

CIFA Geophysics Special Interest Group Committee Meeting

Held at the Birmingham and Midland Institute
1.00 p.m on Thursday the 12 Jan 2017

Present:

Lucy Learmonth (Chair)	LL
Andrew Hutt (Treasurer)	AH
Matthew Guy (NSGG & EuroGPR Liason)	MG
Paul Linford (Historic England & ISAP Liason)	PL
Mark Whittingham	MW
Roger Ainslie	RA
Colin Forrestal	CF
Sion Parsons	SP

1. Apologies:

Jimmy Adcock (**JA**), Duncon Hale (**DH**), Graeme Attwood (**GA**), Michael Puntorno (**MP**).

LL welcomed those attending the meeting and noted apologies of those unable to attend. LL explained that a number of the committee members have had to step down from their positions due to work commitments and as a result the current committee has a chance to take a new direction.

2. Minutes of the last Committee meeting:

Accepted. Proposed by AH and seconded by MG

3. Direction of the GeoSIG:

LL Proposed to formulate a mission statement which will guide the GeoSIG committee.

Action to be taken by MW. Draft mission statement required by the end of Februarys in order for it to be reviewed at the next committee meeting.

4. Outreach and Activities:

The GeoSIG need to formulate a long term forward plan outlining the number of events/activates and outreach opportunities the group are going to support.

Action develop a 5 year plan for improving the GeoSIG visibility and accessibility - to be undertaken by MG.

5. Current Initiatives:

Data Archiving

No GeoSIG committee member was able to dedicate the required time to bridge the current void between the ADS and GeoSIG members. The GeoSIG committee tried to recruit an Ordinary Member who could take on this responsibility but was unable to find a willing volunteer. The CDP workshop alerted ADS to a number of particle issues users were facing with the system and some of these have been improved. However it is far from ideal.

Action Issue statement to halt the current circular discussion on archiving which has grasped the attention of the GeoSIG committee for the past few years. To be implemented by **LL**.

PL will have look to see if he can find local authority plans on archiving so the GeoSIG committee can take a fresh look at the situation.

6. Technical papers:

The CFIA Technical Papers are believed to be outdated and in a form which is unsuitable for their users. The decision has been made to remove from website. **PL** mentioned the EH guidelines might be reviewed, updated and rebranded to HE – does it make more sense for GeoSIG to support HE rather than go it alone?

Action **LL** to consult with Paul and keep up to date with HE action.

7: Standards and Guidance:

Following the discuss of item 6 the committee voted to postpone to next meeting and set a subcommittee. It was agreed that the GeoSIG purpose is to inform the members of where to access information and not write or own standards.

8: Health and Safety:

GeoSIG agreed to collate example Geophysics Risk Assessments and make them available to the members.

Things to consider:

- Should the example documents be reviewed and signed off by a HSE consultant.
- Write a general advise statement.

Action to be taken my **MG**.

9. Communication:

MW raised that he was not receiving the GeoSIG newsletters.

Action – **AH** volunteered to contact the CFIA as if they could provide a list of all GeoSIG members who are not signed up to receive newsletters. An email can then be sent out to those people reminding them that they have to opt in. To be completed by the next committee meeting.

GA was volunteered to receive and review newsletter content before sending it to the CIA for distribution. Aim to issue a Newsletter quarterly.

CF raised the point that all account information and passwords should be sent to the CFIA.

Action – LL to send updated list to the CFIA.

Someone from the GeoSIG committee should attend the CFIA Group Forum meeting in July.

Action – person to be appointed at next committee meeting.

10. Consultation draft text: *Historic Area Assessments: Principles and Practice*

Action - LL will provide draft feedback and the committee will approve at the next committee meeting.

11. ICAP meeting September 2017:

The GeoSIG has been approached by the ICAP organising committee to arrange a CFIA endorsed workshop. If the event fulfil CPD requirements then it would certainly be supported and funded by the CFIA. In order meet CPD the workshop to provide training for geophysicist new to the industry, last for a least half a day. Need to get an aim for the event based around the CFIA pathways agenda

Action – AH to be lead from GeoSIG committee . CF will to send further information to the GeoSIG committee so the aim of the workshop can be finalised, based around the CFIA pathways agenda.

LL to ask Katie Armstrong if she would be willing to help organise the event.

12. Date of next Committee meeting:

Skype meeting to be held on the 24th of March at 10am.

Special meeting to be held at the CFIA meeting in April to talk with members about the new direction of the GeoSIG.

Committee meeting 23d of June – time to be arranged.

Committee meeting on the 15th of September at ICAP- time to be arranged.

Skype meeting to be held on the 15th of December – time to be arranged.

Next AGM – Jan 2018 – date to be arranged.

Action – MG send out reminders and doodle poles to arrange suitable times.