

CIFA INTERNATIONAL PRACTICE SPECIAL INTEREST GROUP

18 October 2023, 1730-1800 GMT

Minutes – Committee Meeting (via Teams)

Present: Leonora O'Brien (Chair), Caroline Pathy-Barker (Secretary), Niamh Carty, Michael D'Aprix

Apologies: Daria Adamson, Ian Travers, Jamie Quartermaine (Treasurer), Alice Hobson, Scott Chaussée, Peter Hinton

Minutes: Leonora O'Brien

1. Approval of minutes and Annual Report 2023

Approved. Caro has circulated the IPSIG (International Cultural Heritage Practice Group) Annual report 2023 to Cifa.

2. Joint SIG Group

Attendees received advice on FAQs and GDPR, circulated to IPSIG committee by Mike.

Working group to address update of competence matrices will start up in Dec 2023.

Action: *Niamh and Mike to continue to attend and feed back advice to committee.*

3. Tea break talk

Alice and Leo to do a tea break talk on archaeology and international financial institutions' standards and guidance, depending on availability of slots.

Action: *Alice to pursue with Cifa*

4. Autumn AGM

Action: *Caro to:*

- *Check with Cifa, advertise via email to membership, add to Cifa calendar.*
- *Check with Cifa re. required notice periods and AGM format before end October.*
- *Check with Cifa re. required positions and advertise any vacant posts.*

5. IPSIG Group Newsletter

IPSIG e-shot newsletter to include the summarised survey results prepared by Niamh, committee bios and call for engagement/concerns/topics for open meetings.

Aim to issue to Cifa Autumn/Winter 2023 for circulation to IPSIG members

Action: *Niamh to ask Scott for update and circulate draft to group*

6. Review of Cifa Code of Conduct

IPSIG sent through comments on the revision of the Cifa Code of Conduct in Feb 2023.

Draft Code of conduct was sent through to the CoC advisory panel on October 11 2023. The committee reviewed this together.

Action: *Leo to email summary comments from committee review to the CoC advisory panel.*

7. AOB

Scott Chaussée will be resigning from the committee due to work commitments. The committee would like to thank him for his service, advice and insights over the past two years.

8. Date of next meeting

Wednesday 29 November 2023 1730-1815 – AGM planning. **Action:** *Caro to organise Teams invite.*