

Scotland's Historic Environment Data

SHED Management Group

HES John Sinclair House, Edinburgh, 8th March 2016, 14.00-16.00

NOTES

Present: Susan Hamilton (SH – Notes), Stephanie Leith (SL), Robin Turner (RT – Chair)

Apologies: Rebecca Jones, Bruce Mann, Kirsty Lingstadt

1.	<p>Apologies and note of the last Programme Board meeting</p> <p>Apologies: Rebecca Jones, Bruce Mann, Kirsty Lingstadt</p> <p>The note of the previous Programme Board meeting was accepted, and are to be put on the website.</p> <p>1.1 Membership of Programme Board</p> <p>Bruce Mann has had to withdraw from the Management and Programme Boards.</p> <p>RT reported that Katinka Dalglish has agreed to join the Programme Board, but that it had not been possible to make a contact at Future Museums.</p>	<p>AP 08Mar16 01</p> <p>Put meeting notes on SHED web page (SL)</p>
2.	<p>Draft Implementation Plan following Stakeholder meeting and survey</p> <p>SH and BM are to liaise ASAP regarding carried over action points.</p> <p>The report from the BEFS workshop contains priorities for SHED. BM is to go through the results and look at which points can be added to the Implementation Plan. This will be useful to demonstrate how the workshop has influenced the Plan.</p> <p>There was discussion of how to present the Implementation Plan to the Programme Board, and whether it would be possible to assign individuals or owners to the tasks. Once the Plan has been reformatted to be sortable by priorities, it may also be colour coded to reflect e.g. a task's complexity.</p> <p>RT requested that all revisit the priorities and difficulty ratings which have already been assigned.</p> <p>SH is to report on the Implementation Plan at the Programme Board meeting.</p>	<p>AP 08Mar16 02</p> <p>BM to add extra points from workshop to Implementation Plan</p> <p>AP 08Mar16 03</p> <p>SH to explore colour-coding and assigning owners</p> <p>AP 08Mar16 04</p> <p>ALL to revisit assigned priorities</p>
3.	<p>Workstream Updates</p> <p>3.1 SHED Management Group</p> <p>RT is to discuss potential conflicts of interest with Rebecca Jones, e.g. if members of SHED wish to submit a grant to the programme board</p>	<p>AP 08Mar16 05</p> <p>RT to discuss avoiding conflicts, with RHJ.</p>

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	<p>3.2 Workstream 1; PastMap Programme SL noted good progress being made on PastMap. There was discussion on the best way to incorporate designations data.</p> <p>3.3 Workstream 2;SMR Forum Technical Working Group SL reported that the TWG is working on a number of SHED Action Points, e.g. content for the web page listing standards etc. TWG is meeting in March and will continue work on SHED Workstream 2.</p> <p>3.4 Comms – volunteer (still) needed! RT is to write a short statement on the BEFS Report for use by HES or other Comms.</p> <p>SH is to explore writing a blog post on SHED for the HES Intranet</p> <p>There is a continuing need for guidelines for community groups producing data; TWG to draft guidelines.</p>	<p>AP 08Mar16 06 RT to draft statement for Comms</p> <p>AP 08Mar16 07 SH to draft blog post for HES intranet</p> <p>AP 08Mar16 08 TWG to look at lessons learned from major community-based data collection projects and draft guidelines for data creation.</p>
4.	<p>Polygonisation Project update SH provided an update; both projects are making progress and meetings have been held with both Chris Bowles and Val Turner. Recruitment is underway for the Shetland Project and is to start soon for the Borders. In-kind contributions from Data and Recording have been agreed and Mike Middleton is to provide most of this.</p>	
5.	<p>Matters arising from previous meetings (see Action Point list, below)</p>	
6.	<p>AOCB</p> <p>6.1 Links with Archaeology Strategy Carried over.</p> <p>6.2 Links with HES Corporate Plan RT noted that the latest draft of the HES Business Plan for 2016-17 may include a line relating to SHED-related activities.</p> <p>Risk register – all to review.</p>	<p>AP 08Mar16 09 Review risk register and provide feedback to RT</p>
	<p>Date of next meeting –tbc - ?October 2016</p>	

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ACTION REGISTER (updated 10th November 2015 (Prog. Board) and 8th March 2016 (Mgt Group))

Action Point	Who	Details	By when	Status
		SHED Programme Board meeting, 07 May 2015		
07May17 17	AL	To scope what a data enhancement workstream might look like.	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 04	RT	When timing appropriate, invite someone from HES Designations to speak to the group	In due course	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 11	SH	Remove completed tasks from implementation plan	ASAP	Ongoing
10Nov15 13	SL	Add <i>Glorious Gardens</i> to project list	May 2016	Ongoing
10Nov15 14	Man. group	Revisit Comms Plan	March 2016	Ongoing
10Nov15 15	KI/SH	KI/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
		SHED Management Group, 8th March 2016		
08Mar16 01	SL	Put meeting notes on SHED web page (SL)	ASAP	
08Mar16 02	BM	BM to add extra points from workshop to Implementation Plan	Before Programme Board	Ongoing
08Mar16 03	SH	SH to explore colour-coding and assigning owners	Before Programme Board	Ongoing
08Mar16 04	ALL	ALL to revisit assigned priorities	Before Programme Board	Ongoing
08Mar16 05	RT	RT to discuss avoiding conflicts with RHJ.	Before Programme Board	Ongoing
08Mar16 06	RT	RT to draft statement for Comms	ASAP	Ongoing
08Mar16 07	SH	SH to draft blog post for HES intranet	End April 16	Ongoing

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Action Point	Who	Details	By when	Status
08Mar16 08	TWG	Look at lessons learned from major community-based data collection projects and draft guidelines for data creation.	End 2016	In hand
08Mar16 09	ALL	Review risk register and provide feedback to RT	End March 16	Ongoing