

SCOTTISH WORKING GROUP ON OFFICIAL PUBLICATIONS (SWOP)

Minutes of meeting, held 2.00pm Thursday 2nd Sept. 2010, Graham Hills Building,
Strathclyde University, Glasgow.

Present:

Davinder Bedi	Booksource
James Carson	SEPA
Liesa Donnelley	RR Donnelley
Candace Guite	Univ. of Stirling
Richard Goodwin	TSO
Morag Higgison	Scottish Government
Paulette Hill	Historic Scotland
Fiona Laing (Secretary)	National Library of Scotland
Alan McAdams	MacRoberts LLP
Fiona McParland (Chair)	RR Donnelley
Alan Pawsey	OQPS
Alison Ross	Scottish Government
Gareth Ryan	Univ. of Strathclyde
Edna Stirrat	Scottish Parliament
Jan Usher	National Library of Scotland
Louise Wilson	Booksource
Fiona Wright	APS Group

Apologies:

Nick Brotchie	Scottish Law Commission
Ariel Dodson	Scottish Government
Jill Evans (Treasurer)	National Library of Scotland
Liz MacKie	Univ. of Aberdeen
Kay Munro	Univ. of Glasgow
Karen O'Brien	Edinburgh City Library
Liz Stevenson	Univ. of Edinburgh
Shona Struthers	TSO
Jill Tivey	SASA
Sandra Turkington	Scottish Government
Kirsteen Valenti	Univ. of Glasgow
Roddy Waldhelm	Scottish Government

Minutes of last meeting, 20th May –

Corrections- Alan McAdams should be recorded on the list of apologies.
Minutes agreed.

Matters arising –

Volunteer required to serve as Treasurer before next meeting.

Additional person required for the Education Sub group preferably with IT skills.

SWOP Manifesto

Fiona McParland will circulate this to the membership as a word document.

Amendments and comments can be made to the document and then returned to Fiona by the end of Sept. Fiona will collate responses and feedback to the group.

Skills Survey

The Skills Survey will be used to share members' expertise within the group. The Business Committee will be the only ones who will have access to the information and it will not be given out without the persons consent. This information could be moved to a 'members' only' part of the site to allow easier access.

There was a break out session to discuss the survey and members roles within their organisations.

The 'collection' information on the skills survey will be used to update the SWOP directory. Fiona Laing will collate this information.

Financial statement-

SWOP balance at 26th August is £3,853.82

Scottish Parliament report –

A copy of the Scottish Parliament Bibliography has now been sent to each institution represented on SWOP.

RR Donnelley report

Anyone who requires an extra copy of the Scottish Parliament Bibliography should contact Lisa Donnelly liesa.donnelley@rrd.com

RR Donnelley has new telephone numbers which can be used immediately. The old numbers will cease from the end of September.

TSO report – as attached.

APS Group – as attached.

OQPS-

Legislation.gov.uk will launch at the end of Sept. Not everything is on the site yet and there will be a new release within the next 10 days. The legislation part of the OQPS site will close with the information moving to legislation.gov.uk as will the SLD site.

The feedback so far has been mostly positive.

The Click Use licence will soon be replaced by Open Government Licence Framework. It is thought that this will be used by all Government and Public sector organisations and eventually all public sector information will be covered by the licence.

Legislation is down since the election. The bound acts of the Scottish Parliament will be available in the next couple of weeks.

Although OQPS now have no statutory requirement to provide printed copies of Statutory Instruments they will continue to do so. There is a major change to Scottish Statutory Instruments – the distinction between General Scottish Statutory Instruments and Local Scottish Statutory Instruments will disappear and they will all be called Scottish Statutory Instruments.

The meeting was followed by a presentation by Davinder Bedi, Managing Director of Booksource the company that distributes material for the Scottish Government. Booksource is based in Glasgow and was established in 1995 by Publishing Scotland. Presently they have 72 client publishers – 7,000 live titles – 5 million books in their warehouse.

Booksource work on behalf of publishers to receive and store books, collect, process and fulfil customer orders, invoice and collect cash. This allows publishers to concentrate on the publishing side of their business and leave the distributor to handle the complexities of supply and satisfying the customer.

The challenges for the future will be the changes in buyer and market behaviour and if the physical product will even exist. They will continue to act as transaction managers whether they are delivering printed material or the e-product. They will use the same skills in a different environment.

Further information on Booksource available from davinder@booksource.net

SWOP activities

Fiona McParland encouraged all members to post on the SWOP blog. If you haven't registered you can contact Kay Munro (k.munro@lib.gla.ac.uk) for details.

AOB

Fiona McParland wished to record SWOP's appreciation of Tori Spratt's contribution to SWOP now that she has left her post at the Scottish Parliament. Tori came up from the House of Commons and made a great contribution to the setting up of the Scottish Parliament Information Service.

As this was Alan Pawsey's final meeting before his retirement on the 8th Oct. Fiona wished to record the Group's thanks for his contribution to SWOP. His knowledge and expertise will be sorely missed. Alan first SWOP meeting was in 1993 when there was no Scottish Parliament or Victoria Quay and HMSO was at the Gyle. Fiona made a presentation to Alan on behalf of SWOP members and extended an invitation to attend SWOP's AGM in November.

Fiona thanked Gareth Ryan for his hospitality.

DONM: 25th November 2010 [St Andrews House, Edinburgh].

