

SHED Management Group Meeting, 29th September 2015

Present: Robin Turner (RT – *Chair*), Susan Hamilton (*Notes*), Rebecca Jones (RJ), Stephanie Leith (SL), Kirsty Lingstadt (KL), Bruce Mann

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| 1. | <p>Apologies and note of the last Programme Board meeting (RT)</p> <p>Apologies: There were no apologies</p> <ul style="list-style-type: none"> The note of the last (Programme Board) meeting was accepted. | |
| 2. | <p>Draft Implementation Plan (BM) and Draft Timings (SH)</p> <ul style="list-style-type: none"> BM provided background to the plan and noted that it was laid out in themes rather than by Aims. Further work is required related to the museums sector. Additional points: <ul style="list-style-type: none"> The action on listed building polygons requires refining to reflect current work RT tabled the revised Prioritisation document. RJ noted that it should tie in with the Archaeology Strategy and MGS Strategy, and should emphasise avoiding duplication of effort and the perceived need for proposed actions. The Implementation Plan will be circulated and all are to assign priorities and difficulty ratings. | <p>AP 29Sep15 01 BM to circulate updated document</p> <p>AP 29Sep15 02 RT to review and revise further</p> <p>AP 29Sep15 03 All to assign priorities and difficulties</p> |
| 3. | <p>Polygonisation Programme Update (SH)</p> <ul style="list-style-type: none"> SH provided an update on progress. It is likely that two bids (one from Shetland and one from Borders, incorporating work on Stirling and Clackmannanshire) will be submitted. These are ambitious bids, which aim to polygonise the entire areas. John Lawson is in discussion with the ClfA on their bid, which may include a placement to undertake polygonisation. RJ noted that the group will need to start thinking about who can sponsor bids and support bids within HES. KL noted that the group needs to start thinking about a bid for next year from a collective body, such as the SMR Forum. SH suggested the possibility of a 'Forth Zone' approach, including for example, Edinburgh, Falkirk and Fife. | |
| 4. | <p>Risk Register</p> <ul style="list-style-type: none"> RT tabled the risk register, noting that the only update was to the IT infrastructure item. Any comments to RT ASAP | <p>AP 29Sep15 04 Comments on RR to RT</p> |
| 5. | <p>Workstream Updates</p> <p>5.1 SHED Management Group. No updates.</p> | |

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| | <p>5.2 PastMap Programme KL reported that an Action Plan for PastMap will be developed. The next meeting of the PastMap Group is coming up, which will be reported on at the 10th November SHED meeting.</p> <p>5.3 SL reported that Stefan Sagrott (NTS) is the new TWG Chair. The next meeting is on 27th October, and will be followed by the inaugural HBSMR Scottish User Group meeting. One of TWG's priorities is to revisit the technical specification for Areas of Archaeological Interest Polygons. TWG will also look at having a page on the SMR Forum website featuring links to available Standards (SHED 2.2 Ensure that agreed international and national standards are adhered to both within and outwith the sector). SL reported that the list of current projects of relevance to SHED is still being developed and examples from across the sector are required. BM suggested that voluntary groups are approached.</p> <p>5.4 The next big communication event is the stakeholder workshop. There was discussion of social media and it was decided not to have a SHED account, but rather encourage discussion using existing accounts.</p> | <p>AP 29Sep15 05 SH to forward HES examples to SL</p> <p>AP 29Sep15 06 KL to contact Scottish Council on Archives and invite to join SHED</p> <p>AP 29Sep15 07 BM to develop (and safety-check) a SHED hashtag.</p> |
| <p>6.</p> | <p>Stakeholders</p> <p>6.1 Stakeholder List All are to suggest further updates to RT by 9th October. RJ will look at Archaeology Strategy responses and suggest names.</p> <p>6.2 Stakeholder Event The group discussed ideas for the stakeholder event, including:</p> <ul style="list-style-type: none"> • Prioritising activities • Project ideas • Summaries of completed projects • Sharing positive experiences of dealing with data • Elevator pitches | <p>AP 29Sep15 08 All to suggest stakeholder list updates to RT</p> <p>AP 29Sep15 09 RJ to email comments from Archaeology Strategy re: SHED round group</p> <p>AP 29Sep15 10 RT to Produce draft workshop programme.</p> <p>AP 29Sep15 11 RT to send a save-the-date to stakeholder list</p> |
| <p>7.</p> | <p>Matters arising from previous meetings (see Action Point list, below)</p> | |

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| <p>8.</p> | <p>AOCB</p> <p>8.1 Links with Archaeology Strategy. RJ noted that the Archaeology Strategy and SHED are very complementary and that there are plenty of connections between them.</p> <p>8.2 Links with HES Corporate Plan. RT reported that the Corporate Plan will be out for consultation in mid-November and will be open for comments until February. RT also noted that the HS/RCAHMS/HES Transition Business Plan for the current year mentioned SHED, which is very positive.</p> <p>8.3 Comments from MGS. RT tabled comments on the SHED Strategy from MGS. This generated discussion of museum representation on SHED</p> | <p>AP 29Sep15 12 KL to invite SMA onto Programme Board</p> |
| | <p>Date of next meeting Tuesday 10th November 2015 – Programme Board</p> | |
| | <p>Close</p> | |

SHED Management Group meeting, 29 September 2015

ACTION REGISTER

| Action Point | Who | Details | By when | Status |
|-----------------------|------------|--|---|---------------|
| | | SHED Management Group, 25 March 2015 | | |
| 25Mar15 08 | RT | Continue to develop prioritisation criteria to help guide the delivery of the implementation Plan. | End October | Ongoing |
| 25Mar15 12 | SMR TWG | Draft notes for stakeholders creating their own databases and influence HLF and funders. | March 2016 | Ongoing |
| | | SHED Programme Board meeting, 07 May 2015 | | |
| 07May15 01 | RT | RT to contact Katinka Stentoft to ask if she would like to join the group. | Reconsidered in light of other membership suggestions | Paused |
| 07May15 04 | SH | SH to liaise with Karen Robertson re measures of success and share implementation plan | End October | Ongoing |
| 07May15 07 | KL | KL to investigate how PID could link with policy changes. | For 10 th Nov. meeting | Ongoing |
| 07May15 11 | RT | RT to look at how an Opportunities Register might fit, as a counterpoint to the Risk Register. | For 10 th Nov. Meeting | Ongoing |
| 07May15 17 | AL | To scope what a data enhancement workstream might look like. | For 10 th Nov. meeting or before | Ongoing |
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| | | SHED Management Group Meeting, 29 September 2015 | | |
| 29Sep15 01 | BM | Circulate updated Implementation Plan | ASAP | Ongoing |
| 29Sep15 02 | RT | Review prioritisation guidelines and circulate | For 10 th Nov. meeting or before | Ongoing |
| 29Sep15 03 | All | Assign priorities and difficulties to Implementation Plan activities | Mid October | Ongoing |
| 29Sep15 04 | All | Comments on Risk Register to RT | ASAP | Ongoing |
| 29Sep15 05 | SH | Provide HES Project examples to SL for the Projects List | 27 th October | Ongoing |
| 29Sep15 06 | KL | KL to contact Scottish Council on Archives and invite to join SHED | For 10 th November | Ongoing |

SHED Management Group meeting, 29 September 2015

| Action Point | Who | Details | By when | Status |
|-----------------------|------------|---|-------------------------------|---------------|
| 29Sep15 07 | BM | BM to develop (and safety-check) a SHED hashtag. | 26 th November | Ongoing |
| 29Sep15 08 | All | Provide stakeholder list updates to RT | ASAP | Ongoing |
| 29Sep15 09 | RJ | Circulate comments from Archaeology Strategy re: SHED round the group | ASAP | Ongoing |
| 29Sep15 10 | RT | Produce draft workshop programme. | For 10 th November | Ongoing |
| 29Sep15 11 | RT | Send a save-the-date to stakeholder list | ASAP | Ongoing |
| 29Sep15 12 | KL | Invite SMA onto Programme Board | For 10 th November | Ongoing |