

Committee Minutes

17 January 2019, 13.00

By HE Conference Call

Present:

Jeremy Oetgen (Chair), Colin Forrestal (Secretary), Theodora Anastasiadou, Claire Tsang, Garry Duckers, Simon Parsons, Hugh Corley (Guest)

1.	Apologies	Action
	Lianne Birney and Doug Rocks-Macqueen (Treasurer)	
2.	Previous Minutes	
	These were accepted	
3.	Matter Arising from Previous minutes	
	<ul style="list-style-type: none"> • Items are on the agenda. 	
4.	Security Copying Standards	
	<ul style="list-style-type: none"> • CT gave an update: There is a large drop off in the use of micro fiches, so causing a review by commercial enterprises and museums. <ul style="list-style-type: none"> ○ Microfiches never covered everything, problem with drawing and photographs but still part of the requirements (it is part of the EU regulations). ○ Analogue security copy leading to an increase in resistance to using Micro fiches. As requires a use of a security copy. ○ Concerning Digital and where to deposit and who controls it. No repository for security. ○ Too big an issue for the Archaeological Archives Forum, so opening it out to relevant interested groups. Looking for relevant, suitable standards especially concerning scanning of documents, such as acceptable format and file type required. ○ Suitable digital repository(s) need to be identified. • TA gave an example. NMR not responding yet Bucks and Beds museum still insist. • Devon using ADS as the digital repository. • Need to look at way of producing a scanning repository – where? • JO – What we scan and why should also be considered. • HC – The AAF are looking for our advice, to the extent that we can provide it. This is their initiative and we are being asked to support it. While we may be able to signpost additional resources and people to contact, it is their initiative to take forward. • CF suggested IMSIG in conjunction with the Archive and Finds Group to propose CifA facilitate a meeting/workshop of all interested parties with the Archaeological Archive Forum to produce a strategy for reforming these standards industry wide. • CF & GD to bring this matter to the attention of the CifA advisory council next month to get the process started. CT & TA in conjunction with ADS to produce a brief for CF & GD. 	<p>CF, GD CT, TA</p>
5.	GDPR	
	<ul style="list-style-type: none"> • CF confirms old IMSIG JISC email accounts no longer exist. 	
6.	Disaster Management	
	<ul style="list-style-type: none"> • CT provided update that this was identified from the disaster recovery guidelines produced by the IFA (IFA paper8 Disaster Management Planning) in conjunction with the Archaeological Archives Group. • JISC have developed disaster management advice, it may be possible to just adapt what they have done for archaeology. 	

	<ul style="list-style-type: none"> • SP & CF to draft new proposals taking into account up to date software and digital scenarios. 	SP & CF
7.	FISH/HEIRNET Update	
	<ul style="list-style-type: none"> • HC has kindly agreed to be the liaison between IMSIG and FISH/HEIRNET and will attend future IMSIG committee meetings in an advisory capacity 	
8.	Priorities for 2019	
	<ul style="list-style-type: none"> • Groups Forum – CT & CF attended Groups Forum in December at MERL. CT found it interesting. Discussion on Chartered Archaeologist. CF won the quiz. • 2019 Budget – DRM to circulate to committee. • 3 year Plan – DRM to circulate for comment. Need to add Digital Archiving, GDPR and contribution to standards • CAAUK 2018 – AGM 2018 – HC thought that both the IMSIG session and AGM went well. IMSIG has agreed to work closer with CAA UK. <ul style="list-style-type: none"> ○ CF will have completed his 6 years at AGM 2019 so will be standing down then. • CIFA 2019 <ul style="list-style-type: none"> ○ IMSIG will be holding sessions. • CAA International 2020 (Oxford) – Need to run a session Carried forward to next meeting. • CAA UK 2019 Bournemouth & IMSIG AGM 2019 – carried forward to next meeting. 	DRM DRM
9.	Communicating with IMSIG members	
	<ul style="list-style-type: none"> • Put 1page A4 email together Jan/Feb covering meetings and AGM 	CF
10.	AOB	
	<ul style="list-style-type: none"> • JO – Thanked SP for investigating teleconferencing options in advance of this meeting and suggested the Committee should continue to explore this. 	
11.	Future Meetings	
	<ul style="list-style-type: none"> • At Cifa 2019 Leeds (24–26 April). Time and place to be agreed. 	CF