

Scotland's Historic Environment Data

SHED Programme Board – Notes

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

Present: Alex Adamson (AA - notes), Robin Turner (RT – chair), Rebecca Jones (RJ), Stephanie Leith (SL), Dave Sutton (DS)

Apologies: Anna MacQuarrie, Alan Leslie, Eila Macqueen, Katinka Dalglish, Susan Hamilton (SH)

	<i>Tea and coffee available before the meeting</i>	
1.	<p>Welcome, apologies and note of the last Board & Management Group (RT)</p> <p>1.1 Membership of Programme Board:</p> <ul style="list-style-type: none"> Update - SMA (RT) <p>SMA are in the process of agreeing a Scottish representative.</p> <p>RT updated the group on membership and suggestions were made for contacts. He has approached Katie Stevenson (NMS) and Jacob O'Sullivan (MGS).</p> <p>RJ noted that Glasgow University are recruiting a Digital Archaeologist, who when appointed could be a Project Board member.</p>	
2.	<p>Implementation Plan</p> <p>Updates were provided on the implementation plan, which will be amended.</p> <p>SL has identified that that information on DPA compliance is held by the Information Commissioner's Office: https://ico.org.uk/for-organisations/guide-to-data-protection/</p>	
3.	<p>Workstream Updates (See also Implementation Plan notes)</p> <p>3.1 [SHED Management Group (RT)]</p> <p>The meeting was held on 25th April and the notes circulated to the Programme Board.</p> <p>3.2 Workstream 1: PastMap Programme (AA)</p> <p>The next phase of PastMap development will be happening over the next 6 months. It is largely a technical phase, improving the presentation of mapping, allowing different projections to be added, and enabling the site to work on mobile devices. Further developments are likely to be around improving usability. RJ suggested adding the SHED logo to PastMap. A document on 'Mapping the Future of PastMap' will be circulated once ready.</p>	<p>ACTION 01:</p> <p>AA to circulate 'Mapping the Future of PastMap'</p>

	<p>3.3 Workstream 2: SMR Forum Technical Working Group (SL) The TWG meeting took place on 3rd May. The main discussion was around the technical specifications for polygons. This work is nearly complete.</p> <p>Work is being undertaken to pull together the different periods used by the HERs. Problems are most likely to arise with legacy data. The TWG will scope and address this problem.</p> <p>ExeGesIS are producing a mechanism to facilitate the download of Canmore data to HBSMR users.</p> <p>3.4 Workstream 3: Comms –Annual Update (RT) RT is working on a short review of 2016-17.</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>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, especially Workstream 4).</p>	
4.	<p>Polygonisation Project update (AA) The polygon projects are ongoing. Both projects presented at the SMR Forum Meeting. Shetland expect to finish in February 2018. Borders, Stirling and Clackmannanshire have had a 15 month extension approved, and now expect to complete in June 2019.</p>	<p>ACTION 05: SH to provide an update on which Local Authorities are not yet polygonised.</p>
5.	<p>Risk Register – update (RT) The Risk Register has been updated and was reviewed by the meeting. There were no further updates at this time.</p>	
6.	<p>Matters arising from previous meetings (See Action Point list, below)</p> <p>SL raised the potential for using HER data to speed up concordance between Canmore and designations datasets. This was gratefully noted. AA said that concordance is very much on our priority list but is not likely to begin in earnest until at least the end of 2017.</p> <p>Mike Middleton has investigated the North Lanarkshire polygons. These were not created using the same methodology as the polygons held by HES, and are polygons of Site Potential, rather than Known Site Extent. They would not, therefore, fit well with the polygons for the rest of the country.</p> <p>3D and BIM standards: Peter McKeague (PMcK) and Emily Nimmo are working on this through FISH.</p>	<p>ACTION 06: AA to ensure that PMcK speaks to Joanne Russell (HES Conservation)</p>

SHED Programme Board, 25 May 2017 – Notes (cont.)

7.	AOCB RT will provide an update on SHED to the HER Forum in Hull in July.	
	Date of next meeting – Programme Board late November 2017	

SHED Programme Board, 25 May 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	Completed
			SHED Management Group, 31st August 2016		
31Aug16	2	RJ	RJ to speak to NMS about joining Programme Board.	Soon	Completed
31Aug16	3	SL (& KL)	SL and KL to liaise with Philip Robertson AA over potential HER data input re concordance.	Dec 2016 May 2017 Prog Board	Completed
31Aug16	11	AA	AA to organize WS4 meeting.	May 2017 Prog Board Aug 2017	Ongoing
			SHED Programme Board, 6th December 2016		
06Dec16	03	RT/PMcK	RT to ask Peter McKeague to seek FISH endorsement of SHED technical specifications.	Before May 2017 Prog Board	Completed
06Dec16	4	SL	SL/TWG to approach HLF and HES re incorporating SHED-related requirements into grant conditions.	Before May 2017 Prog Board	Completed (See 25May17 02)
06Dec16	5	SL	SL to talk to TWG about preparing press releases for projects already delivering data enhancement.	Before May 2017 Prog Board	Completed (See 25May17 03)
06Dec16	6	SL	SL to talk to TWG about how to find funding to get HERs online.	Before May 2017 Prog Board	Completed
06Dec16	7	MM	MM to explore acquiring North Lanarkshire polygons.	Before May 2017 Prog Board	Completed (post meeting)
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	Completed (See 25May17 04)
06Dec16	9	IO	IO to circulate link to published museums guidance on archiving 3D data.	Before May November 2017 Prog Board	Ongoing
06Dec16	10	SL	SL to ask TWG to investigate 3D and BIM standards.	Before May 2017 Prog Board	Completed (See 25May17 06)
06Dec16	11	EM	EM to form a Comms sub group.	Before May November 2017 Prog Board	Ongoing

SHED Programme Board, 25 May 2017 – Notes (cont.)

Action Point		Who	Details	By when	Status
06Dec16	12	IO	Update the next iteration of the ASLOA WG guidance to include greater focus on preserving heritage data in perpetuity	Next ASLOA WG meeting	Ongoing
			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	Complete
25Apr17	02	SL	Update links on the SHED web page; removing links to HS, RCAHMS etc	ASAP	Completed
25Apr17	04	AA	Check on HES data in relation to MIDAS compliance	Next Management Group	Complete
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	Complete
25Apr17	06	SL	Check what guidance is available to local authorities relating to DPA compliance	Winter SMR Forum Meeting	Complete
25Apr17	07	RJ	RJ to report on Archaeology Programme awards 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	Complete
25Apr17	09	RJ, RT	Liaise on priority list of projects, with input from Management Group	October 2017	Ongoing
			SHED Programme Board, 25th May 2017		
25May17	01	AA	AA to circulate ‘Mapping the Future of PastMap’, once it is complete.	Before next Management Group	Ongoing
25May17	02	AA, SH	AA/SH to approach HLF re incorporating SHED-related requirements into grant conditions.	Next TWG	Ongoing
25May17	03	SL	TWG to create a new webpage on SHED to hold press releases for projects already delivering data enhancement.	Next TWG	Ongoing
25May17	04	SL	Archive guidance for 3D data is available from the ADS. SL to add a link on the SHED website.	Next Management Group	Ongoing
25May17	05	SH	SH to provide an update on which Local Authorities are not yet polygonised.	Next Management Group	Ongoing
25May17	06	AA, PMcK	To contact Joanne Russell re 3D and BIM standards. (HES Conservation)	Next Management Group	Ongoing