



The Scottish Parliament  
Pàrlamaid na h-Alba

# **Web and online project: recommendation on core parliamentary information (previous session content)**

**25 January 2021**

**Reference: LG(2021)Paper 002**

## **Executive summary**

1. In relation to the Parliament's information there have been two key challenges for the web project. Firstly there was no clearly defined and agreed set of Core Parliamentary Information (CPI) i.e. what information should the Parliament ensure is available in perpetuity and secondly how do we as an organisation ensure that our wide range of users can access that information without us having to maintain every piece of the information on our public facing website
2. The first challenge has been resolved, a working group was set up, a clear and defined list of Parliamentary information was agreed, with accompanying exceptions, and this was ratified by the Web and Online Project Board and then by Leadership Group. The agreed list of CPI is included as an appendix at the end of this paper.
3. This paper concentrates on the second challenge, how to make CPI available to our wide range of users. The current website is a platform with no formal archiving or content management in place. In effect, the current platform has grown organically since 1999 to the present day with the current website presenting CPI in various different ways and to different standards. The good news for our staff is, if you've grown up with it and learned where to find things, you will have the knowledge to find what you are looking for. If you are a less sophisticated user with less knowledge you will struggle; this is borne out by our considerable user research.
4. There is also limited interest in much of the historical information i.e. pre the current session in terms of the volume of users accessing this information; this is proven through analysis of the traffic to the site and enquiries for this information. It is appreciated that volume of requests is not the only angle to consider this from and that a single urgent request for information can be high priority. Appendices 1 and 2 provide a flavor of the interest in information in terms of web traffic and enquiries.
5. The purpose of this paper is to provide Leadership Group with an update on the approach and options for ensuring that CPI is available in perpetuity, the options

for doing so and the recommendation to integrate the new website with the NRS web archive service.

6. The project is asking Leadership Group to agree to the approach and recommendation being proposed.

## Issues and options

### The problem statement

7. One of the challenges for the organisation is how to ensure that we retain access to CPI in perpetuity without continuing to retain all information within the Parliament's content management system which would of course over time become unmanageable, as has been the case with the current site. This in turn leads to ineffective search and findability of information.
8. One of the intended outcomes of the web project is that we are able to switch off the current online platform (OpenText and associated services) and replace it with the new cloud based beta service, moving the new service from being beta to being the primary website of parliament.
9. To allow this to happen, we have to agree how we manage the CPI published on the website from previous sessions. The question is what is the best way to do this?
10. Over the years, different approaches and priority has been given to previous session information. The information exists but finding it can be challenging and generally requires expert knowledge to find. In some ways we are being transparent because the information is available online, but we have not made it easy to navigate.
11. The approach to previous session information has not, until now, been strategic or, sustainable but there is now an opportunity to resolve that issue. If we are to realise one of the benefits as set out in the web & online roadmap to have a cleaner, leaner and more secure web estate we must now take that opportunity.
12. The main problems are that previous session information resides in a multitude of places and is not presented in a consistent way. For example:
  1. Official Report, all sessions, is available via Official Report (but is not crawled by NRS Web Archive and is 'invisible' to offsite search such as Google search and much of our own site search.
  2. Legislation sessions 1 to 5 is available via the Open Text site (current website)
  3. Committees Sessions 1, 2, and 3 are in the online Archive with Sessions 4 and 5 on the Open Text site
  4. Minutes for Votes & Motions are available via Archive to 2011; with all sessions available via Votes, Motions, Questions and Answers search
  5. Journal of the Scottish Parliament sessions 1 & 2 are available via the Archive

6. Business Bulletin 1999 to 2011 is available via the Archive; current session on BB application and the remainder stored on the current OpenText site.
7. Research briefings for the current session are available via Fonto with previous session information spread across the OpenText site and archive site.
8. And so on....

13. The balance we are trying to reach with the recommended approach, is to ensure that previous session information is available and findable whilst retaining the primary focus to be user led and concentrate on the primary user need which reflects accessing current information.

### **The National Records of Scotland role in web continuity**

14. NRS exists to select, preserve, and make available the national archives of Scotland in whatever medium is presented. A memorandum of understanding between NRS and the Parliament ensures that public records of enduring value, captured by the Parliament, which are of parliamentary provenance and worthy of permanent preservation for their historical, cultural and research value, as determined by the Keeper are captured and preserved.

15. It has become clear that there are colleagues who regard the Parliament's website as the record of parliament which has led to an over-reliance on it as an internal information source. Our records (including historical records for archiving with NRS) are held within SPShare and other repositories. Duplicate records on the website are convenience copies (see pg.11 Records management procedures) and as an organisation we should ensure that any records duplicated on the website have their original record in SPShare (or other agreed repository e.g. EditOR).

16. The website is about managing information and content, it should not be confused with our obligations to maintain and retain records. It is also important not to confuse formal records and the NRS' role with information we make available on our website and the NRS Web Archive which is the focus of this paper.

### **NRS service for web continuity**

17. The NRS captures and preserves the websites of selected organisations who deposit records with NRS. Archived content is preserved and made freely available to the public online in the NRS Web Archive. The Service also offers the opportunity for our stakeholder bodies to connect their live website with the NRS Web Archive, helping them to preserve the chain of their online information via 'web continuity'.

18. The approach set out in our recommendation is to both connect our live service to NRS but also do additional content work for previous session information to make this even better than the standard continuity service (see option 3 later in paper).

## **Current position: what aspects of CPI are available currently via the NRS Web Archive?**

19. The NRS web archive tool currently crawls the current website and the new beta site. This means that continuity copies of the website are made available via the NRS web continuity service. This is one of the services that NRS offer to organisations (like the Parliament) and then to the public as part of their remit to support national archiving and provide access to this information. Most of the parliament's public websites are currently crawled by the NRS service, there are some gaps.
20. The web and online project team have completed analysis which identified what is and is not successfully crawled by NRS. Part of the web beta development work includes making some of the 'gaps' crawlable – such as Official Report which is currently NOT crawlable on the current website but will be in the beta version.
21. Finding information such as current session Committee Reports and Research Briefings are available on the digital publication fonto platform. The digital publications platform is not currently crawlable via the NRS archive. A further piece of work will need to be taken forward to federate beta search into the digital publications platform and development work completed on the digital publications platform to ensure the NRS web archive can index this content. This work will not be completed within the duration of the project but will be taken forward as follow on recommendation from the project to complete this work.

### **Options considered**

22. The following options have been considered to ensure CPI is available to users once the OpenText environment is switched off. The options are set out below including benefits and disbenefits of each approach along with a recommended way forward.

#### **Option 1: Rely solely on NRS web archive for previous session information**

23. Rely solely on [NRS Web Archive](#) to service previous session information. This would mean that users would need to know that if they were unable to find information on our website they should then go to the NRS and search again
  - a. To follow content strategy, we believe findability will be served by making this content findable from the new website. Only having some of this information findable on the [NRS Web Archive](#) and not from beta goes against the 'findability' principle of content strategy.
  - b. The user experience of relying solely on the [NRS Web Archive](#) to serve this information means that users have to search from two different locations to access parliament CPI.
  - c. Enquiries from users looking for this information will increase if users cannot find information on the NRS Web archive site

Benefit	Disbenefit
We no longer have to maintain previous session CPI on beta and the overhead that goes with it. This is the least resource intensive of the 3 options.	We are passing responsibility for making this available to NRS. We are no longer in control.
Our new website will be cleaner and more agile as it won't include information about previous sessions unless content relates to data driven content (OR, Votes & Motions etc).	Users searching for committee information or legislation from previous sessions will not be able to find it through beta as there will be no pages with this information nor any information pages taking them to the NRS Web Archive.
We are falling into line with other public sector organisations in Scotland who utilise NRS Web Archive in this way and this aligns with our public commitment to NRS.	Search will not be possible across core parliamentary information from the beta site. Users will have to be educated about what they can search on beta for and what they can search the NRS Web Archive for. Specialist users who use our current website to access this information may be particularly frustrated by the change
The overhead of maintaining previous session information will be removed	Staff who currently use the current website to search previous sessions content may be frustrated by this change
Data suggests that our users are <b>most</b> interested in the current situation. We are investing our time and effort into delivering against that user need and putting less effort into previous session information	
Staff should be encouraged to use SP Share and other repositories for records and finding previous session information	

## Option 2: Publishing all CPI on the new beta site

24. We can work through previous session information and migrate it across to the new beta website. Although we have to consider the following factors:

- a. The new accessibility legislation means that if we chose to publish previous session content on beta (treating it as a live website) it will have to follow new accessibility standards and effort will have to be extended to do this or we will have a site with many previous sessions documents that do not comply with accessibility standards.

- b. Additional migration work will be required to complete this work. The additional resource implications of content migration work is estimated at between £0.6 and £1 million with the timeline dependent on how many staff that could work concurrently on this task. This would require extra budget and resource to complete and associated project change process. Completion most likely to be after 31 March 2021. Further information is available in Appendix 6.
- c. The NRS Web Archive would still crawl this information in any case so the information would also be available on the NRS Web Archive site as well as on the Parliament site.
- d. Creating all of this information risks the inclusion of similar and duplicate information on beta especially for committees which is likely to impair search performance and also place a larger burden on maintaining this information and ensure current session search isn't negatively impacted by having all of this information on beta.

Benefit	Disbenefit
We have full control and can change and amend our previous session content if we ever need to	We will have to manage the overhead of a heavier content website with lots of content published that is regarded as inaccessible
We have an agreed approach and process to archive sessions when they end and introduce a consistent user experience to searching across previous sessions. Going forward this information will be accessible.	The information published for previous cpi on beta will include lots of information which is already available on the NRS Web Archive. We will be creating a new version of these webpages which will also be snapshotted via the NRS Web Archive. So the NRS Web Archive will have two different versions of this information.
Search should improve as we will have removed content not created to be found by search and duplicate content	Maintaining quality search results will be more difficult because we will have much more information from previous sessions to optimise results for. Also additional work will be required for previous information that has not been designed for search to make it findable. It will require more resource and put more of a resource burden on the future Hub team to maintain it.
Staff who currently use the current website to search previous sessions content should be able to find everything they need on beta.	The overhead of maintaining previous session information will remain.
Specialist users who use our current website to access this information	Data suggests that our users are <b>most</b> interested in the current situation. We will

may be frustrated by the change. Although we understand this is a very small group of users and staff.	be investing our time and effort into delivering a service focused on previous session information. This will represent a large effort for limited benefits.
Data driven products (Official Reports, Votes, Motions) will be made available on beta from 1999 to present. The new website will also integrate with the NRS Web Archive and will also now be included in the NRS Web Archive enriching this service	The cost of carrying out the transformation and migration will be large and resource is not available to complete this work currently within the project.

### Option 3: Integrate NRS Web Archive with the new website

25. For this approach we are looking to make previous session pages available on beta so that the content is consistent, accessible and findable. However, instead of having all of the information on beta, the approach on beta is to make it easier for users to search across the beta for previous session content, then prompting to link across into the relevant part of the NRS to consume the original content.
- a. Simplified information will be created on beta that describes the relevant archived item on the NRS archive site.
  - b. Users will be able to search and find the summary information, then complete their journey accessing the full archive version of the information via NRS archive site.
  - c. The records created on beta of previous session information will be designed with search as the core driver for this functionality.

Benefit	Disbenefit
We no longer have to maintain previous session CPI on beta	We are passing responsibility for making this available to NRS Web Archive.
Our new website will be cleaner and more agile. We have an agreed approach and process to archive sessions when they end and introduce a consistent user experience to searching across previous sessions	Once this data is removed from the current website that information will no longer be available to us or the public through the website.
Search should improve as we will have removed content not created to be found by search and duplicate content	The NRS archive service is a service designed for retaining public websites. It is not as user friendly as a website

	designer to meet the needs of parliament users
The overhead of maintaining previous session information will be removed	
We are falling into line with other public sector organisations in Scotland who utilise the NRS Web Archive in this way and this aligns with our public commitment to NRS.	
Data suggests that our users are <b>most</b> interested in the current situation. We are investing our time and effort into delivering against that user need and putting less effort into previous session information	Specialist users who use our current website to access this information may be frustrated by the change. Although we understand this is a small group of users and staff.
Staff should be encouraged to use SP Share and other repositories for records and finding previous session information	Staff who currently use the current website to search previous sessions content may be frustrated by this change
Data driven products (Official Reports, Votes, Motions) will be made available on beta from 1999 to present. The new website will also integrate with the NRS Web Archive and will also now be included in the NRS archive enriching this service	

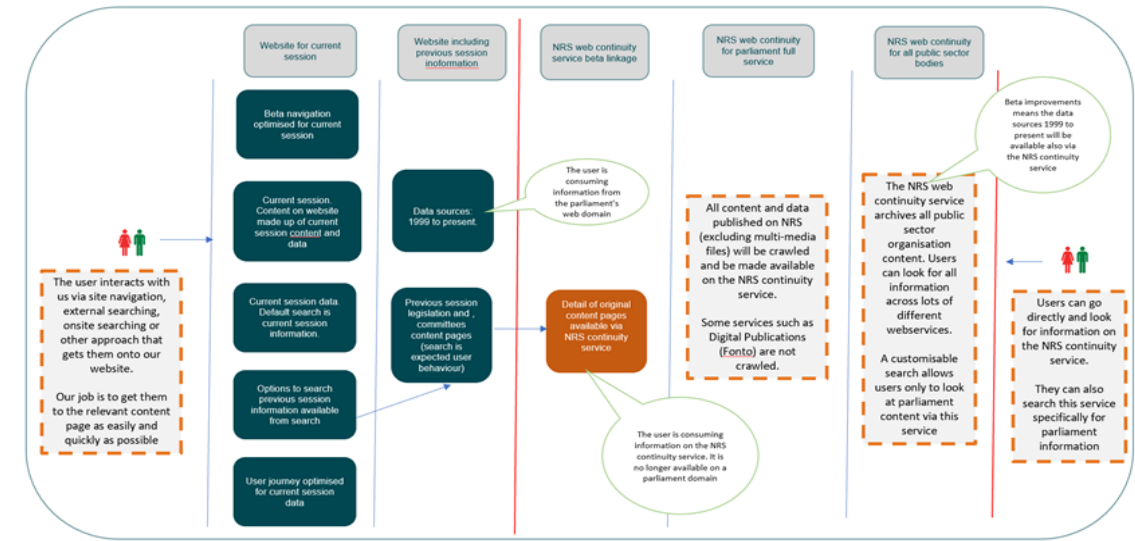
### **Preferred option**

26. Having considered the available options, the project team recommend option 3.
27. The rationale for this decision is driven by the following factors:
  - a. We are aligning with the NRS and their approach to web archiving (and following other public sector organisations). We are also in active dialogue with NRS and working in partnership to improve the joint offering. We also expect the NRS to improve this service over time.
  - b. We believe this is the best way to deliver against the findability principle in content strategy and it reduces the volume of information that we will have to publish that is not accessible.
  - c. Data and user research shows that users are more interested in current session information and the approach described is, whilst not perfect, good enough for the group of users who need to access previous session information.
  - d. This is the best resource 'fit' for both migration of information and ongoing maintenance of previous session information.



28. A visualization of the option is presented below to aid understanding of how users will interact with the service. A link to the full visual file is available in Appendix 5.

### Core Parliamentary Information on Beta (and future website)



29. It should also be noted that in future, if for whatever reason the approach adopted does not sufficiently deliver against user needs, further work can be done to migrate and populate previous session information by adding to the information that already exists. So it could be we initially adopt option 3 but over time move to option 2. Whether or not resources would ever justify such a migration is likely to remain a moot point.

30. It is also important to note that some project board members have concerns regarding this recommendation and it is important to make Leadership Group aware. The issues and project team views are outlined below:

Concern	Remedy
<p>Passing over the control of this information to a third party whose site is arguably not accessible and arguably more poorly searchable than our own. Also concerns have been raised as to the longevity on the web continuity service.</p>	<p>The statutory duty NRS has in capturing and making available our records, including the web continuity service.</p> <p>If we chose to in future, information that we are expecting users to consume from the NRS platform could be added to beta over-time. A business case would have to be agreed for this and understanding the level of user need and demand for this information should be understood fully. Our information will not be lost, it</p>

	<p>will just not be available via our public website.</p> <p>Different levels of quality standards apply to static archives in comparison to public live websites so utilizing the NRS continuity service is compliant with necessary accessibility legislation.</p>
<p>The ability to search for/find core parliamentary information on NRS site. Pointing to the NRS site from Beta helps users to find specific information. But once they are in the NRS site, they need to know that to search within it, they must use the advanced search, not try to search within the snapshots of Beta – Advanced Search not visible if you link through to a specific page in the archive. Also, if seeking current SP material, there is no easy way of navigating back to the Beta site which may lead to a poor customer journey/user experience</p>	<p>The way we are doing the links to the NRS ensures a new window will open so the original page they accessed the NRS site from is retained in their browser window.</p>
<p>Could corporate records be lost during this process?</p> <p>What will staff do if they then are used to finding information on the current website?</p>	<p>The approach being recommended in the paper only focuses on the use of the Web Continuity software and does not take into account whether or not necessary records are available on Sharepoint or the Records Management System.</p> <p>Our audit of the current website and what is currently crawled shows that, if information can be found on the current website, staff should be able to find it via the new website that will link to the relevant part of the web continuity service.</p> <p>When the current website is switched off, any records on the website (not captured in SPShare or other internal systems) will be preserved in the NRS web archive, fulfilling our statutory duty to maintain public records of our activities and available to staff and the public alike</p>

<p>Have appropriate Records Management Policies been followed at Parliament and are we confident that we have all necessary records internally?</p>	<p>SharePoint is the corporate DRM solution and should contain all SPS records as per the SPS Records management plan, submitted in compliance with the Public Records (Scotland) Act and in fulfilment of LG's instructions. There are gaps in record-keeping from earlier Sessions because of poor record-keeping in the past but these gaps are filled by the web archive.</p> <p>If additional work needs to be considered to improve the DRM solution to help staff find information, this should be considered as an improvement to the DRM system and be taken forward under a new project. This is a digital portfolio consideration.</p>
<p>Core parliamentary information needs to be available in perpetuity. Aside from the need to archive and keep records, there is also a business need to hold and be able to easily retrieve this information in order to meet the needs of the Parliament, its committees and MSPs both now and in the future. So SPS staff need to be able to quickly find and reuse this information. It does not need to be held on the Parliament website but the NRS site would not be a solution for this. We need to have an assurance that we will retain in-house copies for ease of use (on SPShare?) and be confident these will be retained even after they become records</p>	

## Governance

31. This is the most viable solution to deliver the project benefits and allow the project to complete within current timelines and budget.
32. Web and Online project risks have been identified and are being managed as part of the work undertaken by the Project as part of the appropriate governance arrangements in place.

## **Resource implications**

33. The delivery of recommended option can be completed utilising the resources already available within the project.

## **Communications**

34. The project stakeholder groups are defined in the communications plan. The decisions will be communicated as part of the overall change, engagement and transition planning and management, to key stakeholder groups and to all staff via the appropriate channels and mechanisms.

## **Publication Scheme**

35. This paper will be published following agreement by LG.

## **Next steps**

36. Subject to approval, the work to populate beta with the necessary content linking to the relevant NRS Web Archive will be progressed through the project content delivery workstream.

37. The project team are working on a CPI benchmarking report that will compare the user experience of accessing CPI from the current website vs the new beta service. This will be presented at LG as part of seeking approval for the project recommendation.

## **Decisions**

38. LG is invited to approve the project recommendation to progress with Option 3.

**Mark Sproul**  
**Web & Online Programme / BIT**

**Date 19.01.2020**

## **Appendix 1: Previous session committee information**

### **Previous Committees Stats**

1. To put the figure below on the previous session committee the web views in context:

- from 16<sup>th</sup> November to 4<sup>th</sup> December (3 weeks) the current web traffic was 0.5 million.
- from October 2017 to May 2020, previous committee content had 33,736 views over the period, an average of 1,054 views per month. The majority of these views were for session 4 and 5 committees.

This indicates that there is limited demand for previous session information.

2. Over the 32-month period:

- 253 pages were looked at once
- 629 were viewed fewer than 10 times
- 925 were viewed fewer than 50 times
- 64 were viewed between 50-100 times
- 73 pages had more than 100 views

3. The highest number of page views were for the landing pages for previous sessions. The most viewed committees were:

<b>Committee</b>	<b>Session</b>	<b>Views</b>
Devolution	4	898
Rural	4	835
Transport	3	524
Equal Opps	4	475
Education	4	421
Justice	4	413
Economy	4	383
Health	4	-
DPLR	4	358
Local Government	4	321

4. Of the pages with more than 100 views:

- 44 related to session 4 committees
- 8 related to session 5 committees (Member's Bills committees or those who had a name change)
- 9 related to session 3
- 2 to session 1
- 1 to session 2

5. From these statistics, it appears there is limited usage and value in spending considerable effort migrating previous committees in their entirety. Therefore, the following 2 options are suggested:

a. Migrate all previous committees with minimal content. As all previous committee data is available in Sitecore through Common Data, committee membership information could be added with minimal effort. Reports could also be manually added, if desired, although considerable work would be needed to make these accessible. Annual or legacy reports could also be considered for addition.

b. Migrate only session 4 committees. These are clearly the most used, but whether they will remain of interest once session 5 is completed remains to be seen. This would also result in a split between previous committees available on Beta, and previous committees only available through the NRS.

## **Appendix 2: A flavor for the type of previous session enquiries**

A quick look to get a feel for frequency and the sort of queries received on previous session information. Based on that, below is some info on the main categories in decreasing order of frequency:

- Legislation (by far the most common):
  - Enquiries about bill documents and requests for information on the progress of specific bills – committee consideration, committee reports, lists of amendments and the outcome of consideration of specific amendments; votes on bills (we would normally summarise the numbers for Yes/No/Abstain and give a link to the OR for the details as enquirers are often interested in how particular MSPs or parties voted). The bill summary documents that were produced by SPICe at the end of the process are handy references.
  - Statistical info on bills, often coupled with wanting to follow up on examples eg enquirers asking about previous examples of non-Government bills, members' bills or committee bills, total bills passed per session, total numbers by type, the key dates in the progress of past legislation; time taken between introduction and passing/Royal Assent for all bills to date (We rely heavily on the SPICe Legislation fact sheets for current and previous sessions.)
  - Queries prompted by current affairs eg media discussion or a new proposal/bill on a topic such as assisted suicide or prostitution will tend to prompt questions about any previous consideration of the same topic.
  - Queries asking about 'any previous legislation on....' eg land reform, children with learning disabilities, smoking – a type of query particularly from students. The Smoking, Health and Social Care (Scotland) Bill and Alcohol (Minimum Pricing) (Scotland) Bill are especially used by schools as examples.
  - Queries about members' bills proposals, subordinate legislation and legislative consent memorandums: statistics and questions about specific examples
- Election results since 1999, often for purposes of comparison: votes per party for constituencies and regions; turnout; number/percentage of women MSPs; number/percentage of MSPs from ethnic minorities. (There was a flurry of queries about previous election results especially after the 2016 election.)
- Previous MSPs: whether or not someone was an MSP, their dates, previous ministerial posts
- Committees – tracing reports and ORs of specific committee meetings; asking for all committee reports there have been on a topic (eg salmon farming)
- SPICe briefings: particularly relating to bills

Rarer but occasional questions about:

- PQs – whether specific PQs were answered and tracing answers to specific PQs

- How many times the Parliament has debated an issue (Scottish referendum/independence especially – a 2<sup>nd</sup> independence referendum would likely generate questions about the debates and questions relating to the 2014 referendum)
- Use of languages eg ORs when Scots and Gaelic have been used – 1<sup>st</sup> debates in Scots and Gaelic



## **Appendix 3:**

### **Gap analysis carried out**

A gap analysis has been carried out for sessions 1 to 4 of parliament to identify what information is currently available on the NRS site and can be linked to from beta. This has involved looking at each components of data specified under the definition

The conclusion of the analysis shows that the majority of CPI is available on the NRS. Some of the areas of CPI are not available on NRS but we were aware of in advance. For example, the information on motions, questions and answers, as well as video records of proceedings. It is also apparent that not all information from previous sessions was made available on earlier iterations of the website so is not available via the NRS archive.

**See the findings of the gap analysis below –**

### **Committees**

For session 1, items of CPI like papers, written evidence and correspondence aren't always available throughout the session. For example, no meeting papers are available for the first parliamentary year of 1999.

Similarly, with written evidence, this is not available during the year 1999 but from 2000 to 2003 written evidence cited in a committee report is available in full as an annex. The rest of written evidence that is not reference within a report is listed as another annex to the report but is not linked.

Correspondence during session 1 is only available by being linked in a committee meeting paper or report.

### **Video records of proceedings**

Video records of proceedings are not available in the NRS from session 1 to 4, as you are unable to search the video archive within the NRS. We are aware that videos on parliament.scot have always been an issue for NRS to crawl, feedback suggests that the videos on beta (from Parliamentary Debates and Questions) have been crawled more successfully.

### **Motions, questions and answers**

As this is data driven content, the information is not available from S1 to S5 because the NRS is unable to interrogate data driven content during a crawl. Going forward with beta, we are building our new data driven content to be visible to the NRS crawler tool so this should be resolved going forward for data products such as votes and official reports.

## Members Register of Interests

These are not available during session 1 to 3 as they were not published prior to 2010 (S3). Similarly, with Parliamentary Bureau minutes, not being available for session 1 and 2 because they are not published prior to session 3.

## Members Bills and accompanying documents

Information on Members Bills such as statement of reasons or consultation responses are not available for session 1, it is only the proposal information that is available on the NRS at a high level for S1. No revised statement of reasons in relation to Members Bill exist for any MB in S1, 2, 3, 4 or 5.

Business area	Items of CPI	S1	S2	S3	S4	S5
Committee	Committee papers	<u>Y/N</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Committee	List of committees	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Committee	Minutes	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Committee	Report	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Committee	Written evidence	<u>Y/N</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Committee	Correspondence	<u>Y/N</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Chamber	objections to Private or Hybrids Bill	N	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Chamber	Scottish Commission for Public Audit	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Official Report	Official Reports	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Committee	Petitions Committee	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Broadcasting	Video records of proceedings (Youtube currently used as alternative and not in scope for NRS Web Archive currently)	N	N	N	N	<u>N</u>
Chamber Office	Motions, answers & questions (Beta enhancement to CPI for NRS Web Archive)	Y	Y	Y	Y	Y
Chamber Office	Parliamentary journal (annual publication)	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	N
SPICe	Previous information MSP	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>

SPPA Committee	Register of interests	N	N	N	<u>Y</u>	<u>Y</u>
Legislation	Bills and associated documents	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Chamber Office	Parliamentary Bureau	N	N	<u>Y</u>	<u>Y</u>	<u>Y</u>
Committee	Conveners Group	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
SPICe Enquiries	Sewel motion S1 and Sewel & leg consent memo	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Chamber Office	Votes in Chamber	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Chamber Office	Draft proposal Members Bill	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Chamber Office	Consultation document Members Bill	N	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Chamber Office	Statement of reasons	N	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Chamber Office	Final proposal Member Bills	N	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Chamber Office	Summary of consultations responses	N	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>
Chamber Office	Revised statement of reasons	N/a	N/a	N/a	<u>Y</u>	N/a

## Appendix 4: List of core parliamentary information

The list of cpi is available on the project site.

[http://projects/PR00226/\\_layouts/15/WopiFrame.aspx?sourcedoc=/PR00226/documents/Delivery/Content%20Strategy/Content%20retention/List%20of%20core%20parliamentary%20information.docx&action=default&DefaultItemOpen=1](http://projects/PR00226/_layouts/15/WopiFrame.aspx?sourcedoc=/PR00226/documents/Delivery/Content%20Strategy/Content%20retention/List%20of%20core%20parliamentary%20information.docx&action=default&DefaultItemOpen=1)

**Appendix 5:**

**Powerpoint including visual of the CPI approach**

**[http://projects/PR00226/ layouts/15/WopiFrame.aspx?sourcedoc=/PR00226/documents/Delivery/Governance/Project%20Board%20meetings/July%202020/CPI%20Visual.pptx&action=default](http://projects/PR00226/layouts/15/WopiFrame.aspx?sourcedoc=/PR00226/documents/Delivery/Governance/Project%20Board%20meetings/July%202020/CPI%20Visual.pptx&action=default)**

## **Appendix 6**

### **Estimated additional costs of progressing with option 2.**

Assumptions to support estimate available via this paper.

[http://projects/PR00226/layouts/15/WopiFrame.aspx?sourcedoc=/PR00226/documents/Delivery/Content%20Strategy/Content%20retention/Cost-Benefit\\_NRS\\_versus%20full%20migration.docx&action=default&DefaultItemOpen=1](http://projects/PR00226/layouts/15/WopiFrame.aspx?sourcedoc=/PR00226/documents/Delivery/Content%20Strategy/Content%20retention/Cost-Benefit_NRS_versus%20full%20migration.docx&action=default&DefaultItemOpen=1)