

Minutes of the meeting of the CifA Finds Special Interest Group

Held: 18th January, 2018 at CGMS offices, Bastion House, 140 London Wall, EC2Y 5DN

Present: Phil Mills (PM, Chair) , Duncan Brown (DB), Louise Rayner (LR), Ruth Pelling (RP), Rowena Hart (RH), Alex Beeby (AB)

Action points:

PM to draft statement re Chartership to send round to the committee.

PM to contact committee members and Kerry Wiggins about who is leaving committee and query the constitution on committee membership

KMB to book room for AGM

Everyone to think of suitable papers/speakers for CifA Finds Group AGM day-conference.

PM to ask Kerry Wiggins what the state of play is with members of finds group who are not CifA members with a view to getting list of specialists together.

Agenda item		Action points
1. Apologies for absence	Marie Claire Rackham-Mann, Mags Felter Kayt Marter Brown	
2. Minutes of last meeting	These had been circulated prior to meeting	
3. Finds issues	<u>Internal to CifA</u> <ul style="list-style-type: none"> - The standards and guidance will be updated after 7090 and this will need to be reflected in the Business Plan. Reference will need to be made to current legislation – pottery standard terminology etc. Funding applications for best practise guidance is worth considering. The definition of a specialist will help to start the drive to improve standards. - Information from Group Forum (LR DB) LR reported back that the GF had had a busy year. The Archive rep spoke about the FG toolkit and collaboration opportunities there. The New 	Phil to draft statement re chartership to send round to the committee.

Generation/ Research Impact Groups will be presenting at conference. Budgets were also discussed with finance resource likely to remain as it is this year. There has also been a proposal to the CIFA for an Osteo group. There was a session at the end regarding chartership. The AGM vote will be at Reading although it is scheduled for school half term which may be problematic. Cifa is considering talking to groups regarding chartership as there seems to be a generally poor take up if informal discussions are an indicator. We should see the chartership aims as including an assessment of ethical practise and understanding. There may be a use of matricies to achieve chartered status – new matricies will need to be produced by each group. Hope to have chartered archaeologists by 2020. Specialists will be able to be chartered also. This is seen as a plan to make a robust future for the profession. KG may attend AGM to discuss chartership.

External (AEA, ICON, Other groups etc)

Trailblazer (LR) – The working party has two main plans:

- Fieldwork technician (standardised, approved, non-degree apprenticeships)
- L7 Post-graduate Specialist Apprenticeships. This is hoped to cover all specialist disciplines. A 2yr course tied to existing masters level teaching with an on the job element. HE and Mola with Universities collaborating. A finds matrix for this will be written and sent to Groups in February. LR commented that this was moving well and heading in the right direction and providing a link between heritage organisations, universities and commercial professionals. The detail however has not been decided. It is likely to be provided through approved training centres in week long blocks. This all acknowledges a specialist shortage and looks to address it. DB commented that a 2yr program was a good idea. Wonder whether FG could coordinate?
- DB suggested a survey would highlight the gaps and that a consistent approach to the apprenticeships was necessary. He mentioned that the FG could liaise to create training material in the areas where gaps are present. This will require funding for Cifa to coordinate.
- LR suggested that the outcomes from the apprenticeships should be the same at each level and questions what the FG role is in this
- DB commented that the results or Project 7090

	show us where we are as a profession now and where we need to go, where we need to improve and how we should look to teach correct methods.	
4. Training	Covered above	
5. FSIG Events	<p><u>Cifa Conference 2018</u> FSIG session will be on the Wednesday afternoon. The talks/questions and broad discussion areas are to be discussed by the committee via email between now and the event although a confirmation of the questions for discussion will be needed. One of the main aims for the session is to understand collective views on assessments (ref ALGAO doc). What will the output from the sessions be? Some themes could be: Have assessments lost definition? There is no real point in a pottery assessment – Full analysis only to avoid double handling. Do not quantify at assessment – just a look over and date key contexts? Rough quantifications at assessment are not productive? RP and KMB to look into this. Referred to long discussion at last meeting.</p> <p><u>FSIG AGM Event</u> Interpretative finds. Artefacts and Ecofacts theme. It was agreed that there would be a £25 booking fee for the day which was felt to be reasonable and in line with other events. This will be held on the 16 or 23 May depending on the availability of the Birmingham Institute, 16th preferred. KMB/PM to look for the Event Form/Proposal Form from last year to amend for this event. The session would be an opportunity to engage environmental archaeologists as well as more traditional finds specialists. The theme would be Ecofacts as Artefacts – what makes an artefact an ecofact and the relationship between the two often disparate groups. The AGM will also provide an opportunity to have a talk presented by KG? about chartership to members of FSIG and for the FG to present a paper resulting from the Conference session. AGM – Standing down – DB and PM. RP will be voted on. MCRM has served 3yrs as has RH. RH happy to serve another 3. There are three vacancies: Chair, Secretary and Treasurer. With volunteers from LR, MF and RH respectively. To be confirmed at AGM? Three nominations to be made ahead of AGM. Cifa to be emailed to advertise for three ordinary committee members. Budget to be agreed but likely £800 per year.</p>	<p>MF/RP/KMB to liaise and email</p> <p>KMB/PM to book room</p>
6. Projects	<p><u>Project 7090 update</u> (LR) The results from the projects will be used to form a</p>	DB/LR

	<p>guidance document to be undertaken by DB/ LR and KG. Detailed costings need to be finalised by the end of the financial year so there is not much time to do this. It should be started off by an enhanced project proposal from DB and then sent on to LR.</p> <p>It was thought that the best way to move the 7090 project into guidance was by setting up a small working group to work up a draft document which will then be presented to the committee for review.</p> <p>A discussion was undertaken about whether the publication of the guidance presents the right time and means of finally considering ecofacts in the same guidance as artefacts. Questions were raised as to how to gather information together for reviewing the viability of this. RP to send LR a business case as to why this needs to happen and why the guidance must then be used.</p> <p>ALGAO and FAME will need to be consulted although historically there is little response regarding new guidance. The same consultation with HE/FIS/RCAHMS/S who are more likely to provide responses to the guidance and general agreement that other stakeholders should be engaged with. How will the guidance be disseminated? What format will it take as this will have cost implications. It was thought that an interactive PDF might be a good, cost effective approach.</p> <p><u>Survey</u></p> <p>The updated questions will be finalised and emailed in the next few weeks (PM). New draft questions will also be drafted along with an environmental sampling strategy. Link from here to 7090.</p> <p><u>Glossary of Terms</u></p> <p>The glossary will tie into the tool kit. This will include material type including types not in FISH. The glossary will look to provide guidance on terms and to standardise terms and take a lead from Southampton Archive Standards (link to OASIS – smart scan – word ID). Discussions about whether this is to be a separate project or to be tagged onto guidance produced through 7090. It might be formatted as an introduction followed by a list with a definition of a specialist and then definition of terms. Presented most likely as a toolkit and standards and Guidance. The glossary should easily be integrated into the S/G if it is already in use.</p>	<p>RP to email LR</p> <p>PM to circulate</p> <p>DB to review Southampton AS and recirculate</p>
<p>7. Communication</p>	<p><u>Website</u></p> <p>A discussion was held about the provision of a list of specialists. Discussions focussed upon the requirement for specialists to be part of ClfA to appear on a list endorsed</p>	<p>Phil to ask Kerry what the state of play is non</p>

	<p>by ClfA. PM spoke to Kerry who reported that the ClfA only want ClfA members on the list. If specialists work for a company that is an RO would that allow individuals who are not part of ClfA to appear on the list? It was felt that most specialists were part of ClfA already and that only a few are not and so it would not have a major effect. This was evidenced by statistics from the FSIG members where only 14 from a total of 955 members were part of ClfA. The list of specialist will be populated by emailing a form out to the FSIG Group in the first instance and asking for applicants. This process will need to go onto the Business Plan and an update disseminated after the AGM.</p> <p><u>Social media</u> Only a very brief discussion was undertaken about this, with Twitter being the main focus. 171 followers, an increase of c.20% since September. It was decided that the #FindsFriday should be used weekly or fortnightly at least.</p> <p><u>Newsletter</u> Still being edited by Steven Brunning. Content to be sent to him. A piece about the AGM should be included.</p>	members who work for ROs
10. Any Other Business	None	
9. Date of next meeting	2 nd May pencilled in. PM to ask KMB to confirm booking	KMB to email with confirmed booking.