

TO THE QUEEN'S MOST EXCELLENT MAJESTY IN COUNCIL

THE HUMBLE PETITION of The Institute of Field Archaeologists (the "Institute")

SHEWETH as follows:

- 1 The Institute was founded in 1982 following identification of the need for a professional body for archaeology by the Council for British Archaeology's Working Party on Professionalism in Archaeology. The Institute adopted a *Code of conduct* for members (current version is presented here in the Regulations: Code of conduct) at its General Meeting on 3 June 1985. Its objects at that time included the definition and maintenance of
  - a) training and education in field archaeology
  - b) responsible and ethical conduct in the execution and supervision of work
  - c) conservation of the archaeological heritage

The Institute is a Company Limited by Guarantee (registered number 01918782) and has been since its incorporation on 3 June 1985.

- 2 In the thirty years since its formation, the Institute has grown to a membership of over 3,000 individuals<sup>1</sup>. Since 2008 it has traded under the name Institute for Archaeologists (IfA) in order more fully to reflect the range of archaeological endeavour in which its members are involved.
- 3 Archaeology is the study of the physical evidence of the human past, whether built, buried or underwater, ranging from investigations of landscape, settlements, structures and features to artefacts and biological remains.

The objects of the Institute as set out in the Memorandum and Articles of Association (Appendix A) are:

- to advance the practice of archaeology and allied disciplines
- to define and maintain proper professional standards and ethics in training and education in archaeology, in the execution and supervision of work, and in the conservation of the archaeological heritage
- to disseminate information about archaeologists and their areas of interest

The Institute's objects as stated in the Strategic Plan Summary Document for 2010-2020 (a copy of which is attached at Appendix B) are as follows:

- to increase understanding of the role of archaeologists in society and improve their status
- to inspire excellence in professional practice
- to strengthen the relationships between archaeologists across the historic environment sector and with other sectors
- to make the Institute's membership and registration essential demonstrations of fitness to practise
- to develop a stronger influence on historic environment policy
- to give archaeologists a credible, effective and efficient professional institute

- 4 The Institute strives to attain these objects by focusing clearly on the duty of the Institute to society and to protect the public interest. It has a strong vision for the role of its members,

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<sup>1</sup> As of 30 September 2013

seeking to promote high professional standards and strong ethics in archaeological practice, to maximise the benefits that archaeologists bring to society and to bring recognition and respect to the archaeological profession.

- (1) The Institute requires adherence to certain standards, the formulation, maintenance and promotion of which within the archaeological sector is central to its work. The Institute's standards and guidance regulate 'person, process and product'.
- (2) Through its standards for 'person' (individuals and organisations) the Institute recognises expertise in a number of ways:
  - membership which, at a professional grade, involves validation of technical and ethical competence;
  - registration as an IfA Registered Organisation which involves inspection and oversight by an IfA panel of peers to ensure that certain standards are met. The Registered Organisation scheme is a respected quality assurance scheme in the sector and a wide range of organisations in the United Kingdom are represented on the Register including the Royal Commission on the Ancient and Historical Monuments of Scotland, the Welsh Archaeological Trusts and all the larger commercial practices. A full list of Registered Organisations is set out at Appendix C; and
  - membership of the Expert Panel of the IfA Forensic Archaeology Group which is open to those whose skills have in the past been accredited through membership of the Council for Registration of Forensic Practitioners (CRFP) or whose expertise is validated in accordance with criteria adopted from time to time by the Panel.
- (3) The Institute sets standards for 'process and product' through its Standards and guidance which are now widely accepted and endorsed in commercial work undertaken for developers through the planning process and elsewhere within the sector and are a key tool to ensure that the archaeological significance of the historic environment is properly managed and protected. A copy of IfA's suite of Standards and guidance (which now cover most archaeological activity) is set out at Appendix D. In summary, and IfA Standard defines a required outcome the attainment of which is covered by guidance defining broadly how the profession currently anticipates that the end product will be reached. By promoting an industry standard such work benefits the whole of the sector.
- (4) The Institute's ability to attain its objects was strengthened by its adoption of a ten-year strategic plan in 2000. The significantly increased resources that flowed from a more business-focussed approach have improved the Institute, with clearer divisions of responsibility between members, elected directors, committees and staff, more dependable setting, compliance-testing and promotion of standards, a wider range of services, rising membership, effective advocacy and more efficient operation. The current Strategic Plan for 2010-2020 provides further detail as to how the Institute will seek to achieve its objects as follows:
  - **Increase understanding of the role of archaeologists in society and improve our status by**
    - discussing the role of archaeologists in society
    - promoting exemplary practice and publicising innovation

- forming partnerships with other professional bodies
  - achieving parity of respect and reward with comparable professions
  - **Inspire excellence in professional practice by**
    - defining and promote standards and ethics
    - encouraging intellectual rigour and a research ethos
    - advocating training and professional development
  - **Strengthen the relationships between archaeologists across the historic environment sector and with other sectors by**
    - stimulating knowledge exchange
    - broadening our membership to include archaeologists from all parts of the sector
    - developing partnerships across historic environment and cognate sectors
  - **Make IfA membership and registration essential demonstrations of fitness to practise by**
    - strengthening our membership validation and registration processes
    - promoting the importance of membership and registration
    - increasing the proportion of archaeologists who are IfA members
    - promoting the credibility of our disciplinary and complaints procedures
  - **Develop a stronger influence over policy affecting the historic environment by**
    - establishing the historic environment agenda more securely within general environmental and other policy
    - contributing to a wide range of policy initiatives affecting the historic environment
  - **Give archaeologists a credible, effective and efficient professional institute by**
    - clarifying our image and purpose
    - developing and implementing a communications strategy
    - improving our organisational structure
    - enhancing our administrative systems
    - developing our staff
    - generating and managing our resources
- (5) The Institute promotes, facilitates and provides vocational training and assessment and the continuing professional development of its members (see Appendix E).
- (6) Through its area and special interest groups the Institute brings together professionals with specific archaeological interests in either a particular geographic area or a particular subject area in order to share information, provides training and continuing professional development, monitors relevant issues and contributes to the promotion of professional standards. Groups provide a key means to engage with the Institute's wider membership and are responsible for numerous activities including:

- newsletters (attached at Appendix F is a copy of an IfA Scottish Group newsletter)
- events (for instance, the Welsh Area Group has recently co-sponsored a two-day conference at Bangor University on Renewing the Research Framework for the Archaeology of Wales)
- training (for instance, the Geophysics Group has jointly with the Association of Local Government Archaeological Officers in Scotland (ALGAO (Scotland)) presented a seminar on the use of geophysics in Scotland)
- the drafting of Standards and guidance on specific topics (the most recent of which have been the production by the Forensic Archaeology Group, in conjunction with the Home Office and the Forensic Science Regulator, of a Standard and guidance for forensic archaeologists), and the Standard and guidance for archaeological advice by historic environment services funded by English Heritage, Historic Scotland and Cadw

5. The Institute established a Standards in British Archaeology working party and the first five Standards and guidance documents – primarily relating to fieldwork - were adopted in 1993 and 1994. Now expanded, the current suite of Standards (See <http://www.archaeologists.net/codes/ifa>) and guidance is widely specified and observed.

In 1996, the Institute established its Registered Archaeological Organisations Scheme, a quality assurance scheme unique in the archaeology sector, which continues as the Registered Organisations Scheme and now has 71 registered practices<sup>2</sup>. Organisations submit to peer review, as set out in the Regulations: registration, involving rigorous assessment of organisations' compliance with the *Code of conduct* and standards. There can be little doubt that commitment by archaeologists to the scheme has led to a very significant improvement in the quality of archaeological work.

In 1999 the Institute launched its 'training vision' providing the blueprint for a professional career structure, seeking to identify the roles that archaeologists fulfil; the skills they require to fulfil those roles; the training that provides those skills; the qualifications that indicate the presence of those skills and competences; professional membership grades that recognise those qualifications and remuneration that rewards the skills and responsibilities of holders of those IfA grades. In the last decade the Institute has produced National Occupational Standards and National Vocational Qualifications which provide a fast track into IfA membership. Furthermore, with the help of the Heritage Lottery Fund and English Heritage and numerous hosts IfA has provided over 110 paid internships allowing early and mid-career professionals to gain essential new skills for practice. Further education and Continuing Professional Development (a mandatory requirement for accredited, voting members) are provided by a range of publications, conferences and seminars (see [www.archaeologists.net/sites/default/files/node-files/Traininggoodpractice.pdf](http://www.archaeologists.net/sites/default/files/node-files/Traininggoodpractice.pdf)).

- 6 The Institute is the professional body for individuals and organisations working in the field of archaeology and related disciplines. Its members work in the UK and abroad in all branches of archaeology.

As at 30 September 2013, the Institute had 3,166 individual members and 71 organisations registered under its Registered Organisation Scheme. Of the 3,166 individual members, approximately 100 members are based overseas. An analysis of the membership is attached at Appendix G. There are six grades of personal membership:

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<sup>2</sup> As of 30 September 2013

- Student
- Affiliate
- Practitioner (PIfA)
- Associate (AIfA)
- Member (MIfA)
- Honorary Member (Hon MIfA)

The Institute's membership is drawn from all areas of archaeological practice and its members include academics, curators and commercial archaeologists working in all branches of the discipline: heritage management, planning advice, excavation, finds and environmental study, buildings recording, underwater and aerial archaeology, forensic science, museums, conservation, survey, research and development, teaching and liaison with the community, industry and the commercial and financial sectors.

Although currently the Institute's membership is less than 5,000 members, the estimated size of the archaeological workforce is only 4792 as at 14 December 2012<sup>3</sup> of which approximately 90% (4313) are eligible for professional grades of IfA membership. (Other grades of membership are available to the remainder of the workforce.)

Membership of IfA has grown significantly over the last 10 years (see Figure 1, Appendix G and as of 30 September 2013 stood at 3,166: of these 2,203 hold professional grades. The proportion of archaeologists in membership has grown markedly: those 2,203 professional members represent 51% of the eligible workforce). In addition, archaeological organisations registered under IfA's Registered Organisations Scheme employ a further 1,419 archaeologists who are not IfA members and represent a further 33% of the eligible archaeological workforce (see Figure 2, Appendix G) representing a total catchment of 84% of the workforce.

- 7 The Institute possesses no freehold or leasehold premises, but rents premises at *the University of Reading, Whiteknights, Reading, RG6 6AB*
- 8 The Institute possesses investments and money derived partly from subscriptions, partly from projects and events and partly from sales of its literature and other material. The value of the Institute's investments and other assets is approximately £420,000.
- 9 At a General Meeting of the Institute held on the 7th day of October 2013 the following resolutions were passed

**1 Approval by general meeting of draft petition, charter and by-laws**

That the drafts of the Petition, Charter and By-laws produced to the meeting and for the purpose of identification signed by the Chair of the Institute be, and the same are hereby, approved.

**2 Direction to governing body to petition**

That the Council of the Institute be and is hereby directed and empowered to take all necessary steps to petition The Queen's Most Excellent Majesty in Council to grant a Royal Charter of Incorporation to the Institute.

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<sup>3</sup> See Profiling the Profession: archaeology labour market intelligence 2012-2013 (Landward Research Ltd)

### **3 Transfer of assets**

That if and when such Charter shall have been granted all the assets of every description belonging to or held in trust for the Institute shall be transferred to and vest in the chartered body as thereby incorporated subject to the chartered body defraying, providing for and assuming all debts, obligations and liabilities of the existing Institute.

### **4 Delegation of powers**

That the Chair of the Institute or, failing him, another officer of the Executive Committee of the Institute be and is hereby authorised and empowered on behalf of the Institute to assent to any modification in the terms of the said draft Charter and the By-laws set forth in the schedule to it which Her Majesty in Council may authorise or require.

### **5 Delegated authority to sign petition**

That the Chair of the Institute, other officers of the Executive Committee of the Institute and the Chief Executive of the Institute be, and are hereby, authorised on behalf of all the members of the Institute to sign the Petition to The Queen's Most Excellent Majesty in Council for the grant of a Royal Charter of Incorporation.

10 The work of the Institute will be greatly promoted and facilitated by the grant of a Royal Charter of Incorporation by virtue of:

- (a) the legal status afforded by such a Charter;
- (b) recognition of the importance of the Institute's work in the public interest. The historic environment enriches us all, informing us of the past and helping to create a sustainable future. Archaeology plays a key role in understanding the human past the physical evidence of which must be managed and interpreted competently and in an impartial and responsible manner. The historic environment is also vulnerable and irreplaceable. Archaeology is frequently a destructive process, and many sites and structures are investigated before they are demolished or destroyed by development or other agencies, and the information they contain is lost forever. Consequently, the increased public confidence in the archaeological profession that Charter would bring together with enhanced credibility in the eyes of other professions and stakeholders would significantly improve the ability of the Institute and its members properly to manage and protect our archaeological heritage. For instance, in the formulation of policy and legislation the Institute has already made significant contributions to planning reform, the debate on the Localism Bill and the programme of heritage protection reform including input to the production of a draft Heritage Protection Bill for England and Wales, the enactment of the Historic Environment (Scotland)(Amendment) Act 2010 and to the formulation of Planning Policy Statement 5: Planning and the Historic Environment, the National Planning Policy Framework (NPPF), PAN 2/2011 and the NPPF practice guide. As a Chartered body the Institute would be even better placed to exert its influence in the public benefit;
- (c) Recognition of the high professional standards required of the archaeological profession. Archaeology for the public benefit requires the application of high professional standards by practitioners whose competence meets recognised

standards and is maintained on a lifelong basis and whose practice meets recognised technical and ethical standards and is subject to oversight by peers (with sanctions where necessary). The grant of a Royal Charter would recognise the high standards required of the archaeological profession and the need for practitioners to operate within the framework of a recognised professional institute. Furthermore, the raising of the status of the profession will help attract an ever widening pool of talented individuals, aspiring to ever higher standards of expertise; and

- (d) the increased respect for and standing of the Institute's members in society (as members of a Chartered Institute) which, in itself, facilitates the achievement of the Institute's objects and empowers professional archaeologists increasingly to bring real benefits to people's daily lives.

YOUR PETITIONER therefore most humbly prays that Your Majesty may be graciously pleased in the exercise of Your Royal Prerogative to grant a Charter to Your Petitioner in the terms of the draft herewith submitted or in such other terms as may to Your Majesty seem proper

AND YOUR PETITIONER will ever pray etc

SIGNED by

  
.....  
Signature

Name: JAN WILLIS

Position: HON CHAIR

  
.....  
Signature

Name: BEVERLEY BALLIN SMITH

Position: HON. VICE CHAIR

  
.....  
Signature

Name: PETER HINTON

Position: CHIEF EXECUTIVE

duly authorised by the Petitioners to sign  
the Petition on their behalf