working with our members and the community to support the development of maintainable digital preservation software.

Projects

We are involved in projects to engage with and grow the OPF community, and to monitor the tools and practices that are developed to assess whether they are applicable for our members. If they are, we can steward and support the outcomes and create user communities and support processes for further development work.

SPRUCE

http://wiki.opf-labs.org/display/SPR/Home
The SPRUCE (Sustainable PReservation Using Community Engagement) project is a JISC-funded partnership between the University of Leeds, British Library, Digital Preservation Coalition, London School of Economics, and the Open Planets Foundation.

SPRUCE is fostering a vibrant and self-supporting community of digital preservation practitioners and developers through a mixture of online interaction and face-to-face mashup events. The events provide support and technical expertise to address specific digital preservation challenges. The best work from event attendees will secure funding awards for further development work.

The project will build on the experience of these activities to develop a strong business case for digital preservation,

with the aim of supporting and embedding good digital preservation practice beyond the life of the project.

We have supported the organisation and facilitation of two SPRUCE mashup events held in April 2012 and September 2012. We have also provided technical expertise to these events, and to a developers-only hackathon focusing on characterisation tools in March 2013.

The final mashup will take place in July 2013, followed by a business plan workshop in the Autumn.

SCAPE

http://www.scape-project.eu/
The EU co-funded FP7 SCAPE (Scalable Preservation Environments) project addresses long term digital preservation of large-scale and heterogeneous collections of digital objects.

It is enhancing digital preservation in terms of:
• Scalability of preservation actions
• Automation and Quality Assurance of scalable preservation workflows
• Preservation planning, driven by institution policies

The SCAPE consortium comprises memory institutions, data centres, research labs, universities and industrial firms.

Over the past two years we have contributed to both technical and dissemination work packages:

We have developed the Results Evaluation Framework (REF) as our contribution to the Characterisation Tools work package. The REF tests and publishes the results of running current and old versions of format identification tools across an open test corpus, derived from GovDocs. Having run the tests for 65 combinations of tools and signature files, the REF processes the output and publishes the results as RDF Open Linked data:
http://data.openplanetsfoundation.org/ref/.

We also provided three man months of effort in the second half of 2012 to support the handover of the Technical Co-ordinator role. The tasks included co-authoring the SCAPE Technical Architecture report and helping to ensure the quality of SCAPE solutions.

We participate in the Dissemination and Best Practice work package. We have contributed to the writing, design and dissemination of the quarterly newsletter and best practice research. We host a dedicated space on the wiki for the SCAPE project and feature SCAPE blogs on our website.
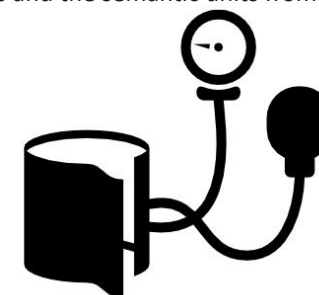
The OPF is the Training work package lead. Together with KEEP Solutions, we delivered the first SCAPE training event in Guimarães, Portugal, focusing on identification and characterisation tools which have been developed or enhanced as part of the SCAPE project. We are currently working with the FP7 APARSEN, TIMBUS, EUDAT and IMPACT projects to deliver Digital Preservation Advanced Practitioner Training in July 2013.

We are also leading the Sustainability work package. This work package focuses on ensuring that the SCAPE tools and services are taken up, used by stakeholders and are available for further research to increase their likelihood of sustainability after the project closes.

Preservation Health Check

The OPF and OCLC Research are conducting a Preservation Health Check pilot to evaluate the potential of metadata in use by operational digital archives and repositories for providing evidence of digital preservation risks. The BnF has agreed to become a pilot site and has provided a dataset of PREMIS metadata relating to the library's digitised collections (Gallica) and its web archive. It has also provided the relevant SLA's recording the archival policies ruling each of these collections.

OCLC Research has finished mapping the SPOT-threat model properties and the semantic units from the PREMIS Data

7.

Dictionary. The findings and observations that emerged during the mapping will be fed back to the PREMIS community during iPRES2013.

OCLC is now working on the next stage which is to define the automated process of analysing PREMIS metadata based on the mapping. After the summer, the BnF dataset will be scoped and prepared for processing and the automated analysis will be carried out. Findings will be published in the beginning of 2014.

The pilot team members are: Sebastien Peyrard, Wouter Kool, Brian Lavoie, Bram van der Werf and Titia van der Werf.

Research into Requirements and the Need for Legacy Software

In summer 2012, the OPF took part in a Cambridge Business School research project, funded by Microsoft Research. Digital curators and technical staff from a number of OPF members were interviewed to learn about their problems rendering legacy files.

Participants were asked about their main problems with legacy files. The most common issue identified was a lack of diagnostic and assessment tools. It was also felt that conversion processes were too time-consuming and required costly quality assurance.

When asked what they thought would help to improve fixing legacy issues, the majority of respondents said more diagnostic tools. Metadata is also considered to be important.

With regards to paying for a service to render legacy files, the research showed that although the respondents think that it is important to address issues with legacy files in their collections, they are interested in better diagnostic and assessment tools, it is not currently their top priority in the difficult economic climate, and therefore not something
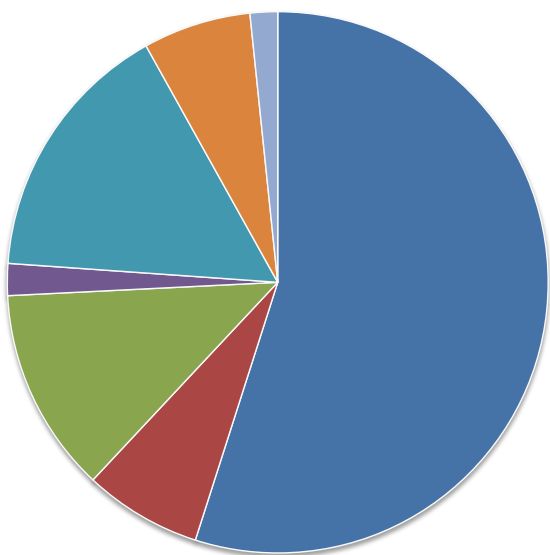
they would plan to budget for at the moment.

The conclusion of the research was that it is difficult to develop a business case for rendering support services, such as a software escrow service, as the problems are important, but not urgent.

8.

Expenditure

■	Staff salaries	£112,500
■	National insurance and pension contributions	£14,426
■	Technical resources	£25,074
■	Hosting and communications: website, wiki, github and webinars	£3,903
■	Outreach activities: member events, hackathons, visits to current and potential members, profile raising in the digital preservation community	£32,334
■	Professional services: payroll, management accounts, HR costs, and insurance	£13,206
■	Bank charges, depreciation of equipment and currency exchange fees	£3,364
	Total	**£204,817**

2013 - 2016 Preview

Values

At the OPF we believe:

- in the importance of a strong, empowered digital preservation community
- that the digital preservation community is only as strong as its members
- in helping our members to develop the community to meet their needs
- in providing shared, open infrastructure to encourage community involvement
- in community development and testing of open source tools that meet common needs
- in helping our members' staff develop the skills required to perform their roles

We want to work together with our members to develop digital preservation knowledge, improve open source tools and help ensure that we rise to meet digital preservation challenges. We believe that community development and use of open source tools is key to addressing long term access problems.

Vision

Our strategy is guided by our members
We aim to ensure that digital preservation tool development is practitioner-driven. We will capture and champion practitioner needs and support them to become users and testers of open source digital preservation tools, with the confidence to provide feedback and request features.

We support open source development for the whole digital preservation community to involve as many users and developers as possible. We also provide value-added services to our members to simplify hands-on preservation work. Through consultation with our members we will co-ordinate and prioritise enhancement and development of tools that solve shared issues.

Community at the heart of digital preservation
We connect practitioners and developers to cultivate a common understanding of digital preservation challenges, and different approaches to them. We continue to raise awareness of the importance of digital preservation

internationally, not only amongst memory institutions, but reaching out to other sectors, helping expand and diversify the community.

Sharing knowledge and expertise is a vital part of sustaining the digital preservation community. We provide an innovative programme of events including webinars, online events that enhance the hackathon format, while still organising face-to-face events to bring people together to learn new skills.

Open source software development underpins digital preservation activities
We play an active role developing, testing and supporting open source digital preservation tools. We help coordinate a strong and motivated community that develops and shares its software as true open source projects, wherever possible. We provide the development infrastructure and stewardship to make collaborative development fun and easy.

We specialise in helping projects automate their build and deployment as early as possible. By automating these steps we help ensure that software is tested early and often and the results are published. We work with our members to provide software packages suitable for their production environments.

By including users and developers from beyond our membership we try to ensure that as many people as possible test and improve our software. Our organisation ensures that the process is performed in a consistent manner, informed by best practice and experience. This improves software quality, and provides a stable base for future development.

Strengthening the community
By 2016, we aim to increase our membership to include over 30 organisations. Our new membership model will support us to attract organisations of different sizes from a wider geographic distribution.

We will also focus on strengthening our online community for a broader outreach.

2013-2014 Practical Steps

Over the next year, we will continue to hold hackathons focussing on specific topics including Hadoop, PDF-A, and database archiving. We are also reviewing our event format. We will be running our first completely remote hackathon in early 2014. We will continue to run regular webinars on a range of topics of interest to our members from international contributors.

We are also introducing some new member benefits and activities:

- **Support for Tools and Services**: our members will have exclusive access to videos and documentation to help them use and test tools in the openplanets GitHub
- **Virtual Machines**: we will introduce the opf-labs VM, a pre-configured virtual machine that has a set of tried and trusted open source digital preservation tools with supporting scripts to make using the tools easy to invoke
- **Test Corpora**: we are building a corpora of CC licensed content to represent the real problems of our members
- **Trusted Consultants & Developers Directory**: in response to feedback at the OPF Annual General Meeting, we are creating a directory for members who have small projects or one-off pieces of work which require short-term development resource
- **Member Community Contribution Award**: this award will recognise the work done by OPF members that benefits the digital preservation community