



## Planets Year 2 Review

Location: The British Library Board Room, London, 15-16 July. Please arrive at the staff entrance on [Midland Road](#) (between the Library and St. Pancras Station on the East side) for security clearance.

### Project Participants

#	SP	Org	Type	Name	Role
1.	IF	ARC	SME	Ross King	Present IF; Demonstrate IF
2.	PA	BAR	Archive	Amir Bernstein	Demonstrate PA – Database
3.	PM	BL	Library	Adam Farquhar	Present PM, Overview
4.	PM	BL	(Library)	Mandy Yarwood	Support
5.	PM	BL	(Library)	X Y	New project manager
6.	TB	HATII	Univ	Brian Aitken	Demonstrate TB – Testbed
7.	PA	IBM	LE	Jasper Schroder	Demonstrate PA – UVC
8.	PA	KB-NL	Library	Frank Houtman	Present PA
9.	PA	KB-NL	Library	Jeffry van der Hoeven	Demonstrate PA – Dioscuri
10.	ESC	KB-NL	Library	Hans Jansen	Present ESC
11.	PP	NANETH	Archive	Hans Hofman	Present PP
12.	TB	ONB	Library	Max Kaiser	Present TB
13.	DT	SB	Library	Birte Christensen-Dalsgaard	Present DT
14.	PC	TNA	Archive	Adrian Brown	Present PC
15.	PP	TUWIEN	Univ	Christoph Becker	Demonstrate PP – Plato
16.	PC	UZK	Univ	Manfred Thaller	Demonstrate PC – Comparator

### Review Panel and Commission Participants

1. Carlos Oliveira ([Carlos.Oliveira@ec.europa.eu](mailto:Carlos.Oliveira@ec.europa.eu))
2. Steve Knight ([Steve.Knight@natlib.govt.nz](mailto:Steve.Knight@natlib.govt.nz))
3. Andrew Wilson ([andrew.wilson@naa.gov.au](mailto:andrew.wilson@naa.gov.au))
4. Bram Van der Werf ([bram@better2share.eu](mailto:bram@better2share.eu); [vanderwerfbram@gmail.com](mailto:vanderwerfbram@gmail.com)) - Mr Van der Werf is new to the review panel. He has extensive experience in large software development projects. He has held senior positions at Rational Software, IBM, and PRIMAX amongst other companies.
5. Marc Fresko ([Marc.Fresko@serco.com](mailto:Marc.Fresko@serco.com)) - Mark Fresko is new to the review panel. He is EDM & ERM Consulting Services Director at SERCO Consulting. Since 1992. He has contributed significantly to the de facto standard for EDRM in the public sector, the "Functional Requirements for ERMS" published

by The National Archives (then the Public Record Office); and was the project leader and architect of the European Commission's "MoReq" Specification (Model Requirements for ERM Systems).

### Schedule – Day 1: 15 July

Start	Duration	Topic	Leader
0800	60	Review Panel closed meeting	CO
0900	30	Introduction from the Commission	CO
0930	45	Introduction to the project	AF
1015	15	Break	
1030	30	Actions in response to Year 1 Review	AF
1100	15	Presentation and demonstration overview	RK
1115	45	Preservation planning	HH; CB
1200	45	Preservation characterisation	AB; MT
1245	30	Lunch (in room with separate room for review panel)	
1315	45	Preservation action	FH; JH; JMC; RvD
1400	45	Interoperability framework	
1445	45	Testbed	MK; BA
1530	15	Break	
1545	15	Review of demonstrations	AF
1600	15	Managing the software development process	RK
1615	30	DT Presentation and discussion	BCD
1645	30	Year two focus	AF

19:00 Dinner: Tables will be booked for dinner within walking distance at separate locations for the Review Panel and project participants.

### Schedule – Day 2: 16 July

Start	Duration	Topic	Leader
0900	45	Implementation Plan	AF
0945	15	Management report including necessity of expenditures	AF
1000	15	Administration	MY
1015	15	Break	
1030		Review Panel – Closed Meeting to prepare initial feedback	CO
1200		Feedback session - Panel provides initial feedback and comments	CO
1300		Close	AF/CO
1315		Lunch	

## Key Messages for Review

- We are working together deliver a real integrated preservation solution
- The project is delivering and the components fit together
- The project has a clear vision going forward into year 3
- The project has a plan to deliver its vision
- The project listened carefully to the previous review feedback and acted effectively in response (this will be emphasised in a dedicated session)
- The project has published (a) thought leadership; (b) academic; (c) communications; (d) software
- The project is attending to, engaged with, and acting in response to changes in the external environment (e.g., Jhove2, GDFR, Ex Libris, data centres)

## Presentations

- Emphasise the Key Messages listed above.
- The breakdown between presentation and demonstration will vary by sub-project. Please give good coverage to achievements that are not shown in the demonstration.
- Refer to work-packages and reports by name, rather than number.
- Remember that the reviewers will have read a fair amount of information about the project, but they may not have a clear understanding of the components that you are describing. Make your presentations accessible.
- Mix some visual elements into the presentation material.

## Demonstrations

- Emphasise the Key Messages listed above.
- Demonstrations should emphasise integration where possible.
- Demonstrations should start from a single start page.
- Refer, where possible, to the scenario below. This will give a greater sense of continuity.
- Emphasise the Key Messages listed below.
- Scenario:

Andy works for a construction contractor and has recently been given responsibility for organizing and maintaining all of the firm's digital content. This content consists of

- Documents: offers, orders, letters, sales material, project documentation, etc.
- Databases: CRM data, Personnel and Accounting data (MS Access RDMS)
- Media: digital photographs of construction sites
- Application-specific data: CAD drawings, simulations..?

Andy's boss has already complained about not being able to access some older offers and correspondence. She knows there is a problem, but is not sure where

to begin. She starts by searching for "Digital Preservation" and finds the Planets website.

## Airports:

<http://www.heathrowairport.com/>

<http://www.gatwickairport.com/>

<http://www.stanstedairport.com/>

## **Transport**

<http://www.tfl.gov.uk/>

<http://www.tfl.gov.uk/modalpages/2625.aspx>

## **How to find us:**

<http://www.bl.uk/aboutus/quickinfo/loc/stp/index.html>

## **Hotels:**

Below are a selection of hotels within walking distance of the British Library and we have preferential rates with them all. Just mention The British Library when making a reservation. Please note there is an International Air Show on at this time in July and London is very busy due to this and the hotels have priced their rooms appropriately

<http://www.club.goodenough.ac.uk/>

<http://www.stgiles.com/>

<http://www.premierinn.com/pti/pTiibsRedirect.do?INNID=KINPTI>