

# **Memorandum of Understanding between the Federation of Archaeological Managers and Employers (FAME) and the Chartered Institute for Archaeologists (CIfA)**

## **1. Introduction**

CIfA and FAME wish to work collaboratively to maximise the positive influence each organisation has on the archaeological sector.

The purpose of this MoU is to set out the understanding between the parties as to their respective roles, interests, responsibilities and obligations in relation to their respective and joint aims. The document includes a description of the principles under which collaborative work will be undertaken and lists broad areas of common interest.

This MoU is not exhaustive and is not intended to be legally binding except where specifically stated.

## **2. The parties**

**FAME** is a trade association, the distinctive voice of commercial organisations represented by archaeological employers and managers, and the only organisation solely devoted to representing these organisations' interests within the industry and the business world. Its aim is for commercial archaeology to be recognised for the positive professionalism and value it delivers at the heart of planning, development and construction in the UK and Ireland.

FAME's Vision Statement is

*To strive for a business environment where archaeological organisations can operate safely and sustainably, the well-being of employees is prioritised and archaeologists feel empowered to build careers and expertise, so that collectively we can conserve and advance knowledge of the past for the benefit of society.*

FAME's Mission Statement is

*To help its member organisations and their employees improve their ability to deliver archaeological services for the benefit of planning, construction, development, regeneration and growth in the UK.*

FAME's members are organisations that practise archaeology and heritage within the commercial marketplace. Together, they employ the majority of archaeologists working in the UK.

FAME is governed by a Board of Directors elected annually by its membership, with three officer positions (Chair, Vice-Chair, and Treasurer), and it contracts the services of a part-time Chief Executive Officer and a Deputy. To formulate and deliver strategy, a Business Plan is renewed on a three-year cycle, with six key items, with responsibility for each held by a member of the Board:

1. Represent the views of archaeological managers and employers
2. Provide advice, support and information to our members
3. Promote safe, healthy and environmentally sustainable working practices within the profession
4. Promote best professional practice in business and employment, and in technical/professional matters
5. Promote training and development to build capacity and improve standards within the profession

6. Be sustainable, open, transparent and accountable to our members

**CIfA** is a Chartered Institute, a professional association representing archaeologists working in the UK and overseas. It promotes high professional standards and strong ethics in archaeological practice, to maximise the benefits that archaeologists bring to society. It is the authoritative and effective voice for archaeologists, bringing recognition and respect to the profession.

CIfA's vision is

- *By 2030 CIfA-accredited professionals will be setting and meeting improved standards for learning, competence and ethical practice.*
- *They will be trusted influencers in the discipline.*
- *Through their professionalism they will deliver greater public benefit, and they will be better recognised for doing so.*

CIfA's members comprise individuals accredited for their professionalism and non-accredited affiliates and students. They live and work in approximately 30 countries, but primarily in the UK and Germany. CIfA-accredited professionals

- have demonstrated their technical competence, and from 2022 their ethical competence
- are committed to maintaining and enhancing their competence
- are bound by the *Code of conduct: professional ethics in archaeology*
- are accountable for compliance with the *Code*
- have duties to society, to those that could benefit from their work, to clients and commissioners, colleagues and helpers, to the profession and to themselves; their fundamental responsibility is to the interests of the public

CIfA holds a Register for organisations that

- are managed by accredited professionals
- have demonstrated that they can comply with the CIfA *Code* and standards and give due regard to CIfA guidance
- are accountable for compliance with the *Code*

CIfA also accredits degree programmes for their potential to equip graduates with skills relevant to a career in archaeology and a successful application for PCIfA accreditation, and serves as the End-Point Assessment Organisation for some of the archaeology and historic environment apprenticeships in England

Answering to its membership in general meeting, the highest decision-making entity, CIfA is governed by a Board made up of elected, coopted and ex-officio directors from archaeology and other disciplines. CIfA's constitution is controlled by the UK Head of State via the Privy Council, in the public interest. CIfA's Board employs 20 staff (c 16FTE) and commissions support for marketing, design, professional conduct investigations, projects and other activities.

CIfA's ten-year strategic plan is delivered through one-year business plans. The objectives of the strategic plan for improvement are

- CIfA-accredited professionals will provide improved research and engagement, using fit-for-purpose technical and ethical standards for competence, education and practice, supported by more useful guidance.
- More archaeologists will want their professionalism recognised. A larger, more diverse and inclusive profession will offer a wider range of expertise and better reflect its relevance to society.

- ClfA will provide the governance and resources that let the profession flourish.

### 3. The interests

The organisations therefore share many interests. Their endeavours justifiably overlap in many areas of commercial, professional practice, and in their desires to improve the environments within which that practice happens. They have ‘member’ organisations in common.

ClfA has a wider scope geographically, and is as concerned with professional practice outside commercial archaeology as within. It assesses, supports and promotes the professionalism of individuals as well as organisations. FAME is concerned with all commercial archaeological practice in the UK and Ireland, whether this is undertaken by FAME members or not.

While we share a common interest in ensuring a healthy future for the discipline, the two organisations approach their work from different perspectives and with different priorities.

- As a trade association, FAME, represents the interests of employing organisations in commercial archaeology and in doing so is committed to sustaining and growing the market for commercial archaeology. In advancing those interests FAME always seeks to ensure that archaeological practice is undertaken safely and sustainably.
- As a Chartered professional institute, ClfA provides a self-regulatory framework for the practice of archaeology in the public interest. In ensuring public benefit and public protection, ClfA also seeks to ensure that the public and commercial value of professional archaeologists, their skills and responsibilities are recognised as equivalent to other professions and provide the basis for a rewarding career.

ClfA’s focus is on the profession of archaeology; FAME’s is on the business of archaeology.

### 4. The potential for collaboration or competition

Each organisation has areas of work where it is heavily invested, from its perspective either as trade or professional association. Each party, in areas where the other has significant operational investment or influence, or a mission-critical role, will seek to consult the other before making substantial moves or public statements. This is so that opportunities for collaboration can be considered, and the risks of inadvertently undermining of the other party’s efforts or message can be reduced.

FAME is invested in

- the market for archaeological services
- the delivery of archaeological services
- matters of employment
- health and safety

ClfA is invested in

- professional ethics
- professional standards for competence, practice and training
- skills, CPD and promoting sustainable careers
- promoting and supporting good practice
- advocacy to decision-makers, notably on law and policy, and to other professions and trades on professional archaeology, including through their CPD programmes

Both parties, from their different perspectives, are invested in

- ensuring a healthy and sustainable future for the discipline
- promoting archaeology that is recognised for giving value to the public and clients
- different matters of procurement and commissioning
- provision of training, conferences and networking to members and others
- environmental sustainability

The parties recognise these differences and will take account of competing interests, points of view and modes of working.

Where one party considers that the other's actions or policies are impeding, or may potentially impede, their abilities to effectively deliver their own work they will seek to consult the other to resolve such issues cooperatively. Where practicable they will add value to the other's work, turning perceived or real competition into synergy.

Areas for collaboration could include

- promoting the value of FAME to ClfA members, and promoting the value of registration and accreditation to FAME members
- promoting standards, guidance and good practice and innovation through CPD and other events
- collating and using labour market intelligence
- promoting advice on costings and specifications
- facilitating the formulation and promotion of recommendations relating to terms and conditions of employment

The two organisations may collaborate via projects, other initiatives, representation on relevant formal and informal consultation panels, joint working groups and working groups with others.

## 5. Liaison

Each organisation can benefit from the expertise of the others' members, Board and staff. In addition to liaising through shared or third-party forums, the Chairs, CEOs and others as required will meet annually to review how this MoU is working and whether changes are needed to its implementation or to its content. Should either party request a meeting outside this cycle, the other will endeavour to make itself available promptly.

Each party will keep the other informed of initiative relevant to the other's areas of interest, and may provide contact details for Board and staff leads for different areas of their work.

## 6. Termination

This MoU will stay in force unless terminated by either side in writing.

## 7. The terminology



**The discipline:** all archaeologists

**The industry:** all paid archaeologists **and their employers**

**The profession:** those archaeologists who have demonstrable relevant competences and are committed to maintaining and improving those competences through CPD and who practice and are accountable to an ethical standard of working in the public interest.

**Commercial archaeology:** archaeological practice undertaken by companies on behalf of clients that fund the work.

**Signed**

	
<b>Tim Malim</b>	<b>Stephen Carter</b>
<b>Chair, FAME</b>	<b>Chair, ClfA</b>
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