Digital Preservation

Governance, Risk, Compliance

Trust
Risk Management
Enterprise Architecture
IT Governance

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Agenda

- Trust
- Risk Management
  - DP and Risks
  - DRAMBORA
- Governance, Risk, Compliance and IT
  - Strategic alignment
  - What is IT Governance?
  - The relevance of IT Governance for DP
- COBIT: Control Objectives for IT
  - Goals
  - Framework
  - Example processes

Trust

- Producers and consumers need trust in a repository
- What is trust?
- Concepts
  - being able to predict something
  - Confidence of producers and consumers
  - Reliability, authenticity
  - A trusted party is presumed to seek to fulfill expectations (legal obligations, policies, ethics, contracts…)
- Standards
- OAIS compliance...?

Trust in a Repository

- Critical services require trust
- RLG/OCLC “Trusted Digital Repositories – Attributes and Responsibilities” (2002)
  - depositors trust information holders
  - users trust digital assets provided by repositories
  - information holders trust third party service providers
- How is trust established, maintained, and secured?
- How to verify trust?

- TRAC
- Nestor

Trustworthy Repositories Principles

CRL-RLG-OCLC-Nestor-DPE-DCC criteria and checklists

I. The repository commits to continuing maintenance of digital objects for identified community/communities.

II. Demonstrates organizational fitness (including financial, staffing structure, and processes) to fulfil its commitment.

III. Acquires and maintains requisite contractual and legal rights and fulfils responsibilities.

IV. Has an effective and efficient policy framework.

V. Acquires and ingests digital objects based upon stated criteria that correspond to its commitments and capabilities.

Trustworthy Repositories Principles

VI. Maintains/ensures the integrity, authenticity and usability of digital objects it holds over time.

VII. Creates and maintains requisite metadata about actions taken on digital objects during preservation as well as about the relevant production, access support, and usage process contexts before preservation.

VIII. Fulfils requisite dissemination requirements.

IX. Has a strategic program for preservation planning and action.

X. Has technical infrastructure adequate to continuing maintenance and security of its digital objects.

TRAC

Criteria checklist

Three groups

A. Organisational Infrastructure

B. Digital Object Management

C. Technologies, Technical Infrastructure & Security

TRAC and Preservation Planning I

A 3.2 Repository has procedures and policies in place, and mechanisms for their review, update, and development as the repository grows and as technology and community practice evolve.
- Planning procedure
- Watch Services, triggers
- Update of preservation plans

A3.6 Repository has a documented history of the changes to its operations, procedures, software, and hardware that, where appropriate, is linked to relevant preservation strategies and describes potential effects on preserving digital content.
- History of preservation plans (created, reviewed and updated)
- Plato: Automated documentation of planning activities

TRAC and Preservation Planning II

A3.7 Repository commits to transparency and accountability in all actions supporting the operation and management of the repository, especially those that affect the preservation of digital content over time.
- Solid workflow in consist manner enables informed and well-documented decisions
- Explicit definition of objectives and measurement units
- Change history in plans

B1.1 Repository identifies properties it will preserve for digital objects.
- Objective Tree
- Evaluation results

TRAC and Preservation Planning III

B3.1 Repository has documented preservation strategies.
- Preservation Plan

B3.3 Repository has mechanisms to change its preservation plans as a result of its monitoring activities.
- Watch Services, triggers
- Verification against changes in the environment
- Update of preservation plans

Nestor Criteria & Preservation Planning

8. The digital repository has a strategic plan for its technical preservation measures.
- Preservation Plan
- Triggers for re-evaluation
- Watch Services

9.2 The digital repository identifies which characteristics of the digital objects are significant for information preservation.
- Objective Tree
- Cf. TRAC B1.1!

Audit and Certification Initiatives

- RLG- National Archives and Records Administration Digital Repository Certification Task Force
  - Trustworthy Repositories Audit & Certification: Criteria and Checklist (TRAC)
  - ISO RAC 16363
- NESTOR
  - Catalogue of Criteria of Trusted Digital Repositories
- DRAMBORA: Self-assessment

Nestor and TRAC versus PP

- Certification and Audit of repositories
- NESTOR and TRAC
- Planets Preservation Planning approach
  - Documented preservation strategies
  - Identification of significant properties
  - Continuous monitoring and mechanisms to react to changes in the environment

…and in practice?

- Criteria checklists important step
  - Future: audit certificates (ISO 16363)
- Criteria not always helpful
  - How to measure fulfilment
  - How to prove trust
  - How to improve
- Audit and Certification as ultimate goal
- Self-audit as important step
- Governance, Risk and Compliance

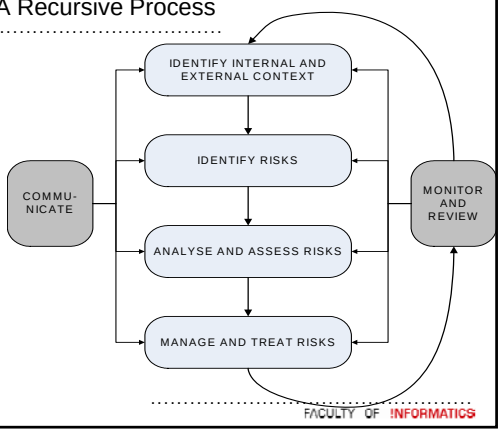
DRAMBORA

- Digital Repository Audit Method Based on Risk Assessment
- Self-Audit and Self-Assessment
- Evidence based
  - Consistency
  - To ensure conclusions can be validated and replicated
  - Documentary, testimonial, and observational evidence
- Pilot audits
- Risk awareness is low within the community

Risk and Digital Preservation

- Digital Preservation ***is*** Risk Management
- Transform uncertainties into manageable risks
- Standard risk management models in many disciplines
- DRAMBORA is adaption of standard risk assessment procedure, customized to DP

A Recursive Process

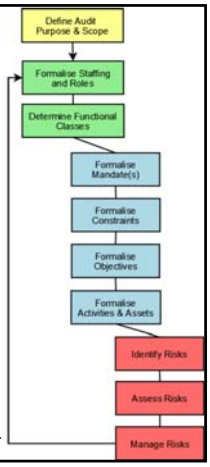


DRAMBORA

- Mechanisms to facilitate internal self-assessment & reporting
- Means to validate appropriateness of repository's efforts
- Generate appropriate documentation
- 4 stages, 10 tasks
- Available at www.repositoryaudit.eu

Process overview

1. Define Audit Purpose and Scope
2. Formalise Staffing and Roles
3. Determine Functional Classes
4. Formalise Mandate(s)
5. Formalise Constraints
6. Formalise Objectives
7. Formalise Activities and Assets
8. Identify Risks
9. Assess Risks
10. Manage Risks



Evidence

- Documentary
  - Mission statement
  - Deposit agreements
  - Business plan, financial reports
  - Job descriptions/profiles
  - System manuals, Technical documents,…
- Testimonial evidence
  - Highlight whether omissions exist in documentation
  - Validate documentation vs. reality
- Observation of practice
  - Less objective, but important
  - Walkthroughs, test objects,…

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DRAMBORA Outcomes

- Documented organisational self-awareness
- Catalogued risks
- Risk scores
  - The self-audit produces a composite risk score for each functional class.
  - This numeric result can be compared with risk scores of other functional classes and allows the identification of the areas of repository work that are most vulnerable to threats
- Understanding of infrastructural successes and shortcomings
- Preparation for full scale external audit

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Defining the Context

- the mandate of your repository
- the goals and objectives
- the policies the repository has in place
- legal, contractual and other regulatory requirements
- standards and codes of practice
- any other things that influence the repository

➢ Well established means for subsequent risk definition and assessment

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Organisational Goals

- Associated with functional classes
  - Acquisition & Ingest
  - Preservation & Storage
  - Metadata Management
  - Access & Dissemination

} operation classes

  - Organisation & Management
  - Staffing
  - Financial Management
  - Technical Infrastructure & Security

} supporting classes

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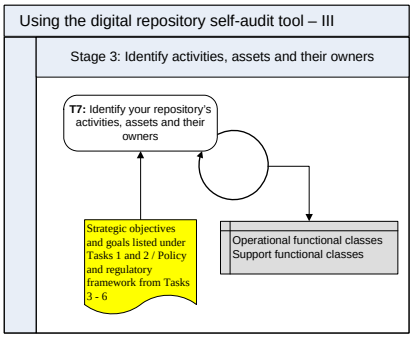
Activities, Assets and their Owners



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Activities, Assets and Owners

- Conceptual model of what the repository does
  - split broad level mission and goals into more specific activities or work processes
  - assign to individual responsible actors
  - link to one or more key assets

Organisational Assets

- Includes:
  - information (databases, data files, contracts, agreements, documentation, policies and procedures)
  - software assets
  - physical assets
  - services and utilities
  - processes
  - people
  - intangibles, such as reputation

Identifying Risks

- Assets & Activities associated with vulnerabilities – characterised as risks
- Build structured list of risks, according to associated activities and assets
- No single methodology – brainstorming structured according to activities/assets is effective
- Iterative process

Kinds of risk

- Assets or activities fail to achieve or adequately contribute to relevant goals or objectives
- Internal threats pose obstacles to success of one or more activities
- External threats pose obstacles to success of one or more activities
- Threats to organisational assets

Stage 5: Assess Risks

- Fundamental issues are:
  - probability of risks
  - potential impact of risks
  - Relationships between / groupings of risks
- A risk assessment must be undertaken for each identified risk

Risk Assessment

- For each risk auditors must record:
  - example manifestations of risk
  - probability of its execution
  - potential impact of its execution
  - relationships with other risks
  - risk escalation owner
- Determine likelihood and impact by considering
  - Historical experiences
  - Mitigation/avoidance measures already in place
  - Experiences beyond repository itself
    - Relevant research
    - Expert opinion (e.g. legal, technical, environmental)
    - Experiences of comparable organisations

Risk Impact

- Impact can be considered in terms of:
  - impact on repository staff or public well-being
  - impact of damage to or loss of assets
  - impact of statutory or regulatory breach
  - damage to reputation
  - damage to financial viability
  - deterioration of product or service quality
  - environmental damage
  - *loss of digital object authenticity and understandability is ultimate expression of impact*

Risk Impact Score	Interpretation
0	*Zero* impact, results in **zero loss** of ability to ensure digital object authenticity and understandability[1]
1	*Negligible* impact, results in **isolated but fully recoverable loss** of digital object authenticity and understandability
2	*Superficial* impact, results in **widespread but fully recoverable loss** of digital object authenticity and understandability
3	*Medium* impact, results in **total but fully recoverable** loss of digital object authenticity and understandability
4	*High* impact, results in **isolated loss, including unrecoverable loss** of digital object authenticity and understandability
5	*Considerable* impact, results in **widespread loss, including unrecoverable loss or loss that is recoverable only by third party** of digital object authenticity and understandability
6	*Cataclysmic* impact, results in **total and unrecoverable loss** of digital object authenticity and understandability

[1] Note that we use understandability in its broadest sense to encapsulate technical, contextual, syntactical and semantic understandability.

Risk Likelihood

Risk Probability Score	Interpretation
1	Minimal probability, occurs once every **100 years or more**
2	Very low probability, occurs once every **10 years**
3	Low probability, occurs once every **5 years**
4	Medium probability, occurs once **every year**
5	High probability, occurs once **every month**
6	Very high probability, occurs **more than once every month**

Risk relationships

Risk Relationship	*Definition of Risk Relationship*
Explosive	where the simultaneous execution of *n* risks has an impact in excess of the sum of each risk occurring in isolation
Contagious	where a single risk's execution will increase the likelihood of another's
Complementary	where avoidance or treatment mechanisms associated with one risk also benefit the management of another
Domino	where avoidance or treatment associated with a single risk renders the avoidance or treatment of another less effective
Atomic	where risks exist in isolation, with no relationships with other risks

Sample risk 1

Risk Identifier	**R05**
Risk Name	Repository loses mandate
Risk Description	Basis for repository's existence is withdrawn or substantially altered, rendering it incompatible with business activities
Is this Risk relevant?	Is the mandate subject to ongoing review? Is the primary repository service contract subject to renewal or renegotiation?
Example Manifestation	Scope of repository responsibility is changed by legislative amendment
Nature of Risk	Personnel, management and administration procedures
Probability	2
Potential Impact	4

Sample risk 1: Mitigation

Avoidance	Seek all available certifications to publicly demonstrate operational effectiveness
	Promote organisational transparency
In the event of execution	Establish arrangements for succesion
	Establish contingency plans
	Establish exit strategy

Sample risk 2

Risk Identifier	R66
Risk Name	Preservation strategies result in information loss
Risk Description	Exposure of an archived object to preservation plans result in loss or damage to one or more of its significant characteristics
Is this Risk relevant?	Does repository offer a definition of acceptable loss that may result from preservation activities?
Example Manifestation	Migration strategy results in loss of 'look and feel' of archived documents, regarded as essential properties by user community
Nature of Risk	Operations and service delivery
Probability	4
Potential Impact	3

Sample risk 2: Mitigation

Avoidance	Evaluate preservation strategies in controlled environment prior to execution
	Ensure procedures are reversible in the event of unexpected or inappropriate results
In the event of execution	Define policies to describe the acceptable levels of loss tolerated by the repository

Stage 6: Manage Risks

- Combination of avoidance, tolerance and transfer
  - avoid circumstances in which risk arises
  - limit likelihood of risk
  - reduce potential impact of risk
  - share the risk
  - Transfer to others

The Result

- Risk score for each risk quantifies risks' severity
- Composite risk score for each category
- Illustrates vulnerabilities
- Facilitates resource investment

Summary

- Criteria for trusted repositories
  - TRAC, Nestor, Trustworthy Repository Principles
  - Relation to Preservation Planning
- DRAMBORA: Risk-based self assessment
  - Documented self-awareness
  - Risk register as basis for ongoing management
  - Preparation for external audit
- Building Trust

Exercise

- We are back at the library caring for the scanned newspaper collection
- Split in four groups and analyse risks
  - Acquisition and Ingest, Access and Dissemination
  - Preservation and Storage, Metadata Management
  - Organisation and Management, Finances
  - Staffing, Technical Infrastructure and Security
- List assets and activities (10 min)
- List risks associated with these (10 min)
- Assess the risks and think about mitigation (10 min)
- Discussion

Risk, Compliance... Governance

- Digital Preservation vs. Information Management
  - Information Management needs IT
  - Information Technology needs controls
- What is IT Governance?
  - Expectations, goals, responsibility, performance, control
  - Systems, Organizations and Goals
  - Strategic alignment of business and technology
  - Enterprise Architectures
- Transparency, compliance, trust: Governance

Digital Preservation Scenarios

- DP is a concern in different scenarios
- Digital Preservation System" (DPS)
  The business is digital preservation
- "Systems of Systems" (SoS)
  The business is supported by a system

- Digital Preservation Ready System" (DPR):
  The business transposes the digital preservation concerns in non-functional requirements

- Strategic Alignment: technology <> business

Enterprise Architecture

- Enterprises are systems
- Enterprise architecture (EA)
  - models the role of information systems and technology on organizations in a system architecture approach
  - in order to align enterprise-wide concepts, business processes and information with information systems
  - The core driver is planning for change and providing self-awareness to the organization
- The Zachman Framework
  - Very influential early EA approach
  - describes the elements of an enterprise's systems architecture
  - Each cell: a set of models, principles, services, standards
  - Rows: viewpoints
  - Columns: Focus

Everything needs to fit together: Zachman

	DATA What	FUNCTION How	NETWORK Where	PEOPLE Who	TIME When	MOTIVATION Why
SCOPE (contextual)	List of things important in the business	List of business processes	List of business locations	List of important organizations	List of events	List of business goals and strategies
ENTERPRISE (business model)	Conceptual data/object model	Business process model	Business logistics system	Work flow model	Master schedule	Business plan
SYSTEM (logical model)	Logical data model	System architecture model	Distributed systems architecture	Human interface architecture	Processing structure	Business rule model
TECHNOLOGY (physical model)	Physical data/class model	Technology design model	Technology architecture	Presentation architecture	Control structure	Rule design
COMPONENTS (detailed)	Data definition	Program	Network architecture	Security architecture	Timing definition	Rule specification
INSTANCES (functioning enterprise)	Usable data	Working function	Usable network	Functioning organization	Implemented schedule	Working strategy

IT Governance

- DP is an IT-supported business and needs IT Governance
  - Key discipline for decision making and communication within IT-supported organisations
  - Proactive identification of problems
  - Early action to minimise impact
  - Gaining importance because of regulatory requirements and compliance
- IT Governance
  - "*the leadership, organisational structures and processes that ensure that the enterprise's IT sustains and extends the organisation's strategies and objectives.*" [COBIT]

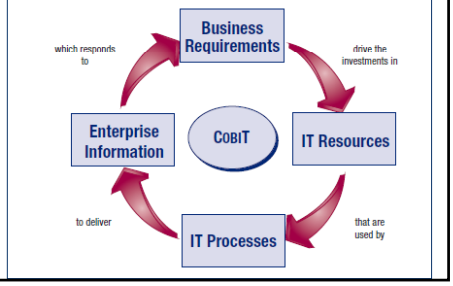
IT Governance: COBIT

- Control Objectives for IT
  - set of best practices, measures and processes to assist the management of IT systems
- Goal: Enable businesses to deliver against business and governance requirements
  - Link and align technology to business requirements
  - Make performance against these measurements transparent
  - Organise activities into accepted process model
  - Identify major resources to be leveraged
  - Define management control objectives to be considered

Principles

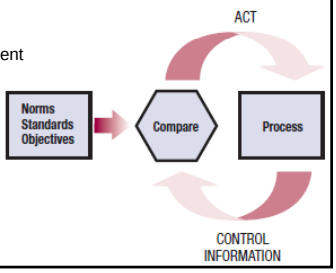
- business-focused
- process-oriented
- controls-based
- Measurement-driven

Figure 5—Basic COBIT Principle

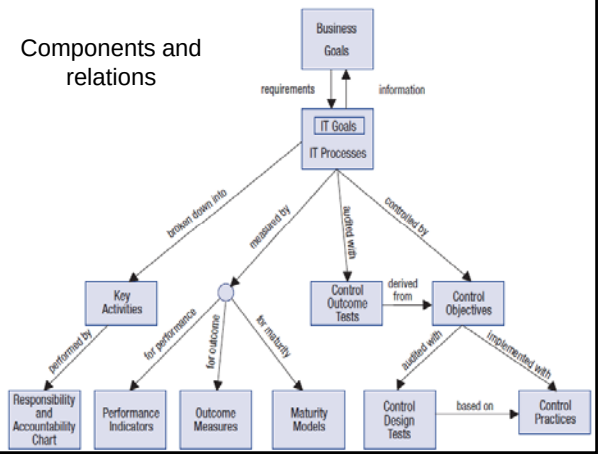


Governance and Control

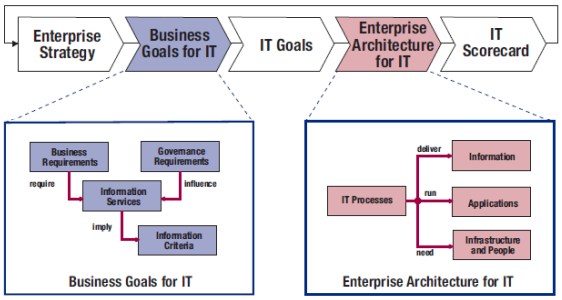
- Governance Focus Areas
  - Strategic alignment
  - Value delivery
  - Resource management
  - Risk management
  - Performance measurement
- Control model



Components and relations

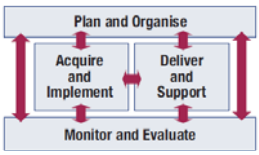


Defining IT goals and Enterprise Architecture

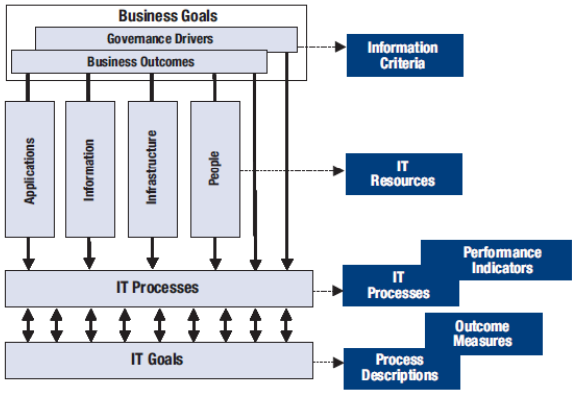


COBIT domains and information criteria

- Domains:
  - Plan and Organise
  - Acquire and Implement
  - Deliver and Support
  - Monitor and Evaluate
- Information Criteria
  - **Effectiveness:** relevant and pertinent to the business process as well as being delivered in a timely, correct, consistent and usable manner.
  - **Efficiency**: provision of information through the optimal (most productive and economical) use of resources.
  - **Confidentiality**: protection from unauthorised disclosure.
  - **Integrity:** accuracy and completeness, validity to business
  - **Availability:** available when required, safeguarded
  - **Compliance** to laws, regulations, contracts (external and internal)
  - **Reliability**: enable management to operate and exercise responsibilities



Control, Alignment, Monitoring



Some COBIT processes

- Plan and Organise
  - PO1 Define a Strategic IT Plan
  - PO3 Determine Technological Direction
  - PO9 Assess and Manage IT Risks
- Acquire and Implement
  - AI1 Identify Automated Solutions
  - AI3 Acquire and Maintain Technology Infrastructure
- Deliver and Support
  - DS1 Define and Manage Service Levels
  - DS4 Ensure Continuous Service
- Monitor and Evaluate
  - ME3 Ensure Compliance With External Requirements

PO9 Assess and Manage IT Risks

- A risk management framework is created and maintained. The framework documents a common and agreed-upon level of IT risks, mitigation strategies and residual risks. Any potential impact on the goals of the organisation caused by an unplanned event is identified, analysed and assessed. Risk mitigation strategies are adopted to minimise residual risk to an accepted level. The result of the assessment is understandable to the stakeholders and expressed in financial terms, to enable stakeholders to align risk to an acceptable level of tolerance.
- Control Objectives
  - PO9.1 IT Risk Management Framework
  - PO9.2 Establishment of Risk Context
  - PO9.3 Event Identification
  - PO9.4 Risk Assessment
  - PO9.5 Risk Response
  - PO9.6 Maintenance and Monitoring of a Risk Action Plan

PO9 Assess and Manage IT Risks

A RACI chart maps all activities onto roles:
Responsible, **A**ccountable, **C**onsulted, **I**nformed

RACI Chart — Functions

Activities	CEO	CFO	Business Executive	CIO	Business Process Owner	Head Operations	Chief Architect	Head Development	Head IT Administration	PMO	Compliance, Audit, Risk and Security
Determine risk management alignment (e.g., assess risk).	A	R/A	C	C	R/A	I					I
Understand relevant strategic business objectives.		C	C	R/A	C	C					I
Understand relevant business process objectives.				C	C	R/A					I
Identify internal IT objectives, and establish risk context.					R/A		C	C	C		I
Identify events associated with objectives (some events are business-oriented [business is A]; some are IT-oriented [IT is A, business is C]).	I			A/C	A	R	R	R	R		C
Assess risk associated with events.				A/C	A	R	R	R	R		C
Evaluate and select risk responses.	I	I	A	A/C	A	R	R	R	R		C
Prioritise and plan control activities.	C	C	A	A	R	R	C	C	C		C
Approve and ensure funding for risk action plans.		A	A		R	I	I	I	I		I
Maintain and monitor a risk action plan.	A	C	I	R	R	C	C	C	C	C	R

A RACI chart identifies who is Responsible, Accountable, Consulted and/or Informed.

Maturity model based on CMMI

- Each process can have different maturity levels
  ...in different dimensions:
  - Awareness and Communication
  - Policies, plans and procedures
  - Tools and Automation
  - Skills and Expertise
  - Responsibility and Accountability
  - Goal Setting and Measurement
- Levels
  0. Non-existent
  1. Initial/Ad Hoc
  2. Repeatable but Intuitive
  3. Define Process
  4. Managed and Measurable
  5. Optimised

...Governance, Risk, Compliance and DP

- Governance
  - DP is an IT-supported business and needs proper IT Governance
  - Planning exercises Control based on Objectives
  - Currently: lack of coherence and quantified objectives,lack of holistic governance framework explicitly addressing DP concerns
- Risk
  - DRAMBORA customizes Risk Management for DP
  - Currently: lack of integration with other RM frameworks
- Compliance
  - OAIS and TRAC / RAC
  - But: no maturity model yet

Questions?

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COBIT figures taken from COBIT 4.1:
Framework, Control Objectives, Management Guidelines, Maturity Models