

# INSTITUTE *for* ARCHAEOLOGISTS

Setting standards for the study and care of the historic environment

## ANNUAL REPORT

Covering the period to June 2010, with financial statements for the period 1 April 2009 to 31 March 2010



2010



# INSTITUTE OF FIELD ARCHAEOLOGISTS

(COMPANY LIMITED BY GUARANTEE)

Trading as *'the Institute for Archaeologists'*

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## DIRECTORS' REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2010

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### REPORT OF THE HONORARY CHAIR

The year ending 31 March 2010 has been a challenging one for the Institute, for our profession, and for our sector. The recession has continued (whatever official statistics may say) and its effects continue to be felt throughout the sector, now more on the public sector side rather than the commercial side hit last year. Certainly your Hon Chair won't hazard a guess as to the course or outcome, but we can review our responses to this and to the other challenges and events of the past year.

One important response to the economic situation is our decision to maintain as many services for members as possible, leading to a decision to spend some of our reserves in the process, and building into our planning a means for financial recovery in future years. Our Treasurer Martin Newman will be writing of this in more detail.

In 2009 we reported on the absence of the Heritage Protection Bill for England and Wales, and while that absence remains, we did welcome the publication of PPS5 Planning for the Historic Environment and its associated Practice Guide. We believe that these documents give us the opportunity to change fundamentally commercial archaeological practice in England, addressing many long-term problems – so there will be no let-up in IfA investment in that area of our activity, regardless of our more straitened circumstances. We hope to make similar progress in Wales when work starts on revised planning guidance there later this year, and in Scotland where PAN 42, which supports the relatively new Scottish Planning Policy, is now scheduled for revisions. We continue to press for the necessary primary legislation in England and Wales, and in Scotland where the process is now racing ahead we intend to work with ALGAO Scotland, Archaeology Scotland and others in the Built Environment Forum Scotland to amend the Historic Environment (Amendment) Scotland Bill to include a provision for statutory Historic Environment Records. In Northern Ireland the process of Reform of Public Administration is paused, and thus planning responsibilities have not been devolved to local government as planned. IfA will watch the situation here and will intervene when the moment is right to promote improvements to archaeological practice.

The Institute is now embarking upon its second Strategic Plan – this one should form the foundation for our activities and growth for the next ten years. We plan that in 2020 all professional archaeologists will have the skills, integrity and versatility to ensure that the study and care of the historic environment brings real benefits to people's daily lives. IfA will need to be even more strategic and focussed to deliver its objectives with reduced resources.

At an EGM held at our annual conference we amended our *Code of conduct* to regulate archaeological involvement with projects which would lead to dispersed artefactual and informational archives. One obvious concern is with so-called 'marine salvage' and indeed this brings us into accord with the UNESCO Conventions, but the amendment is much broader in its intent and applicability. Whether the wording of the amendment is 'right' will – as always – be tested through its application and the regulatory effects of disciplinary allegations.

The 2010 Conference in Southport was a great success. We have received a great deal of very positive feedback from attendees, especially about session content. It focussed on professionalism and ethics, two of our major functions and issues which it is important not to lose sight of during these difficult times.

The Institute has continued to develop the Registered Organisation scheme as an effective and increasingly widely used benchmark for ethical practice. This year, Council has balanced this with consideration of becoming a chartered institute, which would consequentially enable us to offer chartership to individuals, thus elevating that level of membership in step with the Registered Organisation scheme as the sine qua non for individual professionalism.

Benefits to members and the issues of 'salary minima' were hotly debated – and the recession tended to polarise views. However, a consensus emerged to move towards recommended starting salary ranges and to require the Registered Organisation inspection process to consider wide employment packages and benefits rather than simply pay.

Our work with the Institute for Historic Building Conservation continues particularly at a policy and advocacy level. Efforts to build on our Memorandum of Understanding and use membership in one organisation in some way as a qualifier in the other institute have foundered because we reflect the diversity of our membership through a less structured, more individually tailored, approach to assessing ethical and technical competence of historic environment practitioners. That is not a judgemental statement: professional institutes have many ways of testing the competence of their members, and we have every confidence in the reliability of IHBC's approach, as we do in our own. While there is work to do here, we are making good progress in our relationship with AAI&S.

New Special Interest Groups are also an important sign of the continuing health of the Institute. The last year has seen the introduction of a new Special Interest Group for Information Management and a new London Area Group, with more on the horizon.

The year 2010-2011 looks to be as exciting as the past year has been. We will be continuing to press for new legislation, and seeking to guide government on its development policies as well as the initiatives mentioned above. Our message to government as well as to our partners in the heritage sector remains that the IfA through the Registered Organisation scheme and perhaps chartership is the best way of securing public benefits from work arising from the planning control process.

**Gerry Wait**  
Hon Chair of Council

### REPORT OF THE HONORARY TREASURER

The Institute's accounts to 31 March 2010 show an operating deficit of £118,987 (after bank interest and corporation tax) with the balance sheet showing our reserves now standing at £310,337.

Council budgeted for a deficit this year in view of the difficult economic climate and the need to keep subscription costs to the minimum. Never the less, like others in the sector, the end of year deficit was higher than planned.

Council continues to try to support the Institute's members and Registered Organisations by keeping the majority of the recession package in place for this year, allowing members to upgrade their membership for free, transfer subscription category if they lose work or move onto the retired rate. It has continued to drive the Institute forward and our reserves have been invested in a number of initiatives which are covered in more detail in the Hon Chair's and Secretary's reports. These initiatives form part of the ten-year strategic plan, for which Council has budgeted accordingly for the forthcoming financial year, in order to ensure that the Institute is on the best footing to deliver the Plan, and keep as tight a control as possible on our costs.

**Martin Newman**  
Hon Treasurer



## EMPLOYEES OF THE INSTITUTE

Kenneth Aitchison MfA	Head of Projects and Professional Development	Full time
Beth Asbury AlfA	Membership Administrator (resigned April 2010)	Full time
Lynne Bevan MfA	JIS Compiler	Part time
Anne Bobby Affil	Administrative Assistant (employed April 2010)	Full time
Andrea Bradley MfA	Workplace Learning Programme Coordinator (resigned March 2010 re-employed May 2010)	Full time
Kirsten Collins MfA	Office Manager	Full time
Kate Geary MfA	Training and Standards Manager	Full time
Peter Hinton MfA	Chief Executive	Full time
Tim Howard Affil	Policy and Recruitment Manager	Part time
Gina Jacklin PlfA	Finance and Administrative Assistant	Part time
Natasha Kingham Affil	Workplace Learning Bursary Coordinator (resigned March 2010)	Part time
Claire Soper	Project Assistant (resigned December 2009)	Part time
Alex Llewellyn MfA	Head of Administration	Full time
Alison Taylor MfA	Editor	Part time
Kathryn Whittington AlfA	Public Relations Coordinator	Full time
Karina Williams AlfA	Administration Assistant (resigned March 2010)	Full time
Samantha Bax	EPPIC placement (to April 2010)	Full time
Stuart Churley	EPPIC placement (to April 2010)	Full time
Claudia Fantino	EPPIC placement (to April 2010)	Full time
Therese Kearns	EPPIC placement (to April 2010)	Full time
Anna Komar	EPPIC placement (to May 2010)	Full time
Roisin McCarthy Affil	HLF placement (to Sept 2009)	Full time
Matthew Nicholas	HLF placement (to Oct 2009)	Full time
Johanna Roethe PlfA	EPPIC placement (to July 2009)	Full time
Tom Sparrow	HLF placement (to Jan 2009)	Full time
Tara-Jane Sutcliffe	EPPIC placement (to April 2010)	Full time
Mariangela Vitolo	EPPIC placement (to April 2010)	Full time
Hannah Waugh	EPPIC Placement (to May 2010)	Full time

## INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF INSTITUTE OF FIELD ARCHAEOLOGISTS (COMPANY LIMITED BY GUARANTEE)

We have audited the financial statements of Institute of Field Archaeologists (Company Limited By Guarantee) for the year ended 31 March 2010, set out on pages 6 to 11. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard for Smaller Entities (effective April 2008) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### RESPECTIVE RESPONSIBILITIES OF DIRECTORS AND AUDITORS

As explained more fully in the Directors' Responsibilities Statement set out on page 3, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view. Our responsibility is to audit the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### SCOPE OF THE AUDIT OF THE FINANCIAL STATEMENTS

A description of the scope of an audit of financial statements is provided on the APB's website at [www.frc.org.uk/apb/scope/uknp](http://www.frc.org.uk/apb/scope/uknp).

### OPINION ON FINANCIAL STATEMENTS

In our opinion the financial statements

- give a true and fair view of the state of the company's affairs as at 31 March 2010 and of its loss for the year then ended
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities and
- have been prepared in accordance with the requirements of the Companies Act 2006.

### OPINION ON OTHER MATTER PRESCRIBED BY THE COMPANIES ACT 2006

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

### MATTERS ON WHICH WE ARE REQUIRED TO REPORT BY EXCEPTION

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements and the Directors' Report in accordance with the small companies regime.



PETER BROWN FCA  
Senior Statutory Auditor

for and on behalf of:  
Ross Brooke Limited, Statutory Auditor

Date: 4 August 2010

2 Old Bath Road  
Newbury  
Berkshire RG14 1QL

**PROFIT AND LOSS  
ACCOUNT FOR  
THE YEAR ENDED  
31 MARCH 2010**

	Note	2010 £	2009 £
Turnover		1,008,034	1,136,192
Cost of sales		(624,525)	(720,571)
<b>Gross surplus</b>		<b>383,509</b>	<b>415,621</b>
Administrative expenses		(503,791)	(432,041)
<b>Operating deficit</b>	2	<b>(120,282)</b>	<b>(16,420)</b>
Other interest receivable and similar income		1,639	14,866
<b>Deficit on ordinary activities before taxation</b>		<b>(118,643)</b>	<b>(1,554)</b>
Tax on deficit on ordinary activities	3	(344)	(3,248)
<b>Deficit for the financial year</b>	9	<b>(118,987)</b>	<b>(4,802)</b>

The notes on pages 8 to 11 form an integral part of these financial statements.

**BALANCE SHEET AS  
AT 31 MARCH 2010**

	Note	2010 £	2009 £
<b>Fixed assets</b>			
Tangible assets	4	2,232	2,946
<b>Current assets</b>			
Stocks		13,802	41,238
Debtors	5	123,383	168,358
Cash at bank and in hand		549,536	562,113
		686,721	771,709
<b>Creditors: Amounts falling due within one year</b>	6	<b>(378,576)</b>	<b>(345,290)</b>
<b>Net current assets</b>		<b>308,145</b>	<b>426,419</b>
<b>Total assets less current liabilities</b>		<b>310,377</b>	<b>429,365</b>
<b>Capital and reserves</b>			
Income and expenditure account	9	310,377	429,365
		310,377	429,365

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime under the Companies Act 2006 and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

Approved and authorised for issue by the Board on 14 July 2010 and signed on its behalf by:



MARTIN NEWMAN  
Director

**NOTES TO THE  
FINANCIAL  
STATEMENTS FOR  
THE YEAR ENDED  
31 MARCH 2010**

**1 ACCOUNTING POLICIES**

**Basis of preparation**

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

**Cash flow statement**

The accounts do not include a cash flow statement because the company, as a small reporting entity, is exempt from the requirements to prepare such a statement.

**Going concern**

These financial statements have been prepared on a going concern basis.

**Turnover**

Turnover represents the value of income earned and services provided during the year.

**Long-term contracts**

Sales and foreseeable profits on long-term contracts are recognised in line with the activity of each contract. Invoiced sales in excess or deficit of recognised sales are carried forward in payments on account or accrued income. The balance of costs recognised that are in excess or deficit of invoiced costs are carried forward in accruals or work in progress. Provision is made in accruals for any foreseeable losses.

**Fixed assets**

Fixed assets are initially recorded at cost.

**Depreciation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:  
Office equipment 50% reducing balance

**Stock and work in progress**

Stock and work in progress are valued at the lower of cost and net realisable value, after due regard for obsolete and slow moving stocks. Net realisable value is based on selling price less anticipated costs to completion and selling costs.

**Foreign currencies**

Profit and loss account transactions in foreign currencies are translated into sterling at the exchange rate ruling at the date of the transaction. Monetary assets and liabilities denominated in foreign currencies are translated into sterling at the closing rates at the balance sheet date and the exchange differences are included in the profit and loss account.

**Operating leases**

Rentals payable under operating leases are charged in the profit and loss account on a straight line basis over the lease term.

**Pensions**

The company operates a defined contribution pension scheme. Contributions are charged in the profit and loss account as they become payable in accordance with the rules of the scheme.

**Area and special interest groups**

The institute has a number of area and special interest groups, who organise comparatively small scale events, conferences and other activities. The income, expenditure and funds held by these groups is incorporated into the accounts of the institute.

**2 OPERATING DEFICIT**

Operating (deficit)/surplus is stated after charging/(crediting):

	2010 £	2009 £
The audit of the company's annual accounts	4,700	12,138
Foreign currency losses/(gains)	9,288	(14,380)
Loss on sale of fixed assets	-	295
Depreciation of tangible fixed assets	1,958	1,793

**3 TAXATION**

Analysis of current period tax charge

	2010 £	2009 £
<b>Current tax</b>		
Corporation tax charge	344	3,122
(Over)/under provision in previous year	-	126
UK Corporation tax	344	3,248

**4 TANGIBLE FIXED ASSETS**

**Office equipment**

Cost	£
As at 1 April 2009	25,067
Additions	1,244
As at 31 March 2010	26,311
<b>Depreciation</b>	
As at 1 April 2009	22,121
Charge for the year	1,958
As at 31 March 2010	24,079
<b>Net book value</b>	
As at 31 March 2010	2,232
As at 31 March 2009	2,946

**5 DEBTORS**

	2010 £	2009 £
Trade debtors	27,896	27,134
Prepayments and accrued income	95,487	141,224
	123,383	168,358

**6 CREDITORS: Amounts falling due within one year**

	2010 £	2009 £
Payments received on account	201,363	208,357
Trade creditors	45,906	23,829
Corporation tax	345	3,122
Social security and other taxes	13,105	8,691
Other creditors	28,476	20,230
Accruals and deferred income	89,381	81,061
	378,576	345,290

**7 PENSION SCHEME**

The company operates a defined contribution pension scheme. The pension cost charge for the period represents contributions payable by the company to the scheme and amounted to £25,757 (2009 - £21,315).

Contributions totalling £28,476 (2009 - £20,230) were payable to the scheme at the end of the period and are included in creditors.

**8 COMPANY STATUS**

The company is a private company limited by guarantee and consequently does not have share capital.

Each of the members is liable to contribute an amount not exceeding £10 towards the assets of the company in the event of liquidation.

**9 RESERVES**

**Income and expenditure account**

	£
Balance at 1 April 2009	429,364
Transfer from income and expenditure account for the year	(118,987)
Balance at 31 March 2010	310,377

**10 OPERATING LEASE COMMITMENTS**

As at 31 March 2010 the company had annual commitments under non-cancellable operating leases as follows:

Operating leases which expire:	2010 £	2009 £
Within one year	2,541	2,541
Within two and five years	1,284	1,284
	3,825	3,825

**DETAILED PROFIT  
AND LOSS ACCOUNT  
FOR THE YEAR ENDED  
31 MARCH 2010**

	£	2010 £	£	2009 £
<b>Turnover</b> ( <i>analysed below</i> )		1,008,034		1,136,192
<b>Cost of sales</b>				
Direct project costs	245,557		138,706	
Core staff project salaries	66,384		69,693	
Non-core staff project salaries	312,584		512,172	
		<u>(624,525)</u>		<u>(720,571)</u>
<b>Gross surplus</b>		383,509		415,621
<b>38.05%</b> (2009 - 36.58%)				
<b>Administrative expenses</b> ( <i>analysed below</i> )				
Employment costs	364,100		305,377	
Establishment costs	13,490		9,582	
General administrative expenses	110,306		124,351	
Finance charges	13,937		(9,357)	
Depreciation costs	1,958		2,088	
		<u>(503,791)</u>		<u>(432,041)</u>
<b>Operating deficit</b>		(120,282)		(16,420)
<b>Other interest receivable and similar income</b>				
Bank interest receivable		1,639		14,866
		<u>1,639</u>		<u>14,866</u>
<b>Deficit on ordinary activities before taxation</b>		(118,643)		(1,554)
		<u>(118,643)</u>		<u>(1,554)</u>
<b>Turnover</b>				
Subscriptions		290,809		277,722
Application Fees		3,357		4,215
RO Fees		54,571		64,371
Conference income		39,841		75,065
Adverts		5,148		4,978
Publications		60		659
JIS subscriptions & adverts		11,625		16,445
Building group fees		270		1,410
Total project income		602,353		691,327
		<u>1,008,034</u>		<u>1,136,192</u>
<b>Employment costs</b>				
Core staff overhead salaries		306,838		258,006
Temporary staff costs		18,789		17,548
Staff recruitment		3,356		1,675
Staff training		64		3,637
Committee travel		13,444		10,535
Group funding		6,235		2,287
Staff pensions (Defined contribution)		15,374		11,689
		<u>364,100</u>		<u>305,377</u>
<b>Establishment costs</b>				
Premises costs		13,490		9,582
		<u>13,490</u>		<u>9,582</u>
<b>General administrative expenses</b>				
Telephone and fax		5,121		4,204
Venue Hire		572		2,752
Computing & IT		9,597		6,759
Printing, postage and stationery		27,689		22,875
Sundry expenses		929		229
JIS costs		1,187		1,034
Publications: TA		23,765		20,871

	2010 £	£	2009 £	£
Insurance		4,540		6,271
Staff expenses – conference		1,960		1,691
Travel and subsistence		10,836		18,472
Promotional material		10,647		10,811
Hospitality		255		869
Magazine and institution subscriptions		2,526		1,341
Accountancy fees		-		1,120
The audit of the company's annual accounts		4,700		12,138
Auditors' remuneration - non audit work		1,500		2,000
Payroll costs		1,613		830
Consultancy fees		-		6,386
Legal and professional fees		2,869		3,082
Bad debts written off		-		616
		<u>110,306</u>		<u>124,351</u>
<b>Finance charges</b>				
Bank charges		4,649		5,023
Foreign currency losses/(gains)		9,288		(14,380)
		<u>13,937</u>		<u>(9,357)</u>
<b>Depreciation costs</b>				
Depreciation		1,958		1,793
Loss on disposal of intangible fixed assets		-		295
		<u>1,958</u>		<u>2,088</u>

**REPORT OF THE  
HONORARY  
SECRETARY**

In 2009/10 IfA Council (consisting of twenty-two elected and co-opted members) has continued to focus on strategic development, culminating in the publication of our new Strategic Plan (please see the IfA website for details). Council has also had to work on the difficult task of dealing with the economic climate, which has affected the Institute as well as the individuals and organisations it represents. The Institute has responded to 39 consultation responses with input from members. IfA committees for working practice, professional training, membership, registration and the editorial board have all been of great assistance. Committee membership is voluntary so we thank all those who give up their time.

**Membership and Registered Organisations promotion and recruitment**

The Institute has continued to process a good number of applications for both individual membership and Registration despite the tough economic climate, although some organisations and members have suffered and unfortunately had to leave membership/registration. Membership figures have remained stable, but we haven't seen the overall growth that we have become accustomed to year-on-year.

There are currently 64 Registered Organisations with several others awaiting consideration and a growing interest in registration, especially since the publication of PPS5 in England. There are over sixty applicants currently going through the validation process for individual membership. The membership figures for the end of the reporting period are as follows, with 2009 numbers in brackets.

Honorary members	15	(15)
Members	1116	(1104)
Associates	624	(618)
Practitioners	385	(415)
Students	242	(234)
Affiliates	477	(420)
<b>Total</b>	<b>2859</b>	<b>(2806)</b>

### **Pay and conditions**

The implementation of Council's decision to increase minimum salaries has been delayed due to the current economic climate but Council is still committed to this course of action. The Benchmarking Archaeological Salaries report has been updated with figures for 2009/10 and a working group has considered a methodology for determining advisory 'reasonable' starting salary ranges which is currently undergoing consultation with members.

### **Standards**

Limited progress has been achieved on the *Standard and guidance for Historic Environment Advisory Services* (formerly *Curatorial archaeology*) as we are awaiting a decision on funding. A review of the content of the *Standard and guidance for desk-based assessments* has started, in light of the new English PPS. New *Standard and guidance for geophysical survey* and *Standard and guidance for forensic archaeologists* have been put forward for adoption in draft form at the 2010 AGM in October.

### **Training and professional development**

We secured additional HLF funding to continue the Workplace Learning Bursary programme for a further eighteen months. Thirteen NVQ candidates have now been successful in completing their qualifications and we have over fifty candidates working towards their qualifications. Council and the committees carry on their good work in promoting the Institute, which would not function without the staff, so thank you to all of you.

**Joanna K. F. Bacon**  
Hon Secretary

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## **AREA AND SPECIAL INTEREST GROUPS**

The Institute currently has seven Special Interest Groups and three Area Groups. Below are reports from some of them.

### **REPORT OF THE DIGGERS' FORUM**

Over the past year the Diggers' Forum committee has held one meeting to discuss numerous topics, including the current operation of the DF and issues confronting the industry. One of the most important items on the agenda was the negative impact on pay and working conditions caused by the economic down turn.

Recently Diggers' Forum members on IfA Council have been campaigning on three key issues: preventing the decoupling of IfA minimum pay levels from the requirements of Registered Organisation membership, the re-introduction of the adopted above inflation increases to the minimum salary recommendations, and the closer monitoring of job adverts in JIS to prevent any jobs being advertised below the IfA minimum salary levels.

The next Diggers' Forum AGM will take place within the next three months. Unfortunately, due to difficulties caused by the currently economic situation and the limited number of members currently sitting on the committee, the Diggers' Forum has not been able to organise or participate in activities it would wish to normally undertake. The committee is currently addressing this situation and hoping to increase the number of committee members over the next six months.

**Chris Clarke** PlfA,  
Group Chair

### **REPORT OF THE FINDS GROUP**

The Finds Group has held four committee meetings over the last year in May, September, November and January, and AGMs in November 2009 and at the IfA conference in April 2010. General and special interest/CPD meetings have been scheduled, but due to a lack of take up, have had to be postponed.

Meetings this year are being scheduled; amongst them are sessions on osteology, community archaeology, and leather.

The community event is envisaged to be an educational event for the voluntary sector assisting them with such topics as first aid for finds, best practice for handling finds during excavation and post-excavation treatment.

At the last AGM held in November Teresa Gilmore took over from Nicola Powell as Secretary, and Phil Mills remained as Chair.

We hope to hold the group's AGM at the IfA conference each year from now. A committee meeting will be held at the same event.

**Phil Mills** MIfA  
Group Chair

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### **REPORT OF THE GEOPHYSICS SPECIAL INTEREST GROUP**

The Geophysics Special Interest Group currently has over 200 members. The group is run by a committee which meets two or three times per year and includes representatives from other groups such as International Society for Archaeological Prospection (ISAP), European Association of Geoscientists and Engineers (EAGE), Near Surface Geophysics Group and Forensic Geoscience Group (both part of Geol. Soc. of London), European GPR Association (EuroGPR), English Heritage and ALGAO.

One of the group's prime objectives has been to establish a *Standard and guidance for archaeological geophysics* to go before the IfA AGM this year for approval. A sub-group was set up to look at geophysical survey data archiving, and produced an interim report earlier this year following an extensive consultation of the sector. A copy of this report can be obtained by contacting the group secretary Dave Sabin at the email address below.

The group are working with ALGAO Scotland and the Scottish Group of the IfA to run a one-day seminar in Edinburgh on 24 November 2010 on the use of geophysics within the planning process in Scotland.

The group's AGM will be held on Friday 22 October 2010 at a venue yet to be decided. If you are interested in joining the group please contact [groups@archaeologists.net](mailto:groups@archaeologists.net). If any group members wish to join the committee please contact Peter Barker or Dave Sabin. We would like to hear from you.

**Peter Barker** MIfA  
GeoSIG Chair  
[peter.barker@stratascan.co.uk](mailto:peter.barker@stratascan.co.uk)

**Dave Sabin** MIfA  
GeoSIG Secretary  
[david.sabin@archaeological-surveys.co.uk](mailto:david.sabin@archaeological-surveys.co.uk)

## REPORT OF THE ILLUSTRATION & SURVEY SPECIAL INTEREST GROUP (ISSIG)

The ISSIG survey into the two specialist areas of archaeological illustration and survey has been made available as a downloadable document on the group's webpage, giving members of the ISSIG and the AAI&S the first opportunity to see detailed survey results about their profession. Discussions about the survey's conclusions will continue and areas of concern to members will be addressed.

One of the major areas already identified within the survey response is training. The ISSIG has been seeking funding to support the research for and potential of creating CPD course units aimed at both entry/amateur level and at advanced level addressing requirements of existing specialists. Some funding has been found and the consultation phase will begin this spring.

**Rob Read** MfA  
Group Chair

## REPORT OF THE INFORMATION MANAGEMENT SPECIAL INTEREST GROUP

The IMSIG held a committee meeting in October 2009 at the British Academy. The meeting was well attended and allowed the group to discuss key activities such as the newsletter, including the upcoming conference sessions, AGM and potential guidance papers.

Martin Newman organised a session at the December TAG conference on behalf of the IMSIG. The session, 'On the record: the philosophy of recording', was well attended with papers covering a range of subjects including viewing databases as examples of material culture, relating landscape and records of Scheduled Monuments and classification in Wales, reconstructing historical classification, how social relationships in archaeology are produced by technology and the archiving of digital archaeological ephemera. Professor Julian Richards from the University of York and the ADS acted as discussant. A selection of the papers from the session will be published in *Internet Archaeology* in late 2010.

The IMSIG held its AGM at the IfA Conference at Southport in April 2010 prior to its session. A new committee was voted in including the following post holders: Martin Newman (Chair), Edmund Lee (Treasurer) and Alison Bennett (Secretary). At the conference the IMSIG organised a session based on a 'Barcamp'; rather than each presenter speaking in turn, small groups discussed topics with a demonstration or presentation. This was organised in advance online via a wiki where details of what was discussed are available <http://ifa-information-management-sig.wikispaces.com/IMSIG+Barcamp>

The IMSIG currently has over 200 members. Looking to the future the committee intends to organise more events along similar lines to the Barcamp to promote awareness and networking across the sector.

**Martin Newman** MfA  
IMSIG Chair

## REPORT OF THE MARITIME AFFAIRS GROUP (MAG)

This year has been another busy year for the group. MAG has been represented on a number of committees and at several meetings (for example JNAPC, ALGAO Maritime Group, TAF, the Archaeological Archives Forum and the Maritime and Marine Historic Environment Research Framework). This is a valuable reminder that much of the group's work regularly goes on behind the more visible communications. Committee members also sit on IfA's Council and Validation committee, the latter owing to an increasing number of applications for membership from maritime and underwater archaeologists. The group has also provided a number of responses to consultations relating to heritage and the marine environment.

We continued to publicise the poor state of archive provision for marine archaeological investigations, and to represent maritime issues on the Archaeological Archives Forum. This year has seen the completion of the 'Securing the Future of Maritime Archives' funded by EH, HS,

RCAHMS and SMA which has produced three reports that explore current archive provision, appraise current demand and assess future demand (for further details see <http://www.hwtma.org.uk/maritime-archaeological-archives>).

Communication with the MAG membership has continued through our two annual bulletins, which update members on the latest activities and projects. The MAG email information service has been very active and we have continued to update the blog (<http://ifamag.wordpress.com/>). The group also organised the 'In situ preservation of the underwater cultural heritage – methods and approaches: a dialogue between policy and practice' session at the 2010 IfA annual conference, and provided advice to the amendment of the IfA *Code of Conduct* which was discussed at an EGM at the same conference. We have been working on publishing the proceedings of the second MAG conference, which considered issues of significance in relation to managing the resource, and some papers are being published through the MAG Bulletin and blog. The group will consider in 2011 how frequently they wish to hold the MAG conference series.

**Dr Vir Dellino-Musgrave** MfA  
Group Chair

## REPORT OF THE WALES/CYMRU GROUP

The AGM of the Wales/Cymru group was held on 12 June 2009 and the Wales/Cymru committee met on two occasions.

There were two main foci for the group's activities. One was the two dayschools held during the year, and the other was the ongoing coordination of the Research Framework for Wales.

The summer dayschool was based on the theme of the IfA Standards and guidance for desk-based assessments and archaeological watching briefs. The aim of the day was

- to introduce the standards to those who are not familiar with them
- refresh the memories of those that are
- discuss how the Standards and guidance work in practice
- put forward suggestions as to revisions that could be made

The autumn dayschool on 27 November was on 'Agri-environment schemes: looking back looking forward' with contributions from the Welsh Archaeological Trusts, Cadw, the Countryside and Community Research Institute and Denbighshire County Council.

Maintenance of the website for the Research Framework for the Archaeology of Wales ([www.archaeolog.org.uk](http://www.archaeolog.org.uk)) has been carried out by Andy Williams of Orchardweb, Llandeilo.

In September 2009 the Welsh Heritage Minister announced his action plan, which included a review of the Research Framework led by IfA Wales/Cymru. The review process has now started, with support and coordination from IfA Wales/Cymru. A conference in September 2010 will present the findings and allow further discussion before the completed review is made available via the website by the end of December 2010.

David Maynard attended The Archaeology Forum on 21 January in Cardiff on behalf of IfA Wales/Cymru, and the group is represented on the *What's in Store* Archaeological Archives panel

The IfA Wales/Cymru group web page and details of meeting are added to the new IfA meetings calendar. Dayschools have also been advertised on Britarch, Facebook and LinkedIn. Articles have been written for *The Archaeologist* and CBA Wales newsletter.

**Jenny Hall** MfA  
Group interim Chair

## 2009/10 COUNCIL AND COMMITTEES

### COUNCIL

Gerry Wait (Hon Chair)  
Joanna Bacon (Hon Secretary)  
Patrick Clay (Hon Vice Chair  
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Martin Newman (Hon Treasurer)  
Mark Collard (Hon Vice Chair  
Personnel & Membership)  
Geoff Morley (Hon Vice Chair  
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Dan Atkinson  
Paul Belford  
Virginia Dellino Musgrave  
David Divers  
Stuart Eve  
Kasia Gdaniec  
Victoria Hunns  
Mark Newman  
Jayne Pilkington  
Nick Shepherd  
Roland Smith  
Andy Towle  
Sadie Watson  
Roger White

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### COMMITTEES

#### Validation committee

Rachel Edwards (chair)  
Paul Adams (IMSIG rep)  
Simon Atkinson  
Jo Bacon (Exec/Council and ISSIG  
rep)  
Evelyn Baker  
Beverley Ballin-Smith (Scottish  
Group rep)  
Paul Belford  
Chris Constable  
Hester Cooper-Read (FAME rep)  
Jane Evans  
Andy Holland (CBA rep)  
Kirsten Holland (vice chair)  
Oliver Jessop  
Clare King  
John Lord  
Geoff Morley  
Susan Ovenden (Geophys SIG rep)  
Helen Parslow  
Elizabeth Pearson  
Emily Peto  
Nicky Powell (vice chair/Finds  
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Julie Satchell (MAG rep)  
Dan Slatcher (vice chair)  
Jez Taylor (Diggers' Forum rep)  
Bob Zeepvat

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#### Committee for Working Practice

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Phil Bethell  
Paul Chadwick  
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Kasia Gdaniec  
Chiz Harward  
Hannah Heard  
Edmund Lee  
Michael Lewis  
Richard Lewis  
Fiona MacDonald  
Phil Mills  
Geoff Morley  
Mark Newman  
Taryn Nixon  
Mark Spanjer  
Carol Swanson  
Jez Taylor  
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Stewart Bryant  
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Bob Croft  
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Rachel Edwards  
David Elks (Geophys. SIG rep)  
Phil Emery  
Noel Fojut (HS rep)  
Amanda Forster  
Claire Halpin  
Mark Houlston  
David Jennings (FAME rep)  
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Andrew Marvell  
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Paul Sperry  
Kim Stabler  
Dave Start  
Gerry Wait (corresponding  
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Roger White  
John Williams  
Bob Zeepvat

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#### Editorial board

Catherine Cavanagh (Chair)  
Jo Bacon  
Stephen Briggs  
Christopher Catling  
Stuart Eve  
Bill Moss  
Andrew Petersen  
Tracy Wellman

Minutes to: Patrick Clay

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#### Membership Appeals committee

Lesley Collett  
Stewart Hoad  
John Sode Woodhead  
David Divers (Council)  
Nick Shepherd (Council)  
Andy Towle (Council)

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#### Professional Training committee

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Don Henson  
Bob Hook  
Geoff Morley  
Fiona MacDonald  
Mark Newman  
Guy Salkeld  
Anthony Sinclair  
Sue Wintersgill

Minutes to: Rachel Edwards  
(Chair validation committee)

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