



**Registered Organisations annual update form**

Your organisation has either been inspected very recently or is due to be inspected in the subsequent registration period.

*This form requests an update on any major changes to the previous registration application, and a summary of improvements made with reference to any conditions and recommendations from the previous registration.*

**Please ensure this form is completed and returned to us by no later than 1 April 2024**

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| --- | --- |
| Name of organisation |  |
| **Please check that your data online is correct for your Yearbook entry.** <https://www.archaeologists.net/update-contact-details> | |

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| **Have there been any major changes in the organisation’s role or activities since the previous application for registration?**  If yes, please provide a summary of the changes and how the organisation continues to comply with relevant standards and guidance. Please note the Registrations Committee (Organisations) may request further information or recommend an interim inspection. | |
| Click or tap here to enter text. | |
| **Have there been any major changes in organisational structure since the previous application for registration?** | |
|  | |
| **Organisation Organogram supplied** |  |
| **Name of Responsible Post Holder (RPH)**  *the person who has the highest level of specifically historic environment responsibility within the management structure of an organisation* |  |
| **Name of second RPH**  (Accredited MCIfA) |  |
| **CIfA membership**  Total number of archaeological staff  Number of staff who are CIfA accredited  Practitioner (PCIfA)       Associate (ACIfA)       Member (MCIfA)  Non accredited (Student or Affiliate)  Do you pay CIfA subscription fees for staff Yes  No  For some  What is your employer’s contribution to CIfA subscription fees      % | |
| **Actions on conditions**  Please let us know how you dealt with any registration conditions made at or since your last registration. Please state the date by which conditions must be discharged, how you are addressing them and provide any supporting evidence or documentation. | |
|  | |
| **Actions on recommendations**   1. Please let us know how you dealt with any registration recommendations made at or since your last registration. 2. If your organisation didn’t receive any recommendations how has your organisation improved since your last registration? | |
|  | |
| **Contributions to the historic environment and the profession**  Please note any additional benefits your organisation/staff contributed to the historic environment profession in the last three years (eg work on committees and working parties, public presentation and outreach activities, care of monuments, relevant research). *Instead of providing a list you may enclose a copy of your Annual Report or refer to a relevant website address.* | |
|  | |
| Can CIfA use these activities, in consultation with yourselves, in promotion of the Registered Organisations scheme?  Yes  No | |
| **Information contact**  If you have someone in your organisation at any level who is willing to act as a CIfA contact to pass on information to staff about CIfA activities/workshops/training please provide their contact details.  Name       Email Address | |
| **Training administrator**  If you would like us to send training information directly to your training administrator, please provide their details.  Name       Email Address | |
| CIfA recruitment resources, including posters, leaflets and initiatives are available here https://www.archaeologists.net/InformationforROs  Would you be interested in receiving further CIfA recruitment resources and support for staff?  In coming year  At next inspection visit  If so, what support would you like?  Click or tap here to enter text. | |

# Declaration

Please refer to the Regulations for registration of organisations.

As Responsible Post-holder for the organisation I confirm our wish to continue to be registered with CIfA. I have read and agree to abide by the terms and conditions of Registration. I also reaffirm our agreement to adhere to CIfA's *Code of conduct* and regulations.

I understand that the provision of false information in relation to the Registered Organisations scheme may lead to immediate removal from the Register.

**I understand that by completing this form I am declaring this is a true record**

Please return this form to [kerry.wiggins@archaeologists.net](mailto:kerry.wiggins@archaeologists.net) or upload it when you renew your contact details [online](https://www.archaeologists.net/update-contact-details).