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| **Minutes of the**  **FISH Terminology Working Group**  **13th December 2017, Cannon Bridge House** | | |
| 1. | **Present:** Phil Carlisle (Chair), Paul Adams, Sally Carter (minutes), Gill Campbell, Peter McKeague, Richard Light, Tanja Watson, Sarah Poppy  **Apologies**: Helen Geake | |  |
| 2. | **Minutes of the last meeting**  It was agreed that the minutes of the last meeting were accurate. |  |
| 3. | **Funding bid for lithic terminology work (Phil)**  Phil has agreed that this will be drafted by the end of January 2018 and will focus on funding for lithics terminology. This has been identified as a terminology gap for a number of projects. **Action:** A brief will need to be prepared and put out to tender.  The Group discussed the detail of such a funding bid. It was agreed that the duration of the project is likely to be 12 to 18 months due to the need for consultation. An initial cost estimate of 7-10k was proposed and this would cover co-ordination of meetings, consultation and travel costs. If the project is expanded to cover all periods the funding may need to rise to 15k.  It was agreed that it should have UK coverage and other UK Heritage organisations other than Historic England could be approached to contribute to costs.  It was agreed that a sensible first step would be to pull out a list of all existing lithics terminologies as a starting point to assess the necessary scope of the work. **Action:** Tanja agreed to take a look at this. | Phil  Tanja |
| 4. | **Period Terminology**  Following on from the work done on the period term list for the Palaeolithic and Mesolithic, Gill reported that a number of English HERs were unhappy with the overlapping date structure. Some software struggles with this concept but putting definite start and end dates on period labels is problematic.  *The Group has agreed that we cannot allow Period terminology to be dictated by specific software issues and that we need to develop fluid dating with overlapping period boundaries*  Pete reported that Historic Scotland are working on a project with Ceri Binding to look at period terminology. This is being driven by Oasis and the need for consistency for the Research Framework. **Action:** Pete agreed to report progress back to the Group.  Phil has taken a look at PAS period terminology and found the same inconsistencies and problems common across other lists.  **Action:** Phil will also contact Dan Miles to discuss Period terminology. | Peter  Phil |
| 5. | **OASIS Wordlists**  Following on from the last meeting, Paul has mapped Oasis terminologies against established controlled vocabularies. Each of the 19 Oasis wordlists have been mapped against FISH thesauri, HE AMIE Authority files and the ALGAO wordlists.  The Group agreed that it was very useful to see this mapping across terminologies and that it highlights that the lists are a bit of a mess with mixed concepts and duplicated terms. Pete pointed out that some of the terminologies are streamlined through the Oasis forms and seeing the lists separated from the forms is a little misleading.  The Group worked through the pros and cons of the wordlists, identifying if there are existing lists that can be used, if there is a need to adapt lists currently in use and the need to tidy. FISH has agreed to help if these lists need further work.  **BAME placement**. Gill suggested that improving some of these wordlists would be an excellent project for a BAME placement within HE. Tasks are normally 4 to 8 weeks. **Action:** Phil to talk to Gill about taking this further.  **Action:** Paul took detailed notes of suggested changes and will write these up as a guide for future work.  In brief the following was agreed:  **Archive contents**  This list should contain terminology relating to the physical archive only. At the moment it is attempting to combine different concepts. Media terms should be removed and put into Archive media. The Archaeological Objects thesaurus can provide object terminology and FISH can give further guidance.  **Archive media**  Should contain terminology relating to the paper/digital archive only. The THRED thesaurus can provide terminology.  **Associated ID**  Generate a list of types from “allowed systems”. The current list is fine but needs to be expanded.  **Brief**  Has been removed  **Development Type**  Presumably this relates to the type of work taking place and could be useful for generating stats. At present some terminology is too specific and needs to go back to broader terms. ALGAO’s ‘work proposed’ list needs to be aligned and updated. Potential for a BAME placement to look at this list. **Action:** Phil to talk to ALGAO.  **Funding**  Should the list be types of funder or specific names of funding bodies? A two tier structure might be the best solution with broad types as level one and specific funders sorted by type at level two. If we stay with a one level list we may need to narrow down to only include the broad type of funder. How often are terms in this list used? If rarely they need to be removed. Potential for a BAME placement to look at this list.  **Geology England**  Use British Geological Survey  **Geology Scotland**  Use British Geological Survey  **Geophys type**  Use Event Type thesaurus – (Geophysical Survey hierarchy)  **Geophys instrument**  Should this link to the Common Procurement Vocab (CPV)? This is used for procurement of scientific equipment, and is commonly used for EU research bids. We need to create a controlled list that can be added to as required.  **Investigation type**  Use Event Type thesaurus.  **Land Use**  We need some clarification on where these terms originated (REP93?). Very close mapping to AMIE: Land Use which came out of Recording England’s Past. This was from the early 1990s and needs updating. Potential for a BAME placement to look at this list.  **Method**  Use Event Type thesaurus.  **Period Type**  Use HE Period list. (See discussion on Period Types above)  **Planning**  The creators of this list need to ask curators what they would like to see recorded.  **Project Type**  Use Event Type thesaurus.  **Prompt**  Rename the list ‘Reason for Investigation’ and separate the terminology it contains from Investigation type and Planning regulations. It would be useful to work out what stats need to be produced through this list and refine the list accordingly.  **Status**  Change to ‘Protection Status’ and add more marine terminology and expand to incorporate all protection status’  **Survey** – being removed | Phil / Gill  Paul  Phil |
| 6. | **Thesaurus Revision**  Tanja has produced a large list of terms (1100) composed of all candidate terms for the artefact thesaurus submitted since 1992. This includes terms previously rejected by the Group.  As previously discussed, lithics terminology will be removed from the list for separate discussion.  In the meeting the Group worked through all the terms previously tagged as ‘rejected’.  **Action:** It was not possible to work through all the rejected terms and the Group has agreed to look at the remaining outstanding terms and send any feedback through to Tanja for discussion and review at the next meeting.  **Action:** Sally and Gill agreed to work up a scope note for Furnace fitting (and possibly kiln pad / kiln structure)  **Action:** Tanja took detailed notes of the decisions reached and will edit the list accordingly and distribute to the Group. | All  Sally / Gill  Tanja |
| 7. | **Graffiti**  The Group briefly discussed graffiti terminology. It was agreed that terms such as ‘street art’ were valid but that there is a need to create a defined list of terms for capturing the various forms of graffiti. There wasn’t enough time for a full discussion and this issue will be carried over to the next meeting. |  |
| 8. | **Date and time of next meeting:**  To be arranged. | |