

DLM Forum Executive Committee Meeting 03/07/2008

- 1) DLM Executive Chair
 - (a) Nominations/Volunteers
Toivo Jullinen was elected chair unanimously.

- 2) Current Status Update

- a) Testing Regime

The Executive Committee came to the following conclusions:

- It welcomes the proposal that Imbus set up and run a compliance testing scheme for a trial period of one year and agrees that compliance certificates issued by Imbus during this period have DLM approval.
- Although at present no other parties have shown an interest in testing, the DLM Forum does not want to limit its options and will therefore not grant Imbus exclusivity.
- The DLM Forum foresees that a percentage of the fees from testing could be an important source of financing for MoReq2 governance. The issue of principle whether or not a fee for testing will be payable to the DLM Forum will be subject to further discussion in future. In the meantime the DLM Forum will waive levying a fee for testing by Imbus during the one year trial period.
- The DLM Forum will set up a limited liability entity. The most likely option is a DLM foundation in the Netherlands. Hanns is to research this and put a proposal of the legality and costs together. The sole purpose of this foundation will be to give approval to the certifications and to take the liability.
- 3 people from the Executive Committee will sit on this foundation. These 3 representatives must be voted in.
- It was agreed that all certifications should be published on the DLM Forum website.

- b) Governance structure

It was proposed and agreed that the governance committee should be a sub committee of the executive and it was decided that it should consist of around half a dozen people.

There was a discussion around what the governance committee would be responsible for.

- The interim and permanent testing regimes;
- Protection of the MoReq and MoReq2 "brands";
- Monitoring of chapters zero and translations;
- Ongoing maintenance of the specification, testing framework, and XML schema.

- c) MoReq2 XML schema

The National Archives of the UK offered to provide some feedback on the draft deliverable from SERCO. The National Archives of Slovenia also may be able to help with this but would need to check first.

- 3) DLM Constitutional Change
 - (a) Changing the number of seats on the Executive

The executive committee is favourable to increase the number of seats on the Executive from 7 to 9. It will now be put to all members of the DLM Forum.

- (b) See point 2b

- 4) Financials

Each present member of the Executive was provided with a statement of account up until the end of March 2008.

- 5) Making Moreq2 wider known
 - (a) Written Materials

It was decided that an explanation of Moreq2 (leaflet) should be produced. It is to be a double sided A4 sheet and should be produced in all relevant languages.

Both AIIM and the European commission will investigate internal possibilities for translation, design and printing.

(b) Translation

There are several countries that have already shown an interest in translating Moreq2, these are Slovenia, France, Poland, Russia, Portugal and Romania. There is also an offer to translate MoReq2 into Catalan.

It was put forward that the DLM will host all translations of MoReq2 on the website. For the Toulouse conference an effort will be made to provide all delegates with an electronic copy of MoReq2.

(c) Explanation

It was suggested that someone write a MoReq2 for dummies book, it was decided that the DLM Forum is not in a position to do this and that it would need to be done by an outside consultant.

(d) Websites

The Moreq2 Wikipedia entry needs to be updated. This will be done between now and Toulouse.

It was asked by several members of the Executive that AIIM as the secretariat put a current list of members up on the DLM Forum website.

Conclusions of the Executive Committee Meeting will be published on the public website starting with this meeting.

(e) Training

It was agreed that any decisions to do with training needs to be put to the members to find out if they think that's what the DLM should be doing.

(f) Webinar's

As with the previous point the Executive feels it needs to be put to the members, however they also feel that this would be something for the future and not relevant at this time.

6. Moreq2 Maintenance

To be discussed at the next meeting on the 1st September

7. Toulouse

There was no need for this to be reported to the executive as all were present at the scientific committee meeting. All preparations are going as planned and a framework of the program was decided.

8. Future Activities of the DLM Forum

To be discussed at the next meeting on the 1st September.

9. Other Items

(a) It was discussed that the DLM Forum needs some new areas of research or focus. From this a decision was made that we need to seek proposals from the DLM members (excluding governance, MoReq2). These proposals would need to be collated and presented at the meeting in September. AIIM as the secretariat are to complete this task.

(b) It was brought to the attention of the executive that AIIM have a couple of events that should be supported by the DLM Forum. These include a tradeshow in Germany and a 1-day event in London. .Appropriate help and support would be sought from various people.

The next meeting of the DLM Executive is on the 1st of September 2008, starting at 10 hrs in Brussels. The EC will host and a separate invitation will go out.