



ALGAO-UK HER Committee – Minutes - Appendices

Wednesday 7th October 2015

English Heritage West Midlands Regional Office, Birmingham

Appendix 1: The following table describes the OPEN ACTIONS.

Action	Remit	Comment	Status
ALGAO website: Ensure that minutes, agendas, HER advice note and all other HER content on ALGAO website can be viewed by all.	GT	Questionnaire sent to all ALGAO members about website – waiting on comments from this, then website to be updated	Open
ALGAO website: Ensure that minutes, agendas, HER advice note and all other HER content on ALGAO website can be viewed by all.	BW	Waiting on website update (see above)	Open
ALGAO website: Ensure content of http://www.algao.org.uk/subject/her is fit-for-purpose (including updating IfP link).	BW	Waiting on website update (see above)	Open
ALGAO website: Liaise with ALGAO Executive to include the Professional Access section of the Heritage Gateway website incorporated within the ALGAO website.	BW	Waiting on website update (see above)	Open
Committee terms-of-reference: Draft an update to the ALGAO-UK HER committee terms-of-reference, for comment and approval.	BW		Open
HER Histories: Circulate new documents (summary of next project stages) about Stewart Bryant's 'HER Histories' project to the committee for any further comments	All		Open
EngLaID: All to provide comments (if any) on draft EngLaID and Hillforts Atlas HER "statements of use"	BW	To BW by 31 st October. If there are no further comments, this will be the agreement used.	Open
CITIZAN: Invite CITIZAN project to the next ALGAO-UK HER Committee to discuss the project and HERs.	BW		Open
HLF: take the committee's comments on HLF to the ALGAO Executive, and the liaison meeting between the ALGAO Exec and HLF.	BW		Open

HLF: Get HLF to attend the next ALGAO-UK HER Committee meeting.	BW		Open
HIAS: Circulate the latest HIAS Work Package document to the ALGAO-UK HER Committee and to HER Forum.	BW		Open
HIAS: Get any further comments on HIAS to BW and the ALGAO-UK HER Committee mailing list. It was suggested that this should be discussed at regional groups.	All	To BW by 31 st October. BW to then forward to Keith May (Historic England)	Open
HER Strategy: Position paper on HERs (draft "HER Strategy"): take committee comments to the rest of the cross sector working party, to agree changes soon after this	BW	TO do in early 2016	Open
HER Strategy: Position paper on HERs (draft "HER Strategy"): post a revised copy of this document on HER Forum, and initiate a discussion about this document; to come up with a 'final' draft. This will then be taken to the ALGAO Executive and IHBC Executive committees for approval.	BW	To be done early 2016 after changes made by cross sector working party	Open
IFP wiki: All to edit the respective section(s) of the glossary, as defined in previous minutes by 15 th January 2015	All		Open
IFP wiki: Promote IFP (and the fact that all HERs will now be contributors) on HER Forum mailing list.	BW		Open
IFP wiki: All to review IFP wiki contributor and editor guidance by 15 th January 2015.	All		Open
IFP wiki: add the specific Welsh parts by the end of December 2015	CM		Open
INSPIRE: add details on INSPIRE to IFP	BW		Open
National HLC: Circulate the National HLC tender document to all on HER Forum, so comments can be fed-into review points of the project.	BW		Open
Countryside Stewardship: Feed-back issues to Ken Smith and Natural England	BW		Open
Church Heritage Record: Feed back comments re: (web) links in CHR to HER monuments	BW		Open
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		Open
HER definitions: circulate a draft document to the committee for comment.	BW		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>