Committee Meeting: 3 February 2026, 12:00-13:30
Online – Microsoft Teams

Minutes

Attending: Andrew (AM), Charlotte (CS), Dora (TA), Helen (HP), Jasmine (JT), Jess (JI), Katie (KG), Kerry (KW), Paula (PM), Rhonda (RR)

1	**Apologies for absence with statements reminder (standing item)**
	Apologies: Declined: Jay (JC), Kat (KH), Sophie (SE)
2	**Minutes of the previous meeting –** approved by all and sent to CIfA in January.
3	**Matters arising** 1. CIfA Annual Conference in Edinburgh and paper Discussion on attendance. Reminder that deadline for submissions is 6 February, although this has been extended in previous years. Some suggestions already put forward but promote this to colleagues and other interested parties. Send ideas to TA ASAP, in time for IMSIG meeting 4 February 26 if possible. 2. Optimising group communication methods (CS) Discussion on various options for improving group communication including designating a weekly communication day or deadline, using Microsoft Forms, centralising responses using the AAG inbox, the Knowledge Hub, Google Documents. CS to explore best option then to poll group. N.B. CS has no current access to Knowledge Hub (to be explored with JI). KG requests that if this route is used, to investigate whether documents can be made private (like Google Docs). 3. Finalising 2023 survey report (TA) TA has been reviewing the 2023 survey report following AM and CS comments. Final edits to be made and signed off by HP/TA. Possible submission to the CIfA Archaeologist magazine. Discussion of themes for 2026 survey, with a possible focus on digital archivists, data officers and their roles in large infrastructure projects and within the traditional archives teams. 4. National Archaeological Archives Panel for Wales (AM) (summary of historical development for committee information attached to agenda email) AM provided a short historical overview and current status update on the NAAPW and highlighted recent organisational changes and planned national guidance review. SE is on the panel. 5. Role summary for CIfA page to promote engagement (TA/AM) AM and TA have discussed the development of role summaries for committee members (as agreed in last meeting); aiming to clarify responsibilities, promote engagement and to publish these on the group website for transparency, to raise awareness and allow external queries to be directed or dealt with more efficiently. Draft document created by AM circulated before meeting, and all in agreement. JI (also CIfA Rep on OASIS management board), KW, SE all have items, with TA suggesting that museum queries can be directed towards OCM museum representatives KW and JC. 6. Update from Claire Tsang on ToT guidance (TA) Brief update given by TA: We are in communication with FAAP and we are receiving updates. Overall, responses on the documents focused on processes and content. Most of the process-related concerns could be addressed if the toolkit is embedded within the planning system. Summary: Survey on the ToT document had limited responses but overall positive. Moving forward into next phase of testing with trials with county representatives to embed ToT within the planning process. Results to be discussed after trial concludes.

4	**Group documentation (10 minutes)** Introduction to new advisors and quick summary of CIfA's guidance on their roles delivered by TA. Brief introduction to themselves given by RR and PM.
5	**Communications:** Group's social media, email, webpage etc – (**20 minutes**) Summary of received communications delivered by TA. Each email discussed in turn with action points individually. - Email from Daniel Philips (Rescue Archaeology conference day, 9 May 2026) Discussion whether anyone wants to / is available / it is appropriate for them to give paper. TA to email querying a group response and a virtual paper rather than in person. - Email from Jen Wooding (material discard) TA to suggest a CIFA RO response - Email from Jen Wooding (Durham council's ToT queries, replied) Email response sent, TA to ask for feedback and what happened after our response. - Email from Will Purcell (ICL research project) TA to get more info – likely a group response would be better - Promotions via Social Media (with KW) KW hasn't been able to log in – HP and JI have Facebook. KG had Twitter at some point (now agreed as obsolete). KG/JI to add KW as admin on Facebook.
6 -	**Representation to CIfA governance and in all CIfA activities? (15 minutes)** Lunch talk or Q&A session 2026 or both? TA suggests possible presentations from the advisors and Wales panel (no objections) – likely in the form of regional presentations. Possibly poll AAG members to see if they would want lunchtime lectures as suggested in 2023 survey. Other topics could cover going back to basics or digital archiving. Aim is 20 minute presentation, 10 minutes of questions. No objections but some members more hesitant to deliver presentation than others (CS, JI). 2026 September event theme (TA) TA suggests Infrastructure projects, and to tie in with IMSIG/other groups, Caution on theme similarity to main conference themes. Dates for conference - Last Wednesday or Thursday of September. Usually organised by DI and HP does finance – this year to be CS and AM. Location to switch this year – CS to investigate new location. CS to send poll out for ideas of themes and locations, OCM to investigate whether their connections could offer discounted space for the day (KG – York, KW, Worcester, to ask JC re. Peterborough). KW to ask SMA for advice/suggestions also.
	Any other business (AOB) TA – Appropriate response timeframe from museum curators to archaeological archivists emails & non responses from certain repositories are on the increase. Discuss whether we should report this to the SMA. AM - 3 year plan runs out in June & doesn't match with our AGM so should ask CIfA if it can be extended to match? Need to start planning it. HP noted it used to match then moved due to Covid. KG - ADS just realised 2 new digital archivist roles
8	**Date of next committee meeting and future events** Suggested – 13 or 14 April at 12:00 (CS)