

**Minutes of the Fourth Meeting of the Working Group for the Delivery of  
the Recommendations in the *What's in Store?* Report  
held in the Glamorgan-Gwent Archaeological Trust Offices, Swansea  
Wednesday 16<sup>th</sup> November 2005**

Present: Mike Houlihan, Chair (MH); Louise Austin, Welsh Archaeological Trusts (LA); Richard Brewer, NMGW (RJB); Vince Devine, Cadw (VD); Gareth Edwards, RCAHMW (GE); Mary Ellis, CyMAL (ME); Gavin Evans, Archaeological Archives Forum (GHE); Jane Henderson, Cardiff University (JH); Kate Howell, IFA (Wales) (KH); Hilary Malaws, RCAHMW (HM); Phil Parkes, Cardiff Conservation (PP); Emma Plunkett-Dillon, CBA (Wales) (EP-D) and Elizabeth Walker, NMGW (EAW).

1. Apologies for absence

Apologies for absence were received from Frank Olding.

Mike Houlihan welcomed Phil Parkes to the meeting. Phil gave a brief summary of his career history and experience.

2. The minutes of the meeting held 12<sup>th</sup> September 2005

The minutes were accepted as a correct and accurate record of the meeting.

3. Matters Arising

Minute 11.2 Elizabeth Walker reported that the minutes of meetings are now available on the Federation Website.

Minute 11.3 Vince Devine reported that the HEG minutes are not currently available on the Cadw website.

4. The Strategic Plan and the Action Plan

No changes have been made to these since they were last circulated.

5. Recommendation 2 – create a database of Welsh archaeological collections

Hilary Malaws reported that Phil Parkes has been appointed as the consultant who will undertake the research of the documentation systems/facilities and resources currently in place in museums that hold archaeological material. Phil commenced work two weeks ago.

Phil outlined his timetable to finalise, translate, design and print a questionnaire for circulation to the 45 museums known to collect archaeological material during the second week of December. He will be visiting Hilary Malaws to see the *Cofflein* database in the next few weeks and then will be carrying out the Museum visits and interviews during January before collating his data in order to complete a draft report by the end of February.

Mary Ellis said she will require a statement of intent if the Working Group plan to place a second bid for funding to CyMAL before 20<sup>th</sup> January 2006.  
**Action: HM** to prepare.

The aim will be complete an application in March once the results of Phil's current work are received.

6. Recommendation 3 – establish a national panel for archaeology

Jane Henderson reported that the sub-group has been preparing a project scoping document for presentation to the next HEG meeting. Finding a good definition of archaeology was proving difficult but agreement has now been reached over the definition of archives.

It was agreed that the panel could deal with issues of access to, rather than standards for, grey literature.

ALGAO and the Council of Independent Archaeologists both need to be added to the list of organisations that might be represented on the panel.

**Action: JH** to amend the document accordingly and **MH** to take forward to next HEG meeting.

7. Recommendations 4, 5 and 7 – standards for archaeological archive

Elizabeth Walker reported that a draft set of standards have been prepared by members of the sub-group. A question arose about how these standards might relate to those being drafted by the AAF for English Heritage. It was agreed that the Welsh situation is different from that in England and that what is being proposed for England is unlikely to work in Wales. The sub-group will keep in contact with the AAF project and will ensure that the document can cross-reference to the English standards where appropriate.

Emma Plunkett-Dillon suggested that the document needs to be clear about who it is aimed at and requires a statement about why there is the need for a standard for Wales. It was also agreed that the document would be more usable if it could be split into two parts; a policy document and a shorter set of standards.

Kate Howell raised a concern about how work by independent and university researchers could be signed off. This will need to be explored further by members of the sub-group. **Action: EAW** to seek input from members of the sub-group and then to prepare the next draft for circulation to all members of the Working Group in advance of the next meeting.

Mike Houlihan asked how the standards would be implemented. He suggested that the draft should be taken forward as a recommendation for sign-up and implementation by the organisations represented on the HEG. **Action: EAW** to draft a business plan for implementing the standards for discussion at the next meeting.

8. Recommendation 6 - review the management of the information database  
Hilary Malaws and Richard Brewer reported that they had met to discuss how this recommendation can be progressed. They agreed that the Strategic Framework for the Historic Environment is ideally placed to undertake this recommendation for it matches their aims and objectives.

Vince Devine agreed to consult with his colleagues in Cadw to see whether the minutes of Strategic Framework meetings can be made available for distribution to members of the Working Group. **Action: VD** to investigate.

9. Recommendation 1 – creation of shared archaeological resource centre(s)

A first draft paper had been prepared by Frank Olding for discussion at the meeting. It was noted that the other members of the sub-group had not been involved with the preparation of the paper.

The paper will need to be presented to Government through the HEG requesting that additional money be given to one of its funded organisations so that they can undertake the research necessary to investigate the issues fully.

It was agreed that a business plan is required for presentation to HEG and that the members of the sub-group should work up a plan for discussion at the March meeting of the Working Group. **Action: FO, RJB, EP-D & HM** to prepare the business plan.

10. Recommendation 8 - training

A discussion document was circulated which outlined a proposal to arrange two training days. The first day is aimed at improving awareness of the archaeological process and of the role museums have in curating and making accessible the resulting excavation archives. These days will be held next spring and will be aimed at all those working in museums and in archaeology. Later in 2006 a series of meetings will be arranged for specific groups of the profession aimed at implementing the standards the Working Group is preparing.

CyMAL are happy to arrange the first training days but four venues were felt to be too many. It was agreed that two venues; Wrexham and Swansea should be proposed. **Action: GHE** to send the training programme for the first meetings to Denise Lavis in CyMAL for incorporation into the 2006 training programme.

Kate Howell offered to keep the IFA (Wales) committee informed as it might be possible to link their autumn training day to one these. Emma Plunkett-Dillon offered to promote the meetings to CBA (Wales) members.

11. Any other business

Vince Devine reported that he is the only member of the Working Group attending the next AAF meeting in London so will be presenting an update

of the work in Wales at that meeting. **Action: PP** will provide him with a brief synopsis of the work he is doing.

12. Date and venue of the next meeting

The next meeting will be held at **2pm Wednesday 25<sup>th</sup> January 2006** with a video link between Cardiff and Aberystwyth.

The venues will be confirmed once the availability of equipment in Cadw and CyMAL is established.

Mike Houlihan requested that the agenda will contain an item to review the progress and function of the Working Group.