



SCOTTISH WORKING GROUP ON OFFICIAL PUBLICATIONS (SWOP)

Minutes of meeting, held 2.00pm Thursday 10th Feb 2011, National Library of Scotland,
Causewayside Building, Edinburgh EH9 1SL

PRESENT:

Brotchie, Nick (Scottish Law Commission)

Dodson, Ariel (Scottish Government)

Donnelly, Leisa (R.R. Donnelley)

Hill, Paulette (Historic Scotland)

Laing, Fiona (National Library of Scotland) *Secretary*

McAdam, Alan (McRoberts)

McParland, Fiona (R.R. Donnelley) *Chair*

O'Brien, Karen (City of Edinburgh) *Treasurer*

Stevenson, Liz (University of Edinburgh)

Stirrat, Edna (Scottish Parliament)

Struther, Shona (TSO)

Tivey, Jill (SASA)

Usher, Jan (National Library of Scotland)

Valenti, Kirsteen (University of Glasgow)

Wilson, Sharron (Advocates Library)

Wright, Fiona (APS Scotland)

APOLOGIES:

Borthwick, Helen (General Register Office for Scotland)
Carroll, Lucy (UWS)
Carson, James (SEPA)
Creek, Helen (OPQS/The National Archives)
Evans, Jill (SCURL)
Guite, Candace (Stirling University)
Higgison, Morag (Scottish Government)
Lynch, Neil (Scottish Government)
Rosie, Alison (Aberdeen City Council)
Ross, Alison (Scottish Government)
Turkington, Sandra (Scottish Government, Legal Directorate)
Waldhelm, Roddy (Scottish Government, Legal Directorate)

2. Minutes from AGM 25th November 2010

Corrections –

- 4. should read APS and not ASP
- 10. should read ‘put on the website’

3. Matters arising

Karen O’Brien will take over as Treasurer from Jill Evans from this meeting onwards.

Kay Munro who was one of the founding members of SWOP will no longer be involved in the Group. The Chair wished to note the huge contribution that Kay has made during her time as Chair of SWOP, her involvement on the Business Committee and her knowledge and expertise of Official publishing will be greatly missed.

James Carson from SEPA, who has also made a significant contribution to SWOP over the years, has taken voluntary severance. It is hoped that someone else from SEPA will be able to attend meetings in his place.

4. Business Committee –

FMcP made a plea for volunteers to join the Business Committee. It is not an onerous task and does not require you to attend every meeting. The Committee should rotate on a yearly basis to ensure that the committee is refreshed and new ideas are put forward.

FMcP also highlighted the need for members to get involved in the Education Committee. At a time when people are struggling to get away from work and there is a pressure on everyone’s time SWOP needs to develop new ways of keeping everyone up to date and delivering training in the most effective way.

KV has volunteered to migrate the SWOP website as a first stage.

5. Reports

Treasurer's report

No comment

Scottish Parliament

The Official Report has been reengineered and the content is now held on a database. This approach has been replicated in Westminster and Northern Ireland. There will be a printed and electronic version issued simultaneously with ISBNs and following that an e-version with revisions issued with another ISBN. Until the Scottish Parliament website is relaunched on the 5th May the revised copies of the Official report will only appear in the Official Report section of the website and committee reports appearing in the committee reports section will not have these corrections.

There followed a discussion on how to spot a revised edition as there will be nothing on the front cover to state this. The only alert is on the back page of the document. It was agreed that there was a need to have some indication on the front page or footer of the front page to indicate that the copy was revised one. Both the original and the revised copies will be archived on the site.

Any feedback on these changes should be sent to Edna Stirrat

edna.stirrat@scottish.parliament.uk or Fiona McParland fiona.mcparland@rrd.com as soon as possible.

Correction to these minutes

Please note that Fiona McParland made an error in the above discussion. When the revised e-version becomes available it supersedes all earlier versions in all areas of the Scottish Parliament website. This means that the revised e-version can be found either through the Committee Pages or through the Official Report pages areas of the website. When the revised e-version is published, the original version is no longer available to view on the Scottish Parliament website.

Apologies for this error and for any confusion or inconvenience caused. *Fiona McParland*

Nick Brochie had contact Michael Peters at the SP re the publication schedules for the Passage of Bills series and reported that they hoped to have these available by the end of March for session 2. FMcP will put this on the Daily List when available.

SP Bibliography – July 09- June 10 will be available by April/May 2011. July 2010- June 2011 will be available by the end of 2011.

If you are not on the distribution list or have changed your details please contact Edna edna.stirrat@scottish.parliament.uk

RRD - no comments

APS – no comments

TSO –

TSO have won the contract for OPQS starting from 1st Feb. which will include non print material.

OPQS –

No report. FMcP will contact.

Break out session – response to SCOOP article “Where have all the OP’s gone”
Responses from the groups will be collated by FMcP and circulated shortly.

6. SWOP Activities

SWOP website – Please email Kirsteen K.Valenti@lib.gla.ac.uk with your comments on the site. We need to know what you use the website for and what you would like to see on it. It’s your website it does what you need it to do.

Skills Survey – Please complete this as it will allow us to have a list of digital collections and assets. All the information will remain confidential and will not be given out without your consent. If you require the template to be sent to you please contact fiona.mcpaarlund@rrd.com

Manifesto – We have been contacted by SCOOP to ask if they may use the SWOP Manifesto and adapt it for SCOOP. It was agreed that this could go ahead.
It is hoped that Andrew Coburn, chair of SCOOP, might be able to attend one of this years SWOP meetings and give a short talk on the work of SCOOP.

Directory – It was hoped that the information received from the Skills Survey could be used to update the Directory however as so few replies have been received KV will be contacting libraries directly regarding updating their entries.

Seminar – Introduction to Social Media for the work place.

This is going ahead on the 3rd March 2011 at Victoria Quay. The SWOP blog will be used during this workshop and each delegate given access and encouraged to Blog about the day.

Future meetings – Dates for 2011 – 2nd June – Edinburgh venue tbc
1st Sept. – Glasgow venue tbc
24th Nov – AGM venue tbc

Speakers being sought for meetings – Andrew Coburn (SCOOP) Paul Cunnea (NLS web archiving) Emma Armstrong (Scottish Parliament) Veronica Denholm (NLS – disability software) Cecilia McIntyre (UK Statistics Authority)

If anyone would like to promote their collection by giving a short presentation to SWOP (15-20 mins) or can recommend a speaker please contact f.laing@nls.uk
We are always looking for venues to hold our meetings. If you can offer accommodation please contact f.laing@nls.uk

Fiona Laing
SWOP Secretary
15th March 2011

SCURL SWOP Plenary of 10th February 2011. Treasurer's Report.

SCURL SWOP Plenary 10th February 2011.
Treasurer's Report.

The balance in the current account at 24th December 2010 was £3367.17.
Miscellaneous expenses since that date of £73.32 will be accounted for in the next
statement received from the Bank of Scotland.

I will be working with Karen O'Brien to advise on the Treasurer's responsibilities
and I am most grateful for Karen's assistance with respect to this duty pertaining to
SWOP's activities.

Jill Evans
SCURL 7th February 2011.

(SCURLSWOP100211TreasurerReport)



SCOTTISH PARLIAMENT REPORT TO SWOP MEETING – 10th February 2011

The 2008 – 2009 Bibliography of Scottish Parliament Publications

The Scottish Parliament Bibliography covering June 08 to June 09 will be available in due course.

Scottish Parliament Leaflets

[Voting and the Scottish Parliament](#) – This new leaflet which was launched last week explains how you register to vote, what is involved and how your vote will count.

The following leaflets have had their content updated and have been reduced in size from A4 to 1/3 A4. They will be available after the election.

They are:

The Scottish Parliament and the Scottish Government - what is the difference?

This leaflet clarifies the roles of the Scottish Parliament and the Scottish Government.

MSPs, MPs, MEPs, councillors – who does what?

This leaflet explains the roles of the different elected representatives you have in Scotland, what they do and how to contact them.

How the Scottish Parliament Works.

This leaflet is an introductory guide to the Parliament and its work and is being produced in a series of languages.

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RR Donnelley Report for SWOP – 10 February 2011

Scottish Parliament Publications

Since the last SWOP meeting the Scottish Parliament has published the following Bills:

Scottish Parliament Bills

Children's Hearings (Scotland) Bill [As Passed]

(Scottish Parliament Bills, SP Bill 41B, 2010 (Session 3) 9781406170139 £21.30)
<http://www.scottish.parliament.uk/business/bills/billsInProgress/index.htm>

Patient Rights (Scotland) Bill: Marshalled list of amendments for Stage 2

(Scottish Parliament Bills, SP Bill 42-ML, 2010 (Session 3) 9781406170375 £1.80)
<http://www.scottish.parliament.uk/business/bills/billsInProgress/index.htm>

Forth Crossing Bill (As Amended at Stage 2): Revised Explanatory Notes

(Scottish Parliament Bills, SP Bill 33-EN, 2010 (Session 3) 9781406170672 £6.30)
<http://www.scottish.parliament.uk/business/bills/billsInProgress/index.htm>

Forth Crossing Bill: Marshalled List of Amendments selected for Stage 3

(Scottish Parliament Bills, SP Bill 33A-ML, 2010 (Session 3) 9781406170764 £0.30)
<http://www.scottish.parliament.uk/business/bills/billsInProgress/index.htm>

Historic Environment (Amendment) (Scotland) Bill: Marshalled List of Amendments for Stage 2

(Scottish Parliament Bills, SP Bill 43-ML, 2010 (Session 3) 9781406170818 £0.60)
<http://www.scottish.parliament.uk/business/bills/billsInProgress/index.htm>

Patient Rights (Scotland) Bill [as amended at Stage 2]

(Scottish Parliament Bills, SP Bill 42A, 2010 (Session 3) 9781406170917 £2.10)
<http://www.scottish.parliament.uk/business/bills/billsInProgress/index.htm>

Forth Crossing Bill [As Passed]

(Scottish Parliament Bills, SP Bill 33B, 2010 (Session 3) 9781406170979 £15.00)
<http://www.scottish.parliament.uk/business/bills/billsInProgress/index.htm>

Historic Environment (Amendment) (Scotland) Bill: [As Amended at Stage 2]

(Scottish Parliament Bills, SP Bill 43A, 2010 (Session 3) 9781406170955 £6.60)
<http://www.scottish.parliament.uk/business/bills/billsInProgress/index.htm>

Wildlife and Natural Environment (Scotland) Bill: 1st Marshalled List of Amendments for Stage 2

(Scottish Parliament Bills, SP Bill 52-ML1, 2010 (Session 3) 9781406171143 £2.40)
<http://www.scottish.parliament.uk/business/bills/billsInProgress/index.htm>

Wildlife and Natural Environment (Scotland) Bill [as amended at stage 2]

(Scottish Parliament Bills, SP Bill 52A, 2010 (Session 3) 9781406171815 £9.90)
<http://www.scottish.parliament.uk/business/bills/billsInProgress/index.htm>

Budget (Scotland) (No.5) Bill: Accompanying Documents

(Scottish Parliament Bills, SP Bill 62-AD, 2011 (Session 3) 9781406171877 £0.15)
<http://www.scottish.parliament.uk/business/bills/billsInProgress/index.htm>

APS Report for SWOP – 10 February 2011



The following Scottish Government publications have published between the last SWOP meeting, 25 November 2010 and 10 February 2011;

	Printed	Online
December	9	100
January	16	66
February	1	24

****Online statistics include both Web-only publications and those produced in both electronic and printed formats.***

Unless specifically stated in the Daily, Weekly or Monthly listing, Scottish Government publications can now be obtained from BookSource, 50 Cambuslang Road, Cambuslang Investment Park, Glasgow G32 8NB. Tel: 0845 370 0067, Fax: 0845 370 0068, Email: scottishgovernment@booksource.net

To register for an email copy of the Scottish Government and Collaborative Publication Listing please send your details to publicationlisting@apsgroup.co.uk

TSO REPORT FOR SWOP MEETING –
9th February 2011

The following ASPs and ASP ENs have published between the last SWOP meeting (on 25th November) and 9th February 2011.

ASPs:
- 2010

ASP No.	Act Title	ISBN	Date of Publication
17	Housing (Scotland) Act 2010	9780105901631	16/12/2010
18	Alcohol etc. (Scotland) Act 2010	9780105901648	21/12/2010

- 2011

1	Children's Hearings (Scotland) Act 2011	9780105901659	17/01/2011
2	Forth Crossing Act 2011	9780105901662	27/01/2011

ASP ENs:

ASP No.	Act Explanatory Notes Title	ISBN	Date of Publication
2010 13	Criminal Justice and Licensing (Scotland) Act 2010	9780105911463	13/12/2010
2010 17	Housing (Scotland) Act 2010	9780105911470	16/12/2010
2010 18	Alcohol etc. (Scotland) Act 2010	9780105911487	21/12/2010

There has been a total of 145 Scottish Statutory Instruments published since the last SWOP meeting, along with 121 corresponding Explanatory Notes and 16 SSI Correction Slips.

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