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HELLENIC REPUBLIC

MINISTRY OF CULTURE AND SPORTS

GENERAL DIRECTORATE OF

ANTIQUITIES AND CULTURAL HERITAGE

DIRECTORATE OF PREHISTORIC AND

CLASSICAL ANTIQUITIES

DIRECTORATE OF BYZANTINE AND

POST-BYZANTINE ANTIQUITIES

DEPARTMENTS OF SUPERVSION OF

GREEK & FOREIGN SCIENTIFIC INSTITUTIONS

& COORDINATION OF ISSUES

OF INTERNATIONAL COOPERATION

& ORGANIZATIONS

**SUBJECT: Terms, conditions and procedure for permitting systematic archaeological research in Greece.**

The Directorate of Prehistoric and Classical Antiquities and the Directorate of Byzantine and Post-Byzantine Antiquities of the General Directorate of Antiquities and Cultural Heritage, taking into consideration articles 35, 36, 38 and 39 of Law 3028/2002 “For the Protection of Antiquities and Cultural Heritage in General” (ΦΕΚ 153/A/28-6-2002), as well as the Ministerial Decision with protocol number ΥΠΠΟΑ/ATNEKE/97550/263/5-3-2018 (ΦΕΚ B/970/19-3-2018) “Definition of archaeological fieldwork, conditions and process for permitting systematic archaeological research and regulation of systematic excavations” (henceforth Ministerial Decision) concerning the terms, conditions and procedures for permitting systematic archaeological research, inform you of the following:

**GENERALLY**

The present replaces the previous relevant circular with protocol number ΥΠΠΟ/ΓΔΑ/ΑΡΧ/A3/Φ30/70868/2539/27-11-2002, entitled “Terms and conditions for conducting archaeological research in Greece by organizations outside of the Archaeological Service,” and concerns all systematic archaeological research conducted in Greece by organizations listed in Article 36 of Law 3028/2002, including the Department of the General Directorate of Antiquities and Cultural Heritage of the Ministry of Culture and Sports. The goal of the current circular is to update and improve the previous relevant circular, putting into use the experience gained by the General Directorate’s relevant departments after many years of applying the previous circular and to adapt administrative procedures to the provisions of the new Ministerial Decision.

**SPECIFICALLY**

All requests for conducting new or continuing archaeological research shall be submitted by November 30th of each year to the relevant Ephorates of Antiquities, with a copy of all information to the Departments of Supervision of Greek & Foreign Scientific Institutions & Coordination of Issues of International Cooperation & Organizations of the Directorate of Prehistoric and Classical Antiquities or/and the Directorate of Byzantine and Post-Byzantine Antiquities.

If a research project involves a cave or paleontological deposits, the request shall be submitted to the Ephorate of Paleoanthropology – Speleology, with a copy to the responsible Ephorates of Antiquities and the Directorate of Prehistoric and Classical Antiquities.

Requests for research on the coast shall be submitted to the Ephorate of Underwater Antiquities and are copied to the local Ephorate of Antiquities, whose positive recommendation is required, and to the responsible Directorates.

Requests for conducting surface or geophysical survey are copied to the Directorate of Prehistoric and Classical Antiquities and/or the Directorate of Byzantine and Post-Byzantine Antiquities. If at any given time during research, finds that fall under the jurisdiction of the Directorate of Prehistoric and Classical Antiquities or the Directorate of Byzantine and Post-Byzantine Antiquities for which either Directorate had not initially submitted a recommendation are uncovered, the results of the research must henceforth be sent to either of these Directorates and their recommendation is mandatory for the continuation of the research.

It is made clear that requests by the Departments of the General Directorate are submitted by the same deadline (November 30th) to the responsible Directorates. Any scheduled research must be included in the Annual Action Plan of the General Directorate’s Departments.

Requests of foreign archaeological schools/institutes shall be submitted through the Director of the respective archaeological School/Institute.

Requests of Greek Universities or other Research Institutes are submitted through the Director of the Department or the President of the University Department or the head of the Research Institute, which also bears the responsibility of the proposed research.

Institutions that conduct more than one archaeological research project shall also submit, by the aforementioned deadline, their complete program, i.e. the total number of research projects for the following year. The responsible Regional and Special Regional Departments of the General Directorate check the completeness of the requests and send them, with the relevant recommendation, to the responsible Central Departments no later than January 31st of the year that the research is scheduled to take place.

A systematic excavation, survey or any other kind of archaeological research can be approved for a time period of up to five years, according to the procedure of Article 3 of the Ministerial Decision. The annual work of an approved program is carried out after examination of the information included in the same Article and with the relevant decision by the General Directorate of Antiquities and Cultural Heritage of the Ministry of Culture and Sports. If the General Directorate is the institution carrying out the archaeological research, then the permit is issued by the General/Administrative Secretary of the Ministry.

A recommendation by the Central Archaeological Council within the time frame of an approved project is required:

1. If the terms of the permit approving the project have not been met, especially those concerning the obligations of Article 4 of the Ministerial Decision.
2. If the research is spatially extended or if other types of research are included. Expanding the research’s objectives must be justified in the context of the already approved schedule of work and research aims.
3. If basic parameters of the research have changed, e.g. change of the project director or, in the case of a collaborative project (*synergasia*), the head of the collaborating institution.

**A. NECESSARY DOCUMENTS ACCOMPANYING A REQUEST**

1. New projects:

Requests for conducting new research must include the following:

* A schedule of work of up to five years, with a detailed description of activities of the first year of the project and a preliminary schedule of activities of the following years.
* The justification of the project
* Curriculum vitae of the project director, which must demonstrate at least five years’ experience in excavation and at least two scientific publications related to excavations or excavation finds (par. 4, Article 36, Law 3028/2002)
* List of participants with their specialties and the CVs of the scientific team’s basic members. For surface surveys in particular, the research team must include the basic archaeological specialties (prehistoric, classical, byzantine), according to the expected results of the research.
* Information demonstrating the adequacy of technical infrastructure and the budget, mentioning also funding sources.
* Scheduled dates and duration of the research project of the current year, which must not exceed, in the case of fieldwork, a time period of eight weeks for each research period. This time period must also include any preparatory work for the site before the commencement of excavation or any other investigation, as well as any work tending to the site after the project is completed. Research cannot be carried out during the first trimester of the year, unless there is a special reason for doing so.
* Indication of the research area on an orthophoto map, where the precise area of exploration of the first year must be specifically marked and the areas of the following years approximately marked, according to Article 2 of the Ministerial Decision. The precise definition of the area to be investigated every year by any research method shall be declared with the submission of the relevant annual request.

For surface surveys, the total area of the research project must not exceed 30,000 *stremmata*.

* A description of the research methodology.
* Information concerning the protection status of the research area (listings, buffer zones, etc.).
* Information concerning the ownership of the research area. The direct purchase or expropriation of the land, with the care and expense of the institution conducting the research, is a prerequisite for permitting any systematic archaeological excavation (Article 18, Law 3028/2002). It is, however, possible to conduct trial excavations for a limited time period on non-expropriated land, as specified in Article 36, par. 15-16 of Law 3028/2002. In the case of a request for surface and geophysical survey, and after the necessary procedures have been followed by the research institutions, it is necessary to inform the landowners of the presence of the scientific team.
* In cases of collaborative projects (*synergasies*), a Memorandum of Collaboration, signed by both parties, must be submitted.
* If the project is carried out in a forest area where clearing of vegetation is necessary, the research team is responsible for acquiring the approval of the relevant Forestry Service.
* In the case of coring/soil sampling requests, the areas of sampling must be marked on a map. If the request includes adequate information regarding the processing and analysis of samples (analysis method and laboratory), permission for coring is valid throughout all stages of transport and process of samples and no additional approval from the Directorate of Conservation is necessary, according to circular ΥΠΠΟΑ/ΓΔΑΠΚ/ΔΣΑΝΜ/Φ77/217149/140435/2243/9-6-2017.
1. Continuing projects:

I. Requests for the approval of an extension of a continuing research project, for up to five years, must include, in addition to the above, the following information, according to par. 11, Article 36 of Law 3028/2002:

* A report on the activities and results during the previous season, accompanied by plans and photographs. The report must provide a composite picture of the project and its contribution to the enrichment of archaeological data in the wider area.
* Progress on the study and publication of the results of previous years and a relevant schedule for the next research period. Copies of publications related to the project must be submitted to the appropriate Ephorates of Antiquities and the Directorate of Prehistoric and Classical Antiquities and/or the Directorate of Byzantine and Post-Byzantine Antiquities.
* Correlation of the proposed area of research with the area that has already been surveyed/excavated on a digital orthophoto map.
* Study or technical report on the consolidation and conservation of exposed antiquities. The care for exposed antiquities, which is the responsibility of the excavating institution and of the excavator, is a prerequisite for considering any request. Conservation, consolidation, and restoration studies are submitted by the Foreign Archaeological Schools/ Institutes and Greek Universities and other Research Institutions to the relevant Ephorates of Antiquities, the Directorate of Prehistoric and Classical Antiquities or/and the Directorate of Byzantine and Post-Byzantine Antiquities, as well as to the relevant Directorates of the Central Service (Directorate of Restoration of Ancient Monuments, Directorate of Restoration of Byzantine and Post-Byzantine Monuments, Directorate of Conservation of Ancient and Modern Monuments). At the same time, the institution conducting archaeological research and the excavator are responsible for the good state of preservation and presentation of the site, according to the site’s needs and particular characteristics (e.g. removal of vegetation, fencing, drainage). Failure to comply with these obligations can result in the termination of the research project.
* Financial report of the previous research period.

II. The provisions of Article 3 of the Ministerial Decision apply for the implementation of annual activities of an approved research project.

**B. ACTIONS OF THE DEPARTMENTS OF THE MINISTRY OF CULTURE AND SPORTS.**

The Ephorates of Antiquities send their recommendation for every submitted request to the Department of Supervision of Greek and Foreign Scientific Institutions and of Coordination of Issues of International Collaborations and Organizations of the Directorate of Prehistoric and Classical Antiquities and/or the Directorate of Byzantine and Post-Byzantine Antiquities, with a copy to the interested institution, by January 31st at the latest. Their recommendations must be based on the provisions of Articles 36, 38 and 39 of Law 3028/2002 and of the Ministerial Decision, as well as on the adherence to the terms set forth for the approval of an archaeological project. The recommendation document must also include, if possible, the name of the supervisor appointed by the Ephorate of Antiquities. In the case of a continuing project, the document must also be accompanied by a report of the supervising archaeologist on the progress of the research during the previous year and on the adhering of the terms by which the project was conducted. Understandably, any proposals for collaboration between the Services of the General Directorate of Antiquities with other institutions must be discussed in detail and agreed upon by the collaborating parties, and must be in agreement with Article 2 of the Ministerial Decision.

In addition, according to Articles 36 and 38 of Law 3028/2002, the following is clarified:

* Excavation experience is considered as the experience acquired after receiving a basic degree. The systematic participation in all stages of an excavation project, as a member of a team of a scientific team, for one excavation season, is calculated as one year of excavation experience. Similar participation in rescue excavations is also counted towards excavation experience.
* If the annual program of a project only includes study of archaeological material, the permit is issued directly from the relevant Ephorate of Antiquities, in accordance with the Ministerial Decision (ΥΠΠΟΑ/ΑΤΝΕΚΕ/115620/350/15-3-2018) “Transfer of Responsibilities of the Minister of Culture and Sports to the Directors of Regional and Special Regional Services of the General Directorate of Antiquities and Cultural Heritage and to the Directors of Regional Services of the General Directorate of Restoration, Museums and Technical Works of the Ministry of Culture and Sports” (ΦΕΚ B/1255/15-4-2018), and a copy is sent to the Central Service.
* Request concerning archaeometric and laboratory analyses of finds are submitted by the interested parties, through their research institution, to the relevant Ephorates of Antiquities, according to the ΥΠΠΟΑ/ΓΔΑΠΚ/ΔΣΑΝΜ/Φ77/217149/140435/2243/9-6-2017 circular, so that the procedure described in the circular may be followed.
* Underwater archaeological research is conducted in collaboration with the Ephorate of Underwater Antiquities. In the case of a collaboration between the Ephorate of Underwater Antiquities with a Greek research or educational institution, the directorship of the project is decided upon by the two collaborating institutions. In the case of a research project that includes underwater research in addition to research on land, the underwater project is counted as separate in the total number of projects that a research institution is entitled to and is considered as a collaborative project (*synergasia)*, as described above.
* Requests for conducting geological research submitted to the Institute of Geology and Mineral Exploration by Greek or foreign researchers must first be submitted to the relevant Ephorate of Antiquities, whose approval is required before the permit is issued by the Institute of Geology and Mineral Exploration.
* More specifically, regarding systematic archaeological research carried out exclusively by the Departments of the General Directorate of Antiquities and Cultural Heritage:
1. Projects conducted by active or retired archaeologists of the Departments of the General Directorate of Antiquities and Cultural Heritage, are considered as projects of the Regional or Special Regional Services, under the jurisdiction of which the surveyed area falls. It is possible for the General Directorate of Antiquities and Cultural Heritage and its Directorates to directly conduct archaeological research.
2. The correspondence for the approval of the research project is conducted by the General Directorate of Antiquities and Cultural Heritage, which is the institution carrying out the project.
3. It is not obligatory for the Director of a Service to be the Director of a systematic research of the Service. On the contrary, in cases where more archaeological projects are conducted by the same Service, it is advisable that directorship is assigned to other archaeologists, who meet the legal requirements according to their expertise, the area of responsibility, their duties, etc.
4. Every rescue excavation that is conducted for a series of years at the same site, is considered as a systematic project and falls under the provisions of Articles 36, 38 and 39 of Law 3028/2002. Excavations that were characterized as systematic, based on Law 5351/1932 “On Antiquities” and are carried out until today, also fall under the same provisions of Law 3028/2002.
5. For the funding of a systematic archaeological research project through a Programmatic Agreement of Cultural Development, the project must first have received its permit through the procedure described in Article 36 of Law 3028/2002, before submitting the plan of the Agreement to the relevant Services of the Ministry of Culture and Sports.
6. According to the provisions of par. 5, Article 36 of Law 3028/2002, the directorship of a collaborative project between the Archaeological Service and Foreign Schools or Institutes is undertaken by the head of the Greek organization.

**C. PARTICIPATION IN ARCHAEOLOGICAL PROJECTS**

Institutions that carry out systematic archaeological research must ensure that the project team is adequately staffed, and that other participants in the research project, collaborators and students, have relevant experience in archaeology and related sciences. Students may participate in excavations as part of their training in archaeological fieldwork, under the directions and the responsibility of those in charge and of the research institution, which has received the relevant permit from the Ministry of Culture and Sports.

In order to implement the above, it is important for institutions carrying out systematic archaeological research to ensure the following:

* The annual request must include any changes in the members of the scientific team, including their specialties. A complete list of all participants, including students, with their specialties and their role in the research project must be submitted to the relevant Ephorate of Antiquities.
* Any invitations extended to students to participate in archaeological projects for training in field work, should be clear as to the required relation of students with archeology and related sciences, as well as on any financial conditions set by the research organization, which must be exclusively related to the students’ transportation, accommodation and training. It is understood that the research institution is responsible for the training program.

**D. DISSEMINATION OF THE RESULTS OF RESEARCH PROJECTS IN THE MEDIA AND ON THE INTERNET.**

It is the responsibility of the institution conducting a research project to inform the Ephorates of Antiquities and the General Directorate of Antiquities and Cultural Heritage prior to any announcement of the project’s results in the media and on the internet.

 The General Secretary

 Maria Andreadaki-Vlazaki