PREMIS Meeting Notes
April 21, 2011

Present: Priscilla Caplan (recorder), Angela Dappert, Angela Di Iorio, Rebecca Guenther (chair), David Lake, Brian Lavoie, Sally Vermaaten, Rob Wolfe, Kate Zwaard

Apologies: Yair Brama, Karin Brendenberg, Markus Enders, Karsten Huth

1. Minutes. Since Noreen has left the EC we need someone else to take minutes. Since nobody volunteered to be permanent note-taker, we will rotate among members on a voluntary basis for the time being.

2. EC Membership. Rebecca posted a summary of our previous discussions on the Wiki. There are 2 outstanding issues, 1) should membership be institutional or individual, and 2) Should we implement a requirement to attend at least 6 meetings a year.

Re 1) There was agreement that membership should be individual but individuals should be selected with balanced representation in mind. Re 2) There was agreement that the requirement should be enforced. We can keep track through the minutes, which note who is present each month. For simplicity, the unit of tracking will be the calendar year. Members who are appointed during a given year will not be tracked until the following year. Rebecca will update the website with this information.

Sebastian Peyrard from the BnF was proposed for EC membership. He does a lot of work with RDF and has written a technical metadata schema for ARC and WARC container formats. There was unanimous consent to invite him.

We also would like to increase representation from the commercial sector. Robert Sharpe from Tessella was recommended. Rebecca will see if he is interested.

3. Intellectual Entities. Sally revised the Data Dictionary's introductory materials to reflect the recent decision to make Intellectual Entities (IEs) a category of PREMIS Object. There were many minor editorial changes but only a few substantive ones that raised questions. The following changes were agreed to and will be made by Sally:
- On page 7, "may have one or more representations…" will be changed to "may have one or more digital or non-digital representations…"
- On page 9, the third paragraph will note that a primary reason for IEs is for recording descriptive metadata; a sentence will be added to the beginning of the fourth paragraph about representations.
- On page 15, text will be changed from "PREMIS Objects" to "… files, bitstreams and representations held within a preservation repository"

In addition, the following will be done by next meeting:
- Angela will draft a paragraph on when you do and don't have a new IE.
- Sally will remove the IE from the Data Model diagram (now that the IE is a category of Object).
- David will draft a 2nd graphic showing our conceptual view of the 4 categories of Objects.
- Sally will review the Special Topics section for text that may have to be changed.
- We will need to solicit examples showing use of an IE in PREMIS.

- Angela Dappert will draft a clarification of the relationship of PREMIS and FRBR models.
- Rebecca will update the objectCategory vocabulary to include IE.
- Karin is editing the sections on Environment and Usage notes (1.3 and 1.8).

4. Level of certainty. This discussion is still unresolved. There is a general consensus it could be useful information, but no agreement at all on how to implement. The one thing that is fairly settled is that, although the original proposal called for implementing a level of certainty attribute for all PREMIS semantic units, we prefer to apply only to format. Rebecca noted that the UDFR has the same issue. Priscilla volunteered to ask Stephen Abrams what current UDFR thinking on this is. Rebecca will get back to Swithun Crowe, who proposed it.

5. Web archiving. Sebastian Peyrard from BnF has suggested a few changes for archived websites. We will discuss this after he's joined the EC.