



## Registered Organisation UPDATE

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### New registration year 2015 – 2016

The new registration year for CIFA Registered Organisations started on 1 April 2015. At the time of writing we have 70 Registered Organisations, and it looks like it will be a busy year. Over the next few months CIFA will need to conduct 19 inspections for renewing organisations renew their registration and we also have interest from three organisations wishing to register. The team at CIFA are working to arrange dates for these inspections and put together inspection panels which include a cross section of the profession to ensure a robust peer review of the organisation. Panels tend to include a staff member to record the inspection, a curatorial archaeologist (usually from the local planning authority) and one or two individual members or specialists. If you are interested in taking part in an inspection or sitting on the Validation Committee (Organisations) contact Jen Parker Wooding on [jen.wooding@archaeologists.net](mailto:jen.wooding@archaeologists.net) to note your interest.

### Report on the activities of the Registration Committee (Organisations) in the past year

In the past year, the Validation Committee (Organisations) has undertaken 26 inspections of organisations. These resulted in 14 conditions for continued membership, which varied from implementing a plan for dealing with archiving to updating report templates to ensure compliance with CIFA *Standards and guidance*. These conditions have to be implemented within a given timeframe. The most common condition over 2014 relates to the implementation of training plans by the Registered Organisations concerned. This is an aspect

of the scheme that the Validation Committee (Organisations) looking at closely. Identification of a Condition does not indicate a breach of the CIFA *Code of conduct*, rather the identification of a piece of work or procedure which – if allowed to continue – is likely to result in a breach of the Code.

In addition to Conditions, the Committee can also identify recommendations for improvement on organisations, and 2014, 56 recommendations were made. A recommendation is the identification of a piece of work or procedure that whilst not relevant to the Code of Conduct is viewed to be below best practice. Neither a condition nor a recommendation will automatically result in the removal of the organisation from the Register. Normally a time period is allowed for the organisation to implement changes that allow for the condition to be discharged or the recommendation to be removed. However, should more than two conditions be imposed upon an organisation within its three year registration period, this would result in the removal of the organisation from the Register.

Inspection panels also get the opportunity to highlight examples of good practice, and the whole process provides CIFA with access to some great examples of best practice in archaeology.

### Report on disciplinary cases and complaints against Registered Organisations

Allegations against individual accredited members of CIFA are dealt with in accordance with the *Professional conduct regulations*. Following the most recent report

(TA94), CIFA has completed a further two disciplinary cases against individual members in the last six months. One of these cases was dismissed and the other resulted in an advisory recommendation to the member involved. These investigations, along with any other allegation made against an accredited member of the Institute, are carried out by a panel of accredited members of the Institute with support from solicitors who advise on the process to be undertaken. All panel members are asked whether they have a potential conflict of interest before taking part in any consideration of evidence. All follow the prescribed process as outlined in the *Professional conduct regulations* (see [www.archaeologists.net/sites/default/files/node-files/ProfconductJan15.pdf](http://www.archaeologists.net/sites/default/files/node-files/ProfconductJan15.pdf)).

Complaints against a Registered Organisation are investigated through the *Regulations for the registration of organisations complaints procedure*. CIFA has completed a two investigations into complaints against Registered Organisations since the last report (TA94), one of which was dismissed and the other resulted in two recommendations for improvement. These investigations follow a similar process as those for allegations against individual members, again with support from solicitors. The process is outlined in the *Regulations for the registration of organisations complaints procedure* ([www.archaeologists.net/sites/default/files/node-files/RO\\_complaints\\_procedure\\_Jan15.pdf](http://www.archaeologists.net/sites/default/files/node-files/RO_complaints_procedure_Jan15.pdf)).