

**Report of Information Systems Planning Group**  
**Wednesday 19<sup>th</sup> January 2005**  
**Robertson Wing Conference Room, GRH.**

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

**Apologies:** None

**1. Minutes of last meeting**

Approved.

**2. Website Hosting**

Keith provided a presentation outlining the main options for the future hosting and management of the NAS websites. The three options were: 1) continued internal hosting by NAS ICTB staff, 2) external hosting of all websites and services by a commercial services provider and 3) combined hosting by NAS ICTB staff and a commercial services provider. Keith informed the group that while issues remain with the CALM OPAC (a solution was expected from the manufacturers, DS Ltd, in January), the reliability and durability of the main web server had improved dramatically since the installation of new internal tape drive components (at a cost of around £2k), which now enabled the server to 'restart' itself when OPAC application complications are encountered. After considering each of the options and the indicative costs provided by Keith, the group agreed to make a recommendation to the Senior Management Board that option 1 be adopted. This would result in NAS continuing to host its websites internally, including the OPAC application which is currently being temporarily hosted by DS Ltd as part of their ongoing problem analysis. While the external hosting of the sites would provide comprehensive 24x7 support facilities, it was felt that the high annual charges (likely to be in excess of £20k) and the loss of flexibility in managing and developing the websites, meant that internal hosting would be better value. The group also discussed briefly the additional hardware procurement requirements and the possible changes to the working practices for ICTB and other support staff to meet any increased support expectations. It was the view of the group that the informal 'on-call' and automatic alert notifications outlined by Keith would provide sufficient out-of-hours maintenance support. The group did, however, agree in principle to external hosting of the CALM OPAC application by DS Ltd, should problems persist with this system.. Keith will present a paper outlining these issues and incorporating the views agreed at the meeting.

ACTION – Keith to submit paper on Web Infrastructure and Hosting Options for ISPG/Senior Management consideration.
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**3. ICTB targets etc., for 2005-06**

ICTB targets will be discussed and presented at the away days being held week beginning 24<sup>th</sup> January.

**4. Staffing**

Rob and Grayham explained that they would like an additional member of staff to work at TTH to deal with miscellaneous digitisation projects and tasks, as most of the current staff resources are committed to the sasines project. Dave commented that Bruno Longmore had made a similar request in a recent Management Board paper and suggested that a bid for this resource be submitted as part of the forthcoming budget round.

Keith mentioned that the ICT Infrastructure team will require an additional technical member of staff next year to enable the additional SFHS infrastructure to be supported effectively (an additional 12 servers and 192 workstations will require to be supported when the service is launched in 2006). Dave approved Keith's request to employ another work placement student from Napier University for 2005-06 to replace Paula McKillop whose 12 month placement is due to end in June.

**ACTION** – Grayham/Rob to submit a business case for an additional member of digitisation staff.

## **5. IT infrastructure**

Keith updated the meeting:

- The recommended infrastructure technical design solutions for the Scottish Family History Service will be passed to the Project Board for approval in the next few weeks. It is still the aim to have the core infrastructure in place by end of March 2005.
- The full range of digital camera workstations are now in place with the data storage devices due to be delivered shortly in line with the availability of the new accommodation for this project.
- The new server rooms are now ready for occupation although a Health and Safety certificate is still required.
- By the end of the year a basic system for remote computing will be in place to enable staff to access their e-mail and calendar facilities whilst away from the office.
- The evaluation of the new GSU workstations is now complete with the roll-out of the remaining systems planned to take place in February.
- The evaluation version of the electronic ordering system has been completed and is currently being tested. Full attention will now divert to designing and developing the full, browser-based, version. Consultation with users will begin shortly to confirm requirements and information about the work of the project will be published on *theOracle*.

## **6. Web and applications development**

Keith updated the meeting:

- The development of the new (FoI) Central Enquiry System is nearly complete and will incorporate nearly all of the original requirements.
- The on-line annual leave system has had to be postponed until next financial year due to the requirement to develop the new (FoI) Central Enquiry System.
- The Scottish Archives for Schools (SAfS) micro-site is currently being designed and constructed by the Web & Applications Development team and will be completed in line with the launch timetable.

## **7. CALM and OPAC**

Grayham updated the meeting:

- We are waiting on DS to supply version 6 of CALM and should receive this in early February. We hope that this version will resolve the load balancing problem. Conversion testing will be carried out in February. Keith suggested to David and Grayham that they should test the deployment of the new version in a phased manner to minimise the possibility of problems in each of the business area standard workstation configurations. It was agreed that Keith, Grayham and David would collaborate on this nearer the time.
- Grayham highlighted that the problem with CALM not completing its nightly re-indexing task by the start of business in the morning still remains. DS have been contacted, but they have not been able to recreate the problem and therefore do not know why this is happening. A discussion took place on how to resolve this issue. Keith suggested that if it is decided to replace the CALM server then it may be worth asking DS to build and configure it.

ACTION – Grayham is to contact Richard from DS regarding Keith’s suggestion.
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## 8. Digital Access Team

Grayham updated the meeting:

- Sasines – Last units were put in today and will be tested by next week, the workflow has been sorted out. But they are still awaiting some chairs.
- SFHS – There is pressure to get these records digitised as soon as possible to avoid impact on the related buildings and accommodation work programme.
- Adoptions – New database meets requirements with only a few minor amendments necessary.
- DDA – Ongoing, there is a project board meeting scheduled for the end of the January.
- Helen is currently working with the ICT Web & Applications Development team and Iain has now finished his SQL Server Administration training.

## 9. IS Security

Keith updated the meeting:

- There have been no known breaches of Internet access policy or virus incidents since the last meeting.
- New key boxes have been installed in the ICTB areas at GRH and TTH to store keys for the server and other restricted areas, with procedures in place to monitor controlled access to these keys.

## 10. Any other business

### 10.1 GIS

A paper was submitted by John McLintock on the use of GIS in The National Archives of Scotland. It was agreed that a decision will have to be made regarding GIS before September 2005 if we are able to obtain access to subsidised geographical data and that this will be discussed fully at a follow-up meeting. Keith also stated that should it be decided to actively pursue and develop GIS solutions then it would be necessary to identify an additional system administrator resource for this system. This may include undertaking specialised training in the support and development of GIS.

## **10.2 PC leasing scheme**

Dave requested an update on the PC leasing Scheme from last meeting. Keith informed Dave that he had not seen anything more on the SE intranet regarding this and will continue to monitor developments.

## **11. Date of next meeting**

Will be scheduled for early May. An interim meeting to discuss in more detail the paper submitted by John McLintock on the use of GIS in The National Archives of Scotland will be arranged in due course