CPP-Title (CPP-Identifier)

e.g. File Format Migration (CPP-17)

CPP-Identifier	
CPP-Label	
Author	
Contributors	
Evaluators	
Date of edition completed	
Change history *Version - Date*	**Comments** *Description of main actions and changes*
Version XY - DD.MM.YYYY	

Please complete the following CPP template according to instructions provided at the beginning of each section (in italic, light gray).
- ***Sections 1 and 2** are **mandatory** to be fully completed;*
- *For section 3 and 4, enter as much information as you can;*

Use of language:
- *Whenever possible, use terminology from computer science.*
- *Whenever applicable, use terms defined by digital preservation standards, preferably those from OAIS (e.g. information object, information package) and PREMIS (e.g. intellectual entity, representation).*
- *Feel free to add brief comments on terminology in footnotes, if needed*

1. Description of the CPP

Inputs and outputs

Please create one line for each entity you describe. Just remove entities and lines that are not relevant to you.

Input(s) *List and describe data, metadata, tools and guidance that should exist **prior to starting the process***	
Data *e.g. Source Representation of an Intellectual Entity*	
Metadata *e.g. Properties of source Representation*	
Documentation / guidance *e.g. Formats policy*	
Output(s) *List and describe data, metadata or services that **result from the process** and should be retained (unlike outputs for steps in the process description, that may be useful only within the process)*	
Data *e.g. Target Representation of an Intellectual Entity*	
Metadata *e.g. New Representation properties; New provenance metadata*	

Definition and scope

Provide an executive summary of the process. What is the main object of effort? Are there any specific characteristics of the process that should be highlighted? Please avoid overlap with other CPPs and only focus on a practical description of what characterises this particular CPP.

The definition should be concise—limited to 2–3 paragraphs.

Enter description here

Process description

Describe the CPP in a procedural and very practical, hands-on manner:

- *The steps should not be abstract, but concrete working steps (but not so concrete that instruments are named, stick to a tool-agnostic description)*
- *Please do NOT "squeeze" your process into ideal expectations, but give a real-life insight into the CPP*
- *Please fill out the description on a granularity level that works for your CPP. Please just keep in mind: Your task is to define the CPP and its steps clearly, while the end user will further specify how to implement each step using appropriate instruments and their own data.*

Trigger event(s):

Either specify one (or multiple) specific situation(s) that induce the process; if there are too many trigger events (e.g. CPP-01 file checksum feeds into multiple CPPs) use "Request from another CPP"

Trigger event e.g. Report from risk assessment	CPP-identifier e.g. CPP-14 (Preservation Risk Management)

Step-by-step description

Instructions on filling out the table:

- *The **orange column** "steps" is **mandatory**: Please add a line for every step that is necessary to complete the CPP.*
- *All other columns are optional: Please fill out as much information as relevant/possible*

Terminology

- *Please indicate terms that you directly derive from standards such as PREMIS or OAIS by using Italics plus Title case (e.g. Representation)*
- *Please add brief comments on terminology in footnotes, if necessary (e.g. to make explicit if a term comes from PREMIS or OAIS)*

No	Supplier *Identify CPPs that provide the input; only include other, non-standardised agents if absolutely necessary*	Input *Data, metadata and guidance required to execute the process*	Steps *List and describe all steps, one after another, that it takes to successfully execute the CPP.* *If you include decisions or failure loops (what do you do, if something does not go right) please indicate this by using if-sentences and use bullet points to describe sub-steps*	Output *Data, metadata or services that result from the process*	Customer *Identify CPPs that rely on the output; only include other, non-standardised agents if absolutely necessary*
examples	CPP-14 Other	Properties expected to change Digital Archive Database	Identify *Representations* that share these properties	*Representations* at risk	
		Representations at risk	Gather a representative test set	Subset	
1					
2					
3					
4					
5					

Rationale(s)[1] and worst case(s)

Why is it important to perform this CPP? Outline risks that are mitigated by performing this CPP; and describe the practical impact if these risks manifest themselves.

Rationale Provide a description and links to high-level strategic frameworks (in particular: FAIR/CARE/TRUST; e.g. for PID assignment: link to the principle "Accessible")	Impact of inaction or failure of the process Describe the impacts if these rationals are NOT ensured ("digital preservation horror stories")

2. Dependencies and relationships with other CPPs

Dependencies

Describe dependencies with other CPPs. This information will be used to design CPP sequences on a functional level (e.g. "Ingest" as understood in OAIS consists of a sequence of multiple CPPs).

CPP-ID	CPP-Title	Relationship description *Provide a brief description of the relationship / the relevance of the e.g. File format migration requires that the format of the files is kno*

---

[1] Term derived from PREMIS.

Other Relations

This section aims to a) describe analytical relations (rather than procedural dependencies); and b) point out common misunderstandings and confusions.

Relation *Affinity with/ Not to be confused with/ Add new relation if necessary*	CPP-ID	CPP-Title	Relationship description *Provide a brief description how the label connects to the CPP*

3. Links to frameworks

This section collects references on the CPP from certification and framework documents (as collected in the [Framework review](#)) to put it into relation to established good-practice contexts.

Certification

Certification framework	Term used in framework to refer to the CPP	Section *Provide a clear reference within the document (e.g. identifier, section, page number etc.)*
CTS [Link](#)		
Nestor Seal [Link](#)		
ISO 16363 [Link](#)		

Other frameworks and reference documents

Reference Document	Term used in framework to refer to the process	Section *Provide a clear reference within the document (e.g. identifier, section, page number etc.)*
OAIS Link		
PREMIS Link		

4. Reference implementations

Example use case(s)

Prefer a real use case directly coming from your experience and describe it in a certain level of detail (~2-4 paragraphs); alternatively, point to a reference (e.g., blog post) that describes the process for a specific Data Object.

[*Use Case Title*]

Institutional Background	
Institution *Name, Country*	
Hyperlink *Link documentation, blogs, papers etc., if available*	
Description	
Trigger event *What specific event, condition, or action initiated the use case?*	
Problem statement *What challenge or need does this use case address?*	
Proposed solution *Description of the implemented solution or improvement*	

Publicly available documentation

Provide links to a publicly available description of the CPP on an institutional website. If documentation is multilingual, please reference each version.
Examples from all professional backgrounds, sizes of organisations and countries are welcome!

Institution *Name, Country*	Organisation type *Based on T1.1 survey classification*	Language	Hyperlink