## Scotland's Historic Environment Data

SHED Programme Board – Notes

*HES John Sinclair House, Edinburgh, 6th December 2016, 14.00-17.00*

Present: Robin Turner (RT – chair), Stephanie Leith (SL), Alan Leslie (AL), Kirsty Lingstadt (KL), Mike Middleton (MM - notes), Eila McQueen (EM), Irene O'Brian (IO), Dave Sutton (DS), Katinka Dalglish (KD); Beccy Jones (BJ)

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| | *Tea and coffee available before the meeting* | |
| 1. | **Apologies and note of the last Programme Board and meeting (RT)** Apologies were received from Rebecca Jones, Jane Brown and Jeremy Huggett.<br><br>***1.1 Membership of Programme Board:*** KL is leaving HES to take up a new post in Edinburgh University Archives. (See also AP 31Aug16 02) | |
| 2. | **Implementation Plan**<br><br>RT reported he has spoken to RJ and has clarified the relationship with the Archaeology Programme in relation to SHED.<br><br>Lead bodies had now been identified for each line, and a comments column added to follow progress.<br><br>RT agreed to update a comment for 3.1.1 to "Focused work ongoing" | **ACTION 01:** RT to update comment 3.1.1 |
| 3. | **Workstream Updates**<br>***3.1 [SHED Management Group (RT)]***<br>The notes of the 31st August meeting were noted.<br><br>***3.2 Workstream 1: PastMap Programme (KL)***<br>Next phase of development to be a back-end feed and download tools. Possibly old maps using NLS feed. New developments will be reliant on IS time and competing IS demands. SL observed that PastMap is ticking all the right boxes. DS suggested that we improve PR for PastMap.<br><br>Canmore Mapping going live before Christmas. Initial soft launch followed by press launch in New Year. (KL)<br><br>Action Point 21Aug16 01: Laura Hindmarch will become a corresponding member of TWG. | **ACTION 02:** KL to contact HERs once Canmore Mapping goes live. |

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| | ***3.3 Workstream 2: SMR Forum Technical Working Group (SL)***<br>TWG topics presently in discussion:<br>- ASPIRE 2 – reviving based on Clyde built/ SHARP/ etc<br>- Data security<br>- Period lists<br>- The display of Maritime records<br>- Technical Specifications for Areas of Archaeological Interest (AAI)<br>- Aim to have AAI spec on the SHED website by Christmas<br><br>SL to talk to TWG about approaching HLF and HES grants about requesting the use of technical specifications and ASPIRE-based data structure when data gathering as prerequisite of organisations receiving grants.<br><br>TWG will be working on a technical specification for Events polygons next, bringing in those that produce Events to feed in to the discussion.<br><br>Treasure Trove unit will be coming to discuss data structure of new TT database.<br><br>Whether AAIs be going live on PastMap will depend on the Local Authority. Some may not want to make this information available outside the Local Authority.<br><br>Technical specifications and common data structure help keep the production of information consistent and help people discover information. AL noted that if ASPIRE could be resolved then there would be buy-in from the commercial sector. It would democratise the gathering of data.<br><br>It would be helpful to seek FISH endorsement of SHED technical specifications. | | |
| | | | **ACTION 03:**<br>RT to ask Peter McKeague to seek FISH endorsement of SHED technical specifications. |
| | Too many projects bring their projects to the HERs late. HLF projects need to get guidance from HERs earlier, but it should be possible to influence the funders. | | **ACTION 04:**<br>SL to approach HLF and HES re grant conditions/ recommendations |
| | EM noted that Comms are needed for projects that are delivering already (see also below). SL will  talk to TWG about preparing press releases for projects already delivering data enhancement. | | **ACTION 05:**<br>SL to talk to TWG about preparing press releases. |
| | Re action 11Apr16 10: Could be an area where user-generated content could make up for a lack of resource in-house.  Thematic and local approached seem to work. It was noted that resourcing this action fits well under 4.3.1 & 4.3.2. EM cautioned that we should focus on | | **ACTION 06:**<br>SL to talk to TWG about funding for getting HERs |

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| | | projects that are already delivering. Don't try and spread meager resources too thinly. RT observed that Data Enhancement is not a current workstream. | online. |
| | | Regarding Implementation Plan (IP) 1.3.1, SL noted that Stirling & Clacks HER is back on line. Western Isles has gone offline. MM will explore getting a copy of North Lanarkshire polygon data. | **ACTION 07:** MM to explore acquiring a copy of the North Lanarkshire polygons. |
| | | SL noted that HERs need funding to help them go online. The barriers to HERs going online are resource and some not wanting to share their data. However, RT observed that the amount of funding from the Archaeology Programme is limited and BJ would find it helpful to know what the top 10 priorities might be. | |
| | | In terms of IP 1.3.5, RT noted that HES are seeking to make much more data held internally by the organization both discoverable and accessible. | |
| | | DS asked whether there are protocols for the scanning and archiving of 3D data. KL indicated that there are process and archiving protocols. Emily Nimmo (HES) is working on digital archiving standards. RT will ask for an update of this work. IO offered to circulate the link to published guidance on archiving 3D data. | **ACTION 08:** RT to ask Emily Nimmo for update on archive guidance for 3D data. |
| | | | **ACTION 09:** IO to circulate link to published guidance on archiving 3D data. |
| | | DS noted that are standards out there for BIM modeling and suggested that they could be looked into. SL offered to ask TWG to investigate 3D standards and BIM. | **ACTION 10:** SL to ask TWG to investigate 3D and BIM standards. |
| | | ***3.4 Workstream 3: Comms –Annual Update (EM)*** | |
| | | EM had discussions with Julie Anne of DigIt! 2017, whose observations were that it was currently too broad and needs: focus; a staged plan; to focus on success (SUP etc); agreement on focus; actions; to divvy up the jobs; look as social media success stories like DigIt and Castle Hunter; focus on user stories; and to build on what has already been done. | **ACTION 11:** EM to form a Comms sub group. |
| | | AL observed that without a Comms Strategy it will be difficult to deliver SHED. It must gain buy-in from the wider community. The subject is very dry and needs to be humanized: it needs people and user stories. IO agreed that there needs to be individual user stories not just a focus on projects. | |

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|   | Other suggestions included:<br>    • SHED front page could be turned into a blog<br>    • Start with simple things like Facebook and Twitter<br>    • Need to get SHED linked to multiple websites<br>    • So many ways you can go on this. Need to pick the top ten and focus on delivering these.<br><br>***3.5 ?Workstream 4: Museums and Archives (KL)***<br>KL was to form a workgroup but this will have to be on hold until her successor has been appointed. However, KL had met with Jane Brown (NRS) who was interested.<br><br>IO noted that Scotland Online – an online catalogue of archives in Scotland – is about to be launched, and that they will have people who will want to be involved. |   |
| 4. | **Polygonisation Project  update (SL)**<br>Two projects are making good progress: Shetland (one year) and Scottish Borders and Stirling and Clacks (two years). A third bid has been submitted to the 2017-18 HES Archaeology Programme for Edinburgh. SL noted that other agencies won't include HER data on undesignated sites until there is consistent data to a common standard for the entire country. |   |
| 5. | **Risk Register – update (RT)**<br>Reviewed at Management Meeting. |   |
| 6. | **Matters arising from previous meetings**<br><br>**From AP 11Apr16 09:** IO agreed to update the next iteration of the ASLOG WG guidance to include greater focus on preserving heritage data in perpetuity<br><br>See also Action Point list, below. | **ACTION 12:**<br>IO to update the next iteration of the ASLOG WG guidance |
| 7. | **AOCB**<br><br>DS continues to be  concerned that with HES not producing a technical specification for curtilage, suggesting that there will be an issue when it comes to registering property on the NRS portal. RT reiterated that this was not an issue that could be considered by the SHED Programme Board. SL mentioned that Scottish Borders hoped to do a pilot to look at this issue as part of their polygon project. |   |
|   | **Date of next meeting – Programme Board May 2016** | **ACTION 13:**<br>MM to set a date in May 2017. |

## Matters arising from previous meetings:

**ACTION REGISTER (updated after 6th December 2016 Programme Board)**

| Action Point | | Who | Details | By when | Status |
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| | | | **SHED Programme Board, 10 November 2015** | | |
| 10Nov15 | 1 | KL | Offer corresponding member option to SMA. KL spoke to Gail Boyle about a new Scottish rep. | ~~May 2016~~ Before Dec 2016 Prog Board | Completed |
| 10Nov15 | 4 | RT | When timing appropriate, invite someone from HES Designations to speak to the group | In due course | For the future |
| | | | **SHED Management Group, 8th March 2016** | | |
| 08Mar16 | 5 | RT | RT to discuss avoiding conflicts of interest with Archaeology Programme. | Before Dec 2016 Prog Board | Completed |
| | | | **SHED Programme Board 11th April 2016** | | |
| 11Apr16 | 1 | ~~KL~~ RJ | To discuss possible replacement for Trevor Cowie upon his retirement. RJ will speak to the new keeper with regards NMS representation. | Before first 2017 Mgt Group | See 31Aug16 02 |
| 11Apr16 | 4 | MM | MM to speak with Heritage Management regarding point 1.4 on the Strategic Plan (in relation to legal perspective and listed buildings) | Before Dec 2016 Prog Board | Completed |
| 11Apr16 | 7 | MM | MM to provide SL with copy if new HES logo. | End May ASAP | Completed |
| 11Apr16 | 9 | SL/JB & KL | To hold a separate meeting to review disaster planning. Meeting with Jane Brown, who will meet with ASLOG Working Group. | Next MG meeting | Superseded by 06Dec16 12 |
| 11Apr16 | 10 | SL (TWG) | To scope what a Data Enhancement Workstream might look like. On reflection, this idea is not going to be pursued for the time being. | Dec 2016 | Removed |
| **11Apr16** | 11 | EM | EM to ask Julianne McGraw to review the Comms plan and report back. | ~~Dec 2016~~ May 2017 | Ongoing |
| 11Apr16 | 12 | KL | Take forward idea of SHED /MGS workshop. (moved from SHED Programme Board, 10 Nov 2015 16) | Before Dec 2016 Prog Board | See 11Apr16 11 |
| 11Apr16 | 13 | KL | At start of meeting for the Working Group for 'Museums and Archives'. KL to arrange meeting and JSH tour including Peter McKeague. | WG4 development meeting | See 11Apr16 11 |
| | | | **SHED Management Group, 31st August 2016** | | |
| 31Aug16 | 1 | RJ | RJ to speak to Laura Hindmarch about attending TWG. | Soon | Completed |
| **31Aug16** | 2 | RJ | RJ to speak to NMS about joining Programme Board. | Soon | Ongoing |
| **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 | 4 | KL | KL to speak to MGS re standards and links. KL spoke with Alison Turnbull and Heather Docherty at MGS who agreed both to be kept in the loop through correspondence. | Before Dec 2016 Prog Board | Done |

| Action Point | | Who | Details | By when | Status |
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| 31Aug16 | 5 | KL | KL to speak to Dawn McDowell re listed building polygons. | Before Dec 2016 Prog Board | Done |
| 31Aug16 | 6 | KL | KL to pass link to ISAD (G) documentation to SL. | Soon | Done |
| 31Aug16 | 7 | RT | RT to identify volunteers to help with SHED comms. | Before Dec 2016 Prog Board | Overtaken by EM initiative |
| 31Aug16 | 8 | SL | SL to put link to SG Open Access strategy on website. | Soon | Completed |
| 31Aug16 | 9 | SL | SL will incorporate comments on Areas of Archaeological Interest and circulate before next TWG. | Before next TWG | Completed |
| 31Aug16 | 10 | RT | RT to revisit the Comms Plan. | Before Dec 2016 Prog Board | Overtaken by EM initiative |
| 31Aug16 | 11 | ~~KL~~ RT | KL to organize WS4 meeting. RT to find new lead. | ~~Dec 2016~~ May 2017 Prog Board | Ongoing |
| | | | **SHED Programme Board, 6<sup>th</sup> December 2016** | | |
| 06Dec16 | 1 | RT | RT to update comment 3.1.1 to "Focused work ongoing" | Before first 2017 Mgt Group | Ongoing |
| 06Dec16 | 2 | KL | KL to contact HERs once Canmore Mapping goes live. | Soon | 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 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 |

| Action Point | | | Who | Details | By when | Status |
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| **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 |
| 06Dec16 | 13 | | MM | MM to set a date in May 2017. Set for Thursday 25th May 2017 | ASAP | Done |