Digital Continuity Management and Assessment

Academic Year: (2019 / 2020)   **Review date: 24-04-2020**

Department assigned to the subject: Library and Information Sciences Department

Coordinating teacher: NAVARRO BONILLA, DIEGO

Type: Electives ECTS Credits : 3.0

Year : 1 Semester : 0

REQUIREMENTS (SUBJECTS THAT ARE ASSUMED TO BE KNOWN)

Archival Science

OBJECTIVES

The students must have the correct skills to apply solving problems methodology.
They must:
- Provide expert knowledge on planning and design of strategies focused on digital continuity management to assure the highest quality of services and resources in organizations.
- Identify technological innovation in libraries and archives
- Lead and manage archives, libraries and digital information services
- Apply the international rules to the strategies of digital continuity
- Interpretate and apply the legal frame and international standards in the strategies of digital continuity.
- Use the tools to apply assessments and digital continuity audits

DESCRIPTION OF CONTENTS: PROGRAMME

Module 1. Introduction. Basic concepts. Regulatory framework

1.1. Concepts. Managing Change for digital continuity.
1.2. International initiatives. UK, Australia and the United States.
1.3. Legal context in Spain. Digital continuity in the National Interoperability and Security National Esquena
1.4. International technical standards. ISO standards

Module 2. Identification and assessment of risks to digital continuity

2.1. Strategies. Development of contingency plans Model analysis. Protocol to the National Insurance Scheme. Methodology for risk analysis MAGERIT Information Systems
2.2. Digital information assets. Essential documents
2.3 Integration of digital continuity in the management of information. Incorporation of digital continuity strategy information technology.. Dimensions valuation: Availability. Integrity. Confidentiality. Authenticity.
2.4. Digital continuity risks. Impact analysis. Measuring impacts and risks to the organization

Module 3. Development of a digital program continuity. Tools. Analysis of case studies.

3.1. Technological solutions. Introduction to the main tools. Features
3.2. Open source applications for analyzing risks related to information security: DRAMBORA ("Digital Curation Centre" in the UK), PILAR (National Cryptologic Center)
3.3. Open source applications for analyzing risks related to digital preservation: DROID (National Archives UK) XENA (National Archives of Australia).
3.4. Development of an action of digital continuity plan. Analysis of case studies.

LEARNING ACTIVITIES AND METHODOLOGY

FORMATIVE ACTIVITIES

1. Individual work for the study of theory and practice contents
2. Individual work to solve problems and practical cases
3. Presential theory-practice workshops

4. Works in group
5. Active participation in discussions open by the professor in the digital learning application
6. Selfassessment tests

OFFICIAL DISCUSSIONS/INTERVIEWS WITH PROFESSOR
There will be special sessions to talk about the outcomes of each student. In the digital application there will be a complete information about the dates, place and duration of these discussion with each student to analyse the running of his/her development. At least, one hour per week. Each student can also apply for a special and complementary interview.

ASSESSMENT SYSTEM

1. ORDINARY ASSESSMENT
Continous:
Active intervention in presential sessions and virtual talks 5%
Practices 40%
Selfassessment tests 15%

End-of-term:
Final work 40%

2. EXTRAORDINARY ASSESSMENT
If the student hasn´t followed the ordinary assessment, he/she can apply for a final exam which would provide the 60% max. of the final and total score of the ordinary assessment. In the extraordinary assessment, the final exam will make him/her possible to obtain up to 75% of the final maxim score.

Final exam score: 20%
Rest of continous evaluation: 80%

% end-of-term-examination:	20
% of continuous assessment (assigments, laboratory, practicals…):	80

BASIC BIBLIOGRAPHY

 - Archivo Nacional de Australia Implementation of Digital Continuity in the Australian Government, National Australia Archives, 2016
 - Carvalho, Andrea Vasconcelhos Auditoría de inteligencia , TREA, 2012

 - Gobierno de Queensland (Australia).   Queensland Government Digital Continuity Strategy, Queensland Government, 2013
 - MacLean, Margaretand Davis, Ben H. (eds.) Time & bits; managing digital continuity, Getty, 1999