

Committee Meeting: Tuesday 14 January 2025 14:00-15:30

Online – Microsoft Teams

Minutes

Present: Theodora Anastasiadou (Chair), Jason Cumberworth, Katie Green, Katherine Hamilton, Jess Irwin, Helen Parslow (Treasurer), Samantha Paul, Victoria Sands (Secretary), Jasmine Tomys

Agenda Point	Action (Initials)
1	
Apologies for absence <ul style="list-style-type: none"> KW 	
2	
Minutes of the previous meeting <ul style="list-style-type: none"> All happy with previous meeting minutes. 	
3	
Matters arising	
3.1 Short overview of last meeting TA <ul style="list-style-type: none"> Our last meeting in November 2024 discussed the Archives Specialist Competency Matrix and the committee agreed a number of edits and additions. These were submitted in December 2024 and we have not received any further communication about this to date thus no further action is required at this time. 	
3.2 In-person meeting in May, location, costings etc <ul style="list-style-type: none"> Discussed date in late May 12 - 23 to avoid May half term W/C 26 May. VS to send DoodlePoll. Location agreed at Albion Archaeology offices in Bedford. This location is acceptable for most committee members however it may be too far for some members. Thus VS [or other] can bring a laptop to make this meeting hybrid. All committee members to please send travel costs to Bedford to HP for budgeting. 	VS
3.3 Next AAG conference, September 2025 <ul style="list-style-type: none"> Agreed that Chester Farm was an excellent venue for 2024 conference and would be a good choice for the 2025 conference also. VS to contact. Availability of venue might dictate date, although it will likely be in late September. Discussed potential topics for conference. Agreed to look at the last 25 years (2000-2025), and how things have changed in the archiving sector. <ul style="list-style-type: none"> How have things changed over time? New ways of working? How have we improved practice? How could things have been different if we worked the way we work now in the past? How far has archiving come? 10 years ago AAG was running training on how to archive. Large infrastructure/collaborative projects and how they have changed the way archaeologists work. Might be able to arrange talks from museums/consultants on this. Legacy projects Introduction of ADS/digital archiving. 	ALL
<ul style="list-style-type: none"> Decided not to discuss Transfer of Title as this is being discussed at the Cifa Conference in April 2025. Will discuss further in AAG May meeting. VS to add to Agenda. 	VS
<ul style="list-style-type: none"> Discussed the potential of having the conference over two days rather than one, as there was not enough time for discussion/networking in between talks. Although the 2024 conference was well subscribed, unsure whether costs could 	VS

	<p>stretch to two days. Agreed that conference would remain at one day, but more space for discussion/networking will be organised. Although space at the beginning or end was suggested, it seemed like a longer lunch break [possibly 2 hours] might work better.</p> <ul style="list-style-type: none"> ○ Could organise an optional social event the night before for if people happen to be staying anyway? Would not incur any extra expense but it might bring people together. 	
4	<p>Advisory Council feedback</p> <ul style="list-style-type: none"> • JI is the Advisory Council rep for IMSIG however could not attend the last meeting. • SP attended. They discussed proposal to change Institute to a member-led Institute. This will start with a survey to understand member needs. • Weekly drop in with CB for ClfA group representatives – HP & JI will go next week 	HP, JI
5	<p>Group documentation</p> <p>5.1 Chair's report TA</p> <ul style="list-style-type: none"> • TA asked for any emails received in the AAG inbox. VS advised that she checked emails but it would be useful to have another committee member regularly checking the inbox. JT agreed to check emails. VS to send log in details. VS advised that there was one email about the ClfA conference – VS to forward to the rest of the committee. • TA also asked whether the committee needed to respond to consultations on the HE Archive Toolkit. Advised that the AAG had already responded and they have revised the Toolkit in line with recommendations. The current version responds to a lot of our comments and it is improved. Questioned whether this will be the last of the ownership documents as there is lots of regional variation - will this regulate it? It still might be a struggle to get people to sign an 8-page document. Museum curators will likely react differently - some will uptake and some won't. As there are still some questions involving this which the AAG committee will discuss further in AAG May meeting. VS to add to agenda. <p>5.2 Treasurer's report HP</p> <ul style="list-style-type: none"> • No additions • HP will send out year-round-up in a few weeks' time. <p>5.2.1 Group Survey Results HP</p> <ul style="list-style-type: none"> • HP still in the process of collating. Will send group results to VS to check. AG committee will discuss further in AAG May meeting. VS to add to agenda. <p>5.2.2 Next survey idea – for new professionals TA</p> <ul style="list-style-type: none"> • TA put forth another survey idea – for new professionals <ul style="list-style-type: none"> - Interested in views on training and support for newer archivists and their responsibilities. Training programmes often directed at field staff. Previous problems include a lack of specialists when a whole generation retired and their knowledge had not been passed on. Cannot go into sensitive data such as pay. Might be able to combine with infrastructure projects. - Committee agreed that this was a good idea however focusing on archiving in infrastructure projects (A14/A428) would only give a handful of units. • Instead, it might be interesting to collaborate with other ClfA groups such as Early Careers or Diggers' Forum. Will discuss further in AAG May meeting. <p>5.3 Secretary's report VS</p> <ul style="list-style-type: none"> • No additions <p>5.3.1 3-year plan VS</p> <p>Needs updating. Is available on ClfA AAG website. Everyone to have a look and contact VS with any additions.</p>	<p>VS, JT</p> <p>VS</p> <p>HP</p> <p>HP VS</p> <p>HP</p> <p>TA</p> <p>VS</p> <p>ALL</p>

6	<p>Communications - Group's social media, email, webpage etc</p> <ul style="list-style-type: none"> • Agreed that we need to be posting more on social media. VS to arrange meeting with JI and JT to discuss. • VS asked for committee to send her biographies for webpage and any relevant pictures. 	<p>VS JI JT</p> <p>ALL</p>
7	<p>Representation to ClfA governance and in all ClfA activities</p> <p>7.1 AAG teabreak – topic, dates</p> <ul style="list-style-type: none"> • To arrange once we have survey results. Will discuss further in AAG May meeting. VS to add to Agenda. HP suggested we could arrange a teabreak for late summer 2025 [July/Aug] – drop-in to answer archiving queries from members of committee. <p>7.2 ClfA2025 conference – April</p> <ul style="list-style-type: none"> • SP, Manda & Claire are doing an archives session on futures for archives. 	<p>VS</p>
8	<p>Focus on issues of standards, best practice, advocacy and access</p> <p>8.1 OASIS V Project Management Board update (Oct 24) JI</p> <ul style="list-style-type: none"> • Additional national and regional stats to be added to the public front page of OASIS and a regional dashboard map for O4 users. Also plans for new HER dashboard stats. • Deployment of new features including keywords – no date for this yet. • Limited number of Level 5 OASIS users (high level of access across records as a research tool), automated list to be created on the main application with a reuse statement and a definition of what it means. • JI fed back that all England based channels need to promote the use of buildings module because users are still filling it in via fieldwork access point. You can log in through the HBR portal which is more efficient eg buildings keywords are default. • Animal and Plant remains modules in final test phases (rewilding workshop occurred in December). A live iteration is expected late in 2025. • Lack of support for Welsh OASIS (Marine) complicated due to people trying to use it for terrestrial sites. Discussion needed with CADW to clarify expectations of the service. • Regional variability of HER engagement with OASIS discussed and can't assume that the HERs will check and download reports. They need to be sent through the planning system. • Development of a Geophysics module guide. • Suggestion for a new field called 'Community Engagement', needs FISH to agree on terminology and potential list. • Developments in place to launch OASIS in Jersey. • Long discussion about projects under NDA and whether to upload to OASIS – agreed not to for now, as no systems in place to keep them separate from other projects. Apparently there have been occasions in the past where reports have been sent to LPAs and released before the NDA had elapsed, therefore had to be taken down, needs a wider discussion and is outside the scope of OASIS. • Those involved with community groups - need to encourage them to upload projects to OASIS. In the case of larger commercial units these tend to get uploaded as part of standard process but the smaller independent projects are underrepresented. • Julian Richards is stepping down. 	
9	<p>Any other business (AOB)</p> <ul style="list-style-type: none"> • Consultation of waterlogged wood closes on Friday 17 January. Has section on archiving. If anyone has any comments to fill it in. Guidance Open for Consultation Historic England • KG – As part of the TEtrARCHs: Transforming data rE-use in ARChaeology project looking at re-use of digital archives the ADS, UCL and MOLA are hoping to develop a 'Guide to Good Practice for Data Protection'. This aims to address the issue of 	<p>ALL</p>

	<p>digital archives losing the 'people aspect' because they are being removed from the digital archive due to Data Protection concerns. This is both a result of legitimate data protection issues and perceived issues due to lack of understanding of data protection. The guide will aim to provide good practice guidance on informed consent for projects so that the human aspect can still be included in the archive. The project only has 8 months to complete this so we will be looking to run workshops with the community relatively soon and KG will share details of this with the AAG as soon as she has them to get their input.</p>	
10	<p>Date of next committee meeting and future events May 2025 in person – VS to send DoodlePoll</p>	VS