



národní
úložiště
šedé
literatury

Audit Národního úložiště šedé literatury (NUŠL) v NTK s použitím nástroje DRAMBORA

Národní technická knihovna
2012

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Další dokumenty můžete najít prostřednictvím vyhledávacího rozhraní nusl.cz .

#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
1	Loss of Staff Members	The team is relatively small, the skills are not shared, it is even complicated to cover all necessary activities. ----- 2010 ----- The team was growing during 2010, so the substitutability of the team members. The team members activities are documented and presented	Management	Organisational Fitness	2012-01-0 9 10:34:55	Medium	High (Service Delivery)	12	Avoidance Strategy: Ideal would be to add more staff members to the team and make them share the knowledge. Not in the budget. For 2012 is the budget even lower. Strategy Owner: Management Target: Check Date: 2012-06-30 Avoidance Strategy: To document all processes and activities to make it easier and quicker for new staff members to acquire all necessary skills - for 2012 even more important Strategy Owner:	

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#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		on the regular team meetings, the documents are stored in the newly established NUSI wiki. The team is compact and located in one place. The risk vulnerability is lower, but the risk still exists							Management Target: Check Date: 2010-06-30 Avoidance Strategy: Keep documenting the team activities, store and organise related documents to the proper storagei, improve the working conditions of the team Strategy Owner: Management Target: Check Date: 2012-09-30	
		2011 - NTK staff was reduced by 15% including NUSL team, where some								

#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		jobs contracts were shortened. The risk vulnerability is now and for 2012 higher.								
2	Pilot Project End	After the pilot project end - see constraint Project Duration - might the repository have problems with financing and mandate ----- 2010 ----- The main NUSL activities (long term grey	Management	Mandate & Commitment to Digital Object Maintenance Organisational Fitness	2012-01-04 13:27:22	Low	Medium (Service Delivery)	6	Treatment Strategy: To try to get involved in another successive project and/or to find another financing source for the NUSL repository - now integral part of the NTK budget Strategy Owner: Management Target: Check Date: 2012-09-30 Avoidance Strategy: Bring this theme to the	

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#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		literature collection, preservation and accessibility) are covered in the NTK budget for the years following 2011. Further development should be covered by another grant program. The risk is minimised and its character slightly changed, but still exists							proposed NUSL Council, if it will be established Strategy Owner: Management Target: Check Date: 2012-06-30	

#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		2011 - pilot project ended, NUSL is part of the NTK services, the time shows which impact this will have on NUSL								
3	Disaster Recovery	Disaster recovery plan is missing. There is in place simple backup plan, but the recovery after some data loss is not described. ----- 2010 ----- Together with backup	Management Administrator	Preservation of Digital Object Integrity, Authenticity & Usability	2012-01-04 13:29:53	Very Low	Medium (Service Delivery)	3	Treatment Strategy: To maintain and further develop the written disaster recovery plan - maybe even test it Strategy Owner: Management Target: Check Date: 2012-09-30 Avoidance Strategy: Validate the backup storage outside te NTK	

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 Literature



#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		strategy and methodology is being developed disaster recovery plan. The plan has to be finalised and validated. The risk is slightly minimalised, but still exists							building Strategy Owner: Management Target: Check Date: 2012-06-30	
		2011 new backup plan was developed and it is planned to store backups outside the NTK building								

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#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
4	Partner Network Voluntary	The planned network of partner organisations, supplying content for the repository, is based on organisations voluntariness, there is no legal regulation in place. ----- 2010 ----- For partners was prepared local CDS Invenio installation pre-configured for creation of grey literature	Management Legal Support	Legal & Regulatory Legitimacy Acquisition & Ingest	2012-01-10 09:21:08	Medium	High (Service Delivery)	12	Treatment Strategy: To try to find more motivations for the partners, to try to simplify the process for them, to explain better the benefits of the partnership (for example the benefit of one central archive, international aspect of the project, possibly influencing the financing of the partners etc.). Strategy Owner: Management Target: Check Date: 2012-09-30 Treatment Strategy: Promotion of the project towards the partners	

#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		digital collection followed by methodical documents and training for partners plus targeted NUSL propagation in the press, conferences etc. Signed contracts with 16 partners, but the risk still applies							and towards the public users Strategy Owner: Management Target: Check Date: 2012-06-30 Treatment Strategy: Try to get NUSL rated for the impact factor - very political ministerial level. Strategy Owner: Management Target: Check Date: 2012-09-30 Treatment Strategy: Continue to promote NUSL among potential partners, create a partner success story	
		2011 - 38 partner contracts signed so far,								

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#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		but the growth of partnet network is slow and complicated, risk still applies							Strategy Owner: Management Target: Check Date: 2012-06-30	
5	Backup Tapes Storage	Tapes with backup copies of the repository are stored in the same room, where the physical repository itself is located. ----- 2010 ----- Backup strategy and methodology is being	Management Administrator	Preservation of Digital Object Integrity, Authenticity & Usability Adequate Technical Infrastructure	2012-01-04 13:30:43	Very Low	Medium (Service Delivery)	3	Treatment Strategy: Validate the backup storage outside the NTK building Strategy Owner: Management Target: Check Date: 2012-06-30 Treatment Strategy: Maintain and develop the backup procedures and strategy Strategy Owner: Management	

#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		developed including tape handling and disaster recovery plan. The plan has to be validated and finalised.							Target: Check Date: 2012-06-30	
		2011 new backup plan was developed and it is planned to store backups outside the NTK building - but this is still not finalised - risk still exists								
6	Financial Shortfall	Finances are sufficient for	Management	Mandate & Commitment to	2012-01-0 4 13:32:41	Low	Medium (Organisation	6	Treatment Strategy: To find another source of	

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 Literature



#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		the status quo, not for the advancement of the repository ----- 2010 ----- Financing of the project is continuously ensured, for example for software licences, hardware renewal etc. 2011 - For 2012 will be NUSL financed from the NTK budget without		Digital Object Maintenance			al Viability)		financing - additional to the NTP budget Strategy Owner: Management Target: Check Date: 2012-09-30 Treatment Strategy: Look for another grant to support the financing of NUSL Strategy Owner: Management Target: Check Date: 2021-06-30	

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#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		financial support from any project, the time shows the impact of this change.								
7	Budget for Services	Services of the supplier of the software for user interface FAST, company INCAD, are covered in the budget and contract until the end of the year 2010. ----- 2010 ----- The servicers contract with	Management	Dissemination Adequate Technical Infrastructure	2010-12-13 14:29:44	Very Low	Low (Service Delivery)	2	Treatment Strategy: To find/cover the finances within the NTK budget on time. Strategy Owner: Management Target: Check Date: 2012-09-30 Treatment Strategy: Include this finances to the 2014 budget Strategy Owner: Management Target:	

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Literature

#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		FAST system supplier is signed until the end of 2013.							Check Date: 2013-06-30	
8	FAST Trial Version	NTK uses for the repository trial version of the software FAST, covered by contract with INCAD until the end of the year 2011. ----- 2010 ----- Full FAST version already in place - this risk was eliminated	Management	Dissemination Adequate Technical Infrastructure	2010-12-19 11:03:37	Very Low	Very Low (Service Delivery)	1	Treatment Strategy: Include payment for the FAST full version to the NTK budget on time Strategy Owner: Management Target: Check Date: 2012-09-30	
9	Weak	There is only	Management	Mandate &	2012-01-0	Very Low	Low	2	Treatment Strategy:	

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Literature



#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
	Mandate	one relatively brief paragraph in the NTK status ----- 2010 ----- Grey literature topic is included in the conception of library development in CZ until 2014. The new addendum to the NTK status from 2010/05/12 adds in the sections 3f and 3h new mandates,		Commitment to Digital Object Maintenance	4 13:40:29		(Reputation and Intangibles)		The proposed NUSL Council should be established and start working ASAP Strategy Owner: Management Target: Check Date: 2012-02-29	

#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		see section Mandate of the audit. This risk is now very minimal. 2011 - the mandate will be further strengthened, if the proposed NUSL Council will be created - see Constraints								
10	No Ingest Policy	There is no formalized ingest policy in place with described responsibilitie s	Management	Efficient & Effective Policies Acquisition & Ingest	2012-01-1 1 10:15:55	Very Low	Low (Service Delivery)	2	Treatment Strategy: Continue to maintain and develop current ingest policy Strategy Owner: Management Target:	

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Literature



#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		----- 2010 ----- Ingest metdodology is being developed. In the NUSL team was created the role of the content management. Risk now very weak							Check Date: 2012-09-30 Treatment Strategy: Continue to document ingest policy, make the documents available to the NUSL team Strategy Owner: Management Target: Check Date: 2012-06-30	
		2011 - ingest policies were during the year 2011 further developed - risk very low								
11	Document Formats	Nonexistent description of	Management Administrator	Efficient & Effective Policies	2012-01-0 9 09:27:07	Very Low	Low (Service Delivery)	2	Treatment Strategy: Maintain and develop	

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 Literature



#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		supported document formats Nonexistent formalized procedure for migration of formats to newer versions ----- 2010 ----- External analysis of this questions was ordered together with Long Term Preservation Strategy Risk. The format handling is now described, risk		Preservation of Digital Object Integrity, Authenticity & Usability					the methodology, which data formats will NUSL support including the migration policy Strategy Owner: Management Target: Check Date: 2012-09-30 Avoidance Strategy: Take in account supported document formats in all related NUSL metadata and content activities including the possible document typology and metadata changes Strategy Owner: Management Target: Check Date:	

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Literature

#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		very weak.							2012-09-30	
		2011 - new version of the analysis/document/policies was created - see Constraints, risk very low								
12	Software Administration	There is only one administrator with skills for CDS Invenio administration, located in the IT department, non-substitutable. ----- 2010 ----- The software	Management Administrator	Adequate Technical Infrastructure	2012-01-09 09:28:35	Medium	High (Service Delivery)	12	Treatment Strategy: To look for the additional SW administrator to the current part-time one Strategy Owner: Management Target: Check Date: 2012-02-29 Treatment Strategy: Keep the administrator documentation up to	

#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		administrator was transferred under the management of the NUSL manager, another team member was trained in this area and the documentatio n for the administrator is being created. Weak risk. 2011 - the full-time SW administrator left the company,							date with all relevant changes, for example with new CDS Invenio version and make it available to the NUSL team Strategy Owner: Administrator Target: Check Date: 2012-09-30	



#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		replaced by part-time worker, the risk is again higher								
13	Undocumented Policies	There is generally low degree of policies documentation ----- 2010 ----- Undocumented processes are continuously documented, NUSL wiki has been created 2011 - NUSI wiki was cancelled	Management Administrator Metadata management Legal Support	Organisational Fitness Efficient & Effective Policies Acquisition & Ingest Preservation of Digital Object Integrity, Authenticity & Usability Metadata Management & Audit Trails Dissemination Preservation Planning & Action	2012-01-09 09:32:32	Medium	Medium (Organisational Viability)	9	Treatment Strategy: After completing the DRAMBORA Assessment to map all discovered policy shortcomings and check the list for omissions. For the newly discovered undocumented policies to start the process of documenting them. Strategy Owner: Management Target: Check Date: 2012-09-30	

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Literature

#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		because of weak security of the solution, partially replaced by Invenio bug tracking at google code (see Activities)							Treatment Strategy: Think of the replacement of the cancelled NUSL wiki to store all related documents Strategy Owner: Management Target: Check Date: 2012-09-30	
14	Long Term Preservation Strategy not described	Long Term Preservation Strategy and the preservation plan are not sufficiently described ----- 2010 ----- External analysis of	Management	Preservation Planning & Action	2012-01-09 10:07:18	Very Low	Low (Service Delivery)	2	Treatment Strategy: Maintain and further develop the current Long Term Preservation Strategy Strategy Owner: Management Target: Check Date: 2012-12-15	



#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		this questions was ordered together with Document Format Risk - see section Constraints. This analysis hat to be verified. 2011 - new version of the analysis/docu ment/poolicies was created - see Constraints, risk very low							Treatment Strategy: Verify and apply the related analysis Strategy Owner: Management Target: Check Date: 2012-06-30	
15	Staff Skills insufficient	With the time and development of	Management	Organisational Fitness	2012-01-1 2 13:31:10	Medium	Medium (Service Delivery)	9	Treatment Strategy: Ensure proper training for the staff members - specially good	

#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		technologies and policies might staff skills become insufficient ----- 2010 ----- The growing team continuously acquires required skills by self-improvement, related conferences and trainings. The team members feels, that they are acquiring unique skills. 2011 - with							adaptation plans for new team members Strategy Owner: Management Target: Check Date: 2012-06-30 Treatment Strategy: Keep staff training and knowledge sharing among top management priorities Strategy Owner: Management Target: Check Date: 2012-12-15	



#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		the connection to the Risk 1 it is important to keep eye on this risk and motivate staff members by education								
16	Deliberate System Sabotage	Dissatisfied or released staff member might deliberate damage the repository ----- 2010 ----- The content and system backup is daily performed, the role of content manager was created, the	Management Administrator	Preservation of Digital Object Integrity, Authenticity & Usability	2012-01-12 13:34:08	Medium	High (Service Delivery)	12	Avoidance Strategy: Ensure the satisfaction of the team members by establishing good working conditions, training and personal development Strategy Owner: Management Target: Check Date: 2012-09-30 Treatment Strategy: Ensure proper backups	

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Literature



#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		<p>team grows and so grows the substitutability in the team.</p> <p>2011 - connected to risks 1 and 15 is this risk for the next period a bit higher</p>							<p>of the repository, regular checking of the repository consistency Strategy Owner: Administrator Target: Check Date: 2012-09-30</p> <p>Avoidance Strategy: Include this topic to the disaster recovery plan Strategy Owner: Management Target: Check Date: 2012-12-15</p>	
17	Duplicate project	There is ongoing activity of the Masaryk University in	Management	Mandate & Commitment to Digital Object Maintenance Legal &	2012-01-13 12:38:56	Medium	High (Reputation and Intangibles)	12	Treatment Strategy: Strengthen the position on NUSL in the public users, among partners and on the ministry	

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National Repository of Grey
Literature

#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		Brno to establish project similar to NUSL		Regulatory Legitimacy					level by various means of publicity Strategy Owner: Management Target: NUSL is recognised as the primary national digital repository of grey literature Check Date: 2012-12-15	
		2011 - the duplicate project continues at https://repositar.cz/ with universities participation, it is planned to add other organisation types - risk still high								
18	Partners do not supply fulltexts	NUSL partners often do not supply full texts of the documents,	Management Content Management Services	Efficient & Effective Policies Acquisition & Ingest Dissemination	2012-01-12 09:03:12	High	High (Service Delivery)	16	Treatment Strategy: Educate the partner network by various means of publicity, presentations, articles,	

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National Repository of Grey
Literature



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		rather metadata only. 2011 - over 100 000 recordss are stored in NUSL, only ca 300 of them have attached full-text digital documents, risk relatively high							personal visits etc. about the importance of supplying fulltexts to NUSL in order to support dissemination of national grey literature on the national level and abroad. Strategy Owner: Management Target: The amount of NUSL records with fulltexts increases to the 25% Check Date: 2012-12-15	
19	Slow growth of partner network	To establish and activate new partner is very complicated for various	Management Services	Acquisition & Ingest Dissemination	2012-01-13 12:42:26	High	High (Service Delivery)	16	Treatment Strategy: Continue to propagate NUSL, create success story with one excellent partner, always try to find one enthusiastic	

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 Literature



#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		reasons: - lack of management support - low amount of grey literature - insufficient skills and capacity 2011 - 38 partner contracts signed so far, the growth of partner network is complicated by factors mentioned above plus legal							supporter on the potential partner side. Strategy Owner: Management Target: 25 new partners in the year 2012 Check Date: 0201-12-15	

#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		regulations - see Constraints								
20	Sample partner contract has limited usability	The prepared sample contract has limited usability, because potential partners demand lot of changes Legal Cooperation with Masaryk University Brno on every contract, without this collaboration risk much	Management Services	Acquisition & Ingest Dissemination	2012-01-09 09:41:21	Medium	Medium (Service Delivery)	9	Treatment Strategy: Together with the legal support analyse the main areas of changes in the sample contract and create new sample contract variants. Strategy Owner: Management Target: New sample contract variants Check Date: 0201-06-30	

#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		higher								
		2011 - new sample contracts are being continuously created, danger of labor intensive contract handling - risk high								
21	Migration to new HW platform	Migration to new HW platform is planned soon	Administrator	Adequate Technical Infrastructure	2012-01-09 09:54:32	Very Low	Very Low	1	Avoidance Strategy: Check for the next necessary HW migration	
		2011 - successfully migrated							Strategy Owner: Management Target: Estimated next HW migration date Check Date:	

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National Repository of Grey
Literature



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									2012-06-30	
22	New CDS Invenio version	New version of CDS Invenio is planned soon 2011- the new version was successfully installed, the migration was smooth	Administrator	Preservation of Digital Object Integrity, Authenticity & Usability & Dissemination	2012-01-09 09:55:19	Very Low	Very Low (Service Delivery)	1	Avoidance Strategy: Check for the next necessary migration to new CDS Invenio version Strategy Owner: Management Target: Date for the new necessary SW migratio Check Date: 2012-06-30	
23	Legal Risk - Authors Act	Because of the complicated Authors Act regulations in CZ there is potential Risk of the storage	Management Legal Support	Legal & Regulatory Legitimacy	2010-12-16 10:03:02	Medium	High (Reputation and Intangibles)	12	Avoidance Strategy: Educate partners in the area of possible Authors Act migration by preparing presentation and document describing the potential risk areas	

#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
		of documents, where the authors rights do not belong to he provider of the document, for example in case of exclusive licences, co-authorship et. See Constraints - legal expertises							Strategy Owner: Management Target: Document and presentation (ev. training) for partners on risk areas Check Date: 2012-06-30	
24	Termination of legal support	During 2010 NUŠL used legal services of JUDr. Radim Polcak and Mgr. Jaromir	Legal Support	Legal & Regulatory Legitimacy	2012-01-1 3 13:31:42	Low	High (Organisation al Viability)	8	Treatment Strategy: Try to find potential new source of legal support Strategy Owner: Management Target: Potential new source of legal support	

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Literature

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		Savelka from Faculty of Law MU Brno mainly for partner contracts. There is possible risk of termination of this cooperation, because the cooperation is based on personal interest of the two lawyers.							identified Check Date: 2012-09-30 Avoidance Strategy: Improve the sample contracts in the way described in the related risk, make all related legal documents, expertise etc. available to the NUSL team (store to the NUSL wiki replacement?) Strategy Owner: Management Target: Check Date: 2012-09-30	
		2011 - the collaboration secured for the year 2012, but the risk								

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Literature



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		exist for years coming after 2012								
25	Law No. 130/2002 Sb.	Law No. 130/2002 Sb. has the consequence, that it is not possible to have partner contract from the bodies issuing grants and have the results of the grant projects from them, but that it is necessary to have contracts with the grant recipients, because they	Management Legal Support Services	Legal & Regulatory Legitimacy Acquisition & Ingest Dissemination	2012-01-1 3 13:51:13	High	High (Service Delivery)	16	Treatment Strategy: Consult this problem with the legal support and try to find workaround Strategy Owner: Management Target: Check Date: 2012-02-29 Treatment Strategy: For the case of unsuccessful search for workaround try to prepare strategy how to minimize workload connected to this risk - sample contracts etc- Strategy Owner:	

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National Repository of Grey
Literature



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		are owners of the project results.							Management Target: Check Date: 2012-06-30	
26	Document Typology Revisited	NUSL document typology is connected to the document collections, new partner organisations have new document types, which are not covered by current typology, for 2012 is planned the revision of the	Content Management	Acquisition & Ingest Preservation of Digital Object Integrity, Authenticity & Usability Dissemination	2012-01-09 09:51:46	High	Medium (Service Delivery)	12	Avoidance Strategy: Good preparation for the revision of the document typology including the study of similar typologies with the aim to balance the descriptiveness and complexity Strategy Owner: Management Target: Revised NUSL document typology well balanced Check Date: 2012-02-29	

#	Name	Description	Owner	Functional Classes	ID Date	Probability	Impact	Severity	Mitigation Strategy	Notes
27	Metadata format NUSL	In the year 2012 NUSL plans to review the usage of the NUSL metadata format with the aim to terminate it's usage and to use MARC21 as official NUSL metadata format	Management Metadata management	Metadata Management & Audit Trails Dissemination	2012-01-1 3 13:52:14	High	Medium (Service Delivery)	12	Avoidance Strategy: Good preparation for the change of the metadata format including the study of experience study with similar changes in similar repositories Strategy Owner: Management Target: Check Date: 2012-02-29	