



ALGAO-UK HER Committee - Minutes

Thursday 26th May 2016

Historic England West Midlands Regional Office, Birmingham

Present:

Committee / Organisation / Region	Represented by:	
Committee Chair. ALGAO England Executive. HE Listing Group + ALGAO HER liaison.	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. HBSMR Users Group.	Sally Croft (SCr)	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	Mark Bennet (MB)	Lincolnshire 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
West Midlands HER Forum.	Suzy Blake (SB)	Staffordshire 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)
Informing the Future of the Past steering group.	Alison Bennett (AB)	Essex County Council
Observing member.	Jane Golding (JG)	Heritage Information Partnerships Manager, Historic England

HIAS Programme Manager	Sarah Poppy (SP)	Historic England
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1. Apologies for Absence

Apologies were received from:

Committee / Organisation / Region	Represented by:	
Observing member.	Sarah MacLean (SM)	Heritage Information Partnerships Supervisor, Historic England
Scotland SMRs/HERs.	Stephanie Leith (SL)	East Lothian Council
ALGAO Countryside Committee	Ken Smith (KS)	Peak District National Park
Historic Environment Scotland (previously RCAHMS)	Mike Middleton (for Susan Hamilton) (MM)	Historic Environment Scotland
Observing member.	Gill Grayson	Historic England
HBSMR Users Group	Sam Mellonie	Central Bedfordshire Council
Observing member.	Sara Reilly	Historic England

2. Minutes and Actions of the last meeting

i. Minutes of last meeting.

10.7 “A project being undertaken by Roger M Thomas (Historic England)”, should have read “A project is being undertaken by Oxford University and Cotswold Archaeology, funded by Historic England.” Roger M Thomas has been involved with the project. See Any Other Business (below).

ii. Actions from the last meeting

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.	SCr	Waiting on updating of website to new platform (by July 2016).	Open
ALGAO website: Ensure content of http://www.algao.org.uk/subject/her is fit-for-purpose (including updating lfp link).	SCr	Waiting on updating of website to new platform (by July 2016).	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
IFP wiki: All to edit the respective section(s) of the glossary, as defined in previous minutes.	All	All to do this, and change anything that needs changing, by next meeting. GT to send staged reminders.	Open

IFP wiki: Promote IFP (and the fact that all HERs will now be contributors) on HER Forum mailing list, and update the HER Forum at the extra HER Forum Spring meeting about the content of IFP and the ability of HERs to update.	CW	This will be done at the next HER Forum meeting.	Closed
IFP wiki: add the specific Welsh parts by next ALGAO-UK HER Committee meeting.	CM	Done	Closed
INSPIRE: add details on INSPIRE to IFP	BW	To do	Open
Church Heritage Record: Feed back comments re: (web) links in CHR to HER monuments	BW	To do	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	Done (by GT). But still outstanding. See below.	Open
Audits: Finalise the Revised HER Audits project proposal, and get the ALGAO-UK HER Committee’s comments before this is submitted to Historic England.	JG	Done (see below).	Closed
CITIZAN: liaise with the CITIZAN about getting data to and from HERs.	BW	Done (see below).	Closed
Historic Environment Forum: Recommend to the ALGAO-England Executive that ALGAO tries to be involved with and/or influence the HEF further.	BW	Done (by GT). ALGAO are being involved as much as they feel is necessary. See Group Updates.	Closed
FISH: get someone from the FISH Terminology Working Group to send a reminder to HERs (via HER Forum) about how they can submit candidate terms to the various thesauri	GT	Done	Closed
Action: Strongly recommend that the ALGAO-England Executive ensure that robust responses to the proposals affecting Lancashire and Cumbria are made by the ClfA, CBA, Historic England and Rescue, and from the ALGAO-England Executive directly.	BW	Done (by GT).	Closed

3. Heritage Information Access Strategy (presentation by Sarah Poppy, followed by discussion)

Sarah Poppy (HIAS Programme Manager, Historic England) gave an overview of HIAS.

Sarah reminded the committee that HIAS is within the Historic England Corporate Plan:

Corporate Plan Objective 2.6: With our partners, improve access to information through local Historic Environment Records and explore ways of moving towards a single means of accessing historic environment information nationally

2.6.1. Improve access to heritage information

Historic England will deliver a Heritage Information Access Strategy to help the sector develop better ways of managing all heritage data and information and to support local Historic Environment Records alongside the National Heritage List for England, the key public access points for such data.

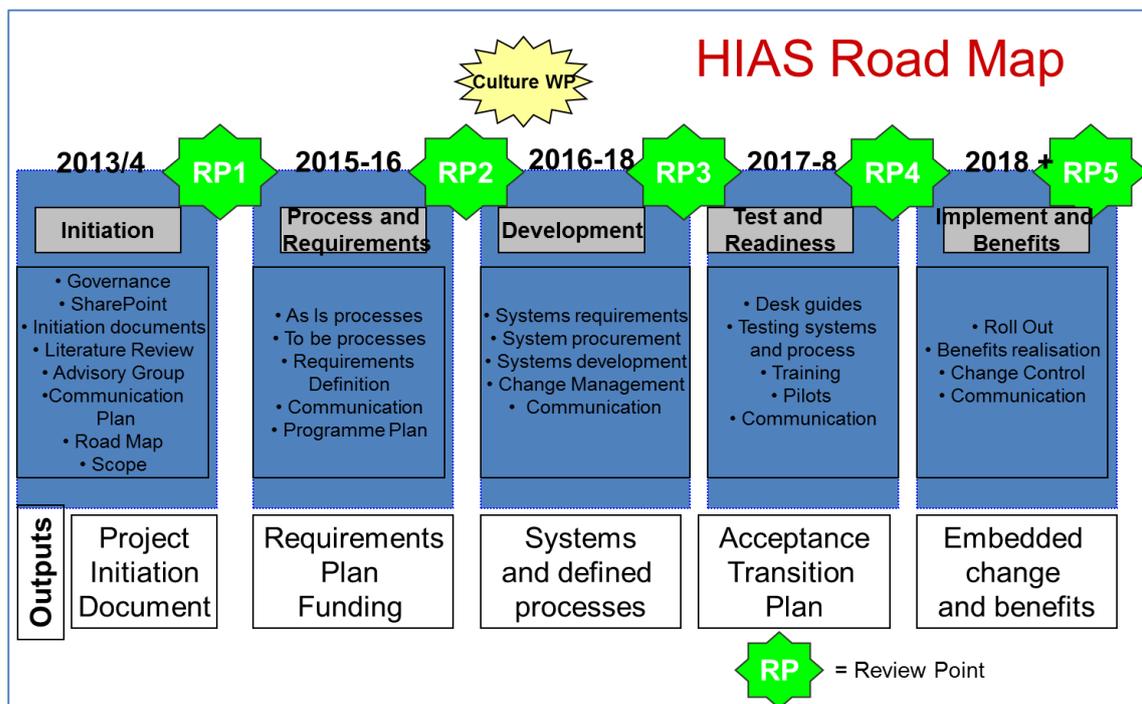
HIAS is also mentioned within the 2016 Culture White Paper (page 39):

What we will do

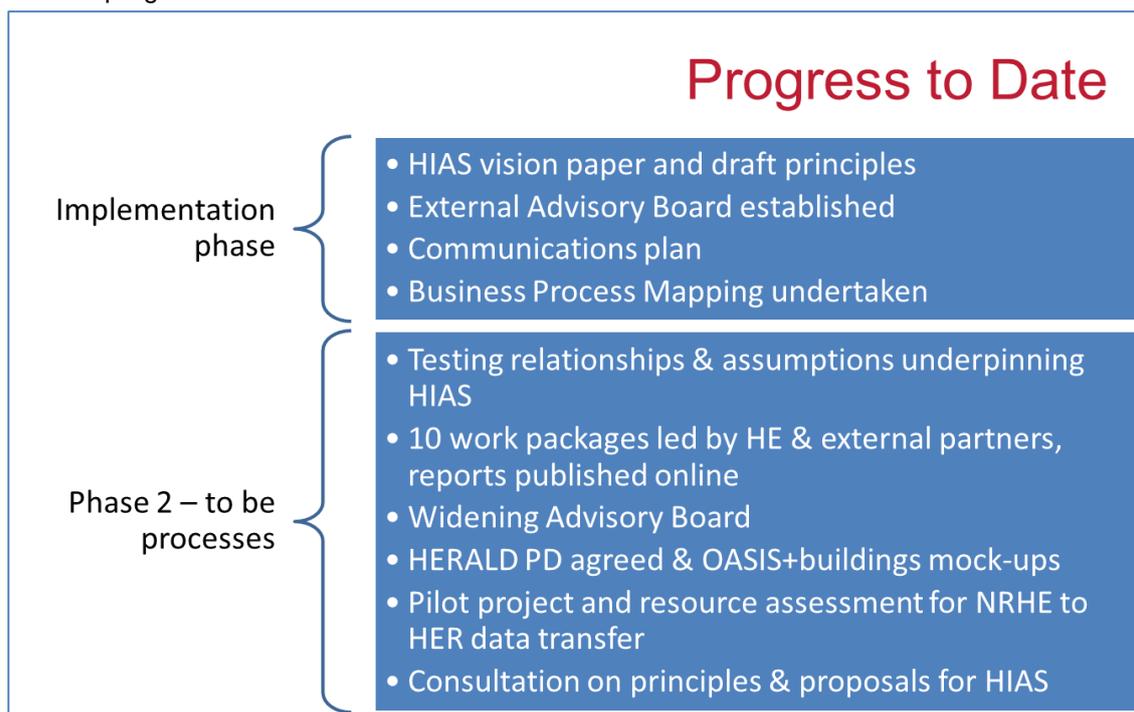
We will commission a report on the key issues to be addressed to make the UK one of the world's leading countries for digitised public collections content.

We will ask Historic England to work with local authorities to enhance and rationalise national and local heritage records over the next ten years, so that communities and developers have easy access to historic environment records.

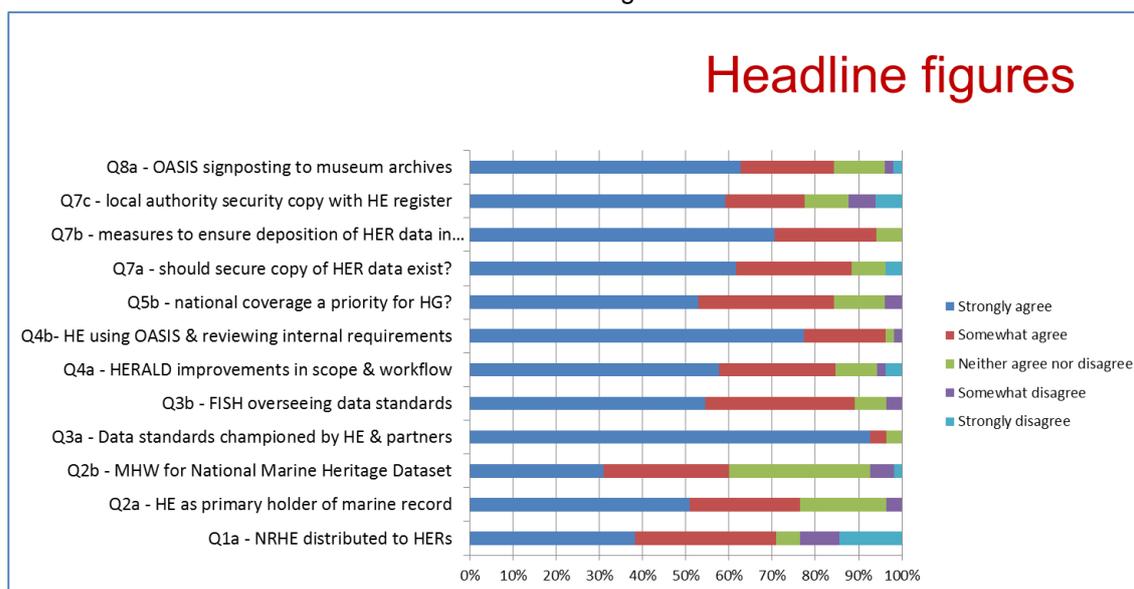
Sarah shared with the committee the current HIAS Road Map:



And the progress to date:



The HIAS phase 2 consultation was undertaken in March 2016, with 55 responses received. There was strong support (>70%) for HIAS principles and proposals, and the detailed feedback will feed into Phase Three. The headline figures for this consultation were:



The main issues raised were:

- Diminishing local authority resources to deliver
- Risks around gaps/reduction in access to HE information and national coverage
- Lack of statutory role - implications for resources and bring about change
- Artificial divide between terrestrial and marine
- Loss of national analytical capacity provided by AIP

But the main opportunities and benefits were:

- Importance of current information to support planning advice
- Strength of coordinated national approach for standards & profile of HERs
- Wish for improved online access and linkages between resources without undermining HERs

- Need for greater engagement & consistency in LA service workflows

HIAS Phase Two work package reports, and other information is available online at <https://historicengland.org.uk/research/support-and-collaboration/heritage-information-access-strategy/>

From the Phase Two work, a recommendation that the 8 Principles of Heritage Information Access should be updated, pending further feedback from Advisory Board:

8 Principles of Heritage Information Access - Updated

<p>Principle 1: Local Authority HERs should be the first point of call for and primary trusted source of investigative research data and knowledge.</p>	<p>Principle 5: The A national overview should be delivered online through the Heritage Gateway</p>
<p>Principle 2: Historic England should be the first point of call for and primary trusted source of national datasets. such as the National Maritime Record</p>	<p>Principle 6: Such data or knowledge should not be at risk of loss, fragmentation, inundation (in data), or system obsolescence</p>
<p>Principle 3: Historic England together with its partners should continue to champion the development, maintenance and implementation of standards for the creation, management, sharing, re-use and storage of digital historic environment data.</p>	<p>Principle 7: Historic England should, on behalf of the nation, ensure that a security copy of all such data exists in accordance with Principles 3 and 6</p>
<p>Principle 4: Investigative research data or knowledge should be readily uploaded, validated and accessed online</p>	<p>Principle 8: Digital data should be supported by material archives in safe repositories accessible to the public.</p>

The committee then discussed these updated principles. NB commented that the updated principle 2 does remove some clarity over the proposed terrestrial/maritime split; but understood the concerns of the ALGAO Maritime Committee. NB also commented that it was slightly unclear what constitutes a national dataset in Principle 2 now, and this might need expanding.

SP said that the Phase Two report (and Phase Two summary report) do explain what principle 7 means, and that the next phase will tease-out what the principles mean. The HIAS Phase Two completion report will be uploaded onto the [website](#) by mid-June 2016. **Action:** All regional reps to liaise with their regions and get comments on the revised principles – to respond directly to Sarah Poppy (and copy Ben Wallace into responses) by the end of July 2016.

Initial plans for Phase 3 is looking like...

- Redeveloped OASIS
 - Workflows to better reflect LA processes
 - Specialist recording modules e.g. OASIS+buildings
 - Improved integration with published sources /BIAB and material archives
- Replacement HE projects database
 - OASIS compatible
 - Mechanism to share data with HERs
- National Marine Heritage Dataset
 - New marine heritage data system and online access
 - Implement data sharing/exchange with HERs
 - Pilot project
- Heritage Gateway
 - Clarify vision & prioritise enhancements
 - Defining of national overview, and implications for data providers
 - Advance national coverage and linkages
- National Security Copy
 - Annual survey of local authority data security measures

- Protocols agreed and in place
- Heritage Reference Data
 - New system
 - Available via <http://www.heritagedata.org/>
 - Liaison with software providers to ensure compatibility

And be supported by...

- Roles and responsibilities
 - Change management & advocacy arising from agreed R & Rs
- Data sharing & reconciliation
 - Data supply from HE to HERs, supported by IT tools, protocols and support
 - Archiving / access solution for data not accessioned locally
- Historic Environment Records
 - Survey HERs to measure participation in HIAS & define minimum levels
 - Embedding of HIAS principles in HER strategy documents, e.g. HEROF
 - Advocacy for HIAS in ALGAO
- Data sharing & rights
 - Coordination and advice on rights and licence issues for other WPs
 - Consideration of Open Government licencing / Government Open Data with regard to HIAS
- Communications and engagement
 - Advocacy and liaison within sector
 - Maintain awareness of related projects & initiatives
- Training planning & delivery
 - Identify and coordinate training requirements to support WP delivery and benefits realisation

GT raised the issue of scope of the redeveloped OASIS; whether OASIS was about recording Sources and/or Events, and whether an API for data exchange to/from HERs would be built-into the current development project. BW noted that ALGAO needs to engage development-management archaeologists to engage with OASIS better. It was suggested that a special meeting of the ALGAO-UK HER Committee and the ALGAO Planning & Legislation Committee was held to discuss the scope of the OASIS project and use of OASIS with the ADS. The HIAS Programme Manager (Sarah Poppy) would be interested to attend this.

Action: GT to arrange this meeting.

i. Discussion to include: Outcomes Framework, HER Audit review, HER definition, National HLC, NRHE to HERs.

a. National HLC

BW gave an overview of the national HLC project. The project is underway, with exeGesIS managing this, and Locus Consulting involved in the work. exeGesIS and Locus are currently getting all the data together, and matching terms to the national HLC thesaurus. This project aims to finish by the end of this financial year, possibly as early as September 2016.

BW mentioned that this is a Defra-funded project, and as all Defra-funded projects have any data created available as open data, the product of this project will be released as open data.

BW noted that it had been noted that local HLC data is still the primary source of local HLC information; and the National HLC will reference the local data-sets.

JW noted that the South-East region have a couple of HLC project still underway; and BW noted that there will be a mechanism for updating this data.

BW has also asked for this project to provide a mapping from the thesaurus-terms supplied by local HLCs to the national-terms.

b. NRHE to HER prototype

GT noted that this project was underway. Six HERs had taken part in the first-phase of testing, and 25 additional HERs will take-part in the second-phase of testing. This will start in mid-June (approx. 20th June?) and HERs will have two days' work to complete before the end of July. The project will then complete around September 2016.

c. HER definition

A spin-off group from the HIAS HER Working Package met last Friday to discuss drafting an HER Definition, to be used with the HER Audits and HER Outcomes framework. A draft HER definition will be prepared, based on the new 2016 Welsh draft document "[Historic Environment Records in Wales. Statutory Guidance](#)" (which, itself, was based on the 2008 "[Historic Environment Records \(HERs\). Draft Guidance for Local Authorities in England](#)" document). The group will prepare a draft document by 17th June, which will be reviewed by the ALGAO-UK HER Committee (and HERs via their regions) by 15th July, before being agreed by the HIAS Advisory Board and then out for a wide consultation by HE/HIAS or ALGAO in September or October 2016.

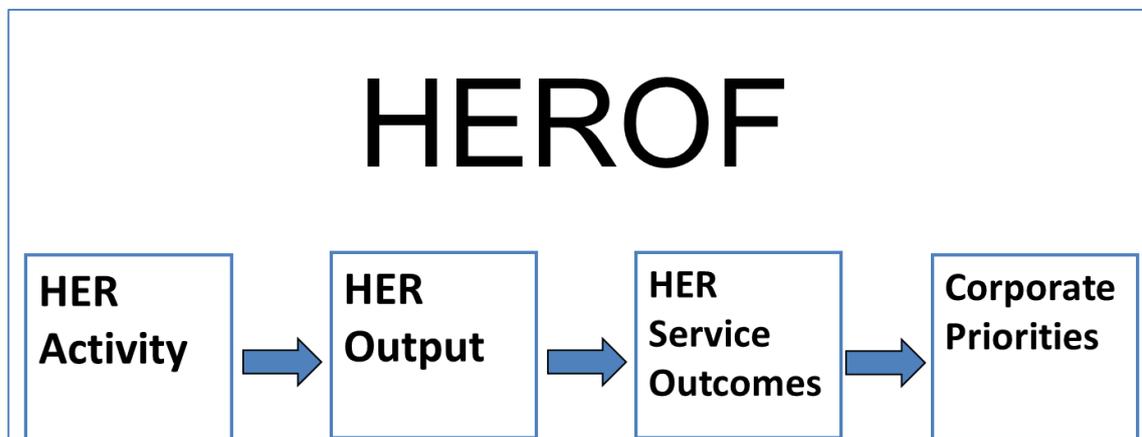
d. HER Audit review and Outcomes Framework

JG gave an overview of the HER Audit review and the use of the Outcomes Framework.

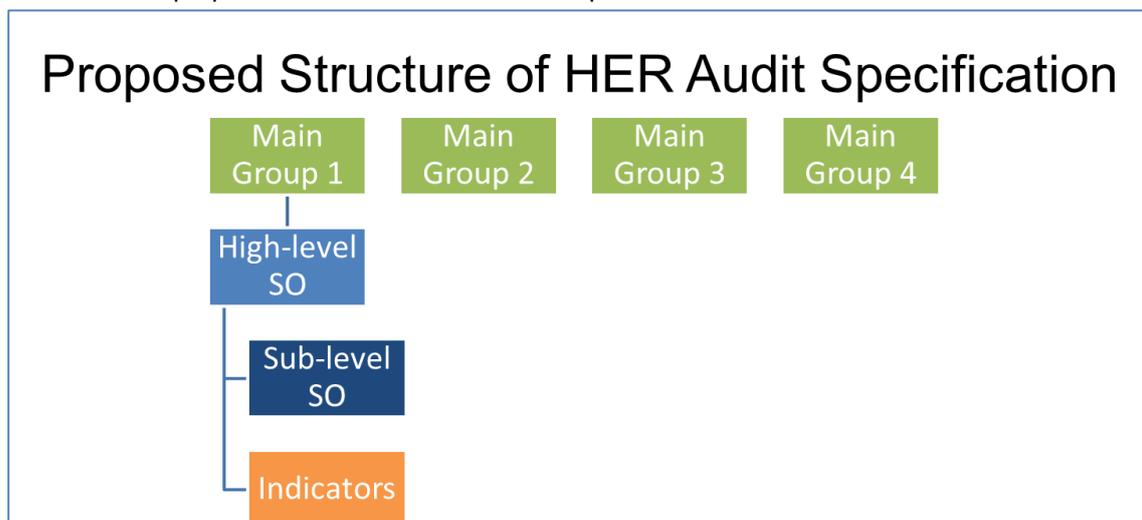
As agreed at the last ALGAO-UK HER Committee meeting, following the publication of the "[Historic Environment Records: Development of an Outcomes Related Framework](#)" document, the Historic England HIPs (Heritage Information Partnerships) team will lead on the HER Audit revision; programmed for a soft-launch in April 2017.

JG discussed that the relationship between the HER Outcomes Framework, HER Audit and the Formal Definition of an HER will be determined in this Audit revision.

JG reminded the committee of the HER Outcomes Framework:



This project will write the national service outcomes, derived from the HER definition. The national service outcomes will be common to all HERs (as HERs are working to national standards, as part of a national network). *High-level service outcomes* will be further defined by *sub-level service outcomes*. Compliance will be measured in a series of *indicators*. Therefore the proposed Structure of HER Audit Specification is:



Examples of Service Outcomes are:

HER Service Outcomes			
Content & Coverage	Data Standards & Security	Public Access & Engagement	Service Delivery
<ul style="list-style-type: none">The HER is maintained as a dynamic & constantly evolving resource	<ul style="list-style-type: none">The HER is compliant with current UK National Data Standards	<ul style="list-style-type: none">The HER maximises public access & delivers an effective service	<ul style="list-style-type: none">The HER is managed effectively

An example of *high-level service outcomes*, *sub-level service outcomes* and *indicators* would be:

- High-level service outcome = HER Service Delivery; The HER is managed effectively.
- Sub-level service outcome = The purpose of the HER is formally recognised & supported by the host organisation.
- Indicators = Formal Recognition. Service Policy. Business Continuity Plan. Forward Plan.

The committee then discussed external justification of the audit process, and recommended that the HIPs team look at accreditation. BW suggested we look at what HERs will use the accreditation for. NB suggested that accreditation could be used to show if a planning authority was meeting its responsibilities under the National Planning Policy Framework.

The committee agreed that this project will look at accreditation as part of this project, and will look at similar organisations, their accreditation process and possible ways forward.

GT suggested looking at the relationship to the 'Content & Computing survey' and the 'ALGAO Staffing survey', and suggested that an annual survey could encompass the current 'Content & Computing Survey, the annual security back-up check and ongoing accreditation.

The committee agreed that any 'standards portfolio' should be [IFP](#) (as this references MIDAS), and any 'content definition' should be the HER Definition document.

The next step in this project is that HIPs and the ALGAO-UK HER Committee will produce new Audit Specification. Five members of the committee (GT, SB, JW, RE and CW) volunteered to undertake 5 days of work (paid at £150 per day) on this over the 6 months from September 2016, with a workshop to be hosted in January/February 2017 for HER officers (it is intended that lunch and a travel subsidy will be funded).

Note: The final version of HER Outcomes Framework will be a separate project.

Action: JG to send revised HER Audit project design to committee by the end of June 2016.

4. Church Heritage Record

The [Church Heritage Record](#) was discussed. It was noted that this was part of the [Online Faculty System](#), and, at present, approximately 50% of churches have signed-up to use the Online Faculty System.

Action: GT to invite a representative from the Church of England to speak at the next ALGAO-UK HER Committee, to talk about linking to/from HERs and other issues.

Action: BW to liaise with ALGAO Executive committee about the Church of England Online Faculty System, and DAC advisors.

5. Marine Antiquities Scheme and CITiZAN

i. Marine Antiquities Scheme

AB noted that the Marine Aggregate Industry Protocol for Reporting Finds of Archaeological Interest (administered by Wessex Archaeology) already have finds reporting protocols, and currently coastal HERs (including Essex HER) receives updates from these.

BW noted that the Marine Antiquities Scheme project builds upon these protocols, and is funded by the Crown Estates. It is understood that the Marine Antiquities Scheme will be launched soon, and HERs should be aware of this project. It is understood that both the ALGAO Maritime Committee and the HIAS Maritime Work Package group will be looking at this project.

The committee noted that there needs to be a mechanism for Monuments (and Events and Sources, and possibly Finds) to be easily updated to HERs and then validated. **Action: BW** to ensure this is discussed in the HIAS HER Work Package, and to ensure this is discussed in ongoing OASIS meetings.

ii. CITIZAN

BW attended a meeting about this in January. CW noted that there was a capacity issue with this project, and expectations of monitoring and involvement from local authorities.

Action: BW to arrange a meeting with CITIZAN to discuss data issues.

6. HER Charging – ‘Environmental Information Regulations’ and ‘The Re-use of Public Sector Information Regulations’

It was noted that there will be a panel discussion on the Environmental Information Regulations and their impact on HER Charging with SCa, BW and Quinton Carroll (ALGAO England Executive).

Quinton has updated ALGAO members about the [Information Commissioner's Office amended guidance on charging under EIR](#).

The committee noted that HERs need to consider whether information in HERs falls under ‘Environmental Information Regulations’ (or subject to Freedom of Information regulations) and/or ‘The Re-use of Public Sector Information Regulations’.

JW noted that different local authorities have got conflicting legal advice over this issue.

The committee suggested that a formal request was put to the [Information Commissioner's Office](#) with a preamble (detailing what an HER is), and a question asking whether information managed by HERs falls under ‘Environmental Information Regulations’ or ‘Freedom of Information Regulations’. And whether information managed by HERs falls under and/or ‘The Re-use of Public Sector Information Regulations’. And whether HERs can charge for this information, and, if so, under what basis? **Action: BW** to ask the ALGAO Executive how we approach the Information Commissioner's Office.

CM noted that Cadw are seeking advice in charging, as HERs are now the responsibility of Welsh ministers.

7. Informing the Future of the Past

AB has revised and submitted the final report of the project to update Informing the Future of the Past. **Action: AB** to send final report to GT for circulation to the ALGAO-UK HER Committee.

The committee decided to discuss IFP in more detail at the next meeting.

8. Country updates.

See separate document - Group Updates

9. Regular updates from other meetings:

See separate document - Group Updates

10. Any Other Business

i. Geophysics project

A pilot project is being undertaken by Oxford University and Cotswold Archaeology, funded by Historic England to look at geophysics data, what areas have been covered, what methodologies have been employed and results of these. The aim of the project is 'to look at the scope for bringing the results of numerous individual geophysical surveys together in a single GIS layer.' The project will be working with geophysics contractors to get the data. Roger M Thomas has spoken to BW about this project. SCR attended a meeting about this project. It seems like a

well-meaning project and has great aspirations. **Action: JG** to ensure that the HER Committee comment on the next phase of the project.

The committee discussed the accessibility of geophysics data, and the fact that this could be improved. It was suggested that OASIS channels could be used to ensure this data was collected. The committee recommended that all geophysics reports go to HERs and are archived at some level with the ADS via OASIS. **Action: BW** to liaise with the [ClfA Geophysics Special Interest Group \(GeoSIG\)](#) to ensure that geophysics reports and data gets to HERs and are better archived.

ii. Agri-environment & countryside.

See note from ALGAO England Exec in Group Updates document.

The committee expressed their concerns over the timetable for the next phase of consultations with historic environment services, especially as it is expected that there will be twice-as-many consultations as last year (many more mid-tier applications).

It was noted that training events had been arranged. GT has ask Ken Smith to post these dates to the Countryside Advisors 'mailing list' and the HER Forum mailing list.

The committee noted that they were disappointed with the poor communication over Countryside Stewardship schemes (and communications on the training events in particular); and would like to see more information passed to advisors who undertake this work.

iii. Historic England, Heritage Information Partnerships (HIPs): new responsibilities

JG provided an update on some changes in Heritage Data Management (now renamed Listing Information Services). As a result of Spending Review 2015, they have had to make some changes to their structure and transfer some responsibilities between teams.

a. Transfer of management and support of the Heritage Gateway

Lorraine Summerfield's Heritage Gateway and Access to Designated Data Team has been managing both the NHLE and the Heritage Gateway. Visits to the NHLE website have risen by 36% this year and the number of enquiries has risen by 44%. The team has also taken on responsibility for moderation and enquiry handling for our new Enriching the List initiative and it is anticipated that this workload will continue to rise too. With this in mind, HE have taken the decision to transfer responsibility for the Heritage Gateway to HIPs.

CM mentioned that HEROS can now make data available to Heritage Gateway. JG advised CM to talk to the HIPs team further about this.

b. Transfer of management of the NRHE recording investigations

Including HE's role in the flowline of data via the OASIS partnership. HIPs will be welcoming Mark Barratt to the HIPs team at the end of June.

iv. HE Research Group project on Gasworks

JG outlined this project, which will create a succinct overview of the gas industry in the form of a high level audit. The main thrust will be to agree recording guidelines to meet the immediate threat, similar to those produced for [post-war power stations](#). Many of these former gas works sites will potentially have a buried component of retort houses, etc., that were probably demolished in the 1950s and 1960s. Initial thoughts are that HE's national advice may be for selective excavation at key sites. To do this we need to understand more about the manufacturing process and where the innovations took place. If we do follow this route it may lead to some works only receiving cursory recording, this aspect we be discussed in full with ALGAO in regards to local planning advice. All project documentation will be made freely available through a web page linked to the Industry Network.

The HER committee asked that HERs are asked for data; and that the project will give data back to HERs.

v. Home Front Legacy

All HER members of the committee were asked to test and give feedback on the Home Front Legacy system by 4th June 2016. **Action: all** committee members to test the Home Front Legacy system, and to give feedback by 4th June 2016.

vi. Portable Antiquities Scheme

Michael Lewis (Head of Scheme and Treasure), asked for a member of the PAS committee. NB volunteered (and TG agreed to attend, if necessary). **Action: BW** to respond to Michael Lewis, informing him of the committee's participation.

vii. HER Content & Computing survey

JG thanked all HERs who had completed the 2016 Content & Computing survey. This is the same number as had completed the last Content & Computing survey (but 5 new HERs, and 5 who hadn't responded).

11. Date of Next Meeting

11.00am. Thursday 6th October 2016. Historic England 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.	SCr	Waiting on updating of website to new platform (by July 2016).	Open
ALGAO website: Ensure content of http://www.algao.org.uk/subject/her is fit-for-purpose (including updating IFP link).	SCr	Waiting on updating of website to new platform (by July 2016).	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 updating of website to new platform (by July 2016).	Open
Committee terms-of-reference: Draft an update to the ALGAO-UK HER committee terms-of-reference, for comment and approval.	BW		Open
IFP wiki: All to edit the respective section(s) of the glossary, as defined in previous minutes.	All	All to do this, and change anything that needs changing, by next meeting. GT to send staged reminders.	Open
INSPIRE: add details on INSPIRE to IFP	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
HIAS: All regional reps to liaise with their regions and get comments on the revised HIAS principles – to respond directly to Sarah Poppy (and copy Ben Wallace into responses) by the end of July 2016.	All		Open
OASIS: Arrange a special meeting of the ALGAO-UK HER Committee, the ALGAO Planning & Legislation Committee with the ADS to discuss the scope of the OASIS project and use of OASIS.	GT		Open

Audit: Send revised HER Audit project design to committee by the end of June 2016.	JG		Open
Church Heritage Record: Invite a representative from the Church of England to speak at the next ALGAO-UK HER Committee, to talk about linking to/from HERs and other issues	GT		
Church of England: Liaise with ALGAO Executive committee about the Church of England Online Faculty System, and DAC advisors	BW		Open
Marine Antiquities Scheme: Ensure this is discussed in the HIAS HER Work Package, and to ensure this is discussed in ongoing OASIS meetings.	BW		Open
CITiZAN: Arrange a meeting with CITiZAN to discuss data issues.	BW		Open
Information Commissioner's Office: Liaise with the ALGAO Executive how we approach the Information Commissioner's Office	BW		Open
IFP: Send final report to GT for circulation to the ALGAO-UK HER Committee.	AB		Open
Geophysics project: Ensure that the HER Committee can comment on the next phase of the project.	JG		Open
Geophysics: Liaise with the ClfA Geophysics Special Interest Group (GeoSIG) to ensure that geophysics reports and data gets to HERs and are better archived	BW		Open
Home Front Legacy: all committee members to test the Home Front Legacy system, and to give feedback by 4 th June 2016.	All		Open
Portable Antiquities Scheme: Respond to Michael Lewis, informing him of the committee's participation in the PAS committee.	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>