Scotland's Historic Environment Data

SHED Management Group – Notes

HES John Sinclair House, Edinburgh, 31 August 2016, 10.00-13.00

Present: Robin Turner (RT – chair), Rebecca Jones (RJ), Stephanie Leith (SL), Kirsty Lingstadt (KL), Leanne McCafferty (LMcC – minutes)

	Tea and coffee available before the meeting		
1.	**Apologies and note of the last Programme Board and meeting (RT)** Apologies were received from Mike Middleton. RJ will update Laura Hindmarch about SHED and discuss her possible attendance at the Management Group. SL requested that RJ also ask Laura about attending the TWG. *1.1 Membership of Programme Board:* RJ will discuss NMS membership of the Programme Board when she meets with the new keeper of Archaeology and Scottish History. RT has been unable to get in contact with Jeremy Huggett. [JH subsequently made contact and continues to be interested in contributing to SHED.].	**ACTION 31Aug16 01: RJ to speak to LH about attending TWG.** **ACTION 31Aug16 02: RJ to speak to NMS about Programme Board.**
2.	**Implementation Plan (RT)** *2.1 Update and Lead Bodies (RT)* RT will go over the MGS comments on the plan with KL before the next Programme Board. *2.2 Progress/Success Measures* The Implementation Plan was updated with progress and success measures. See Implementation Plan for full details. The following lists actions required from the Plan and their item number. [1.2.1] SL suggested adding an HER dataset to the concordance project between designations and Canmore records. [1.2.2] The latest version of the archival standard should be added to the website and further circulated to MGS to see if there are further links that could be added.	**ACTION 31Aug16 03: SL and KL to liaise with Philip Robertson over potential HER data input.** **ACTION 31Aug16 04: KL to speak to MGS.**

6.	[1.4.5] Although HES is not planning on resolving the 67 000 legacy records without polygons for listed buildings it was agreed that the technical specification for going forward should be discussed.	**ACTION 31Aug16 05: KL to speak to Dawn McDowell**
	[2.2.4] ISAD (G) is the archival description standard and should be added to the SHED website.	**ACTION 31Aug16 06: KL to pass link to documentation to SL.**
	[5.1.1] The Comms Plan still requires revisiting and as part of this resource needs to be identified.	**ACTION 31Aug16 07: RT to indentify volunteers.**
	[5.5.3] The group queried whether the SG Open Access Strategy was exclusively about digital data.	**ACTION 31Aug16 08: SL to put link to SG strategy on website.**
3.	**Workstream Updates**	
	3.1 [SHED Management Group (RT)]	
	3.2 Workstream 1: PastMap Programme (KL) There is a prototype which will be demonstrated at the next SMR Forum. Keith Rooney will also look at developing the 'keyword search' as requested.	
	3.3 Workstream 2: SMR Forum Technical Working Group (SL) SL will take forward the technical specification for recording areas of archaeological interest following comments from the Group.	**ACTION 31Aug16 09: SL will incorporate comments and circulate before next TWG.**
	3.4 Workstream 3: Comms –Annual Update (RT) SL circulated the Work Stream update prior to the meeting. The draft Comms Plan has been overtaken by events but a summary of activities has been added to the SHED website.	**ACTION 31Aug16 10: RT to revisit the Comms Plan**
	3.5 ?Workstream 4: Museums and Archives (KL) KL will be organising a meeting in relation to this proposed workstream in the near future.	**ACTION 31Aug16 11: KL to organize WS4 meeting**
4.	**Polygonisation Project update(KL)** Mike Middleton has completed training and the two local authority projects are under way.	
5.	**Risk Register – update (RT)** The Group reviewed and approved the risk register.	
6.	**Matters arising from previous meetings** (see Action Point list,	

	below) SL requested to correction of the previous meeting minutes, Section 3.5, where 'SL' should read 'KL'.	
7.	**AOCB** ***7.1 Links with Archaeology Strategy – update (RJ)*** RJ reported that SHED has been referred to in the Archaeology Strategy. ***7.2 Links with HES Corporate Plan – update (RT)*** RT reported that SHED has been referred to in the HES Corporate Plan.	
	Date of next meeting – Programme Board ?Nov 2016	**ACTION 31Aug16 12: LMcC to arrange a date for the next meeting.**

List of Papers circulated previously:
- Note of SHED Programme Board meeting 11th April 2016 – emailed 11th May 2016 (Agenda item 1)
- SHED Summary of Activity in 2015-16 – downloadable here (Agenda Item 3.4)
- Risk Register – emailed 4th April 2016 (Agenda Item 5)

Emailed with this Agenda:
- SHED Implementation Plan - August 2016 (Agenda Item 2)
- SHED Implementation Plan – August 2016 By Lead (Agenda Item 2)

Still to come:
- Workstream 2 – Projects (List v4 June 2016 [includes SMRs/HERs online list] (Agenda item 3.3)

Matters arising from previous meetings:

ACTION REGISTER (updated after 31st August 2016 Management Group)

Action Point	Who	Details	By when	Status
		SHED Programme Board, 10 November 2015		
10Nov15 01	KL	Offer corresponding member option to SMA	~~May 2016~~ Before Dec 2016 Prog Board	Ongoing
10Nov15 04	RT	When timing appropriate, invite someone from HES Designations to speak to the group	In due course	Ongoing
10Nov15 06	SL	Investigate links to planning data. This will be done through the implementation plan.	May 2016	Overtaken by events
10Nov15 14	Management Group	Revisit Comms Plan	March 2016	See 31Aug16 10
		SHED Management Group, 8th March 2016		
08Mar16 05	RT	RT to discuss avoiding conflicts of interest with Archaeology Programme.	Before Dec 2016 Prog Board	Ongoing
08Mar16 08	TWG	Look at lessons learned from major community-based data collection projects and draft guidelines for data creation.	End 2016	See Implementation Plan
		SHED Programme Board 11th April 2016		
11Apr16 01	RT/KL	To discuss possible replacement for Trevor Cowie upon his retirement. RJ will speak to the new keeper with regards NMS representation.	Before Dec 2016 Prog Board	Ongoing
11Apr16 02	RT	RT to invite Stefan Sagrott to join the Board. SS is leaving NTS but it was agreed that this should stay on the agenda.	Dec 2016 Prog Board	Overtaken by events
11Apr16 03	RT	RT to contact Jeremy, or to look into options for a new Board member with a university background.[Jeremy has now been in contact.].	Next PB meeting	Completed
11Apr16 04	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	Ongoing
11Apr16 07	MM	MM to provide SL with copy if new HES logo.	~~End May~~ ASAP	Ongoing
11Apr16 08	ALL	Members to feed in samples of data standards to SL's list of data standards.	~~End May~~	Completed
11Apr16 09	SL/JB & KL	To hold a separate meeting to review disaster planning.	Next MG meeting	Ongoing
11Apr16-10	SL (TWG)	To scope what a Data Enhancement Workstream might look like. (moved from SHED Programme Board of 07 May 2015)	Dec 2016 Prog Board	Ongoing
11Apr16 11	EM	EM to ask Julianne McGraw to review the Comms plan and report back.	Dec 2016 Prog Board	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	Ongoing

Action Point	Who	Details	By when	Status
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	Ongoing
11Apr16 - 14	RT	RT to provide update of Strategy over the past year.	End May 2015	Completed
		SHED Management Group, 31st August 2016		
31Aug16 **01**	RJ	RJ to speak to Laura Hindmarch about attending TWG.	Soon	Ongoing
31Aug16 **02**	RJ	RJ to speak to NMS about joining Programme Board.	Soon	Ongoing
31Aug16 **03**	SL & KL	SL and KL to liaise with Philip Robertson over potential HER data input re concordance.	Before Dec 2016 Prog Board	Ongoing
31Aug16 **04**	KL	KL to speak to MGS re standards and links.	Before Dec 2016 Prog Board	Ongoing
31Aug16 **05**	KL	KL to speak to Dawn McDowell re listed building polygons.	Before Dec 2016 Prog Board	Ongoing
31Aug16 **06**	KL	KL to pass link to ISAD (G) documentation to SL.	Soon	Ongoing
31Aug16 **07**	RT	RT to identify volunteers to help with SHED comms.	Before Dec 2016 Prog Board	Ongoing
31Aug16 **08**	SL	SL to put link to SG Open Access strategy on website.	Soon	Ongoing
31Aug16 **09**	SL	SL will incorporate comments on Areas of Archaeological Interest and circulate before next TWG.	Before next TWG	Ongoing
31Aug16 **10**	RT	RT to revisit the Comms Plan.	Before Dec 2016 Prog Board	Ongoing
31Aug16 **11**	KL	KL to organize WS4 meeting.	Before Dec 2016 Prog Board	Ongoing
31Aug16 **12**	LMcC	LMcC to arrange a date for the next meeting.	Soon	Ongoing