

**Report of Information Systems Planning Group
Tuesday 8 November 2005
Robertson Wing Conference Room, GRH.**

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

1 Staffing Issues

B1 IT Assessment Centre: Dave informed the meeting that he had requested a B1 IT from Anne Moises. He expects to hear back in the next few days and to have someone in post as soon as possible. He has also written to HR about an A4 IT post and converting the A3 admin post to an A3 IT post within the ICTB – Infrastructure team. He will be meeting with Lorna Malcolm on Friday and will discuss this with her.

RAC: It has been agreed that Pertemps will manage the staff of the second shift. The start date is likely to be the end of November / beginning of December. Not all staff will be recruited at once, so there will be a build up of staff from this point. Rob Mildren will contact Pertemps this week about the details. It is likely that training for the second shift will be conducted by Karen Gardner and the time between now and the second shift starting is to be used to ensure Karen is up to speed on the cameras. Karen's hours will be from 2:30pm and she will select the volumes to send to TTH. This should be around 20 volumes a day and the ordering of them should not be any different from usual ordering. There are issues over managing cover for Karen, and one possible solution is to look for this within the team. This will need to be investigated further.

DIU: Grayham informed the meeting that there is still one member of staff off on long term sick leave, which has been referred to HR. He is looking to restructure the unit to free up resources and a Pertemps member of staff is currently covering this post. The A3 vacancy which was created by Brenda Thomson going to ORT has been backfilled with someone from GROS.

2 Progress Reports

2.1 IT Infrastructure

Keith updated the meeting:

- Remote Computing: The wide ranging pre-requisite work that needs to be done to the core NASnet systems before the remote access system can be made available has been scheduled for late November. It is hoped to make the remote access system available for internal branch testing around the end of the year.
- DDA: The DDA Corporate Objective for the infrastructure team has been completed and the requirements signed off. Further work to complete additional (infrastructure related) product requirements will be considered alongside the 2006/07 corporate and branch planning processes.
- NAS Website: The new NAS website was successfully launched on schedule.
- Ordering System: The project has been fully reassessed and substantial progress is being made. A comprehensive requirements specification document has been agreed and signed off by key stakeholders. The project team's applications developers continue to familiarise and develop their skills in the use of the latest

software products and tools and will shortly be in a position to estimate the timescales required to complete the development of the products. A formal statement will then be made to the Project Board outlining the revised timetables and implementation structures, which are being managed to PRINCE 2 project management standards.

- SFHS: The contract for the inter-building communications link has been awarded to Telewest. It is expected that the link will be in place by the end of January 2006. The ICTB - Infrastructure team needs to have the core IT business requirements before being in a position to undertake the design and installation of the new network domain and related IT systems. If the requirements are provided by the end November it is hoped that the design can be formalised by Christmas, with the aim of completing the installations by end of March 2006. Evaluations of printer products have also been carried out and Keith will present a paper to the Executive Board outlining the outcomes of this exercise and recommendations.
- NASNET 2: Keith is producing a comprehensive paper on the further development and enhancement of NASnet, primarily focusing on desktop issues. Further work needs to be done on this paper and it will be presented in due course.
- Annual Leave Application Development: The Web & Applications Development team will make available the new on-line annual leave system for testing by the end of the year. After internal ICTB testing, it will be launched formally at the end of January to coincide with the change of the new leave year.
- Hardware Inventory: A major review of the ICTB hardware inventory has been carried out. Keith will review this and liaise with his FAB colleagues to ensure integration with internal NAS finance systems and compliance with audit requirements.

2.2 Digital Access Team

Grayham updated the meeting:

- DIU & RAC: The unit is concentrating on processing Sasine deeds. 42,000 abridgement images are needed and Hazel Anderson is looking into missing pages and unpaginated volumes. The legal search firms will be moved to the Robertson Wing and the set up there will need to be rearranged for them. It is likely that the resources we can provide for them there will be less than they have at present in the Dome and this may then have a knock-on effect on our services.
- Digital Access Team: There are still some outstanding issues with CALM, but development work is continuing into OPAC2. Conversations are ongoing regarding DS hosting the OPAC.
- Soldiers' Wills Project: An SQL database has been produced for the soldiers' wills and it will be possible to call up the image from the index in the NAS. The data has been exported into CALM and a micro site for the exhibition will be produced.
- DDA: The metadata scheme has been agreed. The issues associated with PD0008 have been passed to a separate group chaired by Jane Brown.

2.3 Online Resources Team

Rob updated the meeting:

- Kirk Sessions: The project to digitise the Kirk Session records is now 66% of the way through. The next task for the web team will be redesigning ScottishDocuments to make the Kirk Session records available. ORT have been discussing with Wayne Metcalf the best way to take online access forward and it

is likely that this will be a subscription service for browsing the records and a one-off purchase procedure if researchers know specifically which records they want. Indexing work is being undertaken by 13 external volunteers, but progress is slow. The GSU are investigating the use of 'way points' in such work (ie date, region, type of record) and samples of the volumes have been sent to them. They will come back with suggestions for a suitable 'halfway house' approach to the indexing.

- Discussions are still underway with the GSU over which records to digitise next, with both Sasines and Heritors Records being considered.

2.4 CALM and OPAC

David updated the meeting:

- CALM: The last installation gave us version 6.2, which did not work properly and DS representatives subsequently returned to install version 6. This has been functioning reasonably well, although there are issues over loss of functionality in the conservation components. These lost functions will be returned in version 7. We still have a problem with duplicate RCNs. DS have provided a programme string to identify these and alter them, which Alex Holstead is now testing. Version 7 is expected in late winter/early spring and this should sort the issue of load balancing. Currently we have to index every night and this can be problematic. DS are looking into the issues associated with indexing and .plan to provide improved diagnostics with version 7.
- OPAC version 2: OPAC version 2 is now available on the intranet. Keith's team are working on the version for the internet, based on the RFCs logged by David Brown, which should be silently launched in November.

2.5 Review of NAS Web Applications and Support Arrangements

Keith presented a paper, which sets out the current arrangements and explores the hosting and support options for the future. The paper will be formally put before the Management Board in January.

3 IS Security: Spyware and Spam

Keith presented the papers on solutions to deal with both Spyware and Spam, which are becoming an increasing problem. The recommendation is to use software from McAfee. This presents a cost effective solution as we already have anti-virus software from McAfee, and these would attach as extra modules to this. The group approved Keith's recommendations.

No other security breaches have been noted.

4 Corporate Plan Amendment Paper

Keith presented the paper requesting that one of the ICTB objectives be modified for strategic technical reasons. This will formally be put before the Management Board in January.

5 Matters arising from ISPG meeting of 28 June (minutes attached)

(3 Issues arising from Audit) Audit have indicated a clean bill of health for NAS.

(4 Issues arising from GIS presentation) Alison Horsburgh has reminded Peter Anderson that he is to hold a meeting of the GIS subgroup.

6 Any other business

None.

7 **Date of next meeting**
January.