Memorandum of Understanding

Between DLM Forum and the Open Preservation Foundation

The DLM Forum, its principal offices at Nooruse 3, 50411, Tartu, Estonia, and The Open Preservation Foundation (OPF), its principal offices at 10-12 East Parade, Leeds, LS12BH hereby appoint each other) as allied organisations.

The DLM Forum is a vibrant community of public archives and interested parties from across government, commercial, academic and voluntary sectors who are active in information governance, including archives, records, document and information lifecycle management. It was founded by the European Commission and first met in 1996. Today it is a not-for-profit foundation providing industry specifications, participating in activities and serving members from all over Europe and the rest of the world.

The OPF (founded in 2010) is an international not-for-profit membership organisation. The OPF leads a collaborative effort to create, maintain and develop the reference set of sustainable, open source digital preservation tools and supporting resources. This set of tools (including software and standards) enables organisations to evaluate, validate, document, mitigate risk, and process digital content to be preserved in line with desired policies and community best practice.

OPF and DLM Forum, herein referred to as the "Parties," agree to the following:

Purpose and Scope

With the goal of establishing a mutually beneficial relationship, the Parties agree to OPF's appointment as an allied organisation in the DLM Forum, and, the DLM Forum's appointment as an allied organisation in OPF. The parties agree to work together and share information in the following ways:

- To provide access to details of one another's annual activity plans;
- To provide regular updates on activities likely to be of specific interest to one another's members;
- To offer observer status at Annual General Meetings or other member events as appropriate;
- To promote one another's events and activities;
- To co-operate on knowledge sharing, community building and educational activities;
- To advocate digital preservation to the wider community;
- To gather and spread digital preservation knowledge and best practices;
- To work together to further digital preservation software sustainability.

Conditions and Arrangements

This memorandum does not contemplate or require the transfer of funds, fees or dues between the parties. Each party shall be responsible for the payment of travel, accommodations, and other costs associated with its attendance of meetings, conferences, and workshops. Neither party has the right to obligate or represent that it has the authority to make obligations on behalf of the other party.

Any paid or unpaid work or service one of the parties undertakes for or on behalf of the other, e.g. any actions regarding the sustainability of the DLM Forum project results performed by the OPF, is not part of this memorandum and as such requires a written contract ratified through the usual procedures by both parties.

Use of the OPF name, logos and trademarks shall be cleared in advance through the OPF office. OPF shall be under a reciprocal obligation for uses of the DLM Forum name, logos and trademarks. Both parties shall link to each other's website and display each other's logos in a way to be mutually approved.

Timing

This memorandum shall be effective upon execution by the duly authorized of both Parties and shall cover a period of twelve (12) months from the date of execution. This memorandum shall automatically renew. Either party may terminate the appointment within thirty (30) days notice to the other party.

The parties agree to hold a periodic senior meeting on a half-yearly basis in order to track whether the alliance continues to be a sensible arrangement for both sides.

Future Versions

This memorandum is designed in such a way that it can be altered by mutual consent at any time.
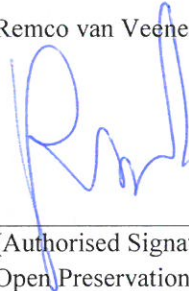
Appointed by:

Jan Dalsten Sørensen

Remco van Veenendaal

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(Authorised Signatory)
DLM Forum

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(Authorised Signatory)
Open Preservation Foundation