

Information Systems Planning Group
2:00pm, 17 March 2010
Lord Clerk Register's Room, General Register House

Present: Dave Brownlee (chair); Keith Dargie; Grayham Mount, Jenny Cutts (secretary).

Apologies: David Brown, Rob Mildren.

1. Staffing issues

1.1 No further vacancies have arisen since those discussed at the previous meeting. Advertisements for two sandwich students have been published and applications will be received by the end of March 2010. Keith Dargie wished the minutes to record thanks to Claire Renwick for voluntarily acting as the ICT Infrastructure team leader during her line managers extended holiday absence earlier in the year. It was noted that the B2 senior applications developer post remains vacant.

1.2 Dave Brownlee reported on the recent ICT Pay Supplement (ICTPS) review. Based on the evidence which the review team considered, it was recommended that the (ICTPS) should be retained at current levels and that the supplement should not be varied for individual posts within pay bands. This has been accepted by HR. The following associated recommendations were also accepted: -

- the qualifying period for the ICT supplements to remain at 9 months, in line with the probation period;
- the definition of qualifying work should be based on the latest version of the SFIA framework (SFIA4). NAS staff will have to submit a job description based on this to an ICT review panel;
- an explicit link is made between payment of the ICT supplement and staff demonstrating, via an accredited professional development scheme, that they are maintaining their skills and experience levels to the required SFIA standards.

1.3 The SFIA 4 model's use by NAS IT staff is being revised. It was noted that the Scottish Government's IT job descriptions are constructed around the SFIA framework.

2. Progress reports

2.1 IT Infrastructure and Web & Applications Development Team

2.1.1 Keith Dargie provided an update on the programme to upgrade the NASnet domain infrastructure. Work is underway to prepare for upgrading the NASnet servers, including the Domain Controllers, Exchange e-mail, File and Print and Firewall servers, to the latest Microsoft 2008 R2 and Exchange 2010 products. These upgrades will involve major upgrades and transitions, which will provide a number of benefits to the effectiveness and efficiency of the NAS IT infrastructure and deliver

updated platforms for the next few years. Significant enhancements to business continuity effectiveness and to systems failover provisions, for both NAS and ScotlandsPeople services, will be introduced at the same time. These upgrades will be completed by the summer, with regular information notices published to keep everyone up-to-date. Once these upgrades are complete, attention will turn to upgrading the NASnet desktop systems to Microsoft Windows 7 and to Office 2010. Appropriate project management arrangements and liaison with branches will be required for this phase of the programme. In the interim, upgrades to the existing NAS desktop applications will be completed late summer to ensure we have the latest versions of Internet Explorer, Adobe Reader and other useful Windows software applications and utilities.

2.1.2 Work to develop new versions of the Scottish Criminal Cases Index, Online Central Enquiries and SC1 systems is underway, which has involved discussing and analysing requirements with branch stakeholders. All of these applications will be developed in the latest software and database products, with any agreed enhanced functionality and features incorporated in the new versions. It is hoped to release the Scottish Criminal Cases Index and Online Central Enquiries in late summer, with the SC1 system slightly later. An information statement setting out the implementation timetable will be issued.

2.1.3 Work to firm-up on the approaches for the major innovation and applications development programme is underway work, which includes Keith working with Microsoft to explore solutions and business collaboration opportunities. This programme is being aligned around the on-going business strategy review. An overview of the potential programme scope and of the business and technology innovations will be discussed at a workshop in April. The programme aims and priorities will be reflected in an IT/Business Development Strategy document, which Keith will discuss with the Keepers shortly. The approved programme framework will be published in late summer, with detailed analysis and development work scheduled to begin in October. All being well, it is hoped to be in a position to deliver the first of the agreed innovation priorities for implementation from 1 April 2011.

2.1.4 A new tartan industry database application is also currently being developed, with prototype solutions available for presentation to government and industry stakeholders in the next few months.

2.2 Digital Access Team

2.2.1. Grayham Mount reported that the Digital Data Archive is ready to go live, though the transformation module is still outstanding. An Oracle product (Outside in Technology) was investigated for this transformation module but the costs obtained from Oracle appear excessive. As currently available products to convert files to XML do not meet specifications, the DDA project manager will be asked to review the solutions options.

2.2.2 Registers of Scotland have indicated that BT will perform the required file re-naming, though a completion date has not yet been given. Discussions with NAS curatorial officers will be held to determine the ingest schedule for e-Sasines.

2.2.3 Support for the RAC search tool was discussed. The NAS Helpdesk services provide front-line technical support for this application, which rarely requires involving BT support. Keith Dargie therefore intends to consider the BT support contract and submit proposals to senior management.

2.2.4 It was noted that NAS has accumulated some legacy digital records. These may be ingested into the DDA in due course.

2.2.5 In the future DIU will provide a weekly transfer of Whole Sasine Volumes imaged via a USB drive with RoS.

2.2.6 DIU imaging projects were discussed. There are over 4000 UCS volumes in total and 68% of these have been imaged. The remainder will be finished by mid April 2010. GD55's have been completed and Alan Borthwick will provide quality assurance on the copies. 30% of the SCA project has been completed and the digitisation for Midlothian Council is in progress.

2.2.7 No recent progress has been made in progressing the RHP project as the plans officer has been on leave.

2.2.8 Conservation Services Branch having been imaging Mar and Kellie documents using their Apple Mac and attached Kodak scanner. These have been passed to DIU to be added to Virtual Volumes with the aim of completing these additions by April 2010.

2.2.9 It was noted that imaging for ScotlandsImages is now done as on-demand requests, which may have an impact on the original target to image 100 new image productions each month.

2.2.10 Government Records Branch are working towards the third file release event in May 2010 and digital imaging will be prepared in support of that.

2.2.11 Problems with the adding the SC70 digital images created from the digital conversion of the microfilm surrogates have been discussed with Court and Legal Records Branch. Software will be written to resolve issues caused by problematic document references.

2.2.12 The new cameras in use in GRH have contributed to a significant increase in productivity for the day and evening shifts. The new technology also provides greater transparency in monitoring production output and quality.

2,1,13 Keith Dargie outlined plans to introduce a *Services Description Document* that will detail the services and procedures for the delivery of DIU services to the organisation, as well as the procedures that branches should apply when requesting services. A new *Statistical Monitor* facility will also be introduced to improve the information available on the status of imaging projects and to help in the planning of future productions.

2.3 Online Resources Team

2.3.1 Keith Dargie explained that work is on-going to finalise an information digitisation plan that will prioritise and document the records to be produced by our internal and Family Search imaging production teams. It will also set out information publication and delivery strategies. This plan will be closely aligned with the DIU and Family Search imaging production resources.

2.4 Calm and OPAC

2.4.1 Calm performance continues to be stable. Some search requests have, however, caused the system to freeze and David Brown issued an email reminding colleagues how to best use the search facility.

2.4.2 A meeting with the Calm suppliers has been held regarding version 9. Further investigation is required to ascertain what the benefits of upgrading to version 9 will be. Other archive cataloguing options may be considered for future use, including the AtoM software under development by the ICA.

3. Information systems security

3.1 No incidents have occurred since the last meeting. Keith Dargie reported that additional Spyware filtering will be considered for NASnet.

3.2 It was noted that an assessment by a specialist company of the IT infrastructure and systems security, which will include penetration testing, will commence on 22 March 2010. A statement on the outcomes will be published to ISPG and the Security Working Group in due course.

4. Matters arising from ISPG Minutes of 9 December 2009 (circulated)

4.1 The printing problem affecting the legal search room cannot be resolved without rewriting the virtual volumes software. This will be tackled as part of the ICT Innovation and Applications Development programme, which Keith hopes to begin in Q3 of 2010/11.

4.2 The data handling training required by Cabinet Office, is scheduled for inclusion as part of an ICT and records management training package for all staff.

5. Any other business

There was no other competent business.

6. Date of next meeting

The next meeting is due to be held in July 2010.

Jenny Cutts
30 March 2010