

SHED Programme Board meeting, 10 November 2015

Present: Robin Turner (RT – *Chair*), Susan Hamilton (SH – *Notes*), Rebecca Jones (RJ), Stephanie Leith (SL), Allan Leslie (AL), Kirsty Lingstadt (KL), Eila McQueen (EM), Laura Mitchell (LM), Jo Robertson (JR), Dave Sutton (DS),

<p>1.</p>	<p>Apologies and note of the last Programme Board meeting (RT)</p> <p>Apologies: Trevor Cowie (TC), Bruce Mann (BM), Matt Ritchie (MR)</p> <ul style="list-style-type: none"> The note of the last Management Group meeting was accepted. <p>1.1 Membership of Programme Board; RT received a number of suggestions which were put to the Board; Katinka Dalglish (Glasgow Museums), Society of Museum Archaeologists and the Scottish Council on Archives and Future Museums. All are to be invited, with the option of being a corresponding member.</p>	<p>AP 10Nov15 01 KL to offer corresponding member option to SMA</p> <p>AP 10Nov15 02 Contact KD and Future Museums</p>
<p>2.</p>	<p>Draft Implementation Plan (RT)</p> <p>RT reported that the Implementation Plan has been building gradually, e.g. with the addition of priorities and timescales. Comments from Matt Ritchie were welcomed and taken into account during the discussion.</p> <p>Format of the document were suggested:</p> <ul style="list-style-type: none"> Move the 'benefits' column to beside the 'Aims' column Add the explanatory notes from the condensed version to the 'Aims' column Add an explanatory note/introduction at the start of the plan, explaining the terms in use <p>Content of the document:</p> <ul style="list-style-type: none"> Discussion of the current emphasis on infrastructure, processes and content. RT reminded the Board that work on improving content was recognized as important but, as indicated in the Strategy document (5.1) was not the primary focus of the SHED Strategy; this is something which should be made clear at the stakeholder event. Discussion of prioritizing what should be polygonised. MR suggested archaeological records should have priority. DS welcomed suggestion of a pilot for listed buildings curtilages. Suggestion of Discussion paper to explore lessons learned from major initiatives (SRO, SCHARP). This idea was well received. 	<p>AP 10Nov15 03 SH change format</p> <p>AP 10Nov15 04 RT when timing appropriate, invite someone from HES Designations to speak to the group.</p> <p>AP 10Nov15 05 SHED Mgt Group to develop.</p>

	<ul style="list-style-type: none"> DS noted importance of maintaining links to planning data, and to be able to generate national statistics based on this. SL noted that ALGAO Scotland collects statistics for in-house use, which may be able to be circulated. LM noted that the NRS are looking at archiving websites. <p>Implementation Plan Communications:</p> <ul style="list-style-type: none"> Explore the best place for an overview report on the work of SHED (e.g. MR suggestion of <i>DES</i>). Will be discussed with Management Group as part of dividing up communications work. <p>Prioritisation of Implementation Plan:</p> <ul style="list-style-type: none"> AL noted the very wide range of activities listed in the Implementation Plan, highlighting that prioritising is required and that the Board need to be able to decide what is important. <p>RT encouraged all to familiarize themselves with the Implementation Plan.</p>	<p>AP 10Nov15 06 SL to investigate links to planning data</p> <p>AP 10Nov 07 SH/BM to reformat plan in order that it is sortable by priorities.</p> <p>AP 10Nov15 08 All Provide feedback on plan to RT</p>
<p>3.</p>	<p>Stakeholder Event (RT/JR) RT circulated the workshop summary; JR noted that 35 have signed up so far. The group made suggestions for further invitees.</p> <p>There was discussion of the day's programme and it was noted that members of the Programme Board may be expected to act as discussion facilitators.</p>	<p>AP 10Nov15 09 JR to send invite to KL, for forwarding to museums and archives reps.</p> <p>AP 10Nov15 10 Presentation titles to JR ASAP</p> <p>AP 10Nov15 11 SH to remove completed tasks from implementation plan</p>
<p>4.</p>	<p>Workstream Updates</p> <p>4.1 SHED Management Group (RT)</p> <ul style="list-style-type: none"> RT reported that the note of the last meeting has been circulated and various actions progressed. <p>4.2 PastMap Programme (KL)</p> <ul style="list-style-type: none"> The PastMap Project Board is meeting next week. A discussion document has been developed for the meeting which focuses on the future of PastMap. PastMap is on schedule with updates from HERs. It has been confirmed in writing from the OS that registration is not required for access by individuals to PastMap. <p>4.3 SMR Technical Working Group (SL)</p> <ul style="list-style-type: none"> TWG met two weeks ago; the new Chair is Stefan Sagrott (NTS) 	

	<ul style="list-style-type: none"> • Looked at three SHED tasks: <ul style="list-style-type: none"> ○ Compiling a list of links to data standards which will be held in a central place ○ Provision of guidelines on production of large datasets for major projects ○ Technical specification for buffered site extent polygons • Other items discussed: <ul style="list-style-type: none"> ○ Data security and disaster management ○ OASIS as the mechanism for reporting events and getting grey literature online. Lots of benefits linked to OASIS that tick SHED boxes. • SL noted that the Workstream 2 projects list had been circulated and that if anyone had further suggestions, to get in touch. <p>4.4 Communications (RT)</p> <ul style="list-style-type: none"> • Suggested that each member of the Management Group could take a role in SHED communications, e.g. SL already maintains the web pages. 	<p>AP 10Nov15 12 SL to put Project list on SHED webpage AP 10Nov16 13 SL to add <i>Glorious Gardens</i> to project list AP 10Nov15 14 Management Group to revisit Comms Plan</p>
5.	<p>Polygon Projects (SH)</p> <ul style="list-style-type: none"> • Two partnerships have been formed by three local authorities, and bids for funding have been submitted. The results will be known in due course. 	
6.	<p>Matters arising</p> <ul style="list-style-type: none"> • The list of action points was updated (see below) 	<p>AP 10Nov15 15 KL/SH Revisit the SHED PID re: Open Data</p>
7.	<p>AOCB</p> <p>7.1 Links with Archaeology Strategy (RJ)</p> <ul style="list-style-type: none"> • RJ noted that part of her role is to keep an eye on the SHED workstreams and ensure that there is no duplication of effort. The Action Plan for the Archaeology Strategy is being put together in January 2016; AL, RT and EM are all involved. <p>7.2 Links with HES Corporate Plan (RT)</p> <ul style="list-style-type: none"> • The HES Corporate Plan will be released for consultation on 16th November. The HES Board have taken ownership of the document and developed the vision, mission etc. in response to previous internal and external consultations. RT noted that earlier drafts had the recurring theme of good quality digital content which chimes with the SHED Strategy. <p>7.3 Comments from MGS (RT)</p> <ul style="list-style-type: none"> • Useful comments on the Strategy have been received from MGS. SL noted that it would be good to follow up on the offer of a workshop. There was discussion on mapping of relevant standards, much of which work has already been done. 	<p>AP 10Nov15 16 Management Group to take forward idea of SHED/MGS workshop</p>
	<p>Date of next meeting:</p>	<p>AP 10Nov15 17</p>

SHED Programme Board meeting, 07 May 2015

	Early May 2016	SH Poll for suitable dates
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SHED Programme Board meeting, 07 May 2015

ACTION REGISTER

Action Point	Who	Details	By when	Status
		SHED Management Group, 25 March 2015		
25Mar15 12	TWG	Draft notes for stakeholders creating their own databases.	May 2016	Ongoing
		SHED Programme Board meeting, 07 May 2015		
07May15 01	RT	RT to contact Katinka Stentoft to ask if she would like to join the group.	Soon	See 10Nov15 02
07May15 04	SH	SH to liaise with Karen Robertson re measures of success.	Soon	In hand
07May15 07	KL	KL to investigate how PID could link with policy changes.	Soon	See 10Nov15 15
07May17 17	AL	To scope what a data enhancement workstream might look like.	By next meeting	Ongoing
		SHED Management Group, 29 September 2015		
29Sep15 09	RJ	Circulate comments from Archaeology Strategy re: SHED round the group	ASAP	Ongoing
		SHED Programme Board, 10 November 2015		
10Nov15 01	KL	Offer corresponding member option to SMA	May 2016	Ongoing
10Nov15 02	RT	Contact KD and Future Museums	May 2016	Ongoing
10Nov15 03	SH	Make format changes to Implementation Plan	ASAP	Ongoing
10Nov15 04	RT	When timing appropriate, invite someone from HES Designations to speak to the group	In due course	Ongoing
10Nov15 05	Mgt Group	Develop project to look at lessons learned from major community-based data collection projects	Next Mgt Group	Ongoing
10Nov15 06	SL	Investigate links to planning data	May 2016	Ongoing
10Nov15 07	SH/BM	Reformat Implementation Plan in order that it is sortable by priorities.	ASAP	Ongoing
10Nov15 08	All	Provide feedback on plan to RT	End Nov 2015	Ongoing
10Nov15 09	JR/KL	JR to send invite to KL, for forwarding to museums and archives reps.	ASAP	Ongoing
10Nov15 10	All	Presentation titles for BEFS workshop to JR	ASAP	Ongoing
10Nov15 11	SH	Remove completed tasks from implementation plan	ASAP	Ongoing
10Nov15 12	SL	Put Project list on SHED webpage	May 2016	Ongoing
10Nov15 13	SL	Add <i>Glorious Gardens</i> to project list	May 2016	Ongoing

SHED Programme Board meeting, 07 May 2015

Action Point	Who	Details	By when	Status
10Nov15 14	Man. group	Revisit Comms Plan	March 2016	Ongoing
10Nov15 15	KI/SH	KL/SH Revisit the SHED PID re: Open Data	May 2016	Ongoing
10Nov15 16	Man Group	Take forward idea of SHED/MGS workshop	May 2016	Ongoing
10Nov15 17	SH	Poll for suitable dates for next meeting	ASAP	Ongoing