

The Canadian Institute in Greece Guide for Permit Applicants and Permit Holders

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1. General Information

The Greek government strictly limits on the number of permits issued each year for archaeological fieldwork. Permits are required for all research involving the physical remains of Greece's cultural heritage, from the Palaeolithic period to the 19th century of the present era. Furthermore, permits are only issued to organizations formally recognized by the Hellenic Ministry of Culture and Tourism: Greek Universities, Scientific and Research Institutions or Organizations, as well as the Foreign Archaeological Schools/Institutes in Greece.

1.1. The Role of the Canadian Institute in Greece

The Canadian Institute in Greece is recognized by the Hellenic Ministry of Culture and Tourism as a Foreign Archaeological School/Institute. By virtue of this status, the Institute may make formal application on behalf of its members to the appropriate department(s) of the Ministry for permission to conduct archaeological fieldwork.

Permits are issued to the Institute, not to the individual member or his/her university. Thus, it is the Institute that has the legal responsibility for the proper execution and publication of the research. The researchers conduct their activities under the aegis of CIG's permit as the chosen representatives of the Institute.

Given this legal basis for the Institute as the holder of the permit, it is the unwavering obligation of the director(s), co-researchers and others connected to a project with an Institute permit, to acknowledge clearly in every article, book, monograph, lecture, website, press release, etc. in which the research, its finds and its results are mentioned or discussed, that the work conducted under the auspices of the Canadian Institute in Greece.

1.2. The Purpose of Research

The general purpose of archaeological fieldwork and the study of the various classes of material from ancient cultures is to increase our knowledge and understanding of the past as well as to address various problems and to seek answers to significant questions concerning specific cultures. The collection of data and information and its analysis under a permit from the Ministry of Culture and Tourism is but one aspect of the permit holder's objectives. It is incumbent on each permit holder to share the results of his/her research in a timely fashion (see below) through appropriate scholarly publications. More general treatments for a wider audience should also be considered.

The reputation of the Institute and its ability to obtain additional permits from the Ministry depends directly upon each and every permit holder to publish fully his/her research after a reasonable length of time, following the completion of the fieldwork and analyses. Not to observe this serious obligation would mean that requests for further fieldwork permits would not be considered.

1.3. The Legal Framework

On 28 June 2002, the government of the Hellenic Republic ratified a law which established the current framework for the protection and management of antiquities and of Greece's cultural heritage in general. Various articles of this law – together with the Interpretation Circular of 27 November 2002 issued by the Foreign Schools Department of the Directorate of Prehistoric and Classical Antiquities of the Ministry of Culture and Tourism's General Directorate of Antiquities – now regulate archaeological research in Greece by

institutions other than the Greek Archaeological Service, which includes foreign schools and institutes such as CIG.

1.4. Where CIG Stands

The quota of permits for archaeological fieldwork projects involving teams of researchers is more strictly limited than it has been in the past: CIG is entitled to apply for no more than six (6) fieldwork permits annually – three (3) for independent excavation or surface survey projects, and three (3) for *synergasias* (excavation or survey projects conducted in collaboration with members of the Greek Archaeological Service).

These permits are granted by the Ministry of Culture and Tourism only after various requirements have been fulfilled (see the Circular of 27 November 2002 and below). This includes the assent of the senior representative of the Archaeological Service (*proistamenos*) for the specific district (*ephoreia*) where the project is to take place and the support of the Directorate of Prehistoric and Classical Antiquities and/or the Directorate of Byzantine and Post-Byzantine Monuments. The application then is submitted to the Central Archaeological Council (KAS) for its recommendation to the Minister of Culture and Tourism for his/her approval, modification or rejection. The decision is communicated to CIG usually within 4-6 months of the application.

2. The Requirements of the Greek Authorities

2.1. General

According to Law 3028 (28 June 2002) – and with the aim of dealing uniformly with cases that pertain to archaeological research of the Foreign Archaeological Schools/Institutes in Greece and Greek Universities, Scientific and Research Institutions or Organizations, as well as the promotion of archaeological research in Greece – the Ministry of Culture and Tourism specifies the procedure for applications and examination of every type of request for archaeological research of the aforementioned organizations, as follows:

From 2002 onwards, the aforementioned Greek and foreign research institutions are obliged to submit to the Foreign Schools' Department of the Directorate of Prehistoric and Classical Antiquities a **five-year plan** of research (with reference to the sites, nature, research aims, as well as the number of annual research projects, in accordance with Articles 35, 36 and 38 of Law 3028/2002). This plan will initially be approved by the Central Archaeological Council (KAS) and will serve as the basis for consideration of annual requests for the continuation or inception of archaeological projects.

2.2. Procedure for Application and Examination of Requests

All requests for work on new or continuing archaeological research shall be submitted by the 30th November of the year preceding the proposed fieldwork to the relevant Ephorates of Prehistoric and Classical or Byzantine Antiquities, as well as to the Foreign Schools Department of the Directorate of Prehistoric and Classical Antiquities or of Byzantine and Post-Byzantine Monuments. If research involves a cave, the request shall be submitted to the relevant Ephorate of Palaeoanthropology-Speleology with a copy to the relevant Ephorate of Antiquities. Requests for surface or geophysical surveys shall be submitted to the relevant Ephorate of Prehistoric and Classical Antiquities as well as to the relevant Ephorate of Byzantine Antiquities and, in cases where caves are involved, to the relevant Ephorate of Palaeoanthropology-Speleology, as well.

The requests of the Foreign Archaeological Schools/Institutes shall be submitted by the Director of the Foreign Archaeological School/Institute. The requests of the Greek Universities or other Research Institutes shall be submitted by the Director of the Department or the Dean of the Faculty of the University or by the Director or President of the Research Institute which will be responsible for the proposed research.

In addition, it is specified that:

- i) For the approval of continuation of excavation research, primary consideration shall be given to the concern of the excavator for the consolidation, conservation and presentation of the excavated antiquities, in accordance with Article 36, Para. 3, 8 and 11 of Law 3028.
- ii) An essential condition for the issuance of a permit for any systematic excavation is the prior purchase of the property and its donation to the Greek state or the expropriation of the property by the Greek state.
- iii) It is possible to conduct underwater archaeological research only in collaboration (*synergasia*) with the relevant Ephorate of Underwater Archaeology. In the case of a research program that involves both underwater and surface research, this particular research program is counted as two separate projects in the number of projects that each organization is allowed, with the underwater project having the aforementioned status of collaboration.

Topics which concern the publication of the results of excavations and other archaeological research are regulated by Article 39 of Law 3028/2002:

- i) Directors of systematic excavations or other forms of archaeological fieldwork and those responsible for rescue excavations have the obligation to publish the results of their research within the chronological limits that are defined below. Within these limits they possess the exclusive right of publication.
- ii) The above individuals are obligated to submit yearly scientific reports to the Service, at the latest by April of the following year, for publication in a scientific journal or for electronic recording.
- iii) The director of a systematic excavation is obliged to submit a preliminary report for publication within two (2) years of the commencement of the excavation, in which is included a catalogue of the movable finds, and drawings of the immovable finds, and a final publication within five (5) years of the completion of the excavation. In the case of excavations of long duration, the excavator is obliged, in addition, to submit for publication a progress report every two (2) years, beginning from the submission date of the initial report, and a final publication including the contributions of the members of the research team within six years of the completion of their studies.
- iv) The person responsible for a rescue excavation is obliged to submit a final report, catalogue of finds, photographs and drawings within nine (9) months of its completion. If he/she does not wish to undertake the final publication of the results of the excavation, he/she declares so in writing, upon which the Service takes care of the publication. In the opposite situation, the person responsible for the excavation has the obligation to submit a publication, including the reports by specialist members of the fieldwork team, within six (6) years of its completion.

- v) The director of a surface survey or other form of archaeological fieldwork is obliged to submit a final report within two (2) years of its completion.
- vi) Artefacts that come to light during the course of an excavation or other fieldwork, or parts thereof, may be the subject of specialised publications, consequent upon the obtaining of a permission from the holder of the exclusive rights, within five (5) years of the issuance of the permit if it concerns the publication of a part of an excavation, within two (2) years if it concerns the publication of an isolated find.
- vii) The deadlines in the above paragraphs are doubled in the case of underwater archaeological fieldwork.
- viii) Upon the expiration of the deadlines regarding submission of final reports in Paragraphs iii, iv, v and vii, the exclusive right to publish the results of the excavation ceases. The person responsible for a rescue excavation is obligated to deposit all of the documentation in his/her possession with the Service, while the director of a systematic excavation or other forms of archaeological fieldwork is also obligated to deposit copies of all the documentation with the Service. The Service is obliged to facilitate access by interested scholars to the finds and the documentary material in its possession as long as there is no danger of their suffering damage. Bodies that conduct an excavation or other archaeological fieldwork have the same obligation concerning material in their possession for which the exclusive right of publication no longer exists.
- ix) Issues concerning the submission and publication of studies in the present article and all other necessary details concerning their implementation are resolved by decision of the Minister of Culture. Matters relating to the electronic recording of annual scientific reports or other data are resolved by the same decision.

2.3. Required Accompanying Material for Applications

2.3.1. New Projects

Applications for conducting new projects must include:

- i) A five-year plan of research providing a detailed program of activities for each year of the project period.
- ii) A justification for the research project.
- iii) A *CV* of the project director(s) and all co-researchers and staff named in (iv) below.
- iv) A list of the co-researchers and staff with their specialties. It is noted that for surface surveys it is essential that the composition of the team should include archaeologists whose expertise will cover, if possible, all periods of the past, from the prehistoric to the post-Byzantine period.
- v) A schedule of dates and duration of the project which, if it involves work on site, cannot exceed six (6) weeks per project period. Projects should not be scheduled for the first three months of the year, unless there is a special reason for doing so.
- vi) A precise definition of the project area according to case as follows:
 - For **excavation** applications, a **detailed topographic plan on which the area to be excavated in each project period is precisely indicated.**
 - In the case of an application for **surface survey**, a map of the Hellenic Army Geographical Service, scale 1:5000, on which the survey areas for **the entire project and for each year's survey period are precisely indicated. The survey**

area of the entire project shall not exceed 30,000 stremmata. In addition, it is noted that if a surface survey is conducted in a thickly forested area and clearing of undergrowth is necessary, before conducting any work, the relevant Ephorate of Antiquity and the local office of the Forest Service must be notified. The approval of the Forest Service is a prerequisite for the issuance of the relevant permit by the Ephorate of Antiquities.

- In the case of an application for geophysical research, the detailed description of the method that will be applied is essential, as well as a topographic plan with the whole area of planned research indicated and with the places to be surveyed clearly marked.
 - In the case of an application for underwater archaeological research, a plan of the route of the vessel in the area to be researched is essential, as well as a topographic map of the area which indicates precisely the extent of marine research.
- vii) Data concerning ownership of the area where archaeological research will be conducted. You are reminded that, in accordance with Greek legislation, systematic excavation on private property is forbidden. It is emphasized that the prior purchase of the property by the permit holder for the Institute shall be an essential prerequisite for the granting of a permit for any systematic excavation (Article 18 of Law 3028). Trial excavations of limited duration may be conducted on non-purchased or non-expropriated property (as defined in Article 36, Para. 15-16 of Law 3028). In the case of a request for geophysical or surface survey, and after the necessary procedures (*i.e. permit request and approval*) have been followed by the research organizations and the Ephorates of Antiquities, it is advisable to inform the owners of the property, via the local authorities, of the presence of the scientific staff.
- viii) In cases of collaborative projects (*synergias*) a Protocol of Collaboration, completed and signed by the two parties, shall be submitted as regulated by the Ministerial Decision, Protocol # ΥΠΠΟ/ΓΔΑ/ΑΡΧ/Α3 /Φ30/ 45857/1750/27-6-2002. It is understood that a collaboration (*synergasia*) is always between a Foreign Archaeological School/Institute or a Greek University or other Research Institution with the Greek Archaeological Service or with honorary Ephors of Antiquities.

2.3.2. Continuing Projects

In addition to the above, applications must include the following:

- i) A detailed report of activities of the previous year, accompanied by plans and photographs in digital format.
- ii) A detailed topographic plan indicating the area to be excavated and its relationship to any and all areas already excavated by the project, or previous projects at the site.
- iii) In the cases of continuing excavations, a study or a technical report for the consolidation and conservation of the ancient remains already uncovered must be submitted. A prerequisite for considering an application is the care of antiquities that have been uncovered, which is the responsibility of the excavator or the excavating organization. Detailed studies which are concerned with conservation, consolidation and reconstruction (*anastilosis*) of antiquities shall be submitted by the Foreign Archaeological Schools/Institutes and the Greek Universities and other Research Institutions to the local Ephorates of Antiquities, to the Directorate of Prehistoric and

Classical Antiquities or to the Directorate of Byzantine and Post-Byzantine Monuments, as well as, and depending on the case, to the relevant Directorates of the Central Service (Directorate of Anastilosis of Ancient Monuments, Directorate of Anastilosis of Byzantine and Post-Byzantine Monuments, Directorate of Conservation of Antiquities).

3. The Requirements of the Canadian Institute in Greece

3.1. General

The Institute has a Permits Committee in Canada, comprised of archaeologists experienced in Greek fieldwork, which assesses each application for its scientific merits, making recommendations to the Chair of the Committee. Based on these recommendations, the application is approved or rejected. Approved applications are then enhanced by the Institute's Athens staff, translated into Greek, and submitted to the Hellenic Ministry of Culture and Tourism before their 30 November deadline.

As the official and sole mediator between scholars in Canada seeking to carry out archaeological research in Greece and the Ministry of Culture and Tourism, the Institute has the obligation to promote the best interests of Canadian research and related educational pursuits. In other words, the permits that the Institute receives from the Ministry should benefit the development of Canadian scholarship as a whole and facilitate the educational experiences of undergraduate and graduate students enrolled in Canadian universities in the areas of classical studies, archaeology and art history.

3.2. Procedure for Application and Examination of Requests

The deadline of the CIG Permits Committee for receipt of applications to conduct archaeological fieldwork is **15 September** of the year preceding the fieldwork. This allows time for the members of the Committee to review the applications and make their recommendations, so that the applications reach the Ministry of Culture and Tourism by the 30 November deadline. Failure to meet the September deadline may result in the inability of the Permits Committee to review and discuss the application that year.

Before submitting an application to CIG, the project director should discuss the particulars of the project with the Director in Athens and with the relevant personnel of the relevant *Ephoreia*. ***It is essential that each project has the prior knowledge and clear support of our colleagues in the Greek Archaeological Service if they are to go forward.***

- Application materials should be sent electronically to the Chair of the Permits Committee in Canada (bburke@uvic.ca). Please keep the illustrations and plans to a reasonable file size. Alternately, applications may be sent by mail or courier (contact Brendan Burke for the address). Applications should be accompanied by a cheque for **\$250** which is sent directly to the Treasurer. This **non-refundable application fee** will be subtracted from the total project fee for successful applications.
- The complete application materials should be sent electronically to the Director in Athens. ***It is strongly recommended that an electronic copy be sent to the Director no later than September 1st for review and final consultation prior to the application's official submission to the Institute's Permits Committee.***

3.3. Required Accompanying Material for Applications

3.3.1. New Projects

Those applying for permission to commence *new fieldwork projects* must submit the following documentation, including all relevant materials stipulated above by the Ministry of Culture and Tourism:

- i) A succinct statement of the project's overall research aims, proposed data recovery methodologies and analytical approaches to the finds for the entire period of the requested permit. The requested length of the permit must be stated. Normally, it is for 1 to 3 years. If a period of 4 or 5 years is requested, then at least one of the years **prior** to the final one must be a formal study season. Further, after any period with a fieldwork permit at least one formal study season must be held before the Committee will consider additional fieldwork. In the case of a *synergasia* the Greek co-researchers must be informed clearly in advance that the Institute does not give the Canadian permit holders an open-ended permit for fieldwork but one that is limited, with various conditions.
- ii) A detailed program of activities for each fieldwork season of the multi-year project. (i.e. the Five-year plan required by the Ministry of Culture and Tourism.)
- iii) The *curriculum vitae* of the project director(s) and of all senior co-researchers. In a request for a *synergasia* the specific roles, responsibilities and financial and/or material contributions of the Greek co-researchers in the conduct of the research must be explained fully, in addition to the formal Protocol (see x below). Given the crucial role of the Institute in promoting Canadian research in Greece (see 3.1 above), the overall director/principal investigator of the project must have a position at a Canadian university or research institution. This individual will be the person with whom the Director and Assistant Director will interact on matters relating to the project. Furthermore, it is preferable from the Institute's perspective that every effort is made to include qualified Canada-based individuals among the senior research team.
- iv) A list of the entire project team members (excluding students participating in a field school) indicating their academic qualifications and research specialties. In addition, the number of student participants should be indicated. Given the importance placed by the Institute on providing educational experiences in field work for students enrolled in Canadian universities (see 3.1 above), every effort should be made to ensure that at least 50% of the student participants are Canadian and/or enrolled in a Canadian university.
- v) A schedule of the project's activities, giving start and end dates for the forthcoming season, which may not exceed six weeks in the field.
- vi) A precise description of the project area by means of a marked map, as stipulated above by the Ministry of Culture and Tourism.
- vii) A statement regarding the ownership status of the land where the project will take place. Systematic excavations may not be conducted on private property. If the property is private, then the excavation project must first purchase the land through the authority of the Institute for donation to the Greek state. The total cost of the purchase, the creation of the official topographic map, as well as the lawyer's and notary's fees and any other expenses, must be paid for by the project.

- viii) A detailed statement of the provisions for the proper conservation of the artifactual materials recovered and their long-term storage, for the storage of any ecofactual materials and/or human skeletal remains recovered and for the stabilization and maintenance of the excavation trenches as well as the stabilization and conservation of any architectural remains uncovered.
- ix) A detailed statement of the project's total budget for all activities planned and a list of **all sources of funding**.
- x) For a joint project with the Archaeological Service (*synergasia*): a Protocol of Collaboration signed by both parties.

3.3.2. Continuing Projects

Applications to renew permits for fieldwork projects already in progress require the same materials as for *new projects*, as well as the following items:

- i) A concise report (1-2 pp.) of the preceding season's activities, accompanied by digital imagery, maps, and/or plans, as appropriate (in electronic format).
- ii) A full and detailed report of the preceding season's activities, including the conservation and the storage of the finds, accompanied by supporting maps and/or plans (in electronic format) and by sufficient digital imagery.
- iii) If possible, the reports in (1) and (2) should be submitted in Greek as well as the original English or French; if not, they will be translated into Greek at the project's expense. These reports are needed for submission to the Greek authorities and for publication in various journals, including the *Archaiologikon Deltion*.
- iv) A plan indicating how the new area to be excavated or surveyed corresponds to the area already excavated or surveyed.
- v) A study or report on the measures that have been taken concerning the consolidation and preservation of the site and any architectural remains already uncovered.

N.B. Excavators are advised to designate at least 10% of their project budgets for the conservation of the artefacts as well as for the conservation and the presentation of the excavated remains (see Paragraphs 3, 8, and 11 of Article 36 of Law 3028).

3.4. The Electronic Archives of a Project and the Institute

- i) **All** of the data sets and the information collected or recorded from an excavation, a survey field season or a study season **in a given year must be submitted** in electronic format (preferred extensions, .pdf, .jpg, .docx, .xls, .xlsb, .ppt, .adp, .accdb, .mdb) on DVDs and/or USB memory stick directly to the Institute in Athens. This includes excavation/survey notebooks, photographic images, trench drawings, plans, sections, architectural drawings, topographic maps, 3-D/virtual reality reconstructions, videos, GIS data sets, geophysical prospecting and other remote sensing data sets, aerial/satellite imagery, artefact registry/catalogue, artefact analyses, ecofact analyses, databases, spreadsheets, etc. Paper archives should be scanned and submitted as .pdf files.
- ii) A detailed catalogue of the contents and the file formats and extensions/software used for these digital files must accompany this archive.
- iii) For a permit holder seeking a renewal of his/her fieldwork permit or requesting a study season permit for the following year, this archive is due **by 1 November**. For

those permit holders not seeking a renewal or a study season, the archive is due **by 15 December**.

- iv) The archives of each project will be stored on two external hard drives; one at the Institute under lock in the Office and the other at the Director's residence. The archives will be closed for six years after the completion of the project's fieldwork, accessible to non-project researchers only with written permission from the project director. Afterwards it can be consulted by qualified researchers with permission from the Director after consultation with the project director.

4. Other Relevant Information

- i) All members of CIG fieldwork teams must be paid-up members of CIG by the time their projects begin. Membership fees should be sent with membership applications to the Institute's Membership Secretary in Canada. CIG's Treasurer can provide an invoice, if required.
- ii) A short report, with accompanying digital images in .jpg or .tif format, suitable for inclusion in a "work of the Institute" lecture must be submitted to the Athens office by 15 March of the year following each fieldwork or study season for inclusion in the report of the Director at the annual open meeting and in the Director's annual report of fieldwork and research in *Mouseion*.
- iii) A copy of every article and/or book that results from a CIG project **must be deposited** in CIG's library within six months of its date of publication.
- iv) Proper arrangements for the secure storage of movable finds must be made with the local *Ephoreia* **prior** to the commencement of a fieldwork project.
- v) The export of antiquities from Greece is prohibited except under certain restricted conditions (see Article 34 of Law 3028). Permits must also be obtained from the appropriate authorities for the export of geological and organic samples for laboratory analysis, **prior** to the sampling process.

5. Fees

5.1. Field Season Permits

The Institute charges fees for projects carried out under its auspices. The amount of the fee depends on the size of a project's budget. These fees are payable for every year that a project is in the field.

For excavation/survey permit applications, in addition to the non-refundable \$250 application fee (which counts toward payment of the total project fee), CIG's Board of Directors have instituted a five-level fee schedule based on the size of a project's budget, effective September 2004:

Budget	Fee
\$1 to \$4,999	\$500
\$5,000 to \$19,999	\$1,000
\$20,000 to 39,999	\$1,500
\$40,000 and above	\$2,000

5.2. Study Season Permits

All excavation and survey permit holders (including *synergasias*) are required to apply through the Institute for each of their formal study seasons (no matter how short or how long). The cost of a Study Season Permit is \$500.

Since the Institute is legally responsible for all of the activities of its permit holders, a permit holder **cannot** make private, informal arrangements for the study and/or the analysis of his/her material with an *Ephoreia*, a Greek co-researcher and/or another project under a Ministry permit from another foreign archaeological school/institute.

5.3. Payment of the Fees

Project directors will be invoiced for these fees by the Treasurer in Canada in consultation with the Chair of the Permits Committee and the Director in Athens.

Please note that translation costs (English or French to Greek) are not covered by these fees. Project directors will be invoiced separately for these costs and any extraordinary expenses as they are incurred.

6. Archaeological Field Schools / Volunteer Programs

If an archaeological field school (or a similar, more informal program with volunteers) is planned to be held in conjunction with the project's fieldwork for whatever duration or size, for credit or not, this must be clearly indicated in the request for a new permit or for the renewal of an existing permit. Given the importance placed by the Institute on providing educational experiences in field work for students enrolled in Canadian universities (see 3.1 above), every effort should be made to ensure that **at least 50% of the students/participants/volunteers in a field school and/or volunteer program are Canadians and/or students enrolled in a Canadian university.**

The information submitted to the Committee and to the Director should include the following:

- i) The specific educational aims and activities of the field school/volunteer program and whether it is for credit or not.
- ii) The expected number of students/volunteers enrolled/participating.
- iii) The dates of the field school.
- iv) The names of the instructor(s) who will teach and supervise the students/participants/volunteers.
- v) The total cost of the field school for each student/volunteer/participant (excluding transportation).
- vi) The nature of the arrangements for accommodations and food for the students/participants/volunteers.

It should be noted here that these students/participants/volunteers must be members of the Institute before the field school / volunteer program starts.

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