

**Report of Information Systems Planning Group**  
**Tuesday 28 June 2005**  
**Keeper's Room, GRH.**

**Present:** Dave Brownlee, David Brown, Keith Dargie, Rob Mildren, Grayham Mount and Morag Fyfe (minutes).

**1 Staffing Issues**

IT Infrastructure: Dave informed the meeting that Senior Management has agreed to the new B1 post for service delivery. We are now in a position to consider advertising. Keith stated that it is intended to keep it as an IT post, rather than an admin post, still at B1. This should give IT Infrastructure more scope for supporting the Family History Service. The original staffing bid submitted reflected requirements at the time, but a number of additional IT requirements and systems have come to light and the availability of this B1 resource at GRH will provide the necessary resource and flexibility to implement and support the new service.. Dave also approved the advertisement of an A4 ICT post and an A3 Admin replacement for Claire Calder, who will be moving to take up an ICT post in the Infrastructure team after her period of TRS in the service delivery team ends in October. Keith informed the meeting that the new business student, Diana Elliot, started yesterday and that Paula will be staying on part time until her course recommences in September

<b>ACTION – Keith to draft advert for B1 IT, A4 IT and A3 Admin posts.</b>
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RAC: Dave informed the meeting that the RAC Project Board had agreed the business case for an evening shift to carry out digitisation work at TTH. This will involve a B1 post and a number of A2 posts. The job description for the B1 post has been agreed. The A2 job descriptions will now need to be drawn up. RoS will fund the second shift, subject to the approval of the RoS Management Board for funding of the overall project, which we hope to obtain by the end of July. These posts are likely to be targeted at students and Keith suggested talking to the student placement officer at Napier, with whom they have close contact. Grayham suggested that work should be offered on a 2 night / 3 night shift work basis to offer more flexibility.

DIU: Grayham informed the meeting that a couple of casuals have now left. Others are on staff until at least 24 July. At least one person will be kept on until the member of staff on long term sick leave is either back or the issue of their absence is resolved.

Online Resources: The post of A3 ad hoc digitiser is currently being advertised with a closing date of 7 July. There has been some interest, including from DIU team members. If one of the DIU team were successful, backfilling of a post may be necessary.

**2 Progress Reports**

**2.1 IT Infrastructure**

Keith updated the meeting:

- Remote Computing: The system was now installed, but a number of problems have been experienced. A complaint has been sent to the suppliers and Keith has met with them. A full health check for the system was requested and an action

plan was received yesterday. The system is not likely to be back on-line until early August.

- Objectives: The corporate objective for the new website infrastructure will be missed and will need to be rescheduled. This is due to the absence of a member of staff on sick-leave.
- Web and Applications: There will be a meeting in early August to talk about a new cash handling system for the new SFHS. The work plans and structures are now in place for the website redesign and development and Paula and Claire will shortly begin the work to build and construct the pages based on content agreed by the Webmaster and ORT
- Ordering System: Currently the team are evaluating the outcomes of the evaluation and workshops of the pilot system. These will help draw up the fresh requirement specifications. Keith has carried out a full review of the project, with the aim of re-launching the agenda in August. This will include undertaking further business and user analysis. The completion of these steps will enable an implementation timetable to be formalised.. Production of a pilot product by the end of September is still on schedule. It is envisaged that customers will also eventually be using the system, not just staff.
- Annual Leave System: This is almost ready to pilot. The full system is due for launch 1 Feb to coincide with the new leave year.

## **2.2 Digital Access Team**

Grayham updated the meeting:

- DIU: The unit has now moved into the refurbished main room. There have been some slight glitches with the server software, but it is possible that this is caused by monitor sharing. The team are keeping up with turn around at the moment and the photocopiers are being phased out. The quality and legibility of the output is improved with the software from ICAM. Cendris, who are digitising the duplicate abridgements for the RAC project, are visiting today to see the equipment and software that we use. BT are visiting on Wednesday to discuss the quality assurance of that project.
- Soldiers' Wills Project: The new A3 ad hoc digitiser will do work on the Soldiers' Wills, which will be available on Virtual Volumes when they have been completed. The DIU team at GRH will support the digitisation if necessary. When all the work has been done on the wills it is proposed to move the database into CALM. The best finding aid for them, however, might be a separate system, like that for the wills and testaments. There is a project board meeting coming up where these issues will be raised. Currently they are looking at a November launch date.
- DDA: This forms part of GRB's objectives for this year, and on the IT side, Steve Borwell is going ahead with this. Grayham is also drafting a report from his week's summer school on preservation issues relating to digital records.

## **2.3 Online Resources Team**

Rob updated the meeting:

- The web redevelopment is currently on schedule and Scottish Documents has been transferred to Scotland's People. It will remain active for existing customers until the end of August.

- The possibility of digitising the earlier years of the Sasines is currently being examined. Rob, Dave and the Keeper will be meeting with the GSU tomorrow to see if they would be interested in being involved with this.

## **2.4 CALM and OPAC**

David updated the meeting:

- CALM: Version 5 has been broadly stable. Version 6 is being installed today and staff from DS are with Steve Bordwell working on the installation. Previous versions have not been installed correctly, but we hope for a complete successful installation of this version. Staff from PRB will then test the system with a view to it being rolled out to all CALM users by the end of the day.
- OPAC version 2: DServe 1 is stable when it is running on DS's server, however, it does not work properly when it is returned to ours. The server has been rebuilt from scratch and DS have been offered the instructions on how we do it, as it is possible that the way we build our server is different to them. Grayham suggested that we invite Richard Davis from DS up to view how we rebuild our server, to see that we do it correctly. We are currently running a prototype of DServe 2 on the CALM Web 02 server. This new version has a function to stop large searches timing out the system and is much more intuitive. It looks visually better and has great potential for us. A lot of curatorial input will be needed for the Browse function to be effective. DS should continue to host OPAC until version 2 is ready, but we should try and host DServe 2. If we find it cannot be run on our servers, we will have to go back to the company and get them to host it until such time as the problem is resolved. We are aspiring to a ministerial launch of OPAC 2 around the end of October.

## **3 Issues arising from Audit Report**

The action plan sets out the four recommendations from the Audit report.

1. Full ICT Strategy – Keith noted that resources could be devoted to this, but it would mean other work being put on hold as it would take around 6 months to complete. It was noted that the ISPG could be seen as the strategy and planning group and the Corporate Plan can also be used to give an idea of ICT strategy.
2. Hardware Inventory – Keith noted that he is waiting on a summary from FAB following their meeting. This will enable work to progress on enhancing the inventory and integrating it further with the FAB systems. Claire will be responsible for this and ICT will change the way they record the information in the future.
3. Monitoring System Usage – We are aware of this, but do not have the resources to deal with it comprehensively. Keith said that he has looked at reporting tools in applications, but this will require his team to set them up initially. The monitoring should be done by someone outside ICT.
4. Formal Change Process – PWC are happy with the spreadsheet system in place at the moment and it is in Chris Dunne's objectives to develop an online form.

## **4 Issues arising from GIS Presentation 22/06/05**

Dave informed the group that a small sub group, which includes Rob Mildren, has been set up to look at the scoping of GIS in the NAS.

## **5 IS Security**

The meeting of the Security working group has been rescheduled for July. No viruses or breaches have been detected since the last meeting. Rob asked if we should be doing anything about Spyware and suggested that it might be worth checking a selection of machines to see if it has any adverse effect. Keith replied that it is the view of Bill Paton's team that this does not appear to be causing significant problem here, although spyware has been detected on NASnet systems. There are also controls in place which prevent some of these things being a problem. Keith will, however, carry out investigative analysis to attempt to establish the likely impact of this

ACTION – Keith to take forward issue of Spyware on NAS machines.
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**6 Matters arising from ISPG meeting of 19 Jan (minutes attached)**

(2 Website Hosting) Keith will circulate the paper before the next meeting.

(7 CALM and OPAC) Grayham contacted Richard from DS, however they did not want to build a server for us.

(10.2 PC Leasing Scheme) Claire has been asked to review the SE proposals and provide Keith with options on how best to implement this scheme in the NAS.

**7 Any other business**

**7.1 PD0008**

Grayham raised the question of where the PD0008 standard (on legal admissibility of information stored electronically) fits in the department and whether it is a wider issue than just the DDA project . It is certainly very relevant to DDA and Steve Bordwell has produced a paper on what to do to achieve compliance with it. It is also relevant to the Managing Digital Records project. The implications for ICT mostly relate to the infrastructure team. There would also be resource implications for other business areas in NAS as this was not just an IT issue. It was agreed that the DDA project board would not insist on ICT Infrastructure dropping other key objectives for PD0008 related work.

**7.2 Energy Efficiency**

Rob Mildren raised the question of whether we should look further into energy saving configurations of PCs, for example how quickly computers and monitors switch off. Keith noted that LCD monitors have very good power usage on standby and although there may be things we can do to help reduce electricity usage, it is hoped that MS have set the defaults to be energy efficient.

**8 Date of next meeting**

October.