

SMR Forum Technical Working Group

Minutes of meeting held on Tuesday 27th October, 2015 at the National Trust for Scotland, Hermiston Quay, Edinburgh

Present: Susan Hamilton, Stephanie Leith, Kevin Murphy, Andrew Nicholson, Ian Scrivener-Lindley, Stefan Sagrott (Chair & Minutes)

Apologies: Bruce Mann, Finlay Martin, Peter McKeague, Sarah Winlow

1. Stefan Sagrott welcomed all to the meeting.
2. **Minutes and Action Points from last TWG:** The minutes were accepted by all
 - a. **AP1:** AN emailed draft documents around the TWG mailing list
 - b. **AP2:** SH emailed link to 'density map' to SMRForum-Scotland list
 - c. **AP3:** SL explained that Sylvianna was installing the PastMap tool for all HBSMR users
 - d. **AP4:** Decision made that no default size, instead to be based upon each HER requirement, but 20m would be suggested
 - e. **AP5:** Any interested HER should send concordance data to SH
3. **SHED Strategy Update:** SL provided an update on the SHED strategy. The programme board are meeting in the 1st week of November and the Implementation Plan, to achieve the Objectives, is in draft. It is broken into 4 themes, Baseline Data, Standards, Audits & Process Mapping, Mainstreaming; the document will be key for funding bids and it should be noted that some objectives have already been achieved. A stakeholder meeting held with BEFS is happening in November with the aim of bringing museums, archives and academia on board. **AP1**
4. **SHED exec meeting update:** SL provided an update from the meeting with happened at the end of September. Key topics discussed were
 - a. **Data Standards:** To make it easier to see what we, as a sector, do, it is seen as desirable to have a list, summary and links to, the different data standards that we work with. Geospatial, metadata, heritage data standards and thesauri. **AP2**
 - b. **Guidelines for large project databases:** It is an acknowledged issue that many large projects do not consult with HERs before embarking on a project. This can present issues if existing data is not included but also at the end if data is in a format unsuitable for the HER or Canmore. ALGAO:England has produced guidelines for project managers and funders to raise awareness, and it is felt that a similar document would be useful for Scotland. AN raised the point that ASPIRE should provide the basis for the data side of things, and that it is an underused, often forgotten, resource. SH suggested that the ASPIRE website is still live but given HES reviews might not be for much longer. **AP3-5**
5. A discussion was had around Historic Englands [Heritage Information Access Strategy](#) and how this compares to the SHED. The HIAS has a much shorter time frame but it being accompanied by around £0.8m in funding from HE. With Principle 7 stating that "*Historic England should, on behalf of the nation, ensure that a security copy of all such data exists*" a discussion was had over whether a similar security copy should be had for Scottish HER's and how data will be saved if an HER service is withdrawn. AN pointed out that IFP has a section on [Data Security](#) and that it had led him recently to creating a Disaster Management Plan for Dumfries and Galloway. The [HER Audit](#) process in England requires the HER to have, or be working towards a Disaster Management Plan. The discussion then moved on to whether there were elements of the Audit process that would be useful for Scottish HERs

which could be carried out without funding (as HE fund the HER Audit process). Would there be interest in developing an HER Audit process for Scotland? **AP 6-7**

6. OASIS:

- a. SL, in PM absence, provided an update on the OASIS board meeting held the week before. PM tabled the report, circulated to the SMRForum list, which showed that 300? Project were added over the summer of 2015. At the Board meeting Paula Milburn said that DES records 950 projects a year compared to OASIS which records around 600 a year. ISL mentioned that community groups are very active but don't create OASIS entries which could be a contributing factor to the miss-match. SL said that, subject to funding, the new OASIS interface should make integration between the two much easier. The issue of HER validation was discussed, ISL has been focussed on clearing the HER backlog but this is easing so he might be able to devote time to OASIS validation. That organisations such as HES and NTS don't routinely use OASIS for recording work was discussed, SCS stated that he is aware of the issue and is trying to bring about a change in culture.
- b. The redevelopment of OASIS was also discussed. SL has circulated the draft Stage 2 Project Design to the SMRForum list. Feedback must be received by the 9th November but SL is happy to collate any as long as she receives it by 5th November. Most development is scheduled to take place during 2016/17 and will result in three levels of OASIS: Lite to allow for submission of reports, Standard and Plus which will allow for geophysics data, and radiocarbon dating reports to be submitted. The aim is to get museum curators on board and SL highlighted that TTU involvement will be key going forwards. There will be changes to the validation period, making it more open.

7. **Technical Specifications for Area of Archaeological Interest Polygons:** AN apologised that these were not further on, but D&G situation meant he was pressed for time currently. AN will circulate a draft in early January for discussion at the next TWG. With the polygonisation projects bid for Borders, Stirling & Clackmannanshire it was hoped that funding could be sought so that City of Edinburgh might be carried out in 2017. **AP 8-9**

8. **BIAB/Inventory Linking:** SCS read a note from PM which highlighted a semantic project to link BIAB entries to HER/Canmore entries and vice versa. SH mentioned that the BIAB IDs might be able to be supplied with the annual Canmore downloads to HERs. It was noted that BIAB is being incorporated into ADS and will become part of ADS Library.

9. AOB:

- a. SL explained that OS exemption for HERs might be closer, and had circulated a document prior to the meeting.
- b. There is a need to establish further PastMap update dates for 2016 **AP 10**
- c. SH explained that following the establishment of HES the former RCAHMS building functions are referred to as John Sinclair House e.g. the John Sinclair House Search Room
- d. SCS whether the Stirling HER was going to go back online, no-one sure. **AP 11**
- e. SH noted that Dave Sutton has retired from North Lanarkshire, they remain a SURE member but are not currently active in data entry.

10. **Date of Next Meeting:** TBA for early March 2016

Actions and References:

Action Point	Description	SHED Workstream/Aim	Responsible	Date
1	Circulate Workstream 2 Projects list		SL	Dec 15
2	Pull together list/summary of standards for: Geospatial (AN) Thesauri (SH) Data Standards & Metadata (SCS)		AN/SCS/SH	Next TWG
3	Circulate ASPIRE document		AN	Dec 15
4	Check status of ASPIRE website		SH	Next TWG
5	Draft general text for Large Project database guidelines		SL	Next TWG
6	Circulate HER Audit specification document		SH	Dec 15
7	Look at HER Audit document and pull out useful elements		All	Next TWG
8	Polygons standards document to be circulated in draft		AN	January 2016
9	DSP Polygon Specification to be circulated and placed on SHED website		SH/SL	Next TWG
10	Establish PastMap update dates for 2016		PM	Next TWG
11	Establish situation regarding Stirling HER		SCS	Next TWG