

SHED Strategy Programme Board meeting, 8 May 2014

1.	<p>Apologies and Introductions</p> <p>Present: Robin Turner (RT), (Chair), Mike Elliot (ME) (<i>Minutes</i>), Trevor Cowie (TC), Jeremy Huggett (JH), Rebecca Jones (RHJ), Stephanie Leith (SL), Allan Leslie (AL), Kirsty Lingstadt (KL), Bruce Mann (BM), Laura Mitchell (LM), Matt Ritchie (MR), Dave Sutton (DS), Jonathan Wordsworth (JW)</p> <p>Apologies: Neil Curtis (NC)</p> <p>General introductions were made. It was noted that the group is designed to include a broad mix of people from various disciplines.</p>	
2.	<p>Review of progress</p> <ul style="list-style-type: none"> • Strategy: Launched at IfA: we now have the final version, which is available on the SHED website. • The notes of this meeting will also be made available on the website. • ALGAO and RCAHMS contributed to the printing and distribution of the postcards to publicise SHED • Note of thanks to RT, BM, KL and RHJ for organising SHED strategy documents 	
3.	<p>Matters arising from previous meeting of Development Group (see below)</p> <p>Action points still outstanding:</p> <ul style="list-style-type: none"> • BM - ALGAO website: BM waiting for password to update it • RHJ and RT have updated the HS web page with links to the SMR Forum / SHED pages 	<p>Action point: BM to update when possible.</p>
4.	<p>Governance – development and structure</p> <p>RHJ suggested having BEFS on the Programme Board, but RT pointed out that there are people already on the advisory board who are members of BEFS.</p> <p>4.1 Annual Advisory Group – Who? When?: Noted that the bullet point list as circulated is not exhaustive: it is a draft and can be amended. PastMap programme board already exists.</p>	

	<p>Annual Advisory Group: to be made up of broad spectrum of users, not restricted to professionals. Key to keep in mind the end user and what they want as the end product.</p> <p>It was agreed we should also have on the Advisory Group: tourism, Scottish family history society, Scottish Local History Forum, Scottish Genealogy Society.</p> <p>Discussed if we should have an annual workshop / seminar on what we do. Suggestion of a users' workshop similar to that run by BEFS. Chris Fleet from NLS was suggested as a potential contributor. As HLF may play a funding role it was suggested that they be asked. Someone from the education sector was suggested. The advantage of a Group is identity and consistency, whereas with an annual workshop of changing attendees they may not feel quite as engaged. Suggested having an electronic forum.</p> <p>Also suggested that the PastMap Users' Forum could be widened to include other groups provide independent evaluation of the website.</p> <p>More could be made of the Scottish Historic Environment Audit, although the SHED strategy is mainly about data that is descriptive of the historic.</p>	<p>Action point: ALL to think of potential users who might like/be useful to join the Advisory Group, and to get suggestions back to RT. RT to produce updated list and terms of reference.</p>
5.	<p>Documentation</p> <p>5.1 Programme Initiation Document: RT will continue to work on this.</p> <p>5.2 Draft Action Plan headings: phase two looks at next three years. All to have a think about what they want and give feedback to BM on the table he produced for any obvious missing themes or activities. Suggested that this can act as a starter for ten and then go out for wider consultations, so that we are not giving people a completely blank piece of paper. Also need to identify priorities.</p> <p>AGREED to change the heading of the first column to Objective Column. BM to draw up a crib sheet on how he would like this to be drawn up.</p> <p>5.3 Draft Risk Register: Under discussion.</p>	<p>Action point: RT to draft and circulate.</p> <p>Action point: ALL to consider populating the table and to give BM feedback by 6th June.</p> <p>Action point: BM to change heading and draw up a crib sheet.</p> <p>Action point: RT to co-ordinate creation of a Risk Register</p>

	<p>5.4 Prioritisation criteria: The Historic Environment Strategy for Scotland was analysed and three groups drawn up. RT gave an outline of the themes he had drawn up. AL advised caution with the term 'Managing Change'. MR asked if we could get a representative from HEPU. RHJ clarified that contact will change once HES is established and there may be a value in approaching them next year. An audit of what is out there should go into the Action Plan. RT happy to accept any further suggestions in any missing themes.</p> <p>5.5 Draft Communication Plan: BM requested any feedback by the end of the first week in June. The key thing is to make sure this is as inclusive as possible and to be aware of who our external audience is.</p>	<p>Action point: RHJ to speak to HEPU</p> <p>Action point: ALL to consider the prioritisation criteria and to give RT feedback by 16th June.</p> <p>Action point: ALL to give BM feedback by 6th June.</p>
<p>6.</p> <p>Resources</p>	<p>MR mentioned the polygonised data source for forestry. Integrated land use strategy: there is a policy need for digitised data. BM suggested getting one map layer to bring all data together. Workstream 2 is currently reviewing the polygonisation standards.</p> <p>6.1 People: For the time being we will need to use our current human resources.</p> <p>BM advised that some of the information we hold is crowd-sourced, thus the public are a resource. KL highlighted the importance of having someone who maintains quality control over crowd-sourced data.</p> <p>6.2 Finance: suggested getting corporate sponsors. AL suggested contacting the landscape research group.</p>	
<p>7.</p> <p>Workstream Updates</p>	<p>a. Programme Board – development of Action Plan - already covered</p> <p>b. PastMap Programme Board: KL gave a presentation on HLA map, and the PastMap website was also described. PastMap Programme Board about to explore what are the next stages to move this forward, and what technologies are needed. MR suggested that the NLS national map library would be a useful addition to the PastMap Board. There was a discussion on synergies and interfaces between HLAmapper and PastMap and it was clarified that HLAmapper looks at land-use areas whereas PastMap looks at specific sites. Both</p>	<p>Action Point: KL to circulate user</p>

	<p>are user interfaces which present the data to the user in a particular manner. KL offered to circulate the data to the group, on request. Need to think how many more layers to add in to PastMap, and what other elements. Be wary of adding too many layers of polygonised data. AL gave an outline of a Danish example.</p> <p>c. SMR Forum Technical Working Group: SL gave a brief overview of the work of the SMR TWG. (It was agreed it would be useful to raise the issue of curtilage and HS's role in defining it with the SMR forum.)</p> <p>d. Comms: BM gave an update.</p>	figures Action point: AL to give KL the link to the Danish example.
8.	Website updates: SL is the webmaster.	
9.	<p>Timetable: have not tied down how many meetings we will have for the programme board. RT suggested at least two, but no more than three per year.</p> <p>9.1 Programme Board meetings: suggested that it was easier to have future meetings of this kind in the central belt. Agreed that if it needs to be further afield that can be agreed to.</p> <p>9.2 Other meetings:</p>	
10.	<p>AOCB</p> <p>10.1 Roles and responsibilities – SMR/HERs plus HS/RCAHMS: SMR and HS will be having a meeting to discuss aspects of this. KL gave a brief outline of the challenges faced recently. Our responsibility is to let users know what to expect and how the data can be managed. Agreed there will be a meeting in the summer to discuss any issues and how to overcome them</p> <p>10.2 Archaeological Archives in Scotland update: looking at both the paper and digital archives. Looking at where the archives and finds need to go, where the material is and how it all can be accessed. We are in a much better position than our colleagues in England although they have a report on the current situation. This is under discussion in Scotland and will nest underneath the Archaeology Strategy.</p> <p>10.3 Archaeology Strategy: currently in preparation, which will sit under the Historic Environment Strategy for Scotland and also talk across to the Museums Galleries Scotland Strategy. If anyone wants any more information please get in touch with RHJ.</p>	

	<p>10.4 SENESCHAL: This is a project Peter McKeague from RCAHMS has been leading on. The project is looking at linking up particular concepts, working with the University of Glamorgan. By linking through concepts we are able to map them and draw up a common thesaurus, based on the monuments thesaurus. This is a specific piece of research that may have links to other applications.</p> <p>10.5 Ordnance survey: for any digital mapping under the One Scotland Mapping Agreement, OS have confirmed that they need to know who is using the information and that must be done via login, although no need to log in every time. All our websites using mapping will require a login. HS and RCAHMS will comply with this term of the OSMA license.</p> <p>10.6 Public Sector Information European directive: the Directive indicates that if you give anyone a piece of public sector information, you must give it to anyone else under the same conditions. There therefore always needs to be an appropriate license attached to the information when it is sent out. Need to think about copyright issues along with licensing.</p> <p>10.7 DS raised issues about data relating to local authority resources and reporting, and will take forward with Karen Robertson from HS who co-ordinates Scotland's Historic Environment Audit.</p> <p>10.8 MR suggested it would make more use of his time to meet up for longer than one morning. Suggested that the meeting could be tacked on with something else or extend for another couple of hours.</p>	
11.	Date of next meeting: Will be in six months' time. It was agreed to get the next three meeting dates in the diary.	Action point: RT to draw up a Doodle poll for the next three meetings.