

INFORMATION MANAGEMENT GROUP

Committee meeting – 17 October 2025

1:00 PM

Online: Teams

MINUTES

Agenda Point		Action (Initials)
<p>1.</p>	<p>Apologies for absence with statements reminder (standing item)</p> <p>Present LO’C - Laura O’Connor (Chair) JI - Jessica Irwin (Advisory Council & Group Rep) TA - Theodora Anastasiadou (Ordinary Member) CB - Cara Burton (CIFA rep)</p> <p>Apologies KG - Katie Green (Vice Chair) GD- Gary Duckers (consultant member) TC- Thomas Cromwell (ordinary member) EK - Eileen Kerhouant (ordinary member/Student Rep) SP - Simon Parsons (consultant member)</p> <p>Statements reminder</p> <ul style="list-style-type: none"> ● CifA statement about dignity and respect ● Competition law statement of compliance 	<p>N/A</p>
<p>2</p>	<p>Previous Minutes</p> <p>Previous minutes agreed.</p> <p>ACTION: LOC/KG to send to CB after the next meeting.</p>	<p>LOC/KG</p>
<p>3</p>	<p>Matters Arising</p> <ul style="list-style-type: none"> ● Welcome Tanya to the Group - Social Media Co-ordinator - ALL <p>TB was unable to make the meeting due to fieldwork, so the committee welcomed her in absentia. LOC to set up meeting with her asap for catch up.</p> <ul style="list-style-type: none"> ● CifA Innovation Festival - AI in Cultural Heritage Review LO’C/ALL <p>The AI in Cultural Heritage session, held on 7th October, was a great success and one of the best-attended events of the Festival. Over 50 participants joined the morning presentations, and around 30 attended the afternoon panel discussion. The day featured excellent discussions, valuable insights, and contributions from experts.</p> <p>A detailed write-up by LOC will appear in the forthcoming edition of the Information Management TA. Due to the strong interest in this</p>	<p>LOC</p> <p>LOC</p>

	<p>topic, IMSIG plans to host another one-day online seminar next year. Additionally, IMSIG will invite an AI expert to speak at an upcoming DigITea session.</p> <ul style="list-style-type: none"> ● Data Standards for Excavation Data, report following discussions with CifA - LOC <p>LOC reported meeting with Jen Parker Wooding (CifA) to discuss IMSIG taking the lead on discussions around excavation data standards, linking these to archival best practice and the Dig Digital toolkit review/revision. The ideas received strong support, and discussions are scheduled to resume early next year following the AGM.</p> <ul style="list-style-type: none"> ● Archaeological Archives Group AGM and Day Conference - Report TA <p>TA reported that AAG AGM and Day Conference was a great success, with over 70 attendees to the in-person event taking place at Chester House Estate near Wellingborough.</p> <ul style="list-style-type: none"> ● IMSIG AGM - LO’C/CB <p>The IMSIG Annual General Meeting (AGM) is scheduled for December 2025. There are vacancies for the roles of Ordinary Committee Member (OCM) and Secretary. CB has provided available dates, and LOC will circulate a Doodle poll to the committee. Once the date is confirmed, advertising will begin via IMSIG and CifA social media channels, as well as the CifA newsletter.</p>	<p>LOC</p> <p>LOC/CB</p>
<p>4</p>	<p>Standing Item: Groups Forum/Advisory Council Feedback (if applicable) JI</p> <p>45th Meeting (Thurs 4th Sept)</p> <p>SIGs presenting: Human Osteology, Graphics, Scottish, Deutschland, Archives & International – discussion on how useful collaboration is between Area and SIGs and the benefits of holding in person events. All SIGs interested in collaboration opportunities. Activities being undertaken by other groups:</p> <ul style="list-style-type: none"> ● Committee meetings ● Competency matrix ● Standards/Toolkits ● Membership survey ● Promotes advocacy ● Newsletter ● Online events/lecture series ● Online conference 	

	<ul style="list-style-type: none"> ● In person networking event ● Social media – FB; LI ● Resources on CIfA website ● Committee members support CIfA applications with specialist assessments ● Members sitting on MCIfA interview panels <p>Other take aways from the SIG talks – Not enough membership benefits for those abroad, CIfA gaining popularity in Germany – opportunity for collaboration in terms of how Information Management differs abroad?</p> <p>Careers corner item in CIfA update bulletin raised as a way of highlighting variety of careers within archaeology and raising awareness of groups – if anyone wants to contribute they’d welcome it (specifically they were talking about experiences on the advisory council, but I think it applies to any contributions) contact email is carl.smith@archaeologists.net</p> <p>Membership awards are being explored to recognise volunteer contributions and professional impact, they held a scoping meeting in July and the next step is to define award categories and criteria – if you’re interested in joining the working group contact Alex Llewellyn (alex.llewellyn@archaeologists.net)</p> <p>An informal review of the Institute’s governance has identified opportunities to improve how the Institute works and delivers its purpose. The next step is looking at clarification on wording to reduce repetition, reduce restrictions by transferring content to regulations; highlighting gaps or inconsistencies within operations and activities within CIfA. Timetable is estimated at just under 2 years.</p> <p>The Board would like to see more engagement from the AC into horizon scanning, monitoring external developments and identifying risks to the profession.</p> <p>Board are keen to see CIfA deliver more benefits for members – asking for ideas on how they can increase membership value. Ideas to admin@archaeologists.net</p> <p>Next meeting is the 5th November - agenda to be shared</p>	
5	<p>Standing Item : Group Documentation (if applicable)</p> <p>Annual report submitted</p>	
6	<p>Standing Item: FISH/HEIRNET/OASIS Update (if applicable)</p>	

	<p>LOC and TA will attend the upcoming annual FISH meeting on 6th November, (representing IMSIG/AAG respectively) and report back at the next meeting.</p> <p>Jl to report back from next meeting of OASIS Management Board (TBC)</p>	<p>LOC/TA</p> <p>Jl</p>
<p>9</p>	<p>Standing Item: Communications</p> <ul style="list-style-type: none"> • TA Magazine - IMSIG edition <p>IMSIG has been invited to take over the February 2026 edition of The Archaeologist (CifA). This special issue, titled TA127: Information Management Unplugged, will explore the role of information management in heritage. A call for articles has been issued, with a submission deadline of 1st December.</p> <p>IMSIG committee members will contribute pieces, including a review of the Innovation Festival (AI in Cultural Heritage), as well as articles on archives and HER.</p> <ul style="list-style-type: none"> • Resources page <p>Committee to finalise Resources page to be published to IMSIG website. Links will now include AI references as gathered from Innovation Festival.</p> <ul style="list-style-type: none"> • Knowledge Hub <p>LOC/ALL to access and review as possible forum for committee business.</p> <ul style="list-style-type: none"> • Social Media Update including guidelines and X Account update <p>LOC and GD are working to close the IMSIG X account. The process is currently delayed because they need to download an archive of the website as a record first. Once that is complete, the X account will be closed.</p> <p>TB will be inducted into the IMSIG social media accounts, and the IMSIG LinkedIn account will be reviewed. CB has shared the Landscape Group committee social media handbook for reference. SP previously noted Bluesky best practices for implementing DNS standards. LOC has forwarded the Landscape SIG guidance to SP for editing with Bluesky recommendations.</p>	<p>ALL</p> <p>ALL</p> <p>LOC/ALL</p> <p>LOC/GD</p> <p>LOC/TB/SP</p>
<p>10</p>	<p>Conference/Event/Workshops</p>	<p>ALL</p>

	<ul style="list-style-type: none"> • Schedule of events - Winter/Spring 2026 digital tea breaks, speakers <p>On 15 October, Rebecca Bennett delivered a DigITea presentation on the new LiDAR in Archaeology guidelines. The session was well received, attracting 41 attendees and 81 registrations. The final DigITea talk of 2025 will be held on the 13th of November, featuring Dr Colleen Morgan (University of York) speaking on 'Gathering and Managing Archaeological Data for Worldbuilding and Other Creative Reuse'. The first talk of 2026 will be presented on the 14th of January by Julian Richards of ADS, focusing on the new Heritage Science Data Service.</p> <p>More speakers to be added to the 2026 programme.</p> <ul style="list-style-type: none"> • Technical Series/drop in sessions ALL <p>IMSIG are keen to explore information management technical series/drop in sessions in 2026. To be added to agenda for new committee in 2026.</p> <ul style="list-style-type: none"> • CifA 2026 - Proposed Session ideas - LO'C/ALL <p>Call for papers has been announced for CifA Conference 2026, taking place in Edinburgh on Tuesday 28th April and Wednesday 29th April. IMSIG to submit session proposals including lessons learned from large infrastructure projects and innovations in information management. LOC to submit prior to 10th November deadline.</p>	<p>ALL</p> <p>LOC</p>
<p>11</p>	<p>AOB</p> <ul style="list-style-type: none"> • SIG Collaborations <p>Following recent conferences and Group Advisory meetings, IMSIG to explore collaborations with Diggers Forum, Graphics and AAG in 2026.</p> <ul style="list-style-type: none"> • HER Scotland <p>LOC has been invited by the HER Scotland Forum to speak about IMSIG at its next meeting in late November. LOC will deliver the presentation and report back to the group.</p> <ul style="list-style-type: none"> • IMSIG Banner <p>To be reviewed in the new year with new committee with view to completing before CifA 2026 conference.</p>	<p>ALL</p> <p>LOC</p> <p>LOC/ALL</p>