



Institute for Archaeologists
ANNUAL REPORT 2013

WHAT IS THE INSTITUTE FOR ARCHAEOLOGISTS?

The Institute for Archaeologists is a professional institute for all archaeologists and others involved in protecting and understanding the historic environment.

Professions are disciplines whose members, whether paid or voluntary, agree to be bound by an ethical code, and ethical competence, and are subject to the oversight of their peers.

Professional institutes provide that code - our ***Code of conduct*** and supporting by-laws and standards - and promote good practice through the education, guidance and regulation of professional members. The **disciplinary process** and its sanctions provide the oversight that underpins an institute's primary function of public and consumer protection, ensuring that clients and society in general receive the best possible service from the profession. Promotion of the interests of its members is not a primary role of a professional institute - although professionals' interests are frequently best served by raising standards of practice and consequently the extent to which the profession is esteemed and trusted by public and clients.

HOW DO WE DELIVER OUR AIMS?

IfA promotes best practice, sets standards and issues guidelines and regulates compliance with them, represents the contribution of the historic environment sector to governments, encourages CPD and promotes training to keep historic environment professionals up to date on developments in practice, improves individual career prospects, and provides a wide range of membership services.

Our 2010-20 Strategic Plan objectives are to

- 01** increase understanding of the role of archaeologists in society and improve our status
- 02** inspire excellence in professional practice
- 03** strengthen the relationships between archaeologists across the historic environment and other sectors
- 04** make IfA membership and registration essential demonstrations of fitness to practice
- 05** develop a stronger influence on historic environment policy
- 06** give archaeologists a credible, effective and efficient professional institute

Here are a few examples of some of the things we have undertaken this year. Further details of these and other activities are included in this Annual Report

Regulation

this year we have clarified our complaints and disciplinary processes, and responded to 14 complaints and allegations against members

CPD opportunities

through our annual conference and events run by our Groups we have provided over 20 wide ranging CPD opportunities for members



IfA Wales/Cymru day school Nov 2012

Standards

we have continued to develop and update our suite of standards and guidance

Influence

we represent the views of our members and Registered Organisations on over 25 of forums and committees, raising awareness of important issues as widely as possible

Professionalism

we've moved further forward in our attempt to achieve a Royal Charter for the Institute

Networks

we've established new Special Interest Groups to offer advice and specialist networks to our members and others in the profession

IfA **NEW** ↑
GENERATION

Advocacy

we've responded to c 40 consultations to ensure the voice of the professional institute for archaeologists is visible to government and

2012/13 has been a busy year for the Institute in terms of driving forward our Strategic plan objectives, as well as responding to more immediate matters such as proposed changes to legislation and continued cuts to archaeological services. This report highlights some of the key activities we have been involved in over the past year. There is much more happening behind the scenes which you can find out about in our magazine, *The Archaeologist*, monthly eBulletin and website.

Policy and partnerships

One of the main roles of the Institute is to act as an advocate for members and for the profession, building networks within the sector and with decision makers. Over the last twelve months this has involved commenting on successor bodies to Historic Scotland and RCAHMS, via The Archaeology Forum we have been involved in scoping works for the new heritage bill in Wales, and with the Northern Ireland Archaeology Forum we helped put commercial archaeology in Northern Ireland under the spotlight. We will continue to be involved in discussions on planning and heritage legislation and provision in Wales, Scotland, Northern Ireland and England, and also beyond our immediate borders to consider international conventions and reforms at EU level.

IfA has continued to keep up the pressure in an attempt to retain the provision of services and the protection of archaeology, writing to around 10 local authorities, museums and universities in response to more direct threats. In liaison with others, such as CBA and ALGAO, we are working hard to raise awareness of the importance of retaining archaeological advice, and to highlight the benefits archaeology brings to society.

Input into consultations also forms a significant part of our workload and we have responded to around 40 over the last year. These have included the Welsh Government's consultation *A sustainable Wales – better choices for a better future*, Defra's consultation on *Marine licensing: navigational dredging and other exemptions*, the DCLG consultation on the *Review of planning practice guidance*, the Cabinet Office consultations on red tape challenge for marine, cultural and planning regulations, and the Common Agricultural Policy reforms throughout UK. We have also responded to the scoping report for SHEP, the Better Regulation Bill, and the Community Empowerment and Renewal Bill. All consultation responses are published on the IfA website at www.archaeologists.net/advocacy/consultations.

Professional development

The Institute continues to maintain and develop standards which are used throughout the archaeological profession. In October 2012 we introduced a new *Standard and guidance for archaeological advice by historic environment services*, currently accepted as approved practice. Members also voted to formally adopt the *Standard and guidance for historic environment desk-based assessment*. We have developed a working draft of the *Standard and guidance for archaeological advice and procurement of archaeological services* which we intend to put forward to General Meeting for interim adoption this October.

The AGM last October saw members vote to place greater emphasis on all corporate members (acting as employers) to endeavour to meet IfA salary minima (Code of conduct 5.5). In March 2013 Council took the decision to remove the absolute requirement for IfA Registered Organisations to meet our salary minima. At the same time, it reiterated the strong confirmation of IfA's commitment to the improvement of pay and conditions and took a unanimous vote to increase salary minima. Council also established a Pay Working Party to investigate issues concerning pay and conditions, and the possible future solutions for the profession. One of the Working Party's main actions was to set up an open forum at the end of the IfA Annual Conference in April where representatives of FAME, Prospect and IfA gave a statement on current policy concerning the remit of each organisation. The discussion allowed each organisation to outline what it plans to do in the future and what can be achieved in the next 12 months. A report of this seminar and next steps was published in *The Archaeologist*(88, Summer 2013).

One of our key strategic aims is to raise the profile of archaeology and archaeologists outside the profession, ensuring heritage is valued by all (including clients and development project designers, as well as the public). On this front we are developing a new guide for clients, aimed at raising the profile of our members and outlining the potential of archaeology in developer-funded projects. The project will provide key information in a readily accessible form – and one which can be used and referred to by our members and Registered Organisations when discussing projects with clients.

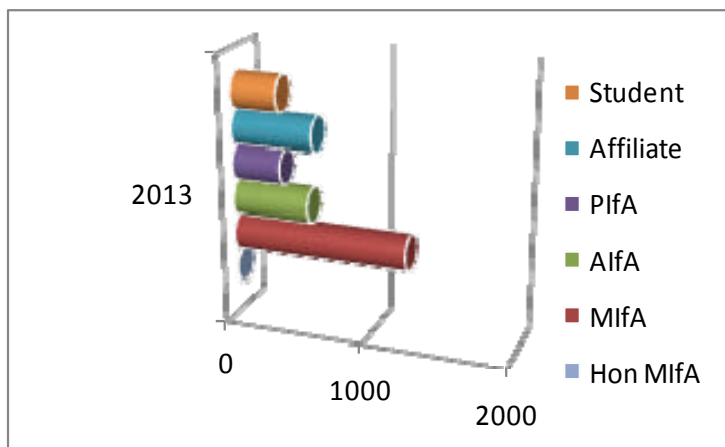
Membership and registration

Despite the difficulties and pressures facing the profession, membership of the Institute has remained relatively steady compared to the estimated total number of professional archaeologists.

Membership of the Institute at Corporate (ie accredited) level (Member, Associate and Practitioner) demonstrates an individual's technical and ethical competence, including professional skills relevant to their grade of membership. Individuals who have achieved membership at these levels can use the designations MIfA, AIfA and PIfA after their names and by using these provide an indication to those working in archaeology and to those employing archaeologists that they are a qualified professional whose ethical and technical competence have been recognised by their peers.

This achievement of professionalism by Corporate (accredited) members goes hand in hand with our aim to achieve Charter (progress reported below). Obtaining a charter for the Institute would not only convey prestige and recognition upon the organisation and on the profession it represents, but also on its members. It is this state recognition of a profession which encourages the commissioning of work from members of the Chartered body. In moving towards becoming a Chartered Institute we are developing our organisation in terms of its governance– a long-term benefit irrespective of what the final result of our application for Chartered status is.

We also continue to have strong support from our non-accredited membership grades (Affiliate and Student). These grades are **not** assessed for technical or ethical competence: members in these grades agree to support the Institute's *Code of conduct* but are not accountable under it. Many individuals in these grades are in a transitional period of their career, gaining the relevant skills before upgrading their membership to an accredited level, while others do not work in archaeology, have left the profession or have retired, joining to support IfA and the work we do.



Our Registered Organisations scheme has also continued to grow and we now have over 70 practices which have undergone our benchmarking and inspection process. These include the majority of the largest organisations in the UK and Ireland, with a growing number of smaller and more specialised practices. The scheme provides a unique quality assurance register; there is no equivalent in the historic environment. Our Registered Organisation logo can be used by all those who have successfully applied to the scheme as a 'kite mark' of an organisations' commitment to professional standards and competence.

Both our accredited members and Registered Organisations agree to abide by the Institute's *Code of conduct* and can therefore be held to account by their peers if their professional standards are questioned.

Over the past year several allegations of misconduct or complaints about Registered Organisations have been received. Two, one brought under the disciplinary regulations against an individual member and one under the Registered Organisations complaints procedures, completed their progress through the relevant processes. Neither of the cases progressed beyond the initial stages. Others are still being investigated. Since publishing a clarification of the complaints procedure in *The Archaeologist*, we have seen an increase in cases. At the time of publication, there were eight ongoing cases: four under disciplinary regulations and four under Registered Organisations complaints procedures.

Governance and charter

In February this year we submitted an informal application to the Privy Council for Chartership of the Institute following a consultation with the membership last autumn. We have now received an invitation to submit a formal application to Her Majesty the Queen and will be seeking approval from the membership on the Petition, Charter and By-laws at the 2013 AGM before making this submission.

Our ambition to achieve a Royal Charter for the Institute is an important one and we hope to have positive news to report in 2014. The process of preparing the Institute for a formal submission has also allowed Council to review the current governance structure and to make recommendations to improving this. Proposals (which were discussed at AGM 2012) aim to increase the ways in which our membership can be involved with the governance of the Institute and have greater influence over its strategic aims.

CPD, education and training

Providing opportunities for our members to undertake relevant and quality training in contribution to their CPD is one of key aims – and is always a challenge. Over the past year our Groups have continued to run training workshops and our conference included a number of CPD workshops within the programme. In *The Archaeologist* we featured articles looking at different ways CPD can be achieved.

In May 2012 we were notified of a two-year extension to our highly successful HLF-funded Workplace Learning Bursaries Scheme enabling us to deliver a further tranche of year-long placements in 2012-2014, bringing the total number of placements delivered under the scheme to 78. Now into Year 8 of the scheme, all of the new round of placements have been appointed to posts covering areas as diverse as creating and promoting archaeological archives with the Star Carr project at York University, non-intrusive archaeological techniques with English Heritage, heritage management with the Scottish Canals and Waterways Trust and planning archaeology with Glamorgan Gwent Archaeological Trust.

Over its lifetime (2006 – 2014), the project will have invested over £1.6 million of HLF funding in workplace learning in archaeology and levered in nearly half a million in cash and in-kind contributions from placement hosts and project partners, including English Heritage, for whom we have also been administering buildings history and photographic placements under a new Historic Environment Placement scheme.

The majority of our bursary holders, and those employed under the CBA's Skills for the Future Scheme, have been registered for the NVQ Certificate in Archaeological Practice at Level 3. To date, 33 NVQs have been awarded, predominantly but not exclusively to bursary-supported candidates, and we currently have just over 100 candidates registered with the IfA Assessment Centre. Another two assessors have trained with us this year and gained their qualification, bringing the number of qualified assessors to seven with another seven currently completing their training. Interest in the NVQ amongst employers, volunteers and the academic sector continues to grow and we have been exploring the possibilities for delivering NVQs as part of employer-led training programmes, community archaeology schemes and alongside traditional academic awards, progress on which will be reported in next year's Annual Report.

Staff members have also contributed to conferences, discussing archaeology in wider contexts as well as raising the profile of archaeology and IfA to wider audiences. Peter Hinton and Amanda Forster both presented papers at the European Association of Archaeologists conference in Helsinki last September (on professional associations in archaeology, and vocational training). Amanda took part in the Prospect and Diggers' Forum day conference on training and careers in archaeology, and organised a conference theme and session on the subject of archaeology and value for the World Archaeology Congress in Jordan.

ACCOUNTS FROM 1 APRIL 2012 TO 31 MARCH 2013

The accounts have been audited by Haines and Co and show an operating profit of £11,896 to 31 March 2013, which has increased the Institute's reserve levels to £421,973.

The current agreed reserves limit set by Council is £200,000 to ensure that the Institute has sufficient accessible funds should it experience any substantial loss of income or unanticipated costs. In fact, one of the identified potential risks occurred during the last year when a member of staff was on long-term sickness which resulted some of the increase to staff and temporary staff salaries between 2011/12 and 2012/13. The other major factor has been a change to the allocation of costs between project and non-project staff salaries by our auditors between the two accounting years.

There has also been a significant increase in the cost of travel expenses, mainly due to the higher than inflation increases to these costs, but also due to the increased activity of groups and support from IfA staff. Executive committee and staff are looking at options to reduce this cost, but continue to place a high value on face-to-face meetings.

On a more positive note, and as mentioned above, there has been much more increase in the activities of our Area and Special Interest Groups and these are reported on later. Many of the Groups have been running day schools and workshops, and this has increased both the income and expenditure allocated to Groups.

Council had been investing some of the Institute's reserves taking forward elements of the Strategic Plan. This has included the development of a Groups Toolkit to assist Group committees, drafting the *Standard and guidance for archaeological advice and procurement of archaeological services* which will be put forward for adoption at the AGM, and producing a draft petition and charter for submission to the Privy Council. The latter has increased the legal costs incurred by the Institute, as has a decision to use legal advisors to guide disciplinary investigations.

The unallocated reserves have allowed Council to identify a number of activities it would like to focus on over the next twelve months.

OFFICES AND PROFESSIONAL ADVISORS

The board of directors

Joanna Bacon
Jayne Pilkington
Sadie Watson
Mark Andrew Collard
Mark A Newman
Nicholas J Shepherd
Beverley Ballin Smith
John L Sode-Woodhead
Chiz Harward
Julie Margaret Lochrie
Christopher Neil Maylan
Brigitte Stefanie Buss
Jan Wills
Geoff Morley
Steve Allen
Kirsten Holland
Frank Meddens
Richard Oram
Natasha Powers
Mike Nevell
Brendon Wilkins

Company secretary Alexandra Llewellyn

Registered office

Miller Building
University of Reading
Reading
Berkshire
RG6 6AB

Auditor

Haines & Company
Chartered Certified Accountants & Statutory Auditor
10a St Martins Street
Wallingford
Oxfordshire
OX10 0AL

DIRECTORS REPORT

The directors have pleasure in presenting their report and the financial statements of the company for the year ended 31 March 2013.

Principal activities

The principal activity of the company is the advancement of the practice of archaeology and allied disciplines.

Directors

The directors who served the company during the year were as follows

| | |
|-------------------------|------------------------------|
| Joanna Bacon | |
| Jayne Pilkington | |
| Sadie Watson | |
| Mark Andrew Collard | |
| Mark A Newman | |
| Nicholas J Shepherd | |
| Beverley Ballin Smith | |
| John L Sode-Woodhead | |
| Chiz Harward | |
| Julie Margaret Lochrie | |
| Christopher Neil Maylan | |
| Brigitte Stefanie Buss | |
| Jan Wills | |
| Geoff Morley | |
| Steve Allen | (Appointed 8 October 2012) |
| Kirsten Holland | (Appointed 8 October 2012) |
| Frank Meddens | (Appointed 8 October 2012) |
| Richard Oram | (Appointed 8 October 2012) |
| Natasha Powers | (Appointed 8 October 2012) |
| Mike Nevell | (Appointed 15 November 2012) |
| Brendon Wilkins | (Appointed 8 October 2012) |
| Gerald Wait | (Retired 8 October 2012) |
| Peter Barker | (Retired 8 October 2012) |
| David Divers | (Retired 8 October 2012) |
| Martin Newman | (Retired 8 October 2012) |
| Roger White | (Retired 8 October 2012) |
| Paul J Belford | (Retired 8 October 2012) |
| Robert C Read | (Retired 8 October 2012) |

Directors' responsibilities

The directors are responsible for preparing the Directors' Report and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that year.

In preparing those financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the directors are aware:

- there is no relevant audit information of which the company's auditor is unaware;

and

- the directors have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Auditor

Haines & Company are deemed to be re-appointed under section 487(2) of the Companies Act 2006.

Small company provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Registered office:
Miller Building
University of Reading
Reading
Berkshire
RG6 6AB

Signed on behalf of the directors



ALEXANDRA LLEWELLYN
Company Secretary

Approved by the directors on .1 August 2013

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF INSTITUTE OF FIELD ARCHAEOLOGISTS

We have audited the financial statements of Institute of Field Archaeologists for the year ended 31 March 2013. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of directors and auditors

As explained more fully in the Directors' Responsibilities Statement set out on page 3, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors, including "APB Ethical Standard - Provisions Available for Small Entities (Revised)", in the circumstances set out in note 7 to the financial statements.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the directors; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the annual report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 March 2013 and of its profit for the year then ended;

- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

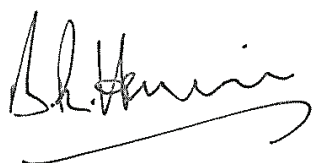
Opinion on other matters prescribed by the Companies Act 2006

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption in preparing the directors' report.



10a St Martins Street
Wallingford
Oxfordshire
OX10 0AL

3 September 2013

B R HAINES FCCA (Senior
Statutory Auditor)
For and on behalf of
HAINES & COMPANY
Chartered Certified Accountants &
Statutory Auditor

PROFIT AND LOSS ACCOUNT YEAR ENDED 31 MARCH 2013

| | 2013 | 2012 |
|--|-----------------------|-------------|
| | Note £ | £ |
| TURNOVER | 651,123 | 914,606 |
| Cost of sales | 187,671 | 499,187 |
| | <hr/> | <hr/> |
| GROSS PROFIT | 463,452 | 415,419 |
| Administrative expenses | 455,189 | 328,739 |
| | <hr/> | <hr/> |
| OPERATING PROFIT | 2 8,263 | 86,680 |
| Interest receivable | 4,541 | 2,173 |
| | <hr/> | <hr/> |
| PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION | 12,804 | 88,853 |
| Tax on profit on ordinary activities | 908 | 435 |
| | <hr/> | <hr/> |
| PROFIT FOR THE FINANCIAL YEAR | 11,896 | 88,418 |
| Balance brought forward | 410,077 | 321,659 |
| | <hr/> | <hr/> |
| Balance carried forward | 421,973 | 410,077 |
| | <hr/> <hr/> | <hr/> <hr/> |

financial statements

BALANCE SHEET 31 MARCH 2013

| | | 2013 | | 2012 |
|---|------|---------|-------|------------------|
| | Note | £ | £ | £ |
| FIXED ASSETS | | | | |
| Tangible assets | 3 | 1,005 | _____ | 558 _____ |
| CURRENT ASSETS | | | | |
| Debtors | 4 | 102,828 | | 203,408 |
| Cash at bank | | 548,369 | | 356,763 _____ |
| | | 651,197 | | 560,171 |
| CREDITORS: Amounts falling due within one year | 5 | 230,229 | _____ | 150,652 _____ |
| NET CURRENT ASSETS | | 420,968 | _____ | 409,519 _____ |
| TOTAL ASSETS LESS CURRENT LIABILITIES | | 421,973 | ===== | 410,077 ===== |
| RESERVES | | | | |
| Profit and loss account | 9 | 421,973 | _____ | 410,077 _____ |
| MEMBERS' FUNDS | | 421,973 | ===== | 410,077 ===== |

financial statements

These financial statements have been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

These financial statements were approved by the directors and authorised for issue on 1 August 2013, and are signed on their behalf by:



CHRISTOPHER NEIL MAYLAN

Company Registration Number: 01918782

1. Accounting policies

Area and special interest groups

The institute has a number of area and special interest groups, who organise comparatively small scale events, conferences and other activities. The income, expenditure and funds held by these groups is incorporated into the accounts of the institute.

Basis of accounting

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Office equipment - 50% reducing balance

Fixed assets

All fixed assets are initially recorded at cost.

Foreign currencies

Assets and liabilities in foreign currencies are translated into sterling at the rates of exchange ruling at the balance sheet date. Transactions in foreign currencies are translated into sterling at the rate of exchange ruling at the date of the transaction. Exchange differences are taken into account in arriving at the operating profit.

Long-term contracts

Sales and foreseeable profits on long-term contracts are recognised in line with the activity of each contract. Invoiced sales in excess or deficit of recognised sales are carried forward in payments on account or accrued income. The balance of costs recognised that are in excess or deficit of invoiced costs are carried forward in accruals or work in progress. Provision is made in accruals for any foreseeable losses.

Operating lease agreements

Rentals applicable to operating leases where substantially all of the benefits and risks of ownership remain with the lessor are charged against profits on a straight line basis over the period of the lease.

Pension costs

The company operates a defined contribution pension scheme for employees. The assets of the scheme are held separately from those of the company. The annual contributions payable are charged to the profit and loss account.

Turnover

Turnover represents the value of subscriptions received and income earned during the year, including estimates of amounts not invoiced. Turnover in respect of long-term contracts and contracts for on-going services is recognised by reference to the stage of completion.

2. Operating profit

Operating profit is stated after charging/(crediting):

| | 2013 | 2012 |
|---|--------------------------|--------------------------|
| | £ | £ |
| Directors' remuneration | – | – |
| Staff pension contributions | 13,954 | 11,089 |
| Depreciation of owned fixed assets | 1,005 | 558 |
| Auditor's fees | 4,200 | 4,200 |
| Net (profit)/loss on foreign currency translation | (296) | 467 |
| | <u><u> </u></u> | <u><u> </u></u> |

3. Tangible fixed assets

| | Office equipment £ |
|-------------------------|--|
| Cost | |
| At 1 April 2012 | 26,311 |
| Additions | 1,452 |
| | <u> </u> |
| At 31 March 2013 | 27,763 |
| | <u><u> </u></u> |
| Depreciation | |
| At 1 April 2012 | 25,753 |
| Charge for the year | 1,005 |
| | <u> </u> |
| At 31 March 2013 | 26,758 |
| | <u><u> </u></u> |
| Net book value | |
| At 31 March 2013 | 1,005 |
| | <u><u> </u></u> |
| At 31 March 2012 | 558 |
| | <u><u> </u></u> |

4. Debtors

| | 2013 | 2012 |
|--------------------------------|--|--|
| | £ | £ |
| Trade debtors | 50,820 | 26,852 |
| Prepayments and accrued income | 52,008 | 176,556 |
| | <u> </u> | <u> </u> |
| | 102,828 | 203,408 |
| | <u><u> </u></u> | <u><u> </u></u> |

5. Creditors: Amounts falling due within one year

| | 2013 | | 2012 |
|---|----------------|----------------|---------|
| | £ | £ | £ |
| Trade creditors | | 31,318 | 24,733 |
| Other creditors including taxation and social security: | | | |
| Payments received on account | 128,694 | | 81,336 |
| Corporation tax | 908 | | 435 |
| PAYE and social security | 5,597 | | 7,920 |
| Other creditors | 15,585 | | 24,199 |
| Accruals and deferred income | 48,127 | | 12,029 |
| | | 198,911 | 125,919 |
| | | 230,229 | 150,652 |

6. Pensions

The company operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the company to the scheme and amounted to £16,448 (2012:£21,513). Contributions totalling £nil (2012:£2,216) were payable to the scheme at the end of the period and included in creditors.

7. Apbethical standards

In common with many other entities of our size and nature we use our auditors to prepare and submit returns to the tax authorities and assist with the preparation of the financial statements.

8. Related party transactions

No transactions with related parties were undertaken such as are required to be disclosed under Financial Reporting Standard for Smaller Entities (effective April 2008).

9. Company limited by guarantee

The company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £10 toward the assets of the company in the event of liquidation.

DETAILED PROFIT AND LOSS ACCOUNT

The following pages do not form part of the statutory financial statements which are the subject of the independent auditor's report on pages 12 to 13.

| | 2013 | | 2012 |
|--------------------------------------|---------------|----------------|-------------|
| | £ | £ | £ |
| TURNOVER | | | |
| Subscriptions | | 314,064 | 307,194 |
| Application fees | | 1,446 | 1,869 |
| RO fees | | 62,372 | 64,597 |
| Adverts | | 4,110 | 4,822 |
| Publications | | 753 | 469 |
| JIS subscriptions & adverts | | 8,610 | 7,026 |
| Group fees | | 5,791 | 385 |
| Total project income | | 253,977 | 528,244 |
| | | <hr/> | <hr/> |
| | | 651,123 | 914,606 |
| | | | |
| COST OF SALES | | | |
| Direct project costs | 77,585 | | 138,793 |
| Core staff project salaries | 15,863 | | 35,840 |
| Non-core staff project salaries | 94,223 | | 324,554 |
| | <hr/> | | <hr/> |
| | | 187,671 | 499,187 |
| | | <hr/> | <hr/> |
| GROSS PROFIT | | 463,452 | 415,419 |
| | | <hr/> | <hr/> |
| | | | |
| OVERHEADS | | | |
| Administrative expenses | | 455,189 | 328,739 |
| | | <hr/> | <hr/> |
| OPERATING PROFIT | | 8,263 | 86,680 |
| Interest receivable | | 4,541 | 2,173 |
| | | <hr/> | <hr/> |
| PROFIT ON ORDINARY ACTIVITIES | | 12,804 | 88,853 |
| | | <hr/> <hr/> | <hr/> <hr/> |

NOTES TO THE DETAILED PROFIT AND LOSS ACCOUNT

| | 2013 | | 2012 |
|--|---------|----------------|---------|
| | £ | £ | £ |
| ADMINISTRATIVE EXPENSES | | | |
| Personnel costs | | | |
| Core staff overhead salaries | 273,040 | | 199,208 |
| Temporary staff costs | 5,786 | | 2,242 |
| Committee travel | 10,366 | | 9,443 |
| Group funding | 9,662 | | 4,072 |
| Staff recruitment | 200 | | 1,065 |
| Staff training | 2,710 | | 3,740 |
| Staff pensions (Defined contribution) | 13,954 | | 11,089 |
| | <hr/> | 315,718 | <hr/> |
| | | | <hr/> |
| Establishment expenses | | | |
| Premises costs | | 12,294 | 12,463 |
| General expenses | | | |
| Travel and subsistence | 22,176 | | 12,123 |
| Telephone and fax | 3,808 | | 3,668 |
| Insurance | 6,420 | | 5,880 |
| Venue hire | 2,692 | | 1,713 |
| Computing, website & IT | 10,910 | | 5,301 |
| JIS costs | 948 | | 978 |
| Printing, stationery and postage | 19,783 | | 17,069 |
| Magazine and institution subscriptions | 2,283 | | 1,786 |
| Staff expenses - conference | 1,897 | | 65 |
| Sundry expenses | 946 | | 1,697 |
| Payroll costs | 1,406 | | 1,375 |
| Publications :TA, papers & e-bulletin | 31,418 | | 18,304 |
| Promotional material | 3,357 | | 3,525 |
| Hospitality | 367 | | 40 |
| Legal and professional fees | 9,124 | | 1,217 |
| Accountancy fees | 74 | | 1,400 |
| Auditors remuneration | 4,200 | | 4,200 |
| Depreciation | 1,005 | | 558 |
| | <hr/> | 122,814 | <hr/> |
| | | | <hr/> |
| Financial costs | | | |
| Bank charges | 4,659 | | 4,051 |
| Foreign currency gains/losses | (296) | | 467 |
| | <hr/> | 4,363 | <hr/> |
| | | | <hr/> |
| | | 455,189 | <hr/> |
| | | | <hr/> |
| INTEREST RECEIVABLE | | | |
| Bank interest receivable | | 4,541 | 2,117 |
| Other interest | | - | 56 |
| | | <hr/> | <hr/> |
| | | 4,541 | <hr/> |
| | | | <hr/> |

financial statements

Our area and special interest groups bring together professionals with specific historic environment interests in either a particular geographic or a subject area.

Groups represent specialist views to IfA Council and advise on issues which have a specific relevance to their subject/geographical area, and many have been involved in developing or inputting into the Standards and guidance documents, professional practice papers, and *The Archaeologist*. Many of the groups produce regular newsletters and run training events and workshops. Although Groups do receive some support from IfA the majority of their activities come from voluntary contributions from their members and they are always keen for new people to get involved.

If you would like to know more about any of the groups please contact us.

Cymru/Wales

The Group has organised three dayschools during 2012/13. The normal aim is to hold dayschools on either academic or more practically targeted themes. The venue as usual has been the Owain Glyndŵr Institute in Machynlleth, which is more or less central to Wales and accessible also from the English Midlands.

Dayschools are usually held twice a year but this year we decided to also include a workshop to mirror the activity of the series of Cadw-sponsored horizon scanning sessions that were intended ultimately to provide advice and support for the drafting of a new Heritage Bill for Wales (due to be published in 2015). These workshops included an archaeological session in Llandudno but were by invitation. IfA Wales Group decided that this process would not be inclusive enough, so with the encouragement of Cadw went ahead with our own workshop in June 2012. A report of the workshop was circulated to all those attending and should be available on the IfA website.

In May 2012 our spring dayschool was on the topic of Buildings: '*Some approaches to recording, analysis, preservation, re-use and presentation*'. This included speakers from the National Trust, Lampeter University (dendro-dating theory), the voluntary sector (North-West Wales dendro-dating project) and the RCAHMW approach to recording. A further dayschool was run in November 2012 on a Coastal and maritime theme '*Archaeology on beach, cliff and beyond: policy, recent work & community involvement*'. This included speakers who explained Cadw's maritime policy initially followed by sessions from Dyfed Archaeological Trust on a Paleolandscapes project. These were followed by a examples of work carried out by volunteers - the Arfordir Project in Wales and the Scottish equivalent 'SCHARP'. Both workshops were well attended and proved successful.

The Group have also been involved with the matter of archaeological archives, both the approach taken by the National Museum of Wales and the equivalent in England. We are hoping to include a session to take forward this theme in November 2013.

London Archaeology

After a short hiatus, the London Area Group has put on a number of events for members, including a walk in Roman Southwark, led by Chris Constable and Jane Sidell; the AGM, with a talk by John Shepherd and Dougie Killock on the Roman Temple at Tabard Square; a debate on ethics and archaeology, with Duncan Hawkins and Joe Flatman as lead discussants; and a well-received Conference on Infrastructure and the Historic Environment.

A newsletter highlighted the opportunities in London for further study of the historic environment, with potential to contribute to CPD.

The Committee is working on a programme of further events for the coming year.

Scottish

At the SGIfA AGM held in Edinburgh in October 2011 the Hon Chair stood down. The committee is now

Committee

Hon. Chair, Mark Roberts

Hon. Secretary, Mel Johnson

Hon Treasurer, Mary Peteranna

Members, Candice Hatherley to June 2012, Susan Hamilton, Cara Jones, Kenneth Aitchison, Matt Ritchie and from February 2013 Andrea Smith.

Aims of the SGIfA

To promote IfA and its services to members in Scotland

To raise the public profile of archaeology and archaeologists in Scotland

To advise the IfA on issues specific to Scotland

To increase membership and we now stand at over 400 members of the Scottish Group

The main thrust of our activity has been running at least two training courses per year from a range of topics that our members might find useful. A measured survey course was held in May 2012 and a photography course in November 2012. Helpful suggestions for training are always welcome!

The AGM was held in Glasgow and discussed a range of current policy initiatives. Afterwards delegates were invited to the opening of the 'Pharaoh' exhibition in Kelvingrove Art Gallery and Museum.

We also began to seek partnerships, co-operative ventures for training or just mutual support with archaeological bodies of all persuasions: amateur, professional and academic.

IfA supports various Area and Special Interest groups and we joined the IfA Groups Forum which seeks to encourage groups by sharing ideas and issues. The SGIfA also attends regular Built Environment Forum Scotland - Historic Environment Working Group meetings.

Events attended included

- workshops on RCAHMS/Historic Scotland options appraisal
- workshops on Historic Environment Data

Archaeological Archives

The group's 2012 AGM was held in March and a new member Helen Harman was appointed to the committee. Roy Stephenson stepped down as Treasurer and was replaced by Helen Parslow. Roy remains a valued committee member. Karen Averby stepped down as Secretary in November and Helen Harman stepped up to become acting Secretary of the committee. The committee is pleased to say that Karen remains on the committee and thanks her for all the work she carried out as secretary and for her continued support. Duncan Brown remains Chair of the committee and Helen Parslow continues as Treasurer.

The committee met in May and September to discuss future workshops and events in collaboration with other organisations and groups with an interest in the future of archaeological archives. The group's current membership is running at 290 (IfA) and 24 (non-IfA).

The Archaeological Archives Group has been busy running a series of regional workshops during 2012 to address various issues including advocacy and access. The workshop was piloted in Reading followed by events in Hereford, Chester, and Bath. All were well attended with over 50 attendees from across the archaeological community. Feedback has been very positive; more workshops are planned for 2013 in Plymouth (March), York (May), Leicester (June) and Fishbourne (July). Potential future dates for 2013 are Bury St Edmunds (October) and Worcester (November).

An additional workshop in London is intended for 2014. Please check the IfA website Group pages for up to date information.

The Archaeological Archives Group also organised a session at the annual IfA Conference on 18 April 2012: *'Information and archaeology.'* This session addressed the way archaeological information is used to inform the planning process, the ways in which other sources are accessed and especially how some areas are under-used.

The Group's 2013 AGM was in London in May and was combined with an English Heritage-backed workshop on the Archaeological Resources in Cultural Heritage, a European standard Group.

In 2012 a Facebook page for all events and discussions and a Gmail address for any enquires on the subject of archaeological archives were created. The group invites all those who wish to contact us to share information on publications and events to use these channels to get in touch.

Facebook Page: <http://www.facebook.com/pages/Archaeological-Archives-Special-Interest-Group/409131725829669> G-Mail: archaeologicalarchives@gmail.com

Buildings Archaeology

Times remain hard for the archaeological profession, with activity within the developer-funded sector continuing to be low, the number of curatorial archaeologists and conservation officers continuing to fall, and cut backs within the University sector. On the bright side English Heritage has been targeting buildings at risk and some high-profile historic structures have received grant-funding during this year, including the Ditherington Flax Mill, arguably the world's first iron-framed building.

2012-13 also saw the first full-year of the implementation of the new *National Planning Policy Framework* planning advice document in England. In terms of recording historic buildings this new document appears to be functioning almost as well as the old English PPS5. However, the implementation of planning conditions for building recording does depend on local authorities having access to appropriately qualified staff and the continuing decline in specialist advisors within local government remains a worry.

In terms of the Group's own activities, 2012-13 saw the group produce two newsletters, and co-organise a session on buildings archaeology at the IfA Birmingham conference in April 2013 with the Graphics Archaeology Group entitled '*Time to tie up the tape measure?*' The Group also maintained its tradition of providing advice on draft guidance and policy documents coming from government and other organisations related to buildings archaeology. This year this advice encompassed the proposed Improved Listed Building Consent regime, in August 2012; New opportunities for sustainable development and growth through the reuse of existing buildings' in September 2012; and Fabric recording in churches and cathedrals, in October 2012.

The Group maintains a critical role in the development of the IfA, especially as broader, political, and historic environment issues increasingly require understanding of our built environment. BAG's principal role is to continue to promote buildings archaeology and the skills it needs within the profession, and we believe we are in a strong position to realise this aim in the coming years.

Committee: Mike Nevell (Chair); Caroline Vile (Secretary), Ed James (Newsletter Editor), Karen Averby (Treasurer), Mark Collard, Rachel Cruise, Frank Green (events), Bob Hill (Standards & Research), Marilyn Palmer & Helen Robertson.

The newsletter editor, Ed James (edward_a_james@hotmail.co.uk) would be pleased to receive articles, roundups of recent work, books reviews, etc and is happy to promote relevant courses in the newsletter. Contact the secretary (oddball553@blueyonder.co.uk) to join the IfA Buildings Archaeology Group and receive free copies of the newsletter.

Diggers' Forum

This year the Diggers' Forum has been busy consolidating our previous year's successes. Our Forum Dispatch newsletter has been issued regularly, packed with articles, book reviews and a growing number of training materials available to our members. We welcome contributions of any length from members; shorter news items from the field are particularly welcome. At our last AGM we set ourselves the ambitious target of extending our contacts into all corners of the UK, but we are still under-represented in some parts of the UK, all points north of the Watford Gap in particular. If you work in the field and would be willing to act as an unofficial DF rep then please get in touch: there isn't really much involved other than keeping us up to date on events and gossip from your neck of the woods!

Our Facebook page has gone from strength to strength, with over 300 'Likes' and regular posts from our members as well as our administrators.

This year we have continued to represent our members' views on IfA Council. Central to the Council's concerns this year was the old issue of salary minima, with a number of appeals to Council to withdraw the minima as a requirement of the Registered Organisations scheme membership. Council resolved that it should not continue to make compliance with minimum salary recommendations an absolute requirement of Registered Organisation status, but we were heartened to see the Council vote

unanimously to maintain IfA's commitment to salary minima and to steadily increase the levels. Our new focus is on how this will work in practice now that it has been removed from the RO scheme. We hope to have a DF rep on the Registered Organisations Committee later this year and have been asked to comment upon revisions to the RO guidance about other employment issues that could help to shore up pay and conditions in the absence of an absolute requirement to comply with salary minima.

Our Committee remains small but committed. We have irregular meetings when we are all in the same time zone; the last was held at our Chair Gwilym's house in Oxford complete with home cooked lunch and entertainment for our various offspring. We are always looking for more Committee members to lend a hand, as we are all very busy with normal lives as well as IfA business. We would like to express our thanks to outgoing Committee member Hayley McPartland for her hard work, in particular with the CPD & Training Survey. This survey went live after Christmas and we are also grateful to our small army of volunteers for doing the beta testing of the survey prior to its distribution. Full details of the survey findings will be presented when we have analysed the results.

The DF has also been busy this year both organising and attending Conference sessions. Chiz Harward and Sadie Watson jointly ran a session at TAG in Liverpool, entitled '*The application of method and theory in professional archaeology*'. Chiz also spoke at the FAME Conference in York last summer, and over the same weekend attended the joint DF-Prospect Conference which focussed on training and skills for archaeologists and practical ways of increasing and widening our skills base. Full details of these events were included in our Forum Dispatches. Tom Elliott also presented a paper on professional archaeology at Exeter University and we hope to be able to do more of these talks; aimed at giving archaeology students a realistic idea of what to expect from a job in our profession!

Finally, we now have over 600 members, which is fantastic and makes us one of the biggest Special Interest Groups. If we can build on that success and increase our representation on Committees and Council then we will have built a strong foundation for the next few years of the development of IfA. Field archaeologists should be at the centre of this progression as we were there at the origin of IfA. Our needs and concerns should be paramount if our professional body is to be truly representative.

Finds

The Finds group currently comprises 742 people, including 4 non-IfA members.

The first task of the new committee was to update our policy statement - to remind ourselves that we are concerned with the promotion of finds to promote the enjoyment and understanding of the past, and we are actively integrating it into our meetings to focus our energies. We are lobbying IfA to improve the *Standard and guidance for archaeological field evaluations*, bringing us explicitly in line with what should be best practice since the acceptance of the S&G for finds, that all finds from evaluation should undergo an assessment. We have had a successful joint session with the Archaeological Archives group at the conference in Birmingham. We hope to build on this success at the next conference, in Glasgow, but are also open to specific CPD suggestions from our membership.

We are in the process of producing a basic guide to the S&G for finds for curatorial bodies, as well as supporting introductions for specific guidelines on ceramic recording with the PPS, SGRP, MPRH and ACBMG.

This year we are continuing our work on the model contract for specialists, and are hoping to organise a seminar on new developments in faunal analysis before the end of the year.

We continue to produce our Newsletter to regularly inform members of our activities and news from the wider finds world, and we should be seeing the return of the list of specialists to the IfA website in the near future.

Forensic

Following its formation in 2011, the Group has enjoyed a successful second year, reflected in the fact we have 272 IfA members and 5 non-IfA members who have so far registered an interest in belonging to the Group.

In March 2013, the Group held a well attended 'joint meeting', hosted by Staffordshire University, with the Geophysics SIG, as both disciplines are used as crime scene resources as part of a multi-disciplinary approach to recover buried human remain or objects. We will continue this theme of joint meetings during 2013-2014.

Also as part of IfA Annual Conference 2013 we held another well attended meeting themed the '*Impact of Forensic Archaeology on the Criminal Justice System*'.

Perhaps the highlight of the second year was during summer of 2012 the Group extended its contacts to other Forensic Archaeologists within Europe by supporting and attending the First European Meeting on Forensic Archaeology (EMFA) hosted by the Netherlands Forensic Institute (NFI). The Group will be represented at the second meeting on forensic archaeology in Europe, in The Hague hosted the NFI on 30 and 31 August.

The Group has introduced a bi-annual Newsletter and members are encouraged to submit articles of interest to Editor, Natasha Powers, via IfA Office.

It hoped that Group will hold three meetings during 2013-2014 – one in North/Midlands; one in South/Midlands; and, one at that IfA AGM.

Uniquely within the Forensic Archaeology Group is the 'IfA Expert Panel'; this is currently comprised of 13 forensic practitioners who are available to be deployed by the police to assist at crime scenes. During 2013-2014 it is intended to publicise via IfA website the ways that further IfA member archaeologists can qualify for membership of the IfA Expert Panel.

Geophysics

It has been a quiet year for the Geophysics SIG, a situation we are hoping to improve upon over the coming months. Having been at the helm since the GeoSIG was set-up, Peter Barker has stepped down and the group has elected a new Chair, Jimmy Adcock. He sits alongside a reshuffled committee which has also persuaded a couple of new representatives to join the fold. With everyone now settled in, the committee hopes to kickstart the group and get the membership, whether they are practitioners or consumers of geophysics, more involved and interacting with one another.

The group is looking to create a basic newsletter, make more use of the webpages and social media, run further workshops and outreach programmes for those who commission and use geophysical services (such as those run for ALGAO:Scotland and the 2012 IfA conference) as well as spark discussion amongst practitioners on all topics of geophysics.

Current hot topics of debate within group meetings are the ongoing issues surrounding data archiving and the future potential for chartership within the IfA. The former has seen

members speak with groups such as ADS and the DART Project in the hope that a more unified approach, as seems to be the general desire, effects some forward movement on this difficult subject. With regard to chartership status, the committee has looked at the experiences of other groups who offer alternatives for geophysicists, in particular, such as The Geological Society.

GeoSIG will be looking to form good relations with other groups within the IfA who have shared interests in order to better tackle issues that affect the wider archaeological community.

Anyone who has additional ideas for newsletter content, proposals for seminars or workshops or concerns pertaining to geophysics that they feel the group should be looking into and potentially tackling, can contact any of the committee members direct or the committee as a whole through the IfA.

Graphic Archaeology

This year has concentrated on incorporating the former AAI&S Portfolio Assessments procedures into the IfA Validation system and making this available to archaeologists with a primarily Graphics background. For conference 2013, the AGM, a discussion session and workshop session were organised on behalf of the group and a further session co-organised with the Buildings Archaeology Group. In addition, articles have been written for the GAG newsletter and *The Archaeologist*.

Membership of the Group currently stands at 600 (597 IfA members and 3 non-members). Three meetings of the Group committee have been held in York. The minutes are available on the Group's page of the IfA website at <http://www.archaeologists.net/groups/graphics>. Financial outlay on travel expenses to the two group committee meetings up till March has amounted to £538.45 and we are holding a further meeting before the end of the financial year with estimated travel costs of up to £200. Efforts have been made by all members of the group committee to keep this outlay as low as possible by using public transport and booking advance tickets where possible.

The former AAI&S Technical Papers on *Lithic illustration* and *Illustration of wooden artefacts* have recently gone out-of-print. A digital edition of the *Lithics* paper has been produced *pro tem* and a project proposal for a new revised edition will be presented to the Member Services Committee.

The AAI&S website is currently being reviewed, revamped and rebranded for the GAG, ready for relaunch in the next couple of months. For the time being this will be a stand-alone website.

Two newsletters have been produced over the course of the year and distributed to members in August 2012 and March 2013. We would like to increase regularity of the newsletter in the coming year, but urge Group members to be more forthcoming with material.

The Group's exhibition has been on show at Swindon and at the IfA Annual Conference in Birmingham. More contributions are always sought in order to allow the exhibition to demonstrate the wide range of work undertaken by its members and to allow more flexibility in theming the exhibition for specific events.

The IfA supported a Lithics workshop for illustrators at The Hive, Worcester in September 2012, in which Hugo Anderson Whymark demonstrated the technology of creating stone tools and the features which illustrators need to recognise.

An introduction to how to start a career in archaeological illustration is being produced. As the MA in Archaeological Illustration at Swindon is the only post-graduate qualification in this field currently available, the first step has been to gather information from universities and colleges offering undergraduate archaeology to find out what training is available within a degree setting.

A project proposal has been written to identify and evaluate on line training resources for graphics workers in the next year.

In addition, the committee would wish to thank Margaret Mathews for reviewing our current membership list and all those who have offered support and encouragement over the last year; it has been much appreciated.

Information Management

The IMSIG have had a quiet year but their main contribution was organising a session at the 2012 IfA Conference in Oxford which was written up in *The Archaeologist* 85. The group also helped co-ordinate social media aspects of the 2013 IfA Conference in Birmingham, including producing a conference social media guide and running a workshop on the professional use of social media. Prior to this a discussion between members had been facilitated by the groups email list (maintained for the IMSIG by CBA). This was followed by our AGM.

A budget to cover committee expenses has been agreed for 2013/14, and this will fund travel for committee members for two meetings during the year and a separate budget for events will see an upgrade of the IMSIG wiki to a professional account, offering more features for development of the wiki during the year ahead. ifa-information-management-sig.wikispaces.com/IfA2013.

Plans are also underway for an event working with FISH and HEIRNET later this year.

International Practice

The International Practice Group was formally established at the Annual Conference in Birmingham in April 2013. The group currently has 38 members, and will provide a forum for archaeologists, historic environment and cultural heritage professionals working on international projects and initiatives (or based outside the UK and the Republic of Ireland), and advise IfA council on issues relevant to the international practice of archaeological and cultural heritage management.

The inaugural meeting saw the election of the committee

| | |
|--------------------------|-----------------|
| Leonora O'Brien (Chair) | Ian Oxley |
| Gerry Wait (Treasurer) | David Jennings |
| Alice Hobson (Secretary) | Paul Belford |
| Annette Roe | Kenny Aitchison |

Our long-term aims are to

- Promote the advancement of archaeological and cultural heritage practice and initiatives on professional practice outside the UK and Ireland
- Explore issues related to professional standards, methodology, ethics, training and capacity-building in countries and cultures with diverse social, cultural and legal systems

- Exchange and develop knowledge, ideas and practical experiences, to develop best practice
- Organise seminars and workshops to act as a forum for developing and maintaining best practice in matters relating to international cultural heritage
- Strengthen collaboration with other international associations and organisations involved in international cultural heritage
- Advise Council on actions it might take in an advocacy role to effect advances in archaeological and heritage practice and management (e.g. EU, Council of Europe, UNESCO)
- Bring together international commercial, government and academic practice on survey, research, heritage management and policy

If you would like to join the group, please contact admin@archaeologists.net

Maritime Archaeology

MAG continues to be represented on a number of committees and at several meetings, including JNAPC (Joint Nautical Archaeology Policy Committee), ALGAO (Association of Local Government Archaeological Officers) Maritime Group, the AAF (Archaeological Archives Forum), and has maintained links with the ADC (Association of Diving Contractors) and the HSE Diving Industry Committee.

In addition, MAG continues to be involved in a wide variety of policy and government consultations relating to heritage and the marine environment, providing MAG responses to consultation as well as informing broader IfA responses. They include comments on the Marine Management Organisation's Marine Licensing proposals, the Red Tape Challenge, and Marine Scotland's consultations on Registerable Marine Activities and on Marine Licence Applications Requiring Pre-application Consultation.

For more information about MAG activities – and for the latest maritime archaeology news, take a look at (or subscribe to) the MAG blog: (<http://ifamag.wordpress.com>).

New Generation

The New Generation Special Interest Group was formally established when the group's first committee and its constitution was approved by IfA Council in January 2013. The Group was formed in 2012 following a series of discussions and debates by a number of PIfA grade IfA members at the 2012 IfA Conference in Oxford. It became clear that there were many people within IfA, in the early stages of their careers in archaeology, who wanted to be more involved with IfA and play a greater role within the sector as a whole.

The group's committee met on two occasions, in November 2012 and in February 2013, setting out the aims of the groups, plans for the 2013 IfA conference event and AGM, and the future plans for the group. The New Generation Special Interest group aims to support archaeologists in the early stages of their career working in all aspects of the sector, by

- exploring, researching and offering practical support and advice on pathways into the profession and career development
- highlighting the contribution of early career archaeologists to the sector both in the present and in the future
- by increasing the role and representation of early stage career archaeologists within the IfA

The Group held its inaugural AGM on 19 April at the IfA Conference 2013 and the group also held its first event at the conference; a series of questions, debates and discussions centred on peoples' hopes and fears for the future of archaeology. The results of these discussions will be used to help to refine the aims of the group and define its future actions and plans. The results are currently in the process of being collated and will be reported on.

Research & Impact

Committee membership

Natasha Powers (Chair), David Petts (Secretary), James Morris (Treasurer), Dan Miles, Caroline Sturdy Colls, Matt Edgeworth, Paul Belford, Rebecca Nicholson, Amanda Forster

This is the first year of the new Research and Impact Special Interest Group's existence with its inaugural meeting held in December 2013. The new group is concerned with the nature of archaeological research and its dissemination, and in the impact that archaeological research has in wider social and economic spheres. The group will contribute to the promotion of archaeology beyond professional spheres, and would encourage collaborative networks between professional, academic and community led archaeologists. Despite the group's relatively short existence, it has already begun a number of initiatives connected to its remit. In March 2013, it launched its Impact Week survey on Impact in archaeology, in an attempt to capture data about current perceptions and understanding of impact across the professional sector. The results from this initial exercise were reported on by Natasha Powers at the 2013 IfA Conference in Birmingham as part of the RISIGs session '*How to demonstrate impact in archaeological projects*'. The key conclusions were that impact and outreach activities were taking place in all sectors of the profession, although precise definitions of what impact consisted of varied widely. One key conclusion that has arisen out of both the survey and the conference session is that whilst there is a good understanding of how to carry out impact and outreach to the general public, there is far less understanding of how to deliver and measure the impact of archaeological work in other areas such as economy, planning and policy. There is also a key requirement for wider training in monitoring and assessing the success and impact and outreach work. The Impact Survey will be rerun later in the year in an attempt to collect more data about impact in the UK Historic Environment sector.

The committee has a number of plans for future activities in the pipeline. As a new group, one its basic priorities is recruiting new members. The IfA conference has helped with this, and there committee aims to issue a regular newsletter which it is anticipated will help publicise the group and its initiatives. So far, the SIG has a limited social media presence (there is a Facebook group), but it is hoped to develop this facet in the future. It is also hoping to co-operate with other SIGs in delivering relevant training events. In the near future is hoped to hold workshops on sources for funding to develop and deliver outreach and impact activities and the use of social media.

Voluntary and community

The Voluntary and Community Special Interest Group held its AGM at the IfA Conference on 18 April in Oxford. This followed a successful session organised by the SIG entitled '*Engaging communities with archaeology: different approaches*'. As a result, the committee was able to recruit several new members, with numbers swelling to comprise the following

Craig Spence (Chair)
Tara-Jane Sutcliffe (Secretary)
Rachael Hall (Treasurer)
Margaret Broomfield
Abby Guinness

Lilly Hodges
Alison James
Phil Richardson
David Rudling
Adam Thompson

VCSIG was also represented at the IfA Conference in the *'After Southport'* session (Thursday 19 April) by Craig Spence, who spoke about the value of Community Archaeology.

Although no CPD events were specifically run by VCSIG, the Group's Secretary, Tara-Jane Sutcliffe, contributed to a day-school on Community Archaeology run by Oxford University Department of Continuing Education on 6 March 2013.

Owing to work commitments on the part of several members of the committee, the SIG did not meet again until the AGM at the IfA Conference in Birmingham on 18 April 2013. VCSIG does however have an active and growing facebook (<http://www.facebook.com/pages/Voluntary-Community-Special-Interest-Group/171660869609185>) and twitter (@VolComSIG) presence.