



## **Members eBulletin, April 2020**

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## A message from our Hon Chair

On 7 April I chaired a meeting of the CIfA Board of Directors. It was a well-attended video conference call that provided us with the opportunity to take stock of the impact of the unprecedented changes forced on us all by Coronavirus in the past few weeks.

In common with many other organisations, we have closed our office in Reading and all staff members are now working from home. This abrupt shift to home-working has been challenging for personal and professional reasons. The Board is very grateful for the effort that all staff members have made to adapt quickly so that the Institute remains an active organisation, able to serve its members.

It is clear that the programme of work CIfA had planned for the coming year cannot be delivered in full and an early example of this is the cancellation of the annual conference in Bath. There is also a more general uncertainty around the Institute's budget with both anticipated income and expenditure for the year subject to revision. These are important matters for the Board but we do not intend to be rushed into making major changes in an ad hoc manner. We will meet again early in July to review our position and any necessary decisions will be made at that time.

It is understandable at a time like this, whether we work as archaeological contractors, free-lance specialists, in museums, universities or local government, to focus entirely on immediate problems such as safe-working practices, cash-flow and business continuity. The challenges are enormous and are being met in different ways by the governments of countries where our members work; we are gathering data now to help us advocate for the sector's needs. From experience of the deep recession following the 2008 stock-market crash, we know we will have to act quickly once the economy gets up and running again. Looking ahead to these better times, CIfA is working to maintain capacity and skills within the historic environment sector for when it is needed again. CIfA members may find that they have opportunities to keep up with CPD and organisations could address training needs as other work is delayed or cancelled. (See more information in the bulletin below)

Meanwhile, the staff is already working hard with the voluntary members of CIfA Advisory Council, groups and committees to adapt and re-focus our planned work programme to the new circumstances with the aim of continuing to deliver a good service to members and Registered Organisations. We want to understand what you need from us so would welcome any feedback about ways in which CIfA can support you in the coming months.

Stephen Carter, Hon Chair

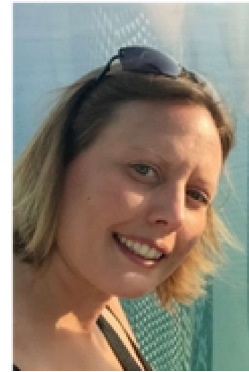
## CiFA news

### Subscription renewal information for 2020/21

#### There is still time to renew!

The subscription renewals for the period 1 April 2020 to 31 March 2021 have been circulated. Please let us know if you have not yet received yours.

You can use the button below to pay online (login required)



## Pay online

**Please note: any CiFA members who have suffered a loss of income due to the current situation can claim an immediate reduction on their subscription fees by applying for a [concessionary rate](#).**

**If you feel you are going to struggle with payment, there is also the option of switching to instalment direct debit. These run from 1 June to 1 March the following year. If you would like to set up a direct debit please complete this [direct debit form](#) with original signature and return it to Laura by email or post.**

If you have already renewed your subscription, thank you for your continued support. Direct debit payers and anyone that made payment before 6 April 2020 should receive their membership card by the end of April. For those that pay after this date, unfortunately we will be unable to post your membership card to you until we are back to 'usual' working methods, but can email you a scanned copy if you require your card urgently.

#### **[Your subscription status and what it means.](#)**

Please contact Laura at [subscriptions@archaeologists.net](mailto:subscriptions@archaeologists.net) if you have any queries regarding your CiFA subscription renewal.

Stay safe and best wishes to all!

Laura Beasley, Office and Subscriptions Coordinator

### Having problems logging in to the CiFA website?

Certain areas of the CiFA website, including online renewals requires a log in. Your username is your first name and last name (ie 'Laura Beasley'). If you have forgotten your password and need to reset this, you can do so by following these [instructions](#). If you do not receive the password reset email, you may need to change your email address associated with your log in details by contacting us at [admin@archaeologists.net](mailto:admin@archaeologists.net).



## Registered Organisations update

The Registered Organisation Scheme had 26 inspections planned for 2020-21. Due to COVID-19, a decision has been made to postpone these inspections. The Registered Organisations (ROs) who were due to be inspected will have their registration extended for a year.

The Registration Committee (Organisations) (RCO) meets four times a year to consider the recommendations of the inspection panels. The RCO are responsible for registering organisations, usually for a three-year period, with conditions to ensure they are abiding by the policies, Code of conduct and the Standards and guidance, or recommendations to improve quality where necessary. The conditions and recommendations placed upon ROs during the last calendar year can be [found here](#).

The RCO is always looking for new members. Details can be found on [the website here](#).



A warm welcome to RSK ADAS Ltd and MSDS Marine, two new organisations who have been accepted onto the Registered Organisation Scheme following successful applications in which they demonstrated their commitment to professional standards and competence.

## Cifa and UAUK Accredited Degrees

Earlier in the year the first degree programmes were accredited by Cifa in association with University Archaeology UK and seven universities are now offering industry accredited degrees.

More archaeology departments are going through the accreditation process at the moment and, although site visits have had to be postponed in these challenging times, we hope to be able to announce further accredited programmes later this year.





The offer of student membership of CIfA has been extended to all students on accredited programmes. We hope that this will help them become familiar with, and feel they are part of, the wider sector, so they are already engaged with professionalism and planning for their future whilst they are at university.

University departments offering accredited programmes have mapped their courses to National Occupational Standards in archaeology and ensured that students are aware of ethical working practices, health and safety considerations and professional conduct – and have had practical experience of applying these competencies.

CIfA would like to build stronger links with university departments offering accredited programmes and with their students and will be offering support and advice. [Click here](#) for more information about accredited degrees and to find out which programmes are already professionally accredited.

### **Continuing your professional development through unprecedented times**

Whether you are working from home or self-isolating at the moment it's important to keep up to date with the latest developments and continue to develop and expand your knowledge of archaeology and the heritage sector. If you are in a position to add to your CPD during this time we have some suggestions that might be useful.



CIfA Diggers' Forum have very quickly realised that there is an opportunity for people to catch up with CPD and have produced a list which you can [find here](#) and also look at their Facebook page for updates.

This includes three [CIfA e-learning modules](#) that CIfA members can access for free when logged into the website. These will count towards your CPD so if you haven't already done them please have a look.

### **Planning your career**

#### **Understanding Personal Development Plans (PDP) and Continuing Professional Development (CPD)**

CIfA has launched a new e-guidance module as part of our developing suite of e-learning and e-guidance information.

The module will help you understand how to set out your Personal Development Plan (PDP) and identify relevant Continuing Professional Development (CPD) to support this, allowing you to gain the skills, knowledge and experience to develop your career and reputation.

The module is available on the website via our [e-learning page](#).

#### **Updating your Continuing Professional Development (CPD) log**

All accredited members sign up to undertake 50 hours of CPD every 2 years. Choosing what counts as CPD and finding time to record it can be tricky. Some of our members offer their advice in our [CPD diaries](#) and we provide guidance about what counts as CPD, among other things, through our [Professional development pathway](#). You can also log your CPD online through [our website](#) (login required).



### **CIfA conference recordings**

We're obviously very dissatisfied that #CIfA2020 will not be going ahead later this month, but you can access recordings from previous CIfA Annual Conferences on the website and this can count towards your CPD.

\* [CIfA2019 Archaeology: values, benefits, and legacies](#)

\* [CIfA2018 Pulling together: collaboration, synthesis, innovation](#)

### **Work Digital/Think Archive – plans for a new online toolkit and guidance for digital archives**



As part of an ongoing HE-funded project, DigVentures, in partnership with CIfA, have developed guidance documentation for the collection, management and archiving of digital data. Currently this guidance is accessible online as a comprehensive document with some limited templates for use – such as a Data Management Plan. The project team are really pleased that a second phase of the project has now been commissioned, which will see that guidance made more accessible as an online resource. As well as moving the guidance into a web format, similar to the CIfA Selection Toolkit, we will also be developing tools which aim to help support organisations and individuals embed appropriate work processes into everyday practice.

The project was initiated following the 2017 Mendoza report, which provided an independent review of museums in England, highlighting Historic England's role in supporting the long-term sustainability of archaeological archives. The report recognised the issue of digital archives in archaeological projects and the current burden on museums to accommodate increasingly digital data. This area has been the focus of the Archaeological Archives Forum and CIfA Archaeological Archives Group for many years. A common concern is that, whilst the adoption of new digital tools in the archaeological process has been overwhelmingly positive, the management of born digital data within the archaeological archive is inconsistent, leaving gaps in the archaeological. Phase one of this project was to develop materials which provide up-to-date guidance for those working with digital data in archaeological projects.

The resulting Work Digital / Think Archive guidance can be accessed via the [DigVentures project page](#).

Phase Two of the project will promote and make more accessible the Work Digital / Think Archive guidance, with dedicated web pages on the CIfA



website, step-by-step guides and a collection of case studies looking at the management of digital archive material in different scenarios. We hope the result will provide a comprehensive resource to help everyone dealing with digital data ensure that complete archaeological archives are accessible, sustainable and stable into the future.

If you have any questions or comments about digital archives, or wish to know more about the project, please get in touch with the project team via Manda Forster ([manda@digventures.com](mailto:manda@digventures.com)).

## Book reviews



For past reviews and current books available for review please [see our website](#) (login required). Please contact [admin@archaeologists.net](mailto:admin@archaeologists.net) if you have trouble signing in.

If you are interested in providing a review, or if you have a book you would like to have reviewed, please get in touch with [Laura Beasley](#), our reviews editor.

## CIfA Group news/events/training opportunities

Based on the outcome of the government's COBRA meeting about COVID-19 on Monday 16 March, unfortunately all upcoming in-person CIfA events are cancelled for the time being. We are working hard to present alternative training opportunities in the coming months, please stayed tuned!

## Other news and events

### Curating the Palaeolithic project documents: consultation open

We're pleased to announce that the [Curating the Palaeolithic project documents](#) are now available for consultation. The project was funded by Historic England and undertaken by Reading University.

The documents were revised in light of the feedback received at the four project workshops held in Autumn 2018, and we now invite further feedback on all aspects of the guidance. Feedback can be submitted to the project email address ([clmp@rdg.ac.uk](mailto:clmp@rdg.ac.uk)): the deadline for feedback is **30 April 2020**.

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