

Regulations governing membership of the Forensic Archaeology Expert Register and Panel (FAEP)

Published July 2021

Updated June 2023

Updated Sept 2023

The Chartered Institute for Archaeologists is incorporated by Royal Charter.

Power Steele Building, Wessex Halls, Whiteknights Road, Earley, Reading, RG6
6DE

Regulations governing membership of the Forensic Archaeology Expert Register and Panel (FAEP)

1 Purpose and remit	3
2 Definitions	3
3 Expert Panel	4
4 Application committee	4
5 Requirements for joining the Expert Register	4

Regulations governing membership of the Forensic Archaeology Expert Register and Panel (FAEP)

Purpose and remit

1. The FAEP has been established by the ClfA Board of Directors. It is not directly linked to the Forensic Archaeology Special Interest Group (FASIG) but can seek input from or offer advice to the Group where appropriate.
2. The remit of the FAEP is to
 - consider (and, if appropriate, take steps to implement) mechanisms for accrediting and/or regulating the work of those acting or seeking to act as expert witnesses
 - consider and discuss issues arising in the course of such work
 - liaise with His Majesty's Government, the Forensic Science Regulator and any other relevant bodies or individuals with regard to such issues, including standards and guidance
 - informing the specialist competence matrix for MCIfA as a basis for applications to the Register.

Definitions

3. In these Regulations the following words and phrases shall have the following meanings

MEANINGS

'ClfA'	means the Chartered Institute for Archaeologists
The 'Board of Directors'	means the Board of Directors of ClfA who have been appointed in accordance with the Royal Charter and regulations
'Co-Chairs of the Expert Panel'	means the nominated two Chairs of the Expert Panel elected in accordance with these regulations
'MCIfA'	means a Member of the Chartered Institute for Archaeologists as defined in Clause 5.3 of the Charter and by Bylaw of the Chartered Institute for Archaeologists
'The Forensic matrix'	means the 'Specialist competence matrix for ClfA accreditation related to Forensic Archaeology' which relates to 'Member (Forensic Archaeology)'
The 'Application committee'	means the committee elected from time to time by members of the Expert Panel in accordance with these regulations to consider and decide applications for membership of the Expert Register and panel
The 'Expert Register'	means the Register of the names of ClfA accredited professionals who have been accepted as members of the Expert Register in accordance with these Regulations and who have not subsequently resigned membership or whose membership has not subsequently been revoked
The 'Expert Panel'	members of the Expert Register who meet and comment on matters relevant to the FAEP in accordance with these Regulations

Expert Panel

4. The members of the Expert Register will nominate two Chairs of the Expert panel who will co-chair for three years who will be approved by the Board of Directors. Where possible, the two Chair posts should be held by a representative from an academic institution and a practitioner from a non-academic forensic service provider. The Co-Chairs shall be eligible for re-election for a further three-year term. A maximum consecutive term of office shall be six years.
5. All current members of the Expert Register can take part in Expert Panel meetings
6. The Expert Panel will meet as and when required to comment on matters relevant to the FAEP in accordance with these Regulations

Application committee

7. The Application committee shall comprise of
 - the Co-Chairs of the FAEP
 - the CifA Membership Manager
8. All members of the Application committee must be involved in decisions relating to an application as set out in paragraph 10. In the event of leave requirements (eg unforeseen circumstances, long-term sick leave, or maternity/paternity leave) another panel member may be co-opted to the Application committee to cover the role during the required period.

Requirements for joining the Expert Register

9. A member of the Expert Register must
 - be an accredited MCifA
 - have demonstrated competence in forensic archaeology in accordance with the Forensic matrix as part of their MCifA accreditation
 - have formally applied to join the Expert Register
 - in all other respects be a fit and proper person to be a member of the Expert Register
10. Applications for membership of the Expert Register
 - must be made using the appropriate application form
 - must be supported by such evidence as is stipulated in the application form and/or requested at any time prior to a decision
 - the names of applicants will be notified to all members of the Expert Register who may within 14 days of such notification support or object to the application by informing the CifA Membership Manager. Any member of the Expert Register raising an objection must do so on the grounds that the applicant does not fulfil one or more of the criteria set out under paragraph 9 above and upon request produce evidence to substantiate the objection insofar as they are reasonably able to do so
 - Members of the Expert Register must disclose any conflict of interest they may have when commenting on an application
 - At least four members of the Expert Register must respond within 14 days for an application to be considered

11. Decisions

- The Application committee will review the responses from the members of the Expert Register as soon as is reasonably practicable after the expiry of 14 days from the date of notification of the application.
- Subject to any other instruction from the Board of Directors, the business of the Application committee will be conducted in accordance with these regulations. The Co-Chairs of the Expert panel may in their discretion ask for further information from an applicant.
- Applications for membership of the Expert Register may be accepted, deferred, or refused.
- Applicants will be notified of the decision as soon as practicable.
- If an application is accepted, the applicant's name will be entered on the Expert Register, from the date of entry on the Register the applicant is entitled to represent themselves as a member of the Expert Register.

12. Appeals

- If an application is refused, the applicant will be notified in writing of the reasons for refusal. The applicant has the right to lodge an appeal within 30 days of being notified of the decision. Appeals will be heard in accordance with the process set out in the ClfA Membership Regulations.

13. Removal from the Expert Register

- Members of the Expert Register shall act in accordance with ClfA's *Code of conduct*.
- Allegations of professional misconduct (including the provision of inaccurate information in the course of an application to join the Expert Register) will be dealt with through ClfA's professional conduct regulations.
- If a member of the Expert Register is expelled from ClfA or their membership of ClfA is suspended, they no longer meet the requirements of membership of the Expert Register under paragraph 9. Their name shall be removed from the Register, and they will no longer be entitled to represent themselves as a member of the Expert Register.
- A member of the Expert Register may resign from the Expert Register by notifying the ClfA Membership Manager.

14. Removal from the Application committee

- A member of the Application committee will cease to be a member of the Application committee once their term of office has ended.
- Members of the Application committee shall act in accordance with ClfA's *Code of conduct*.
- Allegations of professional misconduct will be dealt with through ClfA's professional conduct regulations.
- If a member of the Application committee is expelled from ClfA or their membership of ClfA is suspended, they will be removed from the Application committee with immediate effect.
- A member of the Application committee may resign from the Application committee by notifying the ClfA Membership Manager.
- The Board of Directors may remove one or both Co-Chairs of the Expert panel if they fail to respond to requests which impacts the Application committee's ability to approve applications to join the Expert Register, or do not act in accordance with these regulations.