

ORDINANCE NO. 8/2021
OF THE DIRECTOR OF THE POLISH CENTRE OF MEDITERRANEAN
ARCHAEOLOGY OF THE UNIVERSITY OF WARSAW

of 18 May 2021

on the creation of the research programme of the expedition of the
Polish Centre of Mediterranean Archaeology of the University of Warsaw

Under Clause 13(1)(1) and (6) and 24(5)(2) of the Rules and Regulations of the Polish Centre of Mediterranean Archaeology (consolidated text: University of Warsaw gazette of 2020, item 259), and in reference to Clause 12 of the Ordinance no. 7/2020 of the Director of the Polish Centre of Mediterranean Archaeology 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, it is hereby ordered as follows:

Chapter 1
General provisions

§ 1

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) Centre – it means the Polish Centre of Mediterranean Archaeology;
- 4) Director – it means the Director of the Centre;
- 5) Rules and Regulations – it means the Rules and Regulations of the Centre;
- 6) 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;
- 7) Ordinance on the Head – it means Ordinance no. 7/2020 of the Director of 31 December 2020 on the tasks and duties of the Head of Expedition and the Member of the Expedition of the Centre;
- 8) 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;
- 9) Head of Expedition – it means the individual being in charge of the Expedition as per Clauses 23 and 24 of the Rules and Regulations;
- 10) Member of Expedition – it means an individual participating in the Expedition, including the Head of Expedition;
- 11) Research Season – it means the temporarily and organisationally allotted collection of field work of the Expedition.

Chapter 2
Duration of implementation and responsibility for the research
programme of the Expedition

§ 2

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 and detailed by Clause 11(1) and Clause 29(3) of the Ordinance on the Head.
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 mode of submittal of the appropriate instance of the research programme for a three-year horizon is specified by Clause 11(3) of the Ordinance on the Head.
4. The responsibility for the implementation of the research programme for a three-year horizon is specified by Clause 11(4) of the Ordinance on the Head.

Chapter 3 Component parts of the research programme of the Expedition

§ 3

1. The research programme of the Expedition is composed of:
 - 1) introduction;
 - 2) research description;
 - 3) description of restoration work;
 - 4) description of the activities disseminating research results;
 - 5) description of the educational activities directed at archaeologists and/or restoration specialists in the target country of research;
 - 6) description of activities concerning the management of cultural heritage on the excavation site, including making it available to visitors;
 - 7) description of activities engaging different groups of the local community for joint conduction of research, protection and promotion of the cultural heritage on the basis of the examined excavation site;
 - 8) approximate budget of planned expenses taking into account potential financing sources, including grants and scholarships which the Head(s) of Expedition intend to apply for (only in the case of the three-year programme).
2. In justified cases, after the Director grants a proper consent, there is a possibility of excluding the activities specified in paragraph 1(3) and (5)–(7) from the research programme of the Expedition.

Chapter 4 Introduction to the research programme of the Expedition

§ 4

1. Introduction to the research programme of the Expedition includes:
 - 1) the full official name of the Expedition in Polish, English and the official language of the target country of research;

- 2) name, surname, scientific degree and the place of employment or affiliation of the Head(s) of Expedition;
- 3) contact details (e-mail, telephone) of the Head(s) of Expedition;
- 3) planned period of research, i.e. ten years (under Clause 24(5)(2) of the Rules and Regulations) or three years;
- 4) a list of specialists and technicians required for the implementation of the research programme in each research season, with specification of tasks for each of them, without provision of personal data;
- 5) an estimated number of physical workers hired for field work in each research season.

Chapter 5 Description of the research of the Expedition

§ 5

1. Description of the research of the Expedition includes:

- 1) the main objective and specific objectives of the research presented as research issues (problems) which will be resolved by means of the research of the Expedition, assuming that the right research hypothesis is made;
- 2) the concept and plan of research being a synthetic description of the planned research tasks consisting in the obtaining of data, their analysis and preparation (description in bullet points), where:
 - a) the research plan does not include all activities concerning the logistics of the Expedition and the dissemination of the results of its work (i.e. preparation of publications, participation in conferences/workshops etc.),
 - b) the research plan contains an attached excavation site plan with the delineated area(s) of research;
- 3) the employed research methods, including:
 - a) research methods (i.e. excavation work, surface research, non-invasive field prospecting, geological boreholes, laboratory tests etc. with a short description of the mentioned techniques),
 - b) the devices and apparatuses used in the research,
 - c) methods of analysis and preparation of results;
- 4) expected results and their importance for the development of the humanities and the discipline of the archaeologist, including:
 - a) the current state of knowledge of the given topic (briefly, with the basic bibliography),
 - b) justification of why the research issue (problem) has been taken up (briefly),
 - c) expected results (briefly, in bullet points).

Chapter 6 Description of the restoration work of the Expedition

§ 6

1. Description of the restoration work of the Expedition includes:

- 1) the outline of the already finished restoration work at the excavation site along with the specification of the methods and materials used for restoration (in bullet points and of the basic bibliography on such work;

- 2) the scope of the planned restoration work with their marking in the excavation site plan/plan of an object within the excavation site;
- 3) the characterisation of the restored objects in the form of immovable monuments (e.g. building structures, wall paintings etc.) or movable monuments (e.g. wooden, metal, ceramic, textile objects etc.);
- 4) means of storing objects not restored so far and already restored in a warehouse along with the assessment of the necessity to make sure that special conditions of storage are provided for the selected categories of objects, which conditions arise from the existing or potential threats;
- 5) work plan (in bullet points);
- 6) employed restoration materials and methods (in bullet points);
- 7) expected restoration work results.

Chapter 7

Description of the activities disseminating the results of the research of the Expedition

§ 7

1. The duties of the Head of Expedition in terms of publication as part of the three-year research programme are specified in Clause 11(5) of the Ordinance on the Head.
2. The duties of the Head of Expedition towards the unit responsible for science dissemination in the Centre in the scope of forms of research dissemination other than the scientific publication are specified in Clause 16(1) and Clause (17) of the Ordinance on the Head.
3. The description of the activities disseminating the research results contains an outline of the publication policy of the Expedition with the preliminary specification:
 - 1) of the individuals responsible for scientific publication of separate archaeological and restoration materials and of research issues (problems) in a wider perspective as part of the work of the Expedition along with the determination of the time required to create such publications;
 - 2) publishing houses, including scientific journals and journals popularising science, in which the results of the research of the Expedition will be disseminated;
 - 3) other forms of dissemination such as websites, databases and other, each and every time connected with the main website of the Centre.

Chapter 8

Description of the educational activities of the Expedition directed at archaeologists and/or restoration specialists in the target country of research

§ 8

1. The Description of the educational activities of the Expedition directed at archaeologists and/or restoration specialists in the target country of research includes:
 - 1) the programme of field activities;
 - 2) the programme of off-field lectures and workshops;
 - 3) the full name of the person responsible in the Expedition for conducting activities specified in point 1 and 2.

Chapter 9
Description of activities concerning the management of cultural heritage on the
excavation site, including making the examined excavation site available to
visitors

§ 9

1. In the case of the Expedition starting its activity in the excavation site where the Centre has never done research before or did it to a very limited extent, the description of the activities concerning the management of the heritage includes:

- 1) description of the importance of the excavation site in the historical and cultural context;
- 2) description of the potential of the excavation site for the tourist traffic;
- 3) design of how to protect exposed objects;
- 4) principles of cleaning the excavation site after the end of work in the given research season (including the evacuation of earth from the excavation site);
- 5) the full name of the individual responsible in the Expedition for conducting the activities specified in points 1–4.

2. In the case of the Expedition, which is a continuation of earlier activities of the Centre in the given excavation site, the description in terms of heritage management in the decision of making the excavation site available for the tourist traffic includes:

- 1) description of the former activities in the management of the cultural heritage, if applicable;
- 2) description of the existing and potential threats contributing to the destruction of the excavation site, including threats from the tourist traffic;
- 3) identification of potential groups interested in the excavation site, other than the tourist traffic (e.g. the local community);
- 4) description of the possibility of supporting the local community in its engagement in the development of the tourist traffic at the excavation site, including the description of potential economic benefits for that community, if applicable;
- 5) description of the existing and potential facilities for the tourist traffic;
- 6) design of an archaeological park with its individual elements, i.e. monuments opened for sightseeing;
- 7) designs of the protection, restoration and determination of the degree of reconstruction of individual monuments intended for sightseeing;
- 8) if there is a museum on an excavation site or there are plans of building one – a design of the museum exhibition as well, if applicable;
- 9) principles of cleaning the excavation site after the end of work in the given research season (including the evacuation of earth from the excavation site);
- 10) the full name of the individual responsible in the Expedition for conducting the activities specified in points 1–9.

3. In the case of the Expedition where a decision was made not to make the excavation site available for the tourist traffic, the description includes:

- 1) design of how to protect exposed objects;
- 2) principles of cleaning the excavation site after the end of work in the given research season (including the evacuation of earth from the excavation site);
- 3) the full name of the individual responsible in the Expedition for conducting the activities specified in points 1–2.

Chapter 10

Description of activities engaging different groups of the local community for joint
conduction of research, protection and promotion of the cultural heritage on the basis of
the examined excavation site as part of cooperation in archaeology

§ 10

1. In the case of the Expedition starting its activity in the excavation site where the Centre has never done research before or did it to a very limited extent, the description of the activities in the scope of cooperation in archaeology includes:

- 1) determination of the target groups of the activities carried out as part of cooperation in archaeology (e.g. the local community as a whole, groups of young people, the local officials etc.);
- 2) description of the manner of communication with the target groups specified in point 1 above;
- 3) the full name of the individual responsible in the Expedition for conducting the activities specified in points 1–2.

2. In the case of the Expedition, which is a continuation of earlier activities of the Centre in the given excavation site, the description of activities in the scope of cooperation in archaeology includes:

- 1) the tasks specified in paragraph 1(1)–(2),
- 2) description of the manner of potential engagement of selected target groups in the research (e.g. ethnographic studies, collection of oral history etc.),
- 3) description of the activities aiming to raise awareness on the examined excavation site in the selected target group (e.g. presentation of the history of the excavation site in the form of lectures and/or trips with guiding, presentation of the currently done research, holding workshops, publications in the local language etc.);
- 4) description of the manner of engagement of the specific target group in other undertakings concerning the excavation site;
- 5) the full name of the individual responsible in the Expedition for conducting the activities specified in points 1–4.

Chapter 11

Approximate budget for the planned expenses

§ 11

1. The manner of financing of the work of the Expedition and its research programme is specified by Clause 18 of the Ordinance on the Head.

2. The responsibility for the legitimate spending of the budget of the Expedition is specified by

Clause 24(5)(6) of the Rules and Regulations and the principles of its settlement are set forth in Clause 19(2)–(4) of the Ordinance on the Head.

3. Each item in the budget of the Expedition, including the purchase of the equipment, must be realistically calculated and convincingly, and also substantively, justified.

4. The form of the budget of the planned expenses of the Expedition in line with the three-year research programme broken down into research seasons forms Appendix no. 1 to the Ordinance on the Head.

5. The budget of the expedition contains approximate amounts required in each research season for:
- 1) purchasing the apparatuses for doing research;
 - 2) purchasing materials for documentation of work and/or restoration work;
 - 3) purchasing office devices and/or household appliances;
 - 4) remuneration due to physical employees in the target country of research;
 - 5) remuneration of specialists and technicians, including contracts of specific work, scholarships etc.
 - 6) transport of the Members of Expedition;
 - 7) meals for the Members of Expedition;
 - 8) accommodation of the Members of Expedition;
 - 9) concession fees connected with the formal organisation of work of the Expedition in the target country of research;
 - 10) means for conducting archaeometric research of archaeological and restoration objects;
 - 11) cost of dissemination of research, including costs of scientific publications;
 - 12) costs of activities concerning the management of the cultural heritage on the excavation site;
 - 13) costs of activities engaging the local community in joint conducting of the research and protection and promotion of the cultural heritage on the basis of the examined excavation site.

Chapter 12 Loss of force of regulations

§ 12

Clause 29(3) of the Ordinance on the Head loses its force.

Chapter 13 Interim provisions

§ 13

The Heads of Expedition are obliged to provide the Director and the Council with the first ten-year and three-year research programme specified in Clause 24(5)(2) of the Rules and Regulations and in Clause 11(3)–(5) of the Ordinance on the Head, covering years 2022–2031, by, and inclusive of, 31 July 2021, it being understood that for the ten-year plan it is only required to specify the approximate amounts required in each research season according to Clause 11(3)–(5) of this ordinance.

§ 14

The Ordinance enters into force on 18 May 2021.

Director of the Polish Centre
of Mediterranean Archaeology:

Artur Obluski