

## GT 2.2 Groups three-year plan guidance and template

Within the **three-year plan**, groups should identify activities they wish to carry out over a three-year period and plan for succession. The plan also enables CIfA staff to see what may be coming up each year across all the groups, allowing us to schedule time needed for support and identify where there are potential overlaps with other groups and opportunities for collaboration. Staff are there to help groups undertake activities where required, but we need to know in advance.

The three-year plan template is a table which groups can complete to indicate what activities they wish to undertake over a three-year period. A list of common and optional activities is provided, but others can be added. Groups can indicate an intention to hold an event without needing to identify specific themes or details, although rough ideas are always useful.

A fourth-year column is included in case the plan is put together towards the end of one year, or if anything needs to be noted to be included in following plans.

There are some activities which we expect groups to undertake, including communicating with their group members, this can be a newsletter or just a short bulletin after each meeting or regular points through the year to keep members informed about the group's activities. CIfA may request the group to undertake other activities, like specialist matrices or reviewing Standards, but otherwise it is up to you what to focus on.

**Ideally the plan should be adopted by the committee and group members at the group's AGM and be discussed at every committee meeting to keep the committee focused.**

**The template is provided on the next page to assist.**

The Groups toolkit ([www.archaeologists.net/groupstoolkit](http://www.archaeologists.net/groupstoolkit)) provides additional documentation and guidance for groups to use – from the events planning checklist, through to the funding request form, we hope we have everything covered. If we don't, your first port of call is your Group Coordinator.

**Three-year plan****Group name**

International Practice

**Period of three-year plan**

June 2022 – June 2025

**Date plan adopted**

June 2022

**Current membership numbers**

CIfA members – 495 (?23 countries)

Non CIfA members –

	Year one	Year two	Year three	Year four
<b>Committee meetings (at least 3 per year) and AGM</b>				
Spring	February 2023	February 2024	February 2025	
Summer	June 2023 (AGM)	June 2024 (AGM)	June 2025 (AGM)	
Autumn	September 2023	September 2024	September 2025	
Winter	November 2023	November 2024	November 2025	
<b>Membership</b>				
Recruitment (CIfA & non-CIfA members) The group should be looking to bring in ideas and perspectives from the much wider heritage field (e.g. tourism, heritage development, general heritage media, conservation)	+3% members	+3%, + 5 non-members	+3%, + 5 non-members	
Specialist competence matrix development/review	Update by committee. Capturing non-archaeologist heritage professionals. Linkage to EAA professionals	Update committee by	Update committee by	

	committee.			
Standard & Guidance development/review	Undertake when instructed by CIfA			
<b>Communications</b>				
Newsletter or update bulletins (at least 4 per year) (expected)	As an eBulletin before and after extraordinary events (Fringe event, Teabreak talk)	As an eBulletin before and after extraordinary events (Fringe event, teabreak talk, conference session)	As an eBulletin before and after extraordinary events (Fringe event, teabreak talk, conference session)	
Social media (LinkedIn/ twitter/ Facebook/Email)	Focus on producing content to be shared via social media Profiles of committee members Highlighting IPSIG activities by membership	Focus on producing content to be shared via social media Profiles of committee members Highlighting IPSIG activities by membership	Focus on producing content to be shared via social media Profiles of committee members Highlighting IPSIG activities by membership	
Collaboration with other groups	As and when opportunities arise, support the development of opportunities for CIfA as an organisation to forge and develop links with other groups	As and when opportunities arise, support the development of opportunities for CIfA IPSIG to forge and develop links with other groups	As and when opportunities arise, support the development of opportunities for CIfA IPSIG to forge and develop links with other groups	
Group member/subject survey	Priorities of membership; Barriers for academics joining CIfA. International archaeological	Forge and develop links with other groups	Priorities of membership	

	research roundup			
<b>Events (Events Manager support)</b>				
AGM event/ Day conference	TBC	TBC	TBC	
CIfA conference session	International cultural heritage: applying professional standards and skills	Paper session: TBD	Paper session: TBD	
CPD workshop(s)	Tea break talk Archaeology and Cultural Heritage for ESIA: International Financial Institutions Standards	1.Experiences of working in specific countries/regions 2.Capacity building or skill sharing? Professional ethics, and attitudes to international scientific cooperation	1. 2.	
<b>Publicity</b>				
Group banner				
Group bookmark	?			
Website page updates	CIfA web page only. Update committee profiles	CIfA web page only. Keep committee profiles updated. Case-studies?	CIfA web page only. Keep committee profiles updated. Case-studies?	
Professional practice paper	Discuss scope.			
<b>Other activities</b>				
CIfA advice	To be invited to comment on and to participate in the development of any CIfA international			

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	<p>activities or developments, such as concordats or linkages with sister organisations</p> <p>Act as a conduit to bring international issues of concern raised by IPSIG members to the attention of CIfA Board of Directors and Advisory Council</p>			
<p>Policy drafting</p>	<p>Ensure that CIfA staff contact the Group regarding any and all international consultations or policy issues. Then provide initial advice from IPSIG Committee, and if appropriate, undertake wider Group consultation.</p>			