

Minutes of the GeoSIG Committee Meeting on 10th June 2019

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These are the minutes of the Committee Meeting held at The Briar Rose, Birmingham B2 5RE starting at 13:00 on 10 June 2019

Attendees	Apologies for absence
Edward Burton	Lucy Parker
Andrew Hutt	Matt Guy
Jen Parker Wooding	Alistair Ruffell
Kerry Wiggins	Simon Haddrell
Adam Meadows	Paul Linford
Graham Arkley	Roger Ainslie
John Walford	Sam Harrison
Mark Whittingham	Finn Pope-Carter

1. The meeting

The meeting agreed that Edward Burton would chair the meeting and Andrew Hutt would take the minutes.

2. 3-year business plan

Kerry Wiggins started this item with the comment that every Special Interest Group has to have a 3-year business plan and that the GeoSIG plan needed to be revised. She also explained that there as a business plan template on the Cifa website.

This item concluded with the action:

Action 2019_06_01: Agendas for future GeoSIG committee meetings should include an item ‘Review the GeoSIG 3-year business plan’ actionee: Edward Burton

3. Geophysics guidance update

1. ClfA 2019 follow up questionnaire summary

Mark explained that he believed that Lucy was as still working on a summary of the questionnaires that had been received. He had a preliminary look at the results and this showed

- 1) Responses from geophysicists generally indicated that they did not feel a need to change the work working practices
- 2) Generally development control and consultants were more keen for clearer guidelines and were interested in ways to help them better assess the geophysical reports and data quality.

Updating the Guidelines

Edward Burton made a presentation (which had been compiled by Matt Guy) on the options for updating the Geophysics standards and guidelines. During the discussion the following points were agreed.

- 1) The EAC Guidelines were not specific to current UK commercial practice
- 2) Issuing a version of the EAC Guidelines with annotations to reflect UK commercial practice was not an option because the EAC Guidelines are already a weighty document and the UK annotations would not stand out clearly enough so nobody would refer to them
- 3) Jen Parker Wooding made the point that the ClfA Standard and guidance can be reviewed and amended but that changes will need to go out for consultation and, if substantial may require Board approval. She advised that reviewing the S&G would be a good project to undertake in addition to the creation of additional guidance to help support them potentially.
- 4) Jen Parker Wooding made the point that other groups were creating web-based tools kits to supplement their guidelines and this may be channel that GeoSIG would like to use to communicate its recommendations for additional guidance alongside an update of the S&G.

Starting work

There was a discussion on how to start work on the guidelines

Graham Arkley offered to read through the EAC guidelines and make a list of the key points relevant to UK Commercial practice and to circulate his findings to the Committee for discussion. Mark suggested that this activity also be completed by all GeoSIG Committee members, Kerry suggested involving the wider membership as well

Action 2019_06_02: All committee to produce a list of key points from the EAC guidelines

Action 2019_06_03: Mark Whittingham to write to GeoSIG members suggesting they read through the EAC guidelines and a list of key points to the committee

4. **Communications**

At this point in the meeting there was a diversion from the agenda to discuss communications: within the GeoSIG committee, to and from GeoSIG members and between ClfA special interest groups. The following was agreed:

Communications within the GeoSIG committee

It was agreed that email was the primary communication channel between committee members until we can find something better. Mark made the following recommendations:

- If you have an email addressed to you: you must answer it - even if that is just to acknowledge that you have seen it
- If you are copied (cc'd) on an email: you don't have to reply but you can if you want to make a contribution

It was agreed that committee meetings organised by Edward Burton should be over Skype every two months, the exact time being organised via a Doodle poll.

Action 2019_06_04: Edward Burton to organise the next committee meeting in early July using this approach

Communication to and from GeoSIG membership

GeoSIG members can email the committee via the GeoSIG email address

Action 2019_06_05: Mark Whittingham to notify the GeoSIG members of this facility

Communication with other ClfA special interest groups

This was not discussed further.

5. **Skills and Training**

There was a discussion on skills and training. As a result, it was agreed that while the Competency matrix was relevant for ClfA registration, a separate set of roles and skills needed to be defined to identify the roles, knowledge and skills needed by geophysicists working on a survey

Action 2019_06_06: Graham Arkley agreed to produce a draft

6. **Assessment of Registered Organisations (ROs)**

Kerry Wiggins briefly explained the processes for registering as a registered organisation and inspecting a registered organisation for compliance. The points she made were: that a registered organisation can register declaring that they offer one set of services. During their three year period of registration, they can subsequently decide to offer other services which will usually not be reviewed until their next application and inspection. and that much of the factual information presented on the application form is taken on trust as Registered Organisations are bound by the *Code of conduct*. Having said that she asked the GeoSIG committee for questions she should be asking registered organisations offering geophysics services.

Kerry asked if all of the GeoSIG committee could look over the RO procedures / criteria on the ClfA application form (available from the website <https://www.archaeologists.net/join/organisation>) where they relate to geophysical companies and give her feedback.

Action 2019_06_07: Questions concerning the quality of geophysics work to be sent to Kerry Wiggins by 1st August - John Walford agreed to lead on this

Action 2019_06_08: Questions concerning the Registered Organisation Application Form to be sent to Kerry Wiggins by 1st November 2019 - All

7. Wales Area CPD workshop

Andrew Hutt explained that, at the Groups Forum before Christmas 2018, he had discussed the GeoSIG's work with a representative of the Wales group and suggested they may be interested in a repeat of Mark Whittingham's presentation in York. He then received an email from the Wales group asking for a workshop which arrived at the time of the Leeds conference so he had replied saying we were busy.

Mark Whittingham said that it would be better to put any further presentations on hold until we had made more progress on updating the standards and guidance.

Action 2019_06_09: Andrew Hutt to email the Wales group explain that we should defer this workshop until we have made more progress with standards and guidance.

8. Benefits of geophysics registered organisations

Kerry Wiggins mentioned that she had received comments from several small geophysics companies stating that they were paying ClfA to be a registered organisation and personal registration fees but were not getting a lot in return.

Mark Whittingham told the meeting that he ran a small geophysics business and he was an individual member of ClfA but his company was not an RO. And he agreed that at the moment he did not see the cost benefits of becoming an RO. He believes that the standard of work he undertakes would not improve by being an RO but recognises that he may lose some work by not being an RO but at the moment that's not a significant factor and there are not enough other benefits to offset the RO membership cost. This led into discussions on outreach and communications to the GeoSIG membership.

9. Outreach and recruitment

The meeting had already touched upon questions of outreach during discussion on several of the agenda items above. There was a brief discussion on whether a newsletter or Twitter offered a better communication channel to GeoSIG members.

This came to an end when Mark Whittingham agreed to communicate the results of these two meetings to members. This resulted in two actions:

Action 2019_06_10 Andrew Hutt to publish the minutes of the two meeting ASAP and return to the Committee

Action 2019_06_11: Mark Whittingham to produce and send a short email update about the AGM and Committee Meeting for the GeoSIG membership

10. AOB

Kerry Wiggins asked for clarification on GeoSIG representation on ClfA councils. The meeting agreed that

- Representation on Advisory Council was Lucy Parker
- Representative on Groups Forum as Andrew Hutt