Groups Forum Meeting

Wednesday 22 July 2015 12.30 to 13.30

Museum of English Rural Life, Reading

Minutes

Present: Helen Parslow (Archives), Paul Bowen (BAG), Alexandria Young (FASIG), Louise Rayner (Finds), Laura Templeton (GAG), Sarah Lambert-Gates (GAG), Andrew Hutt (GeoSIG), Colin Forrestal (IMSIG), Jeremy Oetgen (IMSIG), Katy Bell (MAG), Rebecca Enlander (New Generation), Nicky Powell (Project Management), Mike Green (Cymru/Wales), Mel Johnson (Scottish via Skype) and Hugh Corley (IMSIG, trainer).
CIfA staff: Lianne Birney, Jen Parker Wooding

1.	Apologies	Action
	Frank Green, Mike Nevell and Tim Murphy (BAG), Matt Parker Wooding (Finds), Steve Allen and Lesley Collett (GAG). No representation from the following groups: Diggers' Forum, International Practice, Research and Impact and London.	
2.	**Minutes from the last meeting**	
	Minutes were agreed from the last meeting in December 2014 and action points are covered in today's meeting.	
3.	**Three year business plan and budgets update**	
	Three year business plans All groups were reminded that they needed to complete their three year business plans (if they hadn't already). Those who have completed a plan, need to check the end date as some are due to come to an end next year. So these need reviewing at a future group meeting and the plan extended into a new three year period. Plans that are outstanding include: Diggers' Forum, Finds Group, Forensic, Geophysics, Project Management, Wales/Cymru, London and Scotland need to amend their 5 year plan. MJ (Scotland) stated that the group has a draft plan and it will be discussed at their next meeting next week. It is suggested that groups have the business plan as a standing item on meeting agendas going forward to ensure the group committee are following it and that it is updated if required. **Group budgets (15-16)** Recently all groups were sent their agreed budgets for the 2015-16 year.	**Groups**
4.	**Succession planning**	
	The longevity of group committees and the need for succession planning was highlighted as an area for group consideration. This is especially a concern where all committee members' terms are due to come to an end at the same time.	**Groups**
5.	**Events**	
	5a) Group activities over the last year Please see **Appendix 1** for the Group Events list. This shows the number and type of events held by groups over the past year, specifically organised using Eventbrite, which is being	

	increasingly used by the Institute for events and workshop bookings etc. The group event proposal forms have been updated in an attempt to streamline the process. The forms are an important part of the process as they enable CIfA staff to be prepared and to prepare flyers to advertise events to the membership. These can be found on the Groups Toolkit www.archaeologists.net/groupstoolkit **5b) Endorsed courses – training** KG (CIfA) is talking about endorsed CPD courses in this afternoon's training session. This discussion will be based around linking training courses to the National Occupational Standards to give learning outcomes so that the course is CIfA endorsed. In order for a group to do this in the future they will need to ensure the objectives and outcomes of any courses comply.	
6.	**Member recruitment**	
	Group membership Please see **Appendix 2** for Member recruitment figures document outlining the group member figures including any non-members to date. Non-member recruitment for the groups is an ongoing priority not only to provide an additional source of income but also to introduce people to the Institute. LB explained that the Voluntary and Community group were currently inactive. There will be an attempt to relaunch the group at the CIfA AGM event on 13 October. At the previous group's forum meeting, LB was asked to provide the number of CIfA members who were not members of any group at all, which is 775 members out of the current membership total of 3270. CF (Information Management) asked how many of these were students? This is not currently known but LB (CIfA) will find out and report back at the next meeting. It was also highlighted that 15 members are members of all the groups, 33 members are in all special interest groups and 83 are in all the Area groups. JPW (CIfA) suggested a survey may help to ascertain why some were not in a group. AH (Geophysics) suggested not using the acronyms for groups and to refer to them instead with their full group name. This would lead to less confusion and more understanding regarding the nature of the group and may help draw members in. LB (CIfA) stated that the majority of messages sent to groups do refer to the groups using their full names, however, we will ensure that this is definitely the case going forward. MG (Cymru/Wales) stated that Area groups should get all group emails to ensure that they are aware of what is happening with the specialist groups. MG also asked if there had been any interest in the formation of a Northern Ireland Area group. LB (CIfA) stated that there had not been as we do not have a large number of members from Northern Ireland or indeed Ireland as well but we are looking into this. **CIfA membership** MG (Cymru/Wales) asked if there was a decline in PCIfA applications/upgrades. LB (CIfA) stated that at the last meeting the number of PCIfA applications received was actually more than the average and this is something that CIfA is attempting to address through the Pathways project, which will be launching soon. Also CIfA has endorsed the Skills Passport created by David Connolly (BAJR) and it is hoped that this may encourage those working in the field specifically to consider joining the Institute. It was also acknowledged that large projects such as HS2 may state that they require the use of accredited professionals for their projects, so this could also lead to further applications.	**LB** **LB/JPW** **LB/JPW**

7.	**Registered Organisation and Member update**	
	Registered Organisations (JPW) There are currently 72 ROs – this is slightly less than last year but does include two new organisations that were added to the scheme at the first meeting of the registration year in June. There are 18 inspections for re-registration this year for the 2016-19 period and 4 inspections scheduled for new organisations applying to join the scheme - so a total of 22. We have undertaken 8 inspections so far with the remainder scheduled to be completed before Christmas. There have been expressions of interest from several other organisations as well. **Current membership (LB)** There are currently 3270 members in total, split into 2257 accredited and 1013 non-accredited. The total number of new applicants this year is 35 with 26 upgrades plus 17 re-joiners, which is a good sign that people are coming back to CIfA. We have also processed 90 Students and 73 Affiliates applications. A full update will be on the next ebulletin. Also if anyone would like to join either the Validation or Registered Organisation committees please get in touch for more information. It is a really good way to see what is happening, a CPD and a networking opportunity.	
8.	**Competency matrices update**	
	LB (CIfA) provided an update on the competency matrices which were first introduced at the Groups Forum July 2014 meeting. At this meeting a workshop was held to introduce the groups to the concept of the competency matrices and how to go about forming one for each group. The overall aim is to provide more detailed information and tailored guidance for members applying to join the Institute from different specialist backgrounds and to assist the Validation committee. This is to go alongside the already existing general Competence matrix that will always be used by the committee for all applications, but can help break down the matrix to assist those in more specialist roles. A number of groups have already submitted drafts of their matrices, however, we are still waiting on the others. A reminder will be sent by the CIfA group representatives. KB (Maritime) highlighted that matrices may not be applicable for all the groups, a point also echoed by MG (Cymru/Wales) with regards to Area groups. For example, there has been debate in the Maritime Affairs Group about the need for separate matrices and how relevant it would be for joining the Institute. It is something that KB intends to follow up in further detail at a future MAG meeting. LB (CIfA) stated that there had also been a meeting with the Society for Museum Archaeology (SMA) regarding a matrix specially targeted to those working within museums. A working party has been set up as a result of all of this, with members selected from the groups and also from the Validation committee. The aim of the working party is to look in more detail at the matrices, to see how they work and how applicable they are for each group and offer feedback. NP (Project Management) encouraged the meeting attendees to consider applying to join the Validation Committee, as varied experience was a benefit especially with applications	**LB/JPW**

	from various different background and specialisms. This would also help when the different competency matrices are launched.		
9.	**Advisory Council representative and Annual reports reminder**		
	Advisory Council LB (CIfA) reminded the attendees that the groups need to let Raksha Dave (CIfA) know who their group Advisory Council representative will be after the current term ends at the CIfA AGM in October. Please let RD know by the end of September. CF (Information Management) made the point that a one year term was relatively short and made it difficult to obtain any continuity especially if all meetings cannot be attended. HP (Archives) also stated that as this is the first year of the Advisory Council it is also still in the early stages so again continuity is difficult to establish. However, LB (CIfA) says the current representatives can stay on for additional one year terms if the groups are happy for them to do this. **Annual reports** Emails were circulated to all groups calling for a brief Annual report outlining the group activities over the past year (2014/15) for inclusion in the CIfA Annual Report. The deadline is **31 July 2015.** The CIfA group representatives will issue a reminder.	**LB/JPW**	
10.	**AOB**		
	LB (CIfA) stated that the group's toolkit (which is accessible via the 'committee member's area' of the CIfA website - www.archaeologists.net/groupstoolkit) is currently being updated. The events form, in particular, has been updated to include Project proposals as opposed to just events/workshops. As a log in is required for this section of the website please get in touch with CIfA if you do not have one.	**Groups**	
	The next meeting will be held in December 2015.		

Appendix 1

Group events September 2014 to July 2015

Group	Date	Title	Attendees
RIG	Sep-14	Collaborating for better research	31
AAG	Sep-14	Plenary event	24
BAG	Oct-14	Introduction to historic building construction	24
Scottish	Oct-14	Planning & archaeology: Session one	11
London	Nov-14	Going underground: The impact of basement construction on the historic environment	85
BAG	Jan-15	Tour of House Mill	29
Scottish	Jan-15	CIfA standards and guidance	7
Scottish	Feb-15	Archaeological Finds	25
GAG	Mar-15	Current issues in the graphics archaeology profession	9
AAG	Mar-15	Alternative archives in archaeological practice	31
New Generation	Apr-15	Applying for funding for archaeological projects - Bristol	6
New Generation	May-15	Applying for funding for archaeological projects - Manchester	12
Scottish	May-15	Planning & archaeology: Session two	11

Appendix 2

Member recruitment figures 14-15

Total group member numbers 14-15

Group	# of CIfA members (Jul 2014)	# of CIfA members (Dec 2014)	# of CIfA members (Jul 2015)	# of non-CIfA members (Jul 2014)	# of non-CIfA members (Dec 2014)	# of non-CIfA members (Jul 2015)
Archives	497	510	554	41	30	20
Buildings	868	876	926	6	12	9
Diggers Forum	752	750	804	1	3	3
Finds	903	902	949	3	2	2
Forensics	392	410	455	5	5	3
Geophysics	484	487	529	4	4	2
Graphics	573	570	599	4	3	1
Information management	423	435	457	1	2	2
International Practice	420	434	484	0	0	1
London	532	530	583	0	0	0
Maritime	382	389	414	0	1	1
New Generation	259	263	298	4	0	0
Project Management	178	233	322	0	0	0
Research & Impact	556	600	681	0	13	13
Scotland	476	478	491	3	2	0
Voluntary & community	871	881	950	2	2	1
Wales / Cymru	347	352	371	0	0	0
Totals				74	79	58

Total non-CIfA group member numbers 14-15

Group	No of non-CIfA members (Dec 2014)	No of non-CIfA members (Jul 2015)	No recruited in 2014	No recruited in 2015 to July 15
Archives	30	20	30	16
Buildings	12	9	12	1
Diggers	3	3	3	0
Finds	2	2	2	1
Forensics	5	3	5	1
Geophysics	4	2	2	2
Graphics	3	1	3	0
Info Man	2	2	2	1
International	0	1	0	0
London	0	0	0	0
Maritime	1	1	1	0
New Gen	0	0	0	0

Project Management	0	0	0	0
Research & Impact	13	13	13	0
Scottish	2	0	2	0
Voluntary & Comm	2	1	2	0
Wales	0	0	0	0
Totals	79	58	77	22