

ORDINANCE NO. 7/2020
OF THE DIRECTOR OF THE POLISH CENTRE OF MEDITERRANEAN
ARCHAEOLOGY OF THE UNIVERSITY OF WARSAW

of 31 December 2020

on the tasks and duties of the head and member of expedition of the
Polish Centre of Mediterranean Archaeology of the University of Warsaw

Under Clause 13(1)(1), 23(3) and 24(5)(9) of the Rules and Regulations of the Polish Centre of Mediterranean Archaeology (uniform text: University of Warsaw Monitor of 2020, item 259), it is hereby ordered as follows:

Chapter 1
General provisions

§ 1

1. The head and member of expedition cooperate with each other as part of the expedition of the Polish Centre of Mediterranean Archaeology, hereinafter the "Expedition," as per Clause 9(1) and (2) of the Rules and Regulations of the Polish Centre of Mediterranean Archaeology.

2. The head and member of Expedition carry out the tasks specified in Clause 4(1) and (2) of the Rules and Regulations.

§ 2

1. The ordinance on the tasks and duties of the head and member of expedition of the Polish Centre of Mediterranean Archaeology, hereinafter the "Ordinance," specifies the following (the list is not exhaustive):

- 1) tasks and duties of the head of Expedition;
- 2) tasks and duties of the member of Expedition;

§ 3

1. Every time the Ordinance refers to:

- 1) University – it means the University of Warsaw;
- 2) Statute – it means the Statute of the University;
- 3) Rector – it means the Rector of the University;
- 4) Centre – it means the Polish Centre of Mediterranean Archaeology;
- 5) Director – it means the Director of the Centre;
- 6) Council – it means the Council of the Centre;
- 7) Rules and Regulations – it means the Rules and Regulations of the Centre;
- 8) Units – it means the organisational structures and units of the Centre which are not internal organisational units as per Clause 13(1) of the Statute to which Clause 13(4) of the Statute refers;

- 9) Ordinance – it means this ordinance;
- 10) Expedition – it means the unit and structure which is not an internal organisational unit of the Centre as per Clause 13(1) of the Statute to which Clause 9(1) and (2) of the Rules and Regulations refers;
- 11) Head of Expedition – it means the individual being in charge of the Expedition as per Clauses 23 and 24 of the Rules and Regulations;
- 12) Member of Expedition – it means an individual participating in the Expedition, including the Head of Expedition;
- 13) Research Season – it means the temporarily and organisationally allotted collection of field work of the Expedition.

Chapter 2

Head of Expedition and deputy Heads of Expedition

§ 4

- 1. The Head of Expedition manages the work of the Expedition as per Clause 24(1) of the Rules and Regulations.
- 2. The mode of appointment of the Head of Expedition is specified in Clause 23(2) and Clause 24(3) of the Rules and Regulations.
- 3. The requirements to be met by the Head of Expedition are specified in Clause 24(2) of the Rules and Regulations.
- 4. The Head of Expedition can, in cooperation with the Director, appoint a deputy, more than one in justified cases, and delegate a selected part of his/her duties to the deputy. The delegation of duties does not limit the scope of responsibility of the Head of Expedition.

Chapter 3

Tasks and duties of the Head of Expedition and the Member of Expedition in the organisation of the Expedition in the territory of the Republic of Poland

§ 5

- 1. The Expedition consists of the Members of Expedition.
- 2. The Members of Expedition are always appointed by the Head of Expedition before the Research Season and he/she submits their list to the Director before the process of applying for permits for research in the target country of research under Clause 24(5)(4) of the Rules and Regulations.

§ 6

- 1. The Head of Expedition provides the unit responsible for finances in the Centre with a preliminary budget estimate of the Expedition for a three-year horizon (Appendix no. 1) broken down into years (from 1 January to 31 December) for checking of the estimate in formal terms and subsequently submits it to the Director for approval, where:

- 1) the preliminary budget estimate for a three-year horizon is submitted every three years starting from 2021, by 30 June of the year preceding the first year when the first Research Season covered by the document takes place;
 - 2) The Head of Expedition taking the position after 30 June in the year in compliance with the three-year cycle counted from 2021 submits the preliminary budget estimate for the period remaining to the end of the current cycle within 60 days from the date of taking charge;
 - 3) all financing sources must be included in the preliminary budget estimate.
2. After the Director approves the preliminary budget estimate, the Head of Expedition can order the unit responsible for administration in the Centre to make purchases in the territory of the Republic of Poland (including the purchases of airline tickets), subject to the following:
- 1) the orders must be submitted in writing at least 30 days in advance;
 - 2) the list of goods and services the purchase of which may be made as part of the orders will be published on the website of the Centre;
 - 3) the Head of Expedition makes the other purchases on his/her own subject to the procedures effective at the University.
3. The Head of Expedition provides the Administrative Director of the Centre the following documents at least 14 days before the start of the Research Season:
- 1) the programme of work of the Expedition in the given Research Season (Appendix no. 2) with a list of the Members of Expedition containing their full names, the place of permanent employment and information on their formal and legal relationship with the University (i.e. on the nature of the contracts concluded with it);
 - 2) the contract of transfer for the University of the proprietary copyrights to the documentation made by the Members of Expedition during the work of the Expedition, if applicable;
 - 3) declarations of the Members of Expedition on consent to the processing of their personal data;
 - 4) copies of insurance policies of the Members of Expedition covering treatment costs and personal accidents;
 - 5) the list of equipment covered by insurance, including the private equipment lent to the University for the duration of the research season;
 - 6) a copy of medical certificates of the Members of Expedition allowing them to drive a car, if applicable.
4. At least 21 days before the start of the Expedition, the Head of Expedition must:
- 1) inform each Member of Expedition about the scope of his/her duties during the work of the Expedition in writing (Appendix no. 3);
 - 2) familiarise each Member of Expedition with the Ordinance and obtain a written commitment to follow its provisions (Appendix no. 3);
 - 3) familiarise each Member of Expedition with the living conditions in the target site of research (Appendix no. 3);
 - 4) familiarise each Member of Expedition with the cultural differences and customs in the target site of research significant from the point of view of the participation in the Expedition (Appendix no. 3).

§ 7

1. 21 days before the start of the research season, the Member of Expedition must:

- 1) learn the scope of his/her duties during the work of the Expedition;
- 2) read the Ordinance and undertake to follow it in writing;
- 3) familiarise himself/herself with the living conditions in the target site of research;
- 4) familiarise himself/herself with the cultural differences and customs in the target site of research significant from the point of view of participation in the Expedition;
- 5) provide the Head of Expedition with the personal data in the scope allowing furtherance of cooperation with the Centre together with a declaration containing a consent to processing the data;
- 6) read the current guidelines of the Ministry of Foreign Affairs of the Republic of Poland on trips to the target country of research and report his/her stay abroad in the online base of the Ministry of Foreign Affairs of the Republic of Poland;
- 7) insure himself/herself against treatment costs and personal injury on his/her own cost, except for the cases specified in Letters (a) or (c) below, starting from the first day of the trip and submit a copy of the insurance policy to the Head of Expedition:
 - a) if the trip of the Member of Expedition is taken as part of voluntary service and lasts not longer than 30 days, the participant will be covered by insurance under Article 46(3) of the Act of work for public benefit and voluntary service of 24 April 2003,
 - b) if the trip of the Member of Expedition is taken as part of voluntary service and lasts longer than 30 days, the Member of Expedition will insure himself/herself at his/her own cost starting from the first day of the trip,
 - c) if the target country of research is a member state of the European Union, the Member of Expedition can obtain the proper document allowing them to receive unpaid medical assistance as part of Community agreements;
- 8) present the Head of Expedition with a copy of the medical certificate allowing to drive a car during the work of the Expedition, if applicable.

2. Before the participation in the work of the Expedition, the Member of the Expedition must perform, at its own cost, vaccinations required by the Polish law, the international law or the law effective in the target country of research and documented by an entry in the International Certificate of Vaccination and Prophylaxis confirming their validity for the duration of the Research Season.

§ 8

1. The Members of the Expedition can use the equipment, including electronic equipment, being at the disposal of the Centre (Appendix no. 4 and Appendix no. 5). The detailed terms of use of the above equipment are determined by the rules and regulations of the unit responsible for equipment lending in the Centre.

2. The Members of the Expedition have the right for the Centre to insure any private equipment lent to the University for the purposes of the work of the Expedition, where such lending must be confirmed by the Head of Expedition.

Chapter 4

Tasks and duties of the Head of Expedition and the Member of Expedition in the organisation of the Expedition outside the territory of the Republic of Poland

§ 9

1. The Head of Expedition is the immediate superior of all Members of Expedition in the target country of research for the duration of the Research Season.

2. The Head of Expedition is obliged to inform each Member of Expedition on the occupational health and safety principles effective for the Expedition before allowing him/her to work (Appendix no. 6).

3. For safety reasons, during a field trip the Head of Expedition supervises the use of the free time of the Members of Expedition, limiting his/her role in this scope, however, to the required minimum.

4. The Head of Expedition can determine the internal rules and regulations of the Expedition after they are approved by the Director.

5. The Head of Expedition is obliged to follow the provisions of law effective in the target country of research and the provisions of the Ordinance, the Rules and Regulations, the Statute and the provisions of the Polish Labour Law.

6. The Head of Expedition can delegate its duties to its deputies or other Members of Expedition. The delegation of duties does not limit the scope of responsibility of the Head of Expedition.

7. The tasks of the Head of Expedition towards the authorities responsible for archaeological, restorative and related research in the given country in the scope of the work of the Expedition are specified by Clause 24(5)(8) of the Rules and Regulations, if applicable.

8. The Head of Expedition takes care of good relations with the local authorities and communities, represents the Centre and the University in contacts with the Polish and international scientific community regarding the work of the Expedition or in other affairs on instruction of the Director and takes care of the good name of the Polish science, the Centre and the University.

9. If there is a research station of the Centre as specified in Clause 5(2) and (3) and Clause 7(2) of the Rules and Regulations in the area of work of the Expedition, the Head of Expedition must cooperate with the head of such a research station and follow his/her recommendations for safety and cooperation with the local authorities.

§ 10

The Member of Expedition must:

1) carry out the instructions of the Head of Expedition and his/her deputies;

- 2) follow the provisions of law effective in the target country of research and the provisions of the Ordinance, the Rules and Regulations, the Statute and other provisions of the Polish law;
- 3) respect the local customs in the target country of research;
- 4) in the case of diseases, including chronic diseases – take the proper amount of the necessary medicines for the full duration of the Research Season, including additional doses in case the Research Season is prolonged undesignedly;
- 5) read the regulations in the target country of research on the possession of medicines and other chemicals;
- 6) if there is a research station of the Centre as per Clause 5(2) and (3) and 7(2) of the Rules and Regulation – follow the guidelines of the head of such a station in the scope of safety and cooperation with the local authorities.

Chapter 5

Research programme of the Expedition

§ 11

1. The mode of creation, evaluation and submittal to the appropriate instances a long-term (ten-year) research programme by the Head of Expedition is specified by Clause 24(5)(2) of the Rules and Regulations, where the field work of the Expedition as part of a ten-year research programme can be carried out only for the first 9 years.

2. The responsibility for the implementation of the long-term (ten-year) research programme of the Expedition is specified in Clause 24(5)(2) of the Rules and Regulations.

3. The Head of Expedition must additionally present the Director with a programme research for a three-year horizon, where:

- 1) the research programme for a three-year horizon is submitted every three years starting from 2021, by 30 June of the year preceding the period covered by the document;
- 2) The Head of Expedition taking the position after 30 June in the year in compliance with the three-year cycle counted from 2021 submits the research programme for the period remaining to the end of the current cycle within 60 days from the date of taking charge.

4. The responsibility for the implementation of the research programme for a three-year horizon rests with the Head of Expedition.

5. In the research programme for a three-year horizon specified in paragraph 3 and 4, the Head of Expedition must present the Director with a programme for the publication of research done as part of the work of the Expedition.

§ 12

Many-year research programmes for the Expedition should emphasise the performance of goals of modern archaeology taking into account the following issues in particular:

restoration, making excavation sites available, cooperation with the local communities and construction of the scientific potential of the hosts and partners in the target country of the Expedition. Many-year programmes not involving these aspects will not be accepted. Detailed terms of creating the research programme are regulated by a separate ordinance.

Chapter 6

Occupational health and safety in the Expedition

§ 13

1. The Head of Expedition is responsible for the occupational health and safety in the expedition as per the regulations effective at the University, including but not limited to those specified in the Work Rules and Regulations of the University, ordinance no. 1 of the Chancellor of the University of 22 February 22 on the principles of management of work and protective clothing and personal protective clothing and personal hygiene products at the University and the Labour Code.

2. Before starting to work, each Member of Expedition must read the principles of safe work as effective at the excavation site at which the work of the Expedition is carried out and sign the declaration (Appendix no. 6) to the effect that he/she has read them.

§ 14

The Head of Expedition must take care of the security of the data obtained during the work of the Expedition.

§ 15

1. The Head of Expedition is responsible for the equipment used in the work of the Expedition, its insurance, its preparation for safe transport and its use according to its purpose.

2. The Members of Expedition must use the entrusted equipment according to its purpose and protect it against damage during use and transport.

Chapter 7

Publication and dissemination activity of the Expedition

§ 16

1. The Head of Expedition should yearly provide the unit responsible for science dissemination in the Centre with a list of new publications on the work of the Expedition and their analogue/non-digital or digital copies.

2. The Member of Expedition must present the Head of Expedition with the study into the research topic assigned to him/her on the basis of the documentation from the work of the Expedition for subject-matter assessment and approval before publication.

3. The Member of Expedition or an individual not involved in the Expedition who was entrusted by the Head of Expedition with the preparation of a study into a research topic on the basis of the documentation from the work of the Expedition must obtain a consent of the Head of Expedition to every publication or appearance where the Member of Expedition touches on the issues connected with the work of the Expedition.

4. The Head of Expedition can co-author or edit publications on studies conducted as part of the work of the Expedition.

5. The materials (both scientific publications and popularising materials) on the Expedition must include a mention of the Centre as the research institution in the following manner (Polish version):

- 1) *Instytucją prowadzącą badania <Expedition name> jest Centrum Archeologii Śródziemnomorskiej Uniwersytetu Warszawskiego;*
- 2) English version: *The research of <Expedition name> is conducted by the Polish Centre of Mediterranean Archaeology, University of Warsaw.*

6. If the materials specified in paragraph 2 have a graphic form that allows placement of logotypes, they should be provided with the logotype of the Centre preceded by the insertion going *Research institution*. This applies to websites, presentations, posters, scientific posters, leaflets, paper and digital publications, social media profiles etc.

7. In the case of a scientific consortium of the Centre carried out with another unit or units in the materials specified in paragraph 5, all institutions making up the consortium are to be mentioned.

§ 17

1. The Head of Expedition and the Members of Expedition must cooperate with the unit responsible for science dissemination in the Centre within the area of popularisation of the work of the Expedition.

2. Within 14 days from the return of the Expedition to the territory of the Republic of Poland, the Head of Expedition provides the unit responsible for dissemination with information on the conducted work (Appendix no. 7).

3. In justified cases, the publication of the information specified in paragraph 2 above can be postponed until the point specified by the Head of Expedition.

4. The Head of Expedition must inform the unit responsible for dissemination in the Centre about the planned activities aiming to disseminate the results of work of the Expedition (e.g. the presentation of research results at conferences, lectures and public scientific and popularisation lectures, exhibitions, workshops, picnics, open days, films etc.) and about the creation of social media profiles by the Expedition.

5. In the case of the development of websites of the Expedition, the logotype of the Centre must be placed in the top bar or the footer of the website, must be visible on every page and must include a link to the website of the Centre

www.pcma.uw.edu.pl (or its English version for non-Polish version websites: <https://pcma.uw.edu.pl/en>). The website design must be submitted to the unit responsible for dissemination in the Centre for assessment and approval in terms of the included information on the Centre.

Chapter 8

Financing and settlement costs of the Expedition

§ 18

1. The work of the Expedition is financed from means being at the disposal of the Centre and from external funds.

2. The Head of Expedition actively participates in obtaining funds from outside of the Centre for the work of the Expedition and he/she must obtain considerable external financing at least twice over ten years.

3. The funds being at the disposal of the Centre are allotted to the Head of Expedition by way of a decision of the Director.

4. In the proposition of the budget for the Expedition specified in Clause 24(5)(5) of the Rules and Regulations, all financing sources are to be listed and individual items in the budget are to be assigned to the given source.

5. The Head of Expedition submits a detailed plan of expenses for the specific Research Season for approval at least 90 days before the commencement of work.

§ 19

1. The responsibility of the Head of Expedition for legitimate spending of the budget is specified by Clause 24(5)(6) of the Rules and Regulations.

2. The Head of Expedition must document every expense from the budget of the Expedition during the work of the Expedition with a proper receipt or another equivalent document effective in the target country of research, it being understood that the receipts or the other equivalent documents must be listed and described in accordance with accounting regulations and the requirements of the administration of the University.

3. The Head of Expedition must financially settle the work of the Expedition, also in the form of financial statements, within 14 days from the return to the territory of the Republic of Poland.

4. The Member of Expedition must:

- 1) settle the money withdrawn in the territory of the Republic of Poland within 14 days from the return to the country;
- 2) settle the money withdrawn in the territory of the target country of research in the said country before the return to the territory of the Republic of Poland.

Chapter 9

Management of subject-matter documentation from the work of the Expedition

§ 20

1. The Head of Expedition is responsible for keeping documentation on the work of the Expedition in a manner compliant with the documentation standards of the Centre regulated by a separate ordinance.

2. The Member of Expedition must settle accounts from the full set of documentation for which he/she is responsible before the Head of Expedition within the time limit specified by the latter, but not later than on the day on which the Expedition leaves the research area.

3. The Head of Expedition is the disposer of the documentation of the Expedition created in the period when he/she pursued the managerial function and has the right to dispose of the documentation on the work of the Expedition from the period when his/her predecessors pursued the managerial position, with possible limitations in connection with publication work on a part of the documentation conducted by the predecessors or their nominees. The need for limitation of access to the documentation must be supported with arguments and any contentious issues are settled by the Director.

§ 21

1. Under Clause 24(5)(11) of the Rules and Regulations, the Head of Expedition assigns the Members of Expedition and individuals not involved in the Expedition the research topics as part of the work of the Expedition and supervises progress in their preparation.

2. The research topics specified in paragraph 1 above are prepared as part of research projects according to the following principles:

- 1) a written contract of a research project carried out on the basis of the documentation created during the work of the Expedition is concluded between the Director and the Members of Expedition or an individual not involved in the Expedition solely by recommendation and consent of the Head of Expedition;
- 2) the written contract of the research project is signed by the Director under a power of attorney issued by the Rector;
- 3) the duty to prepare the written contract of the research project rests with the Head of Expedition.

3. The responsibility for effective transfer to the University of proprietary copyrights and the documentation made during the work of the Expedition, including but not limited to the signature of relevant contracts and their satisfaction by the Members of Expedition are specified by Clause 24(5)(9) of the Rules and Regulations.

4. The Director can oblige the Head of Expedition to deposit the documentation on the given Research Season in the place specified by the former for its security for the duration of the return to Poland.

§ 22

1. The Head of Expedition or an individual authorised by him/her must submit, within the ultimate time limit of 90 days from the end of the work in the given Research Season, the complete documentation covering the list of works and structures exposed, studied or restored as part of the work of the Expedition to the unit responsible for gathering and sharing documentation in the Centre.

2. In failure of the provision of the documentation within the time limit specified in paragraph 1 above, the Director can reduce the budget for the project for the next season by 20% per month in delay if the project is funded by the Centre and can suspend the Expedition and cancel the next Research Season if the Expedition is funded from other sources.

3. Paragraph 1 above applies to the documentation made in any technology and stored on any carrier.

4. The provided documentation, in addition to its original format, must be made in a format allowing it to be read by the software and hardware available in the unit responsible for gathering and sharing documentation in the Centre.

5. The Documentation must be provided in an ordered form according to the principles effective in the unit responsible for gathering and sharing documentation in the Centre.

Chapter 10

Reporting of the Head of Expedition and the Members of Expedition

§ 23

Each Member of the Expedition must submit to the Head of Expedition the reports on the performed work before the end of the Research Season. The language and form of the report are determined by the Head of Expedition.

§ 24

After the end of the Research Season, the Head of Expedition submits to the local authorities responsible for conducting archaeological research and restoring monuments a summary report on the work of the Expedition according to the regulations effective in the given country.

§ 25

1. Within 90 days from the return to the territory of the Republic of Poland, the Head of Expedition submits to the Director and the Council a subject-matter report on the implementation of the programme of work of the Expedition as specified in Clause 24(5)(3) of the Rules and Regulations, written according to the documentation standards of the Centre as governed by a separate ordinance.

2. If the given Research Season occurs at the turn of two years, the subject-matter report on the implementation of the programme of work of the Expedition must

be submitted to the Director and the Council within 90 days from the return to the territory of the Republic of Poland after the end of the second part of the Research Season in the second year of its duration.

3. The Head of Expedition provides a copy of the report specified in paragraphs 1 and 2 above to the unit responsible for gathering and sharing documentation in the Centre.

4. The full set of the documents for the Director and the Council that settle the work of the Expedition must include the following:

- 1) the report specified in paragraphs 1, 2 and 3 above;
- 2) a financial settlement of the work of the Expedition;
- 3) a list of the Members of Expedition and their institutional affiliation (or a lack thereof) and the duration of the participation in the work of the Expedition;
- 4) a full list of the documentation on the work of the Expedition;
- 5) a clearance slip (Appendix no. 8) containing the confirmation of timely settlement of the duties from points 1–4 of this paragraph with the relevant units of the Centre.

§ 26

At the end of each evaluation periods specified in Clause 24(5)(2) of the Rules and Regulations, the Head of Expedition submits to the Council a report covering:

- 1) a report on the conducted work with regard to the ten-year research programme of the Expedition;
- 2) the confirmation by means of a clearance slip of the full settlement of the Research Seasons in the evaluation period as per Clause 24(4)(5) of the Ordinance.

§ 27

All documents which the Head of Expedition is obliged to submit under the Ordinance must be written in Polish or English.

Chapter 11 Loss of force of regulations

§ 28

Clause 1(2), (4) and (5) of Ordinance no. 2/2017 of the Director of 2 October 2017 lose force.

Chapter 12 Interim provisions

§ 29

1. The Research Seasons started before the entry of the Ordinance into force will be organised and settled according to previously effective regulations.

2. The duties of the Head of Expedition and the Member of Expedition specified in the Ordinance the set time limit for satisfaction of which elapses before 1 March 2021 are deemed satisfied on time if they are satisfied by, and inclusive of, 1 March 2021.

3. The Heads of Expedition must submit the first ten-year research programme specified in Clause 24(5)(2) of the Rules and Regulations, covering years 2022-2031, to the Director and the Council by, and inclusive of, 30 June 2021.

§ 30

The Ordinance enters into force on 1 January 2021.

Director of the Polish Centre of Mediterranean
Archaeology:

Artur Obłuski

Appendices to the Ordinance of the
Director of the Polish Centre
of Mediterranean Archaeology
of the University of Warsaw
no. 7/2020 of 31 December 2020

Appendix no. 1

Abridged version

EXPEDITION COST ESTIMATE	<i>(expedition name)</i>		
Site of expedition	<i>(country/city or town)</i>		
Full name of the Head of Expedition			
Duration of the expedition (in years, from ... to ...)			
Costs in total			
	YEAR 1	YEAR 2	YEAR 3
PREPARATORY EXPEDITION COSTS (SUSTAINED IN POLAND BEFORE THE DEPARTURE)	PLN 0.00	PLN 0.00	PLN 0.00
EXPEDITION COSTS DURING FIELD WORK	PLN 0.00	PLN 0.00	PLN 0.00
EXPEDITION COSTS AFTER RETURN (PREPARATION OF THE RESEARCH MATERIAL)	PLN 0.00	PLN 0.00	PLN 0.00
TOTAL	PLN 0.00	PLN 0.00	PLN 0.00
	YEAR 1	YEAR 2	YEAR 3
PREPARATORY EXPEDITION COSTS (SUSTAINED IN POLAND BEFORE THE DEPARTURE)	PLN 0.00	PLN 0.00	PLN 0.00
Wages and salaries (employment contracts + civil law contracts)	PLN -	PLN -	PLN -
Visas (for the members of expedition)	PLN -	PLN -	PLN -

Medical examinations (e.g. for COVID-19) (for the members of expedition)	PLN -	PLN -	PLN -
Airline tickets (for the members of expedition)	PLN -	PLN -	PLN -
Rail tickets (*if applicable)	PLN -	PLN -	PLN -
Fixed assets	PLN -	PLN -	PLN -
Petty consumables	PLN -	PLN -	PLN -
EXPEDITION COSTS DURING FIELD WORK	PLN 0.00	PLN 0.00	PLN 0.00
Wages and salaries (employment contracts + civil law contracts)	PLN -	PLN -	PLN -
Travel allowance (for the members of expedition)	PLN -	PLN -	PLN -
Accommodation allowance (for the members of expedition)	PLN -	PLN -	PLN -
Costs of rental of lodgings (if accommodation allowances are not paid out)	PLN -	PLN -	PLN -
Taxes and fees (e.g. concessions)	PLN -	PLN -	PLN -
Archaeological service (workforce)	PLN -	PLN -	PLN -
Fixed assets (printer etc.)	PLN -	PLN -	PLN -
Consumables (fuel etc.)	PLN -	PLN -	PLN -
EXPEDITION COSTS AFTER RETURN (PREPARATION OF THE RESEARCH MATERIAL)	PLN 0.00	PLN 0.00	PLN 0.00
Wages and salaries	PLN -	PLN -	PLN -
Research material processing costs (Chemical analyses etc.)	PLN -	PLN -	PLN -
Conference participation costs	PLN -	PLN -	PLN -
Publication preparation costs	PLN -	PLN -	PLN -
ANNUALLY IN TOTAL	PLN 0.00	PLN 0.00	PLN 0.00

Work programme of expedition

.....

in research season

full name of the expedition/full name of the expedition in English:

..... excavation

site, country: head

of expedition:

contact details (e-mail, telephone):

..... planned dates of field work:

..... planned budget:

planned number of workers:

personal composition of the expedition (full name/place of permanent employment/formal and legal relationship with the University of Warsaw/scope of tasks and duties in the expedition):

...

RESEARCH:

1. Research objectives (description or in bullet points):

...

2. Research plan (description or in bullet points with an attached excavation site plan and illustrations)

...

3. Research methods (in bullet points):

...

4. Research results and their merit for the discipline (in bullet points):

...

RESTORATION WORK:

5. Scope of restoration work:

...

6. Work plan (description or in bullet points with an attached excavation site plan and illustrations)

...

7. Restoration methods and procedures (in bullet points):

...

8. Restoration work results:

...

ACTIVITIES DISSEMINATING RESEARCH RESULTS:

...

TRAININGS OF LOCAL ARCHAEOLOGISTS AND/OR RESTORATION SPECIALISTS:

...

ACTIVITIES ENGAGING THE LOCAL COMMUNITY:

...

Appendices:

1.

2.

.....
date and signature of the head of expedition

Declaration of familiarity with *Ordinance no. 7/2020*

I hereby declare that I have read *Ordinance no. 7/2020 of the Director of the Polish Centre of Mediterranean Archaeology of the University of Warsaw on the tasks and duties of the head and member of expedition*, including but not limited to Clause 7 and Clause 10 of the above ordinance, and I undertake to observe its provisions as the Member of Expedition

.....(Expedition name)..... run by
(full name of the Head of Expedition) in seasonyear

**Declaration
of familiarity with the scope of duties,
of familiarity with the living conditions in the site of work,
of familiarity with the cultural differences and customs in the site of work**

I hereby declare that I have read the scope of my duties as the Member of the above Expedition. At the same time, I am aware that my tasks and duties can slightly change during the Expedition in the given season if this is required for the interest of the Expedition.

I declare that I have familiarised myself with the living conditions in the target site of work of the above Expedition.

I declare that I have familiarised myself with the cultural differences and customs in the target site of work of the above Expedition.

.....place and date.....

.....full name.....

.....signature.....

Appendix no. 4**Report on borrowing of equipment possessed by the
University of Warsaw and managed by the Polish
Centre of Mediterranean Archaeology**

N	Date
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Expedition name	
Target site of equipment use (city or town, country)	
Head of expedition	
Individual authorised to collect the equipment	
Borrowing date:	
Planned return date:	

List of borrowed items of equipment (type, model, serial number, inventory number):

Extra accessories:

Deficiencies and faults evident at the time of borrowing:

--

I confirm the collection of the above devices and instruments, the equipment is complete and its technical condition is in line with this report. I have read the rules and regulations of sharing scientific and research apparatuses, devices and software available at the Polish Centre of Mediterranean Archaeology of the University of Warsaw and I undertake to abide by them.

Place, date	Signature of an employee of the Polish Centre of Mediterranean Archaeology of the University of Warsaw	Signatures of the equipment borrowers
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**Report on return of equipment possessed by the
University of Warsaw and managed by the
Polish Centre of Mediterranean Archaeology**

Handover report no. and date

Deficiencies and faults evident at the time of return:

Technical problems observed during the use of the equipment:

Remarks:

I confirm the return of the devices and instruments. The technical condition of the equipment is in line with this report. I declare that I have copied all data obtained during field work.

Place, date	Signature of an employee of the PCMA UW	Signatures of the equipment borrowers
-------------	--	--

full name: _

PESEL (*personal identification number*): _

expedition: _

Declaration

In the course of the briefing on the occupational health and safety for the expedition, I have been informed about:

- threats occurring in the excavation site during the expeditions and ways of dealing with them,
- threats and ways of dealing with them as regards day-to-day living in the target country of expedition and during travel,
- ways of proceeding in case new threats are identified,
- provisions and rules and regulations on occupation health and safety connected with the tasks to be carried out by me.

date and signature

date and signature of the person
responsible for carrying out the briefing

**INFORMATION ON THE RESEARCH SEASON FOR THE UNIT OF THE POLISH
CENTRE OF MEDITERRANEAN ARCHAEOLOGY OF THE UNIVERSITY OF WARSAW
(PCMA UW) RESPONSIBLE FOR DISSEMINATION**

Objective: gather data on the activities of the expedition to prepare information for publication on the website of PCMA UW, on the social media of PCMA UW or in the form of a press release.

A Before the departure of the expedition for a field trip:

- the PCMA UW unit responsible for dissemination is granted access to the work programme of the expedition to familiarise themselves with the planned scope of work and their deadlines;
- the PCMA UW unit responsible for dissemination will contact the head of expedition to determine the manner of contact and scope of informing about the activities of the expedition before the exhibition and during its course.

B After the return of the expedition from a field trip:

- within 14 days from the return from a field trip, the head of expedition will send CAŚ UW a set of information for the unit responsible for dissemination composed of a filled out form (presented below) and 3–10 photographs, alternatively visualisations or video files, to be used by PCMA UW; the illustrations should be effective, but they are not required to present documentary value.

FORM

1. Full name of the expedition: In Polish:
...
In English:
...
2. Full name, scientific degree and affiliation of the head of expedition:
...
3. Full names of the research institutions to be listed in the expedition information:
...
4. Full names and reference numbers of grants, names of research financing institutions etc. if they are required to be listed in the expedition information:
...
5. EMBARGO – whether the sent information is to be published right away or there is a need for waiting for a signal from the head of expedition (provide the reason for embargo and an approximate date of it being lifted):
...
6. Did the local media mention the research? If so, please provide the links:
...

7. Information (c.a. 1500–3000 characters with spaces) on the most important achievements of the season. In the case of chronological dates (names of periods), please also provide the absolute dates. Please clearly explain in the text:
- What is the objective of this year's research?
 - What is the most important discovery of the season?
 - Why is it significant? What has it brought into the knowledge of the excavation site/research issue?
 - Were any new methodological, technical and other solutions employed during the research?
 - Were any non-archaeological activities taken, e.g. dissemination (cooperation with the local communities), restoration or education; if so, please specify them.
 - Please determine which of the sent illustrations are linked with the most important discoveries.
- ...
8. List of illustrations:
- Model caption under graphic files: Fig. 1 – *Information on the content of the photography (full name of the photographer / PCMA UW)*
- ...

Polish Centre of Mediterranean
Archaeology of the University of Warsaw
Ul. Prosta 69
00-838 Warsaw

Clearance slip

Expedition name

Research season

.....

Full name of the head of expedition

Item	Task	Date, signature, alternatively a stamp
1.	Subject-matter report on the implementation of the work programme of the expedition	
2.	Financial settlement from the work of the expedition	
3.	A list of the members of expedition with their institutional affiliation and the duration of their participation in the work of the expedition	
4.	Settlement of the subject-matter documentation on the work of the expedition	