

CIFA INTERNATIONAL PRACTICE SPECIAL INTEREST GROUP

21 February 2024, 1730-1800

Minutes – Committee Meeting (via Teams) [Draft]

Present: Niamh Carty, Michael D’Aprix, Max DuBois Jones, Bill Finlayson, Alice Hobson, Richard Hughes, Ruth Humphreys, Charles Le Quesne, Anna Nicola, Leonora O’Brien (Chair), Domiziana Rossi

Apologies: Caroline Pathy-Barker (Secretary), Katie Rees-Gill

Minutes: Leonora O’Brien

1. Welcome & competition law compliance

Notification of competition law compliance requirements.

Action: Meetings Checklist and Statement of Competition Law Compliance to be circulated in advance of next meeting – Leo to circulate with draft minutes

2. Review of Committee elections at AGM

Committee members at the AGM 10 January 2024 or continuing in their service are:

Name	Role	Serving since	Term expires
Leo O’Brien	Chair	Dec 2021	Jan 2025
Caroline Pathy-Barker	Secretary	Dec 2018	Jan 2025
Niamh Carty	Treasurer	Jan 2024	Jan 2027
Mike D’Aprix	OCM1	June 2022	June 2025
Alice Hobson	OCM2	Jan 2024	Jan 2027
Ruth Humphreys	OCM3	Jan 2024	Jan 2027

Action: Cifa Membership Manager to be notified and elected committee to be uploaded to committee list on Cifa IPSIG website – Leo to circulate with draft minutes

3. Committee Co-options

Three committee members were coopted at this meeting:

Name	Role	Serving since	Term expires
Max DuBois Jones	OCM4	Feb 2024	Jan 2025
Bill Finlayson	OCM5	Feb 2024	Jan 2025
Anna Nicola	OCM6	Feb 2024	Jan 2025

Action: Cifa Membership Manager to be notified and new co-opted committee members to be uploaded to committee list on Cifa IPSIG website – Leo to circulate with draft minutes

4. Committee Advisors

Two committee advisers were coopted at this meeting:

Name	Role	Serving since	Term expires
Richard Hughes	Adviser	Feb 2024	Jan 2025
Charles LeQuesne	Adviser	Feb 2024	Jan 2025

Action: Cifa Membership Manager to be notified and IPSIG advisers to be uploaded to committee list on Cifa IPSIG website – Leo to circulate with draft minutes

Welcome to new committee members and advisers, thank you for volunteering your time, ideas and experience!

5. CIfA specialist competence matrices

The 2016 [International Practice Specialist Competence Matrix](#) has been updated. In August 2022 we revised it to add further elements on public engagement and ethical context, liaison with other project personnel and heritage stakeholders, and seeking to be relevant to non-archaeologist heritage professionals. In February 2024 the wording of the first bullet point for Knowledge was amended to better reflect the varying scales of work undertaken and the need to collaborate with local advisers. Ruth issued it to CIfA on 19 Feb.

- *Relevant working knowledge of the archaeology and cultural heritage of the region in which one works, or relevant understanding of heritage governance processes, baseline data sources, terrain-appropriate survey and reporting requirements. Collaboration with local archaeological and heritage partners, academic and technical advisers to supplement knowledge and understanding with locally-informed technical advice where necessary. (ACIfA)*
- *High level of working and background knowledge of the archaeology and cultural heritage of the region in which one works including theoretical, ethical and methodological aspects, or relevant working and background knowledge of heritage governance processes, baseline data sources, terrain-appropriate survey and reporting requirements. Collaboration with local archaeological and heritage partners, academic and technical advisers to supplement working and background knowledge with locally-informed technical advice where necessary. (MCIfA)*

6. Tea break talk

Alice and Leo to do a tea break talk with case studies on international financial institutions' standards and guidance, depending on availability of slots.

Action: Alice to pursue with CIfA and arrange a date

7. Joint workshop between Research & Impact Group (RIG), Heritage Crime and International Practice SIGs

Colin Forrestal (RIG Secretary), Evelyne Godfrey (RIG Chair), Aisling Nash (Heritage Crime Group Secretary) and Paul Jeffrey (Heritage Crime Group Chair) are keen to collaborate with IPSIG on a workshop – Colin is preparing CIfA Events Proposal forms.

8. Budget

Niamh is preparing budget to March 2025 for submission end Feb, to include costs for in person meetings up to £800. There is a separate budget for training, events and workshops.

9. Future activities

Activities for 2024 – 2025 were discussed. Ideas included:

- **Series of talks led by invited experts from a range of international organisations** e.g. International Financial Institutions, ICOMOS *including international branches*, International Scientific Committee on Archaeological Heritage Management (ICAHM) and other International Scientific Committees of ICOMOS, International Council on Museums (ICOM), International Centre for the Study of the Preservation and Restoration of Cultural Property (ICCROM), International Committee for the Conservation of the Industrial Heritage (TICCIH), Blue Shield International etc. to set out best practices.
Prospective organisers: Richard – Bill – Max and others TBC
- Webinar(s) with similar professional organisations e.g. Archaeological Association of Nigeria to compare experiences and approaches to tangible and intangible heritage and foster mutual knowledge exchange.
Prospective organisers: Charles and others TBC
- **Boost social media content, share committee bios** – Twitter/X & LinkedIn – Leo & others TBC

10. Date of next meeting: Via Teams, Wednesday 20 March 2024 1730-1815