



ALGAO-UK HER Committee - Minutes

Wednesday 7th June 2017.

Historic England West Midlands Regional Office, Birmingham.

Present:

Committee / Organisation / Region	Represented by:	
Committee Chair. ALGAO England Executive.	Ben Wallace (BW)	Warwickshire County Council
Committee Secretary. FISH.	Graham Tait (GT)	Coventry City Council
ADS Management Board. BHUG. North East HER Forum.	Nick Boldrini (NB)	Durham County Council
East of England HER Forum	Ruth Beckley (RB) (for Sally Croft)	Cambridgeshire County Council
HER Forum.	Chris Webster (CW)	South West Heritage Trust
ALGAO Cymru.	Chris Martin (CM)	Clwyd-Powys Archaeological Trust
East Midlands HER Forum.	Nikki Manning (NM)	Derbyshire County Council
North West HER Forum.	Robert Edwards (RE)	Cheshire Archaeology Planning Advisory Service
South East HER Forum.	Julia Wise (JW)	Buckinghamshire County Council
South West HER Forum.	Tim Grubb (TG)	Gloucestershire County Council
	also represented by Anna Morris (AM) – not present	Gloucestershire County Council
Yorkshire and The Humber HER Forum.	Leonora Goldsmith (LG)	North Yorkshire County Council
OASIS management board. London HER.	Stuart Cakebread (SCa)	Greater London Archaeology Advisory Service (Historic England)
Observing member.	Nick Davis (ND)	Heritage Information Partnerships, Historic England
Observing member.	Sarah MacLean (SM)	Heritage Information Partnerships, Historic England
Observing member	Sarah Poppy (SP)	HIAS, Historic England
Guest	Michael Lewis (ML)	British Museum / PAS
Guest	Angie Bolton (AB)	Senior FLO, Worcestershire & Warwickshire / PAS

1. Apologies for Absence

Apologies were received from:

- Stephanie Leith (Scotland SMRs/HERs)
- Jane Golding (Historic England)
- Suzy Blake (West Midlands HER Forum)
- Rebecca Loader (ALGAO Maritime Committee)
- David Robertson (ALGAO Countryside Committee)

2. Minutes and Actions of the last meeting

No comments made on the minutes of the last meeting.

Number	Action	Remit	Comment	Status
14/06/a	ALGAO website: Ensure that minutes, agendas, HER advice note and all other HER content on ALGAO website can be viewed by all.	SCr	See below	Pending
14/06/b	Committee terms-of-reference: Draft an update to the ALGAO-UK HER committee terms-of-reference, for comment and approval.	BW	GT updated. BW to make more changes. GT to then circulate and get comments; and complete by email	Open
14/10/a	ALGAO website: Ensure content of http://www.algao.org.uk/subject/her is fit-for-purpose (including updating IFP link).	SCr	See below	Pending
14/10/b	ALGAO website: Liaise with ALGAO Executive to include the Professional Access section of the Heritage Gateway website incorporated within the ALGAO website.	BW	See below	Pending
15/06/a	IFP wiki: SB, SCa & BW to update the respective section(s) of the glossary, as defined in previous minutes.	SB, SCa & BW	To do	Open
15/06/b	INSPIRE: add details on INSPIRE to IFP	BW	To do	Open
15/10/b	EIR: request that the ALGAO Exec produce a whole new “Charging for Archaeological Curatorial Services Advice Note” (rather than sending an additional note); then update IFP after this.	BW	See below	Closed

16/01/a	CITiZAN: BW to attend next CITiZAN Technical Specialists meeting to discuss data issues; then give an update at next meeting.	BW	BW hasn't heard much from CITiZAN. It is understood that MOLA is looking to get a project bid into HLF for an extension to CITiZAN. BW to chase CITiZAN up to get an understanding of where they are and how they are interacting with HERs	Open
16/05/c	Information Commissioner's Office: Liaise with the ALGAO Executive how we approach the Information Commissioner's Office	BW	See below	Closed
16/05/d	IFP: Send final report to GT for circulation to the ALGAO-UK HER Committee.	AB/GT	Report completed by Alison Bennett and circulated to this committee	Closed
16/10/g	Heritage Lottery Fund: Raise issues with HLF via ALGAO meeting with HLF. (Include contacting Lorna-Jane Richardson (Umeå University) re: request to find out how many HLF-funded projects deposit their records with the HER)	BW	Next liaison meeting on 8 th July – BW to attend. BW to continue to raise HER issues with the HLF.	Open
16/10/i	Quality of contractor reports: check with ALGAO Executive Committee and ClfA about research quality of contractor reports, in order to improve standards.	BW	Recent online discussion about Archaeological Standards and Guidance (part of the "21 st Century Challenges for Archaeology" project led by ClfA and Historic England). Feedback to ALGAO Exec, and BW to raise this with ALGAO Planning & Legislation committee at next ALGAO Exec meeting.	Open

17/01/a	ALGAO website: get ALGAO-UK HER committee, and HER officers to sign-up to new ALGAO website	GT	See below	Pending
17/01/b	Church Heritage Record: Start discussion on HER Forum, encouraging HERs to provide concordance between HERs and the Church Heritage Record (Monument ID to Church Code.)	NB	Done. Also Crispin Flower sent an update to HER Forum. Committee recommended HERs getting concordance.	Closed
17/01/c	Church Heritage Record: parish and diocese boundaries to HERs	GT	GT asked Julie Patenaude, received response. Action: GT to ask how they want HERs to get this data.	Open
17/01/d	PAS: invite Michael Lewis and a FLO to the next ALGAO-UK HER Committee	TG	Attending meeting	Closed
17/01/e	PAS: collate a list of issues and thoughts that HERs have about PAS; then circulate to committee for comment.	GT & TG	Attending meeting	Closed
17/01/f	HER Guidance: Amend current draft; then to consult ALGAO-UK HER Committee, HER Forum	BW	To do (see below)	Open
17/01/g	HER Audit review and Outcomes Framework: set up meeting to discuss how Audit and Outcomes Framework can work together	JG	The audit is consistent with an outcomes framework; but the audit at this stage does not include a requirement to produce an Outcomes Framework, at this stage. Will look into this later.	Closed
17/01/h	Historic Buildings and HERs: get a project set-up to investigate issues between HERs and historic buildings sector	BW		Open
17/01/i	HER backlogs: get a project set-up to investigate HER backlogs	BW	To do	Open
17/01/j	HIAS: investigate possible HIAS-themed HER Forum meeting	CW	ND confirmed that winter meeting will be HIAS themed.	Closed
17/01/k	HIAS: Request that HIAS website is updated	BW	Keith has updated this.	Closed

i. ALGAO website

Ruth Beckley (ALGAO Admin) emailed ALGAO reps asking who needs access to the new ALGAO website a few weeks ago, and asked for email addresses to set up log-ins for the website. This will launch in-time for the ALGAO AGM on 29th June. If anyone has not done this, please contact Alqao.adminCambs@cambridgeshire.gov.uk

ii. Environmental Information Regulations and Information Commissioner's Office

Historic England's legal team will not give a generic legal opinion on HER data for all local authorities – it is up to individual HERs. However, SCa is busy getting a revised access and charging policy for Greater London HER that will be reviewed by HE's legal team.

[SCa is also reviewing HER records, and having a 'standard' and 'enhanced' search (including more event records, trench records, creating monument records, etc). Greater London HER also undertaking enhancement projects – not just enhancing on-demand of contractors.]

BW noted that the European judgement is clear that you can't charge for the data, or for managing and maintaining the data; but can charge for your time, and enhanced services.

The committee suggested getting the HER charging advice note replaced with a document/page in IFP.

Action – BW/RE/SCa (led by BW):

- Create a document, outlining the legislation, the range of charging possibilities, and links to existing relevant Access & Charging Policies, as an IFP page.
- Then, ask Information Commissioner's Office (pointing them at the IFP guidance):
 - Are HER information covered under EIR?
 - If, so what are the rules for charging to members of the public, contractors, and others?

3. Portable Antiquities Scheme (Michael Lewis [Head of Scheme and Treasure] and Angie Bolton [FLO])

BW - Circulated a completed survey about HERs and PAS.

ML gave some background:

Looking to have a useful relationship between PAS and HERs in the future,

Keen to increase dialogue between HERs and PAS and maximise co-operation and data sharing between HERs and FLOs.

At end of 2015 the British Museum asked ML to put together a strategy for the PAS looking to 2020, and is working with the PAS Advisory Group (which includes ALGAO reps – Quinton Carroll, Toby Catchpole, etc), local partners and FLOs. Strategy includes enhancing HERs. ML can circulate to committee. Working groups taking forward different areas, including the **PAS Database:**

Background: OxArchDigital developed database; Dan Pett maintained and supported this; but now it is looked after by British Museum Information Systems (IT support). . The technology is out-of-date, but is now being updated. Also the museum is looking at new servers for database (these might be virtual).

PAS database hasn't developed over the last few years. However, other databases (Netherlands and Flanders and Denmark) have been developed using new technology – ML is liaising with these, and a North Sea Area finds recording group has been established.

ML keen to ensure that there is a greater development and use of PAS data. Looking to the long-term the BM is looking to rebuild the database, and therefore need to survey users (including HERs), before developing.

Established PAS Database Working Group – includes HERs. Chaired by Julian Richards (ADS), and TG is representing ALGAO-UK HER Committee.

Wanting to increase the dialogue between FLOs and HER Officers.

ML suggested that one of the most pragmatic methods for HERs to access PAS data could be as a separate GIS layer– but acknowledged that different users will want different things, and wish to discuss what HERs want.

BW - Users from local authorities – DM archaeologists (passive users) & HER Officers (dynamic users, using PAS data to create finds / monument records).

GT – suggested need to look at roles & responsibilities; need to reduce duplication of effort (like HIAS).

SP – HIAS sees PAS data as feeding into HERs and is already accessible to HERs & researchers digitally. Agreed about is the need for good practice guidance and reduction of duplication.

ML – users of PAS data – lots of researchers. A challenge for getting research data back into PAS database.

RE – enquirers looking at patterns in data – both PAS and HER data.

AB – FLOs that have access to HERs are able to do better research.

GT – HERs need better access to PAS data, and PAS need to have better access to HERs.

AB – suggest regional connections to HER officers - happens in the West Midlands, where the PAS attend regional HER meetings; but needs to happen elsewhere.

TG – Suggest a web mapping service to allow access to PAS data for HERs.

ML – likes a two-way dialogue between FLOs and HER officers.

GT – suggest that an important consideration going forward, is encouraging links between HER data and PAS data (monument numbers and PAS data).

The committee suggested a web mapping service so that HERs can view this data (to a public level that the PAS is happy with, and maybe a more accurate web mapping service too). It was also suggested that HERs give better access to the PAS (to FLOs); maybe access to web mapping service of HER data.

CM – Mentioned that this WMS is available for Wales HERs. However, PAS is devolved in Wales to the National Museum of Wales.

BW – suggest PAS data is available on Heritage Gateway.

GT – Understand that 4-fig grid-references are needed to be presented to the public by the PAS – however, HERs need this level of data (that they can share with the public and researchers), as well as more precise data.

BW – Need to discuss these things further – maybe revise the HER/PAS working group? Need to understand that there are many different ways of working (for HERs and FLOs); but can suggest what works well as guidance. GT also suggested that HERs need guidance on creating monument data from PAS data.

ML – fundamental basis of the database is to develop archaeological knowledge. PAS needs the HER data to make the most of their data.

SP – discussions are ongoing (pilots with war memorials, etc) to look at getting data from national to local bodies.

BW – enhancing HERs by adding sites based on PAS data.

BW – suggest that a group of people to have a meeting / group to discuss some of these issues. Need a small group (about 6 people).

NB – suggest an HER training session for FLOs.

ML – regional PAS FLO sessions – could have training.

ML – keen to promote the Code of Practice for Responsible Metal Detecting – highlight what is good practice and what is bad practice. The PAS is keen to encourage metal detectorists to understand the historic environment and keen to encourage people to behave in a responsible way.

ML and AB will conduct a survey of FLOs and their relationship with HERs (what they understand about them, how they use them, etc)

Action: BW to set-up a meeting (around late September?) of an HER/PAS working group. This would consist of JW, CM, TG, BW (and possibly a contact of RE) and some other HERs, along with with ML and others at PAS (a finds advisor (Rob Webley? / Helen Geeke?) and a couple of FLOs). A representative of the HER/PAS working group (ML?) will take a presentation and discussion to the HER Forum in early December 2017.

ML – also mentioned setting up a research group; encouraging academic use of PAS data and enhancing recording skills. Also looking at local research programs.

BW – suggest links to Regional Research Frameworks. Suggest an ALGAO rep, rather than a specific HER rep on this.

4. Heritage Gateway

A Heritage Gateway Data Providers' Meeting was held in Birmingham on 24th April. This discussed the recently completed audience research project, who the target audience for Heritage Gateway is, and what the future of Heritage Gateway should be.

The Heritage Gateway Partnership Board met on 15th May. This group is producing a Project Definition document (essentially a short and concise "vision and development plan") to allow a bid to be made for Historic England funding – this will be taken forward in July. This document creates links to the Culture White Paper, etc. It will look at the target group; their needs, what the product is, and a set of broad business goals. It also sets out how Heritage Gateway is an essential part of HIAS.

Day-to-day support is still ongoing by the Historic England Heritage Information Partnerships Team (HIPs).

GT noted that it was very welcome that Historic England were seeking funding for maintaining Heritage Gateway; but did also express concerns about whether the Historic England IT team were able to deliver and develop an effective Heritage Gateway in-house; given previous shortcomings in Historic England's IT provision. SP noted that there was new management in HE's IMT team, and the proposed project would give Heritage Gateway a secure footing in Historic England's IMT programme.

5. HIAS (Sarah Poppy, Historic England)

i. Update from Sarah Poppy (Historic England) on HIAS

SP noted the wording of UK Digital Strategy (released in March):

Undertake a major enhancement and rationalisation of heritage records nationally and locally, including an update and improvement of Historic England's customer-facing IT. This project will improve the presentation of heritage records and their links to other publicly accessible data sets, such as Google Earth and StreetView to ensure records function as educational and community assets as well as efficient technical planning tools.

SP noted that the HIAS work was continuing. Work package leaders / project board / advisory board have all been meeting.

Development phase of HIAS will last until 2019.

Phase 3 of HIAS underway – this consists of 12 work packages. A full update will be given at HER Forum meeting in July. Some individual updates:

- HER work package – indicators and guidance being looked at.
- NRHE to HERs data transfer – at the Feb/March programme board a presentation was made; but programme board has asked Gill Grayson and the project team to do additional work to look further at costs, alternatives, etc. This will be presented to the HIAS Programme Board soon.
- National Marine Record. 10 coastal HERs have been visited to discuss this. An 'audience needs survey' shaping requirements is being carried out, and the requirements for an agreement for funding (by Historic England) is being put together.
- Looking at internal Historic England workflows.
- OASIS. Functional specification has been agreed at the last OASIS management board meeting.
 - ADS Library (<http://archaeologydataservice.ac.uk/library/>) has been launched in beta version.
 - There is a review of Historic England internal processes to include OASIS.
 - Oakley Consulting have completed process mapping of historic building / built conservation sector with OASIS. Report is online at <https://protect-eu.mimecast.com/s/NlJ6BUZbzEu0>. Includes looking at communications with professional bodies (e.g. IHBC) to encourage best practice.
- Meeting next week to look at indicators (linked to HER Audit) to look at progress with HIAS.
- HER guidance document: BW has liaised with Historic England to make it a Historic England Advice Note. **Action: BW** to amend current draft; then to consult ALGAO-UK HER Committee, then HER Forum.
- Sarah Poppy looking at the scope of potential bid to DCMS to support HIAS.

- HER backlogs project – **Action: BW** to look at a proposal to quantifying this.
- At the Scottish SMR Forum in May, BW asked about a Monument recording app that was being developed. **Action: BW** to feed back about this into HIAS.

ii. Report back on OASIS P&L committee workshop (Graham Tait)

GT attended a meeting of the ALGAO Planning & Legislation Committee to discuss OASIS. The meeting:

- Agreed that better integration of OASIS, Archaeology Planning Adviser and HER workflows could potentially deliver both service improvements and efficiency savings
- The role of local planning authorities and the planning system needs to be better recognised in OASIS workflows
- Need to review, rationalise and update the ALGAO consultation wordlists which form part of FISH (Sarah Orr leading on this for ALGAO). Sarah Poppy to investigate whether there was any money available at HE to look at this.
- Close linkage is needed between HER Event and Source Records and Oasis records. This currently unfunded HERALD task is a *critical priority* for delivering efficiencies. This should include spatial data; and should probably be built into the main programme of OASIS-revision work (HERALD),
- The promotion of “best practice” workflows at the roll-out stage (for example, insisting on an OASIS record as part of the WSI)
- The importance of instant permanent URLs (/DOIs) that can be linked-to by HERs, etc.
- Ensuring that HERs can create OASIS records and upload reports; to ensure that grey-literature reports can be appropriately digitally archived by the ADS (rather than being duplicated and/or held by the HER).

6. High Speed Two (HS2)

Isabel Thompson (Hertfordshire), asked the committee to give an update about HS2 (licencing, agreements, etc).

Issues with HERs are now being highlighted now that work has started on-the-ground.

Concerns:

- how to get data to people who are doing this work – not just HS2 Ltd, but also the contractors on-the-ground. Anecdotally, some contractors are getting out-of-date data from HS2 Ltd.
- Negotiating SLAs is tricky in some areas – HS2 Ltd are demanding SLAs that are not workable, legal issues, payment issues, etc.
- Issue with data coming back to HERs – no LIDAR, geophysical surveys, evaluations, etc.
- Development Management – issues over monitoring/etc.

It was thought that many of these issues were to do with many levels of sub-contractors, etc.

Action: BW to email the Historic Environment HS2 sub-group, to address concerns over getting data to and from HERs. Suggest using existing standards (e.g. OASIS, getting data to HERs as soon as reports are completed, ClfA standards, etc).

7. Informing the Future of the Past

The final report has been completed by Alison Bennett and circulated to this committee.

Action: SB, SCa & BW are to update the respective section(s) of the glossary, as defined in previous minutes.

A page will be written outlining the EIR legislation, and charging – see above.

JW noted that the section on database copyright (Section F.4.4 Copyright, database right and licensing) is out-of-date. Needs to be updated. **Action:SM** to ask Martin Newman to update this.

JW asked about resetting an individual IFP password. Suggested using <http://archaeologydataservice.ac.uk/ifp/LostPassword.jsp?tab=lostpassword>

8. Country updates.

See “Group Updates”

9. Regular updates from other meetings

See “Group Updates”

10. Any Other Business

i. ALGAO AGM

NB represented the ALGAO-UK HER Committee at the ALGAO: England AGM on 27th April. There was lots of discussion on minerals guidance.

ii. ‘Finds Archaeology Needs You’ Artefact Studies and Standards of Reporting event - 30th March 2017

AM attended this meeting on-behalf of the ALGAO-UK HER Committee. This was a meeting of the ClfA Finds Group.

A summary was that basically no reports met all of the criteria that were set for artefact report writing. One problem seemed to be that some groups like pottery specialists meet and have standards to report to but others like metallurgy specialists don't so don't have any standards to work towards, or work to their own non-agreed standards. For example a stone specialist wouldn't necessarily quantify one piece of worked stone in the required fashion so wouldn't have scored a point on that report for that criteria which, it could be argued, makes the criteria too rigid for that piece of work but doesn't necessarily mean that the report is sub-standard.

iii. Workshop on assessing the value of community research - Thursday 25th May. London.

Jane Golding and Dan Miles from Historic England organised a workshop on May 25th in London to look at the findings and recommendations from the report on assessing the value of community heritage research that Aisling Nash and Rob Hedge of Worcestershire Archive and Archaeology Service have recently completed. The main aim was to look at the value or potential value for enhancing HERs and Research Frameworks.

Stuart Cakebread attended for the ALGAO-UK HER Committee. The meeting looked at what these groups could add to HERs. Only about 40% of groups interacted with HERs. Discussed HLF issues.

iv. Consultation on ‘BIM for Heritage guidance document’

Building Information Modelling (BIM) is used to describe a collaborative process for the production and management of structured electronic information for managing buildings.

GT made the following comments on a consultation draft of the Historic England guidance document:

- We would welcome better information management for historic building recording; the BIM methodology may help this.
- We welcome this guidance to raise awareness of Historic BIM both within the field of cultural heritage, and also within the Architecture, Engineering, Construction, and Operation industry.
- The document is long, detailed and quite technical. Suggest a good summary at the beginning of the document, detailing the key points about cultural heritage in BIM.
- The main comment we have, is that much more emphasis should be placed on the digital archiving of BIM products (and BIM inputs – such as high-quality digital survey datasets) with a Trusted Digital Repository (such as the Archaeology Data Service). Digital archiving is essential to enable quality decision-making for heritage, as well as for heritage interpretation and presentation. We would like this guidance to explicitly state that digital archiving with a Trusted Digital Repository (such as the Archaeology Data Service) is essential for any Historic BIM; and the OASIS system should be used to record historic building recording events (so Historic Environment Records can integrate this data).
- It would be worthwhile also highlighting digital archiving within the ‘Metric survey’ section of the document.
- We'd recommend that you consult the Archaeology Data Service on this guidance (if they haven't already commented)
- Reference should be made (especially in the ‘Classification systems’ section or ‘BIM standards’ of the document) to heritage standards, and FISH Vocabularies in-particular (see <http://heritage-standards.org.uk/fish-vocabularies/>)

- Given that Historic BIM is a fast-developing field; we would like to see provision for this guidance to be updated at regular intervals.

v. HER Audits

New HER audit has been launched by Historic England on 5th May. Six on 1st tranche. Five on 2nd tranche. Appears to be going well.

Evaluating how these audits are going; and looking at an annual revision to the Audits.

vi. HER Audit review and Outcomes Framework

The audit is consistent with an outcomes framework; but the audit at this stage does not include a requirement to produce an Outcomes Framework, at this stage.

It was decided to discuss Outcomes Framework at the next meeting.

vii. Arches HER Project

- Two day workshop held in March at the Liverpool John Moores University, with a day of presentations and a day of hands on training. Well attended, with a number of HERs and potential service providers present.
- Arches Version 4 beta out with the full v4 due in the Autumn
- Working on the final specifications for the City of Lincoln Record
- Working on the specifications for the Greater London HER, and in particular the consultation/casework project management module
- Seven HERs currently intending to, or considering, using Arches to replace their existing HER database

viii. Enriching The List.

SM mentioned that it was the first anniversary of Enriching The List (ETL). GT commented that Enriching The List does not make it easy to provide rich hyperlinks to HER records from ETL.

Since the meeting Martin Newman has provided an update about the inability to include links in Enriching The List comments; this was apparently only a problem during the Beta. It was fixed before the project went live a year ago. There are no issues with posting links to online HER records from ETL. Martin commented that if anyone has any general queries about ETL please contact the ETL helpdesk on EnrichingTheList@HistoricEngland.org.uk.

ix. Bristol & Region Archaeological Services (BaRAS)

It is understood that BaRAS is being wound down over the next few months, and will cease trading in mid-July. Reports are being disseminated to HERs, etc.

11. Date of Next Meeting

Wednesday 4th October 2017.

Appendix 1: The following table describes the OPEN ACTIONS.

Number	Action	Remit	Comment	Status
14/06/a	ALGAO website: Ensure that minutes, agendas, HER advice note and all other HER content on ALGAO website can be viewed by all.	GT	See above	Pending
14/06/b	Committee terms-of-reference: BW to update draft ALGAO-UK HER committee terms-of-reference, for comment and approval by the committee.	BW		Open
14/10/a	ALGAO website: Ensure content of http://www.algao.org.uk/subject/her is fit-for-purpose (including updating IfP link).	GT	See above	Pending

14/10/b	ALGAO website: Liaise with ALGAO Executive to include the Professional Access section of the Heritage Gateway website incorporated within the ALGAO website.	BW	See above	Pending
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17/01/a	ALGAO website: get ALGAO-UK HER committee, and HER officers to sign-up to new ALGAO website	GT	See above	Pending
17/01/c	Church Heritage Record: Ask Church of England how they can best get parish and diocese boundaries to HERs	GT		Open
17/01/f	HER Guidance: Amend current draft; then to consult ALGAO-UK HER Committee, HER Forum	BW	See above	Open
17/01/h	Historic Buildings and HERs: get a project set-up to investigate issues between HERs and historic buildings sector	BW		Open
17/01/i	HER backlogs: get a project set-up to investigate HER backlogs	BW		Open

17/06/a	EIR and charging: Create a page in IFP, outlining the legislation, the range of charging possibilities, and links to existing relevant Access & Charging Policies. Then, ask Information Commissioner's Office: 1. Are HER information covered under EIR? 2. If, so what are the rules for charging to members of the public, contractors, and others?	BW/ RE/ SCa (led by BW)		Open
17/06/b	Portable Antiquities Scheme: set-up a meeting (late Sept?) of HER/PAS working group. Consist of JW, CM, TG, BW (and possibly a contact of RE) and some other HERs, along with with ML and others at. A representative of the HER/PAS working group (ML?) will take a presentation and discussion to the HER Forum in early December 2017.	BW		Open
17/06/c	HER backlogs project: look at a proposal to quantifying this	BW		Open
17/06/d	Monument recording app: report on Scottish Monument recording app to HIAS board	BW		Open
17/06/e	HS2: email the Historic Environment HS2 sub-group, to address concerns over getting data to and from HERs.	BW		Open
17/06/f	IFP: Ask Martin Newman if Section F.4.4 (Copyright, database right and licensing) can be updated	SM		Open

Appendix 2: Abbreviations and links

For abbreviations and links, please see the Informing the Future of the Past Glossary at <http://archaeologydataservice.ac.uk/ifp/Wiki.jsp?page=Glossary>