PREMIS Editorial Committee Conference Call Notes
4 January 2007

In attendance: Rebecca Guenther, Priscilla Caplan, Brian Lavoie, Olaf Brandt, Gerard Clifton, Yaniv Levi, Bill Leonard (notes)
Apologies: Zhiwu Xie, Rory McLeod

1. *Assignment of notetaker*
Bill volunteered to take notes at this meeting.

2. *Workplan*
Issue: How to deal with the lists of changes:
De-duping of the lists.
It will be assumed that all changes to the Data Dictionary will have corresponding changes in the Schema.
Minor changes to the Data Dictionary will not require a change to the Schema but these should be so noted.
ACTION: Brian will de-dupe the lists and group the entries before the next meeting.

Issue: When the single list is ready, where will it be posted: on the maintenance agency site; the PIG pen; or the EC wiki?
ACTION: Priscilla will create a section of the PIG pen for the revision activities. Brian will post the list there. EC can also track its decisions on this site.

Issue: How to make decisions and draft the revisions for each item on the list?
Proposed procedure: Each EC member will volunteer and sign up for items on the list. They will be responsible for shepherding the changes. They may decide from various approaches:
 * initiate a discussion on the PIG list;
 * have the item added to an EC agenda;
 * draft a re-write for discussion by the EC.

3. *Update on action items from last call*

SignificantProperties and PreservationPolicy.
Gerard put a draft with three options onto the EC wiki. The discussion raised the possibility of adding both elements within a new container preservationPolicy with Capability and Intention coded as attributes. **ACTION**: Gerard will revise the options and post the document on the PIG giving two weeks for comments. Obligation and repeatability should be included in the draft.

Date conventions.
All actions from the previous minutes have been completed. Discussion covered the need for writing a new XML schema which imports date and time data. Our needs will be met by a namespace against which dates in XML can be validated. The namespace does not have to be a standard. **ACTION**: Rebecca will investigate further.

Rights in PREMIS. Rights sub-group.
The paper by Karen Coyle will be released shortly. **ACTION**: Rebecca will mount the paper on the PREMIS maintenance agency site and draft an announcement. Brian will broadcast the announcement via his list of lists. After the paper has sparked discussion and interest, EC will be able to address the formation of a rights sub-group.

PREMIS in METS sub-group.
The PREMIS in METS group will work on a best practices document.

4. *Upcoming events*

Rebecca has reserved a room at the Library of Congress to hold a one-day tutorial on Thursday June 21 before ALA Annual. Publicity will be arranged through ALA divisions ALCTS and LITA. The list of speakers has not been finalized.

Upcoming tutorials:
- Sweden -- 1.5 days
  The people working on the Sweden tutorial will meet on January 17.

- Albuquerque -- TICFIA -- April [Rebecca and Zhiwu] 1 day
- Arlington -- IS&T -- May -- 4 hours
- Washington -- ALA pre-conference -- 1 day

5. *Next meeting*
It was decided to meet every two weeks on the first and third Thursdays alternating the time of day. The meeting on the first Thursday will be at 09:00 Eastern time. The meeting on the third Thursday will be at 14:00 Eastern time.

January 18, 2007.

14:00 Eastern US
12:00 Mountain US
19:00 UK
20:00 Europe
21:00 Israel
06:00 (Jan. 19) Canberra AU