

## Committee Minutes

2 December 2025, 15.00

By Zoom

Draft

Present:

Evelyne Godfrey (EG) (Chair), Peter Guest (PGu) (Vice Chair), Colin Forrestal (CF) (Secretary), Perry Gardener (PG), Leila Joensson (LJ), Katerina Vavalou (KV), Cara Burton (CB) (CIfA)

1.	<b>Apologies</b>	Action
	Daria Dabal (DD)	
2.	<b>Previous Minutes</b>	
	These were accepted.	
3.	<b>Matter Arising from Previous minutes</b>	
	<ul style="list-style-type: none"> <li><b>Heritage Crime Workshop update</b> - <b>CF</b> to re-establish communications, soon with <b>CB</b> help.</li> <li>University of Bradford are down to 2 undergraduate courses (both accredited) and this is of a concern not only to CIfA but also for the training of future specialists. The discussion also focused on entry pathways for mature students entering Higher Education, and the help these mature students were to other students.</li> <li><b>PG</b> gave a brief report of the Advisory Council's last meeting. They discussed salary benching, capturing freelance Archaeologists charges. Then discussed Affiliate membership and its benefits or lack off. Then on their horizon was the regional framework projects (see item 5) and the lack of archaeological input at all from professional and academic sources and then discussed the community research network project that has UKRI funding which has the same lack of input from professional archaeologists.</li> </ul>	<b>CF</b>
4.	<b>EAA Athens 2026 Session #13</b>	
	<ul style="list-style-type: none"> <li>The RIG application to EAA 2026 Athens has been accepted, as we are a workshop we should have no need to merge. <b>CF/EG/LJ</b> will keep all informed. It will be Hybrid conference. The organisers now must satisfy all the EAA requirements before we can move forward.</li> <li><b>PG</b> raised the concern of UK university projects setting up in Europe as commercial projects to obtain EU funding.</li> </ul>	<b>CF/EG/LJ</b>
5.	<b>Tender Brief document for the HE-funded project to produce/revise the research framework for SW England (SWARF)</b>	
	<ul style="list-style-type: none"> <li><b>PGu</b> introduced the topic that these were HE funded put out to tender for contractors to bid to produce regional research frameworks. <b>PGu</b> questioned certain aspects of its wording no mention of expertise, CIfA until page 11 of the 15 page where it details the structure of the team, and eventually mentions researchers and that they should come from academic, commercial and community institutions and that the team may have to pay for the expertise author time only, (would that work for private doctors, engineers, lawyers to mention 3?) and that RIG and CIfA should raise their concerns to HE concerning this work on the cheap.</li> <li><b>EG</b> mentioned the RIG synthesis session at EAA 2024 Rome and the Dutch presentation (since circulated to the committee) which details a similar situation that occurred in the Netherlands 10 years ago which ended up being found to be rubbish and unfit for purpose and the Dutch government had to stump up the money to sort the mess out.</li> </ul>	
6.	<b>RIG CIfA website page &amp; Knowledge Hub</b>	
	<ul style="list-style-type: none"> <li>The CIfA webpage requires little Bios for each committee member. <b>CF</b> to email all members.</li> <li>Concerning Knowledge Hub; this is a HE platform and RIG have a page on it, its similar protocols to other platforms, you have to be approved, you have to behave as per CIfA</li> </ul>	<b>CF</b>

	<p>Standards and Ethics. You can post discussion papers, general papers and start or join in discussions on it.</p> <ul style="list-style-type: none"> <li>• <b>CF</b> raised the fact that the previous joint moderator had left the committee and he would like some help with this role.</li> <li>• <b>CB</b> offered to be a moderator on the RIG page, which was agreed.</li> <li>• <b>CF</b> to ask for <b>MH</b> to be removed as a moderator.</li> <li>• <b>CF</b> would strongly recommend signing up to Knowledge Hub if you haven't already. Page link is: <a href="#">Home - CIfA Research and Impact Group - Knowledge Hub</a></li> </ul>	<b>CF</b> <b>All</b>
7.	<b>RIG Committee Meeting Timings</b>	
	<ul style="list-style-type: none"> <li>• After a short discussion it was decided that using meet-o-matic, AM would now mean 15.00h GMT and PM would mean 19.00h GMT.</li> </ul>	
8.	<b>Business Plan</b>	
	<ul style="list-style-type: none"> <li>• <b>CF</b> stated that the RIG Business plan which is now in its third year will need to be updated/replaced at the next AGM in August 2026. <b>PGu</b> as Vice Chair is responsible for it, but <b>CF</b> will recirculate the present one and create a 2026-2029 virtually blank one to circulate with the old so people could put their ideas in the new one and return to <b>PGu</b> having renamed it to show whose ideas.</li> <li>• Creating the new one should start in the new year, possibly as a working group to make sure that it is acceptable to CIfA.</li> </ul>	<b>CF</b>
9.	<b>AOB</b>	
	<ul style="list-style-type: none"> <li>• <b>EAA extraordinary meeting in Jan 2026</b> this is just the committee noting that there is this meeting planned.</li> <li>• <b>Committee Membership: ET</b> has left the committee so we have 2 OCM positions free which we can co-opt. If you know anyone who would like to join the committee then just get them to contact CF for a cooption form.</li> <li>• <b>Newsletter: CF</b> will attempt to get a newsletter out before Christmas.</li> <li>• <b>AEA request for an institution to hold the Autumn 2026 conference and AGM:</b> <b>CF</b> explained that the AEA had no institution to hold its Autumn Conference and AGM at present (it was going to be Cyprus but they are bidding for 2027 and usually held late November early December to avoid TAG) and in an AEA committee meeting yesterday the idea was floated that Headland, the AEA and RIG from CIfA could hold this between them, especially as the AEA has contact with, and assisted RIG (environmental competency matrix) and the AEA would like a closer cooperation between the AEA and RIG. <b>CF</b> to keep the committee informed of any advances.</li> <li>• <b>PG</b> raised concerns of what organisations like Regional National Landscape were doing to promote research, and how they are engaging with legacy records.</li> <li>• <b>PG</b> also raised the issues like Oxford Archaeology praise for training archaeologists to the various levels of the competency matrix but questions what the wider influence / impact it has on networks, collaboration between University and Commercial archaeology and promoting big research, and the lack of money the national Parks and National Trust to engage in regional framework projects impacting research.</li> </ul>	
10.	<b>Date of Next Meeting</b>	
	<ul style="list-style-type: none"> <li>• It was agreed to do a meet-o-matic for the first 2 weeks in February 2026.</li> </ul>	<b>CF</b>