

“YÖNERGE”
RULES & PRINCIPLES CONDUCTING SURVEY, SONDAGE AND EXCAVATIONS
ON CULTURAL AND NATURAL HERITAGE
SECTION 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 Ministry Expert/Representative”:** These reports are composed of the Initiation *report to be prepared at the beginning of the season by the Authorized Ministry Expert/Representative in accordance with Ek-1 of this yönerge; the Interim reports to be prepared in accordance with Ek-2, every 15 days from the beginning of the season, and the Final report which has to be prepared in accordance with Ek-3 of this yönerge at the end of the season. The Initial and Interim reports must include the information required by the (b) article of the Regulation Number 20 and this yönerge, and the Final report must include the information required by the (c) article of Regulation Number 20 and this yönerge.
- 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 Inter-university 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)“General Directorate”:** the General Directorate of Cultural Heritage & Museums,
- f)“Investigation Committee”:** the committee consisting of experts from General Directorate and/or scientists appointed by the General Directorate 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.
- g)“Permit”:** the document produced by the General Directorate for surveys, which are valid only in the year of issue.
- ğ)“Law”:** Law no. 2863 on the Protection of Cultural & Natural Heritage,
- h)“Excavation/survey 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,

i)“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,

j)“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 fulfill 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,

k)“Deputy Director”: The person who must pass the doctorate proficiency examination and who has at least three years of excavation season land experience, 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.

l)“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.

m)“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.

n)“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 ,

o) “Coordinator Excavation Director”: The scientist who is qualified to be the head of the excavation and is assigned by the Ministry for projects financed by the Ministry or by all other public resources in excavation works carried out by foreign delegations and who is responsible for the coordination and execution of the project.

ö) “Protection Expert”: A specialist in the team such as an expert in restoration, conservation, architecture or engineering, 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 analyzed. 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 Ek-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 by 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 immovable cultural assets and moveable natural assets.

y) “**Season**”: The period of time during which team members and students work in excavations and surveys which lasts at least 30 days in excavations and 10 days in a survey.

SECTION TWO

APPLICATION PROCEDURES AND GENERAL CONDITIONS

Applications for Excavations Conducted with the President’s Decision

Article 4 – (1) 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 originals. If this is not possible, copies must be certified as “same as original” by the applicant. 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) Excavation director candidates who have graduated from archaeology, art history or anthropology with *undergraduate*, graduate, integrated doctorate/doctorate degrees must be faculty members in a university or college, or authorized members of a scientific institution related to this subject.

Excavation director candidates who have graduated from history, ancient languages and cultures with *undergraduate and graduate degrees* must have received an integrated doctorate/doctorate degree and the title of "associate professor" in one of the fields of *archaeology, art history or anthropology*; they must be a faculty member of a university or a college, or an authorized member of a scientific institution related to this subject.

Foreign excavation director candidates may be asked to document their academic titles with an equivalence certificate (denklik belgesi) to be received from the relevant institutions.

c) Excavation director candidates must have at least 5 (five) seasons of actual excavation experience. The area where the excavation is planned *must be compatible with the excavation director candidate's field of expertise*. He/she must have scientific publications related to his/her field of expertise. He/she must submit these to the Ministry with the application. And there must be no legal obstacle preventing him or her from excavating.

ç) Requests for renewal of permits for ongoing excavations must be made by the end of December for Turkish delegations through the scientific institution they are affiliated with, and for foreign delegations through the scientific institution they are affiliated with at our foreign representatives. Applications made after this date will not be taken into consideration. New applications must be sent to the General Directorate by the end of September.

d)The candidate must have carried out a survey in the intended excavation area in advance or has completed research in the excavation area to a certain extent. For these areas, 1/5000 or larger

scale archaeological maps must be prepared. 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 Ek-4/a. This report must include the following information:

1. The current stage of the studies planned to be completed in the previous season's programme. Reasons must be stated, if all initially planned tasks are not completed.
2. Excuses of the team members, who couldn't take part in the previous season, must be stated. Undergraduates and students in two-year programs are exempt from this rule,
3. Whether security or protection measures have been implemented,
4. The stage reached in architectural restoration and conservation efforts,
5. The actions that are taken for the 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) The excavation director candidate/excavation director is expected to notify the Ministry in writing that the institution or the organization (university, institute, etc.) with which he/she is affiliated will scientifically and financially support the director for the duration of the project. It should be confirmed that the excavation director candidate/excavation director will be supported in-kind/cash every year by the scientific institution or organization with which he/she is affiliated. Applications without a commitment letter will not be evaluated. Apart from this, additional sources of support are expected to be provided and any other support received is expected to be documented and submitted to the Ministry.

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

ğ) It is the duty of the excavation director to prepare/have prepared conservation projects in accordance with national and international conservation principles, survey, restitution and restoration project preparation principles and relevant policy decisions and regulations, and to have sufficient technical staff in the team.

h) Excavation cannot be conducted on privately owned real estate. In cases of necessity, with the written permission of the private property owner and the approval of the Ministry such protective measures as wire mesh, fences, etc. can be used to define the excavation area or the site. This matter must be complied with in applications and work to be carried out. Otherwise, the excavation director is responsible for any 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.

ı) Foreign scholars participating in Turkish excavations must submit their applications through Turkish consulates abroad along 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.

j) New members can be added to the team lists until the permits are issued.

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

l) Excavation applicants must certify that they are experts in the scientific disciplines in which the site or the area that they plan to excavate..

m) In applications, the area where excavations are intended to be carried out within the work program, the expected benefits of the work to be carried out and the objectives to be achieved, must be explained. The areas planned to be excavated and protected should be marked on a map of at least 1/5000 scale (Example-1) and forwarded to the General Directorate together with the Progress Report Form (Ek-25/a). Excavation cannot be carried out in areas other than those deemed appropriate by the General Directorate. Excavation area boundaries can be changed by the General Directorate.

n) Expected financial support amounts and commitments to be received from supporting persons and institutions must be certified before the issue of the permit. In the case of foreign excavations, affiliated institutions must exhibit their commitments to the fulfillment of financial and legal support before, during or after fieldworkwork in accordance with the relevant legislation and a letter stating their support must be submitted with the application file.

o) In cases where it is not possible for the Authorized Ministry Expert/Representative to monitor the work carried out simultaneously in more than one excavation area, the work programme must be rescheduled according to the Representative's needs. In practice, it is essential to comply with the annual programme and working dates specified in the application file. Work must stop on national and religious holidays. In exceptional cases the General Directorate 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 Ek-4/a. The Turkish citizens must complete form Ek-8; and the foreigners must complete the form provided by the Ministry of Foreign Affairs.

p) The *ruhsatname harcı*/licence 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 General Directorate.

r) Turkish undergraduate students and students in two-year programs 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 General Directorate in the application documents. The assistant directors must have the same scientific formation as mentioned in 4/b as the excavation director.

ş) Excavation assistant directors must be PhD students who have passed at least their qualification exams and must have at least 3 seasons of excavation experience, including the years they participated in excavations during their undergraduate studies. If the excavation assistant director(s) are PhD students, a PhD student certificate must be added to the Ek-8 form. Excavation assistant director candidates are not recommended from among the 1st and 2nd degree relatives of the excavation assistant director/excavation director. If a vice director who meets the specified conditions cannot be found, the General Directorate's opinion will be taken into consideration. In the event that a change is proposed for the current excavation assistant directors, the request must be sent to the General Directorate by the Excavation. Director within a maximum of seven (7) days, together with a letter from the excavation assistant director candidate stating that he/she accepts the position.

In cases where the excavation assistant director wishes to resign, the request letter is signed and sent to the General Directorate for evaluation.

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 General Directorate by the director with respect to their education and training responsibilities, and final decision on the conditions will be made by the General Directorate.

u) If the excavation director will be unable to be present at the site with a reason or an excuse for a long time or for an indefinite period, then the decision on how to proceed in terms of directorship will be carried out according to the opinion of the General Directorate.

ü) The quantity and the quality of the team members need 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 the 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) In new excavation applications, commitment is expected to resolve within 3 years excavation house and excavation storage issues. In cases where the excavation house commitment is not fulfilled, the General Directorate will evaluate whether the work will be stopped or continued.

y) General Directorate can provide technical and financial assistance to Turkish excavations. The applicant must state and approximate expense list to the General Directorate 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) Following considerations should be taken into account for both Turkish and foreign scholars who want to carry out surveys:

a) Candidates for leading survey projects must be archaeologists, art historians, anthropologists, historians, or experts in ancient languages and cultures, and their expertise must be compatible with the subject and the area intended to be studied.

A candidate for leading a survey must have at least a "Doctorate" as his/her academic title, provided that he/she is also a faculty member at a university or college or is an authorized member of a scientific institution focused on the area of the research.

b) The maximum period for a survey project is 6 seasons. With appropriate excuses, surveys can be stopped only for one season of work. If a survey has not been carried out two consecutive seasons, the status of the project will be re-evaluated by the General Directorate to decide the cancellation or the continuation of the project. Even with breaks the maximum period of a survey project will be 6 seasons. Requests for extensions by those survey projects that could not be completed in 6 seasons will be evaluated by the General Directorate taking scientific publications into account and on the basis of the reasons presented to the Board along with the request for an extension. However, the extension grant can not exceed 1 year. No breaks can be taken in a granted extension period.

c) The new survey applicant must demonstrate through references at least 4 seasons of field experience beyond undergraduate years.

ç) Surveys must be programmed to take place in at most 2 provinces in each year. General Directorate will evaluate the underwater survey applications programmed for more than two provinces.

d) A physical and a digital copy of the map including the areas to be surveyed should be sent to the General Directorate. Maps should include the current province-district borders and mark the area intended to be surveyed.

e) The application file must include information about the intended extent of period of research, a related calendar, financial sources and the supporting documents from financial sources.

f) In new applications, the candidate for leading the survey must submit a list of scientific publications and a copy of each of his/her published books, if any, to the General Directorate. Other than printed ones, copies of scientific publications should be provided in digital format (pdf, jpeg, etc.).

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

ğ) Work must not be scheduled for less than 14 days.

h) It is essential that the work is programmed to be carried out in months other than July and August. The annual work schedule may be changed by the General Directorate in cases of necessity.

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

ı) 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 organizations must be in Turkish or they must have Turkish translations completed in accordance with the legislation; this rule also applies throughout the year to all correspondence between the Ministry and foreign organizations.

k) Requests for renewal of ongoing survey projects must be submitted by the end of December for Turkish delegations through the scientific institutions with which they are affiliated; for foreign delegations, at our foreign representatives and by means of the scientific institutions with which they are affiliated. Applications made after this date will not be taken into consideration. New applications must be sent to the General Directorate by the end of September.

l) Applications for renewal must be submitted 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, if not, the reasons for why,
2. Justifications of team members who did not participate in the survey season, excluding undergraduates and students in two-year institutions,
3. Whether there is a request for the expansion of area or research scope in comparison to the previous year,
4. Whether the results of the previous season(s) have been published.

m) Requests for additional members for surveys shall be accepted until the permits are issued.

n) In the application; within the work program that must be submitted to the Ministry, the expected targets, the purpose, the scope and the method to be achieved through the scientific research need to be explained in detail and sent to the General Directorate together with the Progress Report Form (Ek-25/b).

o) Since the head of the survey must be present during the work if he/she cannot be present during the season, permission will not be granted for the work that year.

ö) In the application, the amount of the expected funding for the survey project and the commitments received from the persons or organizations that will provide support must be prepared in written and signed financial documents until the research permit is issued.

For survey projects where the in-kind/cash expenses are partially or completely covered by the supporting institutions and organizations, the cooperation protocol that determines the duties, authorities, rights and responsibilities between the parties is expected to be sent to the Ministry in draft form after an agreement is reached, in order to obtain opinions and/or signature authorization. The protocol draft deemed appropriate by the Ministry is then signed by the involved parties and then implemented. In the preparation of these protocols, type/draft protocol samples prepared by the Ministry in advance to be taken as the basis of agreements.

p) The work program is prepared in a way that the Authorized Expert/Representative of the Ministry can follow. In practice, it is essential to comply with the annual work program and work dates specified in the application. In general, fieldwork stops on national and religious holidays. In exceptional cases, the General Directorate is expected to be informed.

r] The application form containing information about the place where research will take place, the work schedule and calendar, and the members of the delegation who will participate in the study (excluding undergraduate students and students in two-year programs who are citizens of the Republic of Türkiye) and the documents requested in the Ek-4/b form should be added to the application file. The Ek-8 form of the members of the delegation who are citizens of the Republic of Turkey should be sent to the Ministry as attachment to the application. Foreign delegation members apply through our foreign representatives with the form provided.

s] Undergraduates and students in two-year programs, who are citizens of the Turkish Republic participating in the Survey Projects, need to fill out the Ek-8 forms after participating in fieldwork and the form is expected to be kept in the Survey Archive. The names of the students participating in the study are sent to the Ministry as a list in accordance with the Ek-17 form by the Authorized Expert/Representative of the Ministry in an attachment of the final report.

Student Study Applications

Article 6 – (1) Applications for fieldwork by MA and PhD students are made directly to the General Directorate by the student, within the scope of Ek-7/a, together with the student certificate and the reference letter of the advisor faculty member, stating the purpose, scope and program of the study.

(2) Student work is planned in a way that does not exceed 2 provinces per year, taking into account the entirety of the project. Student fieldwork must be completed within a maximum of 3 years and is valid for the year of the permit granted. The application must be renewed every year during the work period.

(3) Applications for field work by foreign undergraduate, graduate and doctoral students will not be accepted. Such applications must be carried out within the scope of existing excavations and research.

The Formation and Operation of the Advisory Board

Article 7 – (1) The Advisory Board is established by the Ministry each year to receive scientific and technical opinions on new excavation/survey applications from at least four scientists from different departments on excavation and survey issues. The General Directorate evaluates the applications after receiving the opinions of the Advisory Board, and the final decision is made by the Ministry.

(2) In the evaluations, issues such as the scientific and administrative competence of new applications and excavation/survey director candidates of below matters shall be evaluated by a report prepared by the relevant authorities:

- a)** The intended work area in the new application file must fit in the priority areas of the General Directorate,
- 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)** Evaluation of the land expropriation need in the excavation area, taking into account the General Directorate expropriation allowances,
- f)** Meeting the need for excavation house and excavation storage,
- 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,
- i)** Preparation of all information and documents related to the previous studies in the same area, and their association with the application file,
- i)** 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) New excavation/survey applications and area and subject expansion requests are made by the end of September. New applications are evaluated in October-November-December. After the evaluation by the General Directorate, the necessary procedures are completed and submitted to the Ministry for approval. License and permit renewal applications are evaluated by the General Directorate, taking into account the work schedules.

General Rules for Excavations and Surveys

Article 9 – (1) In addition to the Articles 9 and 10 of this regulation, the general rules for carrying out excavations and surveys are provided 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 General Directorate 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 etc.). 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 5 days a month with the permission of the General Directorate.
- 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 General Directorate.
- e)** Excavations must be scheduled to last for no less than 60 days 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 General Directorate. If 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 carried out/made outside the Ministry in excavation areas must be examined by the relevant Survey and Monuments Directorate. These projects are sent to the General Directorate by the Survey and Monuments Directorate. Projects deemed appropriate by the General Directorate are again sent to the relevant Conservation Area Board by the relevant Survey and Monuments Directorate. Before implementation, a copy of the approved project is sent to the General Directorate by the excavation directorate to be archived. The excavation director is responsible for ensuring that the implementation complies with the Principle Decisions, Board Decisions and contemporary restoration principles. The work is carried out under the supervision of a member of the committee, an architect, a restorer, a restoration expert architect or a building

inspection officer assigned by the General Directorate (architect, engineer, conservator specialized in restoration). In special cases, the Restoration and Conservation Regional Laboratory Directorates are contacted and implementations are carried out by reaching a 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 that the immovable cultural assets or cultural asset parts in the excavation area are protected where they are. The necessary registration procedures are carried out for these assets, updated when necessary and delivered to the excavation guard. Regular checks are carried out by the Museum Directorate. Permission is obtained from the relevant Conservation Area Board (Koruma Bölge Kurulu) for those that must be moved to the museum or excavation depot. For immovable cultural assets and cultural asset parts that need to be moved urgently, the relevant Conservation Area Board Directorate is informed until permission is obtained and they can be moved to the excavation depot, excavation house or Museum Directorate for temporary preservation with the decision of the excavation head and the Museum Director. Until permission is obtained, the excavation head and, outside the excavation season, the Museum Directorate together with the excavation head are responsible for the security of the immovable cultural assets and cultural asset parts.

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 General Directorate. Any applications implemented by the conservation expert on the movable cultural finds must be specified on the attached Ek 18 form, - the Conservation/Repair Form-. This form must be kept in the excavation archives.

ıı) The Provisions of the *“Directive (yönerge) about the Entrance, Information, Direction and Warning Signs for Museums and Archeological Sites”* 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 General Directorate about their opinions on the works carried out.

ııı) Protection and security measures are provided by the excavation director at the excavation sites. However, to ensure the security of the excavation sites, the excavation house, other facilities and structures used for excavation, applications such as wire mesh, fences, etc. cannot be made on privately owned real estate. In excavations carried out by Turkish scientists, during the periods when excavation work is not actually carried out, in order to ensure the cleaning, maintenance and security of the excavation site and the facilities in the area, workers, guards or security officers may be employed by the relevant Provincial Directorate of Culture and Tourism, Provincial/District Special Administrations or Museum Directorate in addition to the excavation

director, under the coordination of the relevant Museum Directorate. Protection and security measures are supervised by the relevant Museum Directorate. All allowances of guards working in excavations carried out by foreign delegations and all expenses that may arise due to the relevant legislation are covered by foreign excavation directors. In excavations carried out by foreign delegations, it is essential that new security, cleaning, restoration and conservation services to be provided are carried out through the service procurement method.

k) *“Pursuant to Article 8 of the Social Insurance and General Health Insurance Law No. 5510 and the Communiqué on the Implementation of Article 100 of the Law No. 5510, the workplace title and address information of the excavation and the identity information of the employees working for a wage in the excavation are sent by the Authorized Expert/Representative of the Ministry to the Provincial Directorate of the Social Security Institution for the necessary and to the General Directorate for information in accordance with Ek-9. The excavation director and the Authorized Expert/Representative of the Ministry are jointly responsible for the execution of these procedures.”*

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 General Directorate to ensure the allocation.

m) In case that the Authorized Ministry Expert/Representative has to leave the post, the situation must be reported to the General Directorate. 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. When the newly assigned Ministry Authorized Expert/Representative takes over the duty, s/he ensures that the Duty Handover Report in Ek-16 is prepared. The duty handover report is sent to the General Directorate by the Ministry Authorized Expert/Representative who has handed over the duty.

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 General Directorate.

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

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

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

r) If necessary, more than one survey research permit may be granted in the same area and subject. In this case, the work program and dates of the teams are organized by the General Directorate.

s) Guests can stay for a maximum of 7 days during the season in excavation work and 3 days in survey research, provided that they are not actually employed. Members whose names are not included by the General Directorate, even though they are suggested by the head of the excavation/survey research in the team list, or those who are removed from the team, cannot be present in excavation/survey research work and work areas as guests.

ş) Associate and undergraduate students who are citizens of the Republic of Turkey may participate in the studies with the approval of the excavation/survey director. After these students participate in the study, the Ek-8 form is filled out and this document is kept in the excavation/survey archive. The identity information of the students who participate in the study in this way is arranged in accordance with the Ek-17 form and sent to the General Directorate by the Authorized Expert/Representative of the Ministry with the final report.

t) The head of the excavation/survey and the members of the committee assist the Authorized Expert/Representative of the Ministry in providing the necessary information on matters falling within his/her area of responsibility, providing the necessary convenience for him/her to fully perform his/her duties, and taking into consideration his/her suggestions and warnings regarding the elimination of possible faulty work or problems encountered in practice.

u) The General Directorate is first informed about the scientific data obtained during excavation or survey research and the studies carried out to be given to the press and media organizations. Requests for shooting, news, interviews, documentary shootings, etc. to be made in order to provide information to the press and media organizations are forwarded to the Press and Public Relations Consultancy of the Ministry by the head of the excavation/survey research. Information can be given to the press and media organizations in line with the permissions granted by the General Directorate.

ü) The inventory cultural assets (envanterlik) identified during the surveys are delivered to the relevant Museum together with the inventory list and inventory slip. It is essential that findings other than these are not collected. However, after consulting the Authorized Expert/Representative of the Ministry, sufficient samples of study or amorphous materials that support scientific studies can be selected and brought to the relevant Museum for examination. During the delivery of these samples to the Museum, the Museum Directorate may limit the number of samples. It is essential that the research and examination of these artifacts brought to the Museum are carried out in the museums. Amorphous samples on which the research team has conducted work and which are not deemed appropriate to be kept in the Museum by the Museum Directorate are returned to the area where the samples were collected by the research team in an appropriate manner under the supervision of the Authorized Expert/Representative of the Ministry, if any, or an expert assigned by the Museum Directorate, if none, or articles 9/v-y of this Directive are applied.

v) Amorphous samples and fragments or whole human and animal skeletal remains obtained during excavation/survey studies and brought to the relevant Museum for scientific study and intended to be taken to scientific institutions and organizations in the country for a certain period of time are examined by a Commission to be established by the Museum Directorate. If the request is approved, a copy of the minutes and reports indicating the date of return of the findings determined to be examined at the end of the study (maximum 5 years) is delivered to the relevant parties with an official cover letter from the Museum Directorate, one copy is retained in the Museum and one copy is sent to the General Directorate with the Ek-5 form. Actions are taken on the fragments or whole human and animal skeletal remains, including the samples, that are delivered to the Museum but are not deemed necessary to be retained in the Museum, after the opinion and suggestion given by the Museum Directorate, and according to the evaluation results made by the General Directorate. The General Directorate may take back all materials given, regardless of the timeframe.

y) Enough amorphous samples that are not deemed necessary to be kept in the museum and whose scientific/publication studies have been completed may be given to the relevant department head for educational purposes for a maximum of 5 years, provided that a written request is made by the relevant department heads of the universities and approved by the relevant Museum Directorate. Detailed information about the amorphous samples delivered in return for a report is also sent to the General Directorate. Within this framework, requests for an extension of time are evaluated by the General Directorate together with the opinion of the relevant Museum Directorate.

z] Taking samples from excavations or surveys for analysis from movable and immovable cultural assets that need to be protected is subject to the permission of the relevant Museum Directorate. The analysis samples to be taken within this scope are evaluated in accordance with the approval of the relevant Restoration and Conservation Regional Laboratory Directorate. It is essential that samples that can be analyzed in domestic laboratories are not taken abroad. The quality and appearance of the find should not be damaged while taking samples. One copy of the minutes and reports prepared on the subject is delivered to the relevant parties with the official cover letter of the Museum Directorate, one copy is kept in the relevant Museum, and one copy is sent to the General Directorate with the Ek-5 form. Samples that fall within the scope of duty of other institutions are subject to the evaluation and permission of the relevant institutions.

aa) In case of need for examination of samples (glass, metal, wood, ceramic pieces etc.) obtained within the scope of excavation/survey studies and delivered to relevant units of any scientific

institution or university for analysis in another laboratory in Turkey or abroad, the necessary procedures shall be carried out by the Commission to be established by the Museum Directorate closest to the location of the samples, in accordance with clause (z) of this article. If the request is approved, a copy of the minutes and reports indicating the date of return of the findings determined for examination at the end of the study (maximum 4 years) shall be delivered to the relevant parties with the official cover letter of the Museum Directorate, one copy shall be retained in the Museum and one copy shall be sent to the General Directorate with the Ek-5 form. After the procedure, the relevant Museum Directorate shall be informed by the Museum Directorate performing the procedure. Samples requested for analysis and not returned shall also be evaluated within the scope of this article.

bb) Genetic material found in archaeological excavations (any material belonging to plants, animals, insects and microorganisms or their fragments) cannot be taken abroad, even for scientific studies. If these materials need to be examined in a university, laboratory, institution or organization with appropriate storage and working conditions in the country, including the excavation house and warehouse, the procedures are carried out by the relevant Museum Directorate. One copy of the minutes and reports prepared on the subject is delivered to the relevant parties with the official cover letter of the Museum Directorate, one copy is kept in the museum, and one copy is sent to the General Directorate with the Ek-5 form. The General Directorate may take back all the materials given, regardless of the period.

The nature of the material (plant, seed, animal tissue residue, etc.) and its condition (in soil sample, separated, unseparated, etc.) are reported to TAGEM (General Directorate of Agricultural Research and Policies, Ministry of Agriculture and Forestry) by the relevant Museum Directorate. TAGEM may, if deemed necessary, request the genetic material itself or a copy thereof within 1 month following the receipt of information on the material, and the results of the research conducted within 6 months following the completion of the research, taking into account the possibilities of examination, preservation, etc. of the material in question. The current or later-to-be-enacted practices and regulations of the relevant institutions regarding these samples and materials are reserved.

cc) Parts or all human and animal skeletal remains obtained from excavations cannot be taken abroad, even for scientific studies. Their permanent transfer to domestic scientific institutions or universities with suitable conditions for scientific studies and education is subject to the permission of the General Directorate. The General Directorate may impose time limits on requests within this scope.

çç) The excavation/ survey director shall prepare the final report in accordance with Ek-11/a-b and send it to the General Directorate within three (3) months at the latest, not later than December 31. All information, documents, photographs, drawings and other documents related to the research work and publications related to the work published during the year shall be transferred to digital media and sent to the General Directorate to be included in the database to be created. The applications or renewal requests of excavation/ survey directors who do not send the required documents will not be accepted for the following year.

dd) In order to raise awareness of the local people regarding the protection of cultural heritage, information activities are carried out by the excavation directors at least once in each season, in cooperation with the relevant Museum Directorate and with the knowledge of the Authorized Expert/Representative of the Ministry. These activities are included in the excavation director's final report and the Authorized Expert/Representative of the Ministry's final report.

ee) Illegal excavation trenches, smuggling or destruction of cultural assets, etc. that are detected during excavations/surveys are reported to the relevant Museum Directorate with detailed information with photographs. Information received regarding the destruction, theft, unauthorized treasure hunting, illegal excavations, etc. of cultural assets are also conveyed to the law enforcement forces.

ff) All work are carried out in accordance with the Occupational Health and Safety (İş Sağlığı ve Güvenliği) Law. The weekly/daily legal working hours of the workers, team members or students who take part in the excavation/survey are complied with. The excavation/survey director is responsible for the execution of the works in accordance with this Law. Taking all kinds of measures including preventing occupational risks, providing training and information, making the organization, providing the necessary tools and equipment (helmet, work glasses, mask, gloves etc.), adapting the health and safety measures to the changing conditions, determining the suitability of the employee for the job in terms of health and safety, taking the necessary measures to prevent employees other than those who have been given sufficient information and instructions from entering places with vital and special risks; monitoring whether the occupational health and safety measures taken at the excavation site are complied with, inspecting them, eliminating any non-conformities and improving the current situation; the necessary measures are taken by the Excavation Director or the task distribution is made within this scope within the excavation team. The excavation/survey director's final report includes the procedures carried out, measures taken and other findings and evaluations regarding occupational health and safety.

gg) In carrying out the work and activities within the scope of this Directive, the Occupational Health and Safety Law No. 6331 and the relevant legislation shall be complied with.

ğğ) If up-to-date data that may affect the protection level of the area under study is obtained as a result of the excavation and survey (site survey, new registration, etc.), the necessary documents and identification forms regarding immovable cultural assets and the site area are prepared together with the head of the excavation/survey and the Authorized Expert/Representative of the Ministry and forwarded to the relevant Conservation Area Board Directorate by the head of the excavation/survey for evaluation.

hh) Cultural assets that are important or valuable to be included in a museum and that are obtained during excavation/survey are delivered to the relevant Museum Directorate together with the inventory slips; at the end of the study, no cultural assets of museum value are left in the excavation/research house and warehouse.

ıı) Cultural assets of a study collection nature obtained during excavation/survey are delivered to the relevant Museum Directorate together with the list of findings for study. Findings for study that the Authorized Expert/Representative of the Ministry, the Museum Directorate and the head of the excavation find appropriate may be temporarily left in the excavation depot provided that security measures are taken. The list containing information on these findings for study is delivered to the relevant Museum Directorate and combined with the list of previous years.

ii) Cultural assets of museum value unearthed during excavations cannot be transferred to another location for any reason without the permission of the General Directorate, except for delivery to the relevant Museum Directorate.

jj) In the case that an excavation is stopped indefinitely, the existing excavation depot, lodging, excavation house and similar facilities and movable goods are delivered to the relevant Museum Directorate.

kk) If it is necessary to transport the sifted soil removed at the end of the excavation season outside the excavation area, it will be transported to a place deemed appropriate by the relevant Museum Directorate.

ll) A certified list of inventoried excavation equipment, which was purchased with the budget allocated by the Ministry and/or with the support provided by sponsors, and which was prepared in accordance with the Movable Property Regulation with the participation of the Authorized Expert/Representative of the Ministry, is delivered to the relevant Museum Directorate and the General Directorate together with the final report of the Excavation Director. In case the excavation work is cancelled, stopped or terminated, these materials are received by the relevant Museum Directorate on behalf of the Ministry free of charge.

mm) No one can be admitted to the areas where excavations are actually carried out and to the laboratories and excavation depots where cultural assets unearthed from excavations are

preserved, except for those approved by the head of the excavation and the Authorized Expert/Representative of the Ministry.

nn) Cleaning work on excavation sites, such as plants etc. outside the excavation season, is carried out by the excavation director at least once a year, using appropriate methods.

oo) In case of health problems, long-term overseas assignments of the excavation director or other negativities that prevent him/her from conducting the excavation, the General Directorate may assign one of the excavation deputy directors or another third person as the excavation deputy director, together with the task of managing the excavation work on site, the signature authority and responsibilities of the current excavation director on matters such as spending the excavation allowance, expenditure documents, tender preparation and payment procedures.

öo) The nature of the excavation/survey, the annual work program communicated by the excavation/survey director and all other issues are taken into consideration and the participation of a sufficient number of team members who are experts in the relevant branches of science in the studies is ensured by the head of the committee. At least half of the experts on the team list proposed at the application stage and updated until the permits are issued must participate in the studies during the year. Team members who are determined not to participate in the relevant study for 3 consecutive years despite declaring that they will participate may not be included in the same lists by the General Directorate.

pp) Regardless of whether excavations and survey research are carried out by Turkish or foreign teams, it is mandatory that at least 50% + 1 of the team lists (including students) sent to the General Directorate must consist of team members who are citizens of the Republic of Turkey.

rr) Aerial photography of archaeological sites with drones must be carried out in accordance with the "Unmanned Aerial Vehicle Systems Instruction" of the General Directorate of Civil Aviation. If an IHA0 or IHA1 class vehicle will be used for drone photography related to excavation and survey work, permission must be obtained from the relevant Governorship (Provincial Police Department, Provincial Gendarmerie Command or District Governorship) along with the pilot's license of the person who will use it. If a vehicle other than these classes will be used, an application must be made to the General Directorate of Civil Aviation before the work.

ss) The creation of an official website/web page, social media account regarding the findings and scientific data obtained during excavations or survey research and the studies conducted is subject to the permission of the General Directorate.

şş) Excavation projects that are permitted by the President/Council of Ministers are personally visited at least once during the excavation season by the relevant-responsible museum directors or, if any, assistant museum directors, and the excavation and conservation works carried out on site are examined. The issues, evaluations, suggestions and opinions determined as a result of the examinations are forwarded to the General Directorate with a report to be prepared, including the issues specified in Ek-20.

tt) While the excavation is in progress, excavation directors who have retired from the scientific institutions they were affiliated with as academicians or authorized staff due to age limit may act as excavation directors on behalf of the Ministry from the date they reach the retirement age limit until the end of that year without any change in the Decree. Those who are above the retirement age limit are not assigned the excavation director position by the Presidential Decree. Retired excavation directors may take part in excavation works they previously chaired as honorary directors and may also participate in these works as team members.

uu) While the excavation is in progress, the excavation directors who have retired from the scientific institutions with which they were affiliated as faculty members or where they were authorized staff before the age limit, and who have been authorized by a relevant scientific institution, university rectorate, board of directors, senate, board of trustees or institute directorate with a written document stating that they can continue the excavation work, may continue to carry out the excavation directorship on behalf of the relevant scientific institution or university, provided that they renew this document every year. However, in such cases, the term of the

excavation director cannot exceed the end of the year in which the excavation director reaches the age limit.

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 without forming a team. The museum report prepared by the student work regarding the work carried out shall be sent to the General Directorate by the relevant Museum Directorate together with the Ek-6 form, and the student work report prepared by the student shall be sent to the General Directorate together with the Ek-7/b form within one month at the latest. No findings may be collected from the survey in any way within the scope of the work carried out in the field as student work. Permitted Master's and Doctoral field studies may be converted into publications with the publication permit granted by the General Directorate after the acceptance of the MA or PhD thesis by the jury members. Publication applications of student works other than thesis shall be evaluated separately by the General Directorate.

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 Directorates 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 implementation 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) 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.

c) Records of all movable equipment purchased with funding provided by the Ministry and the sponsors are to be kept according to Chattel Regulations. (Taşınır Mal Yönetmeliği) 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.

ç) 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.

d) 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.

e) 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.

f) In excavation projects which are partially or completely funded by in-kind or cash expenses 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.

g) In accordance 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.

ğ) The funds allocated to the project by the Ministry must be primarily used on work protecting the movable and immovable cultural material.

h) Archaeological projects that wish to hire workmen must complete the Ek-10 for Temporary External Labour Recruitment Request Form and then must apply to the İŞKUR (Turkish Employment Organization) bureau in their city/town.

ı) 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.

i) 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.

j) In determining the wages to be paid to archaeologists, art historians, architects, restorers and workers who will take part in excavations; the market value received from local institutions such as the Municipality, Provincial Directorate of Environment, Urbanization and Climate Change, and the Chamber of Commerce is taken into account. In cases where a fee is required to be paid to undergraduate students, the wage paid to workers has to be taken as a basis.

k) 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.

l) 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.

m) 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 regard belongs to the excavation director. Even

if he/she is the excavation director, subscriptions and operating expenses associated with the personal identity of the director cannot be paid from the funds provided for the excavation.

n) 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 100. 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.

o) At foreign excavations, below expenses are covered by the Excavation Director:

- 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) Clothing support funds to be given to the guards, security guard and guard fees for the excavation area and facilities (including seniority, notice compensation, etc.) and related 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 immovable cultural assets,
- 11) Costs for restitution, restoration and landscaping projects, and their implementation costs, except for those cases which the Ministry oversees or has another 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 another 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.

Circumstances That Will Result In Not Renewing or Nullifying the License (Ruhsatname) and the Permit Papers (İzin 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, the license and permit shall not be renewed:

- 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 are 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) Failure to transfer all information, documents, photographs, drawings, daily reports and all other documents related to excavation/survey work and publications published during the year to digital media and send them to the General Directorate,
- 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 licenses 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 can 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 shall not be accepted.

Duties, Powers and Responsibilities of the Authorized Expert/Representative of the Ministry Assigned to Survey Research and Excavation and the Assignment of Personnel to Survey Research and Excavation

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 season and must make sure that the work is carried out in accordance with the regulations of these offices.
- e)** In the use of appropriations provided from the Ministry's resources, the following statement is signed on the back of the expenditure documents, in order to check that the goods or services received have been realized: "The service or goods have been seen to be received" ("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 (Ek-2/a). Based on 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) In the initial report of the Authorized Expert/Representative of the Ministry, the province, district and village with which the excavation site/sursurveyvey research area is affiliated, the full postal address of the excavation site and the place where the research team is staying, contact information, transportation information to the work teams and work areas, the departure date of the Authorized Expert/Representative of the Ministry from the unit where he/she works, the meeting dates with the team and the start of the work, the number of team members and workers are specified. The program determined regarding the working and holiday days and hours of the team is notified.

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, illegal excavation 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 specialists need to be presented to the Government Authorized Specialist/Representative according to Article 9, item (1) 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 study, 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. 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 diagnostic inventory (envanterlik) and study (etütlük) 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. Necessary security measures are taken regarding the findings collected during sruvey research, if any.

t) He/she fulfils 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 signes 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.

(2) Apart from the Authorized Expert/Representative of the Ministry; Museum/Laboratory Director, Deputy Directors, museum/laboratory experts/specialists in sufficient numbers and qualifications and other technical and administrative staff may be temporarily assigned by the

General Directorate to conduct surveys and excavations, to benefit from their professional knowledge and experience or to increase their professional knowledge and experience in field work such as measurement, documentation, photography, inventory and reporting, provided that the primary work of the Museum/Laboratory Directorate is not disrupted.

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) For excavations planned to be carried out under the directorship of Museum Directorates (excluding rescue excavations), the application report for the museum excavation is prepared in accordance with the matters specified in Article 4 of this Directive, together with the museum excavation application report in Ek-4/c.

b) Applications regarding excavations planned to be carried out by scientific committees under the presidency of the museum shall be submitted to the relevant Museum Directorate, considering the specified issues. Requests for renewal of permissions for ongoing excavations shall be submitted to the General Directorate by the end of December, and new applications shall be submitted to the General Directorate by the end of September, together with the opinion of the relevant Museum Directorate on the matter. Applications within this scope shall also be evaluated in accordance with the procedure specified in 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) Foreign scholars cannot act as scientific consultants or heads of scientific committees.

e) At most 4 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 3 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 presidency of the museum can also be carried out with the participation of scientific teams. With the decision of the President/Council of Ministers, excavation directors and research directors who carry out excavations can participate in these studies as scientific managers or provide scientific participation in a way that does not disrupt the excavations and research they carry out. Work plans and dates are made by taking this into consideration.

ğ) In excavations carried out under the presidency of the Museum, first degree relatives of the relevant Museum Directorate personnel (including the Director and his/her assistants) and scientists who participate in these excavations as scientific managers or who provide scientific

participation cannot be employed for a fee. The paid employment of those who are determined to be working in this manner is terminated immediately, and action is taken within the scope of the relevant legislation according to the results of the administrative investigation to be conducted against the responsible persons who employ them.

h) Scientists who participate in excavations carried out by the Museum Directorate as scientific officers or who provide scientific participation shall submit all information and documents regarding the work carried out 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.

ı) In excavations conducted under the presidency of the Museum (excluding rescue excavations and public investment area excavations), a signed/initialized report prepared by the Museum Directorate in accordance with EK-1/b at the beginning of the work and prepared in accordance with Ek-2/b every 15 days thereafter shall be sent to the General Directorate within 5 working days, together with the requested documents. The Excavation Result Report shall be prepared in accordance with Ek-3/b, signed by the Museum Director and the scientifically responsible or scientifically participating scientist, and sent to the General Directorate.

j) The right and responsibility for publication belongs to those who actually manage and carry out the work. The topics of publication may be shared among the members of the delegation by the Museum Directorate according to their fields of work.

k) Protocols to be made with other institutions and organizations for Museum Excavations shall be evaluated and forwarded to the General Directorate for signature authorization.

Rescue excavations

ARTICLE 15-(1) In places where cultural and movable natural assets are vulnerable to destruction or have been damaged due to construction work, natural hazards and/or illegal excavations, rescue excavations are carried out under the responsibility of the Museum Directorate 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 need 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 the intervention falls within working hours.

f) On excavations conducted by the Museum Directorate, the following considerations must be considered:

1) Excavations must be carried out by scientific methods.

2) In case of the necessity to determine/evaluate 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 landowner, 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) For immovable cultural assets and parts that are at risk due to security reasons, procedures are carried out in accordance with Article 20 of the Law and Resolution No. 25. For immovable cultural assets and parts that need to be moved urgently, the relevant Preservation Regional Board Directorate is informed until permission is obtained and they can be moved to the excavation depot, excavation house or Museum Directorate for temporary preservation with the decision of the Museum Directorate.

5) Excavation result reports, inventory and study work lists and delivery reports are sent to the General Directorate and the relevant Conservation Area Board within 20 working days from the excavation end date. If no work has been done, the reasons are notified to the General Directorate with a report.

6) Publication rights and responsibilities belong to those who 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) Except for the team list in the 'ek' of the permit, no scientific officer, scientific participant or member can take part in the excavation without the permission of the General Directorate. For team members other than the Museum Directorate or personnel assigned by the General Directorate, the Ek-8 form is filled out.

9) The General Directorate is first informed about the scientific data obtained during the excavation and the studies carried out to be given to the press and media organizations. Requests for filming, news, interviews, documentaries, etc. to be made to provide information to the press and media organizations are forwarded by the Museum Directorate to the Press and Public Relations Consultancy of the Ministry. Information can be given to the press and media organizations in line with the permissions given by the General Directorate.

10) Scientists who participate in excavations as scientific managers or who provide scientific participation shall submit all information and documents regarding the work carried out to the relevant Museum Directorate.

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.

Excavations Conducted at 1st and 2nd Degree Archaeologically Protected Sites and Archaeologically Protected Sites in Urban Contexts

ARTICLE 16- (1) Within the scope of the Resolutions for the applications that can be carried out in I. and II. Degree archaeological sites and urban archaeological sites, the drilling excavations requested by the relevant Conservation Area Board Decision, excavations to be made for survey, restitution and restoration projects and excavations for mandatory infrastructure applications are carried out by the Excavation Directorate, if any, or by the Museum Directorate if none. In the case that the Excavation Directorate does not carry out excavation for a reason in the excavation areas carried out by the Board Decision, the issue is evaluated by the General Directorate.

(2) Rules that must be followed for excavations throughout 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 excavations, permit applications must be made to the General Directorate.

c) Protocols to be made with other institutions and organizations for excavations to be carried out within the scope of the Conservation Area Board Decision are forwarded to the General Directorate for evaluation and signature authorization.

ç) A copy of the report, photographs, drawings, etc. to be prepared at the end of the excavations is sent to the relevant Conservation Area Board and a copy to the General Directorate.

d) If any cultural or movable natural assets are encountered during excavations, the issue is reported to the General Directorate and the relevant Conservation Area Board. In cases requiring urgent intervention, work continues, and action is taken in line with the opinion of the General Directorate.

Sondage Excavations Conducted in 3rd Degree Archaeologically Protected Sites

ARTICLE 17- (1) In the III. Degree archaeological sites, drilling excavations to be carried out within the scope of the Conservation Area Board Decision are carried out by the relevant Museum Directorate. The excavations to be carried out for the foundation excavations, survey, restitution

and restoration projects in these areas and the works for the mandatory infrastructure applications are carried out under the supervision of the relevant Museum Directorate.

(2) Following rules shall be followed in excavations to be carried out throughout the year:

a) Laws, Regulations, Resolutions, this Directorate, and permit conditions must be followed.

b) Drilling excavations are carried out by the relevant Museum Directorates within the scope of the general permit sent from the General Directorate to the Museum Directorates. The excavations to be carried out for the foundation excavations, survey, restitution and restoration projects in these areas and the works for the mandatory infrastructure applications are carried out under the supervision of the Museum Directorate within the scope of the general permit.

c) The expenses of drilling excavations that are subject to private property and are deemed appropriate to be carried out upon the request of the property owner are covered by the property owner. A protocol is signed between the relevant Museum Directorate and the property owner based on the type/draft protocol samples prepared in advance by the Ministry.

However, the financing of drilling excavations to be carried out in areas affected by disasters (earthquake, fire, flood, landslide, etc.) may also be covered by the Ministry, regardless of public or private property.

ç) Documents including reports, images, drawings, etc., in reports to be prepared at the completion of the 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 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) Before the construction permit is given by the Municipality or the Governorship in these areas, drilling excavation can be carried out by the experts of the relevant museum directorate, and the report on the drilling results can be sent to the relevant Conservation Area Board by the museum directorate within the framework of the Resolution No. 663 dated 29/12/2016, and implementation can be started after the board's decision is taken.

f) Lists relating to 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.

Excavations at Registered Single Buildings

ARTICLE 18- (1) Sondages (including conservation areas) requested to be carried out in accordance with the Conservation Area Board Decisions for the survey, restitution and restoration projects of immovable cultural assets that need to be protected at the scale of a registered single structure and deemed necessary during the implementation stages of approved projects are carried out by the Museum Directorate; foundation excavation, drainage, ground survey, etc. works are carried out under the supervision of the Museum Directorate/KUDEB (Protection, implementation and control offices to be established within the scope of the relevant Conservation Area Board Decision, metropolitan municipalities and municipalities permitted by the Ministry) without requesting permission from the General Directorate.

Geophysical/Georadar Studies to be Conducted Within the Scope of the Board Decision in I. and II. Degree Archaeological Sites and Urban Archaeological Sites

ARTICLE 19- (1) Geophysical/Georadar Studies to be conducted throughout the year must follow the rules and regulations below:

- 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 fieldwork need to be shared with the General Directorate and the relevant Regional Council of Preservation.
- d) The expenses of geophysical/georadar studies that are subject to private property and are deemed appropriate to be carried out upon the request of the property owner shall be covered by the property owner. A protocol shall be signed between the property owner and the relevant Museum Directorate regarding these studies, based on the type/draft protocol examples prepared by the Ministry in advance.

However, the financing of geophysical/georadar studies to be carried out in areas affected by disasters (earthquake, fire, flood, landslide, etc.) may also be covered by the Ministry, regardless of public or private ownership.

Geophysical/Georadar Work To Be Conducted within The Scope of the Board Decision at 3rd Degree Archaeologically Protected Areas

ARTICLE 20- (1) Geophysical/Georadar Studies to be conducted throughout the year must follow the rules and regulations below:

- 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 endeavours. 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.

Works requiring archaeological excavation/physical intervention (illegal excavation pits, graves, underground cities, caves, cisterns, etc.) are not considered within the scope of this article.

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/s, 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/öö, 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/j, 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.

(3) In case of violation of the articles in this Directive and failure to fulfill commitments, excavation/survey works may be stopped by the General Directorate. In addition, applications and renewal requests will not be evaluated until the specified deficiencies are remedied.

(4) Application and transaction processes regarding archaeological excavations, surveys, geophysical/georadar and drilling works to be carried out in areas and structures under the management of the Presidency of National Palaces Administration within the scope of Article 35 of Law No. 2863 or other relevant legislation are subject to the legislation of the Presidency of National Palaces Administration.

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.

The Regulation That Has Been Repealed

ARTICLE 24-(1) With the entry into force of this Regulation, the Regulation that entered into force with the approval of the Ministry Authority dated 14/01/2020 and numbered E.39797 shall be repealed.

Entry into force

ARTICLE 25-(1) This Regulation shall enter into force on the date of its approval.

Execution

ARTICLE 26-(1) The Minister of Culture and Tourism shall execute this Regulation.

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)

