

## ICA Workshop Running Sheet

<b>Workshop:</b>	<b>Workshop 14 - Australasian approaches to Digital Preservation - Australasian Digital Recordkeeping Initiative (ADRI)</b>		
<b>Date:</b>	<b>Friday 24 August</b>		
<b>Time:</b>	<b>9.00am to 4.00pm</b>		
<b>Registrations</b>	37	<b>Maximum</b>	40
<b>Location / Venue:</b>	Room 2, 80 George St, Brisbane		
<b>Venue information</b>	<p>Enter using the 80A George St entry. 80A George Street is located between Margaret and Mary streets, Brisbane. This is a short walk of 1.6km (1 mile) from the Brisbane Exhibition and Convention Centre via the Victoria Bridge.</p> <p>Delegates to make their own way to the venue.</p>		

<b>Name</b>	<b>Position</b>	<b>Organisation</b>
<b>Presenters</b>		
<b>Simon Froude</b>	Manager, Government Recordkeeping	State Record South Australia
<b>Cassie Findlay</b>	Project Manager, Digital Archives	State Records, New South Wales
<b>Andrew Waugh</b>	Senior Manager, Standards and Policy	Public Records Office, Victoria
<b>Alison Fleming</b>	Programme Manager, Government Digital Archive	Archives New Zealand
<b>Christine Haar</b>	Senior Policy Officer, Information Management	State Record South Australia
<b>Workshop assistant(s)</b>		
<b>Jenni Davidson</b>		National Archives of Australia
Deanne Zeller (NAA), Andrew Wilson (QSA), Christine Ianna (SLQ) on hand to assist with group exercises		
<b>Sponsor and other acknowledgements</b>		
<p>Many thanks to the presenters of this workshop for the time and effort they have put in.</p> <p>We would like to acknowledge the work of the Australasian Digital Recordkeeping Initiative (ADRI) which provides a model of collaboration and engagement, as well as contributing to the wider awareness and impact of addressing the challenge of digital records.</p>		

<b>Speaker profiles</b>
<b>Simon Froude</b>
<p>Simon is Manager, Government Recordkeeping with State Records of South Australia. Having over 15 years experience in the government information management environment Simon is responsible for a number of broad objectives relating to records and information management. His focus over recent years has been to further develop key strategic programs relating to education, governance and consultancy, with a view to assisting and enabling organisations to bring real benefits through the management of their corporate information assets.</p> <p>The changing technological environment and the importance for State Records to partner with key stakeholders such as the Office of the Chief Information Officer and the State Library of South Australia have defined Simon's role. His key challenge at present is to deliver the South Australian Government a trusted digital repository that meets the needs of government and the community. He believes in a government working for the people and supports the use of information, through improved access, as a way of connecting with citizens.</p>

**Cassie Findlay**

Cassie Findlay is the Project Manager, Digital Archives at the State Records Authority of New South Wales (Australia) where she leads a small team that is delivering the digital archives infrastructure and processes for accepting, preserving and making available digital state archives of the NSW Government. She is a member of the National Council of the Australian Society of Archivists and is project lead on the ISO review of the international standard on records management. Cassie wrote the chapter on digital recordkeeping in the current edition of the Australian Society of Archivists' textbook *Keeping Archives*, and is a co-founder of the recordkeeping and archives discussion group The Recordkeeping Roundtable.

**Andrew Waugh**

Andrew Waugh is the Senior Manager, Standards and Policy, at Public Record Office Victoria (PROV) where he is responsible for the development of the standards and policies that govern recordkeeping within the Victorian government.

Andrew has been involved with digital archiving since 1998 when he was part of a team from the Australian research organisation CSIRO that worked with PROV to develop the Victorian Electronic Records Strategy (VERS). Andrew was then heavily involved with the pilot implementation of VERS in a Victorian agency in 2001, and in 2002 was seconded to PROV to work in the VERS Centre of Excellence. During this time he was involved in the development of the PROV digital archive, as well as building tools to assist agencies in transferring digital records. In 2007 Andrew joined PROV as a Senior Technical Specialist to develop digital recordkeeping standards and practices. In more recent times Andrew has also been responsible for the development of non-digital recordkeeping standards and policies within PROV.

In the 14 years Andrew has worked with digital records he has been exposed to the full range of digital recordkeeping issues, from digital recordkeeping practices in agencies, through the digitisation of physical records, transfer tools and advice, recordkeeping metadata, digital archive design and operation, the integration of digital archives into broader archival systems, and provision of access to digital records.

Andrew has an MSc in Computer Science from the University of Melbourne and prior to coming to PROV was a scientist at the Australian research organisation CSIRO where he specialised in computer networking, metadata, resource discovery, and document management.

**Alison Fleming**

Since 2010 Alison Fleming has been the Government Digital Archive Programme Manager in Archives New Zealand, overseeing the system, business and other changes required to implement a digital archive for government records.

Prior to this she spent a number of years in several government departments including Archives New Zealand, the Department of Conservation and the Department of Internal Affairs as Chief Information Officer or equivalent, responsible for managing the strategic planning, delivery and governance of information and technology services. Alison's background also includes senior academic, service and IT roles in the tertiary education sector.

**Christine Haar**

Christine is Snr Policy Officer, Information Management, with State Records of South Australia, where she is responsible for developing strategies, standards, policies and guidelines relating to the implementation of digital information management initiatives across government. Prior to this, she was a policy officer for Freedom of Information and Information Privacy at State Records. She project managed the development and implementation of the FOI Management System for reporting of FOI in South Australia.

Prior to this, Christine spent a number of years working with library management systems and supporting data warehouse operations in the telecommunications industry.

### Draft Running Sheet

Time	Activity	Notes
9.00am	Workshop commencement time	
9.00am	<p>Workshop assistant:  welcomes delegates, especially international delegates  introduces the workshop  introduces the workshop presenters</p> <p>Workshop assistant outlines the session, including question time (if applicable and whether at end of each speaker or end of session) and timekeeping</p> <p>Workshop assistant advises of break times and locations, emergency exits, and location of amenities.</p>	
9.05am	<p>Workshop assistant introduces presenter including brief biography</p> <p>Workshop assistant invites first presenter to speak</p>	During the morning session, workshop assistant to transcribe attendees names onto participation certificates
9.07am	Overview and explanation of session – Simon Froude	
9.30am	<p>PROV approach to digital preservation – Andrew Waugh  NAA approach to digital preservation – Christine Haar  NSW approach to digital preservation – Cassie Findlay  NZ approach to digital preservation – Alison Fleming  LOCKSS approach to digital preservation – Simon Froude (if needed)</p>	
10.30am	Break for morning tea	
10.45am	<p>Workshop assistant calls participants back to the workshop room.</p> <p>SWOT of the four (or 5) approaches</p>	<p>Butchers paper and textas for delegate groups.</p> <p>Presenters will assist the delegate group(s) while they perform SWOT analysis</p>
12.30pm	Break for lunch	
1.15pm	<p>Workshop assistant calls participants back to the workshop room.</p> <p>Group presentations of SWOT analysis and discussion</p>	
3.00pm	Break for afternoon tea	
3.15pm	<p>Workshop assistant calls participants back to the workshop room.</p> <p>Discussion and wrap up</p>	
4.00pm	Workshop assistant thanks the presenter, advises participants to collect certificates, and closes the workshop.	

