



Scotland's Historic Environment Data

SHED Management Group – Notes

HES John Sinclair House, Edinburgh, 7th November 2017, 10.30-12.30

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

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>The representative for the SMA is Anna MacQuarrie, who will be welcomed to the Programme Board at the next meeting.</p>	
2.	<p>Implementation Plan</p> <p>Updates were provided on the implementation Plan, which will be amended and sent out to the Programme Board.</p> <p>There was discussion on the format of the Implementation Plan and it was agreed that RT and AA will look over the latest version, and come up with suggestions for rationalizing. AA suggested reviewing actions that have seen no progress in the past six months. SL suggested that given the pressure on current resources, especially at local authority level, we should look at the assigned leads and partners, and thinking about alternative ways in which the actions could be carried out (for example, by contracting out work).</p> <p>The HES Graffiti Project was mentioned, and SL invited a contribution on it for the next SMR Forum meeting.</p>	<p>ACTION 01: All to look at SEWeb and provide feedback on how the historic environment data is integrated.</p> <p>ACTION 02: AA to arrange a briefing on graffiti project at SMR Forum.</p>
3.	<p>Workstream Updates (See also Implementation Plan notes)</p> <p>3.1 [SHED Meetings (RT)]</p> <p>The Programme Board will meet on 22nd November. RT noted that future Management Group and Programme Board meetings will be spaced further apart, ideally at three month intervals.</p> <p>3.2 Workstream 1: PastMap Programme (AA)</p> <p>AA reported that the new PastMap was scheduled to be implemented on the 4th December. The technical work and development is going well. Design and branding work is complete.</p> <p>The inter-relationship with the Improvement Service is currently being explored in terms of HER data; in the short term, data should continue</p>	

	<p>to be sent by HERs to HES for preparation. SL noted that discussions are underway between SMRs and the Improvement Service. It was noted that PastMap may lose an SMR dataset, as Rathmell Archaeology (a SURE partner) will shortly be withdrawing from its agreement with Dundee City Council (and also from East Dunbartonshire). An update will be sought on future archaeology provision for these councils.</p> <p>3.3 Workstream 2: SMR Forum Technical Working Group (SL) The polygon technical specifications are available and are being used by ExeGesIS amongst others.</p> <p>The HBSMR user Group are in discussion with ExeGesIS about a joint bid to get all their users online. ExeGesIS have developed a Canmore Import and a PastMap export routine, which are proving efficient.</p> <p>Period terminologies continue to be looked at by the TWG and being taken forward by Peter McKeague. This is especially important to ensure that the Regional Research Frameworks are able to talk to each other.</p> <p>3.4 Workstream 3: Comms –Annual Update (RT) The Annual Update has been produced. There was discussion on how to best communicate about the technical work which SHED is undertaking. For example, RJ suggested a guest blog by SL on the HES website.</p> <p>3.5 Proto-Workstream 4: Museums and Archives (AA) AA reported on the Workstream 4 start-up meeting and subsequent developments. A report will be circulated with paperwork for the Programme Board. AA noted that MGS are going to incorporate some SHED-related work into visits to museums across Scotland, which will help develop a very useful picture.</p> <p>RJ suggested liaising with Rhona Wallace (HES Collections Management). Rhona will be organizing a workshop with museums in 2018 which contributes to Theme Three of the Archaeology Strategy, with potential for a funded piece of work relating to archaeological material across Scotland.</p> <p>SL noted that NMS are currently running a successful series of training events and that it may be possible to slot in or suggest an event on Digital Data.</p> <p>The importance of including the Treasure Trove Unit in Workstream 4 was emphasized by SL.</p>	<p>Action 03: RT to discuss Comms with Eila Macqueen</p>
<p>4.</p>	<p>Polygonisation Project update (AA) AA reported that Shetland are on track to finish on schedule and that Borders and Stirling/Clackmannanshire are making progress (c.40% and c.30% respectively).</p> <p>RJ reported that there was likely to be a change in funding stream for SHED projects, meaning closer partnership working would be possible. If this happens, bids for SHED projects should be discussed with the Archaeology Team before August 2018.</p>	

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	<p>AA noted that Data Management currently has a fixed-term appointment who is adapting polygons produced for the MESH Project and linking them with Canmore IDs. This should add c10,000 polygons for buildings.</p> <p>SH has surveyed Local Authorities on polygon coverage and the broad results are that while the polygonisation projects mean that more authorities will have Known Site Extent Polygons, there is a mix across services of the types of polygons in use, with some services not having any.</p>	
5.	<p>Risk Register – update (RT) The Risk Register has been updated and was reviewed by the meeting.</p>	
6.	<p>Matters arising from previous meetings (See Action Point list, below)</p> <p>BIM (Building Information Modelling) was a discussion point at the FISH Meeting (Forum on Information Standards in Heritage). Links have been made.</p>	
7.	<p>AOCB</p>	
	<p>Date of next meeting Programme Board – 22nd November Management Group – February 2018</p>	

SHED Programme Board, 7th November 2017 – Notes (cont.)

Matters arising from previous meetings:

ACTION REGISTER (updated after 7 November 2017 Management Group)

Action Point		Who	Details	By when	Status
			SHED Programme Board, 6th December 2016		
06Dec16	9	IO	IO to circulate link to published museums guidance on archiving 3D data.	Before May November 2017 Prog Board	Ongoing
06Dec16	11	EM	EM to form a Comms sub group.	Before May November 2017 Prog Board	Ongoing
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	07	RJ	RJ to report on Archaeology Programme awards that contribute to SHED Aims & Objectives	Next Programme Board	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	Completed
25May17	02	AA, SH	AA/SH to approach HLF re incorporating SHED-related requirements into grant conditions.	2018	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	Complete
25May17	06	AA, PMcK	To contact Joanne Russell re 3D and BIM standards. (HES Conservation)	Next Management Group	Complete
			SHED Management Group, 7th November 2017		
7Nov17	01	All	All to look at SEWeb and provide feedback on how the historic environment data is integrated.	Programme Board	Ongoing
7Nov17	02	AA	AA to arrange a briefing on graffiti project at SMR Forum.	SMR Forum	Ongoing
7Nov17	03	RT	RT to discuss Comms with Eila Maqueen	2018	Ongoing