Memory of the World Programme

PERSIST Project
Meeting Report

March 14-16, 2016
Abu Dhabi, UAE

Executive Summary

Under the aegis of UNESCO, the National Archives of the United Arab Emirates hosted a three-day experts meeting of the PERSIST project March 14-16, 2016 at the St. Regis Hotel in Abu Dhabi. PERSIST (Platform to Enhance the Sustainability of the Information Society Transglobally) is part of UNESCO's Memory of the World Programme and a partnership among UNESCO, the International Council of Archives (ICA) and the International Federation of Libraries Associations and Institutions (IFLA). Its focus is providing government, memory institutions and industry with the resources they need to address the challenges of long-term digital preservation and the risks of losing access to part of our digital heritage through technology obsolescence. Fostering a high-level dialogue among heritage institutions, governments and industry on digital preservation issues is the core objective of PERSIST.

Participating in the meeting were more than 30 experts representing heritage institutions, universities and governmental, non-governmental and commercial organizations from a dozen countries. The meeting had an ambitious agenda that included formulating an operating plan for 2016-2017. The first day of the meeting opened with welcome addresses followed by reports on the status of the PERSIST Content, Technology and Policy Task Forces. Attendees for whom this was their first PERSIST meeting gave presentations introducing themselves and their organization's work and perspective on digital preservation. Their participation recognized the wide distribution of activities in the field and the opportunity for UNESCO to provide a forum for bringing them together. The last two days of the meeting were devoted to working sessions of the three PERSIST task forces, which met separately and in joint sessions to formulate and coordinate their plans.

The major outcomes of the meeting were the launch of the *UNESCO/PERSIST Guidelines for the selection of digital heritage for long-term preservation*, the formation of a policy working group to generate inputs for the guidelines for the UNESCO *Recommendation concerning the preservation of, and access to, documentary heritage including in digital form*, and progress on defining an organizational home and associated network that would maintain and manage the legacy software platform and other tools needed to preserve access to digital heritage at risk due to software obsolescence.

At the conclusion of the meeting, the PERSIST Steering Committee was reconstituted as the Programme Committee for the PERSIST project of the UNESCO Memory of the World Programme, with three working groups: Content and Best Practices, Technology and Research, and Policy.

Monday, March 14

Opening Session

On behalf of H.H. Sheikh Mansour Bin Zayed Al Nahyan, Deputy Prime Minister of the United Arab Emirates and Minister of Presidential Affairs, Dr. Abdulla El Reyes, Director General of the National Archives and Chairman of the International Advisory Committee (IAC) of the Memory of the World Programme, welcomed the experts of the PERSIST project to Abu Dhabi.

In his opening remarks, he described the PERSIST project as one of his most significant responsibilities as Chair of the IAC. Endangered documents form an irreplaceable legacy that needs to be protected. With its focus on at-risk digital documents, PERSIST is a project that needs to be embraced and advanced. He stressed the importance of concrete objectives and the role each and every one of the participants has in increasing awareness. Workshops around the world are one way. He also noted that we should all be advocates for PERSIST with a short "elevator" speech ready on the PERSIST message.

Figure 1. From left to right, Ms. Andrée van Es, Mr. Frank La Rue, Dr. Abdulla El Reyes, Mr. David Fricker and Ms. Iskra Panevska

He also emphasized the importance of strong partnerships with companies like Microsoft, Google and Oracle that are eager to cooperate and help put on a firm foundation the software technology platforms that will enable access to legacy documents and the preservation of digital documentary heritage worldwide. To conclude his remarks, Dr. El Reyes showed a video entitled PERSIST: Sustainability of the Information Society. It was a remix produced by the National Archives Graphic Design staff of a video created by Mr. Stein van Oosteren—a fine example of working together to get the message out.

Maureen Pennock of the British Library announced she was tweeting from the meeting using the hashtag #unescopersist.

Dr. El Reyes then introduced Mr. Frank La Rue, the new Assistant Director-General for the UNESCO Communication and Information Sector. Mr. La Rue began by acknowledging the commitment and

unconditional support of Dr. El Reyes and his team to PERSIST. He also expressed gratitude to the President of the Netherlands National Commission for UNESCO for their playing a critical role as founders of PERSIST.

Mr. La Rue talked about the importance of digital preservation while observing that the approaches to overcoming obstacles remain limited even as our understanding of the challenges has grown and become more sophisticated. Having said that, he pointed to the digital document selection criteria developed by the PERSIST Content Task Force as an excellent starting point.

He said that the *Recommendation concerning the preservation of, and access to, documentary heritage including in digital form*, the UNESCO standard-setting instrument that was adopted at the UNESCO General Conference in November 2015 has the potential to become an essential tool in the harmonization of practice in the field of digital preservation. It can be used to enhance international cooperation and raise public awareness about the need for Member States to establish standards and guidelines for preserving and providing access to the world's documentary heritage. He also said that he sees a close link between the charter of PERSIST and the implementation of the new instrument and listed specific areas of focus.

In closing, he stressed the need to identify possible collaborations and attract new partners, especially from industry, and observed that the work to be accomplished will benefit from as many viewpoints as possible.

The final welcoming address was made by Ms. Andrée van Es, President of the Netherlands National Commission for UNESCO. She reviewed Phase 1 of the PERSIST project and its key achievements, its challenges and the lessons learned. She noted that PERSIST is a democratic project: don't let it become a bureaucratic one. It is also a good example of cooperation between the Memory of the World program, IFLA and ICA as well as a good example of another Memory of the World project, besides the Register. The challenges she described were largely focused on the software platform, which requires bringing together industry, government and software institutions with the aim of making the software of the future sustainable. As a goal for the next phase of PERSIST, she identified a strong and sustainable organization supporting the software platform in a productive working relationship with UNESCO. She urged stronger outreach to the ICT industry and government, including a policy dialogue.

Figure 2. The PERSIST meeting at the St. Regis Abu Dhabi

Task Force Presentations

The presentations from the Content, Technology and Policy task forces in this part of the meeting served as status reports to those who have been participating in PERSIST, an introduction to those for whom this was their first PERSIST meeting and a description of the work agenda each has for the meeting. The Task Force presentations are available on the PERSIST website.

The Content Task Force (TF) presentation was given by the TF Chair, Ingrid Parent, who is University Librarian at the University of British Columbia and a past President of IFLA. The Content TF was created to provide memory and cultural heritage institutions with guidance in the selection of material for long-term preservation: preserving everything is not feasible, practical or necessary.

At this meeting, the *UNESCO/PERSIST Guidelines for the selection of digital heritage for long-term preservation* were distributed to attendees and formally launched, less than a year after the working group was formed to draft them. This is a major milestone for the PERSIST project and it is a pleasure here to recognize the authors of the Guidelines.

- Sarah CC Choy (Legislative Council Archives, Hong Kong)
- Nicholas Crofts (International Council of Museums (ICOM) International Committee for Documentation (CIDOC))
- Robert Fisher (Library and Archives Canada)
- Ngian Lek Choh (National Library Board of Singapore)
- Susanne Nickel (Eskilstuna stadsmuseum)
- Clément Oury (ISSN International Centre, France)
- Katarzyna Ślaska (National Library of Poland)

Ms. Parent pointed out that there is no easy answer on what to select. She characterized the selection criteria—how to assess value and prioritize to keep—as a risk-based approach to significance, availability and sustainability. She described the differences in the approaches taken by libraries, archives and museums, which has applicability to the Policy TF. The legal implications of selection have as well. Metadata—the context about the content—is important. She described the Guidelines as a living document that will be updated from time to time.

The Technology TF presentation was given by David Fricker, the TF Chair. He is Director-General of the National Archives of Australia and President of the ICA. The premise for the Technology TF is that most of the world is storing documentary heritage in digital form, created using contemporary software and hardware products that eventually will become obsolete and no longer be supported. The goal of the Technology TF is to preserve this ecosystem so that the digital content that has been created and still exists can still be rendered.

He listed the two basic approaches to digital preservation as normalization and emulation. Emulation is the initial focus of the Technology TF, achieved with a "Heritage Software Platform" that will use virtual machine technology to preserve the computational and performance capabilities of "antique" software and hardware. Preserving this ecosystem will enable the "performance" of digital content as the author intended. His presentation included diagrams showing the Concept of Operations and the Provider Network for this platform.
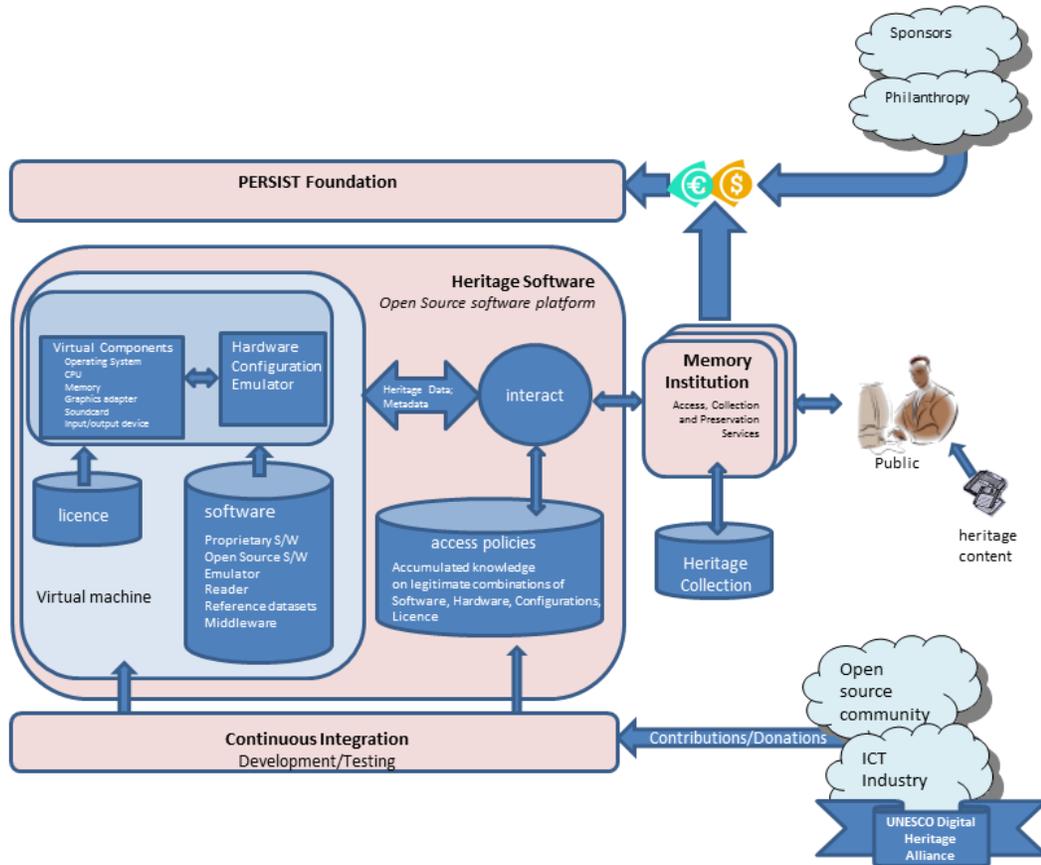
Figure 3. PERSIST Heritage Software Platform: Concept of Operations

Making the operation and support of the platform sustainable requires an organization, labeled PERSIST Foundation in the Figure 1 (and referred to as the "UNESCO PERSIST Organization" or UPO later on), with a business model. Firming up and defining this organization was a key objective of this meeting.

The Policy TF presentation was given by Robert Buckley, a Technical Advisor at the National Archives of the UAE. The Policy Task Force was activated at this meeting; it was part of the original plan for PERSIST. At the previous PERSIST meeting in Paris in April 2015, the policy discussion was based on presentations of national initiatives and programs in digital preservation and access. In preparation for this meeting, he and Vincent Wintermans formed an online discussion group to lay the groundwork for the formation of the Policy TF. The online discussion identified the need to align the TF with the *Recommendation concerning the preservation of, and access to, documentary heritage including in digital form*. It also identified the value of guidelines that would help UNESCO Member States develop and implement national strategies and policies for digital sustainability. Forming the Task Force and developing its work plan are the main goals for this meeting.

Following the task force presentations, Dr. El Reyes called on the attendees to introduce themselves. Annex A is the list of attendees and their affiliations. Following that, he reminded participants of the expected outcomes of the meeting; they and the agenda are given in Annexes B and C respectively.

The meeting then adjourned for lunch.

Introductory Presentations

After lunch the people who were new to PERSIST and for whom this was their first PERSIST meeting gave presentations, introducing themselves and the work of their organization, institution or project in digital preservation. (Jonathan Tilbury of Preservica was an exception; he attended the April 2015 PERSIST meeting in Paris.) Following is the list of presenters and the titles of their presentations:

1. Fu Hua, State Archives Administration of China, *The Current Situation for the preservation of Digital Archives in China*
2. Meg Phillips, National Archives and Records Administration, *Digital Preservation at the US National Archives and Records Administration: Content, Policy, Technology*
3. Maureen Pennock, British Library and Digital Preservation Coalition, *Digital Preservation at the British Library: 12 million items and counting…*
4. Joachim Jung, Open Preservation Foundation, *Open Preservation - facing the challenges of digital preservation sustainability*
5. Maureen Pennock, British Library and Digital Preservation Coalition, *The Digital Preservation Coalition Strategic Plan 2015-2018*
6. Christopher Lee, University of North Carolina, Chapel Hill, *The Many Levels of Digital Representation: Implications for PERSIST and Beyond*
7. Janet Delve, University of Brighton and E-ARK Project, *Advances in Digital Archiving from the EC E-ARK project*
8. Jonathan Tilbury, Preservica, *Learning from experience: what we can learn from early digital preservation adopters*
9. Mitsuru Haga, Tohoku University, *Cyber Museum and Cyber Archeology for Humankind*

Their presentations are available on the PERSIST website.

Dr. El Reyes adjourned the meeting. Participants enjoyed dinner Monday evening during a dhow cruise along the Abu Dhabi Corniche.

Tuesday, March 15

Opening Plenary

The opening plenary began with a ceremony formally launching the *UNESCO/PERSIST Guidelines for the selection of digital heritage for long-term preservation.* This is the first output of the PERSIST project.

Figure 4. The launch of the *UNESCO/PERSIST guidelines for the selection of digital heritage for long-term preservation;* from left to right, Mr. Frank La Rue, Ms. Ingrid Parent, Dr. Abdulla El Reyes and Ms. Julia Brungs

Following the launch of the Guidelines, Prof. Natasa Milic-Frayling of the University of Nottingham and a member of the Technology TF gave a presentation on the UNESCO PERSIST Organization (UPO). The UPO is key to realizing a technology platform for registering, hosting and monitoring legacy software. UPO would be a not-for-profit organization that would achieve economic sustainability by identifying a market and defining a business model for legacy software. It would also be the center of an ecosystem that included a partnership with UNESCO and relationships with funding agencies, technology providers, professional associations, governments and memory and research institutions.

She described a business model canvas for UPO that envisioned three services to support long-term access to digital content and computation: standards, policy and regulation; research and best practices; and legacy software, the last supported by a value chain for the distribution of legacy software licenses. These services would generate revenue streams that along with grants and funding would make the UPO sustainable. She also described a business development plan to realize the UPO. Advancing plans for the formation of UPO is a major desired outcome of this meeting and a major topic for the Technology TF Breakout session.

After Prof. Milic-Frayling's presentation, Mr. La Rue made some departing remarks before the break.

TF Breakout Sessions

After the break, the Task Forces met in parallel breakout sessions for the rest of the day to work on their agendas and develop their plans. The group reconvened in a plenary session at the end of the day to give an update and share progress.

The original agenda called for the meetings to two ad hoc committees to discuss topics that cut across the Task Forces. In the end, these meetings were not held as attendees focused on the Task Force plans. Some of these topics could be handled by the PERSIST Steering Committee, which met informally over lunch.

After the meeting adjourned, there was an informal get-together at the Asia de Cuba restaurant on the Corniche with attendees from the Charisma of the Book Conference, being held at the NYU Abu Dhabi Campus on Saadiyat Island.

Following that was dinner at the Byblos Sur Mer Lebanese Restaurant, where the PERSIST meeting attendees were able continue their discussions.

Wednesday, March 16

The Task Forces resumed their parallel sessions on Wednesday morning before departing the hotel for a tour of the Sheikh Zayed Grand Mosque and a visit to the National Archives of the UAE.

Figure 5. The PERSIST group at the Sheikh Zayed Grand Mosque (photo by Jonathan Tilbury)

Closing Plenary

After the tours and lunch at the St. Regis Hotel, the PERSIST meeting participants reconvened in a closing plenary to hear the final presentations on the outcomes and results from the breakout sessions of the three Task Forces. Annexes D, E and F contain the reports of the Content, Technology and Policy TFs. Their reports are summarized here.

Content Task Force

After the successful launch of the Content Selection Guidelines, the Content TF members who were in Abu Dhabi, Ingrid Parent, Julia Brungs and Vincent Wintermans, met briefly to discuss next steps for the Guidelines.

- Seek endorsement of IFLA, ICA and ICOM (International Council of Museums) for the Guidelines in 2016; work with them now to distribute the Guidelines to their network
- Collate booklet of successful implementation examples from libraries, archives and museums by January 2017.

The following are actions and requests from the Content TF for the International Advisory Committee (IAC)

- Develop a communication strategy by December 2016
- Decide on the addition of new content by January 2017
- Decide on a second edition of the Guidelines by 2018

Technology Task Force

A critical decision now facing the project is establishing the "UNESCO PERSIST Organization" (UPO) that can realize the benefits and achieve the goals of the UNESCO PERSIST programme. The UPO can be a non-profit/NGO for social good. A UNESCO partnership requires a legal entity with the competence to enter into agreements with ICT companies for the proper use of obsolete commercial software, among other elements. One possibility is for ICA to serve as the organizational home for the UPO.

Next steps for the Technology TF include lining up a first customer and aligning with partners (two were mentioned) around a technical registry. The TF decided to prepare a questionnaire that would list candidate services and that could be sent to possible users in order to collect data on the potential market and how likely they would be to use PERSIST services. Organizing a workshop at the October 2016 iPres conference was proposed.

Policy Task Force

This was the first meeting of the PERSIST Policy Task Force; Rob Buckley will coordinate, working with Stein van Oosteren and Iskra Panevska. A major theme in the Policy TF discussions was engaging the Member States and sensitizing them to the value and benefits (as well as costs) of digital preservation. One way to do this and to reach the responsible policymakers is with a booklet on the "Do's and Don'ts" of digital preservation.

The Policy TF can play a central role in providing input to the Secretariat for the "digital part" of the Implementation Guidelines the Secretariat will develop for the MoW Recommendation. Plans were made for a survey of national strategies and policies for digital preservation that could inform an expert group in establishing guidelines and developing a model National Digital Preservation Strategy for policymakers. The first TF outputs would be the survey and inputs to the Implementation Guidelines.

The relationships and interactions of the Policy TF with the other TFs, the UNESCO community, especially with the Member States, and the external community, including policymakers and professional associations, were portrayed in a diagram by Marco de Niet (see Annex F).

The meeting adjourned at around 5:30 pm. The PERSIST Steering Committee met afterwards; the discussion and results of their meeting are presented in a [separate report](#).

Dr. El Reyes hosted a farewell dinner at Vasco's in the Abu Dhabi Hilton Hotel.

Note: This report was prepared by Robert Buckley with inputs from Ryder Kouba and Azza Al Kaabi.

Annex A: List of attendees

Dr. Abdulla M. El Reyes
Director General
National Archives of the UAE

Mr. Frank La Rue
Assistant Director General
Communication & Information Sector, UNESCO

Ms. Andrée van Es
President
Netherlands National Commission for UNESCO

Mr. David Fricker
Director-General
National Archives of Australia

Mr. Li Minghua
Director-General
State Archives Administration of China

Ms. Ingrid Parent
University Librarian
University of British Columbia, Canada

Dr. Mohammed Sameh Amr
Ambassador and Permanent Delegate
Permanent Delegation of the Arab Republic of
    Egypt to UNESCO

Dr. Abdulaziz Al Raisi
Administrative Development Adviser
National Archives of the UAE

Majid Al Mehairi
Executive Director
National Archives of the UAE

Marco de Niet
Executive Director
Digital Heritage Netherlands

Vincent Wintermans
Policy Officer
Netherlands National Commission for UNESCO

Natasa Milic-Frayling
Chair in Data Science
University of Nottingham, UK

Stein van Oosteren
Attaché
Permanent Delegation of the Kingdom of the
    Netherlands to UNESCO

Boyan Radoykov
Chief of Section, Universal Access and
    Preservation Section
Knowledge Societies Division, UNESCO

Iskra Panevska
Senior Programme Specialist
Memory of the World Programme, UNESCO

Robert Buckley
Technical Adviser
National Archives of the UAE

Ryder Kouba
Digital Collections Archivist
The American University in Cairo

Ian Wilson
Technical Adviser
National Archives of the UAE

Hamad Al Mutairi
Director, Archives Department
National Archives of the UAE

Ms. Azza Al Kaabi
Programs Officer, Corporate Communication
National Archives of the UAE

Denise de Vries
Lecturer, Computer Archaeology Laboratory
Flinders University, Australia

Julia Brungs
Policy and Research Officer
International Federation of Library Associations
    and Institutions (IFLA)

Meg Phillips
External Affairs Liaison
National Archives and Records Administration,
US

Mr. Fu Hua
Director, Department of Technology
State Archives Administration of China

Mr. Cai Xuemei
Director, Research Institute of Science and
    Technology
State Archives Administration of China

Ms. Li Wendong
Division Chief, International Cooperation
    Department
State Archives Administration of China

Maureen Pennock
Head of Digital Preservation
British Library

Joachim Jung
Executive Director
Open Preservation Foundation

Christopher Lee
Assoc. Prof., School of Informational and
    Library Science
University of North Carolina, Chapel Hill, US

Jonathan Tilbury
Chief Executive
Preservica

Janet Delve
Professor of Digital Humanities
University of Brighton, UK

David Anderson
Professor of Digital Humanities
University of Brighton, UK

Ulla Bøgvad Kejser
Senior Researcher, Preservation Specialist
The Royal Library, Denmark

Dr. Phang Lai-Tee
Senior Assistant Director, Audio Visual Archives
National Archives of Singapore

Dr. Mitsuru Haga
Professor, Institute for Excellence in Higher
    Education
Tohoku University, Japan

Abdallah Al Bastaki
Digital Archives Specialist
National Archives of the UAE

Mr. Kazuki FUKUDA*
Deputy Secretary-General
Japanese National Commission for UNESCO

Mr. Masashi TAKAHASHI*
Senior Advisor
Japanese National MoW Committee

Hiroki SUGIYAMA*
Advisor
Japanese National MoW Committee

* Observer

Annex B: Desired Outcomes

Two–year programme for PERSIST

- Financial and organizational structure of PERSIST
- Communications and outreach strategy
- Goodwill Ambassador/Special Envoy candidates and recommendation
- Planning for PERSIST Session at Memory of the World Summit, January 2017

Technology Task Force

- Proposal for an organizational home for the Heritage Software Platform

Content Task Force

- Finalization of the Content Selection Guidelines

Policy Task Force

- Formation and adoption of terms of reference
- Implementation of Recommendation concerning the preservation of, and access to, documentary heritage including in digital form

Annex C: Concept Agenda

MONDAY 14 March	

09.00 – 10.30	Welcome & Introductions
	    Dr. Abdulla El Reyes, Director General, National Archives of the UAE and Chairman of the Memory of the World Programme
	    Mr. Frank La Rue, Assistant Director General, Communication & Information Sector, UNESCO
	    Ms. Andrée van Es, President, Netherlands UNESCO Commission
	    Introduction of participants

10.30 – 11.00	Coffee break

11.00 – 13.00	Introduction to PERSIST
	    Ingrid Parent, Content Task Force
	    David Fricker, Technology Task Force
	    Robert Buckley, Policy Task Force
	    Meeting Format and Desired Outcomes

13.00 – 14.00	Lunch

14.00 – 15.30	Introductory Presentations & External Perspectives
	    Fu Hua, *The Current Situation for the preservation of Digital Archives in China*
	    Meg Phillips, *Digital Preservation at the US National Archives and Records Administration: Content, Policy, Technology*
	    Maureen Pennock, *Digital Preservation at the British Library: 12 million items and counting…*
	    Joachim Jung, *Open Preservation - facing the challenges of digital preservation sustainability*

15.30 – 16.00	Coffee break

16.00 – 17.00	Introductory Presentations & External Perspectives (cont'd)
	    Maureen Pennock, *The Digital Preservation Coalition Strategic Plan 2015-2018*
	    Christopher Lee, *The Many Levels of Digital Representation: Implications for PERSIST and Beyond*
	    Janet Delve, *Advances in Digital Archiving from the EC E-ARK project*
	    Jonathan Tilbury, *Learning from experience : what we can learn from early digital preservation adopters*

17.00 – 17.30	Discussion: Wrap-up of Day 1, Looking ahead to Day 2
17.30 – 18.30	Meeting of Steering Committee
19.30 – 21.30	Dinner, Dhow Cruise
TUESDAY 15 March	
09.00 – 10.30	Opening Plenary – Review and Discussion of Desired Outcomes

	Technology Task Force
	    • Proposal for an organizational home for the Heritage Software Platform
	Content Task Force
	    • Finalization of the Content Selection Guidelines
	Policy Task Force
	    • Formation and adoption of terms of reference
	    • Implementation of Recommendation concerning the preservation of, and access to, documentary heritage including in digital form

	Ad Hoc Committee 1 • Communications and outreach strategy • Goodwill Ambassador/Special Envoy candidates and recommendation Ad Hoc Committee 2 • Financial and organizational structure of PERSIST • Planning for PERSIST Session at Memory of the World Summit, January 2017
10.30 – 11.00	Coffee break
11.00 – 13.00	Parallel sessions of the Content, Technology and Policy Task Forces
13.00 – 14.00	Lunch
14.00 – 15.30	Parallel sessions of the Content, Technology and Policy Task Forces (cont'd)
15.30 – 16.00	Coffee break
16.00 – 17.00	Parallel sessions of the Ad Hoc Committees
17.00 – 17.30	Plenary discussion: Wrap-up of Day 2, Looking ahead to Day 3 Ad Hoc Committee Reports
17.30 – 18.30	Get-together with attendees from NYUAD Charisma of the Book Conference, (to be confirmed)
19.30 – 21.30	Dinner, Yas Viceroy Hotel
WEDNESDAY 16 March	
08.30 – 10.00	Opening Plenary: Task Force and Ad Hoc Committee presentations
10.00 – 13.00	Tour of National Archives and Sheikh Zayed Grand Mosque, including transfer from and to hotel
13.00 – 14.00	Lunch
14.00 – 15.00	Final sessions of the Content, Technology and Policy Task Forces
15.00 – 15.30	Meeting of Steering Committee Integration of Task Force programmes into Two-year plan, including financial and organizational structure of PERSIST
15.30 – 16.00	Coffee break
16.00 – 17.00	Closing Plenary: confirmation of two-year plan and communique on outcomes
19.30 – 21.30	Dinner, Hilton Corniche

Annex D: Content TF Breakout Session

The UNESCO PERSIST Content Task Force

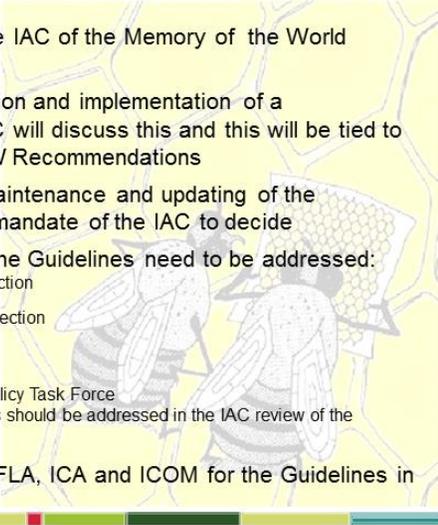Guidelines for the selection of digital heritage for long-term preservation – Discussion on outstanding issues

Ingrid Parent, Chair of the PERSIST Content Task Force
March 14, 2016

What next? - Decisions

- Who owns the Guidelines? The IAC of the Memory of the World Programme
- Who will take care of the creation and implementation of a communications plan? The IAC will discuss this and this will be tied to the implementation of the MoW Recommendations
- Who will be in charge of the maintenance and updating of the Guidelines? This is under the mandate of the IAC to decide
- Gaps identified while drafting the Guidelines need to be addressed:
  - Ethical implications of selection
  - Political implications on selection
  - Copyright
  - These have been passed to the Policy Task Force
    - User driven selection – this should be addressed in the IAC review of the Guidelines in 2017
- We will seek endorsement of IFLA, ICA and ICOM for the Guidelines in 2016

Annex E: **UNESCO Memory of the World PERSIST Technology Task Force Record of Breakout Sessions**

St Regis Hotel, Abu Dhabi 15-16 March 2016

Attendees: David Fricker, Natasa Milic-Frayling, Ryder Kouba, Vincent Wintermans , Hamad Al Mutairi, David Anderson, Meg Phillips, Janet Delve, Joachim Jung, Jonathan Tilbury, Cal Lee, Denise de Vries

Tuesday, 15 March 2016

1. Discussion of virtual machine workflow and steps required by different organizations. Emulation versus migration was discussed, as well as what users/institutions need emulation instead of migration.

2. Group discussed the steps necessary in digital preservation and emulation, diagrammed a potential workflow, highlighting each technical step needed in the envisioned virtual machine setup.

3. Economics of preservation was discussed; virtual machines are quick and relatively inexpensive to make (estimated 20 minutes, 15-20 GBP per year to maintain); the cost can be spread across institutions.

4. PERSIST will use a customer-driven model to determine priorities, though it's important not to be dominated by one type of customer.

5. Discussion of previous projects and PERSIST's place in the digital preservation ecosystem. The challenges faced by previous similar projects (e.g. NAZLA and TREASURES) and difficulties receiving funding were mentioned as well as existing technical registries (e.g. PRONOM) and how PERSIST can work with them.

6. The meeting included representatives of institutions that heavily engaged in research and development of digital preservation tools and resources. The group discussed how this community might be brought together as an on-line network of resource providers, coordinated by a new organization that would bring together the range of available tools for the convenient use of memory institutions engaged in digital preservation activities.

7. PERSIST's role was discussed, the following roles are things PERSIST can do productively:
   - A single point to gather, at an international level, the current and emerging requirements of Archives and Libraries in the field of digital preservation;
   - Strategic direction for the research and development community, ensuring that the actual requirements of Archives and Libraries were driving the development of digital preservation tools;
   - A mechanism to evaluate and accredit those tools and services that could be relied upon by Archives and Libraries;
   - The ability to enter into agreements with software vendors for the proper and lawful use of obsolete and unsupported software;
   - Endorsement and Support for research activity; and

- The opportunity to raise revenue and channel funds to the most valuable areas of research and development.

8. One of the critical decision points now facing the project is the establishment of the "UNESCO PERSIST Organization" (UPO) that can realize the aforementioned benefits of the UNESCO PERSIST programme (see figure 1).

9. First steps for the Technology task force are to line-up a first customer and align with potential partners (The British Library and New Zealand were mentioned specifically) regarding a technical registry.

10. <u>Natasa's presentation on organization of PERSIST – Scope and Planning</u>
    - PERSIST is part of Memory of World; digital technology is important but short-loved, how to ensure digital content lives?
    - Mission: Keep world's digital heritage safe and accessible

11. The UNESCO PERSIST Organization can be a non-profit/NGO for social good; UNESCO partnership requires a legal entity with the competence to:
    - be the principal partner of UNESCO and ensure that the management of the facility and the conduct of the programme meets UNESCO standards;
    - enter into agreements with ICT companies for the proper use of obsolete commercial software;
    - coordinate the Archives and Libraries sector to establish and maintain strategic priorities for research and development in the field of digital preservation;
    - maintain a network of accredited digital preservation resource providers available through an online portal – a "digital preservation service hub";
    - collect revenue through subscription; pay per use, philanthropy or other means and distribute funds for targeted development and maintenance of digital preservation resources.

12. As a non-profit, a Board of Trustees will run the foundation, and the association of members will vote on every issue.

13. PERSIST's services include: Standards, policies, and regulations; Legacy Software Services; Research and best practices

Action Items:
- Incorporate
- Build team
- Create partnerships
- Raise funds
- Pivot on value proposition
- Build customer base

Wednesday, 16 March 2016

14. How can PERSIST know what services to offer what potential users want and would pay for? Discussion on how to clarify the demand side on services; where is enthusiasm for different options? Who are our users? What is the minimum viable product for PERSIST's potential users?

15. Group decided a questionnaire presenting a catalog of potential PERSIST services should be sent to potential users in order to acquire data from potential users about how likely they would be to use PERSIST's services.

16. iPRES – session/workshop with PRONOM and TOTEM, Cal will put in proposal but need to provide him with info

Action Items

17. Meg Phillips (through ICA): Draft questionnaire for potential users about possible services to be offered by PERSIST.

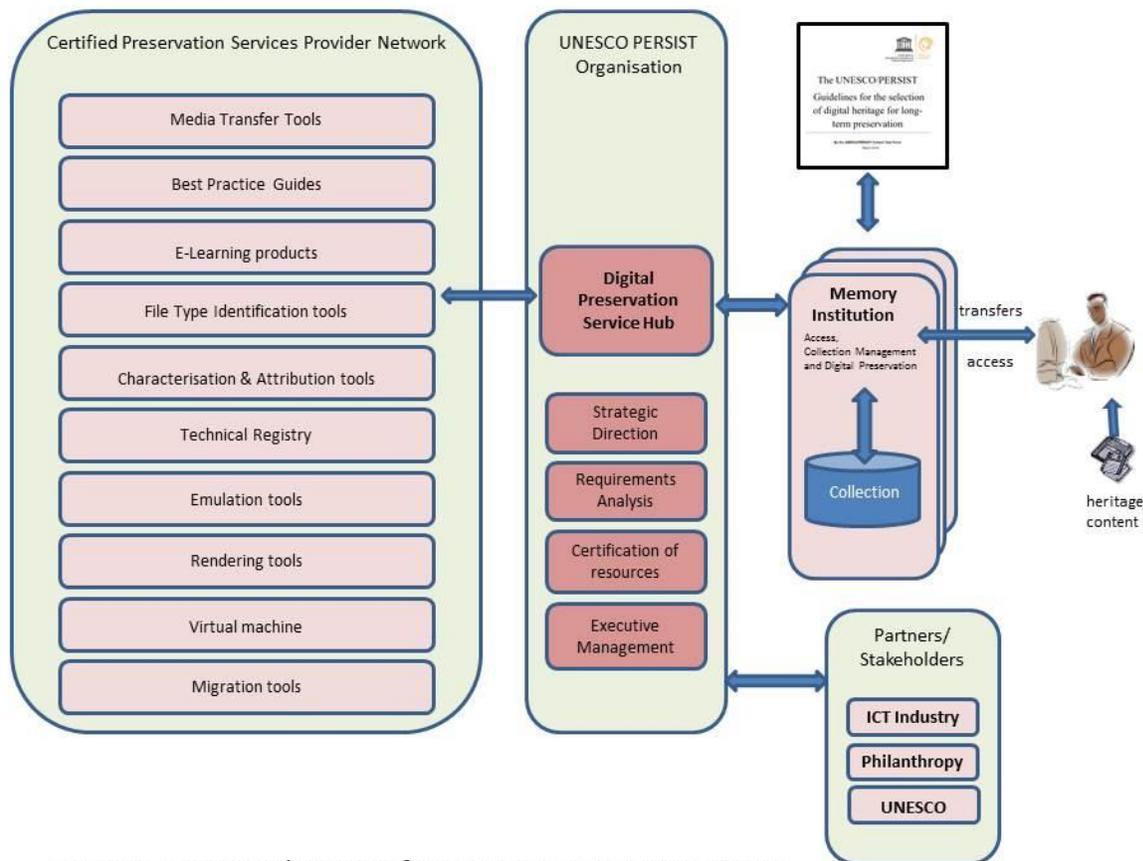18. Cal Lee: Create proposal for IPres2016 workshop/session with PERSIST, PRONOM, and TOTEM.

Figure 1. Concept diagram of UNESCO PERSIST Organisation

Annex F: UNESCO Memory of the World PERSIST Policy Task Force Record of Breakout Sessions

St Regis Hotel, Abu Dhabi 15-16 March 2016

Attendees: Marco de Niet, Andrée van Es, Stein van Oosteren, Maureen Pennock, Azza Al Kaabi, Lai-Tee Phang, Mohammed Sameh Amr, Ulla Bøgvad Kejser, Fu Hua, Li Wendong, Li Minghua, Boyan Radoykov, Iskra Panevska, Ingrid Parent, Julia Brungs, Mitsuru Haga, Robert Buckley

Tuesday, 15 March 2016

1. This was the first meeting of PERSIST experts as a Policy Task Force (PTF).

2. The breakout session began with a roundtable in which each attendee was asked in turn for his or her inputs on the Task Force: what it means to them, what they think the issues are, what it should do, what its outputs should be and so on.

3. A major theme of the discussion was engagement: within PERSIST with the other Task Forces; within the UNESCO community, especially the Member States (MS); and externally with the ICT industry, the professional community and policymakers for example.

4. Examples of support for the other Task Forces: what policy framework support does the Technology TF software repository need; overarching issues from the Content TF are copyright and intellectual property, and the political implications of selection are a sensitive topic

5. Another major theme was engaging the MS and sensitizing them to value and benefits (and costs) of digital preservation. This is part of raising the general awareness of PERSIST.

6. Getting the attention of policy makers in Paris and MS capitals is important. One way is with a booklet on the Do's and Don'ts of digital preservation, with iconic examples and stories about what will be lost (and gained) by a nation and its people. Also explore getting policy makers together to exchange best practices and learn from each other.

7. The PTF can play a central role in the how MS address the "Recommendation concerning the preservation of, and access to, documentary heritage, including in digital form," i.e. the MoW Recommendation, from the Nov 2015 General Conference. Article IV, Paragraphs 4 and 6 of the UNESCO Constitution[1] requires and Annex 3.1 of the Recommendation[2] encourages action by

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[1] 4. The General Conference shall, in adopting proposals for submission to the Member States, distinguish between recommendations and international conventions submitted for their approval. In the former case a majority vote shall suffice; in the latter case a two-thirds majority shall be required. Each of the Member States shall submit recommendations or conventions to its competent authorities within a period of one year from the close of the session of the General Conference at which they were adopted.
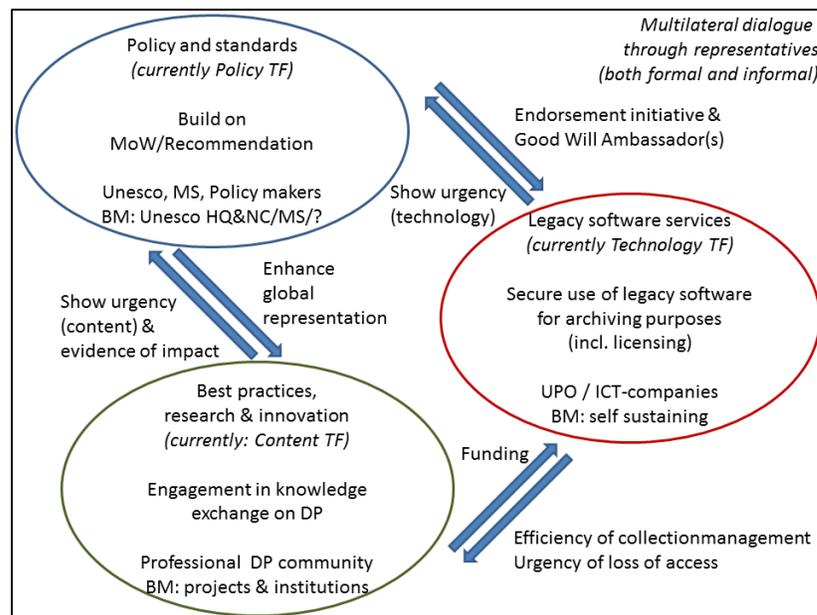6. The General Conference shall receive and consider the reports sent to the Organization by Member States on the action taken upon the recommendations and conventions referred to in paragraph 4 above or, if it so decides, analytical summaries of these reports.
[2] 3.1 Member States are encouraged to provide appropriate legislative frameworks for memory institutions and ensure their necessary independence in preserving and providing access to documentary heritage, so as to sustain public trust in the scope of material selected, and the way in which it is preserved. The provision of access is visible evidence and justification of public expenditure on preservation.

the MS. The Task Force can use the Recommendation as a starting point. The Secretariat is developing the guidelines on the implementation of the Recommendation.

8. The importance of balanced geographic representation was stressed. In particular there is the need to hear more from Africa.

9. The international landscape for digital preservation is varied and maturity levels differ: not all MS are the same. Different MS will have different concerns: the PTF needs to learn and understand what they are and what to do about them. UNESCO wants to bridge the gaps between ICA, IFLA, the international digital preservation community and the practitioners in the different MS.

10. The PTF needs to communicate universally.

11. Is the PTF targeting national or institutional policies? National policies. Stress national policies and the relationship to UNESCO.

12. The guidelines will be informed by experts from institutions who will work with UNESCO to develop national policies. Look to map existing policies and identify what works and what doesn't work, which suggests a survey. Issuing policy briefs will be helpful. Also identify who the policies are for, namely MS members and practitioners, and help practitioners engage policy makers.

13. Identify the relationship and alignment, where it exists, between the PTF outputs and WSIS+10, United Nations 2030 Agenda and Sustainable Development Goals (e.g. Goals 11.4, 16.6 and 16.10) and UNESCO IFAP (Information for All Programme).

14. Develop a roadmap to achieve the PTF target. The timing is perfect with the next General Conference 18 months away. If we build on the last General Conference, then it is appropriate to go back to the next one.

15. Do not lose the multi-lateral dialogue.

16. Marco de Niet generated the following figure to portray the relationships and interactions discussed during the PTF breakout session on Tuesday.

Wednesday, 16 March 2016

17. During the breakout session on Wednesday morning, the PTF focused on identifying and defining its outputs and the work needed to accomplish. It also identified key events for getting the word out.

18. The group identified the following four outputs:
    - Output 1: Survey – collect methodologies and stories besides documents
    - Output 1.5: Do's and don'ts of DP – extract from existing publications, start with policymakers, pick a suitable title, audience in ministries, institutions, national commissions (ministries via them)
    - Output 2: Implementation Guidelines on MoW Recommendation – applies to all countries, liaison with professional associations
    - Output 3: Model DP Strategy for policymakers – adapt existing strategies to other contexts, abstract to create a model

19. The group also discussed the work process. For example, the PTF could adopt and adapt the approach that the Content TF used to generate the Content Selection Guidelines: form a small team of volunteer experts by asking representative institutions to nominate practitioners who have done this or something like it before. Their writing was informed by the survey.

20. We would survey existing national strategies and policies.

21. The United Nations 2030 Agenda and Sustainable Development Goals (SDG) provide a reference point for the TF outputs.

22. While these are document-focused outputs, there is also the advocacy work—we are all ambassadors for PERSIST. There are other ways to raise awareness than with documents.

23. Robert Buckley will coordinate, working with Stein van Oosteren and Iskra Panevska.

Action Items

24. For the survey:
    - Vincent Wintermans and Marco de Niet will prepare the questionnaire for the survey and coordinate the modalities with Iskra Panevska
    - Everyone here will use their network to get it out
    - Ensure good coverage from different countries and continents: Lai-Tee Phang will help
    - Allow 3 months from the start date to create, collect and analyze. Funding may be available from the Netherlands National Commission for UNESCO.
25. For the implementation Guidelines for the MoW Recommendation:
    - Ulla Bøgvad Kejser, Julia Brungs and Marco de Niet, plus the coordinating team
    - Aim to have results, even if it's still Work in Progress, by the Fall meeting of the UNESCO Executive Board
26. Julia Brungs will help show how digital preservation is related to the 2030 SDGs.

Key Dates

- MoW Summit – Jan 2017
- UNESCO Executive Board – Oct/Nov 2016
- ICA Congress – Sep 2016, Seoul
- WLIC (IFLA) – Aug 2016, Ohio