Scotland's Historic Environment Data

SHED Programme Board – Notes

HES John Sinclair House, Edinburgh, 20th June 2018, 10.00-12.30

Present: Pam Babes, Katinka Dalglish, Robin Turner (RT – Chair), Susan Hamilton, Alan Leslie, Hugh McBrien, Peter McKeague, John Pelan, Jacob O'Sullivan, Hannah Smith (notes), Dave Sutton

Apologies: Alex Adamson, Jane Brown, Rebecca Jones, Stephanie Leith, Anna MacQuarrie, Eila Macqueen, Laura Mitchell, Ian Scrivener-Lindley

1.	**Welcome, apologies and note of the last Board & Management Group (RT)** *1.1 Notes of Programme Board (22ⁿᵈ November) and Management Group (27th March) meetings* The notes of the Programme Board and Management Group were accepted with some minor corrections to numbering.	
2.	**Chair of Programme Board and Management Group, incl. composition of Management Group** RT noted his intention to step down as Chair of the Programme Board and that this would be his last meeting in that capacity. Alex Adamson had previously put himself forward for new Chair, Pam Babes seconded this motion; AA was formally accepted as new Chair. RT added he would still be able to attend meetings. DS gave thanks to RT for his work as Chair over the years and noted a great deal of work had been done in progressing the aims of the SHED project. RT discussed representation on the Management Group with the intention that each active workstream has a lead person who would attend and/or report to the Management Group. He noted that the next programme board meeting should focus on what our active priorities are.	
3.	**Implementation Plan** *3.1 Updates* RT led the group through the updates made to the Implementation Plan by workstream. RT and AL met to discuss funding options. HES provides a fair amount of funding but there are opportunities to be more ambitious and utilise different funding schemes. AL suggested to identify a core audience and look for support from them.	**Action 01** Add an agenda item to discuss funding to next Management Group Meeting
4.	**Updates, not covered by Item 3** *4.1 SHED Management Group*	

RT noted that the SHED Management Group held a meeting in March 2018, a note of which had been pre-circulated.

4.2 Workstream 1: PastMap

PMcK: the new PastMap redevelopment was released at the end of 2017 and launched in spring 2018. The site now handles multiple map projections and provides the user with a range of background maps on which to view data. Traffic has increased from 100 users per day to 400 users per day, 3000 users per month to 13000 users per month.

DS noted that there wasn't a prominent link on the HES website to PastMap. PMcK added it could perhaps be added to the designations portal.

PMcK also added that at present PastMap is map search based and there is potential to develop it to include a text search but that there is a need for a common vocabulary for it to work effectively. Hugh McBrien noted that WOSAS figures show users vastly rely on spatial searching rather than text searching, and that it would be worth checking the demand for this development before investing.

4.3 Workstream 2: SMR Forum Technical Working Group

DS noted his concern with polygonising listed building curtilage and the confusion between multiple representations of sites.

Susan Hamilton responded that the polygonisation in the Implementation Plan referred to 'known site extents'. RT added that the polygonisation project is not related to designations, which are dealt with by another area of HES, supported by the designations portal.

SH added that it may be useful to depict any polygons which relate to a listed or scheduled monument in a different colour so as not to be confused with the red used in designations.

SH informed the group that all links to Properties in Care were now live on Canmore. Work on polygonisation projects also continues. Shetland is now complete and the Borders and Stirling/Clackmannanshire (a successful joint bid) project continues.

PMcK provided an update on the OASIS redevelopment, which aims to update and improve the OASIS reporting form as well as rationalise OASIS and DES. Current schedule will see release in April 2020. There was a discussion on the use of the form for Museums in terms of quantifying archive from an intervention to help plan for resources and storage costs. PMcK noted that it would be possible to provide a map-based search for museums to see what work was currently being undertaken in their area, to help plan for the incoming material. KD noted this would be a useful addition as at present they do not know what material is due to come in and when and that the process needs joined up thinking.

	RT asked if OASIS could be a way of helping to develop a more joined up approach. PMcK noted this would come with the OASIS training that will be provided along with the launch.	**Action 02:** Propose TTU representation in OASIS discussions
	SH added that as part of the work of Data Management of HES, visits will be made to all HER's to discuss any issues or areas to work on and that this can be included in discussions with local authorities.	**Action 03:** PMcK to investigate his attendance at SAFAP meetings
	JO'S noted that the map idea would be very useful and asked if anyone from the Treasure Trove Unit had been asked to represent at the OASIS meetings.	
	It was agreed that it would be useful to PMcK to attend the Scottish Archaeological Finds Allocation Panel (SAFAP) meetings.	
	Hannah Smith provided a brief update on HES new Digital Repository software Preservica and the intention to obtain accreditation for the Digital Archive (was Data Seal of Approval now Core Trust Seal) hopefully by the end FYR.	
	SH: the Scotland's Past form has been rolled out, allowing interested parties to submit information to the National Record and the Digital Archive. HES has a KPI to improve volunteer numbers and this will allow for virtual volunteers. Group members can contact SH for any further information.	
	SH: work was carried out on an illustrated thesaurus to help visualise what is meant by technical terms for our sites and monuments. It is not online yet due to limited development time.	
	PMcK: work has been ongoing on Period terms and the scope notes. There are challenges at local authority level as there are differences in terms used, and a linked data approach is needed. A workshop was held in March and the plan is to use a wiki approach to allow the community to update the scope notes until agreed and then they will be published online.	
	### 4.4 Workstream 3: Comms –Annual Update	**Action 04:** Add an agenda item to discuss comms to next Management Group Meeting
	RT discussed the summary of activity which will be posted on the SHED webpages soon.	
	AL noted that the communication plan was long and should be simplified.	
	### 4.5 Workstream 4: Museums and Archives	
	SH: small concordance projects have been undertaken as a test between linking the NRHE and museums and archives. These include NMS and the Jacobite exhibition and Glasgow Museum Bronze Age material from cist burials. Both projects have highlighted some issues and provided lessons learned for future projects. It is hoped HES can develop a toolkit for planning future concordance projects.	
	JO'S gave an update on recent work at Museums Galleries Scotland. There is a [Museum Connections](#) campaign ongoing to bring together all types of museums to get an understanding of what collections exist and any issues in the sector. Workshops are being held every 3 months to discuss issues such as collections management, backlogs, etc. and to share knowledge and expertise.	

	PMcK asked if a terminology mapping exercise could be include in a future workshop to help towards a consensus and a single gazetteer which would aid any future concordance projects. JO'S noted this would be useful but difficult to standardise, but it would be added to their ideas for workshop content.	
5.	**Polygonisation Project update** SH provided a brief update on the polygonisation project further to the discussion earlier in the meeting. Work continues on the projects and as part funders to the projects HES are focussing on lessons learned. It has been a useful experience of a joint bid for the Borders and Stirling and Clackmannanshire council projects. At present there are no other bids in development for any polygon projects; this will be brought to the attention of Workstream 2.	
6.	**Risk Register – update** Risk ID **R1** has been reduced as the way SHED funds bids from HES has changed from grants to commissions. Going forward, the hope is that this level of funding will be available for SHED-related projects. DS expressed concern at the need for a risk related to ill-defined polygons. Risk ID **R4** has also been reduced as SHED is a KPI in the Corporate Plan of HES. AL queried how SHED as a KPI is quantified and expressed concern, RT noted that there isn't a target KPI but a progress report is provided to the HES Board.	**Action 05**: SH to discuss polygon depictions with colleagues.
7.	**Matters arising from previous meetings** (see Action Point list, below) Most matters arising were dealt with during the course of the meeting.	
8.	**AOCB** None	
	Date of next meeting – November 2018	
	Close	

Matters arising from previous meetings:

ACTION REGISTER (updated after 20th June 2018 Programme Board)

Action Point		Who	Details	By when	Status
			SHED Programme Board, 25th May 2017		
25May17	03	SL	TWG to create a new webpage on SHED to hold press releases for projects already delivering data enhancement.	When suitable content exists	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
			SHED Programme Board, 22nd November 2017		
22Nov17	03	EM	Form group to look at comms	See 20Jun18 04	Superseded
22Nov17	04	ALL	All to look at questions posed in draft communication plan and feedback to EM	See 20Jun18 04	Superseded
22Nov17	05	JB	Suggest archive leads to AA	End Dec 2017	Complete
			SHED Management Group, 27th March 2018		
27Mar18	05	AA	AA to arrange a PastMap presentation at the community heritage conference	Nov '18	In progress
27Mar18	09	SL	SL to send updates on Workstream 2 to AA	Next Programme Board	Ongoing
27Mar18	10	SL	SL to make notes on WS2 list and forward to rest of Management Group	Next Management Group	Ongoing
27Mar18	11	SH/AA	SH and AA to forward post-TWG updates to SL	Post next TWG Meeting	Ongoing
			SHED Programme Board, 20th June 2018		
20Jun18	01	AA/SH/HS	Add an agenda item to discuss funding to next Management Group Meeting	Next Management Group	
20Jun18	02	AA/PMcK	Propose TTU representation in OASIS discussions	Next Programme Board	
20Jun18	03	PMcK	PMcK to investigate attendance at SAFAP meetings	Next SAFAP meeting	
20Jun18	04	AA/SH/HS	Add an agenda item to discuss comms to next Management Group Meeting	Next Management Group	
20Jun18	05	SH	SH to discuss with colleagues risks related polygon depictions.	Next Programme Board	