

Discussion Paper - Draft ITT for a Digital Curation Centre Version 2.2

Comments on this paper and the proposed Digital Curation Centre should be sent by Friday 28th March at the latest to:

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This outline is for consultation and is expected to go through a final re-iteration prior to a call being released. The JISC Committee for Support of Research is currently funding an audit of e-science data curation, which will be progressed in tandem with development of the call for the Centre. The outcomes from the audit and consultation will influence the final content of the call. Funding for the Centre is being provided by JISC and the e-science core programme. Subject to final approval of funding it is anticipated initially up to £3m over four years will be available to develop the Centre.

A list of studies, projects and services, which are likely to be relevant to those formulating proposals for the Centre is attached (Appendix A) and are these are individually referenced as appropriate in the call text.

Substantial background briefing has been provided within the text of the draft. Readers should note that the Digital Curation Centre is not intended to be an archive or repository itself. It is developing a set of shared services such as preservation watch, registries and tools for such repositories. It is also acting as a catalyst supporting the vision of a distributed network of curation consisting of many different funders and types of repository, proposed in the JISC Continuing Access and Digital Preservation Strategy 2002-5.

As such it is the leadership, quality and experience of the partnerships (academic, public, or commercial sectors), links to user communities, and synergies with existing initiatives, which are likely to be crucial to the success of the Centre. In this context please note paragraphs 28-32 and requirements 4-6, and close links proposed with the Digital Preservation Coalition and user communities. This is also a developmental service where technical and supporting business development will need to be carefully phased. Bidders should give careful consideration to these aspects of the call and the value-added by their institution in hosting the Centre.

Draft JISC Circular XX/02 - Digital Curation Centre

An invitation to tender for the establishment of a new, Digital Curation Centre to support the curation and preservation of digital resources

XXXX 2003

To: XXXXXX

Of Interest to: XXXXXX

Copies to: JISC Committee Members, JISC Executive, JISC Services, Regional Support Centres, XXXXXX

Introduction

1. The Joint Information Systems Committee (JISC) has recently issued its Continuing Access and Digital Preservation Strategy 2002-5 [2]. Proposals are invited to set up and run a Digital Curation Centre to pilot the development of shared support services for digital preservation and catalytic research and development which will support the implementation of key elements of that Strategy. Proposals must be submitted to the JISC Executive by 5pm on XXXXXX.

The Call and its Context

Digital Curation and Preservation

2. The term digital curation is used in this paper for the actions needed to maintain digital research data and other digital materials over their entire life-cycle and over time for current and future generations of users. Implicit in this definition is the process of digital preservation (see below) but it also includes all the processes needed for good data creation and management, and the capacity to add value to data to generate new sources of information and knowledge.
3. Curation and preservation of digital resources will be of increasing importance for a wide range of activities within research and education. Through sensors, experiments, digitisation and computer simulation, digital resources and data are growing in volume and complexity at a staggering rate. The cost of producing these resources is very high: satellites, particle accelerators, genome sequencing, and large-scale digitisation and electronic publishing collectively represent a cumulative investment of billions in digital research and learning.
4. The needs of researchers, students and institutions will often require ongoing availability and confidence in the future accessibility of such digital materials. Much of the knowledge base and intellectual assets of institutions and staff are now in digital form.
5. Long-term curation and preservation of digital resources is seen as a challenge which is difficult if not impossible for individual institutions to resolve on their own due to the complexity and scale of the challenges involved. The JISC has therefore been active on behalf of the sector in promoting research, partnership, and services in this field.

Digital Preservation and JISC

6. From 1995 onwards JISC has played a significant part in progressing the digital preservation agenda in the U.K:
 - Funding a series of seven digital preservation research studies as part of the eLib programme;

- Jointly (with the Arts and Humanities Research Board) funding the Arts and Humanities Data Service [34];
- Funding the Cedars digital preservation project[16];
- Jointly (with the US National Science Foundation) funding the Camileon digital preservation project [17];
- Establishing the JISC Digital Preservation Focus in June 2000 as a means of:
 - Developing a long-term retention strategy for digital materials of relevance to HE/FE institutions in the UK;
 - Providing a UK focus for the development of practices, policies and strategies for the preservation of digital materials;
 - Generating support and collaborative funding from and promoting inter-working with appropriate agencies worldwide.
- In partnership with other organisations and sectors, establishing a Digital Preservation Coalition aimed at developing a UK digital preservation agenda in an international context [5].
- Undertaking an audit to establish requirements for the future curation and preservation of e-science through the JISC Committee for the Support of Research[9].

The JISC Continuing Access and Digital Preservation Strategy 2002-5

7. The Joint Information Systems Committee approved the JISC Continuing Access and Digital Preservation Strategy 2002-5 [2] in September 2002 as a blueprint for its work (and work in partnership with others), in digital preservation over the next three years and beyond. A series of development programmes and projects are in progress or will be initiated in following years to implement the strategy. Further details of the current programmes and projects are available online [3].
8. Some of the key initiatives in the implementation plan can be summarised as follows:
 1. Establishing a Digital Curation Centre to support implementation of the strategy.
 2. Completion of the JISC e-journal archiving feasibility study commenced in April 2002.
 3. A web-archiving feasibility study completed in January 2003 and jointly funded by JCIE and Wellcome Trust. Further development of web-archiving initiatives including a pilot Archive for JISC Project websites in 2002-3 are proposed.
 4. Completion of preservation risk and retention criteria assessments for all JISC funded content, during 2002-3.
 5. Future calls in subsequent years to implement the recommendations from these studies and assessments for services, and integration of preservation activity and standards into repositories funded by JISC and others.
 6. A series of community calls to support records management and digital preservation in institutions. This would focus initially on records management but increasingly focus on digital preservation in subsequent years.

Curation and the e-science core programme

7. The Spending Review of 2000 announced a new e-Science initiative [4]. This initiative is concerned with the development of the key IT infrastructure to support the increasingly global

research collaborations that are emerging in many areas of science and engineering. Such e-science collaborations will be based on the shared use of some combination of very large computing resources, enormous data collections and remote access to specialised facilities or sensor data.

8. From the outset curation of primary data has been recognised as a core requirement of the e-science core programme.
9. The e-science core programme works closely with the JISC on issues of common interest. The JISC Committee for Support of Research is chaired by Prof Tony Hey and the committee has representatives from each of the Research Councils. Given shared interests in this area, JCSR is undertaking an audit to establish requirements for the future curation and preservation of e-science. The report will be available on the JISC website in late March [9].
10. A taskforce meeting to consider curation within e-science was held to inform this audit and a meeting report will shortly be available on the JISC website [9].
11. The e-science core programme is also a full member of the Digital Preservation Coalition [5]. The Coalition was established with the aim of developing a UK digital preservation agenda in an international context.

Digital Preservation Services

9. The JISC Strategy envisages a distributed archiving structure for the sector with a range of national/regional archiving services and institutional repositories being provided by a range of funders and host organisations.
10. Primary research data requires discipline specialists to support its archiving and re-use. A number of data centres and services for this have been or are likely to be established in future by the Research Councils and other research funders. Examples include the NERC Data Centres[32], UK Data Archive[39], and the Arts and Humanities Data Service[34]. Such services and developing a culture of data curation and sharing research resources will be critical to the future of e-science and the Research Grid. In addition, the need to support development centres and inter-disciplinary work to supplement subject specific data centres and curation tools has been recognised in discussion of the US Cyber-infrastructure [7] as well as the UK e-science programme. The proposed Curation Centre is a specific example and implementation of such a development centre.
11. Specialist materials such as electronic journals or learning materials may also require national repositories and libraries to support their archiving and provide controlled access. The JISC is proposing to fund a pilot national service for learning materials (JORUM) and has funded research into preservation in digital libraries (Cedars). Although a national service for electronic journals remains to be developed fully, the Cedar's work on "representation networks"[16], ongoing development work in the British Library and UK copyright libraries or the Dutch National Library's Deposit System and long-term preservation study with IBM [22], provide strong indicators of deposit systems and supporting structures required. Within national archives, the recent work of the Public Record Office in digital archiving and on PRONOM is particularly notable [18] and provides a parallel development to file format work in digital libraries.
12. Alongside national services there is likely to emerge a range of institutional repositories and local services within individual universities and colleges, which may curate primary research data, electronic records, and publications generated by its staff. The JISC FAIR[41] and Supporting Institutional Records Management Programmes [46]and the Dspace[42, 43] and e-prints software [44] developments provide examples of initiatives in developing institutional

repositories and local services. In addition individual research groups, departments, and researchers within institutions also may have responsibility to curate primary research data and records. It is worth noting HE/FE institutions are highly de-centralised and a range of local services may be based with the library or computing centre, central services, a department or research group, or even at the level of the individual researcher.

Digital Preservation Research

13. Recent studies (see Appendix A) have shown the following gaps in current provision for digital preservation:
 - Reliable, sustained repositories of file format specifications and their documentation;
 - Preservation technology watch both in terms of changes in technologies which might require subsequent preservation actions on data; and a watch on technologies being developed to tackle digital preservation;
 - Integration and testing of digital preservation technologies and moving research into services;
 - Tools for automating curation and to support preservation and use of data, in areas such as migration and emulation, metadata creation, selection and ingest, retention and risk assessment;
 - A standard for digital repositories and certification of preservation services;
 - Investigation of and advice on the economics of long-term storage and preservation;
 - Advice on the legal implications of digital preservation and re-use of primary data;
 - Comprehensive advocacy, training, and other outreach in the curation of e-science data;
14. These studies and gaps in provision suggest there is potentially a pivotal role for a Centre to act as a national and international hub for digital preservation research and development.
15. A major part of the JISC Strategy is the establishment of a Digital Curation Centre to address these gaps in current provision.
16. Digital preservation is an international challenge and is influenced by global trends in IT industries. The Curation Centre must therefore be positioned from the outset to be international in outlook with appropriate links to both the public and commercial sectors.
17. There is no foreseeable end in sight to rapid technology change or the growth of digital resources. Digital preservation remains an emerging field where appropriate tools and practices will take time to evolve. The issues extend well beyond HE/FE and research sectors in the UK. JISC and e-science core programme funding provides for the initiation and core staffing of the Centre. It is anticipated however that the Centre should develop a world reputation in the field of digital curation and be positioned nationally and internationally to develop additional research, development, and service funding from other sources.

The Digital Curation Centre

Scope and Objectives

18. The work of the Centre must be focussed on the specific needs of the UK HE/FE and research with the funding provided by JISC and the e-science core programme. However in time where the services of the Centre are of interest to other sectors and institutions, the Centre may develop funding streams and support from other sources.

19. The Centre will be expected to focus on generic services and development and to prioritise its activities within the funding envelope provided by JISC for widest benefit and greatest impact within the sector. It is also envisaged that the Research Councils are/will fund archives and preservation/curation research activity for specific disciplines and this may provide opportunities for joint working with the Curation Centre.

20. The Centre's proposed main objectives are to:

Pilot development of long-term preservation planning tools, and services for recording and monitoring file formats and alerting institutions and services within the sector of file format obsolescence

The Centre should develop a pro-active service that supports preservation planning for long-term curation. Preservation technology watch both in terms of changes in technologies which might require subsequent preservation actions on data; and a watch on technologies being developed to tackle digital preservation will be vital for long-term digital preservation.

For example the need for shared format registries and rendering data has been recognised by many digital preservation projects, such as CEDARS [16], the Public Records Office PRONOM [18], DSpace [42], and the Risk Management of Digital Information study undertaken by Cornell[20]. There is also been a recent meeting and discussion between members of the US Digital Libraries Federation on potential requirements for a file format registry.

While pertinent descriptive information about the syntax and semantics of data formats has been available for some time from a variety of sources, both print and online [eg www.wotsit.org], it has generally been collected on an ad hoc basis and is of unknown quality and long-term persistence. To assist bidders for the Curation Centre, JISC is currently funding a rapid assessment report of these sources from Leeds University as part of the File Format and Rendering Project. The report will be available in late March [21].

Many institutions and programs involved in digital preservation face the same decisions and tasks when confronting the current inadequate state of format and rendering information. In order to prevent wasteful duplication of effort, it is proposed that the Curation Centre would pilot development of a central service.

There is potentially an extremely wide range of formats in use although a relatively small number at any one time have very widespread use. The Centre would be expected to prioritise on formats benefiting the widest range of users in the first instance.

Potential bidders should note that the Digital Preservation Coalition explored the willingness of vendors to support and contribute towards such a service in its Survey of Information Technology Vendors [19].

Ideally, the service could maintain a physical copy of all relevant format specifications, in either paper or digital form. In practice this may prove to be problematic for a variety of policy, technical, and intellectual property rights reasons. However it may be possible for the Centre to point to legal deposit copies or vendor libraries for relevant documentation in some cases.

A service in this area is likely to prove of great value to all institutions concerned with the long-term curation of digital assets. The Centre will be deemed successful in this area if it can provide a robust implementation and a popular service, and if it can sustain and develop that service via a business model in which the future operational costs are distributed between its different users.

Develop a reliable, sustained repository of software, documentation, and tools to support preservation and use of data.

To complement its preservation watch functions the Centre will be expected to develop and/or provide access to, generic tools for automating curation and to support preservation and use of data, in areas such as migration and emulation, metadata creation, records management, selection and ingest, retention and risk assessment. It may also seek to develop subject specific tools in partnership with others.

It should be noted there are relatively few existing tools in this area but many promising areas of research and development from which these may emerge over the initial funding period of the Centre. Examples include electronic laboratory notebooks, the "Universal Virtual Computer (UVC)" or "migration on request" tools at IBM and Camileon respectively, and institutional repository software. Appendix A [eg 16,17,22,23] includes references to some promising areas that have been proposed or highlighted for future development.

Advisory Services: costs and economic models, and legal issues for digital preservation

The Centre would be expected to work with the research councils, Digital Preservation Coalition, and relevant JISC services to ensure comprehensive advocacy, training, and other outreach in the preservation of e-science data and other digital resources. To further this objective it may hold and participate in conferences, workshops and seminars and link to relevant activities across the sector. In particular the Centre could play critical roles in the following areas that would be of generic benefit to the sector and are currently under-developed:

- Investigate and advise on, the economics of long-term storage and preservation;
- Investigate and advise on the legal implications of digital preservation and re-use.

Deliver and lead the sector in the development of preservation standards for repositories and certification for preservation services.

Trust in the professionalism of a service and its staff and in the integrity and provenance of digital works lies at the heart of long-term curation and of scholarly research and communication. As the network of digital repositories expands, a critical component of infrastructure remains to be addressed – accepted and verifiable standards for digital curation and preservation. Although work in areas such as Legal Admissibility and Evidential Weight of Information Stored Electronically [6], addresses a large area of authenticity of electronic documents, much remains to be done to assist funding bodies, depositors, and users in defining acceptable levels of service and practice, and therefore trust in digital preservation services and curated resources.

At an international level work is proceeding on certification as a follow on activity from the OAIS Reference Model [25]. The work seeks to build on minimum criteria for compliance with the OAIS Model. This work is supported by both scientific data centres and cultural heritage institutions. In tandem with this the Research Libraries Group and OCLC have also supported international work on developing Attributes of a Trusted Digital Repository. This international work is continuing [24]. The funders wish to see the Curation Centre involved in this international activity and playing a leading role in translating and developing appropriate standards and certification in the UK.

21. The Centre's services are expected to include, but are not limited to, the following:

- A web based repository that continues to offer 'state of the art' access to all the service's resources; this will be the recommended method of access for all users;

- Tools, software and services to support distributed preservation activities;
- Short text-based briefings, guides, articles and other material designed to convey succinct analysis and explanations of the Centre's services;
- Running conferences, workshops and seminars;

REQUIREMENT 1: Proposals must describe the range of services that will be offered to meet the principal objectives of the Centre. These must include those listed above but the JISC encourages suggestions for further essential, innovative and practical services.

Service Contract

22. It is recognised that the Centre will need the full backing of the funders to establish itself as a significant player in the sector and to attract staff of the right calibre to achieve its goals. It will also establish the Centre as a place that institutions and preservation services can rely on for long term support and services, and not merely to address short term funding opportunities. In view of this the Centre will be funded for four years in the first instance, with reviews at the end of year 2, and every three years thereafter, which will consider the success and future funding requirements of the Centre.

Development of the Centre

23. It is essential that the Centre builds on and extends recent research and development work in digital preservation using the mechanisms outlined above. The objectives for the Centre are demanding, and will extend development and support services for digital preservation into new areas. Bidders for the Centre must be able to demonstrate how they would investigate, test, and develop the services needed to meet the objectives set for the Centre and ensure they remain relevant and responsive to the needs of the community.

24. Preservation activity and the role of the Centre can be expected to grow over time. Bidders for the Centre must be able to demonstrate how they will sustain and develop the activities through a robust business plan.

25. The work of the Centre must be focussed on the specific needs of the UK HE/FE and research community with the funding provided by JISC and the e-science core programme. However in time where the services of the Centre are of interest to other sectors and institutions, the Centre may develop funding streams and support from other sources.

26. The funders make no claim on the intellectual property rights arising from the work of the Centre. It is the responsibility of the Centre and all engaged in its work for which resources have been provided, to make every effort to ensure that any potentially valuable results obtained in the course of the work are protected and exploited, and that there is a suitable return to the Centre from any such exploitation. The organisation must ensure that all those associated with the Centre are aware of, and accept, the arrangements for exploitation. In this context, exploitation is not solely commercial. It may equally be use of open-source development and its effective promotion to users.

27. The funders expect any collaborative arrangements for exploitation to be put on a formal basis, for example, through an agreement covering the contributions and rights of the organisations and individuals concerning exploitation.

REQUIREMENT 2: Proposals must describe how they will build and develop the services in the areas required above, and describe how the Centre will fulfil the requirement to ensure they remain relevant and responsive to the needs of the community.

Requirement 3: Proposals must describe their business model and proposals for income generation and developing additional funding.

Links to the Digital Preservation Coalition, JISC and Research Council Activities, and other organisations

28. The formation of strong partnerships with key players, and avoidance of duplication of work will be paramount issues.
29. The JISC and e-science core programme have taken leading roles with key partners in the development of the Digital Preservation Coalition [5] to support cross-sectoral activity in digital preservation. Over its first year it has developed into a membership organisation of 23 leading institutions and consortia in digital preservation with international alliances. The JISC and e-science core programme will continue to be full members of the Coalition and to support its activities. They will expect the host institution of the Centre to be or to become a member of the Coalition and/or to work closely with it. The Coalition and its membership could provide partners, key advisory members, test sites, and future participants in the Centre. It could also provide vital links into current user communities and leading-edge practical experience, as well as to the ongoing activities of the Coalition and its membership. The board of the Coalition will be asked to prepare a statement to provide guidance to potential bidders on potential collaborations or partnership with the DPC in either establishing or developing the Centre.
30. Digital curation and preservation is closely linked to and supports a wide range of other JISC and research council funded projects and data sharing and archiving activities. It is central to the work of the preservation team within the JISC Executive and to e-science curators and researchers. It has a bearing on development of institutional repositories, MLE/VLE's, records management, information policy, research projects, and national archiving services. The Centre will need to be closely integrated to other related activities within the sector and able to add value to them.
31. In addition, curation and preservation will need awareness of other closely allied areas of information management in repositories such as privacy control, digital signatures, redaction and anonymisation of data. It is not necessarily expected that the Centre will have research, development or expertise in these areas but it must be aware of and capable of utilising related JISC and research council projects, services, and expertise.
32. An early task for the Centre will be to identify all of the relevant players and establish how best they can work in partnership with them in developing and delivering key objectives and services to the FE/HE and research sectors.

REQUIREMENT 4: Proposals must describe how they will work with the Digital Preservation Coalition and the work of its individual members to avoid duplication and achieve synergies, and the co-ordination and integration of their activities.

REQUIREMENT 5: Proposals must describe how they will work closely with other JISC and research council funded services.

REQUIREMENT 6: Proposals must identify organisations that the Centre will expect to work with and describe a methodology for creating partnerships with the key players.

Centre Structure and Management

33. The Centre is a developmental service in a rapidly emerging field. This is an area that is still immature in terms of established research groups and with a need for catalytic activity and leadership. The funders wish to ensure there are strong management and advisory structures in place to guide its development and to ensure its success.
34. The Centre must provide a central focus for the sector of skilled staff and development work, but be embedded in and linked to research and development activity outside the Centre to draw on dispersed skills and pockets of expertise. This could be in respectively the host organisation, and other bodies in the public and commercial sectors.
35. The Centre must appear as a single source of information and services to its users. However it is recognised that it is possible that no single institution exists at the present time that can supply the full range of expertise and experience. While the funders would encourage the formation of a single organisation that has all the requisite expertise and experience at a single site, it wishes to give bidders the opportunity to define their preferred structure.
36. Proposals that offer a dispersed service must provide: overall management through a lead institution; convincing descriptions of the role of the partners; description of how such a service will operate and be managed; and how issues such as extra costs of travel, overheads of maintaining several offices and lack of contact between personnel will be addressed.
37. Strong institutional commitment to the service and to establishment of the Curation Centre as an international centre of excellence must be demonstrated.
38. The Centre will be expected to establish a small management board with representatives of the funder(s), partners, and host institution(s) to guide its strategic direction and ensure accountability. The terms of reference for the management board of the AHDS are a proposed model for that of the Centre. The management board will normally meet three times a year. The Centre should have a dedicated secretary with responsibility for servicing the committee meetings.
39. The Centre will be expected to establish an advisory group with representation from expert specialists and users. The Centre must have extremely close links to its users. It is recognised that services for digital preservation are still emerging but a very close relationship to existing and emerging services is needed.
40. The lead institution will be expected to establish Memoranda of Understanding, consortia and partnership agreements with cognate organisations and services.
41. The new Centre will be expected to deliver services to FE/HE and research against annual objectives agreed by the Management Board. These will be monitored and managed by the Service Management Team of the JISC Executive.

REQUIREMENT 7: Proposals must describe the structure of the Centre and its management arrangements. The proposal must also describe how the Centre will monitor the quality and effectiveness of the services it intends to provide.

Centre Personnel

42. The personnel in the Centre will be critical to its success. The Centre must develop a world reputation in the field of digital curation and be positioned nationally and internationally to develop additional research, development, and service funding from other sources. The brief of the Centre is demanding and will require the services of a dedicated full-time director of appropriate international standing in the field of digital curation supported by skilled staff who together can develop the Centre and its services.
43. Digital preservation is complex and multi-disciplinary. The Centre will need staff with a wide range of skills and to develop a multi-disciplinary team: skills in technology transfer and business development, service delivery and management, and specialists in computing science, digital preservation, electronic records and information management, and expertise in digital curation from e-science and digital libraries. Co-location and links with existing research groups particularly in computing science, e-science, and/or preservation services may be beneficial in achieving this.
44. Proposals must show how the Centre will be staffed, and launched. It is acceptable to include a plan to recruit staff and skills to replace or supplement the initial team and expertise.
45. It is anticipated that for the team to become recognised as an authority in the area it will need to develop and maintain close links with other organisations, both in the UK and overseas, that are leading research and development in related areas. This is also needed in order to maintain awareness of technical, organisational and strategic issues.

REQUIREMENT 8: Proposals must describe how the personnel will meet the required mixture of skills and experience for the Centre, the team structure and composition, provide CVs of existing staff and provide a recruitment plan to acquire additional staff or expertise.

REQUIREMENT 9: Proposals must describe the arrangements that will be put in place to continue professional development of staff.

Financial Framework

46. A budget of up to £XXX,000 per annum has been allocated for this Centre. Bids must provide a breakdown of costs based on salaries and other staff costs, capital expenditure, office support and provision of activities and services. This should include relevant contributions from the host institution(s). The JISC will not normally make any contribution towards broader institutional overheads.

Evaluation

47. Evaluation of the bids will be based on how well they have addressed the key requirements above. Other key criteria will include evidence of commitment from the host institution/consortium partners, experience of proposers and any linked consortium, service management/quality issues and value for money. The JISC provides a guide to the preparation of successful proposals on its web site. See http://www.jisc.ac.uk/pub01/bidding_guide.html.

Accessibility Issues

48. JISC considers the accessibility of systems it funds to be of critical importance thus ensuring that all students and staff are able to use such systems. In keeping with the requirements of the Disability Discrimination Act and Human Rights legislation, and the wider access policies of the Funding Councils, it is expected that software and IT resources in institutions should be accessible to staff and students with learning difficulties and/or disabilities. Proposals should, where appropriate, take account of accessibility issues.
49. Advice and recommendations for ensuring IT based systems, tools and resources are accessible by all staff and students can be found in the resource section of the Technology for Disabilities Service (<http://www.techdis.ac.uk>). Further advice and consultancy is available from TechDis. The Centre will be expected to comply with the Data Protection Act 1998, the Freedom of Information Act 2000 and other appropriate legislation. Arrangements for this compliance will be negotiated as part of the service contract.

Public Relations

50. The JISC will provide help and guidance to all funded projects and services regarding publicity, dissemination and evaluation activities.
51. The JISC endeavours to ensure that a coherent message is given to the community covering the breadth and depth of its activities. Projects/services will be expected to follow the JISC PR strategy and guidelines. These include advice on developing publicity materials and producing press releases, and will be issued to funded projects/services.

Bidding Eligibility

52. FE and HE institutions and departments and individuals from FE/HE institutions funded by the UK funding bodies are eligible to submit proposals.
53. Consortium partners external to FE/HE are encouraged, however the lead partner must be a FE or HE institution funded by one of the UK funding bodies.
54. Budgets and contractual arrangements with partners outside the FE/HE community must be met by the lead institution.

Timetable

55. A Town Meeting to explain the detail of the call and to answer questions from the community is planned for XXXXXX in London. Details of when and where this will be held will be advertised widely through mailing lists including JISC-ANNOUNCE. Please contact XXXXXX by XXXXXX if you expect to attend.
56. Organisations interested in preparing a bid to run the new Centre must provide a letter of intent by 5pm on XXXXXX. This will enable the funders to plan for the evaluation of the final bids. Bidders must respond by 5pm on XXXXXX. Short listed proposals will be invited to present to a selection panel in XXXXXX. The funders expects the Centre to become operational in XXXXXX 2003.

Submission of Proposals

57. Letters of Intent should be sent to XXXXXX at the address below by 5pm On XXXXXX .
58. Six paper copies of full proposals should be submitted to XXXXXX at the address below by 5pm XXXXXX. These should be a maximum of 10 sheets of A4 plus appendices, together with a letter of support from an authorised senior manager at the institution (in the case of consortium proposals, from each member institution). An electronic copy of the bid, appendices and letter(s) of support should also be sent to XXXXXX .
59. Both hard copy and emailed proposals must be received by 5.00pm on XXXXXX. Faxed or late proposals will not be accepted.
60. General enquiries about the specific scope of the centre should be sent to:

General enquiries about the proposal submission process should be sent to:

Appendix A

References and Relevant Studies, Projects and Services

[1] Joint Information Systems Committee (JISC)
www.jisc.ac.uk

[2] JISC Continuing Access and Digital Preservation Strategy 2002-5
http://www.jisc.ac.uk/index.cfm?name=pres_continuing

[3] JISC Digital Preservation and Records Management Programme
http://www.jisc.ac.uk/index.cfm?name=programme_preservation

[4] e-science core programme
<http://www.research-councils.ac.uk/escience/membership.shtml>

[5] Digital Preservation Coalition
www.dpconline.org

[6] British Standards Institute, 1999. Code of Practice for Legal Admissibility and Evidential Weight of Information Stored Electronically, DISC PD 0008:1999.

Studies and Projects

[7] Revolutionizing Science and Engineering through Cyberinfrastructure
http://www.cise.nsf.gov/evnt/reports/atkins_annc_020303.htm

[8] OECD - The Public Domain of Digital Research Data
<http://dataaccess.ucsd.edu/>

[9] Data Curation for e-science in the UK
http://www.jisc.ac.uk/index.cfm?name=project_escience

[10] European Union -- United States joint workshop on Large Scientific Databases
<http://www.cacr.caltech.edu/euus/>

[11] The Data Deluge: An e-Science Perspective
<http://www.research-councils.ac.uk/escience/documents/DataDeluge.pdf>

[12] Preservation Management of Digital Materials: A Handbook
<http://www.dpconline.org/graphics/handbook/>

[13] US National Digital Information Infrastructure and Preservation Program
<http://www.digitalpreservation.gov/ndiipp/>

[14] Digital Libraries Federation digital preservation reports and programs
<http://www.diglib.org/preserve.htm>

[15] National Library of Australia digital preservation activities
<http://www.nla.gov.au/preserve/>

[16] Cedars -
<http://www.leeds.ac.uk/cedars>

Cedars Guides to Digital Preservation Technical Strategies and the Digital Archiving Prototype
<http://www.leeds.ac.uk/cedars/guideto/dpstrategies/>

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<http://www.si.umich.edu/CAMILEON/>

[18] PRONOM (Public Record Office File Format Database)
<http://www.pro.gov.uk/about/preservation/digital/pronom.htm>

[19] DPC Survey of Information Technology Vendors
<http://www.dpconline.org/graphics/reports/>

[20] Risk Management of Digital Information: A File Format Investigation
<http://www.clir.org/pubs/reports/pub93/contents.html>

[21] File Format and Rendering Project
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[22] KB/IBM Long-term digital preservation studies
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[23] Testbed Digitale Bewaring
<http://www.digitaleduurzaamheid.nl/index.cfm?paginakeuze=181&categorie=2>

[24] RLG/OCLC Trusted Digital Repositories: Attributes and Responsibilities
<http://www.rlg.org/longterm/repositories.pdf>

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<http://www.rlg.org/longterm/certification.html>

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http://ssdoo.gsfc.nasa.gov/nost/isoas/ref_model.html

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[26] AHRB ICT Policy
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[27] BBSRC Research Guidelines
<http://www.bbsrc.ac.uk/support/guidelines/Welcome.html>

[28] CCLRC
<http://www.cclrc.ac.uk/>

[29] EPSRC Guide to Good Practice in Science and Engineering Research
<http://www.epsrc.ac.uk/website/CommonPages/Downloads.aspx?CID=7487&ZoneID=3&MenuID=116>

[30] ESRC Datasets Policy
<http://www.esrc.ac.uk/esrccontent/researchfunding/sec17.asp>

[31] MRC Data Sharing and Preservation
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[32] NERC Data Policy

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[33] PPARC Research Grants Handbook

<http://www.pparc.ac.uk/rs/rgh/rghintro.asp>

[34] Arts and Humanities Data Service (AHDS)

<http://ahds.ac.uk>

[35] Bio-informatics Institute

<http://www.ebi.ac.uk/>

[36] Edina National Data Centre

<http://edina.ac.uk/index.shtml>

[37] MIMAS National Data Centre

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[38] NERC Data Centres

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[39] UK Data Archive

<http://www.data-archive.ac.uk/>

[40] University of London Computer Centre

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http://www.jisc.ac.uk/index.cfm?name=programme_fair

[42] DSpace

<http://www.dspace.org/>

[43] DSpace at Cambridge

<http://www.lib.cam.ac.uk/dspace/>

[44] Self-archiving and Open Archiving e-prints software

<http://www.eprints.org/>

[45] Managed Learning Environments/Virtual Learning Environments

http://www.jisc.ac.uk/index.cfm?name=about_mle

[46] Supporting Institutional Records Management

http://www.jisc.ac.uk/index.cfm?name=programme_supporting_irm