**Consultation questions – deadline for responses Friday 18 September 2020**

**Proposed report template**

The proposed template for evaluation and watching brief reports would have the status of *guidance* in CIfA terms and could either replace the reporting sections of the *Standard and guidance for archaeological field evaluation* (section 3.4.11) and the *Standard and guidance for an archaeological watching brief* (section 3.8) **OR** be presented as an additional resource to support the implementation of the guidance.

*The project to develop the template originated in England and therefore references English planning policy and guidance but the template is designed to be applicable throughout the UK and potentially beyond. Please let us know what changes would be needed to make the template relevant to practice where you are (see Q.12).*

**Proposed report template questions**

1. The background document intends to make clear that the report template is applicable in many circumstances where CIfA Standards require a written report, but that it is relevant where work has been commissioned as part of the planning system. Do you think it successfully makes this clear? ***Yes / No + Request for suggested changes to make this clear***
2. In each section heading, a brief definition is given, plus a required content, and some additional guidance. Can you see how you would apply these to your work? ***Yes / No + comment***
3. Are there specific section headings that you think are missing and should be included? ***No/Yes + Comment – please supply a suggested section heading and definition***
4. Are there specific headings included that you think should not be in the template? ***No / Yes + please give your reasons***
5. If you were checking a report, would this checklist help you to establish whether a report contained all the expected information? ***Yes/No + comment***
6. Should the Location map – be included in section 1.Summary or in Section 3.1 Site / investigation area location? (The intention is that this is only illustrative – the actual data describing the location of the investigation and any sub-areas would be provided as geospatial files separately). ***Yes / No + comment***
7. Inclusion of a Methods table – the intention is to provide a quick overview of the type and date of work undertaken. With the Summary, this would be intended to provide in one place what is needed to create HER Event records or OASIS entries. Do you think this is useful and achieves that intention? Also, should this section include a list of the techniques and methodologies employed as in section 3.3.11 of the current S&G for Evaluation ***Yes / No + comment***
8. Do you agree with the current location of section 5. Methodology? Or should it be included as a table earlier in the report? ***Yes / No + comment***
9. Inclusion of an Assessment of Significance section heading. Part of the definition in the Standard for field evaluation is that for archaeological remains it *‘…enables an assessment of their significance in a local, regional, national or international context as appropriate’*. Do you agree therefore that the report standard headings should include a separate Assessment of Significance heading? ***Yes / No + comment***
10. In what other ways could we improve the report template? ***Comment***
11. The proposed template for evaluation and watching brief reports would have the status of *guidance* in CIfA terms and could either replace the reporting sections of the *Standard and guidance for archaeological field evaluation* (section 3.4.11) and the *Standard and guidance for an archaeological watching brief* (section 3.8) **OR** be presented as an additional resource to support the implementation of the guidance. Do you have any preference as to which approach could be taken? ***Indicate preferred option + comment***
12. The information presented is focused primarily on reporting in England though it may also be applied elsewhere, as appropriate. If you work in another country, would you be able to use the proposed template? If not, what changes would be needed to make the template relevant to practice where you are? ***Please indicate where you are based. Is it appliable to you? If not, please comment***

Please send your feedback by **Friday 18 September 2020** directly to:

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