



Scotland's Historic
Environment Data

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Scotland's Historic Environment Data Strategy

April 2014

Scotland's Historic Environment Data is the collaborative national public information resource for the historic environment. This joint venture between local and national bodies comprises shared and linked digital records. It will be professionally managed, continually updated, and accessible to all, ensuring the greatest economic, social and cultural benefits for the people of Scotland and beyond.

Vision Statement
SMR Forum, August 2012

**WORKING TOGETHER TO DELIVER
BETTER HERITAGE INFORMATION**

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1 Executive Summary

***The Vision:** Scotland's Historic Environment Data is the collaborative national public information resource for the historic environment. This joint venture between local and national bodies comprises shared and linked digital records. It will be professionally managed, continually updated, and accessible to all, ensuring the greatest economic, social and cultural benefits for the people of Scotland and beyond.*

- 1.1 Scotland's Historic Environment Data (SHED) Strategy is a partnership to help protect, promote and enhance Scotland's historic environment through coordinated activity to improve the quality, systems and processes for SHED. The partnership includes government agencies, non-governmental organisations (NGOs) and academic institutions, and will support the public's involvement in the care and enjoyment of the historic environment through the improved and more efficient provision of information.
- 1.2 The SHED Strategy is a component of the Historic Environment Strategy for Scotland, and covers the full extent of information on the historic environment – 'the physical evidence for human activity that connects people with place, linked with the associations we can see, feel and understand' (Scottish Government 2014,2).
- 1.3 Scotland's Historic Environment Data plays a key role in a wide range of activities. From providing people with evidence for planning decisions, to helping school children understand and value their environment, SHED provides a living record for all.
- 1.4 This Strategy echoes the significance that society places on cultural heritage. SHED helps us interpret our surroundings, gives us a place to record our knowledge, and to share it with others.
- 1.5 The aims and objectives of the Strategy result from collecting and analysing views from creators, curators and users of data. The Strategy looks to address those issues and the wider needs of current and future users of the digital data.
- 1.6 Partnership working is a cornerstone of this Strategy – an example of a complex and diverse sector coming together to agree and deliver benefits to a wide audience. The success of this Strategy will depend on partnership working and cross sector collaboration.
- 1.7 This Strategy is a commitment between organisations responsible for compiling, maintaining and working with SHED.
- 1.8 A ten year plan, beginning with a 3-year Development Phase, will deliver a more efficient process for handling these records, and will increase their value through data cleansing, gap filling, improved access and better use of technology.
- 1.9 The Strategy will fit with international, national and local policy, guidance and standards, from central and local government and more widely.
- 1.10 The Strategy will provide much-needed co-ordination and joint working to address the many issues raised in its development. Historic environment data will become much more

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useful in the management of change and also in engaging individuals and communities in understanding and appreciating their physical cultural heritage.

- 1.11 The data will be more complete, more reliable, and more accessible, easier to navigate and understand. By better security and curation, the data will be sustained for the benefit of our successors, and it will be easier to mainstream historic environment information in other aspects of life – from wider environmental concerns, to health and well-being, to education and quality of life.

NOTE: Appendix 1 is a glossary of terms, intended to clarify some of the key technical terms and to define others.

2 Introduction

Purpose

- 2.1 This document sets out the Strategy for Scotland's Historic Environment Data (SHED).
- 2.2 Scotland's Historic Environment Data is the digital information about our physical historic environment plus related information on archives, objects and intangible cultural heritage. Together this informs the management, study and interpretation of the historic environment from the earliest times to the present day.
- 2.3 The purpose of the Strategy is to enhance Scotland's Historic Environment Data, to address long-standing issues highlighted by users and curators, and to ensure the long-term sustainability of Scotland's Historic Environment Data so that public benefit is maximised.
- 2.4 This document summarises the current situation and explores issues arising from current working practices that have evolved organically. The Background, Issues and Additional Needs sections (Sections 3, 4 and 5) relate to the 2009 report *A Strategy for the Development of Historic Environment Records in Scotland* (Carter 2009) and from discussions with curators and users of data attending workshops in 2012 (Robertson 2012; Mann 2012a and b). Section 6 outlines the Strategy and includes the Vision, a Partnership Statement, Principles, Aims and Objectives. This section then details the roles of those involved together with their responsibilities. Section 7 identifies the intended benefits, while Section 8 on the Development Phase outlines the governance model, resource plans and longer-term plans.
- 2.5 The Strategy will continue to be developed by and for the sector, and its implementation will be coordinated by RCAHMS, Historic Scotland and the SMR Forum. The implementation will be overseen by the SHED Programme Board with representation of data curators and users from the sector. The constituency of that Board will be actively broadened, especially to include representatives of the built heritage conservation sector, museums, archives and education.

Scope

- 2.6 This Strategy benefits both curators and users of SHED. The beneficiaries of the Strategy are broad and include a range of government bodies, heritage organisations, practitioners, private sector, landowners, community groups, and individuals (see 7.3 below).
- 2.7 The scope of this Strategy reflects the wide range of curators and users consulted thus far, and also the broad range of challenges facing the sector. At a time of reducing resources, it is clear that delivery of the Strategy will need to be opportunistic and spread over the longer term.
- 2.8 The aspiration is that many of the policies and practices contained in this Strategy will be implemented by partner organisations as they apply changes during their routine cycle of system maintenance and development.

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- 2.9 The SHED Strategy proposes the strengthening, through coordinated activity and better information, of the current partnership approach to managing and accessing the data which supports the activities of protecting, promoting and improving Scotland's Historic Environment. The partnership will include government agencies, non-governmental organisations (NGOs), and academic institutions, and will support the public's involvement in monitoring, managing, improving and engaging with the historic environment.
- 2.10 A three-year Development Phase of the SHED Strategy is planned to run from April 2014 to March 2017. This will then be followed by an Implementation Phase from April 2017 to March 2024. A detailed breakdown of the draft work programme for the Development Phase will be available as a separate Action Plan which supports this document.

3 Background

- 3.1 This Strategy builds on the 2009 report on the development of Historic Environment Records in Scotland (Carter 2009), and has subsequently been heavily informed by the users' and curators' workshops held in 2012 (Robertson 2012; Mann 2012a and b). The sector's involvement in developing this Strategy, via workshops and more formal engagement routes, will be fundamental to its success.
- 3.2 The 2009 report set out the background to this work by reviewing the current position of the sector and setting out a strategic framework for the development of SHED. The report explained the breadth of Historic Environment Records in Scotland and looked at the substantial and varied benefits that follow from its existence.
- 3.3 Scotland's Historic Environment Data provides 'a starting point for management processes, conservation, fieldwork and research into the historic environment and also informs local communities about their area. In turn many of these activities generate new information which feeds back to Historic Environment Record Managers in the form of reports and archives that are used to enhance the Historic Environment Record.' (Carter 2009, 1.3).
- 3.4 The 2009 report called for a period of consultation and the development of an Implementation Plan. The SHED Strategy and Plan outlined below builds on the foundations laid by the 2009 report, but deviates significantly from the concept of the creation of a single record for each asset, which was considered to be unworkable by the Steering Group in terms of the context of current roles and responsibilities, and unnecessary in light of recent development in information management and presentation technology. Interpretation of any one asset may have numerous elements to it, and as such it was deemed that transparent linkages between all of those elements was more important, and achievable in the timescale, than attempting to resolve the complex research questions which each element presented.
- 3.5 Related strategies and programmes
- The SHED Strategy links with national initiatives and other strategies, including:
 - National Performance Framework (Scottish Government 2011): The SHED Strategy embodies the core values and aspirations outlined in the National Performance Framework (NPF) which underpins delivery of the Scottish Government's agenda and in turn supports an outcomes-based approach to performance. The SHED strategy and its objectives contribute to the Government's purpose: 'To focus government and public services on creating a more successful country, with opportunities for all of Scotland to flourish, through increasing sustainable economic growth'. By sharing heritage information more effectively and agreeing the methods and practices to improve efficiency in the sector the SHED strategy will help delivery for heritage professionals, for business, and for the people of Scotland.
 - McClelland Report (McClelland 2011): *Review of ICT Infrastructure in the Public Sector in Scotland*. The recommendations in the report state that we need to make better use of ICT and address fragmented operating practices. The standalone, self-sufficient operating mode for ICT needs to be discontinued. The report highlights the lack of

'oversight and governance' as a key reason for the current status. The SHED Strategy has the potential to address these points with respect to the historic environment.

- Central Government's *Digital Public Services Strategy* (Scottish Government 2012): Citizen Focus, Privacy and Openness, Workforce, and Collaboration and Value for Money are the four key themes that this Strategy uses to align itself with the Scottish Government's National Strategy. The SHED Strategy is aligned with this and aims to create a resource which matches these themes.
- RCAHMS/Historic Scotland Business Case for merger (Scottish Government 2013a): This presents opportunities for improved joint working and for a bringing together of responsibilities which it is hoped will benefit this Strategy.
- Historic Environment Strategy for Scotland (Scottish Government 2014): In partnership with the sector as a result of the Scottish Historic Environment Review, the Scottish Government co-ordinated the production of a Historic Environment Strategy for Scotland. The data encompassed by the SHED Strategy will help inform national and local key performance indicators in measuring the success of Scottish Government policy and of Scotland's Historic Environment Strategy.
- Archaeology Strategy for Scotland: In partnership with the sector, Historic Scotland has begun a 3-year programme to develop a strategy for Scotland's archaeology. Synergies between this and the SHED will be explored as it is anticipated that the data encompassed by the SHED Strategy will help inform national and local key performance indicators in measuring the success of Scottish Government policy.
- Open Government (National Archives 2012): As best practice, the Strategy should promote the Open Government Licence system.
- Scotland's Digital Future (Scottish Government 2013b): The Scottish Government's *Scotland's Digital Future: Supporting the Transition to a World-leading Digital Economy* presents the wider case for embracing digital technologies in all aspects of the public sector, and for creating and strengthening partnerships and opportunities between the public and private sectors.

4 Data and Data Management Issues

- 4.1 Numerous issues and aspirations have been raised by the 2009 report (Carter 2009) and through Stakeholder Consultation (Robertson 2012; Mann 2012), during the development of this Strategy. These are summarised below, although it is acknowledged that other issues will undoubtedly arise as work on the Development Phase of the Strategy proceeds.
- 4.2 Accessibility: SHED should be available online without undue barriers to its reuse by the Public. PastMap is one way into further detail held elsewhere by individual contributors, but others can be developed. The data itself should be freely accessible
- 4.3 Linking and sharing: PastMap is widely welcomed as a good starting point for sharing data and providing a portal for access, and its potential to deal with other issues and opportunities is recognised. PastMap is one way to help link data, but more work is needed in this respect; polygonisation of information, both in terms of known site extents and as a tool for managing change, can assist with the process of data linking and concordance. Providing data online is the most important way of sharing, and is seen as a fundamental building block – becoming increasingly achievable as technology advances and additional portals are developed.
- 4.4 Standards and consistency: The historic environment data sector is already committed to national and international standards in heritage, through the UK coordinating body the Forum on Information Standards in Heritage (FISH) , and other initiatives including the INSPIRE Directive. There is a commitment to maintain and improve standards and acceptance of standards will drive data quality and consistency.
- 4.5 Functionality: As the data has become more accessible, its potential to be analysed by a wider range of users in new ways has increased. There is a clear demand for better functionality, and through better interoperability for interaction and searchability to become easier between datasets. Bringing data up to date and keeping it updated are particular challenges for most data creators and curators, although the growing thirst for User-Generated Content creation may be a route towards fruitful partnerships in improving data quality. Increased functionality must, however, continue to allow some data to be kept private (for reasons of data protection and commercial confidentiality for example.)
- 4.6 Efficiency and resourcing: As well as aspiring to keep data up to date, avoiding duplication between datasets is a common aspiration, consistent with one of the key tenets of the INSPIRE Directive. That being said, there is a need to recognise that individual partners in the SHED hold information for different purposes and that an element of overlap is inevitable. Keeping data safe is another concern, both in the short and long term: curation and sustainability of the data we have invested so much to create is a major common concern. It is recognised that many aspirations cannot bear fruit without investment of human resources, and the funding and ongoing maintenance costs are uppermost in people's minds at a time of contraction and severe financial constraints.
- 4.7 Training and promotion: As the functionality of the data increases there is a commensurate need to train users to get the most out of an increasingly sophisticated system. This also applies to those compiling the data, to help ensure consistency and

completeness. Issues related to copyright and intellectual property rights are amongst the requirements for training, but could also benefit from being made clearer to data creators and users. More time also needs to be invested in communicating with users and others concerned with the creation and curation of the data, especially in relation to promotion of the use of the data, and in terms of feedback from current and potential users.

- 4.8 Content: Many comments and suggestions have been made in terms of improving data content. Content-related issues are summarised in the following section.

5 Additional Data Content Needs

- 5.1 While the SHED Strategy will primarily focus on the form and delivery of the data, the process of creating the Strategy identified other needs and aspirations related to data content. Some of these aspects may be able to be addressed as part of the delivery of the Aims and Objectives of the SHED Strategy.
- 5.2 The current needs which this Strategy must help support, as identified by the users and creators include the following:
- 5.3 Content improvements: The most popular request for content enhancement is for more scanned images and other resources to be made available online. In terms of what is already available, there are also significant gaps in the basic descriptions of many sites, buildings and finds, and in the associated bibliographic referencing. Especially for designated sites there is a demand for statements outlining significance and cultural value, while for complex, e.g. multi-period sites, there is a thirst for overarching summary information. For all data, the expectation is that the content will be up to date and current and that key fields have been populated.
- 5.4 Structural issues: One way to obviate the need for scanning material is to require all new material to be submitted electronically from the start; this could be achieved in the context of development management. However, there is a concern about the security of sites and buildings if too much information is readily available, and there remains a need for some information to be kept private or at least unavailable online. While digital access is much in demand, there is also a requirement for continuing physical access to the archival material upon which much of the data is based.
- 5.5 Polygonisation: Key to effectively protecting, managing and promoting the historic environment is knowing exactly where sites are, and what their known individual extents are. Much polygonisation work has been undertaken already at a local level or with certain types of designated sites, but there are still significant gaps which need to be addressed.
- 5.6 Gaps: As to be expected with such a large dataset, one which tries to encompass the entirety of the historic environment, there are inevitably gaps in the information held. Not all sites have been recorded, and priorities have to be identified on how to resolve this issue in order to ensure that the data held forms the most solid evidence-base for the historic environment available for the country.

6 Strategy

Vision

- 6.1 Scotland's Historic Environment Data is the collaborative national public information resource for the historic environment. This joint venture between local and national bodies comprises shared and linked digital records. It will be professionally managed, continually updated, and accessible to all, ensuring the greatest economic, social and cultural benefits for the people of Scotland and beyond.

Partnership

- 6.2 In the Development Phase (Years 1-3) the Vision will be delivered through partnership working between Historic Scotland, the Royal Commission on the Ancient and Historical Monuments of Scotland, Local Authority Archaeology Services and other nominated partners, working where possible with other bodies that collate and manage relevant data, for example Local Authority services (Conservation/Planning; Museums; Archives), National Museums Scotland, businesses and land managers, academics, community groups, and the National Trust for Scotland. The partnership will grow and be enhanced in the course of the Development Phase and into the rest of the full ten-year programme.

Principles

- 6.3 The following principles, agreed by the SMR Forum (Mann 2012a) and refined during the 2013 sector-wide consultation, will underpin the SHED Strategy:
1. *SHED*: Scotland's Historic Environment Data is the digital information about our physical historic environment plus related information on archives, objects and intangible cultural heritage. Together this informs the management, study and interpretation of the historic environment from the earliest times to the present day.
 2. *Access*: The SHED will be available online for free through a national portal to enable wider user access. PastMap will act as that portal in the initial 3-years, providing a key to the SHED. The concept of open access for all data will be prioritised.
 3. *Curation*: The SHED will be updated in the most appropriate place, by those creating and maintaining the data. They will work together to reduce double handling.
 4. *Partnership*: The Strategy will encourage museums, archives, academia, businesses, land managers, communities and individuals to contribute to the SHED in an efficient and appropriately coordinated manner, and to use that data to help inform placemaking, sustainability and regeneration.
 5. *Standards*: Appropriate national standards, as agreed by the strategy partners, will form the data standards for the sector and the Strategy.
 6. *Storage*: Storage of data will meet nationally accepted standards.
 7. *Concordance*: Links will be created between data to aid in its interpretation and use.

Aims

6.4 The Strategy has five key Aims:

Aim 1: To make major improvements and enhancements to the sharing of, linking and access to the information about the historic environment.

Aim 2: To develop standards and consistency within and across the data.

Aim 3: Improved content, responding to user wishes and needs.

Aim 4: Improved efficiency, including data creation, keeping data updated, reducing duplication, seeking additional resources, and addressing data security.

Aim 5: Training and promotion, and seeking user input leading to continuing improvements.

Objectives

6.5 The Objectives to meet each of the principal Aims are shown below, recognising that objectives may overlap with more than one of the key Aims.

Aim 1 **To make major improvements and enhancements to the sharing of, linking and access to the information about the historic environment.**

1.1 Enhance the **ability of the current portal**, to achieve a comprehensive central point for historic environment information.

1.2 Ensure that **information is linked** with or between the key data sources and other key portals.

1.3 All data sources to be **available online and through web services**.

1.4 Develop efficient methods for **polygonisation** where appropriate, for known extents of historic environment assets and for development management purposes, for example to help in managing change and for facilitating research.

Aim 2 **To develop standards and consistency within and across the data**

2.1 Influence the **development of national and international standards** for historic environment data.

2.2 Ensure that agreed international and national **standards are adhered to** both within and outwith the sector.

2.3 Achieve **consistency across the data**, especially where this will assist the user.

2.4 Agree **protocols for data editing** in order to give clarity over roles and responsibilities.

Aim 3 **Improved content, responding to user wishes and needs**

3.1 Improve **interactive abilities of the data**, so that it can be used more effectively for research and managing change.

3.2 **Identify gaps in the data** and seek ways to address these.

3.3 Ensure that systems can accommodate the need for some **data to be kept private**, for privacy, legal and site security reasons.

- Aim 4 **Improved efficiency, including data creation, keeping data updated, reducing duplication, seeking additional resources, and addressing data security**
- 4.1 Agree and implement ways in which unnecessary **duplication of data can be removed**.
 - 4.2 Create conditions where the most **up to date data** is both available and **kept up to date**.
 - 4.3 Identify and raise **resources** that can help achieve a prioritised list of actions arising from these aims and objectives.
 - 4.4 Establish processes and procedures that can ensure the **security of data** from unauthorised access and/or accidental deletion or corruption.
 - 4.5 Create the facilities to ensure the **long-term curation**, readability and availability of data.
 - 4.6 **Improve the efficiency of the creation and collation of data** when it is gathered from various different sources.
- Aim 5 **Training and promotion, and seeking user input leading to continuing improvements**
- 5.1 **Raise awareness** of the existence, uses and value of Scotland's historic environment data.
 - 5.2 Seek opportunities and identify resources to **train professional and non-professional users** in the use of Scotland's historic environment data.
 - 5.3 Initiate a programme of **user feedback and engagement** in order to identify demands that may be fulfilled through the SHED initiative.
 - 5.4 Help others to create data and devise data sources through **User-Generated Content (UGC)** that has the best fit with agreed standards and principles of Scotland's Historic Environment Data.
 - 5.5 Produce guidelines relating to **Intellectual Property Rights** in order to help avoid copyright and reproduction issues.
 - 5.6 Encourage the enhancement of **content and improve coverage**, and provide guidance on how the data all links together.
 - 5.7 Identify and **engage with new partners** for the strategy as it develops.

7 Benefits

Historic environment data provides the raw materials for each of the key priority areas identified in the Historic Environment Strategy (Scottish Government 2014, 7): investigating and recording; caring for and protecting; and sharing and celebrating. This data is therefore key to the understanding, conservation, management and interpretation of the historic environment.

Overall benefits of the Strategy

- 7.1 Fulfilling the aims of the Strategy will realise a number of benefits on behalf of the historic environment sector and beyond. This will be achieved by pulling together a number of activities which are planned or already underway, and by implementing the workstreams identified by the Strategy.
- 7.2 The key outcomes of the Strategy relate to the following headings:
- **Ease of access:** More information will be put online and therefore more widely available.
 - **Ease of use:** Better joining up of information will make data more consistent and easier to navigate.
 - **Accessibility:** Better training resources will be created and more widely available, removing barriers to people's ability or willingness to engage with the data.
 - **Efficiency:** More efficient and effective use of available resources – digital, financial and human.
 - **Collaboration and co-operation:** More joined-up thinking between organisations with data about or related to the historic environment.
 - **Participation:** More opportunities for User-Generated Content will stimulate contributions from special interest groups as well as local communities and individuals.
 - **Quality of content:** Improvements in content can be identified and prioritised, and mechanisms devised and implemented to enrich the available information.
 - **Quality data:** Improving data standards and reducing duplication will make using the data more efficient and less confusing.
 - **Security:** A focus on long-term security of the data will help safeguard it for the future.
 - **Legacy:** A strong, well resourced world-leading resource for research, protection and advice that creates a long term benefit for the people of Scotland.

Who will benefit from the Strategy?

- 7.3 The following groups will *all* benefit to some extent from all of these enhancements.
- **Data curators:** SMR/HERs; Canmore; Statutory data holders; other curators of data.
 - **Change managers:** including Scottish Government officers, local authority staff, conservation NGO specialists, land and historic building managers.
 - **Practitioners:** including environmental consultants, conservation architects and archaeological contractors, often working on behalf of developers.

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- **Tourism sector:** wider economic benefit through greater accessibility to data improving understanding and appreciation of our Historic Environment.
- **Academics and their students:** University and college-level researchers in a wide range of social and environmental subjects.
- **Teachers and school children:** including primary and secondary school education in line with many aspects of the Curriculum for Excellence, and also including lifelong learning.
- **Volunteers:** who contribute to the record, often from special interest groups.
- **The Public:** interested in knowing about the historic environment where they live, where they work, or where they visit.
- **Private Sector:** including everyone from developers to individual land-owners.
- **Public Sector:** including land-owners, land managers and strategic policy makers.

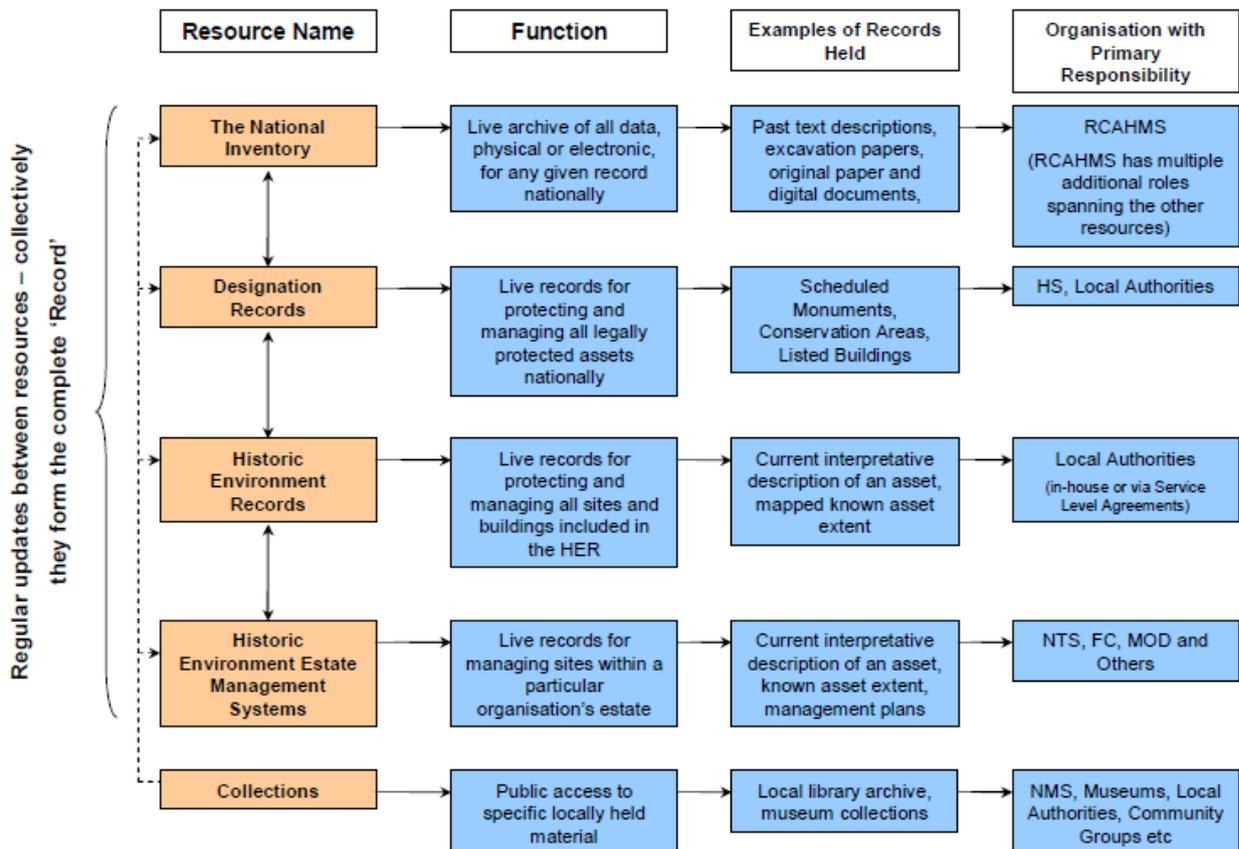
8 Delivery of the Development Phase

- 8.1 The initial Development Phase of the SHED Strategy is planned to run from April 2014 for three years – the start of a 10-year programme. A number of partners, including the Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS), the SMR Forum and Historic Scotland, will be involved in delivering the programme, with the partnership increasing over time.
- 8.2 A Programme Board will oversee projects and workstreams. The key roles on the Programme Board are envisaged to be the Senior Responsible Officer (SRO – Chair of the Programme Board), Programme Manager and Business Change Manager, which will, ideally, be filled from across the heritage sector.

Roles

- 8.3 The following diagrams show primary roles of those bodies who hold and curate the primary historic environment records in Scotland. These roles were agreed by the SMR Forum Curators' Workshop in May 2012 (Mann 2012a and b).

Scotland's Historic Environment Data – A National Overview of Primary Resources and Roles

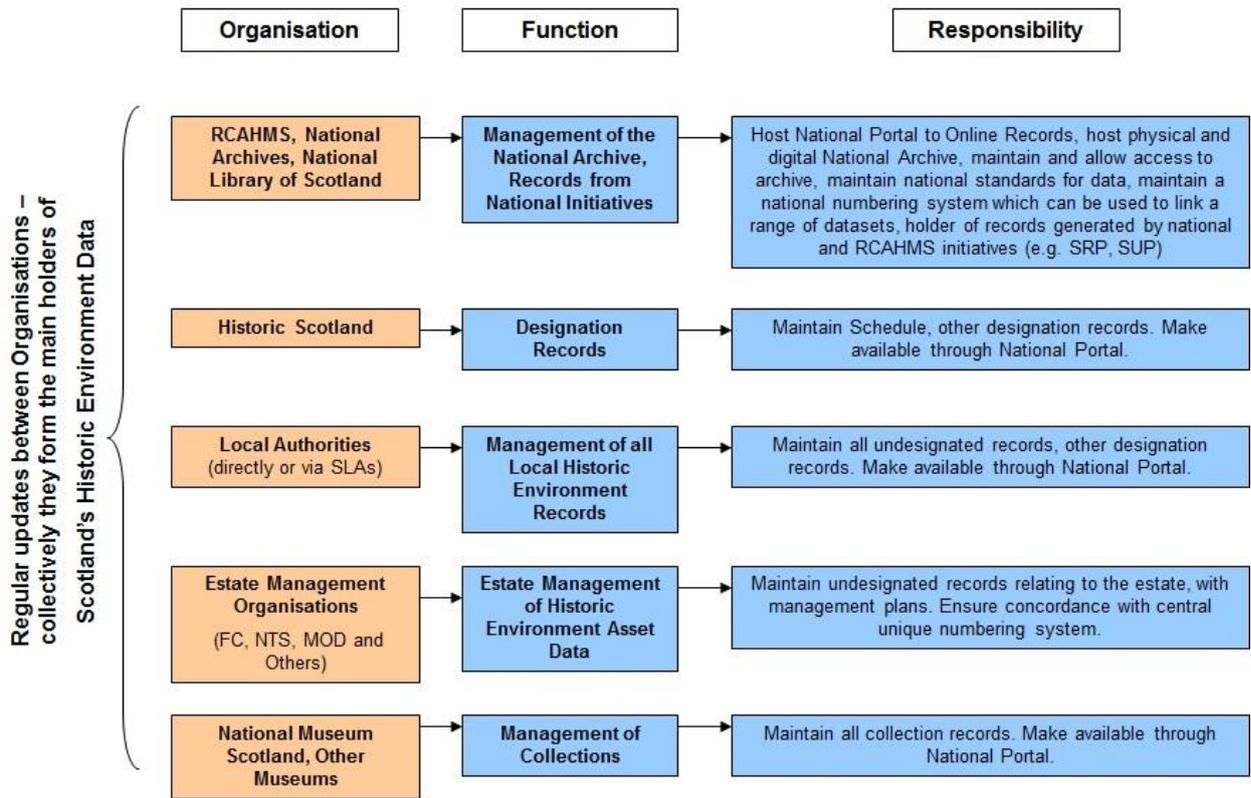


Responsibilities

- 8.4 The following diagram shows the organisations with primary responsibility for historic environment data. This diagram was also drawn-up by consensus during the SMR Forum Curators' Workshop.

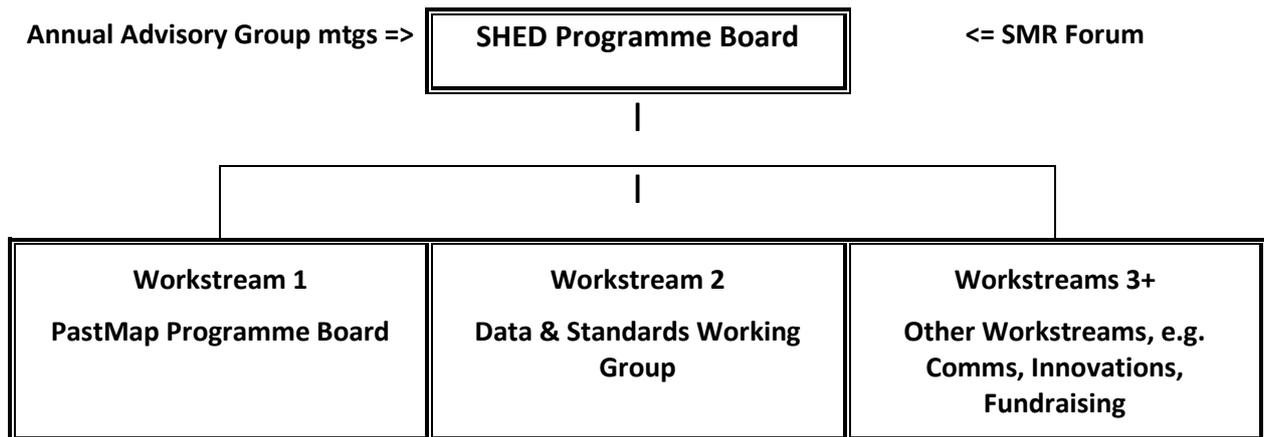
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Scotland's Historic Environment Data – A National Overview of Primary Responsibilities



Programme Implementation

8.5 An overview of the governance structure is shown in the figure below, with further details in Appendix 2.



SHED Programme Board

- 8.6 The SHED Programme Board will be responsible for the overall direction of the Strategy, within the context of the Vision, Aims and Objectives. It will act as a conduit for partner, sector and user feedback, and to receive and comment on reports on Workstream activities. The Programme Board will receive and suggest ideas for expansion and implementation, assisting where possible.
- 8.7 The Programme Board will include representatives of the key stakeholder organisations, responsible for overall programme management and administration, including high-level executive role in project management. The Board will also seek resources, ensure appropriate communication and outreach, and encourage further and more extensive partnerships within the context of the Vision, Aims and Objectives.

Outline Plan – Development Phase

- 8.8 The Development Phase programme outlined here will run for three years and deliver the foundations on which the Strategy can continue to be better implemented.
- 8.9 Detailed Terms of Reference, roles and responsibilities for the workstreams will be developed and agreed by the Programme Board. **Workstream 1**, the PastMap Programme Board, will involve the development of the portal; **Workstream 2**, the Data and Standards Workstream, will deal with technical aspects of the data, including data standards. Other Workstreams and working groups will be developed as appropriate.
- 8.10 A new version of PastMap was released in early 2013 and the PastMap Strategy for the next few years is currently being devised. The new PastMap Strategy will take full cognisance of the SHED Strategy and of the new Historic Environment Strategy for Scotland above it.
- 8.11 There are strong dependencies between the workstreams but all can start without needing to wait for each other. The workstreams will evolve as the programme progresses.

Phases

- Strategy development stage 2013 – Plan and Consult – begin to develop the programme to implement the goals of the SHED Strategy. [Completed]
- Development Phase 2014-17 – Two workstreams to make SHED available, up-to-date and ensure that the best use of technology is made to increase efficiency whilst reaching as wide an audience as possible. Ready for 2015 Celebration of Archaeology and the Year of History, Heritage and Archaeology scheduled for 2017.
- Full Implementation Phase 2017-2024 - Building on the Development Phase work, a 7-year implementation plan will be put into action

Monitoring

- 8.12 A series of milestones and performance indicators will be created for each of the Objectives, to be updated, scrutinised and approved by the Programme Board.

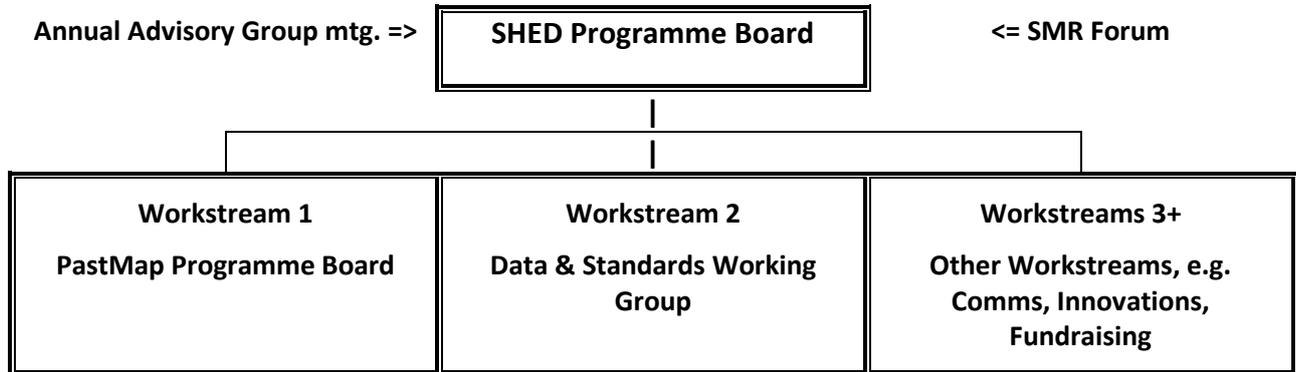
Appendix 1 – Glossary

Term	Definition	Source	Reference
Cultural Heritage	Inherited assets which people identify and value as a reflection and expression of their evolving knowledge, beliefs and traditions, and of their understanding of the beliefs and traditions of others.	English Heritage, 2008	http://www.english-heritage.org.uk/professional/advice/hpg/hpr-definitions/c/534826/
Data Curators	Individuals and organisations who have responsibility for managing datasets containing information related to the historic environment.	RCAHMS, 2013	
Data Security	Ensuring data is not at risk from unauthorised use; by adhering to legal standards such as the Freedom of Information Act and also by implementing industry-specific standards aimed at preventing nighthawking, for example. Data Security also ensures that data is not at risk from accidental deletion or corruption and that it is stored in a manner which ensures longevity.	RCAHMS, 2013	
Historic Environment	Scotland's historic environment is the physical evidence for human activity that connects people with place, linked with the associations we can see, feel and understand.	Scottish Government, 2014, 2	
Historic Environment Information	Information about or of relevance to the history, heritage or current state of buildings, monuments, sites, landscapes, townscapes, seascapes, wrecks, palaeo-environmental data, historical locations and artefacts that together inform the management, curation and study of the Historic Environment from the earliest times to the present day and also information on research and investigations with supporting reference information and collections	RCAHMS, 2010	

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Term	Definition	Source	Reference
INSPIRE Directive	The INSPIRE directive aims to create a European Union (EU) spatial data infrastructure. This will enable the sharing of environmental spatial information among public sector organisations and better facilitate public access to spatial information across Europe.	European Commission (nd)	http://inspire.jrc.ec.europa.eu/index.cfm/pageid/48
Land Manager	Individuals and organisations who have responsibility for managing the physical resources that lie within a defined area. Examples include Forestry Commission Scotland and The Crown Estate.	RCAHMS, 2013	
PastMap	PastMap is a map-based website which brings together information from RCAHMS, Historic Scotland and Local Authority Historic Environment Records.	RCAHMS, 2013	http://pastmap.org.uk/
Portal	A web portal is most often one specially-designed Web page at a website which brings information together from diverse sources in a uniform way.	Wikipedia, 2013	http://en.wikipedia.org/wiki/Web_portal
SHED Scotland's Historic Environment Data	Scotland's Historic Environment Data includes information about the history, heritage or current state of buildings, monuments, sites, landscapes, townscapes, seascapes, wrecks, palaeo-environmental data, historical locations and artefacts, plus other information on our intangible cultural heritage that together inform the management, curation and study of the historic environment from the earliest times to the present day, and also information on research and investigations with supporting reference information and collections.	SHED Steering Group, 2013	
SMR Forum	The SMR Forum consists of members of the SMR/HER community, RCAHMS, Historic Scotland, the National Trust for Scotland, the Forestry Commission and representatives from other large historic environment dataset curators as appropriate.	SMR Forum Remit, 2011	

Appendix 2 – Proposed SHED Strategy Implementation (Development Phase)



SHED Programme Board

Composition – Representation from: RCAHMS, HS, ALGAO Scotland, SMR Forum, NMS, SMA, IHBC, IfA, FCS, FAME, Academic Rep, Voluntary Sector user rep. Will agree a Chair, from this list, who will act as Senior Responsible Owner of the initiative. Also Chairs of the Workstreams, if not one of the above.

Terms of Reference: tbc

Example activities:

- Vision and Strategy – manage delivery
- Feedback – from partners, sector and users
- Workstreams – receive reports and give feedback
- Ideas for expansion – assisting where possible
- Find resources [?Fundraising Workstream]
- Encourage more partners to join, through Advisory Group and/or Workstream membership
- Improve linking, concordance and polygonisation [?Innovations Workstream]
- Ensure resolution of copyright/Intellectual Property Rights issues, and archiving issues
- Encourage content improvement – data quality [via SMR Forum]
- Communications Plan – create, maintain and implement, for internal & external users; public users; educational users, media [?Comms Workstream]
- Determine and broadcast benefits – tangible and intangible [?Comms Workstream]
- Public outreach/engagement [?Training Workstream]

Workstream 1: PastMap Programme Board

Composition – RCAHMS, HS, SMR Forum

Terms of Reference: The development and promotion of the PastMap website to provide free and effective access to map-based information about Scotland's historic environment (designated or otherwise) using Partner's shared data services.
(*PastMap 2008-2012, Vision*)

Example activities:

- Maintenance – software upgrades; hardware and infrastructure
- Improvements – more layers; advise and help to potential partners, e.g. for WFS output; output improvements, incl. reports, Scottish Spatial Data Infrastructure
- Analysis tools – create and develop [Innovations Workstream]
- Data security matters
- Creation and delivery of PastMap Strategy

Workstream 2: Data & Standards Working Group (Sub-Group or Workstream of SMR Forum Technical Working Group)

Composition – ALGAO Scotland, other LA Archaeologists, RCAHMS, HS, Museums and Archives bodies

Terms of Reference: tbc

Example activities:

- Devise, maintain, improve and update data standards for use in PastMap and for historic environment data more generally, within the context of national and international standards for historic environment data
- Address selected content issues, e.g. duplication of data

SMR Forum – other interests

Terms of Reference: tbc

Example activities:

- Content expansion – digitisation, summary essays, etc.
- Content areas – widening, e.g. artefacts, oral history/intangible, etc.
- Thesaurus development and integration
- User Generated Content – develop guidelines
- Period/timeline - development
- Gaelic content
- Backlogs – strategy for reducing
- Bibliographic information – addition
- User group expansion - educational/schools, interest groups
- Non-digital information – strategy for inclusion

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Scotland's Historic
Environment Data

www.smrforum-scotland.org.uk/shed



Scotland's Historic Environment Data Strategy

April 2014

**WORKING TOGETHER TO DELIVER
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