

Working Group to establish a UK LOCKSS Alliance Steering Committee

Meeting Information

10.30 – 14.30
Monday 19th October 2009
London School of Economics

Chair: Tony Kidd
Secretary: Adam Rusbridge

Timings

10.30 - Arrival and Coffee
10.45 - Start of Day
12.00 - 12.15 Break and Coffee
13.30 - Sandwich Lunch
14.30 - Close of Day

Venue

The meeting will be held in the Main Library, in room R300b on the 3rd floor. The library is The Lionel Robbins Building. Directions can be found at:

<http://www2.lse.ac.uk/mapsAndDirections/findingYourWayAroundLSE.aspx>

Upon arrival at the Main Library, please report to security (clearly marked at the entrance) and ask for either Bill Barker (x6740) or Lisa Cardy (x6362). Someone will come and show you up to the room.

Agenda

We suggest the working group remains focused on establishing the Steering Committee, and the practicalities associated with this.

1. Goals and Objectives

What is in scope for the advisory group? Is it an advisory group or a steering committee? The objective here is to brainstorm suitable remits and possible activities. The 'Suggested Topics' list in the attached document can be used as a starting point. The ideal outcome is to achieve consensus on the set of activities and tasks that are in scope. This outline can then be worked into a draft mandate for the group, ratified once the group is in place.

2. Membership

How can we manage participation and membership on the board? What is an appropriate size for the board? At what level should these staff be operating? Do we need people external to the UK LOCKSS Alliance (e.g. continued involvement from JISC?)

3. Advisory Group Structure

How will the board meet – face to face or virtually? How often? How do we fund the board's activities? What kind of reporting back to the community is needed?

4. Reporting of Working Group

Working group to report to UK LOCKSS Alliance community at workshop on 22nd October 2009.

5. Any other business

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Aims and Outcomes

The UK LOCKSS Alliance Working Group will, in conjunction with EDINA staff, define and establish a UK LOCKSS Alliance steering committee. They will:

- Determine the main aims of the UK LOCKSS Alliance Steering Committee.
- Debate the roles and responsibilities of the UK LOCKSS Alliance, to formalise a mission statement.
- Recommend the operational structure of the UK LOCKSS Alliance Steering Committee.

The working group will establish a governance model to support core UK LOCKSS Alliance functions. It is not itself expected to take on the role of the steering committee.

Work Program, Schedule of Activities and Key Dates

The working group will prepare a **work programme**, consisting of a schedule of activities and target outcomes, for endorsement by the UK LOCKSS Alliance community.

We have suggested key dates below, but expect the timeframe and schedule of activities will be determined during the first meeting of working group members.

- Early September: First meeting of Working Group members. A half-day face-to-face meeting would be desirable.
- End of October: UK LOCKSS Alliance workshop, London. Broad discussion of role and activities of steering committee.
- November: Final report and recommendations

Suggested Topics for Working Group Discussion

We suggest the working group remains focused on establishing the Steering Committee, and the practicalities associated with this. As such we have picked out the following topics for discussion.

1. *Membership*
2. *Structure*
3. *Goals and Objectives*

It is likely that themes for discussion by the Steering Committee will be exposed through the process. We suggest these are added to the list below.

Suggested Topics for Steering Committee Discussion

1. *Collection Development*

The steering committee shall establish a process for determining electronic journal content on which the UK LOCKSS Alliance should focus, and to determine UK LOCKSS Alliance negotiation and technical development priorities. When content is preserved in some other archive, does this impact the priority for getting material into UK LOCKSS Alliance boxes? What contributions can the UK LOCKSS Alliance

community make, and how can participation by UK LOCKSS Alliance members best be encouraged? These might be issues for the Steering Committee to address, not the working group.

2. *Technology and Infrastructure*

How can the support offered by EDINA be improved? The steering committee should consider coordinating a technology assessment, identifying potential improvements, and supplying recommendations to the UK LOCKSS Alliance Support Service.

3. *Finances and Reporting*

What UKLA support service reporting mechanisms to the steering committee would be effective, and how often? How should the steering committee report back to the UK LOCKSS Alliance community? What are the most effective routes for contact with the LOCKSS community worldwide?

4. *Outreach and Marketing*

Key for this nascent organisation is outreach. The steering committee can spearhead and coordinate outreach and marketing activities; the UKLA Support Service at EDINA could implement these activities.