

Committee Minutes

10 July 2018, 13.00
By HE Conference Call

Present:

Hugh Corley (Chair), Jeremy Oetgen (Treasurer), Colin Forrestal (Secretary), Theodora Anastasiadou, Claire Tsang, Garry Duckers, Rob Lennox

1.	Apologies	Action
	Lianne Birney, Doug Rocks-Macqueen, Simon Parsons	
2.	Introductions	
	This was done at the last meeting.	
3.	Previous Minutes	
	These were accepted.	
4.	Matter Arising from Previous minutes	
	<ul style="list-style-type: none"> • To make sure the session at CAAUK 2018 is not all male. • Other items are on the agenda. 	
5.	Security Standards	
	<ul style="list-style-type: none"> • CT gave an update: large drop off in the use of micro fiches, so causing a review by commercial enterprises and museums. • Analogue security copy leading to an increase in resistance to using Micro fiches. As requires a use of a security copy. • Concerning Digital and where to deposit and who controls it. No repository for security. • TA gave an example. NMR not responding yet Bucks and Beds museum still insist. Support for the Mendosa report. Suggests that ADS be the digital repository. 1999 doc very good. • IMSIG – to comment on new digital proposals. JO to update 3 yr plan. LB was to contact Archive forum but no response. • IMSIG to take matter in hand in conjunction with the Archive Group. 	<p>JO</p> <p>All</p>
6.	GDPR	
	<ul style="list-style-type: none"> • Anonymising Archaeologists – It was felt that authors should not have their names removed from reports. <ul style="list-style-type: none"> ○ Concern about report standards, it should be implicit that permission has been given for the authors name and for pictures. ○ Once published how can you remove the author. ○ Need legal advice as several issues raised for Archaeology: <ul style="list-style-type: none"> ▪ Land Owner, Managers and repository. ▪ Accuracy, Business function ○ Need to watch situation for guidance, especially for draconian measures. ○ Appears there is exception for Historic Records. ○ IMSIG to hold a half day event to highlight good practice. Organise a workshop next year to avoid being a target on relevant heritage issues arising from GDPR ○ TA to provide feedback from the Archive Group. 	<p>CT/CF</p> <p>TA</p>
7.	FISH/HEIRNET Update	
	<ul style="list-style-type: none"> • Nothing to report. 	
8.	Priorities for 2018	
	<ul style="list-style-type: none"> • Group Forum – CF to attend 11 July 18. • Budget – JO Budget has been accepted. • 3-year Plan – JO has updated current plan and circulate for comment. Need to add Digital Archiving, GDPR and contribution to standards. • CAAUK 2018 – AGM 2018 –IMSIG session has 6 speakers to give 10-minute presentation with discussion. Followed by AGM at which HC will be standing down as chairman. NB CF will have completed his 6 years at AGM 2019 so will be standing down then. • CIFA 2019 possible Sessions: 	<p>JO</p> <p>CF</p> <p>CT</p>

	<ul style="list-style-type: none"> ○ Early career archaeologist presentations on use of data and archived data. ○ Session on Security ○ Hackerthon workshop – exemplar meta data management template to train people in best practice and resources. 	CT/HC
9.	Communicating with IMSIG members	
	<ul style="list-style-type: none"> • Put email together September. 	HC
10.	AOB	
	<ul style="list-style-type: none"> • None 	
7.	Future Meetings	
	<ul style="list-style-type: none"> • As soon as possible after the IMSIG AGM. 	CF