Project Team

- Patricia Sleeman, Digital Archivist
- Carl Wilson, DP consultant
- Alwyn Greer, ICT expert
- ICT support
Business case

DIGITAL PRESERVATION A PRESSING CONCERN FOR UNHCR
Risks

- Format/hardware/software obsolescence
- Bit level degradation
- Insufficient contextual information.
Support the UNHCR Mission

- Data protection and security
- Intelligent Management of UNHCR assets in the long term
- Reduce costs and protect investments
- Legacy and memory
Requirements

- Incorporates the methodology of the OAIS Reference Model ISO 14721
- Sustainable over time
- Secure storage environment in Cloud
- Appropriate for team of two dedicated non-technical members of staff
- Provides internal and external access to preserved content
- Handles a broad range of formats
- Scalable solution
- Integrations for workflows possible with ADLIB/Content Server/Orange logic.
Scope

- Implementation of an OAIS compliant Digital Preservation as a Service (DPAAS)
- Integration of the procured system with Adlib and Content Server systems, and other systems as required
- Project Management services
- Training
- Documentation
- End of contract transition
- Hosting and storage
- Service Level Agreement Supplementary Services
Why Arkivum

• Integrations and partnerships.
• 100% data integrity guarantee
• The Software as a Service solution provides an option of multiple cloud providers or co-location
• Escrow
Why DPAAS?

- ICT recommendation
- Security
- Skills
- Compliant UNHCR legal requirements
- Compliant with ICT Security requirements
Records and Archives

INFORMATION MANAGEMENT MODEL
How the Digital Archive will work

Selected content from e-SAFE of long term and historical value
Selected content from Orange Logic
Ingest (content in)

Other UNHCR Systems

OAIS compliant Trusted Digital Repository
Preserve

Access to content via ADLIB (Archives catalogue)
Access (use and reuse)
How information flows

Select/Capture

The capture of information as it is being generated for operational purposes. **Actors** include UNHCR staff members, e-SAFE users and, Records and Archives etc.

Rationalise & Protect

A centralised secure storage management and access system for UNHCR information (e.g. an estimated 40% of e-SAFE is of long term value, Orange Logic...). **Actors** include UNHCR staff members, Records and Archives.

Long term preservation
Long term access

Information of long term value to be preserved in a Digital Preservation System in the cloud and accessed via archives database. **Actors** include Records and Archives, staff members and extensive research community.
How digital archives will be accessed
PROJECT PHASES
<table>
<thead>
<tr>
<th>Phase</th>
<th>Milestone</th>
<th>Deliverable</th>
<th>Estimated date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Project Phase</td>
<td>Training in Digital Preservation</td>
<td>Training delivered</td>
<td>2014-2016</td>
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<tr>
<td></td>
<td>Market survey and demonstrations given by main service providers</td>
<td>Awareness of market</td>
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<tr>
<td></td>
<td>Project proposal</td>
<td>Project proposal drafted</td>
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<tr>
<td>Phase</td>
<td>Milestone</td>
<td>Deliverable</td>
<td>Estimated date</td>
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<tr>
<td>Initiate &amp; Analyze Phase</td>
<td>Cloud requirements</td>
<td>Cloud requirements defined agreed with DIST, LAS and DIP produced.</td>
<td>2017</td>
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<tr>
<td></td>
<td>Complete Requirements and Use Cases</td>
<td>Requirements drafted with user group consultation produced.</td>
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<td></td>
<td>Procurement RFI/RFP</td>
<td>Procurement of system</td>
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<tr>
<td>Phase</td>
<td>Milestone</td>
<td>Deliverable</td>
<td>Estimated date</td>
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<tr>
<td>Design, Build &amp; Test Phase</td>
<td>Configure Cloud system to requirements</td>
<td>DP solution ready</td>
<td>2018</td>
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<tr>
<td>Implement Phase</td>
<td>Implement solution</td>
<td>Implementation of system</td>
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<td>User Training on system for Archivists given by service provider.</td>
<td>Training delivered.</td>
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<td>Develop integration with ADLIB</td>
<td>Integration operational</td>
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<td>Policy development</td>
<td>Policy documents for formats, metadata.</td>
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<td></td>
<td>Ingest solicited archival content</td>
<td>Initiate ingest archival content</td>
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