

“YÖNERGE”

RULES & PRINCIPLES CONDUCTING SURVEY, SONDAGE AND EXCAVATIONS ON CULTURAL AND NATURAL HERITAGE

CHAPTER ONE

Aims and Scope, Legal Basis, Definitions and Abbreviations

Aims and Scope

Article 1 – (1) This “yönerge” (directive, instructions) determines the rules and procedures to conduct research, sondage and excavations on cultural and natural remains under Law no. 2863 on the Protection of Cultural & Natural Heritage.

Legal Basis

Article 2 – (1) It has been prepared basing on the regulations of conducting research, sondage and excavations on cultural and natural heritage under Law no. 2863, and on the provisions of the 9th part of the 6th section of the Presidential Decree about the Presidential Organization Number 1, which stands for “Ministry of Culture and Tourism”.

Definitions & Abbreviations

Article 3 – (1) In this “yönerge”, the following abbreviations stand for:

- a)“Ministry”:** the Ministry of Culture & Tourism,
- b)“Authorized Expert of the Ministry/Representative:** the “authorized expert” appointed on behalf of the Ministry according to the 48th act of the Law and the 17th article of the regulation,
- c)“Reports by the Authorized Expert of the Ministry/Representative”:** There are 3 reports to be prepared by the representative: 1) Initial report: it is the report to be prepared in accordance with Appendix -1 of this “yönerge” and has to be sent to the GD at the beginning of the season. It should contain information about the state of the on-going survey/excavation work and has to be based on the (b) paragraph of the 20th article of the regulations. 2) Interim reports: must be sent every 15 days during the season. 3) Final report: has to be prepared in accordance with Ek-2, based on the (c) paragraph of the 20th article of the regulation and must prepared according to Ek-3 be sent to the GD at the end of the work season,
- ç)“Scientific publications”:** Provided that they are related to the field of the researcher, these are books, international and national articles, publications produced from postgraduate theses and publications produced at the end of research projects. These should also be publications accepted by the Presidency of the Interuniversity Board (ÜAK) in appointments and evaluations.
- d)“The Board of Advice & Evaluation”:** the board, whose scientific and technical opinions, in the framework of legislation, are received regarding excavations and surveys,
- e)“DÖSİMM”:** the General Directorate of Revolving Funds, under Ministry of Culture & Tourism,
- f)“General Directorate”:** the General Directorate of Cultural Heritage & Museums,
- g)“Investigation Committee”:** the committee consisting of experts from GD and/or scientists appointed by the GD in order to make investigations at the sites before, during or after working seasons. Relevant excavations must be inspected at least once every 3 seasons, and long-term/annual excavations must be inspected annually (if financial analysis is foreseen, financial experts must also be present during the inspection). After inspections, the committee prepares reports in accordance with the attached forms Ek19/a, 19/b and 19/c.
- ğ)“Permit”:** the document produced by the General Directorate for surveys, which are valid only in the year of issue.
- h)“Law”:** Law no. 2863 on the Protection of Cultural & Natural Heritage,
- ı)“Excavation area”:** the area, which is defined in the annual work programme by the excavation director, and whose limits are then approved by the General Directorate,
- ı)“Excavation/Survey Director”:** the scholar, who is responsible to the Ministry for the functioning of scientific, administrative and financial organization of the on-going excavation or survey. This scholar is also responsible for resolving the emerging issues during the season,
- j)“Permit application report by the Excavation/Survey Director”:** the scientific, administrative and financial report prepared by the excavation or survey director, which is structured according to Ek 4/A

and 4/B, with the aim of renewing permit application in order to carry out work in the following year. This report must be submitted to the General Directorate before the end of December each year,

k)“Final report by the Excavation/Survey Director”: the scientific, administrative and financial report which must be prepared by the excavation or survey director, which is structured according to Ek 11/a or 11/b. This report also has to fulfil the requests in this “yönerge”. It must be submitted to the General Directorate within three months of the end of the season. If the field work continues until the end of the year, then the report must be submitted before the end of January in the following year,

l)“Deputy Director”: The person who acts on behalf of the project director, in case the excavation director will not be able to work due to a reasonable excuse for a long time or indefinite period. This person is either chosen by the project director from among the experienced members of the team, or appointed by the General Directorate among assistant directors of the excavation or among team members. The tasks of this person are to take the authority and responsibilities of the excavation director on issues such as running the excavations, to spend the excavation allowance, to collect invoices, to prepare tenders and to manage payment processes.

m)“1st Assistant Director”: The scholar who is responsible for scientific, financial and administrative matters at excavations together with the excavation director. This person is responsible to the Ministry in the absence of the excavation director, and must be chosen among the team members with at least three years of experience in excavations.

n)“2nd Assistant Director”: The scholar who is responsible for scientific, financial and administrative matters at excavations together with the excavation director and the 1st assistant director. This person is responsible to the Ministry in the absence of both the excavation director and the 1st assistant director, and must be chosen among the team members with at least three years of experience in excavations.

o)“Conservation Report”: The report which must be prepared by the conservator at the site about the conservation work carried out during the season. This report must be submitted by the conservator both to the excavation director and to the Authorized Expert of the Ministry/Representative ,

ö)“Protection Expert”: A specialist in the team such as an expert in restoration, conservation, architecture or engineerin, who will conduct work for the protection of cultural assets related to field projects,

p)“Rescue Excavation”: Qualified scientific excavation, which requires urgent action, on the rescue of the already damaged or subject to damage, cultural and natural assets (movable or immovable),

r)“Museum Commission”: The commission, which is responsible for the assessment of the amorphous materials, which are desired to be taken to the relevant departments of the scientific organizations and universities in or outside of the country. They also take decisions on the samples to be taken abroad to be analysed. Commissions are created by the related Museum Directorates and they structure their reports in accordance with attached Ek -5.

s)“Honorary Director”: Former excavation director, who can take part in the excavations with permission of the General Directorate, so as to provide benefit to the project with his or her knowledge, experience and expertise.

ş)“Students Study Report”: The report, prepared by the related Museum Directorate in accordance with Appendix-6, on the field work of masters and PhD students, who have received permissions from the General Directorate, and also the report prepared by the student in accordance with Appendix -7. Reports must be completed and submitted to the General Directorate within 1 month after the end of the work.

t)“Ruhsatname -(Written) Permit Certificate”: The certificate produced for excavations with the approval of the President/Council of Ministers and which are valid only in the year it is issued.

u)“Sondage”: Scientific excavation, which is carried out in order to determine the nature of movable or immovable cultural, and movable natural assets,

ü)“Regulation”: Regulation (Yönetmelik) determines the rules that oversee surveys, sondages and excavations of cultural and natural remains,

v)“Survey”: Refers to research to be carried out on the ground or underwater, without digging, for the purpose of determination, investigation, analysis and identification of moveable and immoveable cultural assets and moveable natural assets.

CHAPTER TWO

APPLICATION PROCEDURES AND GENERAL CONDITIONS

Applications for Excavations due to be carried out with the President's Decision

Article 4 – (1) The following considerations are taken into account for both Turkish and foreign scholars, who want to carry out excavations in Turkey.

a)All information and documents in the application files for the excavations to be carried out by the decision of the President, must be the originals. If this is not possible, copies certified as “same as original” by the applicant will be accepted by the General Directorate. Permit application files submitted by foreign institutions must be in Turkish or they must have Turkish translations in accordance with the legislation. This “Turkish” rule also applies to all correspondence to be made with the General Directorate during the year.

b)Candidates for project directorships must have an undergraduate degree in archaeology, or art history or anthropology provided that their expertise is relevant to sites or areas to be investigated. They must be faculty members of a university or college in these disciplines or they must be members of a relevant scientific organization. Scholars belonging to other disciplines cannot be designated as excavation directors.

c)According to the related regulation, applications must be submitted before 31 December. For Turkish expedition teams, their affiliated Institution applies on their behalf in Turkey, and for foreign teams, the affiliated Institution applies through a Turkish consulate or embassy in the home country. Late applications will not be considered for the current year.

ç)The Turkish applicants for excavation directorship must have at least the title of “doctor” as a faculty member at a university, and must have at least five (5) years of excavation experience. They must also have scientific publications in their discipline and a copy of each publication must be submitted to the General Directorate with the application file. Also the applicants must have no legal prohibitions to carry out an excavation. The foreign applicants must hold at least the title of “associate professorship” and they must certify this by the accreditation (denklik) that they receive from the Presidency of Inter University Board (Üniversitlerarası Kurul Başkanlığı - ÜAK).

d)The candidate must have carried out a survey in the intended excavation area in advance or has completed a research in the area to a certain extent. For these areas, 1/1000 or larger scale archaeological maps should be prepared by the usage of all kind of possible techniques (i.e. 3D laser scanner). Excavations cannot be started before these maps are prepared.

e)Renewal applications must be made each year through an application report by the excavation director, which is structured in accordance with the attached form Ek4/a. This report must include the below information:

1. The current stage of the studies, which were aimed in the previous season's programme. Reasons must be stated, if they have not been achieved.
2. Excuses of the team members, who couldn't take part in the previous season, must be stated. Undergraduate and MA students are exempt of this rule,
3. Whether security or protection measures have been implemented,
4. The stage reached in restoration and conservation studies,
5. The actions taken for preservation and storage of finds,
6. The adequacy of the technical infrastructure and physical conditions,
7. The relevance between the planned and the actual budgets,
8. Whether the results of the previous season(s) work have been published.

f)A supporting letter from the affiliated institution (i.e. a university or an institute), which gives scientific and financial support to the candidate applicant or the current excavation director, must be submitted to the Ministry, before the application file starts to be evaluated. Written commitments from other financial

sources must also be submitted by the applicant. In case of Turkish excavations, the affiliated Institution must guarantee that the benefits and financial supports provided for the current year will be renewed each consecutive year.

g)A long term work programme, scheduled and documented along with long term financial sources, is required.

ğ)It is expected from the excavation director to develop conservation and protection projects about the site and to ensure that there is adequate technical staff in the team to carry out the work.

h)The excavation areas, defined in new application files, must not need land expropriation. Likewise, there must be no expropriation problem in ongoing excavations. In cases where these problem exist, a written permission from the owner of private land and the approval of the Ministry are needed for providing protective fencing around excavation areas. Otherwise, the excavation director is responsible for the problems/damages that may arise.

ı)Candidates and those already holding the position of excavation director are expected to guarantee the security of the excavation area, dig house and depots, and also held responsible to hire sufficient number of guards.

ıı)Foreign scholars, participating in Turkish excavations, apply through Turkish consulates abroad with the invitation letter of the Turkish excavation director. Then the Turkish Ministry of Foreign Affairs transmits these application files of foreign scholars or teams to the Ministry of Culture and Tourism with their own comments and recommendations.

ııı)New members can be added to team lists until the permits have been issued.

ıııı)If a survey is planned in conjunction with an excavation, it is necessary that a separate application for survey must be submitted. This separate survey application file will then be evaluated independently from the excavation application.

ııııı)Applicants must certify that they are experts in the scientific disciplines that the site or the area going to be excavated requires.

ıııııı)The work programme in the renewal applications, must include a detailed identification of the excavation area, the expected benefits of the foreseen work, and the aims of the season. The intended excavation and conservation areas must be marked on maps with scales of 1/1.000 and 1/500. Excavations cannot be carried out in areas other than those deemed appropriate by the GD. The borders of the excavation areas can be changed by the GD (Example 1).

ııııııı)The predicted financial support amounts and the commitments, to be received from the supporting persons and institutions must be certified before the issue of the permit. In case of foreign excavations, the affiliated institution must make commitments about the fulfilment of financial and legal obligations, which may arise in accordance with the relevant legislation before, during or after work and this letter must be submitted with the application file.

ıııııııı)In cases where it is not possible for the Authorized Expert of the Ministry/Representative to monitor the work carried out simultaneously in different excavation areas, the work programme must be rescheduled according to the representative's needs. In practice, it is essential to comply with the annual work programme and working dates specified in the application file. Work must stop on national and religious holidays. In exceptional cases GD must be informed.

ö)The information about the intended excavation area, the work programme and the calendar, and the application forms of the team members (excluding Turkish undergraduate students) must be included in the application files in accordance with the attached form Ek4/a. The Turkish citizens must complete form Ek8; and the foreigners must complete the form provided by the Ministry of Foreign Affairs.

p)The *ruhsatname* fee, which is determined by law, must be paid to one of the fiscal directorates- Mal Müdürlüğü or Vergi dairesi - before the issue of the *ruhsatname*, and the receipt must be submitted to the GD.

r)Turkish undergraduate and MA students must complete the EK 8 form, after participating in the excavation. These forms have to be stored in the excavation archives. Then names must be prepared in a list in accordance with Ek 17 form by the Authorized Expert of the Ministry/Representative and submitted to the General Directorate as part of the final report.

- s)The two assistant directors (1st assistant director & 2nd assistant director), who will be determined by the excavation director from among Turkish scholars, must be proposed to the GD in the application documents. The assistant directors must have the same scientific formation as the excavation director.
- ş)The assistant directors must have at least passed the doctorate proficiency examination and have at least 3 seasons of excavation experience, including their experience during undergraduate years. If the assistant director/directors is/are doctoral student/s, the doctoral student certificate must be attached to the Ek 8 form. Assistant director candidates cannot be first or second degree relatives of the director. If assistant directors with specified qualifications cannot be found, it is acted according to the opinion of the GD.
- t)It is essential that the excavation director is actually present at the site during the excavation season. However if this is not possible, the 1st assistant director represents the director. If both have excuses not to be at the site, then the 2nd assistant director will be in charge. In special cases, where excavation work should be carried out throughout the year or most of the year, the conditions for the participation of the director or the assistant directors must be proposed to the GD by the director with respect to their education and training responsibilities, and final decision on the conditions will be made by the GD.
- u)If the excavation director will be unable to be present at the site with reason or excuse for a long time or for an indefinite period, then decision on how to proceed in terms of directorship will be carried out according to the opinion of the GD.
- ü)The quantity and the quality of the team members needs to be sufficient to conduct proper work and research at the excavation. The teams must have an “architect”, a “restorer”, or a “conservator”, according to the needs of the work. It is under excavation director’s responsibility that all technical staff, such as architects, geophysical engineers and others, must be registered in the relevant professional chambers according to the legislation.
- v)New applications must demonstrate commitment to the priority placed on resolving issues pertaining to the dig house and the depots.
- y)GD can provide technical and financial assistance to Turkish excavations. The applicant must state and approximate expense list to the GD in the application file. This list must include the following information: cost of unskilled workers and experts, fuel, transportation and food expenses, project preparation and implementation costs, purchase of goods and services; and other expenses (must be itemized).

Application rules for surveys:

Article 5 - (1) The following considerations are taken into account for both Turkish and foreign scholars who want to carry out surveys:

- a)The applicant must have at least a “PhD” degree,
- b) Maximum period for a survey project is 6 seasons. With appropriate excuses, surveys can be stopped only for one working season. If a survey has not been carried out two consecutive seasons, the status of the project will be re-evaluated by the Board of Advice and Evaluation (Danışma ve Değerlendirme Kurulu) to decide whether to cancel or to continue the project. Even with breaks the maximum period of a survey project will be 6 seasons. Time extension request by those survey projects that could not be completed in 6 working seasons will be evaluated by the Board with reasons presented to the Board for the extension request as well as scientific publications taken into account. However in no way can the extension exceed one year and no breaks can be taken during extended periods.
- c)The new survey applicant must demonstrate through references at least four seasons of field experience beyond undergraduate years.
- ç)Surveys must be programmed to take place in at most two provinces in each year. GD will evaluate the underwater survey applications programmed for more than two provinces.
- d)The map in appropriate scale, which shows the boundaries of the provinces and districts in the intended survey area, must be submitted to the Ministry.
- e)The application file must include information about the intended working period, a related calendar, financial sources and the supporting documents for the financial sources.
- f)In case of new applications, the candidate applicants must submit a copy of their each scientific article and/or publication to the Ministry with the application file. Scientific publications other than printed ones,

can be given as CD's (pdf, jpeg, etc.). Publications in photocopy format can also be submitted in CD (pdf, jpeg ,etc.) format.

g)The team must be composed of adequate specialists both in quantity and quality.

ğ)Work must not be scheduled for less than 10 days.

h)It is essential to schedule the survey to be carried out in months outside of July and August. In compulsory cases, the GD can change the working dates.

ı)The applicants, who want to carry out survey, must certify that they are experts in the field of sciences that are related to the historical and cultural texture of the intended survey area.

i)Survey projects must be prepared in accordance with the expertise of the survey director/candidate survey director.

j)All information and documents in the application files must be the originals. If this is not possible, copies certified as "same as original" by the applicant must be submitted to the General Directorate. Permit applications submitted by foreign organisations must be in Turkish or they must have Turkish translations done according to the legislation; this rule also applies through out the year to all correspondence between the Ministry and foreign organisations.

k)According to the related regulation, applications must be submitted before the end of December. For Turkish expedition groups, their affiliated Institutions place the applications on their behalf in Turkey, and for foreign groups, their affiliated Institutions place the applications to a Turkish consulate or embassy in their home country. Late applications will not be considered for the current year.

l)The renewal applications must be made together with the survey director's report in the application form Ek 4/b, and must contain the following information on the previous work season:

1. Whether the objectives specified in the previous season's programme have been completed in the declared time-frame, or if not, the reasons why,
2. Justifications of team members who didn't participate the survey, excluding jr college and undergraduate students,
3. Whether there is a request for area or subject or area expansion in comparison to the previous year,
4. Whether the results of the previous season(s) have been published.

m)The foreign members of the Turkish expedition teams must apply via Turkish consulates abroad, with a support letter from the Turkish survey director or candidate survey director. The Ministry of Foreign Affairs transmits the applications of foreigners to the Ministry of Culture and Tourism with its own opinion.

n)New members can be added to the team lists until the permits have been issued.

o) The objectives expected to be achieved in the survey season must be stated in the work programme of the application,.

ö)Since the survey director must be present in the project throughout the entire season, if the director is unable to be present throughout the season, a research permit will not be granted for the year in which the application is made.

p)The predicted punding amounts and the commitments received from the funding sources (individuals or institutions) must be prepared as written and signed financial documents until the issuing of the permit.

r)The work programme must be prepared in such a way that the Authorized Expert of the Ministry/Representative will be able to monitor. In practice, it is essential to comply to the work programme and the specified dates presented in the application. Work must stop on national and religious holidays; in exceptional cases GD must be informed.

s)The information about the intended survey area, the work programme, the related calendar, and the application forms of the team members (excluding Turkish jr college and undergraduate students) and the information requested by the Ek 4/b form must be included in the application file. Turkish citizens complete the attached Ek 8 form; and the foreigners complete the form provided by the Ministry of Foreign Affairs.

ş)Turkish jr college and undergraduate students complete the Ek 8 form during their participation in the survey and these forms are stored in the survey archives. The names of these students then must be

reported to the GD by the Authorized Expert of the Ministry/Representative in his/her final report prepared in accordance with the attached Ek-17 form.

Student Study Applications

Article 6 – (1) Survey applications of the Turkish Master's and PhD students must be made directly to the GD by the student with the student certificate and the reference letter from the advisor. The application file must contain the purpose, scope and the programme of the intended survey. It must be programmed for at most two provinces and field work must be completed in a maximum of three years.

(2) The application files by foreign undergraduate, MA and PhD students are not accepted. Such applications must be carried out within the scope of existing excavations and surveys.

The formation and operation of the Board of Advice and Evaluation

Article 7 – (1) The Board of Advice & Evaluation is a committee formed by the ministerial office on annual basis. It is composed of at least four academicians from different disciplines, and of employees from the GD. Its duty is to evaluate the excavation & survey applications, and the cancellations of the permits. The final decision regarding the evaluations made by the Board is made by the Ministerial office.

(2) The board will evaluate the adequacy of the new applications, the progress of continuing projects, and the cases of projects, which are recommended to be cancelled through review reports by the investigation committee or by the GD, and the other subjects deemed necessary by the GD. The below criteria will be taken into account by the Board:

- a) The intended work area in the new application file must fit in the priority areas of the GD,
- b) The intended work must comply with scientific ethics, principles, methods and criteria,
- c) The comprehensiveness of the application file,
- ç) The sufficiency of the survey/excavation programme, its implementation and efficiency and the total turnaround time,
- d) Solution of the security problems in the excavation areas,
- e) Fulfilling the expropriation needs at the site and following the progress of the process,
- f) The construction of the dig house and the depots, and the construction process,
- g) Budget analysis of the project, and the status of the social and regional support,
- ğ) The resources provided for financial expenses, and the related assurance documents,
- h) The relationship with other existing projects in the same area, and the expected contributions,
- ı) Preparation of all information and documents related to the previous studies in the same area, and the association of them with the application file,
- ii) Protection of the cultural remains in the excavation area and the implementations towards protection,
- j) Formulas produced by the excavation director to solve the arising problems at the site.

The Calendar for evaluation of application files

Article 8 – (1) Applications must be submitted before 31 December each year. New application files are evaluated in January and February and then are discussed by the Board of Advice and Evaluation in March. Necessary procedures are by GD after the evaluations and the file is submitted to the Ministerial office for approval. Renewal permits for excavations (ruhsatnameler) and surveys (yüzey araştırması izinleri) are evaluated according to their work programme.

General Rules for Excavations and Surveys

Article 9 – (1) In addition to the 9th and 10th articles of this regulation, the general rules for carrying out excavations and surveys are given below:

a) Archaeological heritage items must not be removed from the excavation sites without taking appropriate measures for their protection, storage and classification; they must not left unattended neither during the excavation season nor afterwards.

b) In order to preserve the material traces in the excavation areas to be examined by future generations, archaeological reserve areas are to be created even if there is no visible residue above the ground or under water.

c)Excavation work must be carried out by experts and persons trained for this purpose.

ç)If the excavation director needs to take some time off during the season, the GD must be informed via an official letter, which states the excuse (the excuse may be: personal health problems or health problems of 1st and 2nd degree relatives; the starting date of the academic year; board meetings; domestic duties such as expertise and similars). Work will then continue under the supervision of the 1st Assistant Director, if 1st Assistant Director is not there, then the 2nd Assistant Director will be responsible. Excavation directors can leave the excavation area, without an acceptable excuse, only for 3 days a month with the permission of the GD.

d)It is essential that the elements (excavation, restoration, conservation, publication, depot and office work) in the annual work programme take place simultaneously. In cases where it is necessary to make a change in the work programme or schedule during the season, the necessary action must be taken according to the opinion of the GD.

e)Excavations must actually be scheduled for not less than 2 months a year. Projects, programme and team lists related to the activities determined to be more appropriate for outside the excavation season, such as restoration and/or landscaping are to be sent to the GD. If the request is deemed appropriate, the work will be carried out under the supervision of the related Museum Directorate (Müze Müdürlüğü) or under the related Directorate of Building Surveying and Monuments (Rölöve ve Anıtlar Müdürlüğü) depending on the nature of the work.

f)Restoration and landscaping projects, which are carried out/implemented outside the Ministry, must be examined by the related Directorate of Building Surveying and Monuments. Then the Directorate of Building Surveying and Monuments send these projects to the GD. The projects deemed appropriate by the GD are then sent to the Regional Council of Preservation (Bölge Koruma Kurulu) again by the Directorate of Building Surveying and Monuments. Before its implementation, a copy of the approved project must be sent by the excavation director to the Excavations Department under GD for archiving. The excavation director is responsible that the implementation complies with the policy decisions of the Higher Council (Yüksek Kurul) and with the approved board decisions. Implementation works must be carried out according to the contemporary restoration principles under the supervision of the team's architect/restoration specialist and an inspector officer from the Ministry (restoration architect, engineer or conservator). In special cases, the opinion of the Central Restoration and Conservation Laboratory (Restorasyon ve Konservasyon Merkez Laboratuvarı) must be taken and implementations are made by consensus.

g)The assistant directors, must not only take part in the process of preparing the long-term strategic plans, but must also help the excavation director so that the whole team and the Authorized Expert of the Ministry/Representative work in harmony during the season. It is essential that the assistant excavation directors are present at the site during the working season. They are subject to the same provision with the excavation directors about leaving the site during the season.

ğ)It is essential to preserve the immovable cultural finds or their pieces in-situ. Necessary registration procedures must be undertaken and reports, which are updated when necessary, must be delivered to the excavation watchman. The Museum Directorate is in charge of making regular checks. The excavation director and the Museum Director must obtain the necessary permission from the Council of Preservation for those, which are required to be moved to the depot or to the Museum. Until the permit from the Council of Preservation is issued, the excavation director is responsible for the security of the immoveable item. Outside the excavation season, both the excavation director and the Museum Director are responsible to keep it safe.

h)Movable cultural finds unearthed during the excavation are to be documented on the day of their discovery and must be transported to the depot on the same day. If it is not possible to transport them on the same day, the excavation director is responsible for taking all necessary security measures.

ı)The first on-site interventions (urgent static interventions and conservation works towards all types of protection) to protect the immovable cultural finds discovered at the site must be performed under the supervision of a conservation expert. A copy of the conservation report to be issued with regard to the works performed must be delivered by the excavation director to the related Museum Directorate. The Authorized Expert of the Ministry/Representative must also forward a copy of the report to the GD. Any applications implemented by the conservation expert on the movable cultural finds must be specified on

the attached Ek18 form, -the Conservation/Repair Form-. This form must be kept in the excavation archives.

i)The Provisions of the “*Directive (yönerge) about the Entrance, Information, Direction and Warning Signs for Museums and Archeological Sites*”, enacted upon the Approval dd. 21.08.2014 and nr. 161427 of the Ministerial Office, must be performed by the excavation director in coordination with the related Museum Directorate. The excavation director is responsible for the preparation of an updated and approved map, which shows the contour lines of the terrain and all the applications and measurements of all kinds of architectural, archeological and natural elements of the land at where landscaping projects will be carried out. All works, sustained, developed or updated within a year with this regard must be included in the final reports of the excavation director and the Authorized Expert of the Ministry/Representative at the end of the excavation season. The related Museum Directorate must also notify GD about their opinions on the works carried out.

j)Protection and security measures at the excavation sites must be ensured by the excavation director. At excavations carried out by the Turkish scientists, employment of workers or security guards is coordinated by the related Museum Directorate and actual hiring may be executed by the related Provincial Directorate of Culture and Tourism (il Kültür ve Turizm Müdürlüğü), special Provincial/District Directorates of Administration and the related Museum Directorate in order to ensure the cleaning, maintenance and security of the excavation sites outside the excavation seasons. Protection and security measures must be inspected by the Museum Directorate. All allowances for the guards hired by foreign missions must be covered by the foreign excavation director in accordance with the relevant legislations. In excavations carried out by foreign missions, the procurement of the new security, cleaning, restoration and conservation services, must be performed according to the special service procurement method.

k)Pursuant to the Communiqué on Information and Documents obtained from Institutions and Organizations and the control of insurance to be conducted by Banks and Public Administrations with regard to the implementation of the paragraph seven of Article 8 and Article 100 of the Social Security and General Health Insurance, Law Nr. 5510, the information about the title and address of the excavation, as well as the ID information of the paid workers must be sent by the Authorized Expert of the Ministry/Representative to the Provincial Directorate of Social Security Institution in accordance with the attached Ek-9 form . The same must also be sent to the GD as information. Excavation director and the Authorized Expert of the Ministry/Representative are jointly responsible from performing these works.

l)Excavation director must determine the land register information (map section, plot, parcel) of the archeological sites owned by the State Treasury at the work sites, and inform the GD to ensure the allocation.

m)In case that the Authorized Expert of the Ministry/Representative has to leave the post, the situation must be reported to the GD. If demand is approved, the Authorized Expert of the Ministry/Representative may not leave the site until the new representative assumes the position. In exceptional cases, the excavation/survey may continue under the inspection of the related Museum Directorate until the handover. Newly appointed Authorized Expert of the Ministry/Representative must sign the Protocol for Duty Handover attached in Ek-16 while assuming the office.

n)The excavation/survey director must include the information about publication rights and publication activities of the team members in the final report to the GD.

o)Publications about the excavation work must be sent to the related Museum and to the GD by the excavation/survey director.

ö)It is essential that any publications in foreign language with regard to excavation/survey must also be published in Turkish.

p)The suggested boundaries of the surveys may be changed by the GD.

r)The annual work programs of surveys may be changed by the GD in necessary cases.

s)If necessary, more than one survey may be allowed in the same area and with the same subject. In such a case, work programs and the dates of the teams can be organized by the GD.

ş)Guests may be hosted for at most 7 days at the excavations, and at most 3 days at the surveys during the season, provided that they do not work. Those, who have not been included in the team lists by the

GD, despite the suggestion by the excavation/survey director, or those who have been excluded from the team lists, cannot be accepted as guests at the excavations/surveys.

t) Turkish citizens, who are jr college and college (undergraduate) students, may attend the project by the consent of the excavation/survey director. As such students attend the project, Ek-8 forms must be filled out and kept in the archives of the excavations/surveys. ID information of these students must be processed in accordance with the form in Ek-17 and must be sent to the Ministry with the final report by the Authorized Expert of the Ministry/Representative.

u) The excavation/survey director and the team members are all responsible to provide the Authorized Expert of the Ministry/Representative with providing information about the subjects under his/her area of responsibility, with providing convenience necessary to fulfill his/her duties, and with taking into consideration suggestions and advices by him/her to fix and resolve problems that may possibly be encountered during the season.

ü) Any demands for videos, news, interviews, documentaries etc. with the purpose of informing the press or the media with regard to the ongoing work as well as scientific data of high value that has emerged during the project season must be forwarded to the Office of the Press and Public Relations of the Ministry by the director of the excavation/survey. Press or media can only be informed in accordance with the permissions given by the Ministry.

v) Inventoried cultural assets that are found during the surveys must be delivered to the related Museum together with the inventory list and the inventory form. But it is essential that the finds other than these are not collected. However, by taking the opinion of the Authorized Expert of the Ministry/Representative, sufficient number of samples or amorphous materials that may be supportive to the scientific studies can be collected and be brought to the related Museum for further investigation. The Museum Directorate may restrict the number of samples during the delivery to the Museum. It is essential that the research and examination on these pieces are carried out in the museum. Amorphous samples that are studied by the team members and not suitable to remain in the Museum, are to be returned to the area where they are collected from under the supervision of either the Authorized Expert of the Ministry/Representative or of an expert from the Museum.

y) Amorphous samples, and intact human and animal skeletons, or their parts, which are found during excavations/surveys and brought to the related Museum with the intention of to be taken to a scientific institution or an organization in the country for a period of time, must be examined by a commission, which is constituted by the Museum Directorate. If the request is approved, a copy of the protocol, which includes the return date (at most up to 3 years) and related reports, must be delivered to the related parties along with the official cover letter of the Museum Directorate. A copy must be kept in the Museum, while a copy is to be sent to the GD, with Ek-5 Form. If the study has not been completed within the stipulated period (at most 3 years), demand for time extension is subject to the evaluation by the GD, provided that it will not be more than 1 year (4 years in total). Any samples, which are delivered to the Museum at the end of work and not required to be kept at the Museum (except for human and animal skeletons, either in parts or intact) are to be returned to the area where they are collected from by a representative of the research team under the supervision of an expert from the Museum.

z) Sufficient number of amorphous samples, which are not required to be kept in the museum, may be delivered to the relevant departments of the universities for at most 4 years, for educational purposes, if scientific work/publications on them have been completed. This is subject to the written demand of the relevant departments and has to be approved by the related Museum Directorate. Any demands for time extension within such context is to be evaluated by the GD by taking the opinion of the Museum Directorate.

aa) Taking samples for analysis from movable and immovable cultural assets, which are collected during excavation/survey projects and which require protection, is subject to the permission of the related Museum Directorate. Any analysis samples to be taken within such scope will be evaluated in accordance with the opinion of the relevant Directorate of Restoration and Conservation Regional Laboratory. It is essential not to export any samples, which can be analyzed in Turkey in domestic laboratories. The quality and the appearance of the find must not be damaged while sampling. A copy of the protocol and related reports, which are issued with regard to the subject matter, are delivered to the relevant parties with the official cover letter of the Museum Directorate; one copy is kept in the Museum while another copy is to

be sent to the GD with Ek-5 Form. Samples, which fall within the responsibility area of other institutions, must be subject to evaluation and permission by relevant bodies.

bb) If any genetic materials (plants, animals, bugs, insects and all kinds of living materials of a microorganism or their partial remains) from archaeological excavations need examination at laboratories in Turkey or abroad, necessary procedures will be conducted by the closest Museum Directorate to the area where they are found and in accordance with clause (aa) hereof. The qualitative and quantitative data of the genetic material and the topic of the research to be carried out must be shared by the related Museum Directorate with the General Directorate of Agricultural Research and Policy of the Ministry of Agriculture and Forestry (Tarım ve Orman Bakanlığı, Tarımsal Araştırmalar ve Politikalar Genel Müdürlüğü/TAGEM). If TAGEM deems it necessary, they can request the genetic material itself, its analogue sample or the results of the research within 1 month after the receipt of the data about the material.

cc) In case where it is necessary to examine excavation/survey samples (bones, tooth, sherds etc.) at a laboratory either in Turkey or abroad, or samples are already delivered to the relevant units of any scientific organization or university in Turkey, necessary procedures will be conducted by a Commission to be constituted by the related Museum Directorate closest to the finding place of samples in accordance with clause (aa) hereof. If such demand is found suitable, a copy of the protocol and the related reports including the return date by the end of studies (at latest 4 years) will be delivered to the relevant parties with an official cover letter of the Museum Directorate. A copy of the protocol and a copy of the report will be kept in the Museum, while a copy of each will be sent to the GD with Ek-5 form. Upon the completion of procedures, the processing Museum Directorate will inform the related Museum Directorate.

çç) Permanent transfer of intact human and animal skeletons and their parts to a domestic institution or university for scientific study or for education, which will provide a laboratory and suitable conditions for preservation, will be subject to the permission of the GD. GD may decide on restrictions in such context.

dd) Excavation/survey director has to send the final report, prepared in accordance with Ek-11/a-b, to the GD at the latest within three (3) months after the end of the study. However this date must not be after 31 December. All kinds of information, including documents, pictures, drawings and all other related documents, and any publications published within the year of works, must be transferred to digital media or recorded on DVD or portable hard drives to be included in a database and all these must be safely sent to the Ministry. The renewal applications and new requests of excavation/survey directors are not accepted if they fail to provide the above documents.

ee) Excavation directors must organize informative events in order to raise the awareness of local community about the protection of cultural heritage at least once each working season within the knowledge of the related Museum Directorate and representative and in coordination with the relevant Provincial Directorate of Culture and Tourism. Information about such events must be included in the final reports of the excavation director and the representative.

ff) The related Museum Directorate must immediately be informed about any illegal excavation pits, cultural heritage smuggling or any destruction discovered during excavations/surveys with detailed information and supporting photographs. Also, the law enforcement officers must immediately be informed about any information about destruction or theft of cultural heritage objects, and treasure hunting etc.

gg) Work must be conducted in accordance with the Law on Occupational Health and Safety. Legal daily or weekly working hours for workers, team members and/or students participating in the excavation/survey must be carefully followed. The excavation/survey director is responsible for conducting work in accordance with the mentioned law and must take all necessary measures or delegate the excavation team in order to prevent occupational risks. It is also the responsibility of the director to provide the necessary tools and equipment (helmets, goggles, masks, gloves etc.) and to adapt the health and security measures to changing conditions. He/she has to determine whether the work to be done is suitable for the team member according to health and security rules, and also has to take the necessary precautions to ensure that workers, team members or students, other than those given sufficient information & instructions, do not enter places where there is vital or special danger. He/she has to monitor and inspect that occupational health and security measures taken at the excavation site and that

these are followed. He/she also has to eliminate any unconformities, and also must try to optimize the current conditions. The final report of the excavation director must include information about any procedures performed on occupational health and security, any measures taken and other determinations and evaluations.

ğğ)The execution of works and activities covered by this “yönerge” is subject to the Communiqué on Business Hazard Classes as to Occupational Health and Security, and the list of Business Hazard Classes attached thereto, the Law on Certain Regulations about Professional Competency Board, and the provisions of any related legislations.

hh)In case new results (site review, new registration etc) influencing the protection level of the working area are reached during excavations or surveys, necessary documents and forms regarding to immovable cultural assets and excavation site are to be prepared jointly by the excavation/survey director and the Authorized Expert of the Ministry/Representative and must be sent to the related Directorate of Regional Protection Board for evaluation.

ıı)The cultural assets, unearthed during excavations, with a value to be displayed in a Museum, must be delivered to the related Museum Directorate along with inventory documents. At the end of the season, no cultural assets of Museum value, by no means, can be left in the excavation house.

ii)Cultural heritage assets to be studied must be delivered to the related Museum Directorate along with the necessary documents. The ones that are found appropriate by the representative, Museum Director and the excavation director may be temporarily left at the excavation house depot, provided that all necessary security measures are taken. The object list for such a study must be delivered to the related Museum Directorate and must be consolidated with lists from previous years.

jj)Cultural heritage assets worthy of museum collections that are unearthed at excavations cannot be transferred without the permission of the GD to any other location other than the related Museum Directorate for any reason.

kk)In case where the excavations are ceased indefinitely, existing excavation depots, excavation house, dormitories and other facilities and movable assets must be delivered to the related Museum Directorate.

ll)At the end of the season, if excavation dirt is needed to be transported outside the excavation area, it should be transported out so as to ensure that it will not be necessary to move it again. To accomplish this, it must be transported to a location deemed appropriate by the related Museum Directorate.

mm)A certified list of the inventory of goods that have been purchased with the funds allocated by the Ministry and/or by sponsors must be prepared in accordance with the Regulations on Movable Property, by the participation of the representative and must be forwarded to the related Museum Directorate and the GD, along with the final report of the excavation director. In case works are cancelled, stopped or terminated, these materials are received by the related Museum Directorate free of charge on behalf of the Ministry.

nn)No individuals other than those authorized by the excavation director and the representative may access the actual excavation sites, laboratories and depots, where cultural heritage objects obtained from the excavation are stored and protected.

oo)Plants etc., which grow in excavation areas outside the excavation season, must be cleaned at least twice a year with appropriate methods by the excavation director outside the excavation season.

öö)In case of necessity, such as health problems or long-term foreign missions of the excavation director that may cause to discontinue the excavation, the GD may delegate one of the assistant directors or another third party to take over all the duties and responsibilities of the current excavation director including the signatory authorities, spending of the excavation allowances, collection of expense documents, tender preparation and payment procedures.

pp)Taken into consideration the nature of the excavation/survey, the annual work program submitted to the GD and other related issues, the excavation/survey director must ensure participation of sufficient number of team members specialized in relevant scientific fields. At least half of the experts included in the team lists submitted with the application that can be updated until the permissions is granted must participate in the project throughout the year. Any team member, who fails to participate for 3 consecutive years, despite their declaration to participate, will not be included in the lists by the GD.

rr)For both Turkish or foreign expeditions, it is mandatory that at least 50%+1 of the team lists (including students) submitted to the GD for excavations and surveys consist of Turkish citizens (including students).

It is essential in foreign excavations to match foreign experts in excavation teams one-to-one with local experts in order to provide mutual experience and knowledge sharing.

ss)Aerial photography of the archeological sites by drones must be carried out in accordance with the instructions of the “*Directives on Unmanned Aerial Vehicle Systems*” by the General Directorate of the Civil Aviation. If an IHA0 and IHA1 class vehicle is to be used for drone shootings at excavation and survey areas, drone operator must have a pilot license and must also acquire permission from the relevant Governor’s office (*Provincial Directorate of Security, Provincial Gendarmerie Command or District Governorship*). Also the GD must be informed about such a permission before the work starts. If any other vehicle is to be used other than those classes of vehicle, an application must be submitted to the General Directorate of Civil Aviation in advance.

şş)The creation of a website/webpage related to the findings and scientific data obtained during the excavations or surveys is subject to the permission of the GD.

tt)Excavations conducted by the decision of the President/Council of Ministers will be personally visited by the related museum director or by the deputy museum director/directors at least twice during the excavation season in order to inspect the excavation and conservation progress on-site. Any facts, evaluations, suggestions and opinions determined during these inspections are to be reported to the GD in accordance with the issues specified in Annex-20.

uu)The excavation directors, who retire from the scientific organization that they are affiliated with and where they work as as research associates or authorized personnel, may hold the position of project directorship on behalf of the Ministry without any changes made to the decree (Kararname) until the end of the year of retirement. Those who are passed the retirement age can not be assigned excavation directorship position pursuant to the Presidential Decree. Retired excavation directors may attend their excavations as an honorary president or as a team member.

üü)The excavation directors, who have voluntarily retired from their scientific organizations (i.e., universities) with which they are affiliated as research associate or authorized personnel before reaching the age limit, can be authorized to continue excavations on behalf of their organization with a permission from the related rectorate, board of directors, senate, board of overseers or institute directorate, provided that they renew the permission letter-document each year. However, in such cases, the period of the excavation directorship cannot exceed the end of the year when age limit is expired.

General Rules on Studies of the Students

ARTICLE 10 (1) Surveys by MA and PhD students are to be carried out under the supervision of the related Museum Directorate. The Museum report of the student study is to be issued with regard with Ek-6 form by the related Museum Directorate, and must be sent to the GD along with the study report of the student, which has to be issued with Ek-7 form. Under no circumstances, can finds be collected from the surface during the surveys carried out by students. MA and PhD studies with reserch permission can be turned into publications with the apporval of the GD after the thesis are accepted by the jury members. GD will evaluate separately publication applications of the student studies other than the thesis.

Financial resources for excavation projects and their utilization

Article 11-(1) Following provisions will apply to financial sources and their utilization.

a) The authority to use funds, which are allocated to the Regional Cultural and Tourism Directorates (İl Kültür ve Turizm Müdürlükleri) from the capital budget of the General Directorate (Genel Müdürlük Yatırım Bütçesi) for excavation projects holding permits issued by the President/the Council of Ministers, belongs to the Regional Cultural and Tourism Directors. The authority to use funds, which are allocated to the Museum Directortes from the capital budget of the General Directorate for excavation projects directed by the Museum Directorates, belongs to the Museum Directors. Those with the authority for implemetation are designated by the individual holding authority over expenditure in Projects holding permits issued by the President/the Council of Ministers. Excavation directors participate in the procedures involving purchases

- b)** Funds that are allocated by DÖSİMM (Central Directorate of Revolving Funds) and that are then spent, as well as the amounts, that are not spent and then that are returned to the DÖSİMM account, are to be recorded in a chart demonstrating the account adjustment and presented by the project director to DÖSİMM and, for information purposes, to the General Directorate.
- c)** Receipts for expenses from the excavation funds that are allocated by the General Directorate from the operating budget are to be sent for examination to the General Directorate within 1 month from the final date of the excavation.
- ç)** Records of all movable utensils purchased with funding provided by the Ministry and the sponsors are to be kept according to Chattel Regulations. All purchases made with funding provided by national or foreign institutions and establishments to excavations conducted by scientific teams or donations made by national or foreign institutions and establishments are recorded according to Chattel Regulations. If the project will be stopped indefinitely, all these moveable goods will be acquired by the related Museum Directorate.
- d)** The maintenance and repair expenses of the vehicles, which are hired from third party institutions or people on a fixed term basis, cannot be covered by the allocations from Ministry.
- e)** At the beginning of each season (including the foreign excavations) the Government Authorized Specialist/Representative, the appropriate Museum Directorate, and a team member must check and count the inventory of the moveable goods from the previous season and must produce a registry bound with an official record (tutanak) in accordance with (c) in this Article and the Chattel Regulations. Copies of the list must be kept both by the Excavation Director and by the Museum Directorate.
- f)** The representative must confirm all invoices of expenditure, which came from the allocations provided by the Ministry, by signing the back of the invoices and also by putting a note which says "it was observed that the commodity or service was received" (hizmet veya malın alındığı görülmüştür) in order to confirm that the procedure or exchange really occurred.
- g)** At excavation projects, whose in kind or cash expenses are covered, partially or completely, by supporter organizations or institutions, a draft protocol of cooperation, which describes the duties, powers, rights and responsibilities between the parties must be prepared, and sent to the Ministry in order to receive their opinion and/or signing authority. The draft protocol, found eligible by the Ministry, will then be signed by the parties, and acts will be taken accordingly. These protocols must be prepared by taking related protocol types prepared by the Ministry in advance in consideration.
- ğ)** In accord with Article 9, the amounts of financial support received from sources other than the Ministry, must be submitted to the General Directorate by the excavation director at the latest within one 1 month of the end of the excavation season.
- h)** The funds allocated to the project by the Ministry must be primarily used on work protecting the movable and immovable cultural material.
- ı)** Archaeological projects that wish to hire workmen must complete the attached form - 10 for Temporary External Labour Recruitment Request Form and then must apply to the İŞKUR (Turkish Employment Organization) bureau in their city/town.
- i)** If a piece of equipment is already present in Turkey, the same kind of equipment cannot be imported to be used by an excavation or a survey.
- j)** At excavations operating with a permit issued by the President/the Council of Ministers, individuals who are first degree relatives of the project directors, assistant directors, or the Government Authorized Specialists/Representatives cannot be hired as paid staff. Those, who are suspected as hired under such conditions, will immediately have their financial associations with the projects terminated and an appropriate procedure will be implemented on responsible

employers at the conclusion of a managerial investigation and according to appropriate regulations.

k) In cases where fees of archaeologists, art historians, architects, restorers and workers taking part in excavations will be covered by funds allocated from the Ministry or DÖSiMM, the amounts must be calculated in accordance with the fees paid at local institutions, such as the Municipality, Provincial Directorate of Environment and Urbanization, or Chamber of Commerce. In cases where there is a need to provide payment to undergraduate students, then wages paid to workers will take precedence.

l) Excavations operating with a permit issued by the President/ the Council of Ministers that employ workers will have to have excavation directors prepare a tally sheet (puantaj cetveli) for the workers, which will be signed by the project director and the Government Authorized Specialist/Representative.

m) Portable structures, such as prefabricated structures or containers, can be purchased by excavations for a variety of needs (excavation house, laboratory, depot, kitchen, dormitory, etc.) in accordance with overseeing legislation. In no instances can there be immovable structures, such as excavation houses or depots, nor associated lands and fields can be purchased and new constructions can be conducted. In compulsory cases, permits can be requested from appropriate offices through the General Directorate.

n) The expenses on the infrastructure subscriptions addressed to the excavation and operating costs (electricity, water, phone, etc and related expenses can be covered by the allowance allocated to the project. All responsibility in this matter belongs to the excavation director. Even if the it is the excavation director, subscriptions and expenses addressed to individuals cannot be covered by the allowance allocated to the project.

o) The daily cost of food, per meal, per person must be calculated according to the wage coefficient for civil servant salaries; it cannot exceed the amount, which has been found by the multiplication of the coefficient by the index 50. Menu must be prepared on monthly basis. Food purchases must be done according to the menu. The excavation director can use funds on food, but not to exceed the above specified amount, with the money allocated to the project. The monthly expenses must be recorded in an official record, which is signed both by the project and the Government Authorized Specialist/Representative. In case of exceeding the specified amount, it is the director's responsibility to deal with the back-payments, penalties and deductions.

ö) At foreign excavations:

- 1) All expenses for conducting excavation activities,
- 2) Daily allowances, transportation and underwater diving fee for the government representatives,
- 3) Wages of workers and any other expenses relating their financial and legal rights,
- 4) Wages of guards, the annual clothing allowance for them, and any other expenses relating their financial and legal rights,
- 5) Museum transport expenses of cultural assets that are unearthed during the season,
- 6) Taxes, penalties, customs fees, interest amounts generating from delays that may occur due to the late exportation of a temporarily imported equipment to be used by the project, which is essentially exempt from customs duty,
- 7) Expenses for the restoration (to the original state) of the excavation area,
- 8) Expropriation costs,
- 9) Compensation payments for damages and loss towards the excavated areas and towards a third party and all related expenses,

- 10) Preservation, conservation and restoration costs of moveable and immoveable cultural assets,
 - 11) Costs for restitution, restoration and landscaping projects, and their implementation costs, except for those cases which the Ministry oversees or has an other party oversee,
 - 12) Costs for preparing and implementing projects of visitor centres and involving archaeological sites, except for those cases which the Ministry oversees or has an other party oversee,
 - 13) Other financial obligations mentioned in the relevant legislation, and all other expenses required to carry out an excavation,
- all fall within the obligatory responsibilities of the excavation director.

Particular circumstances for not renewing or nullifying the license (ruhsatname) and the permit papers (izin belgesi)

ARTICLE 12-(1) Excavation and survey directors and team members, who have acted contrary to the provisions of the law, the regulations, the license (ruhsatname), the permit (izin belgesi) and this directive, will not receive a research permit again. The excavation and survey directors are also responsible for the team members' actions. Those, who have acted against the law, will be informed to appropriate offices in order that judicial, administrative, financial and disciplinary actions are carried out. In addition,

- a) In cases where provisions of this legislation are not followed,
 - b) In cases where the General Directorate determines that what needs to be conducted by an excavation/survey is not properly carried out,
 - c) In cases where an unfavourable report of the Investigation Committee is approved,
 - ç) In cases where no excavation house and no guard is provided,
 - d) In cases where there are shortcomings of security and protection are detected at the site and where lack of following the rules set by the Occupational Health and Safety Act and related legislation is detected,
 - e) In cases where the project director does not correct the shortcomings in relation to excavation, organization, restoration, conservation, project formation and implementation that are highlighted following an investigation and assessment conducted by the General Directorate,
 - f) In cases where at the end of an excavation/survey season, all information, documents, photographs, drawings, daily reports and other documents in addition to all related publications are not collected in digital format and shared with the Ministry on a DVD or another form of portable external drive,
 - g) In cases where false information or documents are provided or false statements are made,
 - ğ) In cases where it is determined that excavations are conducted against scientific criteria or conducted work can be identified as insufficient/unproductive,
- licenes and permits are not renewed and/or a procedure is conducted to revoke the decision of the President/the Council of Ministers.

(2) The excavation director will receive a written warning if he/she leaves the site without permission. If the act is repeated, sanctions according to the regulations will be taken.

(3) The excavation director will receive a written warning if the end of season report is not sent within the required time frame or if forms (ek) required to accompany the report are missing. If the act is repeated, sanctions according to the regulations will be taken.

(4) At excavations, carried out by the decision of the President/the Council of Ministers, if the excavation director no longer wants to continue the project, he/she cannot terminate his/her responsibilities before fulfilling what the General Directorate determines as necessary protection measures, and before fulfilling other legal requirements. If the excavation is going to be transferred to another person, the General Directorate determines whether the new person is able to guarantee that he/she will take over all the responsibilities from the preceding director

and whether he/she will fulfill legal requirements. Without providing proper protective measures and fulfilling legal requirements, the request of the new project director cannot be accepted.

Duties and responsibilities of the the Government Authorized Specialists/Representatives assigned to surveys and excavations

ARTICLE 13-(1) The duties and the authorities of the Government Authorized Specialist/Representative are underscored below:

a) The representative is responsible for ensuring that the excavation or survey work is conducted in accordance with the provisions of the legislation and in cases that are identified to be contrary to the legislation, he/she is to inform the General Directorate. Moreover he/she has the power to ask the project director to fulfil the conditions of this directive, if he/she thinks that it is necessary.

b) If there is more than one representative, the senior representative determines the division of duties. However, liability is equally shared.

c) Upon meeting the Excavation/Survey Director and the team members, the Government Authorized Specialist/Representative must visit local authorities along with the project director in order to inform them about the foreseen work. In addition,

1) It is necessary to provide information about the scope of the planned work to the Museum Directorate to which the project is associated, to receive opinions and suggestions and to form collaborations when needed.

2) It is necessary to provide information about the programme and the timetable of the season to local security offices and to provide or to prepare necessary documents that are requested.

3) It is necessary to monitor that procedures concerning the salaried staff or paid workmen at surveys and excavations are conducted according to appropriate legislation.

4) It is necessary to find out the views and the expectations of locals, who have rights over the areas where field work is conducted, so as to avoid future conflicts.

ç) He/she ensures that the fieldwork is conducted in accordance with the programme and timetable approved by the General Directorate and contributes to the completion of the work within the framework of the programme.

d) He/she must be in touch with the other relevant state offices during the course of the season and must make sure that the work is carried out in accordance with the regulations of these offices.

e) In cases where funds originally allocated by the General Directorate or DÖSiMM are used, he/she needs to sign the backs of the invoices of the receipts for hired services and purchased goods along with the statement, "witnessed the hiring of the services or purchasing of the goods" ("hizmet veya malın alındığı görülmüştür").

f) At the beginning of every season, along with a member of the Museum Directorate and a member of the team, he/she inventories project possessions according to the conditions of the Chattel Regulations and prepares a signed report, a copy of which is then preserved with the project director while another, with the relevant Museum.

g) The depots, where excavated materials are preserved, must be opened at the beginning, and sealed at the end of the season in the presence of the Excavation Director, the Government Authorized Specialist/Representative, and the Museum Director (or an appointed staff member). A record must be drawn up both at the beginning and at the end of the season. Keys are kept at the Museum. A copy of each opening and closing record must accompany the first and the last season reports the Government Authorized Specialist/Representative has to prepare to the General Directorate.

ğ) He/she prepares a report for the General Directorate at the initiation of the season, followed by a report every 15 days. On the basis of the degree of urgency, these reports and related

documents can be also sent to the Directorate by fax or e-mail before sending them by postal service.

h) The initial report of the Government Authorized Specialist/Representative should include the name of the city, town, district/village, where the excavation/survey project is taking place, the public postal address for where the team resides, and all available contact details for the entire team and communication routes to where the team resides, the date on which the representative leaves his or her office to meet the team, the date when he/she meets the team, the starting date of the field work, the number of team members and workmen, and also the detailed work programme, including information about working hours and holidays.

i) The Government Authorized Specialist/Representative includes information on the meetings held with related state offices on the onset of the season and the results of these meetings in the first report.

i) The current state of the excavation area, old excavation trenches, dig house and excavation depot, the status of the security measures at the site and their suitability for the projected programme must also be stated in the interim reports. Their sufficiency to support the projected programme or potential risk factors and problems are reported. Reports further include preparations for the foreseen fieldwork.

j) Interim reports for the General Directorate need to include information on the protection and security measure. Reports further ought to include assessments on the present state of protection, further needs for guards and measures taken for all other measures taken for maintenance of protection.

k) The reports should include scientific results, those of the team members who arrive anew and who leave the project, as well as the changing number of workers. In addition, unique finds or special results are particularly expected to be underscored.

l) The extents of the stays of visitors to excavations/surveys are to be monitored. He/she informs the project directors on the extent of the time visitors can stay at excavations/surveys. He/she also informs the project directors on the issue that those, who are initially proposed as team members by the project directors but removed from the lists by the General Directorate from those lists, cannot be invited to the projects as visitors.

m) Illegal excavation trenches, smuggling or destruction activities etc. that excavation/surveys projects encounter need to be reported to relevant Museum Directorate with detailed information including pictures. In cases where instances of damage caused to cultural heritage, theft, search for treasures without permission etc. emerge, along with the excavation/survey directors security forces need to be contacted and details need to be reported in reports.

n) The beginning and the final reports of the Government Authorized Specialist/Representative need to be shared with the relevant Provincial Directorates of Culture and Tourism for informational purposes. The Provincial Directorates of Culture and Tourism inform the regional security forces about the starting and closing dates of the projects with an official letter.

o) Reports on work conducted by team spe need to be presented to the Government Authorized Specialist/Representative according to Article 9, item (ı) of this document (yönerge), which then he/she studies and shares a copy with the General Directorate and another with the relevant Museum Directorate.

ö) He/she keeps daily records of finds in two copies worthy for museums on registry cards (envanter fişleri; Ek-21).

p) The final report of the the Government Authorized Specialist/Representative needs to be submitted to the General Directorate along with all information and documents within 20 working days for the completion of the survey/excavation fieldwork. The Government Authorized Specialist/Representative is expected to provide detailed information in the final report to be included in Ek-3 on the season's excavation results, reached developments, resulting needs in response to the progression of the project, numbers of the diagnostic finds that can be identified as diagnostic inventory (envanterlik) and study (etütlük) pieces, the closing date of the project, architectural discoveries made during excavations, the measures taken during the year

for workplace safety and security, the observations made on measures taken in general along with all other observations and considerations.

r) When cultural material collected from excavations or surveys are to be delivered to relevant Museums, excavation/survey diagnostic inventory records (envanter kayıtları) have precedence over all. Excavation/survey director, the Government Authorized Specialist/Representative and the Museum specialists sign the record (tutanak) upon the delivery of the objects to the Museum. A copy of both of the diagnostic inventory (envanterlik) and study (etütülük) lists are to be delivered to the relevant Museum.

s) He/she approves lists of goods purchased with funds allocated by the Ministry as well as acquired externally to be delivered to the General Directorate along with the final report of the project director.

ş) The Government Authorized Specialist/Representative cannot leave the project without the approval of the General Directorate. He/she can join project trips with scientific purposes so as long as security conditions are met for both excavation and survey material.

t) He/she fulfills the conditions stated in Article 9, item (k) of this document together with the project director.

u) The Government Authorized Specialist/Representative can ask the excavation director to stop hiring certain workmen if he/she considers it necessary. If the excavation director and he/she disagree, then the decision of the General Directorate will prevail.

ü) He/she must work within the framework of the duties and responsibilities stated in this Directive (Yönerge). He/she must do his/her best so that work proceeds in accordance with the programme confirmed by the General Directorate, he/she helps team members for this purpose. He/she should avoid contact and behaviour that can create disturbance in the collective lifestyle during the extent of the project and he/she should refrain from making personal demands. He/she must share his/her observations, suggestions and warnings with the excavation/survey director.

v) He/she signs the tally sheets (puantaj cetvelleri) of the workers hired by excavations approved by the President/the Council of Ministers.

y) He/she is expected to inform the General Directorate by phone, fax or email immediately upon important discoveries made at the site in order to provide information and documents before communicating with the media and acts according to the direction provided by the Directorate.

z) He/she fulfills duties stated in the other articles of the Directive (Yönerge) and requested by the General Directorate.

THIRD SECTION

Museum Excavations

Excavations conducted under the directive of Museums

ARTICLE 14-(1) Excavations to be conducted under the authority of Museum Directorates for the duration of one or more seasons and following a specific plan and program needs to the following elements into consideration.

a) Excavations planning to be conducted under the authority Museum Directorates (except for rescue excavations) need to palace an application on the expected excavations according to the details highlighted in this Directive's (Yönerge) Article 4.

b) Excavations planning to be conducted under the authority Museum Directorates place applications with consideration of aforementioned details to relevant Museum Directorates. The relevant Museum Directorate presents the application to the General Directorate along with its own assessment of the application. Such applications are reviewed on the basis of Article 7 of the Directive (Yönerge).

c) Applications made for an approval by the President/the Council of Ministers but are found appropriate for the authority Museum Directorate are expected to proceed according to the conditions stated in this Article.

ç) Projects working under the approval of the President/the Council of Ministers but are terminated by the General Directorate for any reason, can continue under the authority of Museum Directorates and a consulting scientific committee.

d) According to Article 35 of the Law, foreign scholars cannot act as scientific consultants or heads of scientific committees.

e) At most 3 excavations (except for rescue excavations and excavations conducted at sites designated for public investment) can be supervised by a single Museum Directorate and related organizations.

f) A museum directorate cannot conduct more than 2 excavations simultaneously in a single year (except for rescue excavations and excavations conducted at sites designated for public investment), cautions need to be taken and plans need to be made accordingly.

g) Excavations under the authority of the Museums can be carried out with the participation of scientific committees. Those excavation and research directors holding a permit from the President/the Council of Ministers and those excavation and research directors of committees consulting projects under the supervision of Museum Directorates cannot participate in excavations under the authority of Museum Directorates as consultants or team members at the same time as their own projects are continuing. However they can provide scientific support so long as they do not hinder their ongoing excavation and research projects. Work plans and timetables need to be drawn according to these conditions.

ğ) Excavations conducted under the supervision of Museum Directorate cannot hire with a salary individuals, who are related to the museum employees (including the Museum Director and Assistant Directors), who are in fact first degree relatives, as heads of the scientific committee or as consultants. Those, who are discovered to have such a relationship with a project, immediately have their salary terminated and those, who hired them, are immediately put under administrative scrutiny and receive treatment according to the relevant legislation as well as to the results of the scrutiny.

h) The scientific team working under the supervision of the Museum Directorate are expected to hand all information and documents on the ongoing work to the relevant Museum Directorate.

ı) At Museum excavations, the relevant Museum Director and the specialist assigned to the project both sign the tally sheet (puantaj cetveli) of the hired workers.

Rescue excavations

ARTICLE 15-(1) Museum Directorates hold the right to carry out rescue excavations at sites, which contain moveable or immovable cultural remains that are exposed to damage or have already been damaged through urban development, natural hazards, illegal excavations or excavations, not conducted by scientific methods, or that are open to damage or have already been exposed to damage by the lack of knowledge of people. These rescue excavations will be carried out in accordance with the following provisions.

a) Urgent and short-term excavations are considered rescue excavations, which must be carried out in response to such conditions as reconstruction and investment or infrastructure works conducted by a public institution or corporation (i.e. dam constructions, new roads and road improvement works, coal mining or other mining, housing projects carried out by the Housing Development Administration of Turkey (TOKİ), forestation works, construction of irrigation channels and others), natural disasters, and illegal excavations.

b) Sites that do not require immediate intervention and that are actually mounds, tumuli, ancient settlements, etc. cannot be requested for rescue excavations. Rescue excavations conducted at areas targeted by public investments are also excluded from this provision.

c) Permits for rescue excavations cover only the year in which they are issued.

ç) The application file for a rescue excavation must take the following considerations into account:

1) Urgency of the matter,

- 2) Availability of the Museum staff,
- 3) Compliance of the rescue excavation with the other continuing projects and duties of the Museum Directorate,
- 4) Status of the excavation/research intensity, in addition to the intensity of the assignments commissioned by the Ministry, etc.

d) The application file must also include:

- 1) A report on the intended excavation area, which must be prepared, photographed and signed at least 2 (two) experts,
- 2) A map or a master/zoning map marking of the site that is intended to be excavated,
- 3) The request form prepared, signed and sealed according to the directions indicated in the Ek-14 form,
- 4) If exists, a report on the decision of the Regional Conservation Board on the site in question should be included in the excavation application.

e) For areas that are targeted by looting and that are in need of immediate intervention, the needed security measures should be reported to the General Directorate along with the rescue excavation applications. However, in cases where the delay of rescue work is expected to lead to unrecoverable results, immediate intervention can be directed without waiting for the arrival of the permit or considering the time of day, whether or not the intervention falls within working hours.

f) On excavations conducted by the Museum Directorate, the following considerations must be taken into account:

- 1) Excavations must be carried out by scientific methods.
- 2) In case of the necessity to determine the protection status of the site arises, relevant documents must be prepared and presented to the Regional Council of Preservation.
- 3) In cases where cultural assets that are discovered in privately owned lands require rescuing and preservation, the land owner, if accessible, must be informed about the actions to be taken as well as about the relevant legislation. Without seeking an agreement, rescue excavations can be conducted on the basis of article 42 of the relevant law.
- 4) Immovable cultural assets that are under risk receive treatment in accordance with article 20 of relevant law and the resolution no. 25 of the High Council of Preservation (Yüksek Koruma Kurulu), made on 02/07/2012.
- 5) Final excavation reports, lists of inventory (envanterlik) and study (etütlük) finds must be submitted to the General Directorate along with the delivery records (tutanak) within 3 months of the completion of the project. Reasons for any inability of carrying out work need to be included in a report.
- 6) Publication rights and responsibilities belong to those who actually directed and completed the fieldwork. The contents may be distributed by the Museum Directorate among members of the team with respect to their own research areas.
- 7) If it becomes apparent that projects conducted by Museum Directorates are unable to be completed in a short period of time or need arises, with the approval of the Ministry, participants can be invited from university departments that focus on relevant topics.
- 8) No individuals apart from those listed in the permit documents can participate in excavations as team members or consultants without permission from the Ministry. Except for those who are already Ministry employees, all members must fill out an Ek-8 form.
- 9) Information and documents on important discoveries made at excavations need to be shared first and foremost with the Ministry. Only with the permission of the Ministry can the project director or members of the team can make official statements.
- 10) Participants of the excavations need to share all information and documents on the conducted research work with the proper Museum Directorates.
- 11) Tally sheets of the hired workers must be signed by the Director of the relevant Museum and the appropriate expert, who personally took place in the excavation project.

Sondage excavations needed to be conducted at 1st and 2nd degree archaeologically protected sites and archaeologically protected sites in urban contexts

ARTICLE 16- (1) Sondages and foundation excavations executed under the ruling of the High Commission Decision, at the request of the relevant Regional Conservation Board and to be conducted at 1st and 2nd degree Archaeologically Protected Sites and Archaeologically Protected Sites in Urban Contexts need to

be carried out by an Excavation Director, or in the case of a lack of a Director, by the Museum Directorate. At excavations with a permit from the President/the Council of Ministers, in cases where the excavation director cannot conduct the excavations due to a legitimate reason, the situation will be evaluated by the General Directorate.

(2) Rules that must be taken into consideration in cases of sondages and foundation excavations during the calendar year are:

- a) Laws, Regulations, this Directorate, and permit conditions must be followed.
- b) On the basis of the requests from the Regional Council of Preservation to conduct sondage and foundation excavations, permit applications must be made to the General Directorate.
- c) Documents including reports, images, drawings, etc., in reports to be prepared at the completion of the sondage and foundation excavations are to be presented in one copy to the relative Regional Council of Preservation and in another, to the Ministry.
- ç) In cases where any cultural or movable natural heritage assets are encountered during sondage and foundation excavations, the Ministry and the relevant Regional Council of Preservation must be informed. In the case of an urgency, work must continue and must be conducted under direction and opinion of the General Directorate.

Sondage excavations to be conducted at 3rd degree archaeologically protected sites

ARTICLE 17- (1) Sondage and foundation excavations at 3rd degree archaeologically protected sites to be conducted under with the decision of Regional Council of Preservation, will be conducted by relevant Museum Directorates. Sondage and foundation excavations during the year will be carried out according to these rules:

- a) Laws, Regulations, this Directorate, and permit conditions must be followed.
- b) Museum Directorates conduct sondages and foundation excavations under the permits issued by the General Directorate to relevant Museum Directorates that cover general grounds.
- c) In cases where sondages are to be conducted on the basis of requests of private landowners at sites that are privately owned, protocols need to be signed between the landowners and the Museum Directorate and the protocols need to follow the examples already drafted and present at the hands of the Ministry.
- ç) Documents including reports, images, drawings, etc., in reports to be prepared at the completion of the sondage and foundation excavations are to be presented in one copy to the relative Regional Council of Preservation and in another, to the Ministry.
- d) In cases where any cultural or movable natural heritage assets are encountered during sondage and foundation excavations, the Ministry and the relevant Regional Council of Preservation must be informed. In the case of an urgency, work must continue and must be conducted under direction and opinion of the General Directorate.
- e) **(Change on the decision no.663 dating to 12/29/2016 made on 01/18/2017 and published on the Official Gazette no. 29952)** In such areas, where construction permissions by the Municipalities and the Governorships are to be issued, and where sondage excavations are to be conducted by the specialists of relevant museum directorates, construction can move forward only when the sondage reports include, in the case of discoveries of cultural assets are made, the opinions of the excavation directors need to be relayed to the council of preservation by the museum directorate and the opinions of the council need to be received.
- f) Lists relating to the sondage and foundation excavations to be prepared according to the Ek-15 form need to be sent to the General Directorate every month by the relevant Museum Directorates.

(2) Sondage and foundation excavations to be conducted at 3rd degree archaeological sites in accordance with the Regional Council of Preservation need approval from the General Directorate and can be carried out with participation of team members from relevant departments at universities under a signed protocol and with the supervision of relevant Museum Directorate.

Excavations at registered single buildings

ARTICLE 18- (1) Projects of survey, restitution and restoration to be conducted on registered single buildings that are requested and approved by Regional Council of Preservation and that require works of

sondage, foundation excavations, drainage etc. do not require a permit from the General Directorate and can be conducted under the supervision of the Museum Directorate.

Geophysical and Georadar work to be conducted at 1st and 2nd Degree Archaeological Sites

ARTICLE 19- (1)

a) If the Regional Council of Preservation has made a decision to request for geophysical/georadar work to be conducted at 1st and 2nd Degree Archaeological sites and at urban archaeologically protected sites, the Excavation Director and at the absence of a Director, the Museum Directorate oversees the work.

b) Excavation directors of sites that operate with a President/the Council of Ministers permit are expected to oversee geophysical/georadar work, if permission has been granted. If request for geophysical/georadar work is made by a Regional Council of Preservation and cannot be conducted by the project directors with justification, the situation is then evaluated by the General Directorate.

c) Museum Directorates need approval from the General Directorate for geophysical/georadar work to be conducted in response to the request of Regional Councils of Preservation.

ç) Reports following the completion of field work need to be shared with the General Directorate and the relevant Regional Council of Preservation.

d) In cases where geophysical/georadar work needs to be conducted on the basis of requests from private landowners at sites that are privately owned, protocols need to be signed between the landowners and the Museum Directorate and the protocols need to follow the examples already drafted and present at the hands of the Ministry.

Geophysical/georadar work to be conducted at 3rd Degree Archaeologically Protected Areas

ARTICLE 20- (1)

a) Geophysical/georadar work to be conducted in 3rd Degree Archaeological lands at the request of Regional Council of Preservation can be conducted under the supervision of the Museum Directorate and do not require a permit from the General Directorate.

b) Reports following the completion of geophysical/georadar work need to be shared with the General Directorate and the relevant Regional Council of Preservation.

c) The details of ARTICLE 19 (d) are also applicable here.

Cleaning work

ARTICLE 21- (1) Cleaning of vegetation or untidiness caused by other natural causes, but no excavations, can be conducted at areas with cultural assets, such as archaeological sites, registered individual buildings etc., by the relevant Museum Directorate. No permission is required from the General Directorate for such cleaning endeavors. At the end of each year, such cleaning work that has been conducted need to be reported to the General Directorate with appropriate lists in Ek-15 forms.

Common Provisions

ARTICLE 22- (1) Articles 9/a, 9/b, 9/d, 9/f, 9/ğ, 9/h, 9/ı, 9/i, 9/j, 9/k, 9/l, 9/n, 9/o, 9/ö, 9/ş, 9/t, 9/ü, 9/y, 9/z, 9/aa, 9/bb, 9/cc, 9/çç, 9/dd, 9/ff, 9/gg, 9/ğğ, 9/hh, 9/ıı, 9/ii, 9/jj, 9/kk, 9/ll, 9/mm, 9/nn, 9/oo, 9/pp, 9/rr, 9/ss, 9/şş, 11/b, 11/c, 11/ç, 11/d, 11/e, 11/f, 11/g, 11/ğ, 11/h, 11/ı, 11/i, 11/k, 11/l, 11/m, 11/n, 11/o, 13/k, 13/l, 13/n, 13/o, 13/ö 13/p, 13/s, 13/t, 13/ü 13/v ve 13/y that are in this Directive are relevant to Museum Excavations.

(2) Relevant Museum Directorates oversee the jobs, rights and responsibilities allocated according to these Articles to excavation directors and Government Authorized Specialists/Representatives.

FOURTH SECTION

Other Provisions

Topics not included in this Directive

ARTICLE 23- (1) In case of any hesitation on any issue uncovered in this document, action must be taken after the General Directorate is consulted.

Excavation directors who have exceeded retirement age

TEMPORAL ARTICLE 1- (1) Those, who have exceeded retirement age at the date when this directive is issued, who are still teaching at a university from where they received their retirement or teaching at a different university, and who are directing excavations with a permit decision issued by the President/the Council of Ministers, are to terminate their directorship by the end of 2020.

Abolished Directive (Yönerge)

ARTICLE 24- (1) As this Directive came into effect, the Directive no. 94949537-10.044.32178 that in place with the approval of the Office of the Minister since 02/17/2016 is no longer in effect.

Initiation

ARTICLE 25- (1) This Directive comes into force on the date of its approval.

Execution

ARTICLE 26- (1) This Directive is implemented by the Ministry of Culture and Tourism.

ADDENDA (EKLER):

Ek-1 Initiation report form of the Government Authorized Specialist/Representative

Ek-2 Interim report form of the Government Authorized Specialist/Representative

Ek-3 Final report form of the Government Authorized Specialist/Representative

Ek-4/a Excavation Director Application Report Form

Ek-4/b Survey Director Application Report Form

Ek-5 Museum Commission Report Form

Ek-6 Student Museum Research Report Form

Ek-7 Student Research Report Form

Ek-8 Turkish Team Member Application Form

Ek-9 Employer/Employee Form

Ek-10 Non-Institutional Temporary Worker Request Form

Ek-11/a Excavation Director's Final Report Form

Ek-11/b Survey Director's Final Report Form

Ek-12 Monitoring Excavation Form

Ek-13 Financial Information Form

Ek-14 Sondage, Rescue Excavation and Cleaning Request Form

Ek-15 Sondage, Foundation Excavation and Cleaning Monitoring Form

Ek-16 Duty Handover Form

Ek-17 List of Student Participants

Ek-18 Preservation/Conservation and Execution Card

Ek-19/a Examination Commission Report Form

Ek-19/b Examination Official Report Form

Ek-19/c Financial Examination Commission Report Form

Ek-20 Museum Directorate Excavation Area Report Form

Ek-12 Excavation/Survey Inventory Card

EXAMPLES:

Example-1 (Draft Map of Excavation Area)