

**CIfA Diggers' Forum Special Interest Group Business and Action Plan**  
**Committee Term March 2017-2020**

The Diggers' Forum (DF) is committed to creating a positive, sustainable and financially viable career pathway for all professional archaeologists. DF is a Special Interest Group of the Chartered Institute for Archaeologists, representing all archaeologists working out on site at whatever grade. Membership is open to all.

DF was created in order to highlight the views, aspirations and professional requirements of its members, in addition to campaigning for improvements in pay and conditions within the profession. It is a key aim of the Diggers' Forum to represent and keep the issues and welfare of its membership at the top of the CIfA agenda, as well as publicising these to the world beyond.

***Current committee members:***

*Paul Riccoboni (Chair)*

*Gemma Ward (Secretary)*

*Samantha Boyle (Treasurer)*

*Richard Bradley*

*Cat Gibbs*

*Kelly Madigan*

*Callum Allsop*

*Ben Saunders*

Outlined below are the ongoing goals of the DF Special Interest Group. Following this is an action plan that maps out how the committee will work to achieve the goals in the short, medium and long-term:

**Short-term goals**

1. To serve as a platform to provide up-to-date news and information to its members, particularly through social media and the release of regular advice notes or bulletins;
2. To highlight and report ongoing and widespread issues across the profession, such as zero hours' contracts, lack of pension provision, below minima advertising, poor travel pay and training, and unadvertised self-employment;
3. To respond with timely statements to developing situations regarding the current issues facing field-archaeologists;
4. To act as an anonymous channel for site staff to report mistreatment, poor conditions, or disingenuous advertisement of roles, as well as incidences of bad practice and poor standards by fieldwork units within the profession so that the CIfA can inspect and begin disciplinary proceedings against companies undermining other people's good work;
5. To issue up-to-date guides for site staff, particularly new starters, on suitable kit, employment rights, tax and insurance liabilities arising from self-employment, improving CV's, subsistence payments, shift-working and away work.

**Medium-term goals**

6. Continue to work together and communicate with CIfA, BAJR, Prospect, RESCUE and many others, providing a link between these groups as applicable to share knowledge regarding developing situations;

7. To continue to highlight the current paucity of skilled fieldwork professionals in the market and to lobby for improvements in the training of site staff, better wages and conditions, and changes to career pathways to address issues of retention and progression;
8. To develop our member numbers and widen our social media output so as to provide an additional platform for debate and communication and to attempt to recruit new members both to DF and to ClfA, particular those of junior level, so as to improve the image and balance of the professional institute;
9. To develop surveys and reports on occupational health, shift working patterns and other health-related issues facing field archaeologists today.

Long-term goals

10. To improve pay through the setting of, and increase in, Minima and to move the profession forward in terms of rewarding staff in both status and salary levels;
11. To provide input and stimulate debate within ClfA by getting our members onto the advisory board and other ClfA committees (eg validations, appeals) so that the views of our membership receive particular consideration;
12. To create opportunities for DF members to advise students/new starters on pathways into professional archaeology and act as advocates for the benefits of joining ClfA;
13. To support ClfA in the move to Chartership and exploration of non-degree routes into the profession, such as apprenticeships;
14. To work with and cultivate relationships with other ClfA Special Interest Groups where mutual interests and responsibilities may overlap.

**SHORT TERM**

<b>Goals</b>	<b>Associated tasks/requirements</b>	<b>Resources</b>	<b>Time frame</b>	<b>Committee lead(s)</b>
1. To serve as a platform to provide up to date news and information to its members	<ul style="list-style-type: none"> <li>• Maintain social media accounts</li> <li>• Produce advice notes and statements</li> <li>• Consult with ClfA</li> <li>• Follow ClfA social media policy</li> <li>• Maintain blog</li> <li>• Update DF committee page</li> </ul>	<ul style="list-style-type: none"> <li>• Committee member time</li> <li>• ClfA staff time</li> </ul>	Ongoing and continuous	Gemma Ward Kelly Madigan Ben Saunders Others as applicable
2. To highlight and report ongoing and widespread issues across the profession	<ul style="list-style-type: none"> <li>• Consult and engage with members</li> <li>• Liaise with ClfA, BAJR, Prospect, RESCUE</li> <li>• Check other social media platforms/forums</li> <li>• Monitor BAJR website</li> <li>• Attend meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Committee member time</li> <li>• Member responses</li> <li>• ClfA staff time</li> <li>• Possible travel expenses</li> </ul>	Ongoing and continuous	All committee as applicable
3. To respond with timely statements to developing situations	<ul style="list-style-type: none"> <li>• Liaise with ClfA, BAJR, Prospect, RESCUE</li> <li>• Check social media platforms/forums</li> <li>• Follow ClfA house style</li> <li>• Output via social media or email</li> </ul>	<ul style="list-style-type: none"> <li>• Committee member time</li> <li>• ClfA staff time</li> </ul>	Ongoing and continuous	Ben Saunders Others as applicable
4. To act as an anonymous channel for site staff to report mistreatment, poor conditions, or disingenuous advertisement of roles, as well as incidences of bad practice and poor standards by fieldwork units	<ul style="list-style-type: none"> <li>• Check social media platforms/forums</li> <li>• Maintain DF email account</li> <li>• Liaise with ClfA, BAJR</li> <li>• Gather evidence from members and non-members</li> <li>• Maintain confidentiality</li> <li>• Get specialist advice</li> </ul>	<ul style="list-style-type: none"> <li>• Committee member time</li> <li>• ClfA staff time</li> </ul>	Ongoing and continuous	All committee as applicable
5. To issue up-to-date guides for site staff, particularly new starters	<ul style="list-style-type: none"> <li>• Produce advice notes and statements</li> <li>• Output on social media or via email</li> <li>• Liaise with ClfA, BAJR</li> <li>• Gather evidence on current rights and legislation</li> <li>• Follow ClfA house style</li> </ul>	<ul style="list-style-type: none"> <li>• Committee member time</li> </ul>	By March 2018	Ben Saunders Kelly Madigan Cat Gibbs Others as applicable

<b>MEDIUM TERM</b>				
<b>Goals</b>	<b>Associated tasks/requirements</b>	<b>Resources required</b>	<b>Time frame</b>	<b>Committee lead(s)</b>
6. Continue to work together and communicate with ClfA, BAJR, Prospect, RESCUE and many others, providing a link between these groups	<ul style="list-style-type: none"> <li>• Represent DF at meetings</li> <li>• Feedback to committee</li> <li>• Liaise with other groups</li> <li>• Respond to surveys/consultations</li> </ul>	<ul style="list-style-type: none"> <li>• Committee member time</li> <li>• Travel expenses</li> </ul>	Ongoing and continuous	Paul Riccoboni Gemma Ward Cat Gibbs Kelly Madigan
7. Continue to highlight the current paucity of skilled fieldwork professionals in the market and to lobby for improvements in the training of site staff, better wages and conditions	<ul style="list-style-type: none"> <li>• Liaise with ClfA, BAJR, Prospect, RESCUE</li> <li>• Consult and engage with members</li> <li>• Represent DF at meetings and get more members on ClfA committees</li> <li>• Maintain social media accounts</li> <li>• Produce advice notes and statements</li> </ul>	<ul style="list-style-type: none"> <li>• Committee member time</li> <li>• Travel expenses</li> <li>• ClfA staff time</li> </ul>	Ongoing and continuous	All committee as applicable
8. To develop our member numbers and widen our social media output so as to provide an additional platform for debate and communication	<ul style="list-style-type: none"> <li>• Maintain social media accounts</li> <li>• Check other social media platforms/forums</li> <li>• Liaise with ClfA re membership</li> <li>• Engage with members to encourage wider membership</li> <li>• Advocate benefits of ClfA membership</li> <li>• Attend ClfA conference</li> <li>• Maintain wide geographic spread for committee membership</li> </ul>	<ul style="list-style-type: none"> <li>• Committee member time</li> <li>• ClfA staff time</li> <li>• Travel expenses</li> <li>• Resources for displays/presentations at conference</li> </ul>	By March 2019	All committee as applicable
9. To develop surveys and reports on occupational health, shift working patterns and other health-related issues	<ul style="list-style-type: none"> <li>• Consult and engage with members</li> <li>• Liaise with ClfA and other Special Interest Groups where applicable</li> <li>• Produce surveys</li> </ul>	<ul style="list-style-type: none"> <li>• Committee member time</li> <li>• ClfA staff time</li> <li>• Member responses</li> <li>• Potential costs of specialist survey analysis</li> </ul>	By March 2019	Cat Gibbs Gemma Ward Samantha Boyle Others as applicable

<b>LONG TERM</b>				
<b>Goals</b>	<b>Associated tasks/requirements</b>	<b>Resources</b>	<b>Time frame</b>	<b>Committee lead(s)</b>
10. To improve pay through the setting of, and increase in, Minima and to move the profession forward in terms of rewarding staff in both status and salary levels	<ul style="list-style-type: none"> <li>• Consult and engage with members and non-members</li> <li>• Liaise with ClfA and other Special Interest Groups where applicable</li> <li>• Represent DF at meetings</li> <li>• Liaise with BAJR, Prospect, RESCUE, FAME</li> </ul>	<ul style="list-style-type: none"> <li>• Committee member time</li> <li>• Member responses</li> <li>• ClfA staff time</li> <li>• Possible travel expenses</li> </ul>	By March 2020	All committee as applicable
11. To provide input and stimulate debate within ClfA by getting our members onto the advisory board and other ClfA committees	<ul style="list-style-type: none"> <li>• Consult and engage with members</li> <li>• Represent DF at meetings</li> <li>• Feedback to committee</li> </ul>	<ul style="list-style-type: none"> <li>• Committee member time</li> <li>• Member responses</li> <li>• ClfA staff time</li> <li>• Travel expenses</li> </ul>	By March 2020	All committee as applicable
12. To create opportunities for DF members to advise students/new starters on pathways into field archaeology and act as advocates for the benefits of joining ClfA	<ul style="list-style-type: none"> <li>• Consult and engage with members and non-members</li> <li>• Contact university departments, field units and training digs</li> <li>• Liaise with ClfA and other Special Interest Groups where applicable</li> </ul>	<ul style="list-style-type: none"> <li>• Committee member time</li> <li>• ClfA staff time</li> <li>• Travel expenses</li> </ul>	By March 2020	All committee as applicable
13. To support ClfA in the move to Chartership and exploration of non-degree routes into the profession, such as apprenticeships	<ul style="list-style-type: none"> <li>• Assist ClfA with requests for support</li> <li>• Respond to consultations</li> <li>• Consult and engage with members and non-members</li> <li>• Feedback through social media output</li> </ul>	<ul style="list-style-type: none"> <li>• Committee member time</li> <li>• ClfA staff time</li> </ul>	Ongoing and continuous	All committee as applicable
14. To work with and cultivate relationships with other ClfA Special Interest Groups	<ul style="list-style-type: none"> <li>• Represent DF at meetings</li> <li>• Liaise with ClfA and other Special Interest Groups where applicable</li> <li>• Attend ClfA conference</li> </ul>	<ul style="list-style-type: none"> <li>• Committee member time</li> <li>• Travel expenses</li> <li>• Resources for displays/presentations at conference</li> </ul>	Ongoing and continuous	All committee as applicable