

	at different organisations. Both recommend that committee members join the archive specialist and participate in one.	
4.	Promote awareness of archaeological archives; seminars, workshops	
	<p>4.1 Selection Toolkit project: Progress report KG The last Toolkit workshop is next week in London (18 September).</p> <p>Feedback on sessions from attendees so far has generally been positive. HP suggested that course leaders also compile their feedback. Sectorial representation has varied between sessions, but project managers, museums, planning, and consultancies have all been attending. Although there is continued demand for additional sessions, no funding remains for this, and KG proposes that any future resources should be directed to the online training materials. NB All resources will go online after the final session.</p> <p>KG has requested quotes from users, and from the AAG committee, to include on the Toolkit website, demonstrating e.g. ways in which users are applying it in their work, the positive outcomes of using the toolkit.</p> <p>Also discussed were the possible roles of the SMA (DF) and ALGAO (TA and HP).</p> <p>4.2 Discussion of theme of the AAG's AGM day (tbc March 2020) ALL TA proposed the theme of 'Digital future preparedness', including: issues, problems, good practice, improvements; incorporating case studies from across the sector. A provisional date of Wednesday 18 March 2020 has been agreed (subject to venue availability).</p> <p>A conference abstract is to be drafted and sent round the committee for input. Request LB to check venue availability and book.</p> <p>4.3 Possible statement/short article on issues challenging archaeological archives ZH The committee revisited the suggestion of compiling a document outlining challenges in the archive sector, with a view to raising the profile of things to address. KG noted a proposed special themed issue of The Archaeologist, which could be a starting point. TA suggested linking in this topic with the group's Subject Survey (see Item 6.2, below).</p> <p>Draft an initial list of challenges, then request input from the committee.</p>	<p>ALL</p> <p>TA, ALL</p> <p>TA</p> <p>DI</p> <p>ZH</p>
5.	Focus on issues of standards, best practice, advocacy and access	
	<p>5.1 DigDigital project</p> <ul style="list-style-type: none"> • Project update (KG) The awaited project report is expected to be out in Sept/Oct 2019. • Discussion of proposed changes to Archives S&G (TA) Nothing has been received as yet. <p>5.2 New Oxfordshire Guidelines; update based on SMA's advice No specific action required at this point.</p> <p>5.3 Norfolk Museums deposition procedure TA, [HO'N] No specific action required at this point.</p> <p>5.4 HE security copying document update KG No specific action required at this point.</p>	

	Other: KG noted that ADS has now seen the HS2 archive strategy, which remains confidential.	
6.	Group aims 1 to 5	
	<p>6.1 Update on MOL Archives: significance based selection event (30 July 2019) ZH Unfortunately, no members of the AAG committee were able to attend this event, but a summary report had been compiled and sent to ZH.</p> <p>Send summary provided on to the committee. Check with MOL date on next proposed event.</p> <p>6.2 AAG's 3-year plan ALL</p> <ul style="list-style-type: none"> • Current 2017-2020 plan: Remaining tasks were discussed and proposed as follows: <ul style="list-style-type: none"> a) Group member survey: establish the degree of under-resourced archives teams based on their job roles, in conjunction with the ClfA Archives specialist competence matrix b) Subject survey: to be on the current state of archaeological archives – procedures, processes and archived material itself • Next plan 2020-2023 Start drafting the next 3-year plan after results of results of the survey, to send round the committee for input. <p>Other: Arrange for the results of the last 'negative archives' survey to be uploaded onto the group's webpage.</p> <p>Group newsletters – it had previously been agreed that newsletters are not necessary, as social media updates and <i>ad-hoc</i> communications are a better way of keeping the group, and beyond, informed.</p> <p>6.3 Call for examples of good selection/retention advice from specialists ZH Please forward any examples (particularly for environmental materials) of where precise, detailed advice about remains/samples for retention/discard, to ZH.</p>	<p>ZH ZH</p> <p>KG</p> <p>HP</p>
7.	AOB	
	<p>Upcoming meetings/events:</p> <ul style="list-style-type: none"> • Exeter, digital archiving Q&A day: a meeting has been organised by Steve Reed in Devon for local contractors to learn more about the digital archive deposition process, from ADS staff. <p>Other: Brief discussion on the importance of discussing digital archiving needs with ADS, especially to avoid duplication of effort. OASIS to go live in March 2020, after trialling over the Autumn.</p>	
8.	Next of next meeting	
	<p>January 2020 A Doodle poll will be sent round to decide a date for the next meeting (Birmingham); either of the weeks commencing 13/20 Jan.</p>	ZH