

## Draft MEMORANDUM OF UNDERSTANDING

### The Register of Professional Archaeologists (Register) Chartered Institute for Archaeologists (CIfA)

#### 1. Introduction

This draft Memorandum of Understanding sets out the basis for cooperation between the two organisations in order to foster collaboration.

#### 2. The organisations

##### The Register of Professional Archaeologists (Register)

The Register is a listing of archaeologists who have agreed to abide by an explicit Code of Conduct and Standards of Research Performance. Registered Professional Archaeologists (RPA) must hold a graduate degree in archaeology, anthropology, art history, classics, history, or another germane discipline, and have completed a thesis or dissertation (or its equivalent) that addresses a substantive archaeological research question, or have completed a thesis-equivalent analysis and reporting subsequent to receiving their advanced degree. RPAs agree to being held accountable for their professional behaviour through a formal grievance procedure.

The establishment and acceptance of universal standards in archaeology is the fundamental goal of the Register. In order to achieve this goal, the Register and its sponsoring and affiliated organizations are working to encourage registration. They are also working to obtain the endorsement of the Register by other national, regional, and local organizations, as well as by organizations that serve a review, referral, or granting function.

The Register's official language is English; it has an office in the United States.

##### The Chartered Institute for Archaeologists (CIfA)

CIfA is the leading professional association representing archaeologists working in the UK and overseas: it is open to applicants from anywhere in the world and from any archaeological discipline. CIfA promotes high professional standards and strong ethics in archaeological practice, to maximise the benefits that archaeologists bring to society.

Accredited CIfA professionals have demonstrated technical and ethical competence in archaeology by means of an examined portfolio of work in whichever areas of the diverse discipline of archaeology in which they work. They have agreed to comply with the CIfA *Code of conduct* and CIfA Standards and guidance wherever they work in the world. The Code of conduct and Standards and guidance identify outcomes and processes expected of many types of archaeological work. CIfA professionals act impartially, and are accountable under professional conduct procedures.

Registered Organisations of CIfA are led by senior accredited professionals and have formally undertaken to comply with the Code and Standards; they are assessed for skills, performance, compliance, and quality management procedures via a written application and an inspection by peers. Registration is time-limited.

The Chartered Institute supports three area groups and 15 special interest groups.

CifA's official language is English; it has an office in the United Kingdom.

### 3. Areas of cooperation and support

Both organisations have a commitment to the promotion of professionalism and ethical good practice in archaeology.

- The Register requires RPAs to comply with its *Code of Conduct* and Standards of Research Performance. The Register also recognizes that archaeological training is a lifelong endeavor, and encourages RPAs to engage in professional continuing education. The Register certifies continuing professional education (CPE) programs, in addition to certifying archaeological field schools. The Register is a listing of Registered Professional Archaeologists, and is not a membership organisation.
- CifA requires the archaeologists it accredits to demonstrate competence and to comply with its *Code of conduct* and standards. It facilitates the discussion and dissemination of good practice via an annual conference, other events, CPD courses and materials, a Journal, a magazine, professional practice papers and an e-bulletin. CifA is constituted under Royal Charter as a membership organisation.

Each organisation will

- seek to strengthen its relationship with the other
- consider working in partnership where corporate objectives and priorities coincide
- take care not to compete with the other
- respect the intellectual property of the other, and encourage third parties to do likewise
- encourage all archaeologists to become accredited/registered by an appropriate professional association
- seek to cooperate with the other on advocating for the benefits accredited archaeologists offer to industry, agencies, and to society
- seek to promote the other's events and services for members, where appropriate

At the date of this Memorandum the following areas have been identified for cooperation

- promoting accreditation/registration by the Register and CifA
- promoting each other's events
- sharing each other's publications and resources on archaeological professionalism and ethics
- exploring recognition of each other's accreditations for the purposes of certifying or endorsing Continuing Professional Development (CPD)/CPE courses and field schools
- exploring how being a RPA might contribute to the evidence base for accreditation by CifA (including potentially for Chartered Archaeologist) and vice versa
- promoting ethical training to universities and to practising archaeologists

### 4. Liaison

Each party will appoint a representative to form the link between the institutes. At the date of this Memorandum the representatives are

- the President, Terry Klein, and the President-Elect, Christopher Dore
- the Cifa Chief Executive, Peter Hinton, and a Cifa Board member, Gerry Wait

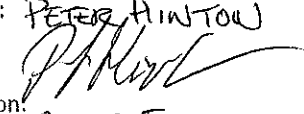
The representatives, when possible, will together attend relevant conferences and meetings, or will send a nominee if a representative cannot attend. In such cases, the representatives will, if possible, promote, organize, or conduct sessions that benefit the goals of both organisations.

The representatives will meet annually to review progress with this Memorandum and with shared endeavours. This meeting can be in person or through teleconferencing or other types of remote communications.

#### 5. Duration and termination

This Memorandum shall continue in force in perpetuity unless terminated by either party or superseded by another agreement.

Any party wishing to terminate this Memorandum must notify the other party in writing, giving no less than three months' notice.

For and on behalf of: The Register	For and on behalf of: Cifa
Name: Terry H. Klein Terry H. Klein Position: President	Name: PETER HINTON  Position: CHIEF EXECUTIVE
Date: August 4, 2017	Date: 8 August 2017