Purpose

The Preservation Infrastructure Working Group (PIWG) supports the COPPUL Digital Stewardship Network Steering Committee (CDSN SC) in its efforts to manage and further develop COPPUL's preservation infrastructure. Reporting to the CDSN SC, and working in close collaboration with the Digital Preservation Coordinator, the PIWG is an action-oriented working group that provides direction around preservation infrastructure strategy, operations, policy, and service planning.

Reporting to the CDSN SC, the PIWG will:
- Represent the interests of users of COPPUL infrastructure, including WestVault hosts and depositors
- Advise on long-term strategies for the development, positioning and use of WestVault and Archivematica-as-a-Service within the broader preservation storage ecosystem
- Investigate opportunities to align and/or integrate WestVault and Archivematica-as-a-Service with other digital research infrastructure and preservation storage services
- Advise on opportunities for developing or enhancing COPPUL's suite of preservation infrastructure, including possible partnerships and funding sources
- Bring forward issues with services and recommend solutions
- Carry out research, assessment, planning, etc. in support of WestVault, Archivematica-as-a-Service, and any other COPPUL-supported infrastructure, as applicable.

Membership
- 6-8 members from full COPPUL member institutions. Individuals will have experience, expertise, and/or interest in digital preservation and/or storage systems. Users of COPPUL-supported infrastructure (e.g. Westvault, Archivematica-as-a-Service) are encouraged to participate.
- Minimum one (1) representative from the COPPUL DSN Steering Committee.
- COPPUL Digital Preservation Coordinator (ex officio).
- When possible, membership will consist of a balance of experts and those who wish to expand their knowledge. Representation from each province is also preferred but not mandatory.

Term and appointment process

The term of service is 2 years (renewable), and will be posted on the COPPUL website by the Executive Director. 1 year terms of service may be offered to allow members' terms to be staggered.

Calls for new members will be made by the Executive Director in May of each year and communicated broadly across the membership. New members nominations, including self-nominations, are subject to nomination by the CDSN SC.

Chair

Elected by the group by majority vote.

Duties include:
- In consultation with the committee members, schedule dates, times and location for meetings.
- In consultation with the committee members establish and confirm an agenda for each meeting (above links to guidelines only, and are not a required format).
- Ensure the meeting agenda and relevant documents are circulated to the members of the committee 3-5 days in advance of the meeting
- Officiate and conduct meetings
- Provide leadership & ensure committee members are aware of their obligations and that the committee complies with its responsibilities
- Ensure minutes are complete and accurate, retained, included and reviewed at the next meeting

Coordinator

In the event that a working group is overseen by a coordinator, that coordinator is an officer of COPPUL whose duties are specified by the Board and whose power to manage their appointed program is subject to the directions that the Board may provide from time to time, either directly or through the Executive Director.

Reporting

The working group reports to the Chair of the COPPUL Digital Stewardship Network Steering Committee (CDSN SC). The Chair provides a written report to the Directors twice a year in the spring and fall to report on activities. Annual work plans and requests for resources are submitted to the Directors through the Executive Director for approval at the Fall meeting.

The coordinator associated with the committee, or the Executive Director if no coordinator is associated with the committee, uploads minutes to the COPPUL shared drive.

Meetings and Work Processes

Meetings will be held bimonthly or as needed to advance work. Meetings will be held virtually unless otherwise approved by the Board. The Chair will post agendas and minutes in the COPPUL shared drive for members to comment and provide feedback on. The working group will set priorities for activities to work on annually. The members are responsible for taking minutes and posting in the COPPUL shared drive. The COPPUL shared drive is maintained by the Executive Director.

Communications

The Executive Director will set up a mailing list for the working group to communicate internal committee business. To ensure COPPUL opportunities and events are broadcast to the broader COPPUL community, working group chairs are also encouraged to use COPPUL-L to communicate all other committee information. All committee members will be added to the COPPUL-L list on their approval.

Financial

In the event that a working group requires a budget to move its agenda forward, it will work with the Executive Director to develop an annual budget to bring to the Board for approval. Funds raised by members outside COPPUL membership fees are addressed in the Net Assets and Reserves Funds policy as follows: "Unearned Revenue represents funds collected in advance by a specific COPPUL program and normally reserved for use by that program. Expenditures of Unearned Revenue must be approved by the Board."

Governance

COPPUL working groups are a wholly dependent initiative of COPPUL, with the exception of ACCOLEDS, and are subject to its bylaws. The working group Chair reports to the Executive Director who seeks approval and feedback for committee activities from the Board. Working Groups are subject to the directions that the Board may provide from time to time, either directly or through the Executive Director.

Dissolution

The working group may be dissolved at any time and for any reason by direction of the Board and in accordance with COPPUL bylaws. Reasonable notice must be given to participants and, if applicable, staff. Any secondment and/or employment contracts associated with the working group, and any associated terms of service or other contractual documents must include an appropriate clause approved by the Board to enable the timely and orderly dissolution of the working group.

Version History

Version	Date	Editor	Description
1.0	2018-10-18	Corey Davis	Preservation Storage Advisory Group ToR approved by CDSN Steering Committee
2.0	2021-03-24	Rebecca Dickson	Transitioned to new COPPUL template. CDSN SC approves name change from "Storage" to "Infrastructure". Responsibilities updated to clarify group's role as advisors on planning, policy, and operations for COPPUL-run preservation infrastructure (WestVault, AaaS).
2.1	2021-04-14	Rebecca Dickson	Draft for COPPUL Board review and feedback. Name revised from "Advisory Group" to "Working Group" to align with COPPUL standardization efforts.

Approved by Board: April 23, 2021