



Scotland's Historic Environment Data

SHED Management Group – Notes

HES John Sinclair House, Edinburgh, 25th April 2017, 0930-1130

Present: Alex Adamson (AA), Robin Turner (RT – chair), Susan Hamilton (SH – notes), Rebecca Jones (RJ), Stephanie Leith (SL)

	<i>Tea and coffee available before the meeting</i>	
1.	<p>Apologies and note of the last Programme Board and meeting (RT)</p> <p>1.1 Membership of Programme Board: RT updated the group on membership and suggestions were made for contacts. RJ noted that Glasgow University are recruiting a Digital Archaeologist, who when appointed could be a board member.</p>	<p>ACTION 01: RT to approach Katie Stevenson (NMS) and Jacob O’Sullivan (MGS)</p>
2.	<p>Implementation Plan</p> <p>Updates were provided on the implementation plan, which will be amended.</p> <p>RJ noted that as part of the Archaeology Strategy, a workshop and questionnaire on museum provision are being developed. This will be an opportunity to gather data for SHED.</p> <p>It was noted that Pauline Megson (HES Deputy Head of Survey and Recording) has a strong knowledge on funding.</p> <p>SH to provide an update to SMR Forum (Winter meeting) on the developments of routes into the National Record of the Historic Environment.</p> <p>AA noted that HES is looking at work to auto-populate database fields and develop approaches to joining up HES datasets. Mechanisms for doing this will be shared when available.</p>	<p>ACTION 02: SL to update links on the SHED web page; removing links to HS, RCAHMS etc</p> <p>ACTION 03: SH to clarify what Actions 2.4.1 and 3.1.1 refer to and update comments</p> <p>ACTION 04: AA to check on HES data in relation to MIDAS compliance</p> <p>ACTION 05: All to look at list of information sources on SHED website & provide updates</p> <p>ACTION 06: SL to check what guidance is available to local authorities relating to DPA compliance</p> <p>ACTION 07: RJ to compare</p>

SHED Management Group, 25 April 2017 – Notes (cont.)

		Archaeology Grants awarded that contribute to SHED Aims & Objectives
3.	<p>Workstream Updates (See also Implementation Plan notes) <i>3.1 [SHED Management Group (RT)]</i></p> <p>3.2 Workstream 1: PastMap Programme (AA) A document on 'Mapping the Future of PastMap' will be circulated with the PastMap Programme Board agenda.</p> <p>3.3 Workstream 2: SMR Forum Technical Working Group (SL) The main agenda item for the upcoming TWG meeting is technical specifications for polygons.</p> <p><i>3.4 Workstream 3: Comms –Annual Update (RT)</i></p> <p>3.5 Proto-Workstream 4: Museums and Archives (AA) The development of this workstream will be taken forward by AA. RJ and AA to liaise on SHED and the Archaeology Strategy.</p>	<p>ACTION 08: SL to circulate Workstream 2 update prior to SHED Programme Board meeting</p>
4.	<p>Polygonisation Project update (AA) The polygon projects are ongoing. Both projects will be presented at the next SMR Forum Meeting. It was noted that a lessons learned exercise would be very useful in advance of further polygonisation projects.</p>	
5.	Risk Register – update (RT)	
6.	<p>Matters arising from previous meetings All outstanding matters arising are for the Programme Board.</p>	
7.	<p>AOCB Funding: RJ proposed a programme to develop the SHED Strategy. A prioritised list of projects for the next three financial years (beginning 2018) should be developed</p>	<p>ACTION 09: RJ & RT to liaise on priority list of projects, with input from Management Group</p>
	Date of next meeting – Programme Board May 2017	

SHED Management Group, 25 April 2017 – Notes (cont.)

Matters arising from previous meetings:

ACTION REGISTER (updated after 25th April Management Group)

Action Point		Who	Details	By when	Status
			SHED Programme Board 11th April 2016		
11Apr16	11	EM	EM to ask Julianne McGraw to review the Comms plan and report back.	Dec 2016 May 2017	Ongoing
			SHED Management Group, 31st August 2016		
31Aug16	2	RJ	RJ to speak to NMS about joining Programme Board.	Soon	Overtaken – see 25Apr17 01
31Aug16	3	SL (& KL)	SL and KL to liaise with Philip Robertson over potential HER data input re concordance.	Dec 2016 May 2017 Prog Board	Ongoing
31Aug16	11	AA	AA to organize WS4 meeting..	May 2017 Prog Board Aug 2017	Ongoing
			SHED Programme Board, 6th December 2016		
06Dec16	1	RT	RT to update comment 3.1.1 to “Focused work ongoing”	Before first 2017 Mgt Group	Completed
06Dec16	03	RT/PMcK	RT to ask Peter McKeague to seek FISH endorsement of SHED technical specifications.	Before May 2017 Prog Board	Ongoing
06Dec16	4	SL	SL/TWG to approach HLF and HES re incorporating SHED-related requirements into grant conditions.	Before May 2017 Prog Board	Ongoing
06Dec16	5	SL	SL to talk to TWG about preparing press releases for projects already delivering data enhancement.	Before May 2017 Prog Board	Ongoing
06Dec16	6	SL	SL to talk to TWG about how to find funding to get HERS online.	Before May 2017 Prog Board	Ongoing
06Dec16	7	MM	MM to explore acquiring North Lanarkshire polygons.	Before May 2017 Prog Board	Ongoing
06Dec16	8	RT	RT to ask Emily Nimmo/Hannah Smith for update on the developing HES archive guidance for 3D data.	Before May 2017 Prog Board	Ongoing
06Dec16	9	IO	IO to circulate link to published guidance on archiving 3D data.	Before May 2017 Prog Board	Ongoing
06Dec16	10	SL	SL to ask TWG to investigate 3D and BIM standards.	Before May 2017 Prog Board	Ongoing
06Dec16	11	EM	EM to form a Comms sub group.	Before May 2017 Prog Board	Ongoing
06Dec16	12	IO	Update the next iteration of the ASLOG WG guidance to include greater focus on preserving heritage data in perpetuity	Next ASLOG WG meeting	Ongoing

SHED Management Group, 25 April 2017 – Notes (cont.)

Action Point		Who	Details	By when	Status
			SHED Management Group, 25th April 2017		
25Apr17	01	RT	Approach Katie Stevenson (NMS) and Jacob O’Sullivan (MGS) about membership	Before May 2017 Prog Board	Ongoing
25Apr17	02	SL	Update links on the SHED web page; removing links to HS, RCAHMS etc	ASAP	Ongoing
25Apr17	03	SH	Clarify what Actions 2.4.1 and 3.1.1 refer to and update comments	Before May 2017 Prog Board	Ongoing
25Apr17	04	AA	Check on HES data in relation to MIDAS compliance	Next Management Group	Ongoing
25Apr17	05	All	All to look at list of information sources on SHED website (4.1.5 and 2.2.1 on Implementation Plan Actions) & provide updates	Before May 2017 Prog Board	Ongoing
25Apr17	06	SL	Check what guidance is available to local authorities relating to DPA compliance	Winter SMR Forum Meeting	Ongoing
25Apr17	07	RJ	RJ to compare Archaeology Grants awarded that contribute to SHED Aims & Objectives	Next Management Group	Ongoing
25Apr17	08	SL	Circulate Workstream 2 update prior to SHED Programme Board meeting	Before May 2017 Prog Board	Ongoing
25Apr17	09	RJ, RT	Liaise on priority list of projects, with input from Management Group	October 2017	Ongoing