Project Number	IST-2006-033789
Project Title	Planets
Title of Deliverable	Progress report on training programme
Deliverable Number	D2
Contributing Sub-project and Work-package	DT6
Deliverable Dissemination Level	External
Deliverable Nature	Report
Contractual Delivery Date	31 May 2008 (M24)
Actual Delivery Date	June 20 2008 (M25)
Author(s)	HATII

Abstract

This document is a report on the progress of the Planets training programme. It describes the various plans made, events delivered and their evaluation, conclusions from actions taken and plans for future activities.

Keyword list

Training, dissemination, workshops, evaluation

Contributors

Person	Role	Partner	Contribution
Kellie Snow	Sub-project leader	HATII	Document owner and author
Karen Williams	DTSub-project leader	SB	Co-author
Jane Humphries	Communications Officer	BL	Co-author

Document Approval

Person	Role	Partner
Karen Williams	DTSub-project leader	SB

Distribution

Person	Role	Partner

Revision History

Issue	Author	Date	Description
0.1	Kellie Snow (HATII)	17/10/2006	Initial draft version for internal review
0.2	Karen Williams (SB)	16/05/2008	Information added to sections B1 and B2
0.3	Jane Humphreys (BL)	19/05/2008	Information added to Section 3 and Appendix B.
0.4	Lorna Cullen (HATII)	04/06/2008	Final copy edit
0.5	Karen Williams	16/06/2008	Review
0.6	Bjarne Andersen	16/06/2008	Review
0.7	Joy Davidson	19/06/2008	Review

References

Ref.	Document	Date	Details and Version
DT6-D1	Training Plan	15/06/2007	Final version

EXECUTIVE SUMMARY

This document is a report on the progress of the Planets training programme. It describes the various plans made, events delivered and their evaluation, conclusions from actions taken and plans for future activities.

The workpackage began by designing a modular training programme, which created self-contained sessions that could be used for both project-specific courses and collaborative events. The subsequent development of organiser and trainer template packs for the standardisation of training materials ensured effective approaches to the organisation and evaluation of events. Finally, significant collaboration with individuals both within and outside the project allowed for the timely delivery of the first two training events.

The training events took place between autumn 2007 and spring 2008, and used a variety of teaching methods. There was a focus on hands-on exercises and delegate interaction, and access to supporting online materials was also provided. Both events were successful, attracting good attendance and receiving highly positive feedback, which demonstrated the effectiveness of the programme structure and the growing interest in the results of the project.

Plans for future initiatives include further collaboration with other EU projects such as DPE and CASPAR, in both the delivery of face-to-face courses and the development of online training suites. As the project's tools and services are finalised, more Planets-specific training will also be introduced to both cultural heritage and commercial sectors. The innovative approach will provide a training programme that raises the standard of digital preservation training and ensures the successful take-up of project outputs.

TABLE OF CONTENTS

1.   Introduction

The training workpackage contributes to the work of Planets by providing a dynamic and extendable educational framework, which will ensure that core communities acquire the necessary knowledge and skills to effectively apply the project's methods, tools and services to their own collections and products. Its specific objectives are to:

- maximise take-up of Planets methods, products and services by providing a conduit between the innovations of the project and their subsequent exploitation and adoption by potential user communities;
- offer learning opportunities for staff in archives, libraries, data archives and universities to promote the take-up of Planets methods, practices and technologies;
- provide capability-building training for consultancies, SME technology developers, and vendors;
- deliver an Online Learning Support Facility to support face-to-face courses and to offer additional education opportunities to our primary user communities;
- promote collaboration with other EU preservation projects to ensure an optimal digital preservation educational programme for the European Community.

This document looks at the progress of the Planets training programme to date, considering actions taken, events delivered, collaboration with other projects, conclusions and future plans.

Section 2 outlines the work carried out prior to the organisation of training events. It describes discussions with other digital preservation projects to identify collaborative opportunities and subsequent outcomes, the contents of the workpackage's first deliverable, the Planets training plan, and the development of various training materials to support the delivery and evaluation of events.

Section 3 describes the first two Planets training events, providing justification for the courses, a description of each event, and information on evaluative exercises carried out after the courses.

Section 4 discusses lessons learnt from the first two training events and conclusions drawn that will influence future actions. The effectiveness of the training programme structure, the degree of success in communication and collaboration with other workpackages and projects, and the usefulness of the online training materials are all considered.

Section 5 outlines plans for future activities based on the conclusions from previous actions. It looks at how both internal and external communications will be utilised, the intended approach to the next phase of the training programme and planned events, and ideas for the development of the online learning support facility during the remainder of the project.

Finally, a significant number of **appendices** are provided which offer further details of the first two training events plus a proposed Quality Assurance plan for the production of course plans and materials at training events.

2.   Training plan and development tasks

Before the delivery of actual events the workpackage carried out several tasks, namely the production of the training plan deliverable (DT6-D1) and the development of course material templates and online facilities. This work ensured a clear outline of the training programme, and the availability of the tools necessary to organise, deliver and evaluate a training event successfully. At the same time several steps were also taken to identify collaborative opportunities with other digital preservation projects, resulting in a number of shared activities. This section will summarise the work carried out in these two tasks in order to demonstrate the processes undertaken which ultimately led to the first Planets training event.

2.1   Collaboration with other digital preservation projects

The number of projects and institutions offering digital preservation training has increased dramatically in recent years, with a huge variety of courses now available to organisations and end-users who wish to learn more about theories, processes and techniques. By adding to this ever-increasing list of events, the Planets training programme runs the risk of further fragmenting the training available, while at the same time potentially having insufficient take-up for individual courses. Working with other digital preservation projects to streamline training activities is therefore a logical step to take. In addition, Planets is specifically expected to work with the other FP6 projects DPE (www.digitalpreservationeurope.eu) and CASPAR (www.casparpreserves.eu) on collaborative events, so an emphasis on synergy is necessary if the workpackage is to meet its objectives.

2.1.1   Collaborative discussions and activities with other digital preservation projects

In order to encourage coordination in digital preservation training the workpackage has participated in several initiatives.

- *DCC/Planets/CASPAR/DPE Joint Workshop on Developing an International Curation and Preservation Training Roadmap* – This event was held in Nice, France during March 2007, and focused on identifying key themes and topics which could be delivered as collaborative events, resources which might be shared and ways to communicate between digital preservation training programmes. A separate meeting between Planets, DPE and CASPAR took place, where each project discussed its initial plans for training and how events might be linked together.

  Several significant outcomes emerged from this meeting. First, DPE, Planets and CASPAR discussed the idea of a modular course programme for each project, allowing individual sessions to be easily combined for collaborative events. This idea was subsequently adopted by each project and described as part of their training plan documents. Secondly, working relationships were formed between Planets and other projects which led to further discussions and the eventual planning of the first Planets training event in conjunction with DPE and nestor (http://nestor.sub.uni-goettingen.de) (see below and section 3). Finally, as a result of the meeting and the existing collaboration agreement between DPE, Planets and CASPAR, the WePreserve training forum (www.wepreserve.eu) was established, bringing together the training activities of both the EU projects and the wider digital preservation community.

- *DPE/Planets/CASPAR Training Planning Meeting* – This small meeting was held prior to the DPE/Planets/CASPAR conference in Lisbon, September 2007, and involved directors and key representatives of all three projects. The objectives of each training programme were outlined, followed by discussions of possible training synergies and ways future collaborative events should be planned.

- *DPE/Planets/nestor first joint training event, 'Principles of digital preservation: a hands-on approach'* – Following on from initial discussions at the Nice event and subsequent communications among projects, Planets co-organised a five-day training event with DPE and nestor. The event is fully discussed in section 3.

- *Production of organiser and trainer packs* – Workpackage leaders of DPE, Planets and CASPAR worked together to produce a series of training material templates to assist in the organisation, delivery and evaluation of collaborative training events. These 'packs' were tested and refined as part of the preparation for the first joint training event. More details of the templates can be found in section 2.3.

2.1.2   Issues encountered

These initial activities and discussions have demonstrated that there is a significant degree of enthusiasm for collaboration among various digital preservation projects, and steps towards a more coordinated approach have definitely been taken. The challenges become more substantial when moving beyond the discussion phase and attempting to identify specific events, and defining course programmes that meet the needs and expectations of each project involved, while at the same time providing cohesive agendas and learning outcomes for the participants. The possibilities have, however, been demonstrated with the establishment of WePreserve and the first DPE/Planets/nestor training event, and it is hoped these can be developed further during the next 12 months of the project. The workpackage aims to remain directly involved in larger collaborative discussions and opportunities, while also organising further training events with other digital preservation projects (see section 5 for details of planned events).

2.2   Planets Training Plan

The Planets Training Plan (DT6-D1) was submitted in June 2007. The document provided an outline of the intended approach to the training programme, including audiences, individual courses, promotion channels and organisation and evaluation of events.

2.2.1   Target audiences and promotion of events

The training plan specified the key audiences that would be targeted by the training programme. These were:

- *Practitioners* working within (primarily ALM) institutions, such as librarians, archivists and repository managers.
- *Researchers* from library, archive, communication and computer science groups who are directly involved in digital preservation issues.
- *Vendors* of digital library products, repository software and content delivery systems.
- *Developers* including those employed by commercial vendors and IT experts within the ALM, government and business sectors.

These audiences would be targeted through a number of promotional techniques, including:

- Announcements through a variety of communication channels – online event calendars, discussion groups/forums, discussion lists, online magazines and journals, mailing lists, weblogs.
- Direct and targeted invitations (regular mail or email) to professionals at national archives and libraries in Europe.

- Dissemination material promoting Planets training – general flyers or brochures that will encourage potential attendees and/or users to visit the Planets website for more information on actual events and online tutorials.

2.2.2 Training modules and courses

The training plan proposed a modular structure for the programme. This consists of 15 initial self-contained units, which in most cases can be delivered either independently or in combination with other modules. The modular approach allows for a much more flexible structure to the training programme, offering the opportunity for sessions to be used as part of Planets-specific/ joint project events, or even as short tutorials at larger conferences. The system was particularly effective for a training programme like that of Planets, where it is hoped that a flexible approach to courses can be adopted in order to take advantage of larger events or collaborative opportunities as they are presented. As most tools and services were still in the initial stages when the document was produced, it also allowed for easy modification of courses if it was later felt that different topics/modules should be included in an event, or that training on a specific aspect of a service was no longer necessary. The modules outlined were as follows:

Planets-1: Digital preservation and the Planets approach

Planets-2: The preservation planning process

Planets-3: Identifying essential characteristics of digital objects (objective trees)

Planets-4: Building a preservation plan using the Planets approach

Planets-5: Preservation planning decision support tool (Plato)

Planets-6: Preservation approaches

Planets-7: Planets registries

Planets-8: Preservation action toolset

Planets-9: Characterisation framework

Planets-10: The testbed environment

Planets-11: Carrying out a testbed experiment

Planets-12: The Planets interoperability framework/architecture

Planets-13: Installation/configuration of a Planets service node

Planets-14: Wrapping tools as Planets services

Planets-15: Creation and integration of external data sources

Following on from the individual modules, the training plan then tentatively outlined some proposed face-to-face courses for the training programme, including dates and locations. These were suggested with the understanding that changes may need to be made if future collaborative opportunities were presented. The courses were divided into two levels, namely sessions on the preservation planning process for a more general audience including librarians and archivists, and a course on the tools for preservation planning which would be directed at IT experts, developers and vendors. The timings were based around expectations of when various tools and services would be ready for external access. The following table summarises the proposed events.

Course Title	Date	Location	Duration (days)	Modules Used
The preservation process and identifying	September 2007	Vilnius	2	Planets-1 Planets-2

	November 2007	Vienna		
Building preservation plans	Spring 2008	London	2	Planets-4 Planets-6 Planets-7
	Spring 2008	Budapest		
Evaluating and selecting preservation plans in a testbed environment	Autumn 2008	The Hague	3	Planets-10 Planets-11
	Spring 2009	Rome		
The process of preservation planning in a distributed environment	Autumn 2009	Copenhagen	5	Planets-1 Planets-2 Planets-3 Planets-4 Planets-6 Planets-7 Planets-10
	Early 2010	Madrid		
The tools for preservation planning	Spring 2009	Glasgow	5	Planets-5 Planets-8 Planets-9 Planets-12 Planets-13 Planets-14 Planets-15
	Autumn 2009	Prague		

In addition to the proposed face-to-face courses it was anticipated that a Planets training platform would be created, where resources and activities to support the courses could be accessed, as well as more highly developed online tutorials on various Planets tools during the later stages of the project. The course management system selected was the Open Source Moodle.

2.2.3   Course design

The training plan outlined the variety of resources that would be required to support the preparation, delivery and evaluation of training courses. These included forms, checklists and questionnaires to be used while planning the event, templates for presentations and worksheets during the event itself, and evaluation forms and reports to assess the effectiveness of the course. The plan proposed initial procedures for the review of these materials, in order to ensure rigorous quality assurance procedures.

The document also outlined plans for the online learning support facility. It was decided that this would be developed using Moodle, an Open Source course management system which is also being considered for use by CASPAR and DPE. This system provided a number of features that

would be potentially useful to the production of high-quality online training tools, including forums, glossaries, quizzes and interactive lessons. These ideas for course design outlined in the training plan provided a basis from which materials were then developed further as part of the training development task.

2.3   Development of training material templates

Task DT6.2 took the ideas for training materials outlined in the training plan, and developed these further through the production of organiser and trainer packs. The first versions of these packs were produced during the summer of 2007, with any necessary revisions made after each training event. They essentially consist of all the templates and forms necessary for organisers and trainers to prepare, deliver and evaluate a training event. The packs were designed in conjunction with DPE and CASPAR, and included the WePreserve branding in templates with the understanding that many events would be collaborative initiatives.

2.3.1   Organiser pack

The organiser pack was a detailed document with a large number of templates to cover any documentation that may be needed for an event. Materials consisted of the following:

- **Checklists**
    - Pre-event checklist
    - Event checklist
    - Post-event checklist

- **Announcement and promotion templates**
    - Course information template
    - Registration form
    - Logistics template

- **Attendee packs and supporting material templates**
    - Agenda template
    - Participant list template
    - Badge template
    - Sign-in sheet
    - Self-introduction form
    - Delegate pack front cover
    - Session pack front cover
    - Certificate template

- **Sample letters and correspondence**
    - Speaker invite letter
    - Speaker thank you letter
    - Participant thank you letter

- **Questionnaires**
    - Pre-course questionnaire template
    - Feedback form

- **Report templates**
    - Feedback report template
    - Event report template
    - Evaluation report template

- **Administrative forms**
    - Course initiation form
    - Course business plan
    - Registration fees receipt

- Course completion form

2.3.2   Trainer pack

The trainer pack followed a similar format to the organiser pack, but with all the materials a trainer would require to develop their session and to assist the organisers in preparing and evaluating the event. It was intended that trainers would be directed to these packs as soon as they confirmed their availability for an event, and would return any necessary forms and templates to the organisers as outlined in the timeframe at the beginning of the document. The trainer pack consisted of the following templates:

- **Session planning**

  - Module description form
  - Teaching methods options sheet
  - Pre-course questionnaire form (for participants to complete)
  - Recording/publication agreement

- **Attendee packs and supporting material templates**
  - Session abstract template
  - Speaker biography template
  - Worksheet template
  - PowerPoint template

- **Event evaluation**
  - Speaker feedback form

The development of the organiser and trainer packs provided a basis for all the documentation necessary in relation to a training event, and allowed for the coordinated organisation of the first Planets training events.

2.4   Planets Moodle

Following the specifications provided in the training plan, the general platform for the Planets online learning support facility was developed, using the Moodle course management software. A homepage was created along with links to pages for any planned courses.
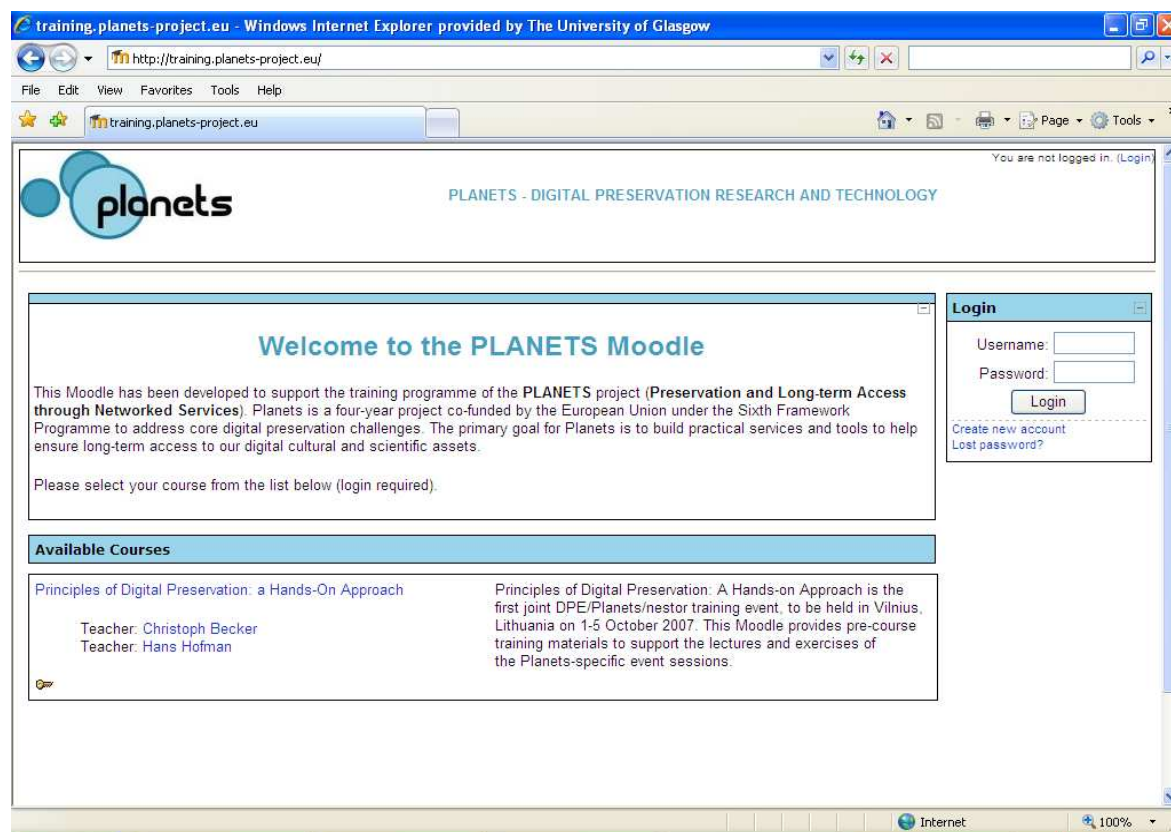
The facility was launched as part of the first Planets training course, with materials to support the lectures and exercises of the Planets-specific sessions of the event.

3. Events

The training plan and development tasks provided the basis for the training programme as a whole, and specifically for the first two events. These two courses used the same modules, but differed in their overall subject matter and organisation. The first event was delivered as an external collaboration with two other digital preservation projects. The second was organised in conjunction with the Planets Outreach workpackage, and delivered a project-specific course.

3.1 The first joint DPE/Planets/nestor training event – 'Principles of digital preservation: a hands-on approach' 1-5 October 2007, Vilnius, Lithuania http://www.wepreserve.eu/events/dpe-planets-vilnius-2007/

3.1.1 Background and description

The first Planets training event took place in Vilnius, Lithuania, from 1-5 October 2007. The event was organised in collaboration with DPE and nestor, and coincided with the international conference 'Communication of memory in archives, museums and libraries: the interaction of science, policy and practice'. There were a number of reasons why the decision was made to hold the event at this location and time. First, holding a training event in conjunction with a larger conference would offer a better opportunity for take-up among potential participants. Secondly, the Lithuanian partners in DPE had provided a strong case for the delivery of a digital preservation training event in the Baltic States, emphasising how digital preservation was a new, though developing topic in which cultural heritage institutions required high-level but comprehensive tuition. Teaching participants about the work of Planets at this early stage would develop knowledge of the project's tools among this otherwise new audience, and would support the plans to target Eastern European countries in the general dissemination of Planets. Lastly, the willingness of other digital projects to participate suggested the possibility of a fruitful collaboration that could provide a good basis for future joint events.

Building on the knowledge provided by DPE of local needs and requirements, it was decided that the target audience would be practitioners and researchers from the library, archives and museums sector, but also other institutions such as data archives, government departments and businesses. A high proportion of participants from the Baltic States were expected, but the event was open to anyone from another country who wished to attend. As overall knowledge of digital preservation was relatively low in this area of Europe, a broad, high-level course programme was designed which covered a range of digital preservation topics (see Appendix A1). In line with the first course outlined in the training plan, Planets delivered sessions on the preservation planning process and identifying essential characteristics of digital objects. What set this apart from other general digital preservation courses was the hands-on nature of the sessions, where after initial lectures attendees participated in practical exercises to consolidate their knowledge and apply it to real-world examples. In addition to the face-to-face course training, resources and exercises were made available to participants through the DPE and Planets Moodles, launched as part of this training event, both before and after the course.

Registration for the event opened on 20 August 2007, with the event page displayed through the WePreserve website. The announcement was circulated through a wide variety of communication channels (see Appendix A2). Course fees, calculated according to the local costs of organising the event, were €100 for DPE User Community and DPE/Planets/CASPAR Consortium members, and €250 for all other participants. The fees included coffee and lunch each day, one evening reception, one dinner and social excursion, and access to the online training materials. The venue allowed for the attendance of 30 participants, with an expected take-up of approximately 25.

3.1.2   Evaluation

The event was attended by 21 participants and five speakers from 12 different countries, and was a definite success. A significant proportion of the attendees were librarians and archivists, but more technical posts were also represented and included technicians, software developers and software consultants. A full event report was produced shortly after the event and added to the event webpage (see Appendix A3). Immediately after the event, and in the weeks following, a number of activities were initiated to assess the effectiveness of the course.

Participant feedback forms and summary – At the end of the event participants were asked to complete a feedback form asking them various questions about the event (see Appendix A4 for copy of form). Nineteen forms were returned, giving a response rate of 90.5%. The responses were collated and described in a feedback summary (Appendix A5), which was displayed on the event page alongside the event report. The feedback emphasised the success of the event, with all sessions receiving praise and many participants stating their willingness to attend future events. The organisation, structure and practical exercise elements of the event received significant praise, while background documentation and online materials were highlighted as areas for possible improvement.

Event report – This document was produced in order to consider in detail the strengths and weaknesses of the event, and where future improvements could be made. It was based on the feedback from participants, along with the organisers' own thoughts and experiences. The full report can be seen in Appendix A6. In summary, the findings of the report were as follows:

- **Successful areas**

  - Organisation and coordination of event

  - Structure of overall event and arrangement of individual sessions

  - Topics covered by the course, both in terms of variety and specific subjects

  - Teaching methodologies, in particular the hands-on exercises and the discussions with other participants

- **Areas for improvement**

  - Earlier preparation of and access to online materials and exercises

  - Better quality of online materials and background documentation which is more focused and directly linked to the individual sessions

  - Quality of handouts (all images and schemas clearly readable)

  - Clearer allocation of tasks between organisers (with the help of the packs and checklists included in these)

  - Clearer timeframes for when documentation needs to be sent to organisers for printing or uploading

  - Structured QA process for revision and approval of course materials and reports

  - General refinement of exercises and closer collaboration between speakers/trainers

Overall, the course was a success, effectively meeting its objectives and providing a suitable framework for future events. As a result of this being the first training event for DPE and Planets, as well as the first collaborative training venture for both projects, areas for improvement were identified, but all of these could be easily addressed with some refinements to existing procedures before future collaborative events.

3.2   'Planning the future with Planets: a preservation planning tutorial'
14-15 April 2008, Vienna, Austria
http://www.planets-project.eu/events/pp-vienna-2008/

3.2.1   Background and description

The second Planets training event took place in Vienna, Austria, from the 14-15 April 2008. The tutorial was organised in conjunction with the Planets DT10 workpackage, Outreach, and in contrast to the first training course was a Planets-specific event. Again various factors influenced the decision to hold this event. Whilst the training plan had proposed a second delivery of a preservation planning process and objective tree course in Vienna (originally for November 2007), DT10 had also made initial proposals for a preservation planning workshop in Vienna in Spring 2008. It was agreed that this would be a mutually good opportunity for the two workpackages to work closely together and to increase potential uptake by combining a workshop and training session into one overall event.

The general consensus was that for an event of this nature the target audience should be relatively broad, so as to encourage a variety of sectors to be represented. Library and archive institutions, repository managers, systems developers and integrators, and anyone involved in the long-term preservation of digital materials were all therefore invited to attend. Devising a programme which met the requirements of both the Outreach and Training workpackages, whilst still providing a consistent and cohesive agenda for participants, was a definite challenge for this event. The eventual programme which was agreed (appendix B1) followed the format of a first day which introduced the project and the preservation planning process, encouraging participants to provide feedback on the tools and services which were in development, followed by a second day of hands-on training similar to the sessions provided at the first training event. This arrangement allowed the tutorial to introduce more general aspects during the first day to meet the requirements of DT10, leading to more detailed practical training on the second day delivered by partners from DT6.

Registration for the event opened on 29th February 2008, with the event page displayed on the Planets website. The announcement was circulated through a wide variety of communications channels (appendix B2). Course fees were set at €90 to cover venue and catering costs. The fees included morning and afternoon refreshments and lunch on each of the two days. A social gathering was organised at Der Bettelstudent, which was paid for by participating delegates.

3.2.2   Evaluation

The event was attended by 48 participants and seven speakers from five Planets partner institutions. Almost sixty per cent of delegates represented library and archive user communities and 25 per cent software provider and repository manager user communities. . The remainder comprised local government, commercial companies, consultants, academic institutions, provincial libraries and archives.

Participant feedback forms and summary. Twenty-one delegates completed an event feedback form on Day 2 of the event. These were collated and analysed to produce a full event report after the event (appendix B5). The event aimed to attract 40 attendees and to achieve a rating by 70 per cent of delegates as good or better against sixteen criteria. The evaluation indicated that the combined outreach and training model had been highly successful. Eighty-three per cent of delegates rated the event overall as good or better in meeting expectations and over 70 per cent said they would attend similar events in future.

Successful areas included:

- Equipping delegates to understand the process of digital preservation planning and Planets

- Addressing the main topic clearly and meeting expectations

- Helping delegates to understand the challenges with digital preservation planning

- The quality of: speakers, communication, content, structure of the event, documentation, value-for-money, administration, venue and catering.

- Practical focus and opportunity to work with Planets tools

- Motivation and enthusiasm of speakers

Areas for improvement:

- Pacing of the event – delegates found that there was too much content to cover in two days

- Rhythm – there were some impromptu changes to the programme that upset the first day

- Learning materials - delegates wanted materials to be provided in advance

- Documentation – some documentation was only made available during the event

Other feedback indicated the importance of the topics to attendance. Speakers and location figured less significantly.

Overall, the event was highly successful in meeting its objectives. It has provided a framework for future events. The model has been proposed as the basis for training and outreach activity during the next 18 months of the Planets project.

4.   Conclusions and lessons learnt

The training activities to date have been part of an exploratory period for the training programme, when its structure, plans and collaborative opportunities have been tested with unique events and the development of initial training materials. A number of lessons and conclusions can be drawn from these activities, which will be incorporated into future plans for the programme.

4.1   Effectiveness of training programme structure

The modular structure of the training programme has proved highly useful to date. Its anticipated flexibility has been demonstrated, through allowing for the use of modules as individual sessions at larger collaborative events. This arrangement would not have been possible if longer, detailed and thus more restrictive courses had been specified. The problem with planning and conducting a training programme from the early stages of a project of this nature is that many tools and services are not finalised or sufficiently developed to make training valid or productive until nearer the end of the project. It was also difficult to gauge at the time the training plan was produced exactly what products would be ready at which dates. By having a modular structure we have been able to focus on smaller elements as they have become sufficiently ready, and to combine these with larger, more general training events. If tools are delayed, modules can also be altered or moved around accordingly without damaging the overall structure of the programme.

Holding both internal and external collaborative events has demonstrated some of the options available to the workpackage in delivering training events. As awareness of Planets is still being developed and a limited number of services are available, holding a Planets-specific training event would have been challenging in terms of both content and take-up. By taking advantage of collaborative opportunities in these early phases we have been able to deliver successful training on key aspects of the project to a larger audience than would have been possible in specific Planets training courses. This will therefore be a good approach to continue until there is sufficient Planets awareness and enough completed tools near the end of the project to deliver a dedicated Planets training event.

4.2   Communication and collaboration

The training workpackage has a responsibility to work with the rest of the Dissemination and Take-up sub-project, plus other digital preservation projects. By running events with both of these groups we have investigated ways in which these relationships can be utilised.

Holding a collaborative training event with DPE and nestor demonstrated the potential for delivering successful events with other DP projects. All worked well together and developed a programme that was ideal for the course's audience. The time taken to agree on a programme, however, was considerable, and was probably underestimated when initial plans were discussed. Ensuring a balance between the interests and objectives of individual projects, while at the same time providing a coherent event for participants, is a challenge that cannot be underestimated, and which it is anticipated will only become increasingly difficult when more subject-specific courses are discussed. In particular, devising programmes with projects that are developing different solutions, such as CASPAR, will require careful consideration and cooperation. The workpackage therefore intends to identify collaborative events at much earlier opportunities, to allow sufficient time for the discussion period that will follow.

Collaborating with the Outreach workpackage (DT10) to deliver a joint workshop and training event was a new idea, and one that provided its own challenges. Although through its modular arrangement the training aspect of the event was already developed to some extent, devising a programme which covered the outreach and training requirements adequately and without

appearing disjointed did require careful consideration. The event demonstrated the mutual benefits of Outreach and Training working together on planned events with similar themes. The discussion and feedback element of the tutorial provided the training with a clearer understanding of what potential audiences and stakeholders expected from the project, while the training offered added value for participants and encouraged higher take-up of the event.

Both approaches demonstrated the validity of working alongside other workpackages and projects in organising events, and that a mixture of collaboration with both can be successful. The workpackage will continue to pursue these opportunities for the remainder of the training programme.

4.3   Online training materials

The use of Moodle and online training materials helped to enrich the sessions that have been delivered so far. The process of trainers creating and adding material to the course pages themselves could have been more successful, as some trainers had no prior knowledge of the course management system and did not fully utilise the facilities on offer. It has been concluded that a more coordinated approach to the development of training materials is required, with one or two partners having responsibility for the strategic development of the facility and working with trainers to design more comprehensive and sophisticated supporting materials.

Timely production of materials for course participants is also essential if the online materials are to have any added value. The Vilnius event demonstrated that the types of participants likely to attend events (i.e. working professionals as opposed to students) have limited time to work through pre- and post-course materials, so the earlier these can be made accessible the greater the likelihood that they will be used. Trainers should therefore be encouraged to devise online materials for the various modules as Planets tools and services are finalised, rather than working on their development in the build-up to a training course when delays could prove costly. More details of plans for the future development of the online training materials can be seen in section 5.

5.   Plans for future activities

Based on the activities to date, and the conclusions and lessons learned from these initiatives, this section outlines the workpackage's plans for future activities and development of the training programme.

5.1   Communications and strategy

5.1.1   Internal communications and collaboration

Building on its existing relationships with the Outreach workpackage and the rest of the DT sub-project, the training programme will attempt where possible to coordinate its activities in line with the wider long-term communication and take-up objectives of the project. The DT9 workpackage Communication and Publications has outlined Planets' key communication objectives and the external stakeholders with which it wishes to communicate. In particular, the activities of the training programme will ensure they remain in line with the following objectives:

- to raise the awareness by stakeholder groups of the benefits Planets will bring;

- to promote Planets results and inform stakeholders of significant milestones reached;

- to generate interest and uptake of Planets results;

- to manage external expectations of Planets.

DT9 has also specified the following external stakeholders who will be targeted for communication and dissemination through training activities, which are in line with those outlined in the training plan:

- Related EC-funded projects

- Library and archive institutions

- Suppliers

It is therefore understood that, by sharing information and communicating closely with the rest of the DT sub-project, the workpackage will be able to ensure the delivery of relevant courses and to optimise take-up through the use of the project's communication channels. For example, a number of key partners in Outreach are responsible for engaging further with groups outside the ALM sectors, including suppliers in private industries, to learn more about these institutions' needs and requirements and to increase the number of contacts which the project has. Many of these partners are also involved in DT6, and so can facilitate coordination between DT6 and the rest of DT by sharing their knowledge of these groups and feeding this into decisions on the types of training that may be most appropriate.

Collaboration with the Demonstrators (DT8) workpackage will also be vital in the later stages of the project, as the training programme can use these productions to enrich specific events (see section 5.2).

5.1.2   External communications and collaboration

The training programme will continue to work with DPE and CASPAR to establish joint training events and initiatives. Building on the success of the Vilnius training event, the projects will identify further opportunities for collaboration that will be mutually beneficial to both the projects themselves and the intended audience. As well as the joint delivery of events, the projects will work together in other areas such as developing a shared contacts database for use when promoting events, and providing access to training materials through the WePreserve platform. Planets will also take the opportunity to work with the training programmes of European FP7 projects such as SHAMAN

(http://www.shaman-ip.eu/), along with other digital preservation projects such as the DCC (http://www.dcc.ac.uk) and nestor (http://www.langzeitarchivierung.de/index.php).

In order to ensure effective communication between projects when organising a joint event, the materials produced in the organiser and trainer packs will be periodically assessed and updated based on experiences and feedback at events. The QA process for training proposals and materials was noted as an area requiring further development, so a plan will be produced which outlines the process for reviewing materials for a joint event.

5.1.3   Approach to next phases of training programme and planned events

As previously outlined, the work with other Planets workpackages and external projects has allowed the training programme to deliver successful events and raise the profile of its activities. The workpackage will therefore build on this knowledge in its approach to the next phase of the training programme. There will be an immediate continuation of both larger collaborative events and smaller joint tutorials, in conjunction with conferences, external projects, and the outreach and demonstrator workpackages of Planets. These types of events will cover the remainder of 2008 and the early part of 2009.

From mid 2009 through until the end of the project, as the various Planets tools and services are completed, the training programme will provide Planets-specific training events. The project itself will be well recognised by this point among its target communities, so it is anticipated that there will be sufficient take-up for courses of this nature. These will offer a clearer focus on the Planets tools and services as they are made available to an external audience. More courses will be run that are specifically targeted at industries within the private sector, to encourage take-up of the project's results by vendors and developers. At the same time the programme will continue to target ALM institutions in the end-products of Planets as they reach a stage where they can be applied by end-users. All these courses have the potential to benefit from collaboration with the Demonstrator workpackage, as well as use of the facilities Moodle has to offer.

5.2   Online training

The workpackage will look at a number of ways in which the online training support facility can be developed further during the next phase of the training programme. As mentioned previously, further development and timely production of materials to support face-to-face courses will be essential. The workpackage will therefore allocate dedicated effort to work with other workpackages as products and services are finalised to allow us to develop materials for training modules as they emerge rather than completing the task solely while preparing for specific events.

The workpackage will also investigate further the following opportunities for later development of online training materials:

-   Incorporation of Planets Demonstrations into online facility as they are completed

-   Collaboration with other Digital Preservation projects to develop suite of training materials under the WePreserve platform

-   Self-contained online tutorials where trainers offer support through forums and email contact over a specified time period

These options will offer a more sustainable platform, which could deliver effective training beyond the life of the project itself.

Appendix A

Supporting materials from the first joint DPE/Planets/nestor training event - 'Principles of digital preservation: a hands-on approach', 1-5 October 2007, Vilnius, Lithuania

A.1   Vilnius course programme

Monday, 1 October 2007	
9:00 – 9:30	Registration
9:30 – 10:00	Welcome
10:00 – 11:00	**Lecture I: Introduction in Digital Preservation** *Stefan Strathmann*
11:00 – 11:30	Coffee break
11:30 – 12:30	**Exercise I: Introduction in Digital Preservation**
12:30 – 13:15	Presentation of results + discussion of Exercise I
13:15 – 14.30	Lunch
14:30 – 15:30	**Lecture II: OAIS Reference Model** *Michael Day*
15:30 – 15:45	Coffee break
15:45 – 16:45	**Exercise II: OAIS Reference Model**
16:45 – 17:30	Presentation of results + discussion of Exercise II

Tuesday, 2 October 2007	
9:00 – 10.30	**Lecture III: Preservation metadata** *Michael Day*
10:30 – 11:00	Coffee break
11:00 – 12:00	**Exercise III: Preservation metadata**
12:00 – 12:45	Presentation of results + discussion of Exercise III
12:45 – 14:00	Lunch
14:00 – 15:30	**Lecture IV: File Formats and significant properties** *Manfred Thaller*
15:30 – 15:45	Coffee break
15:45 – 16:45	**Exercise IV: File Formats and significant properties**
16:45 – 17:30	Presentation of results + discussion of Exercise IV
18.00 - 22.00	Social Event *Dinner + Night excursion 'Vilnius Legends – Ghost trip'*

Wednesday, 3 October 2007	
9:00 – 9:45	**Lecture V: Trusted repositories** *Stefan Strathmann*
9:45 – 10:00	Discussion
10:00 – 10:30	**Exercise V: Trusted repositories**
10:30 – 11:00	Coffee break
11:00 – 11:30	**Exercise V: Trusted repositories**
11:30 – 12:15	Presentation of results + discussion of Exercise V
12:45 – 14:00	Lunch
14:00 – 15:30	**Lecture VI: The Preservation Planning Process and Planets** *Hans Hofman, Christoph Becker*
15:30 – 15:45	Coffee break
15:45 – 16:45	**Exercise VI: The Preservation Planning Process and Planets**
16:45 – 17:30	Presentation of results + discussion of Exercise VI

Thursday, 4 October 2007	
8:30 – 10.30	**Lecture and Exercise VII: Identifying essential characteristics of digital objects: the Planets approach** *Hans Hofman, Christoph Becker*
10:30 – 10:45	Coffee break
10:45 – 12:10	**Exercise VII (cont.): Identifying essential characteristics of digital objects: the Planets approach** *Presentation of results and discussion*
12:10 – 12:30	Feedback, dissemination of certificates
12:30 – 13:30	Lunch
13:50 – 17:40	**Conference**: 'Communication of memory in archives, museums and libraries: the interaction of science, policy and practice'

Friday, 5 October 2007	
8:00 – 18.40	**Conference**: 'Communication of memory in archives, museums and libraries: the interaction of science, policy and practice'

A.2   Vilnius event announcement and communication channels summary

Announcement of Training event

- Vilnius 1-5 October 2007

The following is a list of contacts and communication channels contacted/used in order to announce the training event.

Participants

The following people contributed to announcing the event:

Joy Davidson (HATII) (Planets/DPE)

Jette Junge (SB) (Planets)

Karen Williams (SB) (Planets)

Contacts and channels

Centres and online event calendars

ABM-centrum - abm-centrum.se - webmaster mail: jill.wattin@abm-centrum.se - *Karen*

ABM-Utvikling - www.abm-utvikling.no/kalender - *Karen*

CASPAR - www.casparpreserves.eu/events/events_list - David Giaretta - D.L.Giaretta@rl.ac.uk – *Karen*

Digital Curation Centre - www.dcc.ac.uk/events/events_nondcc - listed on front page but not in calendar of external events – *Jette*

Digital Preservation Coalition Diary - www.dpconline.org/graphics/diary/ - info@dpconline.org – *Karen*

European Preservation Information Center (EPIC) - www.knaw.nl/ecpa/calendar.html - ecpa@bureau.knaw.nl + European Commission on Preservation and Access (ECPA)

(OR: Contact Anne Muller directly at anne.muller@bureau.knaw.nl (she also has access to the EPIC-LST digest. Please note that it is better to use the official address ecpa@bureau.knaw.nl)) – *Karen*

DPE - www.digitalpreservationeurope.eu/events/ - *Joy*

LDB (Centrum för Långsiktigt Digitalt Bevarande) - http://ldb.project.ltu.se/ - Contact webmaster Lena Ohman - lena.ohman@ldb-centrum.se - *Karen*

Planets - www.planets-project.eu/events/ - *Karen*

WePreserve- www.wepreserve.eu/events/ - *Joy*

Discussion groups/forums

JISCmail - www.jiscmail.ac.uk - *Joy*

PADI-FORUM - www.nla.gov.au/padi/format/list.html - write to padiforum-l@nla.gov.au - *Joy*

Discussion lists

DIGLIB – (IFLA-related) - infoserv.inist.fr/wwsympa.fcgi/subrequest/diglib - *Joy*

DIGIPRES - lists.ala.org/wws/info/digipres – *Karen*

DPE (internal) – mail: dpe-all@gla.ac.uk - *Joy*

EPIC-LST - EPIC-LST@NIC.SURFNET.NL - www.knaw.nl/ecpa/activities.html - see also ECPA info - *Karen*

IFLANET – www.ifla.org/II/iflalist.htm - write to mail list DIGLIB diglib@infoserv.inist.fr (Digital Libraries Research mailing list) - *Joy*

RLG's 'oais-implementers' list – www.rlg.org/longterm/oais.html - write to oais-implementers@lists2.rlg.org - *Joy*

Mailing lists

DIGITAL-PRESERVATION - www.jiscmail.ac.uk/lists/digital-preservation.html - *Joy*

IASA Listserv - www.iasa-web.org/pages/ - write to IASALIST@NB.NO - (315 recipients) - *Karen*

MLA News Ebulletin - www.jiscmail.ac.uk/lists/mlanews.html - *Joy*

Newsletters

ABM-centrums nyhetsbrev - www.abm-centrum.se/newsOut.asp - *Karen*

DPC/PADI What's new in digital preservation - www.dpconline.org/graphics/whatsnew/ - Included in general update on Planets – Contact Najla Semple - semplenajla@gmail.com - *Karen*

Historie Online - www.historie-online.dk – Contact Charlotte S. H. Jensen - cshj@oncable.dk – *Karen*

Networks (relevant for reaching small and medium-sized ALMs nationally)

Associates Network (with Digital Curation Centre) - www.dcc.ac.uk/associates - *Joy*

Lokalhistorisk Netværk (Network of ALMs) - www.lokalhistorisknet.dk – *Karen*

The German NESTOR project – www.langzeitarchivierung.de - *Stefan*

Quarterlies

DPC/PADI What's new in digital preservation - www.dpconline.org/graphics/whatsnew/ - Contact: Najla Semple - semplenajla@gmail.com - *Karen*

The event may show up on the following weblogs:

Digitizationblog – News on digitisation in libraries and allied institutions

digitizationblog focuses on digitisation and related activities (such as electronic publishing) in libraries, archives and museums, and is intended to be a source of news relevant to people who manage and implement digitisation projects.

digitizationblog.interoperating.info/?page_id=149
- not contacted directly – looks like the blog is not maintained – 7 September 2007

Available Online
This blog is written by Alastair Dunning, Programme Manager for the JISC Digitisation Programme, and is about digitisation in the UK and beyond
http://availableonline.wordpress.com/

- not contacted directly – event not mentioned – 7 September 2007

Digitization 101

This blog is the creation of Hurst Associates Ltd (www.HurstAssociates.com) and is THE PLACE for staying up-to-date on issues, topics and lessons learned surrounding the creation, management, marketing and preservation of digital assets.

hurstassociates.blogspot.com
- event listed on the blog – 7 September 2007

Digitize everything

Digitize Everything is a blog about digitisation of all types by Michael Yunkin, Web

Content/Metadata Manager at the University of Nevada, Las Vegas (UNLV) Libraries.

www.digiwik.org/digitize-everything
- the blog disappeared again – 7 September 2007

DAVA – Digital Audiovisual Archiving

A blog focused on the digital transformation and preservation of audiovisual material

av-archive.blogspot.com
- not contacted directly – event not mentioned – 7 September 2007

File Formats Blog

News and comments about technical issues relating to file formats, file validation and archival software

fileformats.blogspot.com
- not contacted directly – event not mentioned – 7 September 2007

The Ten Thousand Year Blog

David Mattison - he describes his blog as "thoughts about and pointers to the world of digital preservation, digital libraries, e-learning, science, and history by an archivist." In addition to providing links to news and resources, the site provides commentary on current trends in online information preservation and management."

www.davidmattison.ca/wordpress

- not contacted directly – event not mentioned – 7 September 2007

Joy has also announced the event on the following mail lists:

JISCMAIL-lists

AHDS-ALL@JISCMAIL.AC.UK

ARCHIVES-NRA@JISCMAIL.AC.UK

ARTIFACT@JISCMAIL.AC.UK

ART-TECHNOLOGY@JISCMAIL.AC.UK

BSN-DC-request@jiscmail.ac.uk

BSS-ANNOUNCE-request@jiscmail.ac.uk

BUSINESSOBJECTS-request@jiscmail.ac.uk

BUSINESS-PROCESS-MANAGEMENT-request@jiscmail.ac.uk

CETIS-ACCESSIBILITY@JISCMAIL.AC.UK

CLIN-LIB-request@jiscmail.ac.uk

COFHE-request@jiscmail.ac.uk

data-protection-request@jiscmail.ac.uk

DCC-DEVELOPMENT@JISCMAIL.AC.UK

DC-PRESERVATION@JISCMAIL.AC.UK

DIGITAL-ARTS-FORUM@JISCMAIL.AC.UK

DIGITAL-PRESERVATION@JISCMAIL.AC.UK

DP-FOI-TECH-request@jiscmail.ac.uk

E-BUSINESS-request@jiscmail.ac.uk

E-DOCUMENTMANAGEMENT-request@jiscmail.ac.uk

E-FRAMEWORK-request@jiscmail.ac.uk

ENTERPRISE-HE-request@jiscmail.ac.uk

ESDS-NEWS-request@jiscmail.ac.uk

EURODOC-request@jiscmail.ac.uk

EUROTALK-request@jiscmail.ac.uk

EVIDENCE-BASED-LIBRARIES-request@jiscmail.ac.uk

FE-COUNSELLORS-ERNSG-request@jiscmail.ac.uk

FE-IN-HEIS-request@jiscmail.ac.uk

HEACADEMY-GENERAL-request@jiscmail.ac.uk

INTEROPERABILITY@JISCMAIL.AC.UK

IRNET-request@jiscmail.ac.uk

ITSUPPORT-request@jiscmail.ac.uk

JISC-ANNOUNCE-request@jiscmail.ac.uk

JISC-E-COLLECTIONS@JISCMAIL.AC.UK

JISC-RSC-E-ERTMF-request@jiscmail.ac.uk

JISC-RSC-E-NLN-request@jiscmail.ac.uk

JISC-RSC-NW-ET-request@jiscmail.ac.uk

JISC-TSW@JISCMAIL.AC.UK

KEY-SKILLS-EASTERN-REGION-request@jiscmail.ac.uk

KNOW-ORG-request@jiscmail.ac.uk

LIS-CIGS@JISCMAIL.AC.UK

LIS-CILIP@JISCMAIL.AC.UK

LIS-EUROPEAN-PROGRAMMES@JISCMAIL.AC.UK

LIS-SCI-MED-EMPIRE@JISCMAIL.AC.UK

LIS-SCITECH@JISCMAIL.AC.UK

LIS-SOCIALSCIENCE@JISCMAIL.AC.UK

MCG@JISCMAIL.AC.UK

SCOTSLINK@JISCMAIL.AC.UK

SCRAN@JISCMAIL.AC.UK

YHUA-REGIONAL-request@jiscmail.ac.uk

Others

arcan-l@majordomo.srv.ualberta.ca

asis-l@asis.org

dcc-associates@lists.nesc.ac.uk

diglib@infoserv.inist.fr

EAHIL-L@LISTSERV.KIB.KI.SE

ERIL-L@LISTSERV.BINGHAMTON.EDU

mcn-l@listserv.mcn.edu

ninch-announce@cni.org

oais-implementers@lists2.rlg.org

padiforum-l@nla.gov.au

The following contacts have been contacted by representatives from fellow organisers:

- DCC

- DPC

- nestor

- various Lithuanian, Latvian and Estonian Associations of libraries and museums

The following announcement has been sent:

****

The first joint DPE/Planets/nestor training event

'Principles of Digital Preservation: a hands-on approach'

Vilnius, Lithuania

1-5 October 2007

http://www.wepreserve.eu/events/dpe-planets-vilnius-2007

DigitalPreservationEurope (DPE), Preservation and Long-term Access through Networked Services (Planets), and nestor - Network of Expertise in Long-Term Storage of Digital Resources are delighted to announce that they will be delivering their first joint training event to introduce the Principles of Digital Preservation.

This event will be held in Vilnius, Lithuania from 1-5 October 2007. This event is being held in cooperation with the international conference "Communication of memory in archives, museums and libraries: the interaction of science, policy and practice" which will provide participants with further networking opportunities to meet with other researchers, international experts, and practitioners across disciplinary and national boundaries.

Benefits of Attendance:

This training event will introduce participants to a number of key digital preservation principles and provide them with an opportunity to apply this knowledge through a number of hands-on exercises. Participants will leave with:

. an awareness and understanding of key digital preservation issues and challenges,

. an appreciation of the range of roles and responsibilities involved with digital preservation activity,

. a developed understanding of the role and use of metadata,

. a familiarity with file formats currently considered beneficial for preservation

. an insight into the concepts of trust and trustworthiness in the context of digital preservation,

. an understanding of the 'utility analysis' methodology within the framework of preservation planning and opportunity to build objective trees for different types of digital objects within their own institutions

Target Audience:

This event will be of value to practitioners and researchers from the archives, libraries and museums sector, as well as other institutions such as data archives, government departments and businesses with an interest in the topic.

Format:

Internationally established lecturers will lead each half-day session. Lecturers will assist attendees in understanding the main principles of digital preservation and how to address them in practice through a number of practical exercises. Students will be provided with access to online course materials covering the topics that will be discussed before and after the training event.

Course Fees and Registration:

For DPE/Planets/CASPAR/nestor User Community members - 100 Euros

All other participants - 250 Euros

To register, please go to

http://www.wepreserve.eu/events/dpe-planets-vilnius-2007/register/.

For information on travel and accommodation options, please see

http://www.wepreserve.eu/events/dpe-planets-vilnius-2007/.

****

A.3   Vilnius event report

DPE/Planets/nestor joint training event 'Principles of Digital Preservation: a hands-on approach'

Martynas Mazvydas National Library of Lithuania
Vilnius
26 September – 9 October 2007

The first DPE/Planets/nestor joint training event, 'Principles of Digital Preservation: a hands-on approach', was held in Vilnius on 1-5 October 2007. It was organised by the DPE partner, Institute of Library and Information science of Vilnius University, in cooperation with colleagues from the Planets[1] and nestor[2] projects. The aim of the training event was to introduce the principles of digital preservation, and to explain the key needs and challenges in this area.

The event took place at the Martynas Mazvydas National Library of Lithuania. Almost 30 practitioners and researchers from seven countries attended, representing libraries, archives and a variety of other institutions from the cultural heritage sector. The event followed the structure of individual sessions, with each covering a specific aspect of digital preservation. Sessions consisted of introductory lectures, followed by group work, presentation of results and discussion. The different professional backgrounds and experiences of participants allowed for interesting debates and provided the possibility to share experience or raise specific issues. In addition to the sessions participants were provided with access to online training materials before and after the course, including recommended reading, questions and exercises. This allowed for the development of knowledge and skills beyond the issues covered during the event.

This first day started with a general introduction to digital preservation by Stefan Strathmann, who explained the key issues with a focus on the challenges in this relatively new area. Michael Day's afternoon presentation dealt with the Reference Model for an Open Archival Information System (OAIS), an ISO standard (ISO 14721:2003) that has a major influence on the development of digital preservation initiatives. The second day began with an introduction to preservation metadata, again by Michael Day, who spoke about the term metadata, metadata standards, their importance, and functions with reference to the OAIS Information Model and other initiatives. Manfred Thaller's session then provided a thorough understanding of file formats and significant properties currently considered as most useful for long-term preservation.

Wednesday started with Stefan Strathmann's session on trusted repositories, which introduced the nestor Catalogue of Criteria for Trusted Digital Repositories. Hans Hofman and Christoph Becker then gave a presentation on the Preservation Planning Process and Planets, discussing the different steps of the planning process, requirements for preserving digital objects, components of the preservation planning process, and how the work of the Planets project relates to these issues. The final session was entitled 'Identifying essential characteristics of digital objects: the Planets approach' and covered the Planets methodology of evaluating preservation strategies, building on the overview provided in the previous session. During the course, participants also visited the Virtual Library Creation Department at the National Library of Lithuania and were introduced to its decisions on digitisation and storage of digital information.

On Thursday and Friday students and lecturers participated in the international conference[3] 'Communication of memory in archives, museums and libraries: the interaction of science, policy and practice' held at Vilnius University. This provided an excellent opportunity to listen to the outstanding speakers and participate in discussions on digital preservation in Europe.

Apart from the training sessions a number of social activities were organised. Participants were invited to a welcome reception the evening before the course, as well as being treated to a dinner and unforgettable night 'ghost tour' of Vilnius. Several social evenings provided further opportunities for exchange of ideas and networking.

---

[1] http://www.planets-project.eu

[2] http://www.langzeitarchivierung.de/

[3] http://www.kf.vu.lt/atmintis/en/index.php?m=1

The first DPE/Planets/nestor training event was a great success, with participants gaining new knowledge and having the opportunity to discuss their newly acquired skills and apply them to real-life examples. Attendees were particularly impressed by the hands-on approach of this training event, which focused on exercises and practical work that drew upon their own experiences and work contexts. The event was highly praised, with the majority of participants expressing a desire to attend other training events in the future. The next course planned will be the joint DPE and nestor Winter School 2007, which will take place on 11-15 November 2007 in Gernrode (Germany). This event will focus on practical solutions for digital preservation issues. It will be held in the German language. For more information please visit the nestor webpage[4].

---

[4] http://nestor.sub.uni-goettingen.de/winter_school_2007/index.php

A.4   Vilnius participant feedback form

DPE/Planets joint training event 'Principles of digital preservation: hands-on approach'
Vilnius, Lithuania
1-5 October 2007

FEEDBACK FORM

This form is intended to gather information about the event from the participants. It will only take a couple of minutes to fill in, and will provide us with valuable information about the usefulness and benefits of the event.

About the Event

Please rate some of the aspects of the seminar by circling one of the numbers where: **1=Poor** *and* **5=Excellent**

1. How effective were the speakers?

                1   2   3   4   5

2. How would you rate the teaching methods?

                1   2   3   4   5

3. How would you rate the structure of the event?

                1   2   3   4   5

4. How useful was the background documentation?

                1   2   3   4   5

5. How would you rate the organisation of the event?

                1   2   3   4   5

6. How well did you feel that the event addressed the main topic?

                1   2   3   4   5

7. **Was the cost acceptable?** *(Please circle one)*

                Yes   No

8. **Did this event meet your expectations?** *(Please circle one)*

                Yes   No

If not, why not?
_____
_____
_____
_____
_____

9.   What will you be able to take from this event back to your own organisations?
_____
_____
_____
_____
_____
_____

10. What else would you like to have seen covered at this event?
_____
_____
_____
_____
_____
_____

11. What did you like best about this event?
_____
_____
_____
_____
_____
_____

12. What did you like least?
_____
_____
_____
_____
_____
_____

13. How did you hear about this training event? _(Please tick as appropriate)_
-   An Organisation or Institution _(Please specify)_____
-   Colleague
-   Web search
-   Planets Website
-   DPE Website
-   Other (Please specify)_____

14. What motivated you to attend? _(Please tick as appropriate)_

-   Interest in the topic
-   Interest in the DPE and Planets Projects
-   Interest in digital preservation
-   Location
-   Speakers
-   Other (Please specify)

15. Are you likely to attend other DPE/Planets events in the future?
_____
_____
_____

16. Please feel free to make any additional comments.
_____
_____
_____

About you

17. Do you work for a *(Please tick as appropriate)***:**
- ❑ National Library
- ❑ National Archive
- ❑ Public Sector Organisation
- ❑ Commercial company
- ❑ Academic Institution
- ❑ Consultancy
- ❑ Other *(Please specify)*_____

18. **What is your function?** *(Please specify; e.g. Librarian, Digital Archivist, Software Developer, etc.)*
_____

A.5   Vilnius feedback summary

DPE/Planets/nestor joint training event 'Principles of Digital Preservation: a hands-on approach'

Martynas Mazvydas National Library of Lithuania
Vilnius
1-5 October 2007

The first joint DPE/Planets/nestor training event, 'Principles of digital preservation: a hands-on approach', was held at the National Library of Lithuania, Vilnius, on 1-5 October 2007. The event introduced participants to a number of key digital preservation principles and provided them with an opportunity to apply this knowledge through a number of hands-on exercises. The course was held in cooperation with the international conference 'Communication of memories in archives, museums and libraries: the interaction of science, policy and practice', providing participants with further networking opportunities to meet other researchers, international experts and practitioners across disciplinary and national boundaries. The event was targeted at practitioners and researchers from the archives, libraries and museums sectors, as well as other institutions such as data archives, government departments and businesses with an interest in the topic.

Twenty-one participants and five trainers attended the event. At the end of the course, participants were provided with a feedback form to complete. Nineteen forms were returned, giving a response rate of 90.5%. The following is a summary of the responses.

About the event

The first seven questions related to various aspects of the event. Participants were asked to provide ratings between one and five, with one being poor and five being excellent.

1. How effective were the speakers in delivering their sessions?

1=0

2=0

3=16%

4=63%

5=21%

2. How would you rate the teaching methods?

1=0

2=5%

3=11%

4=42%

5=42%

3. How would you rate the structure of the event?

1=0

2=0

3=0

4=37%

5=63%

4. How useful was the background documentation?

1=0

2=5%

3=16%

4=37%

5=42%

5. How would you rate the organisation of the event?

1=0

2=0

3=0

4=26%

5=74%

6. How would you rate the discussions and participation of the attendees?

1=0

2=11%

3=16%

4=52%

5=21%

7. How well did you feel that the event addressed the main topic?

[18 responses]

1=0

2=0

3=5%

4=56%

5=39%

8. Was the cost acceptable?

Y=18

N=1

9. Did this event meet your expectations? If not, why not?

Y=19

N=0

10. What will you be able to take from this event back to your own organisations?

All participants responded positively to this question. The majority highlighted knowledge of the principles of digital preservation and new ideas on how the problem could be addressed as being

the key things they would be able to take back to their own workplaces. A number of participants also highlighted specific sessions as providing useful information. Five responses stated the preservation planning process as being a helpful approach for their work, while three noted file formats and two metadata. One participant noted that their organisation would be interested in the work of Planets.

11. What else would you like to have seen covered at this event?

Eleven participants provided responses to this question, with a variety of answers. Two participants said that they would have liked more technical information, while another would have liked more information on dissemination, usability and access. The use of examples was also highlighted by several participants (3 mentions), with requests for demonstrations, more practical recommendations and examples, or alternatively a more detailed focus on one specific example. One respondent mentioned more group work, and another requested a larger variety of information than just that provided in the presentations. Refinement of exercise and group work could therefore be a possible way to make future improvements. Finally, three participants specifically commented that they were satisfied with the course and could not think of any changes.

12. What did you like best about this event?

Eighteen participants responded to this question. A significant number highlighted more general aspects of the event (5 mentions), such as organisation, speakers, structure and teaching methods. The file formats and preservation planning sessions received specific praise, with one participant commenting how they found the low level of technical information in the former session the most helpful.

Eight participants gave specific attention to the exercises and practical work, complimenting the way this teaching method encouraged them to think about digital preservation for themselves. Finally, in relation to this, two attendees commented on the social aspect of the event and how they enjoyed meeting and working with the other participants.

13. What did you like least?

Only nine participants responded to this question, with no one aspect receiving a large amount of criticism. Four comments were made on the presentations, with the tempo of particular sessions noted as tedious. One participant also commented that the explanation of the Planets project was too wide in relation to the topics covered at the event.

Two participants commented on the varying language skills and technical background of participants being an obstacle, making discussions and agreements during exercises more difficult.

One participant highlighted the lack of background documentation as an issue, with the material on Moodle not linked directly enough to the individual sessions and not made accessible early enough. Other points noted in individual responses were the quality of handouts, the lack of time and the weather!

14. How did you hear about this training event?

An organisation or institution (please specify): -

— National Archives of Poland – 2

— Library – 2

— Vilnius University Library – 1

— Colleague – 9

— Web search – 1

— Planets website – 0

— DPE website – 3

— Nestor website – 0

— Other – 1 ('email and conference')

Participants could provide multiple answers to this question. The most effective method was clearly word of mouth, with nine attendees learning about the event from a colleague. Promotion by individual institutions was also successful, with five attendees hearing through a library or archive (it was not clear if they were members of staff from these organisations).

The evidence of three responses stating the DPE website as their source highlights the growing use of this site as a place to learn about current events and developments in digital preservation. In contrast, no attendee noted the Planets or nestor websites as alerting them to the event.

15. What motivated you to attend?

Multiple answers were again accepted for this question. By far the most popular reason for attendance was an overall interest in the topic (16), showing a continued need for courses of this nature. This was also the most common answer to be provided on its own. The next most popular reason was an interest in DPE/Planets/nestor who ran the event (6), emphasising the importance of the training activities for these projects. Location (4) and speakers (4) were also a significant reason, and one participant noted the hands-on aspect of the course as being a key cause of interest.

16. Are you likely to attend other DPE/Planets/CASPAR events in the future?

Seventeen responses were provided to this question, with fifteen attendees saying yes and two saying 'maybe'. One participant commented that their attendance would be dependent on the topic, location and budget of their organisation.

17. Additional comments

Only two participants provided additional comments. One asked for access to the reading material earlier, a point that had been echoed by another participant in a previous question. The second answer requested 'more time to rest', highlighting the intensive nature of the course.

About you

18. Who do you work for?

Multiple answers to this question were possible. The sector with the most attendees was the library community (11), followed by archives (5). Given the nature of the conference linked to the event, the backgrounds of the speakers and the promotion channels used, this result is not surprising. The presence of four participants from academic institutions represents the increasing interest in digital preservation from this group. One participant from a commercial company and one from a public sector organisation also attended.

19. What previous experience, if any, does your institution have in digital preservation?

Fifteen participants responded to this question. A variety of experience was listed, including digitisation of scientific journals, sound records and manuscripts, along with the archiving of digital documents and datasets. One participant commented that they were involved in some ongoing projects but that these were not well thought through. Two responses stated an involvement in digital preservation projects, indicating that this type of course is of value even to those already involved in digital preservation activities.

Three participants stated that their organisations were just starting work on digital preservation, indicating a reason for their attending a digital preservation training course at this stage. Four participants stated that their institution had no previous experience in digital preservation.

20. How many people does your institution employ?

The figures in this response varied widely, from four people within an individual department to 1000 within an academic institution. The vast majority of participants who came from libraries said that their institution employed between 200 and 500 people, while archives had slightly smaller numbers ranging from 50 to 200. The general figures do indicate that participants were mostly from larger organisations.

21. What is your function?

Seven participants were Librarians, while four were Archivists/Digital Archivists. Individuals from more technical posts were also well represented, with two Technicians, an IT analyst, a Software Developer and a Consultant for library and archive software. The remaining positions listed were Digital Archive Builder, Administrator and Bibliographer.

Conclusion

The overall feedback confirms that this training event was a great success. The organisation and structure were highly rated, and the course met all participants' expectations, providing them with useful knowledge to take back to their own institutions. The sessions also generated interest in current developments and solutions, including those from the Planets project.

The speakers and teaching methods received high praise. Though the lecture format could prove tiresome at times, the examples and group work were a definite highlight of the event. Some refinement of these activities could be one possible improvement for future courses.

Background documentation was also rated as useful, though some comments indicate that earlier access to these types of materials would have allowed participants to ensure better preparation for the individual sessions.

The keenness to attend future events is final proof of the positive effect of the course, in terms of both the quality of training provided and the enjoyment of the event for attendees.

A.6   Vilnius evaluation report

DPE/Planets/nestor joint training event 'Principles of Digital Preservation: a hands-on approach'

Martynas Mazvydas National Library of Lithuania
Vilnius
1-5 October 2007

Lead Partner/project: Digital Preservation Europe (DPE)

Participating Partners: Preservation and Long-term Access through NETworked Services (Planets); Network of Expertise in Long-Term Storage of Digital resources (nestor)

Introduction and description of course:

The first DPE/Planets/nestor joint training event 'Principles of Digital Preservation: a hands-on approach' was held in Vilnius, Lithuania, on 1-5 October 2007. It was organised in a joint initiative between DPE, Planets and nestor. The aim of this training event was to assist participants in understanding the activities surrounding digital preservation, to introduce them to a number of key digital preservation principles and to provide an opportunity to apply this knowledge through a number of hands-on exercises.

The course consisted of the following sessions: -

-    Introduction to Digital Preservation

-    The OAIS Reference Model

-    Preservation Metadata

-    File Formats and Significant Properties

-    Trusted Repositories

-    The Preservation Planning Process and Planets

-    Identifying Essential Characteristics of Digital Objects: the Planets approach

The training event was linked to the international conference 'Communication of memories in archives, museums and libraries: the interaction of science, policy and practice', providing participants with further networking opportunities to meet other researchers, international experts and practitioners across disciplinary and national boundaries.

Before and after the training event participants were provided with access to online course materials including recommended reading, questions and exercises relating to the training event topics.

In addition, participants were provided with a welcome reception the evening before the course began, and a social event and dinner.

Audience:

The course was aimed at practitioners and researchers from the archives, libraries and museums sector, as well as other institutions such as data archives, government departments and businesses with an interest in the topic. Twenty-one participants and five trainers from 12 countries attended the event. As the audience was quite heterogeneous, discussions during sessions were highly productive. The largest groups of attendees were Librarians (8) and Archivists/Digital Archivists (5). Individuals from more technical posts were also represented, with technicians (2), an IT analyst, a Software Developer, a Consultant for library and archive software, as well as Digital Archive Builder, Administrator and Bibliographer. A large majority of the audience were from the

cultural heritage sector (library community (11), archives (5)), as well as academic (5), commercial (1) and public sector (1) institutions. The audience demonstrated that the event had been effectively promoted across Europe, and that the appropriate groups had been targeted.

Organisation of event:

The organisation was one of the most successful elements of the event. Seventy-four per cent of the participant feedback awarded the top mark to the organisation of the course (five out of five), with the remaining 26 per cent giving four out of five. The event itself flowed smoothly, and the additional dinner and social event were also well thought out and coordinated.

One definite challenge before and after the event was coordinating effort between individual partners and projects. The main organisers worked closely and effectively together, though as a first event between these projects there were inevitable unforeseen issues and delays. The organiser and trainer packs, developed at the same time, helped enormously in identifying the tasks that needed to be completed and in ensuring the relevant documentation was easily to hand. Having the final approved versions of these packs prior to the organisation of the event, however, would have been the ideal arrangement.

In relation to this issue the overall QA process for documentation and training materials was complicated and at times fragmented, an inevitable outcome of so many projects and individuals contributing input for one training event. A shared QA plan which clearly outlines the review process, responsibilities and associated timelines is clearly a necessity for future joint events. Better communication of speakers' responsibilities and the importance of meeting delivery deadlines for training materials will be crucial for ensuring that the appropriate level of QA can be performed prior to the event. The plan will therefore also provide timelines for speakers so that their materials pass effectively through the QA process.

Structure of event:

The structure of the event worked extremely well, in terms of both the lecture/exercise format and the combination of more general themes with specific Planets project methodologies. The feedback showed the structure as highly rated, with a significant number of participants highlighting this as one of the key elements they liked best about the training event. The arrangement of the sessions, beginning with more general aspects of digital preservation and ending with more specific techniques through the Planets project, allowed participants to build up their knowledge as the course progressed and worked extremely well.

Content of event:

For a course with a more general theme, and for an audience of this nature, the sessions provided addressed the main topics and issues of digital preservation effectively. Participants' feedback showed that the file formats and preservation-planning sessions were particularly popular topics, and ones that would provide useful knowledge to take back to individual institutions. The main elements highlighted as requiring possible improvements tended to be the refinement of existing sessions and their teaching methods, rather than the inclusion of additional topics that were not covered in the course. For example, more structured and detailed example scenarios would have helped a number of participants. Due to the overall popularity of the exercise format, the projects plan to dedicate effort to the development of more domain-specific exercises and scenarios for future events. This is an approach that is being adopted in other projects such as CASPAR and the DCC, so there may also be an opportunity for collaborative work in this area.

Speakers and learning and teaching methodologies during event:

The speakers and teaching methods received high praise in the event feedback. The lecture and exercise format clearly worked well in the context of this more general event. The lectures were useful in delivering the key points to the overall group, while the exercises provided the true 'hands-on' element of the course. Participants mentioned practical exercises as a thing they liked most about the event, demonstrating that it is efficient to mix lectures and practical tasks, as well as practical examples and tutorials. This teaching method really allowed students to think about the

subjects for themselves and to learn how individuals from other professional backgrounds may consider dealing with certain problems. One participant mentioned the use of demonstrators to further emphasise particular points during the sessions. This would indeed be a useful additional learning method and will certainly be included in future events when specific project tools are refined.

All the speakers were praised highly, with no criticisms of specific approaches apart from the lecture format sometimes being tedious in particular sessions. The comments on refinement of exercise scenarios from participants suggest a need for more pre-course discussion between speakers to establish the most appropriate scenarios for the course as a whole and ensure that exercises are suited to the examples being used.

Supporting material and documentation (including online training):

Background and supporting documentation was essential for this event, and nearly all participants rated these as useful. The print quality of the handouts did receive some criticism, an issue that certainly needs to be addressed for future events. Some speakers also complained prior to the event that the PowerPoint slide templates did not allow enough space for large diagrams and titles. Amendments were made to the templates before the event, but these may still require further refinement as part of the finalising of the organiser and trainer packs. These packs were again extremely helpful in providing standardised templates from which documentation could easily be produced. The need for a more efficient QA process, and for documentation produced by speakers to be available for printing at an earlier stage is still an area that could be improved. It is hoped that a revised timeframe in the packs and a clear QA process will address these issues for further events.

The online training element of the course is an area where definite improvements can be made for future courses. In accordance with DPE's plan to deliver three days' pre-course and three days' post-course training, access to the DPE and Planets Moodles were only granted three days before the event. As the students attending the course were all working professionals, this left them very little time to study the materials provided or to complete all of the exercises. The Planets Moodle was scarcely accessed at all, another possible indication of the time constraints in working through all the materials. Access therefore has to be provided at an earlier stage, to allow participants to prepare adequately for individual sessions. Again, ensuring the timeframes in the QA process allow for the finished materials to be provided in adequate time is essential. Perhaps an approach for future events would also be to focus on developing materials and exercises that will take approximately three days to actually complete and allowing much earlier access to the Moodles.

Improvements to the material itself are required. One participant expressed concerns that there was a general lack of background documentation, with the material on Moodle not linked directly enough to the individual sessions. The assessment of the few assignments submitted was also only carried out after the event, with an organiser providing all feedback. Future improvements would be to ensure automated assessment of assignments using the self-contained quiz and lesson facilities in Moodle. These are marked by the system itself and can be designed to allow final completion only when a student has demonstrated an adequate level of understanding. This would avoid the use of activities such as essays that require individual expert assessment, which has already proved difficult due to time constraints and the different experts involved in each training session.

In order to address both these problems, more involvement and input from speakers and those partners knowledgeable about the specific topics is necessary when producing online training materials. Clearer instructions from organisers on what is required from the online materials would in turn be helpful for the speakers preparing activities.

Communication channels and promotion of event:

The partners responsible for the promotion of the training event worked well together, avoiding duplication of effort and addressing a wider audience with the combined use of each project's own communication channels. Despite the variety of channels used, participants stated word of mouth or colleagues as being the most popular way the event was publicised, but it is unclear whether the more general communication channels used enabled this.

A reminder message about the event to the same channels a few weeks before the course itself would probably have been helpful. More communication between the partners dealing with registrations and those promoting the event would perhaps have made it clearer whether repeat announcements were necessary. A closing date for registration would also have been more effective, allowing for earlier preparation of handouts and access to Moodle due to final numbers being clear.

The projects are currently investigating the development of a shared contacts database, which will be populated by a variety of digital preservation and curation projects. Here, individual contacts who have expressed interest in past events and have given permission for their details to be used will be added to the database for use by the projects involved. This would assist in the communication of future WePreserve events and news and offer a more structured promotion process.

Conclusions

The first joint DPE/Planets/nestor training event was a definite success. The event was well organised, followed a suitable structure, and provided effective teaching methods for participants, particularly with the use of hands-on exercises. The production of and access to supporting materials, both printed and online, could certainly be improved, but still proved sufficient for the event. The division of tasks and the review process for documentation also has scope for refinement, but it is believed that this can be addressed successfully with the production of revised organiser and trainer packs, and a quality assurance plan for the approval of materials. Overall the course has set a good framework for future joint events and a high standard for other training sessions to meet.

Key areas for improvement:

- Earlier preparation of and access to online material and exercises

- Better quality of online materials and background documentation which is more focused and directly linked to the individual sessions

- Quality of handouts (all images and schemas would be clearly readable)

- Clearer allocation of tasks between organisers (with the help of the packs and checklists included in these)

- Clearer timeframes for when documentation needs to be sent to organisers for printing or uploading

- Structured QA process for revision and approval of course materials and reports

- General refinement of exercises and closer collaboration between speakers/trainers

Actions:

- Finalise organiser and trainer packs to provide structured templates and clear tasks and timelines for effective organisation of event.

- Produce shared QA plan for review and approval of course materials and reports.

- Research further facilities available in Moodle and identify useful activities to be developed and utilised by partners/trainers for future events.

Vilma Karvelyte, Kellie Snow

01/11/2007

Appendix B

Supporting materials from 'Planning the future with Planets: a preservation planning tutorial', 14-15 April 2008, Vienna, Austria

B.1   Vienna course programme

Day 1 · Monday, 14th April 2008	
09.00-09.30	Registration
09.30-10.00	Welcome and introduction to the Planets project
10.00-11.00	Introduction to the Planets system and architecture
11.00-11.30	Break
11.30-12.30	Introduction to the preservation planning process
12.30-13.30	Lunch
13.30-14.45	Planets preservation planning continued: what is a preservation plan and how do we create it?
14.45-15.45	Discussion on preservation planning, including gathering of needs and requirements
15.45-16.15	Break
16.15-16.45	Planets dissemination and outreach activities, including gathering of needs and requirements
16.45-17.00	Summary and considerations for day two

Day 2 · Tuesday, 15th April 2008	
09.30-10.00	Outline for the day, reiteration of the preservation planning process
10.00-11.00	Phase 1: Identification of institutional setting and requirements elicitation
11.00-11.30	Break
11.30-13.00	Practical exercise and discussion of results
13.00-14.00	Lunch
14.00-14.45	Phase 2: Defining and setting up a digital preservation experiment, applying preservation strategies
14.45-15.15	Practical exercise
15.15-15.45	Break
15.45-16.15	Phase 3: Analysing results, selecting preservation action of choice, and defining final preservation plan
16.15-16.45	Practical exercise (continued) and discussion of results
16.45-17.00	Summary and conclusions

B.2   Vienna event announcement and communication channels summary

Announcement of "Planning the future with Planets: a preservation planning tutorial"

- Vienna 14-15 April 2008

The following is a list of contacts and communication channels which have been contacted/used in order to announce the tutorial.

PARTICIPANTS

The following people have participated in announcing the event:

- o Lynne Chivers (BL)
- o Jane Humphreys (BL)
- o Andreas Rauber (WIEN)
- o Kellie Snow (HATII)
- o Karen Williams (SB)

CONTACTS AND CHANNELS

CENTRES AND ONLINE EVENT CALENDARS

ABM-centrum - abm-centrum.se - webmaster mail: jill.wattin@abm-centrum.se
Contacted 10 March 2008 - Event not mentioned, 14 April 2008 - Karen

ABM-Utvikling - www.abm-utvikling.no/kalender - (submission form) -
Contacted 10 March 2008 - Karen

Digital Curation Centre - www.dcc.ac.uk/events/events_nondcc - listed in calendar of external events – *Karen*
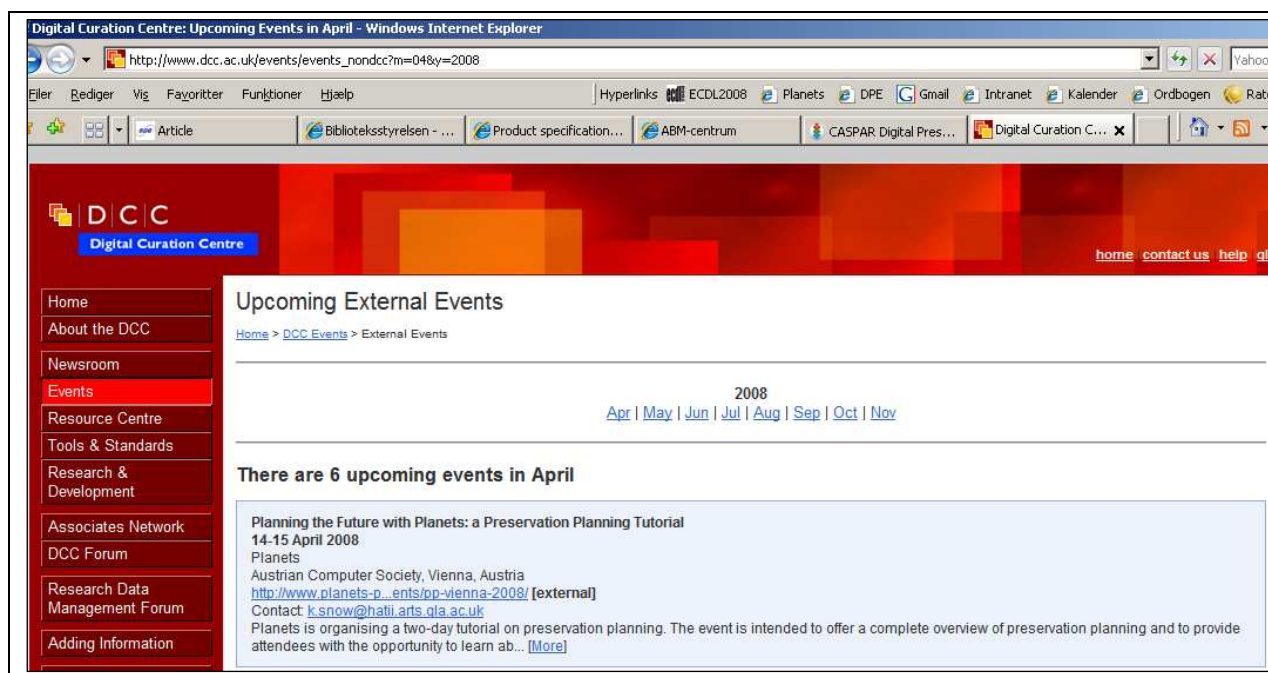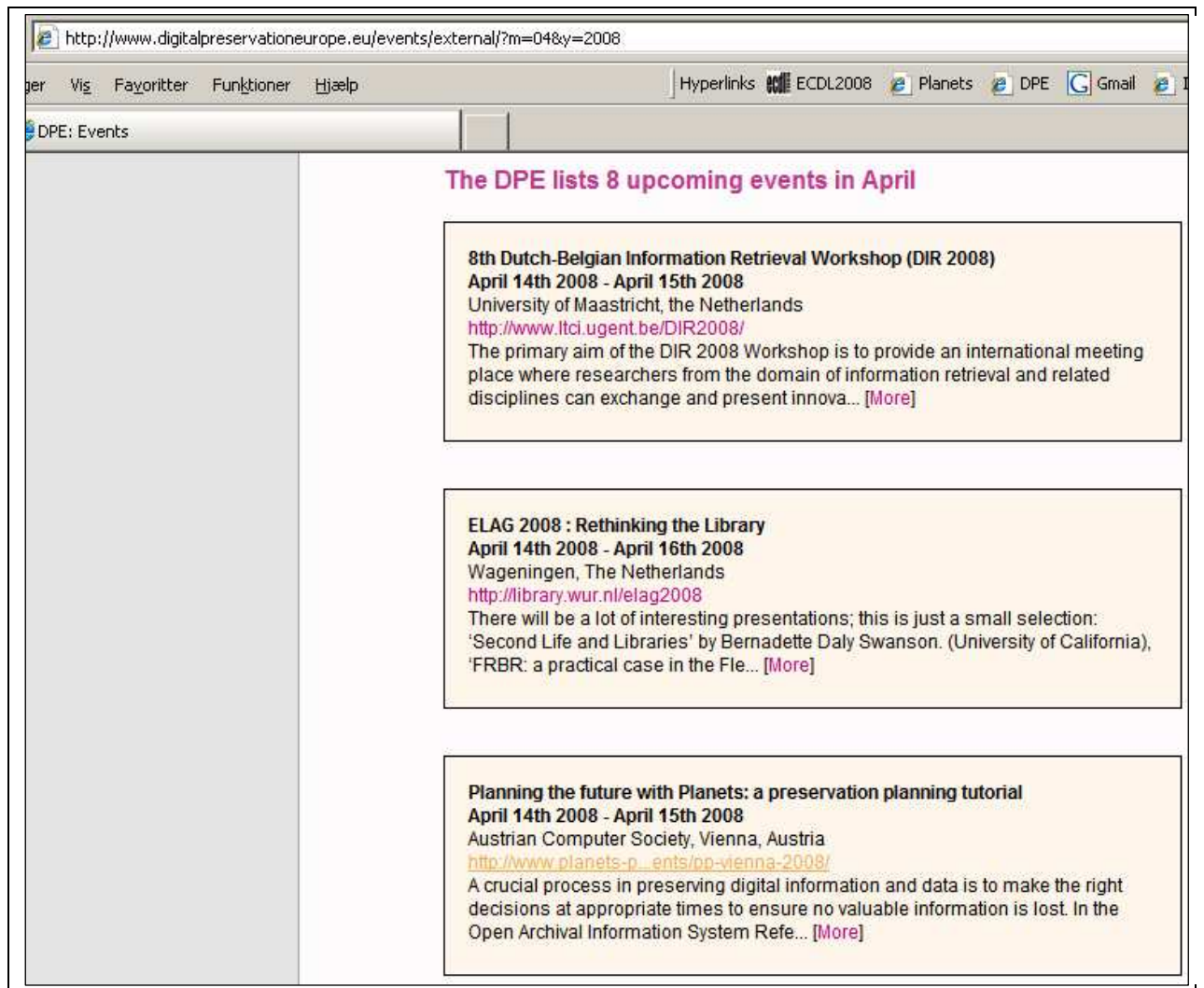
European Preservation Information Center (EPIC) -
www.knaw.nl/ecpa/calendar.html - ecpa@bureau.knaw.nl + European Commission on
Preservation and Access (ECPA) – *Karen*
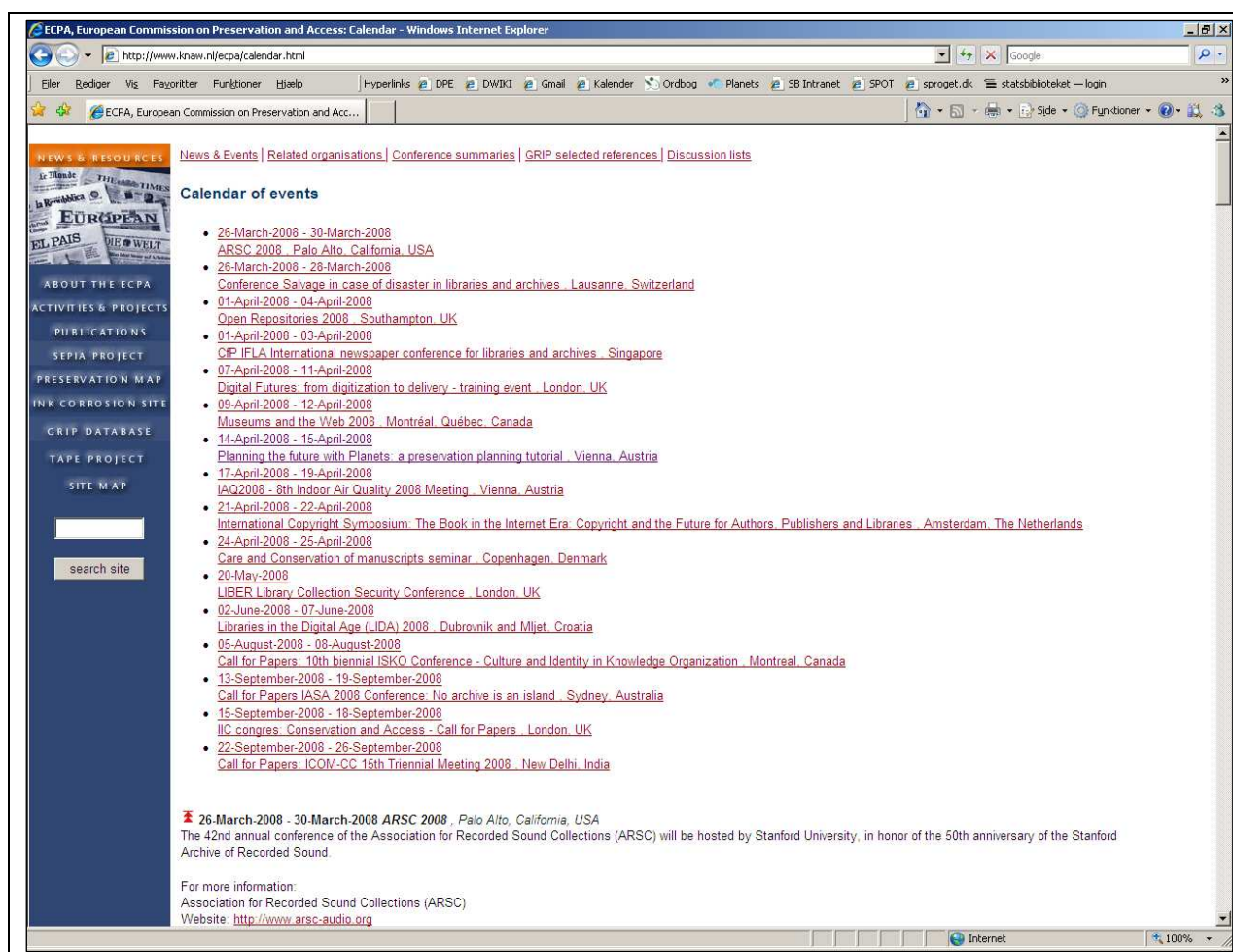
DPE - www.digitalpreservationeurope.eu/events/ – *announcement posted without
prior contact*

http://www.digitalpreservationeurope.eu/events/external/?m=04&y=2008

ger   Vis   Favoritter   Funktioner   Hjælp   Hyperlinks ECDL2008   Planets   DPE   G Gmail

DPE: Events

The DPE lists 8 upcoming events in April

8th Dutch-Belgian Information Retrieval Workshop (DIR 2008)
April 14th 2008 - April 15th 2008
University of Maastricht, the Netherlands
http://www.ltci.ugent.be/DIR2008/
The primary aim of the DIR 2008 Workshop is to provide an international meeting place where researchers from the domain of information retrieval and related disciplines can exchange and present innova... [More]

ELAG 2008 : Rethinking the Library
April 14th 2008 - April 16th 2008
Wageningen, The Netherlands
http://library.wur.nl/elag2008
There will be a lot of interesting presentations; this is just a small selection:
'Second Life and Libraries' by Bernadette Daly Swanson. (University of California), 'FRBR: a practical case in the Fle... [More]

Planning the future with Planets: a preservation planning tutorial
April 14th 2008 - April 15th 2008
Austrian Computer Society, Vienna, Austria
http://www.planets-p...ents/pp-vienna-2008/
A crucial process in preserving digital information and data is to make the right decisions at appropriate times to ensure no valuable information is lost. In the Open Archival Information System Refe... [More]

LDB (Centrum för Långsiktigt Digitalt Bevarande) - http://ldb.project.ltu.se/ -
Contact Lena Ohman lena.ohman@ldb-centrum.se – *Karen*

NESTOR – http://nestor.sub.uni-goettingen.de/calendar/index.php – *announcement posted without prior contact*

Planets - www.planets-project.eu/events/ - *Kellie*
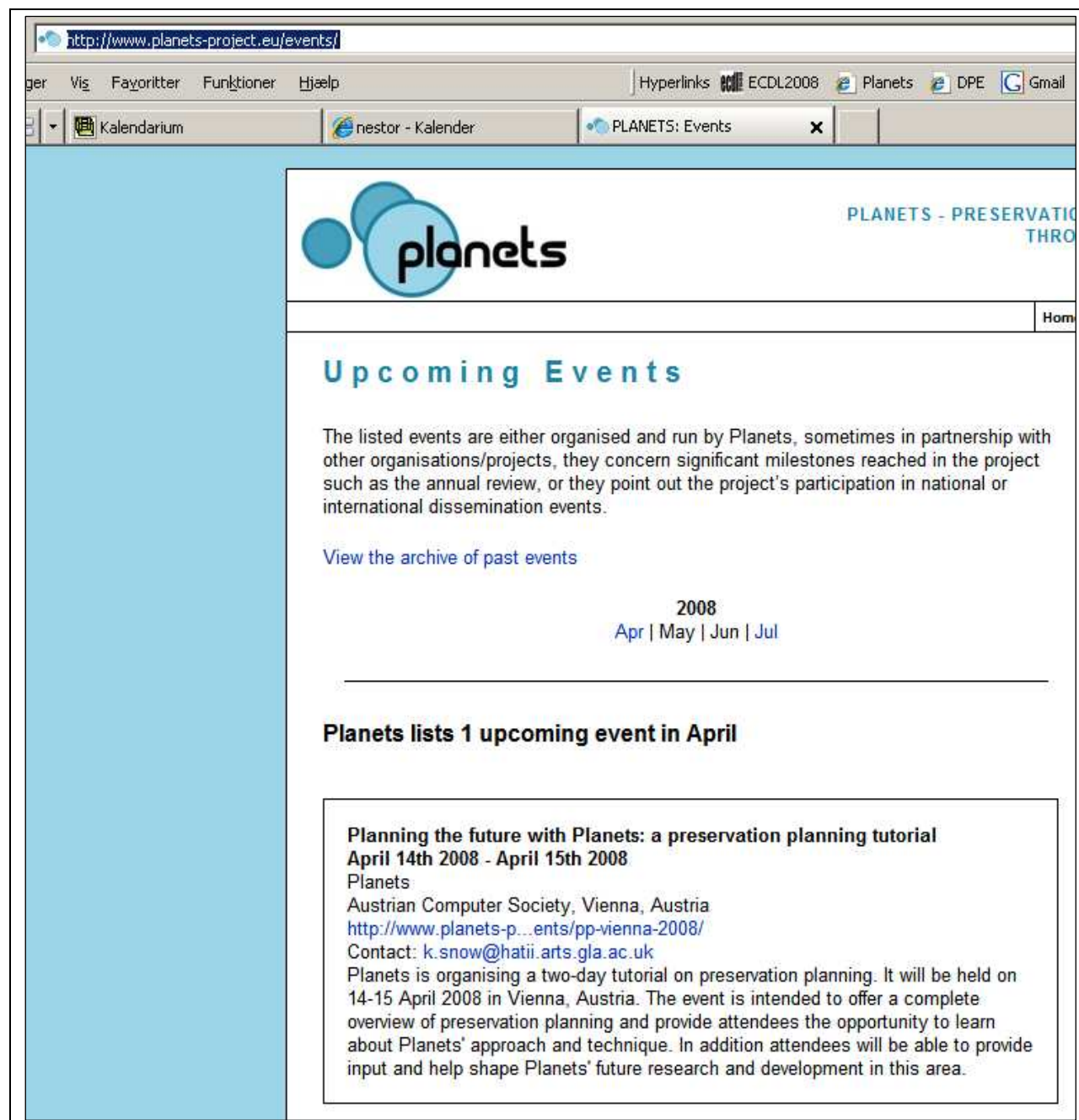
MAIL LISTS

DIGIPRES - lists.ala.org/wws/info/digipres – write to digipres@ala.org – *Karen*

DIGITAL-PRESERVATION - www.jiscmail.ac.uk/lists/digital-preservation.html (1086 recipients) - write to DIGITAL-PRESERVATION@JISCMAIL.AC.UK – *Karen*

DPE (internal) – write to dpe-all@gla.ac.uk – *Karen*

EPIC-LST – write to EPIC-LST@NIC.SURFNET.NL - www.knaw.nl/ecpa/activities.html - see also ECPA info – *Karen*

DIGLIB – (IFLA-related) – www.ifla.org/II/iflalist.htm - write to diglib@infoserv.inist.fr (Digital Libraries Research mailing list) – Karen

JISC-REPOSITORIES - www.jiscmail.ac.uk/cgi-bin/webadmin?A0=JISC-REPOSITORIES (983 recipients) - write to JISC-REPOSITORIES@JISCMAIL.AC.UK – *Lynne*

PADI-FORUM - www.nla.gov.au/padi/format/list.html - write to padiforum-l@nla.gov.au – *Karen*

Planets – write to planets-all@planets-project.eu – *Karen*

IASA Listserv - www.iasa-web.org/pages/ - write to IASALIST@NB.NO - (366 recipients) – *Karen*

Working Group on Digital Preservation of the Austrian Computer Society – *Andreas*

The Network on Digital Preservation of the Federal Chancellery – (app. 300 recipients - quite substantial number of industry partners, plus a range of archives) – *Andreas*

Mailing list of DP-people at the Austrian state archives – (app. 70 recipients - very few academia, some cultural heritage institutions) – *Andreas*

NEWSLETTERS

DPC/PADI What's new in digital preservation - www.dpconline.org/graphics/whatsnew/ - Contact: Najla Semple semplenajla@gmail.com – *Lynne*
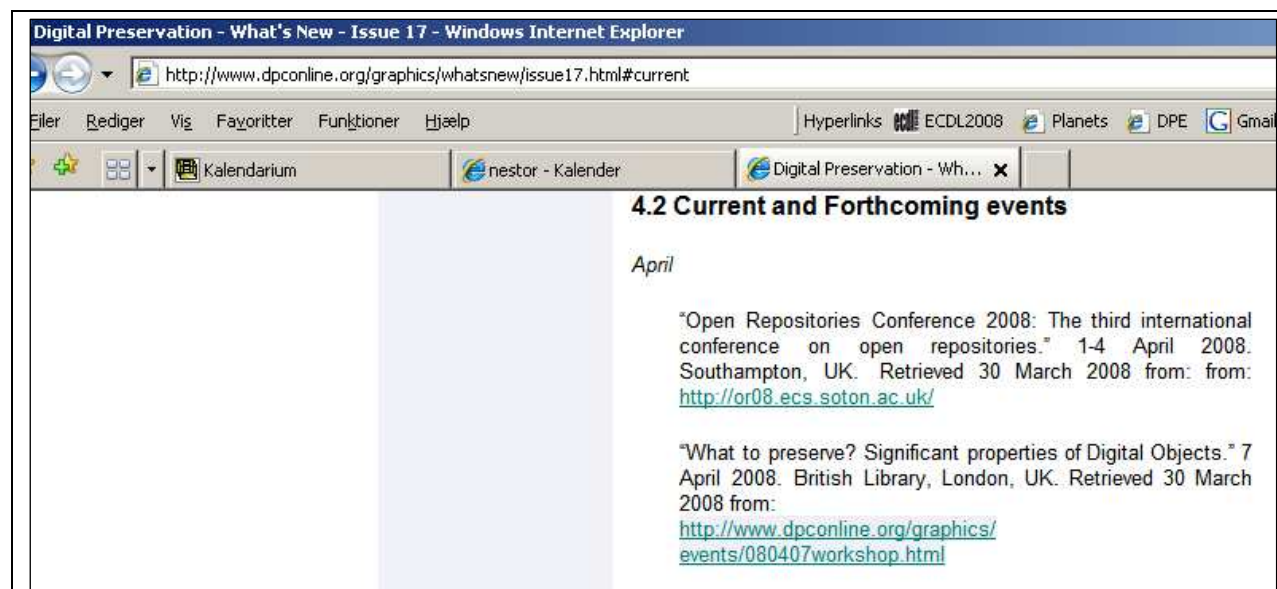
NETWORKS (RELEVANT FOR REACHING SMALL AND MEDIUM-SIZED ALMS NATIONALLY)

Lokalhistorisk Netværk (Network of ALMs in Denmark) -
www.lokalhistorisknet.dk – *Karen*

WEBLOGS WHERE THE EVENT MAY SHOW UP

Available Online
This blog is written by Alastair Dunning, Programme Manager for the JISC Digitisation Programme, and is about digitization in the UK and beyond.
http://availableonline.wordpress.com/
- not contacted directly – event not mentioned – 10 March 2008

Digitization 101
This blog is the creation of Hurst Associates, Ltd. (www.HurstAssociates.com) and is THE PLACE for staying up-to-date on issues, topics, and lessons learned surrounding the creation, management, marketing and preservation of digital assets. (A few other topics are covered when the mood hits!)
hurstassociates.blogspot.com
- event listed on the blog (posted 6 March 2008) – 10 March 2008

Digitizationblog
News on digitization in libraries and allied institutions. digitizationblog focuses on digitization and related activities (such as electronic publishing) in libraries, archives, and museums, and is intended to be a source of news relevant to people who manage and implement digitization projects.
digitizationblog.interoperating.info
- not contacted directly – event not mentioned - 10 March 2008

DAVA – Digital Audiovisual Archiving
A blog focused on the digital transformation and preservation of audiovisual material
av-archive.blogspot.com
- not contacted directly – event not mentioned – 10 March 2008

File Formats Blog
News and comments about technical issues relating to file formats, file validation, and archival software
fileformats.blogspot.com
- not contacted directly – event not mentioned – 10 March 2008

The Ten Thousand Year Blog
David Mattison - he describes his blog as "thoughts about and pointers to the world of digital preservation, digital libraries, e-learning, science, and history by an archivist."
In addition to providing links to news and resources, the site provides commentary on current trends in online information preservation and management.
www.davidmattison.ca/wordpress
- not contacted directly – event not mentioned – 10 March 2008

THE FOLLOWING ANNOUNCEMENT HAS BEEN SENT:

Apologies for cross-posting

****

Planning the future with Planets: a preservation planning tutorial
Austrian Computer Society, Vienna, Austria
14-15 April 2008
www.planets-project.eu/events/pp-vienna-2008/

All organisations need to manage their information assets for as long as they are required, with some information needing long-term preservation. Management of digital information requires different processes from those used for printed material. It is more vulnerable and, due to rapid changes in technology, there is a significant risk that it will become obsolete and inaccessible. The impetus for digital preservation is more obvious for libraries, data centres and archives, whose primary mission is to safeguard information and provide sustained access to cultural and scientific knowledge.

A crucial process in preserving digital information and data is to make the right decisions at appropriate times to ensure no valuable information is lost. In the Open Archival Information System Reference model (OAIS) this process is called preservation planning. The Planets project (www.planets-project.eu) has taken preservation planning as its research focus and aims to develop a distributed, open source, and interoperable environment of tools and services that will support organisations in this decision making process.

In order to provide more detailed knowledge of these services and developments, Planets is organising a two-day tutorial on preservation planning. The event is intended to offer a complete overview of preservation planning and to provide attendees with the opportunity to learn about Planets' approach and technique. In addition attendees will be able to provide input and help shape Planets' future research and development in this area.

Who should attend?
Library and archive institutions, repository managers, systems developers and integrators, and anyone involved in the long-term preservation of digital materials.

Benefits of attendance
- Understanding of the various aspects of preservation planning
- Awareness of the range of services and tools Planets will be delivering
- Input into Planets' future research and development
- Knowledge of the 'utility analysis' methodology and practical skills in building objective trees for different types of digital objects
- Hands-on experience with Plato, a Planets preservation planning tool

Format and Programme
Day one will deliver an overview of the Planets project and the products and services it will be providing, along with presentations on the preservation planning process and Planets' contribution to this. Day two will provide hands-on experience of the Planets approach to preservation planning, including exercises in building objective trees and an introduction to the Planets preservation planning tool, Plato.

The full programme can be found at:
www.planets-project.eu/events/pp-vienna-2008/programme/

Course fees and registration
The fee for the event is €90. To register, please go to:
www.planets-project.eu/events/pp-vienna-2008/register

Closing date for registration is 4 April 2008.

****

Contact Planets

Sign up for Planets news and announcements via the RSS feed at: www.planets-project.eu
For more information on the project, please contact: info@planets-project.eu

Planets - Preservation and Long-term Access through Networked Services, is a four-year project co-funded by the European Union under the Sixth Framework Programme to address core digital preservation challenges.

****

THE FOLLOWING SECOND NOTICE HAS BEEN SENT:

*** Apologies for cross-posting***

****

SECOND NOTICE

Planning for the Future with Planets: a preservation planning tutorial
Austrian Computer Society, Vienna
14-15 April 2008

Registration closes 9 April 2008!

Organisations are increasingly being compelled to manage and retain their informational assets; whether to comply with legislation, audit requirements, environmental, health and safety or government regulations or simply to preserve valuable cultural, scientific and artistic heritage for future generations.

Planning the Future with Planets is a two-day tutorial for librarians, archivists, repository managers, systems developers, integrators and other staff involved in the long-term preservation of digital materials. The event will take a detailed look at the process of planning to preserve digital content plus the Planets approach, technology, tools, and services.

The tutorial will equip delegates with practical skills to identify their organisation's needs, determine, and test digital preservation strategies and choose the most appropriate. Delegates will gain first-hand experience of preservation planning tools such as Planet's Plato and techniques such as utility analysis and building objective trees. There will also be ample opportunity to provide feedback on requirements which will help form the future development of Planets technology.

Trainers and speakers at the event will include: Andreas Rauber, Vienna University of Technology; Ross King, Austrian Research Centres GmbH; Hans Hofman, National Archives of the Netherlands; Max Kaiser and Eleanora Nicchiarelli, Austrian National Library.

For full details of the programme and speakers and to register for the event, please visit: www.planets-project.eu/events/pp-vienna-2008. Or, please contact Kellie Snow on: +44 (0)141 330 2793 / k.snow@hatii.arts.gla.ac.uk, or Lynne Chivers on +44 (0)1937 546408 / Lynne.Chivers@bl.uk.

The closing date for registration is: Wednesday 9 April 2008. Places are limited to 50.

****

Contact Planets
Sign up for Planets news and announcements via the RSS feed at: www.planets-project.eu. For more information on the project, please contact: info@planets-project.eu

Planets - Preservation and Long-term Access through Networked Services, is a four-year project co-funded by the European Union under the Sixth Framework Programme to address core digital preservation challenges.

The second notice was distributed to the following mail lists on 1 April 2008 by Karen:

- DIGITAL-PRESERVATION@JISCMAIL.AC.UK
- EPIC-LST@NIC.SURFNET.NL
- diglib@infoserv.inist.fr
- padiforum-I@nla.gov.au
- IASALIST@NB.NO
- JISC-REPOSITORIES@JISCMAIL.AC.UK

For more details on each mail list, see above.

B.3   Vienna event plan and targets

Planning the Future with Planets: A Preservation Planning Tutorial, Austrian Computer Society, Vienna, Austria
14-15 April 2008

Event Evaluation and Measurement Plan

Planets will be hosting its first combined outreach and training event at the Austrian Computer Society in Vienna on 14-15 April 2008.This is a core output of DT/6.4 (Training Programme Rollout) and DT10.1 – DT10.3 Workshops with Suppliers, Users and Partners.

This document suggests how the event may be measured and the outcomes reported on to inform Planets future Dissemination and Training activity.

Planning the Future with Planets - Objectives

Planning the Future with Planets is aimed at specialists and those with an interest in digital preservation in libraries, museums, archives and universities and digital preservation software, hardware and vendors. The event aims to attract up to 50 delegates.

The objectives of the event support the wider objectives in communicating the Planets project to and involving and training partners, suppliers and users. The objectives of Planning the Future are to.

- Raise awareness about the need for long-term digital preservation planning and activity
- Inform delegates about digital preservation and preservation processes
- Raise awareness about Planets technology, tools and services including dissemination
- Train delegates in the process of creating, testing and executing a digital preservation plan

The event is an opportunity to encourage delegates to register to receive Planets newsletters, RSS feeds and news updates.

Why evaluate?

Evaluation of the event will provide sound evidence for DT participants, Planets, the Scientific Board, the ESC and funders making it possible to:

- How far the event has succeeded in achieving its objectives
- Develop future Planets DT activity based on user requirements
- Inform design of future training and outreach events

Targets and Measures

The targets for the event are:

- Attendance by 40 or more delegates representing individuals or institutions in Planets target supplier, user and partner community

70 per cent of attendees rate:

- the event overall as good or better.
- the event as good or better at raising awareness about Digital Preservation Planning.
- the event as good or better in helping them understand the Preservation Planning process.

- the event as good or better in helping them to understand Planets approach, tools and services.
- the event as good or better in helping them to carry out digital preservation in their organisation.

The following measure has been defined as representing success for aspects of event design:

- 70 per cent of attendees rate components of event design as good or better

Other measures include:

- Delegates' requirements for DT activities are successfully captured to inform DT10/D3
- 70 per cent of attendees sign up to receive future Planets communications

Evaluation and Outputs

The success of the event will be evaluated in the following ways

- Delegate numbers, job titles and institutions represented
- A4 summary report on results against objectives
- Short report on qualitative feedback
- A summary of user requirements for future DT activities
- Numbers registering to receive future Planets communications

These will be used to inform DT/6-D1 Report on progress of training programme and DT/10 – D3, Evaluation of year 2 activities and Outreach Plan for year 3.

B.4   Vienna participant feedback form

Planning the Future with Planets:
a preservation planning tutorial, Austrian Computer Society,
Vienna, Austria , 14-15 April 2008

ABOUT YOU

Do you work for a:
— National Library
— National Archive
— Public Sector Organisation
— Commercial Company
— Academic Institution
— Consultancy
— Other (please specify):   -

_____
What is your function?

_____
(Please specify eg. librarian, digital archivist, software developer)

ABOUT THE EVENT

Please rate you response to the following (where **1** is **poor** and **5** is **excellent):**

The event has helped me to understand better the challenges associated with digital preservation planning
1   2   3   4   5

The event has helped me to understand better the process of digital preservation planning
1   2   3   4   5

The event has helped me understand the Planets approach to preservation planning, tools and services
1   2   3   4   5

The event will help me to plan for and carry out digital preservation planning work within my organisation
1   2   3   4   5

The event addressed the main topic fully
1   2   3   4   5

The event has met my expectations?
1   2   3   4   5

If not, why not?

_____

I would expect to attend future Planets events
1   2   3   4   5

ABOUT THE EVENT ORGANISATION

Please rate the following aspects of event organisation (where **1** is **poor** and **5** is **excellent)**:

Speakers
  1   2   3   4   5

Structure
  1   2   3   4   5

Content of the sessions
  1   2   3   4   5

Supporting documents
  1   2   3   4   5

Cost
  1   2   3   4   5

Organisation and administration
  1   2   3   4   5

Venue and catering
  1   2   3   4   5

Communication
  1   2   3   4   5

YOUR COMMENTS

What did you like best about the event?

What else would you have liked to have seen covered?

Which could we have done better?

Please indicate if you would like us to contact you with information about how you can be informed or involved in Planets development.

Name:
_____

Organisation:
_____

E-mail:
_____

Telephone:
_____

Your details will not be used for any other purpose or shared with any other organisation.

OTHER

How did you hear about this seminar?   **What motivated you to attend?**

† Listserv   † Interest in topic
† Organisation or institution (please specify)   † Interest in Planets project
† Colleague   † Interest in digital preservation
† Web search   † Location
† Planets website   † Speakers
† Other (please specify)   † Other (please specify)

Thank you for your help.

B.5   Vienna evaluation report

Planning the Future with Planets
Austrian Computer Society, Vienna
14&15 April 2008
Event Evaluation and Measurement

Planets held a 'Planning the Future with Planets' preservation planning workshop at the Austrian Computer Society in Vienna on 14&15 April. This document sets out evaluation of the feedback received from delegates against the objectives and makes suggestions for future events (Appendix 1). Feedback forms (Appendix 2) were submitted by 51 per cent of delegates.

Success criteria

The objectives of the Planning the Future with Planets event were to:

• Raise awareness about the need for long-term digital preservation planning and challenges
• Inform delegates about the preservation planning processes
• Raise awareness about Planets technology, tools and services including dissemination
• Equip delegates to plan for and carry out preservation planning in their organisation

Success criteria were set

• Attendance by 40 or more delegates representing target user and supplier communities
• 70 per cent of attendees rate the event as good or better at achieving objectives set
• 70 per cent of attendees rate components of event design as good or better

At a glance

The following table summarises feedback against each core objective plus variation. (Negative variation against targets is shown in red.)

|	Attendance (No.)	Understanding challenges (%)	Planning process (%)	Planets approach (%)	Plan and carry out activity (%)	Address topic fully (%)	Met expectations (%)	Attend similar events (%)	Speakers (%)	Structure (%)	Content (%)	Documents (%)	Cost (%)	Administration (%)	Venue and Catering (%)	Communication
Target	40	70	70	70	70	70	70	70	70	70	70	70	70	70	70	70
Actual	45	70	87	91	68	83	82	78	83	70	70	78	70	74	74	82
Difference	+5	-	+17	+21	-2	+13	+12	+8	+13	-	-	+8	-	+4	+4	+12

The targets were set high at 70 per cent. Despite this, evaluation shows that 15 out of 16 targets were met or exceeded.

Evaluation

Audience Composition

The event aimed to attract 40 delegates. Forty-eight delegates registered and forty five attended. Almost half the attendees represented the archive community (43 per cent). Software system providers (13 per cent), repository managers (9 per cent) and librarians (9 per cent) accounted for a further third. One quarter (26 per cent) described their role as other. These included: researcher, student, historian, web-advisor and project manager.

Attendance by Job Title
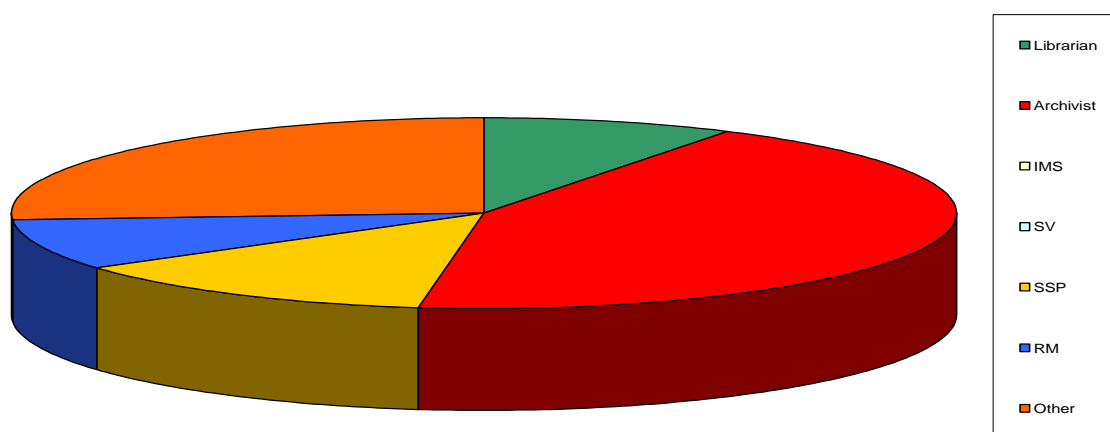
Organisation

National archives accounted for the largest proportion of delegates (30 per cent). National libraries and public sector organisations accounted for a further 30 per cent. Twenty six per cent described their organisation as 'other'. These included research institutions and provincial libraries and archives.

Attendance by Organisation
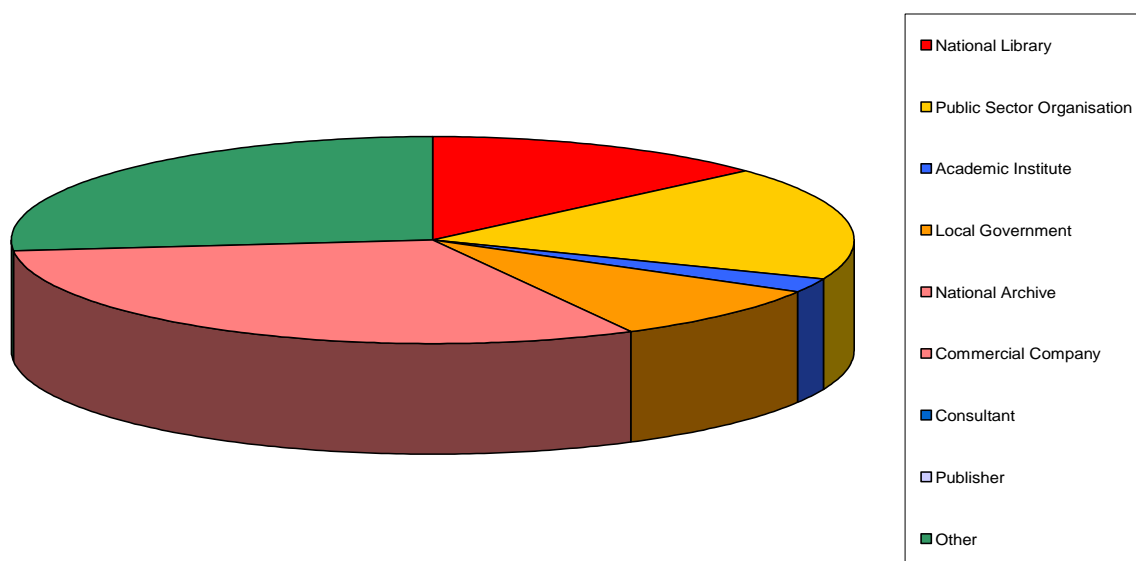
About The Event

Delegates were asked to rate the event on a five point scale against objectives where 1 was poor and 5 was excellent. The event met or exceeded expectations against all objectives except equipping delegates to plan and carry out digital preservation planning in their organisations, which came in at just below 70 per cent (68 per cent).

Respondents ranked the event highly in equipping them to understand the process of digital preservation planning (87 per cent), the Planets approach (90 per cent) and in addressing the topic (83 per cent) and meeting expectations (83 per cent). The event helped them less to understand challenges with digital preservation planning (70 per cent).
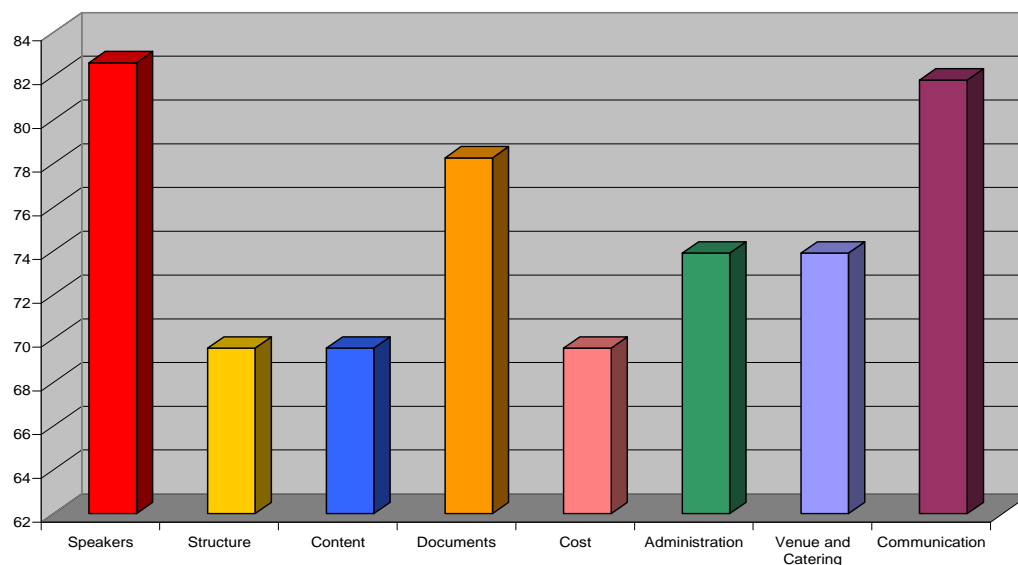
The event has helped me to:
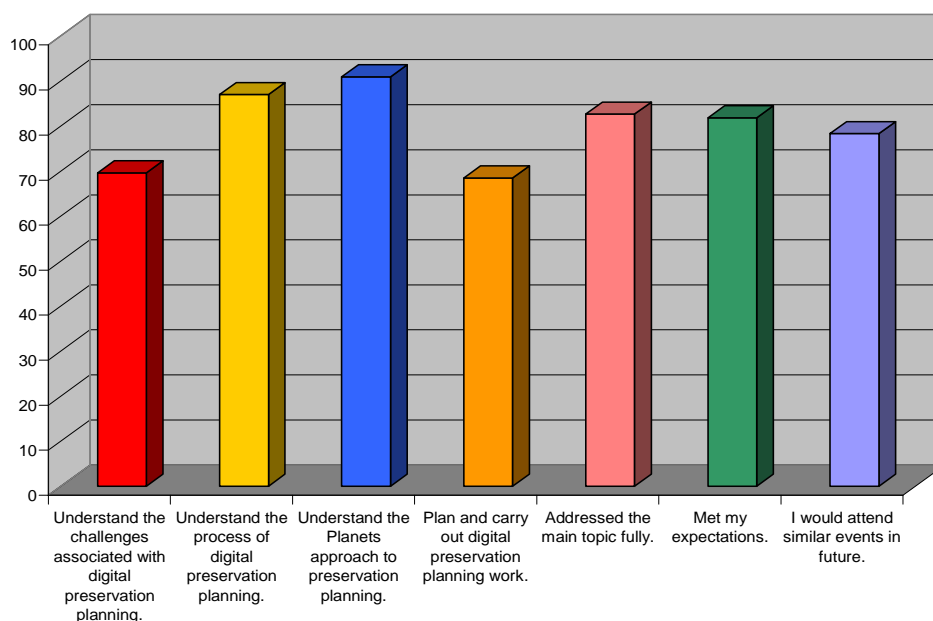
Event Organisation

The event met or surpassed targets in all aspects. Delegates rated highly the speakers (83 per cent) and communication (82 per cent). Content, structure, documents, cost, administration venue and catering achieved 70 per cent or over.

**Event Organisation**

Qualitative feedback

Qualitative feedback provides us with some insight into the figures. Respondents praised the combined theoretical and practical structure of the workshop. Half of respondents commented favourably on the practical exercises with the Plato tool. They also praised the motivation and enthusiasm of the speakers, the event organisation and opportunity to mix with like-minded colleagues.

What did we do well?
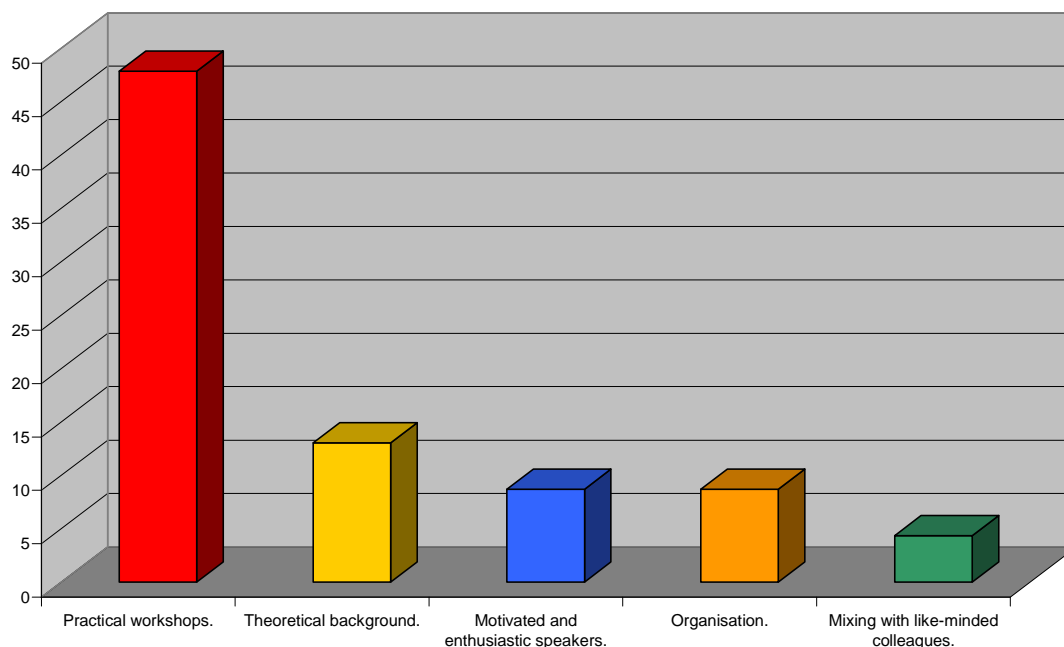
One-third suggested the event be extended to allow for content to be consolidated and more time with the Plato tool. Some commented on disruption to the 'rhythm' of the event on the first day. Respondents suggested future events include material about digitisation, cost-modelling and including real life examples of work-flow and incorporating the work of other initiatives such as PREMIS.
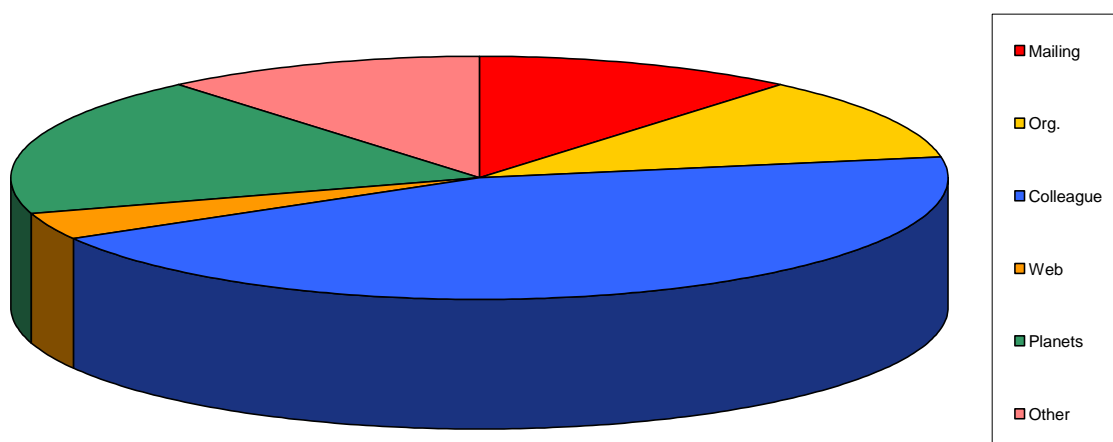
What could be done better in future?
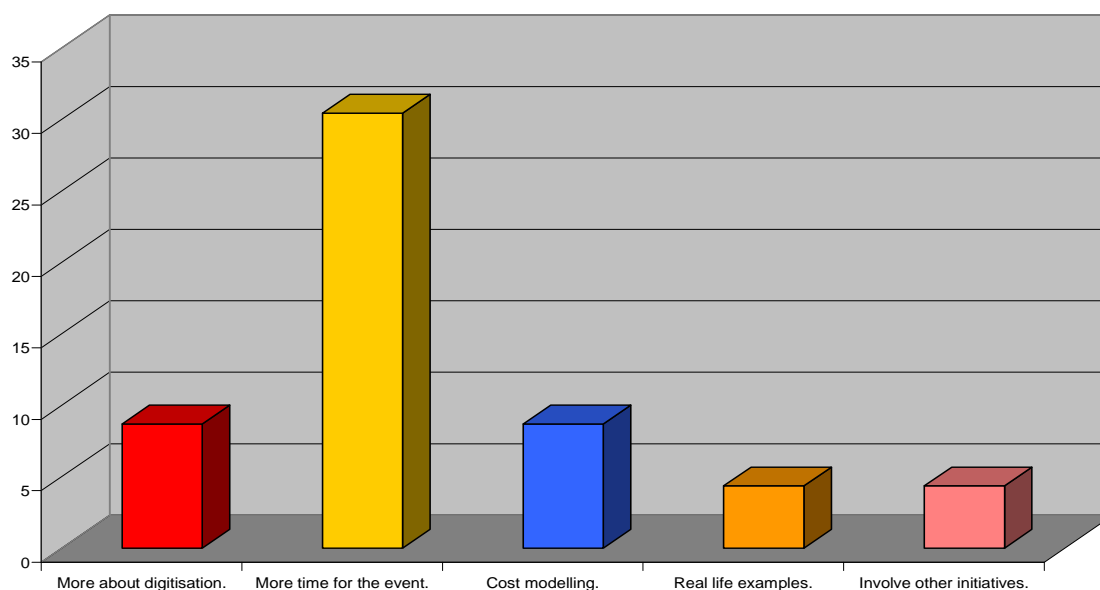
Communication and Motivation

Delegates were asked how they found out about the event. Almost two-thirds heard about it from a colleague (44 per cent) or from the Planets website (19 per cent) and a further 11 per cent directly by mailing activity.

How did you hear about the event?

Delegates were asked to state factors which motivated them to attend the event. Eight-two per cent were motivated the topic, an interest in digital preservation and finding out more about projects. In line with feedback from the Significant Properties event in London and the exit poll on the first day, location and the composition of the audience has little influence on the decision to attend.

What motivated you to attend?
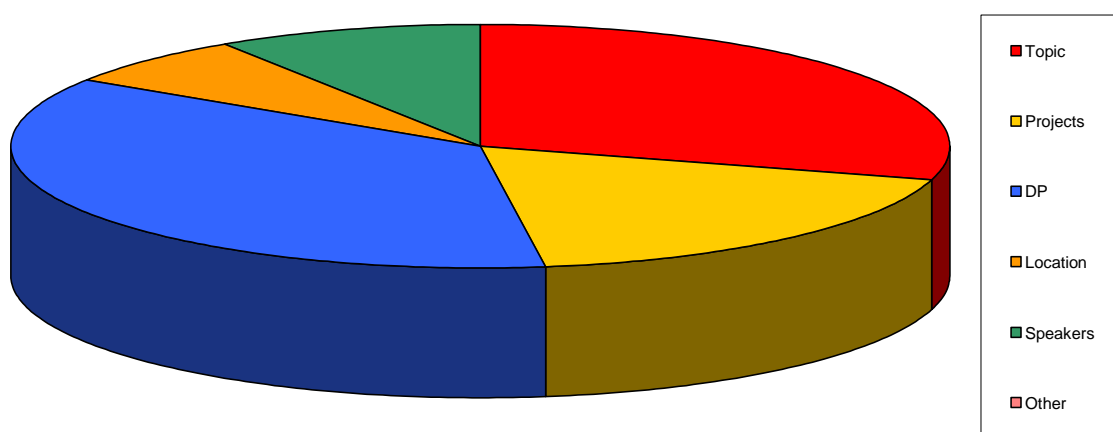
Evaluation and recommendations
Feedback indicates a high degree of success for this event. Speakers, content, structure, organisation and presentations met or exceeded audience expectations. The event scored especially highly on helping delegates to understand the process of digital preservation and the Planets approach.

Respondents welcomed the combination of theoretical, discussion and practical sessions, which may have contributed to the high overall scores and number of targets to be met. Feedback indicates that the combined conference training model is effective and may be exploited usefully in future. Respondents acknowledged the motivation and enthusiasm of speakers and the opportunity to network with like-minded colleagues.

The efforts of the Austrian Computer Society to accommodate, cater for and manage equipment were recognised and appreciated delegates.

There were a number of areas where respondents highlighted improvements. Specifically, extending the time to a third day to allow delegates to consolidate learning and have more time with the Plato tool. They also sought materials to be available in advance to allow them to prepare adequately.