

Committee Meeting: Wednesday 27 November 2024, 2pm-3.30pm

Online – Microsoft Teams

Minutes

Present: Theodora Anastasiadou (Chair), Jason Cumberworth, Katie Green, Katherine Hamilton, Helen Parslow (Treasurer), Jasmine Tomys, Samantha Paul, Victoria Sands (Secretary)

Agenda Point		Action (Initials)
1	Apologies for absence JI KW	
2	Introductions - TA: Based in Northampton, was the Head of Archives at MOLA until last year, having worked at all levels of archaeological archivist profession since 2003, coming into it via field archaeology. Previously having worked for the Ministry of Culture in Greece and Northamptonshire Archaeology (NCC). Currently in a freelance capacity and is the new chair of this group (2nd term). - VS: Previously worked as Senior Post-Excavation Assistant for Colchester Archaeological Trust, and before that in field archaeology. Now conducting a DPhil in History at the University of Oxford and is the secretary of this group. - HP: Archives Officer at Albion Archaeology since 2003/4 and had been on this committee in various guises since it started, and also on Archaeological Archives Forum. Currently the Treasurer of this group. - KH: Archives Officer at Oxford Archaeology Cambridge Office, having worked in archives for last 8/9 years. - KG: Head of collections at ADS, has previously sat on this committee and also sits on Archaeological Archives Forum. - JT: Post-Excavation Officer at DigVentures, having moved there this year. - JC: Oversees archives at Peterborough Museum oversees archives, and has been there for 3 years.	
3	Archives Specialist Competence Matrix - Committee discussed the current archives specialist competence matrix, and have agreed on a number of suggested edits and additions (see Figure 1 below) - General problems - Should ClfA be referred to as “The Institute” (as currently), or as ClfA? - This matrix currently uses the term “the resource”, is this something ClfA is using in other matrices? - Any other terminology that needs to be used across all matrices, or other more general/ClfA points that need to be included?	
4	Any other business (AOB) - Committee agreed on Treasurer position becoming the Vice-Chair, as is happening in other ClfA groups. HP will be Vice-Chair. VS will inform ClfA. - HP to collate survey results to discuss in January meeting - VS asked committee to send any new/updated biographies for the AAG webpage.	HP VS HP ALL

5	Date of next committee meeting and future events - January 2025 (date TBA) - Microsoft Teams Meeting - VS will send Doodlepoll. - May 2025 (date TBA) – in person meeting – Committee asked to think about possible venues.	VS ALL
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Figure 1: Archives Specialist Competence Matrix - AAG committee suggested edits and additions in red

	Knowledge	Autonomy	Coping with complexity	Perception of professional context
Practitioner (PCIfA)	Good working knowledge of local, national and international archiving standards and guidance. Awareness of archive transfer procedures. Good technical knowledge of accurate labelling and division of archive components and sub-division of finds by material type. Knowledge of labelling, storage requirements of material types, and how to curate the archives while in custody of your organisation. Good understanding of data management plans.	Work under supervision to compile/ organise physical and digital archives to recognised archiving standards.	Work with different counties, varying museums guidelines and digital repositories and understand the differences in the standards. Ability to identify potential issues in records to ensure integrity of the resource. Appreciation of the composition of a resource and understand how to interrogate it to answer basic questions.	Understands individual roles within the archive process and the basic standards of archival information required during their part of the archaeological process. Understands the ethical requirements of the Code of Conduct and is able to apply these to their own work. Upholds the values of the Institute to work in the public interest. Awareness of data protection and its relevance to their own workflows.

	Knowledge	Autonomy	Coping with complexity	Perception of professional context
Associate (ACIFA)	High level of working knowledge of local, national and international archiving standards and guidance, including research frameworks. Understanding of archive transfer procedures including copyright, Transfer of Title (ToT) and human remains ethics and guidelines. Good knowledge of storage requirements of material types, and how to catalogue objects within your own organisation. Knowledge of digital data formats, OASIS, and expertise in data management plans and their applications. Understanding of the use of selection strategies within projects, and when specialist knowledge is needed.	Sole working, including decision making roles, regarding the compilation and general management of physical and digital archives. Ability to work within specified parameters of individual projects Contribution to the development of selection strategies, disaster management plans, and storage requirements Can supervise others and provide training for other staff members.	Management of more complex archives and the ability to deal with any issues arising (for both physical and digital archives). Can recognise issues and provide solutions to facilitate the effective use and dissemination of archives (for both physical and digital archives). Liaises between stakeholders (e.g. contracting units, depositors, repositories, and local authorities etc), to arrange depositions. Direct involvement in organising archaeological archives to allow detailed interrogation of the resource. Implements correct procedures for preparing and depositing digital archives, including OASIS.	Understands the complete chain of roles in archive production from project start to end use within a repository. Understands the ethical requirements of the Code of Conduct and uses them to guide and review own practice and, where applicable, that of others. Upholds and promotes the values of the Institute to work in the public interest. Understands the role of the resource within their own organisation and external organisations. Understands the potential of archaeological archives for future research and utilisation. Can recognise and resolve potential conflicts of interest within an established framework. Good awareness of data protection and its relevance to theirs and others' workflows.

	Knowledge	Autonomy	Coping with complexity	Perception of professional context
Member (MCIfA)	Substantial working knowledge of local, national and international archiving standards and areas of responsibility. Detailed understanding of archive transfer procedures including copyright and Transfer of Title (ToT), and human remains ethics and guidelines. Full and overarching knowledge of storage requirements of material types, and how to catalogue objects within the organisation. Full understanding of OASIS workflows, data management plans, and how to compile, use, check and make accessible complex digital archives. Authoritative understanding of selection strategies and research frameworks. Writing/ facilitating discussions of policy documents and standards.	Oversees the archive work carried out by others and ensures completion of all stages of the process throughout their organisation. Has responsibility for budgets; costings for archive materials, staff time and deposition costs. Oversees implementation of selection strategies, disaster management plans, managing collections, and storage requirements etc. Provides, promotes and facilitates access to archaeological archives. Organises and implements the training of other staff in archival procedures, contributing to the individual's CPD (continuous professional development) .	Management of the preparation and deposition of all archives to appropriate standards. Manages archive issues and provides solutions to facilitate the effective use and dissemination of archives (for both physical and digital archives). Understands and facilitates the interplay relations between differing stakeholders (e.g. contracting units, depositors, repositories, and local authorities etc) for both physical and digital archives. Responsible for the compilation and interrogation of the resource. Oversees the implementation of correct procedures for preparing and depositing digital archives, including OASIS.	Manages and facilitates the resource within their organisation and with external bodies. Follows and promotes the values of the Institute, including the Code of Conduct, to work in the public interest with colleagues, clients, and stakeholders. Demonstrates professional judgement and ethical behaviour across a wide variety of complex situations, supporting and encouraging others to do the same. Devolvement of potential of archaeological archives for future research and utilisation. Can anticipate, recognise, and resolve potential conflicts of interest. Demonstrates a full understanding of data protection and its implications for their work and can address data protection issues appropriately. Willingness to engage with sector-wide initiatives and respond to consultations.