



Members eBulletin, October 2019

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CIfA news

Revised CIfA Code of *conduct* published

At CIfA's Annual General Meeting in Edinburgh on 15 October, accredited CIfA professionals voted in favour of amending the *Code of conduct*.

The amendments have been made to the preamble of the Code to make it clear that it applies to both members and Registered Organisations of the Institute, and references to a 'member' within the Code are to be interpreted as including Registered Organisations. This reflects the recent changes to the Professional Conduct regulations which now incorporates the Registered Organisations.

CIfA professionals and Registered Organisations have committed to comply with the *Code of conduct* and to be accountable under the relevant procedures. Effective investigation of alleged unprofessional conduct is essential to protect public and client interest, to safeguard the reputation of practitioners and organisations unfairly accused, and to enhance trust in our profession.

The professional conduct process exists to investigate allegations of unprofessional conduct against accredited CIfA members (PCIfA, ACIfA and MCIfA) and against Registered Organisations.

The pronouns used in the Code have also been amended to make it gender neutral.

The updated version of the Code of conduct is available on the [Cifa regulations, standards and guidance page on the website](#).



Cifa2020 Call for papers

We are now [calling for papers](#) from individuals, groups or organisations for the sessions set out in our draft programme. We want these to showcase great archaeology, to stimulate debate, and to look to change how work and how we promote our profession to others.

To submit a proposal for a paper

email the session organisers with the title of your paper and an abstract of up to 150 words
make sure you include your name and contact details in your submission
advise if you have any additional requirements, needs, or logistical support

In the interest of promoting a more varied set of speakers, this year we will ask speakers to present papers at a maximum of two sessions. If you are offered the opportunity to speak at three or more sessions, you will need to select two. We hope this will give more opportunities to present for early careers archaeologists and those who may not have been selected to present in previous years.

The deadline for the submission of papers is 13 December 2019

Member Engagement Coordinator job vacancy

We are looking to recruit a Member Engagement Coordinator to focus on developing and implementing engagement strategies, particularly through Cifa's network of Area and Special Interest Groups.

To apply, please send us a cover letter explaining your experience and how you meet the job description and person specification, along with a copy of your CV to alex.llewellyn@archaeologists.net. **Closing date for applications is 5pm on Monday 11 November.**

You can [view the job description here](#).

Promoting professional development pathways



Between April 2018 and March 2019 Cifa carried out work to enhance the awareness and visibility of high-quality training. The project set out to build sector capacity by promoting professional development pathways. It aimed to support organisations and individuals to access Cifa approved career entry and development opportunities along with professional accreditation pathways. Cifa already ran a scheme to acknowledge high standards in training and this was strengthened and highlighted to include a logo and advertising of approved courses. A refocussing on the existing Pathways to Practitioner scheme will aim to support development between all grades and the rebranded Professional Pathways scheme will promote and develop appropriate levels of training and learning opportunities including:

NVQ L3 Archaeological Practice – interest in the NVQ has increased over the last two years and a recruitment drive for more assessors has been scheduled to ensure assessment coverage for both NVQs and L3 Apprenticeships.

Trailblazer apprenticeships –Cifa will be the end point assessor for L3 Archaeological Technician apprenticeships, part of the suite of apprenticeships being developed by the sector. The L3 apprenticeships will be available in the New Year along with L7 Archaeological Specialist, a postgraduate degree apprenticeship.

E learning– Cifa offers two e-learning modules – ‘Professionalism in historic environment practice, an introduction’ and ‘Making sense of the planning system: An introduction for Cifa members’. These are available free to Cifa members through logging in to the website and access is being rolled out to trainees on Cifa Approved employer training schemes.

CPD training – At the end of the project fifteen training providers had Cifa Approval for CPD day schools, double the number at the start. Seven have been since been approved, some of which have been delivered several times across the UK. The assessing of training offered under the Cifa banner, such as workshops at Conference and led by Special Interest groups events has become standard.

Field schools and training excavations – The variation in practical field training opportunities and the need to promote professional standards was highlighted in **issue 105 of The Archaeologist**. There are now five Cifa Approved field schools/training excavations with Bournemouth University’s Professional Archaeological Skills Training (PAST) Field School being the latest.

Approved employer training schemes – Two further new employer training schemes have been added to those already approved and thirteen Registered Organisations now offer approved training for early career archaeologists.

Accredited Degrees - Significant progress has been made in the joint Cifa/UAUK accreditation of degree programmes. In June eight universities applied for accreditation, submitting a total of 31 programmes. Assessment of

course paperwork has been completed and site visits are underway. Visits will have been completed by the end of November and applications by 2 December are invited for the second round.

If you'd like more information or are considering applying to have your own training recognised through the CIfA Approved Training & CPD scheme please e-mail approvedcpd@archaeologists.net

Projects update

There are several projects currently underway that CIfA are either leading on or collaborating on that focus on different aspects of professional archaeological practice. These are summarised below and further updates will be circulated when available. If you have any queries please contact [Jen Parker Wooding](#)

Desk-based assessment workshops 'What's going wrong with desk-based assessments?'

This workshop series is coming to an end in December with the final workshop taking place in Manchester on 13 December 2019 – [book your place here](#). Workshops have so far been held in London, Cardiff and Edinburgh attended by just under 200 professionals from across the historic environment sector to discuss desk-based assessments, any issues related to professional practice and the content and wording of the Standard and guidance for desk-based assessments. A survey was also circulated to the CIfA membership to gather additional feedback – if you would like to complete this there is still time – [see here](#). Once the workshops are complete, the feedback and notes will be collated and the next steps with regards to any potential changes to the Standard and guidance will be discussed. Updates will be circulated when available.

Building capacity through innovation

This project is funded by Historic England and aims to build sector capacity by identifying barriers to the adoption of innovative techniques/technology. Working with the Association of Local Government Archaeologists (ALGAO), it will support historic environment professionals who commission, specify and monitor archaeological work to promote innovative approaches to maximise the benefits of their work to society. The lack of innovation in professional practice was identified as part of the [21st century Challenges for Archaeology](#) series of workshops in 2017. Proposed actions included identifying opportunities to promote change and innovation within the profession, strengthening links with regional research frameworks, identifying innovation case studies for further promotion/publication and further consideration of how barriers to greater collaboration and sharing of innovative approaches can be overcome. This project responds directly to those recommendations and updates will be shared as soon as they're available.

Mapping the Sector

Funded by Historic England and jointly run by CIfA and ALGAO, this project will map the archaeology sector, to better understanding its structure and needs in relation to the provision of specialist advice. It will identify further opportunities for alignment of ALGAO and CIfA's work, supporting both organisations to be more efficient, effective and resilient in the future.

The 21st century Challenges for Archaeology series of workshops in 2017 included workshops on potential future roles for local authority archaeology services and on Standards and guidance, identifying challenges around the

(potentially confusing) range of professional Standards, advice and guidance and around a lack of clear definition on 'who does what'. Proposed actions included reviewing current advocacy priorities in respect of local authorities and agreeing a joint plan of action, producing clear and concise guidance on 'who does what' and what is delivered covering legislation, policy and service delivery, defining 'who does what' in relation to standards and guidance, both producing and enforcing. This project responds directly to those recommendations and also to internal conversations between ALGAO and CIfA.

Developing a Finds Reporting Standards Toolkit for grey literature

This project is funded by Historic England and is being led by Louise Rayner (Archaeology South-East) with the support of the CIfA Finds Group committee and CIfA/HE colleagues. The project aims to produce a Toolkit to improve standards in finds reporting, encompassing several recommendations made by the Historic England funded project [Review of the Standard of Reporting on Archaeological Artefacts in England \(Cattermole 2017\)](#). The survey undertaken for this project demonstrated great variation in the content and quality of specialist artefact reports and highlighted several areas that require improvement. The current project proposes the creation of a nationally recognised Toolkit to aid in the planning, writing and monitoring of finds reports predominately for use within developer-led archaeology and particularly for the creation of grey literature reports. A consultation on the draft Toolkit will be circulated to members over the few weeks for comment.

Re-imagining Scottish Archaeology: structures, delivery and funding: workshop series

Historic Environment Scotland are funding the organisation of three workshops due to take place in November and December in Inverness, Edinburgh and Glasgow with the aim of generating new ideas about the structure, funding and delivery of archaeology in Scotland. These are being organised by CIfA on behalf of Scotland's Strategic Archaeology Committee (SSAC) in line with Aim One - Delivering Archaeology of [Scotland's Archaeology Strategy](#). The topics of discussion that will frame the agenda at each workshop will focus on structure, funding and delivery and will be supported by case study presentations. A series of written think pieces will be circulated in early November and followed by an online discussion opportunity using Twitter as the platform. These early discussions will be used to help frame the workshop agendas. Further information and the finalised workshop outlines will be available soon but please do [save the dates](#) now if you're interested in attending.

Digital Archives in Archaeology

The question of how to handle digital archives has been a hot topic for archaeology for years and now forms the focus of the Digital Archives in Archaeology project. DigVentures have been commissioned by Historic England to develop guidance for anyone working with digital data in archaeological projects. The guidance forms part of the [Archaeological Archives Forum's](#) ongoing series of practice guides for archives management aimed at practitioners. As part of the project, recommendations have also been made to update CIfA's Standards and guidance to ensure consistency between practice guidance and regulation. As part of Historic England's response to the [2017 Mendoza review](#), DCMS were urged to 'welcome and endorse guidance... that relieves museums of the expectation that they should attempt to curate digital material from archaeological projects in favour of their deposition in a Trusted Digital Repository that will guarantee the preservation and accessibility of digital material'. To support this recommendation, the need was recognised to provide clear guidance for practitioners which work alongside industry standards and are

supported across the sector. The Digital Archives in Archaeology project was initiated by the Archaeological Archives Forum to provide such guidance and encourage the consistent and robust management of digital data in archaeology. Updates on the progress of this project and the guidance will be circulated soon. In the meantime, see the [DigVentures webpage](#) for more information.

Write Here! Write Now!

At the CIfA 2018 conference in Brighton a session entitled 'Write here Write now (Drafting a CIfA report standard)' took place. This was co-organised by Edmund Lee (HE) and Steward Bryant (Independent consultant) and was focused on formulating new guidance for Evaluation and Watching Brief reports, that would either replace parts of the current guidance sections of the relevant Standard and guidance documents or be presented as a Professional Practice Paper supporting the implementation of the guidance. Several regional and national research projects including the Upper Thames Valley mapping project, Fields of Britannia, EngLaID and the Roman Rural Settlement Project have identified issues with the quality of grey literature which the proposed report templates and changes to the wording of the Standard for Evaluation and Watching briefs hopes to address. The current project is being led by Edmund Lee (HE) and Steward Bryant (Independent consultant) with support from CIfA and HE colleagues. An advance consultation on the report templates was recently circulated for comment to the CIfA Advisory Council, ALGAO and FAME. The comments from these are being reviewed at the moment before a wider consultation of members is circulated later this year.

CSCS card update

It's now over two years since the Construction Related Occupation (CRO) card was withdrawn by the Construction Site Safety Certification scheme. In [issue 103](#) (pg. 8) of The Archaeologist Gordon Jenkins, Director of Operations at CSCS) discusses the reasons for change.

If you are a professionally accredited with CIfA you can use your accreditation to apply for a Professionally Qualified Person (PQP) CSCS card. The card lasts for five years although, because its validity is reliant on your professional accreditation, its important to ensure that your CIfA accreditation doesn't lapse.

The PQP card is not the only CSCS card that archaeologists can apply for. For more information see [the Diggers' Forum CSCS card application guide](#) and the [CSCS website](#) (type archaeologist into the Card Finder).

We're aware that some people are still experiencing difficulties when applying for cards. If you encounter a problem or need proof of your accreditation with CIfA please contact us at admin@archaeologists.net

Thinking of applying for professional accreditation this year?

The last deadline in 2019 for accredited applications (PCIfA, ACIfA, MCIfA) is **Monday 18 November** for the 10 December committee meeting.

For further details about how to apply and the online application form [click here](#)

If you need any help please [contact Lianne](#).

Welcome to our latest Advisory Council and Board members

At the Annual General Meeting we also formally announced the election of the members of Advisory Council and the Board of Directors for the next governance year.

We're pleased to welcome Elspeth Iliff as a new member to Advisory Council along with our re-elected members – Alex Farnell, Sadie Watson, Andy Holland, Cat Gibbs, Hannah Kennedy, Roger Thomas, Sam Paul and Rob Wiseman. Mel Johnson, Esther Robinson Wild and Dave Bolton continue on the Board following their successful re-elections.

We're looking forward to a busy year as the Board of Directors, staff and Advisory Council continue the discussion and consultation process to [develop a new vision and strategic plan for the Institute](#).

A full list of Advisory Council and Board members is on the website under our [Governance and committees section](#).

Statement on CIfA and the role of the archaeological advisor to spatial planning and heritage regulators

CIfA have recently sought to clarify the role of CIfA and archaeological advisors within the spatial planning and other heritage consent processes. The statement, which you can [read in full here](#), considers how the *Code of conduct*, Standards and guidance, and the promotion of a culture of self-discipline, as well as recourse to disciplinary procedures creates an improved culture of high quality working which assists archaeological advisors in their role.

CIfA understands that the advisor's role is vital, allowing not only the implementation of CIfA standards, but also the application of local reporting requirements, more detailed specialist local, regional or national knowledge, and specification of work. Use of CIfA standards allows this role to be undertaken with less monitoring, fewer corrections, and shared responsibilities for holding practitioners to account. Similarly, CIfA standards for archaeological advice provide a professional justification for adhering to good practice where other interests may pressurise.

The statement characterises the relationship between professional standards and the authority of the advisor as one of alliance, providing greater authority in the promotion of integrity, transparency, and support of high professional standards.

You can [read the full statement here](#).

Chartered Archaeologist – following up on the EGM decision

Since the Extraordinary General Meeting decision not to approve proposals to allow a Chartered Archaeologist grade of accreditation at Conference last April, CIfA's Board and Advisory Council have been considering the feedback and the issues raised in more detail. The Board recognises the need for better engagement with members and is grateful to all members who took the time to provide feedback.

The Board has agreed to invest additional resources to improve engagement and communication. CIfA's Advisory Council, Groups and their associated networks have a key role to play in this. Using information from the Advisory Council's participation survey, changes have already been made to how we involve and engage members, and further opportunities to improve this will be sought. The Board is also committed to improving engagement with PCIfA members and encouraging more to take an active part in the work of the Institute.

The Board will use the feedback on Chartered Archaeologist to review CIfA's professional accreditation structure. This will include reviewing the assessment criteria for each accredited grade, the language and examples used in our guidance and how we promote the importance of professional accreditation as part of individual career progression. The results of this work will inform any future revised proposals for a Chartered Archaeologist grade of accreditation. You can [read the full report here](#)

Volunteer vacancy for CIfA Registration Committee (Organisations)

We have an opportunity for volunteers to join CIfA's Registration Committee (Organisations).

The RCO meet 4 times a year in March, June, September and December at the Birmingham Midland Institute (although it is not necessary to attend every meeting).

The RCO scrutinise inspection reports and make the final decision on registration, including imposing conditions and suggesting recommendations where appropriate. They also deal with other matters relating to the scheme.

Volunteering for CIfA can provide several benefits which include opportunities to:

- *Network and engage with other professionals
- *Develop your knowledge and skills
- *Shape your profession
- *Demonstrate your commitment to your profession

Volunteer opportunities with CIfA are not paid but we do provide lunch and cover the cost of reasonable travel expenses.

To apply for this position please email a short statement about your experience and why you would like to be involved to kerry.wiggins@archaeologists.net

If you would like any more information, please email kerry.wiggins@archaeologists.net or contact us on **0118 966 2841**

New look CIfA website!

We are pleased to launch our new look website.

[Check it out here](#)

You can login to the CIfA members area in the top right corner. If you have any problems logging in, please email admin@archaeologists.net



In Memoriam

Frances Williams MA MCIfA (186), who passed away on 12th June 2019 as a result of cancer, was one of the founding members of IfA. After graduating from Birmingham University in 1973 in Archaeology and Ancient History she undertook an MA in Archaeological Publication with Philip Rahtz resulting in her 'Excavations at Pleshey Castle' (BAR 42: 1977). At this time she was also a member of the archaeological team of Northampton Development Corporation, combining the supervision of excavations with finds administration. With the arrival of a son and a daughter she turned her attention to adult education, working in turn for the universities of Leicester, Liverpool and Kent as well as the WEA, her main focus now being Egyptology. She also undertook some undergraduate teaching. In recent years, with increasing fees severely reducing university adult education provision, Frances 'went private' in providing courses in Egyptology, and developed a dedicated following in Kent. For some twenty years she also led study trips to Egypt, Her kindness and dedication to her students will be much missed.

Book reviews



For past reviews and current books available for review please [see our website](#). This page will require you to login, please contact admin@archaeologists.net if you have trouble signing in.

If you are interested in providing a review, or if you have a book you would like to have reviewed, please get in touch with [Laura Beasley](#), our reviews editor.

CIfA Group news/ events / training opportunities

Keep up-to-date with all our training opportunities on our [events calendar page](#).

- **Timber day school and Wales group AGM**

8 November, Machynlleth

A day event focusing on timber buildings in Wales, preceded by the group AGM.

<https://www.archaeologists.net/civcrm/event/info?reset=1&id=47>

- **The practical application of dendrochronology in Scottish archaeology, buildings, and landscapes**

12 November, Dalkeith

An opportunity to find out more about the application of dendrochronology, otherwise known as tree-ring dating; the most precise dating technique available to archaeologists.

<https://www.archaeologists.net/civcrm/event/info?reset=1&id=48>

- **Buildings Archaeologists in the Pub**

12 November, York

Our second Buildings Archaeologists in the Pub Meeting will be launched in York

on 12 November at a location to be confirmed.

<https://www.archaeologists.net/civicrm/event/info?reset=1&id=49>

- **Re-imagining Scottish Archaeology: structures, delivery and funding (Inverness)**

29 November, Inverness

A workshop to generate new ideas about the structure, funding and delivery of archaeology in Scotland.

<https://www.archaeologists.net/civicrm/event/info?id=53>

- **Re-imagining Scottish Archaeology: structures, delivery and funding (Edinburgh)**

6 December, Edinburgh

A workshop to generate new ideas about the structure, funding and delivery of archaeology in Scotland.

<https://www.archaeologists.net/civicrm/event/info?id=51>

- **Re-imagining Scottish Archaeology: structures, delivery and funding (Glasgow)**

7 December, Glasgow

A workshop to generate new ideas about the structure, funding and delivery of archaeology in Scotland.

<https://www.archaeologists.net/civicrm/event/info?id=52>

- **Desk based assessment workshop, Manchester**

13 December, Manchester

This suite of DBA workshops, which are aimed at anyone who commissions, writes or uses desk-based assessments, will take an in-depth view of what the Standard requires and why. It will also provide the opportunity for some collaborative working as CIfA seeks to improve the guidance to help members achieve a better-quality product.

<https://www.archaeologists.net/civicrm/event/info?reset=1&id=42>

- **Ethics workshop on tour**

19 February, Birmingham

Booking page to follow

CIfA will have a presence at the following events:

Association for Environmental Archaeology Conference

In lieu of a physical presence, CIfA will be sponsoring three student places at AEA this year. For full details, please visit

<https://www.sheffield.ac.uk/archaeology/events/aea40/bursaries>

University of Sheffield, Sheffield

Friday – Sunday, 29 November – 1 December 2019

TAG 2019

University College London Institute of Archaeology, London

Monday – Wednesday, 16-18 December 2019

Other news and events



MOLA archaeologist, Sadie Watson, awarded UKRI Future Leaders Fellowship

Recently, the next generation of research innovators were announced by [UK Research and Innovation](#). Amongst the 78 [Future Leaders Fellows](#) is [MOLA](#) archaeologist, Sadie Watson. Sadie is one of only a handful of Fellows not from a University and one of only two Fellows to have a research-focus on archaeology.

The Fellows have been awarded funding from the UK Government to tackle global challenges and ensure the UK maintains its status at the forefront of cutting-edge research.

Sadie's four-year Fellowship 'Measuring, maximising and transforming public benefit from UK Government infrastructure investment in archaeology' focuses on ensuring that public spending on archaeology for infrastructure projects leads to meaningful and relevant research and genuine community participation.

Sadie Watson, Future Leader Fellow at MOLA, said: "This Fellowship is an incredible opportunity for me but also for the archaeology sector, with the development of a framework that will ensure that truly meaningful research and genuine opportunities for communities to engage with archaeology are built into future infrastructure projects."

Janet Miller, Chief Executive, MOLA, said: "Archaeology is protected in planning guidance and millions of tax payers' and developers' money is spent undertaking archaeological research and fieldwork every year. We need to make sure that as a sector we are really offering value for this investment. That doesn't mean doing more it's about focussing our work and ensuring that our research is relevant to and involves society"

The outcomes of the Fellowship are to include best-practice guidance and a toolkit that will be used to inform future policy and practice. Sadie's research will take place within the framework of professional archaeology, with project partners including [Historic England](#), the [Chartered Institute for Archaeologists](#) and the [Europae Archaeologiae Consilium](#). The inclusion of [HS2 Ltd](#) as project partner will embed the new guidance into industry and the commercial sector; prime movers in the introduction of new behavioural expectations.

The research will establish Sadie as an international leader in methodological developments in the archaeology profession. The other multi-disciplinary Fellows include:

- Joe Rainger, University of Edinburgh – Working with DNA, live cell-imaging, and developing eye tissue, Joe's project will provide insights into how we can reduce genetic birth defects - including cleft palate, spina bifida, and heart defects
- Adrian Healy, Cardiff University – Adrian's research will improve global cities' ability to cope with water-related shocks in the face of increasing demands for water, including droughts and a lack of access to clean water

- Bob C. Schroeder, University College London – This project will drive advances in self-healing materials - creating a wearable sensor that can be directly applied to human skin to allow for continuous patient monitoring and ultimately improve treatments
- Patricia Clay, University of Manchester – By examining meteorites and ancient rocks from our planet, this project will explore the age-old existential question: how did life form on early Earth?

Science Minister Chris Skidmore said: "It's inspiring to see the rising stars of science dedicating their lives to solve some of the world's greatest challenges. Our investment will help them bring their trailblazing projects to life and take their ideas from lab to market – whether self-healing materials to portable imaging technology."

"We're totally committed to keeping the UK at the forefront of scientific innovation and discoveries, ensuring we remain a global science superpower. Our investment of £78 million is part of a wider commitment to invest at least 2.4% of GDP in R&D – our biggest investment in R&D in UK history."

For more information on the UKRI Future Leaders Fellowship scheme visit www.ukri.org/FLF

Respect and Protect: fulfilling the obligation to safeguard cultural property in the military context (1 Day conference)

Society of Antiquaries / Historic England day conference, with support from the UK Blue Shield Committee and Newcastle University

Organised by Dr Clive Cheesman FSA (College of Arms) & Dr Helen Forde FSA

Awareness of the harm that armed conflict does to the world's cultural heritage has probably never been higher. Events in the former Yugoslavia, Iraq and Syria are fresh – raw, even – in the communal consciousness. The issues, though pressing, are not necessarily simple, and 2019 sees a range of events, exhibitions and conferences on the general themes, in Britain and abroad. Both nationally and internationally there is a sense of being at a critical point in understanding what is at risk, and in formulating a practical response.

On the military side, the framework for that practical response is the Law of Armed Combat and the Hague Convention of 1954. With the long-awaited ratification of the Convention in 2017 the UK became obliged to create a military capability to identify and safeguard cultural property in areas of armed conflict. But both in the British armed forces and in NATO measures were already well under way to deliver this capability and ensure that the Convention's requirement to 'respect and protect' cultural property in conflict zones is written into operational decision-making processes.

Aimed at the archaeological, wider academic and interested lay communities, this day conference will be a chance to hear from those directly involved in this field and discuss the issues and challenges faced. Speakers will include Prof Peter Stone OBE FSA, UNESCO Chair in Cultural Property Protection and Peace at Newcastle University; Lt-Col Tim Purbrick OBE FSA, the newly appointed commanding officer of the British Army's Cultural Property Protection Unit; Dr Paul Fox FSA, secretary of the UK Blue Shield Committee; and other experts and scholars in relevant areas.

To see the agenda for the day and book your place [please click here](#)

New Forest Knowledge Conference - 1 November 2019

Where:

Lyndhurst Community Centre, Main Car Park , High Street , Lyndhurst , SO43 7NY

When:

1 November 2019, 9:45 am - 4:30pm

Please click [here](#) for further details and the booking page.

Places of Worship in Britain and Ireland: Prehistoric and Roman

Where:

Rewley House, 1 Wellington Square, Oxford, OX1 2JA

When:

Fri 31 Jan 2020 - Sun 02 Feb 2020

6.30pm Friday - 1.00pm Sunday

For full details please [click here](#)

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