

Scotland's Historic Environment Data

SHED Programme Board – Notes

HES John Sinclair House, Edinburgh, 22nd November 2017, 10.30-12.30

Present: Alex Adamson (AA), Pam Babes, Jane Brown, Robin Turner (RT – chair), Susan Hamilton (SH – notes), Alan Leslie, Hugh McBrien, Eila Macqueen, Dave Sutton

Apologies: Katinka Dalglish, Rebecca Jones, Stephanie Leith, Jacob O'Sullivan, Anna MacQuarrie

1.	<p>Welcome, apologies and note of the last Board & Management Group (RT)</p> <p>Pam Babes (NMS) was welcomed to her first meeting as a Programme Board member. Robin Turner noted that John Pelan, new Director of the Scottish Council on Archives, has expressed an interest in participating.</p>	
2.	<p>Implementation Plan</p> <p>RT led the group through the updates made to the Implementation Plan, which will be amended. A request was made for relevant standards to be featured on the SHED webpages.</p> <p>There was discussion of SEWeb and the need for current historic environment data and of the risk of multiple portals and duplication of effort.</p> <p>The role of the SHED Programme Board was discussed. Members requested clarity over their roles and a reassessment of priorities, which will make it simpler to drive things forward. Alan Leslie offered to help explore funding.</p> <p>There was agreement that the Implementation Plan should be simplified, reflecting dependencies and priorities.</p> <p>RT reported that he had given a talk on SHED at the UK HER Forum in the summer. Summary note also available.</p> <p>Dave Sutton stated his view that there should be further discussion of polygonising listed building curtilages.</p>	<p>Action 01 RT and AL to discuss funding.</p> <p>Action 02 RT and AA to revise Implementation Plan, including priorities</p>
3.	<p>Workstream Updates (See also Implementation Plan notes)</p> <p>3.1 SHED Management Group The note of the meeting has been circulated.</p> <p>3.2 Workstream 1: PastMap Programme (AA) Alex Adamson demonstrated the refreshed PastMap website. There will be user testing in the next two weeks, with implementation by the end of 2017.</p> <p>3.3 Workstream 2: SMR Forum Technical Working Group</p>	

	<p>The TWG met recently and it was noted that getting HERs online (through a bid by HBSMR users) was discussed.</p> <p>3.4 Workstream 3: Comms (EM & RT) Eila Macqueen tabled a draft Communications Plan, and requested feedback on the questions posed by the paper. EM suggested liaison with Kevin Grant (HES) who runs comms for the Archaeology Strategy.</p> <p>There was discussion of who the audience is for SHED, and the importance of knowing who the target audience should be, with agreement that it is important for local and national government to be aware of the sector working together under the SHED banner. It was noted that while SHED itself is an example of cross-sector working and a ‘good news story’, other news stories, such as the re-launch of PastMap, could be tagged or associated with SHED.</p> <p>Pam Babes noted that she hadn’t heard of SHED before being involved, reinforcing the need to promote SHED.</p> <p>3.5 Workstream 4: Museums and Archives (AA) AA noted that a brief report on Workstream 4 had been circulated.</p> <p>Hugh McBrien noted two projects which may be of use to WS4; one in Oxfordshire, linking museum and site records, and one in Glasgow, linking WOSAS records to Glasgow Museum records.</p> <p>Jane Brown noted that it was important to consider and define the scope of WS4, for example, is it looking at just digital or also analogue archive? JB also suggested that university archives may be a good place to look for potential projects.</p>	<p>Action 03 EM to form a group looking at Comms</p> <p>Action 04 All to look at questions posed in draft plan and feedback to EM</p> <p>Action 05 JB to suggest archive leads to AA</p>
4.	<p>Polygonisation Project update (AA) Alex Adamson reported that the Shetland project was nearing completion, Borders is approximately 40% complete and Stirling and Clackmannanshire c. 30% complete.</p> <p>Dave Sutton noted that a further discussion on methodology relating to Listed Building curtilages is required.</p> <p>Alan Leslie noted that funding is available from European programmes, but that time is urgent.</p>	
5.	<p>Risk Register – update (RT) The Risk Register has been updated and Robin Turner noted that two risks had been reduced.</p>	
6.	<p>Matters arising from previous meetings Most matters arising were dealt with during the course of the meeting. Some long-outstanding matters have been closed or included in other tasks.</p>	
7.	<p>AOCB Robin Turner noted that the Culture Strategy is currently being developed and that information of the sort SHED is interested in should be important to the historical dimension of the Strategy.</p>	

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

	RT added that he will reflect on how to get more out of everyone's attendance at SHED meetings and that ideas are always welcome.	
	Date of next meeting Management Group – February 2018 Programme Board – May 2018	

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	Closed
06Dec16	11	EM	EM to form a Comms sub group.	Before May November 2017 Prog Board	Completed
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	Closed
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	Superseded; part of funding discussions
25May17	03	SL	TWG to create a new webpage on SHED to hold press releases for projects already delivering data enhancement.	Next TWG	Ongoing; when press releases written
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	Complete
7Nov17	03	RT	RT to discuss Comms with Eila Maqueen	2018	Complete

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

Action Point		Who	Details	By when	Status
22Nov17	01	RT/AL	Discuss funding.	Next programme board	Ongoing
22Nov17	02	AA/RT	Revise Implementation Plan, including priorities	Next management Group	Ongoing
22Nov17	03	EM	Form group to look at comms	Next programme Board	Ongoing
22Nov17	04	ALL	All to look at questions posed in draft communication plan and feedback to EM	End Dec 2017	Ongoing
22Nov17	05	JB	Suggest archive leads to AA	End Dec 2017	Ongoing