Name of Group	Landscape		

Period of three-year plan (eg April 2019 – April 2022)	May 2024 - April 2027		

Date plan adopted (at AGM)	TBD		

Activity	Year one	Year two	Year three
Committee meetings (at least 3 per year) and Annual General Meeting (AGM). The AGM should be the same month each year and booked in advance.			
Record which months the committee meetings and AGM will take place.			
Spring	AGM 8 May; 20 May	AGM 14 May 2025	April/May (AGM)
Summer	24 June 2024	2nd June 2025	June/July
Autumn	14 October, 10AM	22 September 2025	Sept/Oct
Winter	13 January 2025, 10AM	1st December 2025	Dec/Jan
Who is your AC Group rep? (term is 1 year but can continue). Your AC Rep will attend up to 6 meetings per year and communicate opinions on Institute policy and offer advice on group or area specialisms between the group/committee and AC.	KHL	IH	TBD

Communicating with your group members			
How will you ensure regular and effective communication with your group members? What can you tell them the group is working on? Communications don't need to be long. Bulletins can be a couple of sentences.			
How many group newsletter or update bulletins will be sent and when? (at least 4 per year)	Updates after committee meetings	Updates after committee meetings	Updates after committee meetings
Which social media channels will be used (LinkedIn/ twitter/ Facebook/Email) and are there specific dates or messages to remember?	To launch July 2024. Channels: X; Facebook; Instagram;	Channels: Facebook; Instagram; Bluesky; LinkedIn	Channels: Facebook; Instagram; Bluesky; LinkedIn
Which other groups do you plan to collaborate with? How do you plan to do this? Eg through Knowledge Hub.	None	Green skills working party - TBD; Scotland and Wales/Cymru groups - TBD; Marine Archaeology - TBD; International Practice - TBD	TBD
Do you plan to send any group member or subject surveys to gather data?	Yes, we sent a member survey about events	Yes	Yes
Would you like to do a The Archaeologist magazine subject takeover?	No	TBD	Yes (tentative)

Events (in person and online)			
Do you plan to host a specific AGM event or conference?	Held online, 8 May 2024	Online AGM	AGM at CIfA conference (?)
Will your group host a session at the CIfA annual conference?	No	Session rejected	TBD
Will your group deliver or facilitate any CPD workshops this year, and if so, what type?	Yes	Yes	Yes
Are there any additional social or networking events (such as tea-break sessions) your group will run this year?	Yes, tea-break sessions	Yes, tea-break sessions	Yes, tea-break sessions
Are there any external events to attend? Speak with CIfA to check if we are involved.	No	TBD	TBD

Membership development			
How many members (CIfA & non-CIfA members) do you aim to recruit during this period?	100	5-10%	5-10%
Where relevant, will specialist competence matrices need developing or reviewing?	No	Deferred until after guidance review	Review specialist competence matrix (?)
Where relevant, will standards and guidance need developing or reviewing?	No	TBD	TBD

Publicity and resources			
Do you need to create or update any resources to publicise the group?			
Group banner	Yes	No	No
Group postcard or leaflet	Yes	No	No
Website page updates - we have a standard layout, but you can add committee member bios, event information, and other relevant updates.	Meeting minutes; committee bios	Yes	No

Are there any other activities the group is considering?			
Webinars	Yes	Yes	Yes
Field visits	No	Yes	TBD based on success of Year two trial
Library of recorded presentations	Yes	Yes	Yes