

**Minutes of the  
FISH Terminology Working Group  
19<sup>th</sup> July 2018, Cannon Bridge House**

1.	<p><b>Present:</b> Phil Carlisle (Chair), Paul Adams, Sally Carter (minutes), Gill Campbell, Peter McKeague, Richard Light, Sarah Poppy, Kieran Niven, Gordon McKenna, Zhouyi Qian</p> <p><b>Apologies:</b> Sarah Orr</p>	
2.	<p><b>Minutes of the last meeting and matters arising</b></p> <p>It was agreed that the minutes of the last meeting were accurate.</p> <p><b>Period terminology</b> Peter reported back on the period terminology work he has been doing with Ceri Binding. The Period labels are now on heritagedata.org, although revision of scope notes is still required. It is hoped that this will begin after the consultation period ends in October. <a href="http://heritagedata.org/live/schemes/scapa.html">http://heritagedata.org/live/schemes/scapa.html</a> Draft scope notes and an article about the Scottish Archaeological Periods and Ages project were published on the ScARF website for feedback by the 6<sup>th</sup> October. <a href="https://www.scottishheritagehub.com/content/scapa">https://www.scottishheritagehub.com/content/scapa</a> Phil met up with Dan Miles to discuss Period Terminology and Dan was able to attend the ScARF skills workshop.</p> <p><b>BAME placement</b> Phil welcomed Zhouyi Qian to the Group. She has been appointed as the BAME placement for the next 8 weeks and will be working on the Oasis wordlists as discussed at the last meeting.</p>	
3.	<p><b>Round Table updates</b></p> <p><b>Collections Trust</b> Gordon reported to the Group about the work he is currently undertaking adding links to appropriate wordlists for the Spectrum Units of information. At present the units state “use a standard list of terms” but do not provide any recommendations or links. Gordon has published a list of terminologies and has asked if anyone is able to supply any additional resources. Gordon will distribute a form to the Group detailing how used sources can be added.</p> <p>This work is part of the agreement with Arts Council England and will bring terminologies back into the core work of Collections Trust. The 2019 Collections Trust conference will be focused on terminology work.</p> <p><b>Historic England</b> Paul reported that version 21 of the Thesauri was released in January</p> <p><i>All other work undertaken by the Group will be covered elsewhere in the Minutes.</i></p>	Gordon

4.	<p><b>OASIS Wordlists</b></p> <p>Following on from the last meeting, Paul wrote up and circulated the suggested changes to the existing wordlists. This work has been slightly superseded by the decision to delete a number of the wordlists. Sarah gave a brief overview of OASIS and the background to the major redevelopment of the system which is now over 10 years old. Functional specification has been agreed with ADS and work has now started on the redevelopment.</p> <p>Paul reported back on the additional changes made to the existing lists and these will be circulated to the Group, along with a summary of any decisions or suggestions that come out of this meeting.</p> <p>Peter will circulate the comments he had made about the changes.</p> <p>A discussion followed about the changes needed and the best way to ensure that Zhouyi is able to complete the necessary work within the timescale of her placement. It was agreed that it is important to define exactly what work is required and to prioritise accordingly. Within HE there will be weekly meetings and a detailed work plan to ensure progress against targets.</p> <p><i>In brief the following was discussed and this will form the basis of Zhouyi's work programme:</i></p> <p><b>Associated ID</b> Need to flag up redundancies, duplicates and necessary additions. Ensure new terms are mapped to legacy terms. Phil raised the issue that as we move toward integrated national systems ID refs need to be explicit rather than implicit.</p> <p><b>Reason for Investigation (Prompt)</b> Tim Evans at the ADS has circulated a revised version of this list. It was agreed that it is not currently fit for purpose and needs considerable work. It was a free text field that became a list so it needs to be rationalised and locked down, and there needs to be better guidance for the way it is used in the future. It was agreed that the list would be rationalised and then circulated for further comment. It will need to be hierarchical because it will still be a large list.</p> <p><b>Development Type</b> Needs to be separate from 'Reason for Investigation' because they are pre and post-planning processes. Create a list of broader terms and rationalise existing list. (Need to clarify if ADS are able to create structured hierarchies within the lists.)</p> <p><b>Funding</b> This list covers any organisation that has funded fieldwork. We need to move toward a more generic listing, such as Utility Company rather than 'British Gas'. It needs to be a drop down list rather than free text. It might be useful to create a basic hierarchy that allows stats to be generated showing percentages of private / public funding. After initial restructuring the list can be circulated for comment.</p>	Paul Peter
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	<p><b>Protection Status</b>  Relevant to the broader planning status but is it relevant for this list? Is it more appropriate to record that it has a protected status but not go into the detail of the nature of that status? This needs further investigation and some terms will need to be removed. It was agreed that this was a lower priority list for Zhouyi. to tackle</p> <p><b>Event Type</b>  Sarah circulated a revised Archaeological Event type thesaurus with suggested new terms and hierarchies. The Group worked through the list and gave opinions on the new and updated terms listed in red. Sarah will recirculate the list with the notes made during the meeting, and will also include related scope notes to clarify.  ADS need a quick response so everyone has agreed to review and comment back as soon as possible.</p>	<p>Sarah</p> <p>All</p>
5.	<p><b>Candidate terms</b></p> <ul style="list-style-type: none"> <li>- <b>Gill</b> submitted a list of nine terms that came out of the work with the coastal and intertidal peat database. These are specialised terms and included scope notes and NPTs. The Group agreed that these should all be added under 'Archaeological Sciences'.</li> <li>- <b>Kieran</b> submitted a term for the Event thesaurus "Burial Spaces Survey". There were some concerns that this would open up the list to multiple types of survey but it was felt that with a good scope note highlighting that it is a specific methodology, that this could be accepted. The term has come out of the Discovering England Burial Spaces (DEBS) survey. Would "Burial Ground Survey" be a better term? Kieran agreed to get a little more background information, develop the scope note and add PTs and NPTs so that the term can then be accepted.</li> <li>- 3000 terms needed to be reviewed after Tanja's work on candidate terms. 1200 terms have been pre-processed but the rest will need to be reviewed. The Group discussed the best way to proceed with this work. Gordon suggested that we develop a methodology for how this list needs to be sorted and set criteria that can be used to make decisions. Phil agreed to discuss this further with Tanja. With these criteria in place it should be possible for HE to make an initial sort through the list to weed out any obvious reject terms. Remaining terms can then be sent out to the Group for review and discussion, with final decisions being made at the next meeting. If the list is still large after the initial sort we can look to work on small batches at every meeting. We will then have developed suitable documentation for the reasons behind the rejection of terms and these can be stored online for future reference.</li> </ul>	<p>Kieran</p> <p>Phil / Tanja</p>
6.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>- Peter reported that Jacob O'Sullivan, Collections and Engagement Manager at Museums Galleries Scotland, has shown interest in controlled vocabularies and the object name thesaurus. The Group agreed that this was a useful development and that we should ensure that he is kept up to date with the work of the group.</li> </ul>	

	<ul style="list-style-type: none"> <li>- <b>Future of the Group</b> – the TWG will remain as a standing group within FISH with an annual meeting supplemented by online communication between meetings. The number of meetings can be increased if the work load demands.</li> </ul>	
7.	<b>Date and time of next meeting:</b>  December 2018 – details to be confirmed	