

Implementation Steering Group Note of Meeting held 13 June 2013

Meeting Chair: Alison Turton

Meeting Secretary: Kiara King

Attendees: Victoria Brown, Kiara King, Alex Ritchie, Alison Rosie, Vicky Stretch
Alison Turton, Janice Miller.

1. Apologies

Kevin Wilbraham, Janice Miller, Rowan Brown, Lesley Richmond, Kenneth Dunn, Kirsty Lingstadt and Leo Forman.

2. Minutes

Minutes of the previous meeting were approved.

3. Matters Arising

• BASIG update

Although BASIG haven't met for six months, Alex had circulated an update along the lines of what he would've prepared for BASIG about his activities, business archive news and events. He also reported that the strategy for England and Wales had recently been translated into Japanese for a publication there. He also provided more details about the University of Hertfordshire event happening next week.

• Case Studies

Kiara reported on the new case study for Harris Tweed Authority and Tasglann nan Eilean Siar that had been published. Plus drafts for two case studies on records saved in partnership with insolvency practitioners.

The group were asked to consider how we can best use the case studies we have for new purposes and whether there are gaps in the topics and subject areas that we have already covered. Victoria mentioned that Standard Life could be a good new case study, particularly as they have recently appointed an archivist and engaged with the strategy from the outset..

**All to review existing case studies and contact Kiara with ideas.
Kiara to ask Standard Life about contributing a case study.**

Future case studies were discussed and Rowan is going to investigate a Telford case study and Kiara had already raised with Karla Baker at NLS the possibility of writing up their 'artist in residence' project as a case study once it was completed.

• Insolvency Practitioners

Alison T reported that a letter has now been sent to the chair of the IPA from Lesley (as chair of BACS) and we will await their response. When last contacted BAC had not received a response to their own earlier letter. Once the letter approach has been tried we will work on some material and a message to send direct to the major insolvency firms in Scotland.

On a related note, Kiara updated the group on discussions she had had with the Scottish Industrial Heritage Strategy Group on the possibility of joined up action in response to sites and records at risk. They were keen that if we decide to contact

individual firms or administrators that we stress the importance of artifacts and built heritage as well as records. It was felt that a joint approach should be worked out between heritage sector representatives with a list of contacts rather than asking administrators to contact museums, archivists and built heritage curators.

Kiara to liaise with Scottish Industrial Heritage Strategy Group on this.

4. Working Archive

Since the last meeting the campaign had been launched and Alison T commented that thanks to the excellent website and exhibition the campaign had gotten off to a great start. She particularly thanked Tristram Clarke at NRS, Kiara King and others who had been involved in making the Scots at Work exhibition happen.

The successful visit by Fiona Hyslop to the exhibition last week was discussed and how we might follow it up. Hyslop had made much of drawing out the connections between archives and business in the past and current activities and relationships. For example, the Scottish engineers who made the Singapore bridge and Scottish engineers working in Singapore today. How best can we do this, to join up the story and bring it up to date?

Janice suggested a country led approach with an interactive map that would display business archive collections with international connections. This is a good idea but would be a lot of work so it was suggested to scale it back and focus initially on the archive collections used in the exhibition.

The idea of a virtual version of the NRS exhibition had previously been discussed and Kiara will follow it up. There would be scope to introduce new content from other archives in this way and include other key industries and sectors.

The group then discussed how to encourage engagement from as many of the other archives across Scotland (c.250) as possible. Some suggestions were:

- A competition managed by the SCA to encourage participation by submitting a photo. Victoria said that the SCA finds these are usually very popular. We would need it to be themed – ‘bad day at work’ images or unusual workplaces.
- The SCA are meeting with Edinburgh City Arts centre and the *Previously* history festival team to discuss a possible exhibition in November that would focus on design and creative use of business archives.
- SCA offered to target specific archives to ask them to participate and offer different levels of engagement:
 - Level 1 – submit 2-3 photos for the gallery
 - Level 2 – submit photos and a story for the blog
 - Level 3 – submit items for the virtual exhibition

**SCA to contact archives individually and ask for contributions.
SCA to plan a competition.**

Scottish Parliament event

Victoria outlined the plans for the 3 day archives event at the Scottish Parliament in October (8th-10th) that the SCA are organising. There will be a different focus for each of the three days: business archives, ancestral tourism and digital preservation.

The SCA will have a small display space in the garden lobby, they are preparing promotional material for the event which we can have an input into and they require following things from the strategy group for the business archive day:

- What messages do we want to convey to MSPs?

- Nominate 1-2 people to be there on the day to speak about business archives.
- Think about the challenges and issues business archives face and how to present these to MSPs in a factsheet.
- Suggestions of people to invite to the reception on the 9th October.

**ALL to feedback to SCA on areas mentioned above.
Kiara to circulate the invite list used for the strategy launch.
ALL to contribute to a factsheet for the Parliament event outlining our key messages to MSPs.**

5. Action Plan Update

See attached paper for detailed updates.

**Janice to provide details of LOCSCOT for Action 25.
Vicky to provide information about London study day for Action 24.**

6. Individual Reports and Updates

- NRAS reported that discussions are underway about the coal.
- SCA provided an update on Archives Accreditation plans and has been granted development funding to fully develop its second round funding bid for the Heritage Lottery Fund's Skills for the Future programme.

7. AOB

- The STICK Conference will take place on Saturday 19th September in Edinburgh
- Minutes from the Industrial Heritage Strategy meetings will be circulated.

Kiara to circulate the minutes

8. Date and venue for next meeting

The next meeting will be held in September and Kiara will set up a doodle poll to agree a date.

**Kiara to circulate details of the date.
SCA will organise a meeting room at NRS.**