

Application for an Archaeological License

Date: _____

For IAA use only

Date of receipt of request _____

No. of request _____

No. of committee _____

Licensing Dir. _____

Request for the issue of (mark appropriate box with x):

License for land excavation License for underwater excavation

License for salvage excavation

License for development survey License for thematic survey

License for map survey License for underwater survey

Name of applicant:

Name of license holder/s:

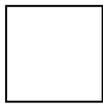
Name of person responsible for correspondence with the IAA (only one name of those holding the requested license): _____

Sponsoring Institution/s:

Type of license: (1) new (2) renewed No. of previous license _____

Name of site (please use spelling as it appears in the official gazetteer):

New Israel Grid coordinates (at least 6 numbers):

	<u>length</u>	<u>width</u>	
A. South-West point	_____	_____	
B. North-East point	_____	_____	

Number of excavation squares: _____ Size of squares in square meters: _____

(Attach a plan which indicates the location of the squares, using GPS, set upon a map or orthophoto background)

Type of excavation:

- Stratified site – expected periods _____
- Tombs – number of expected tombs _____
- Installations – detail expected type _____
- Other – please detail _____

Actual dates of excavation/survey: _____ - _____.

(Survey) map number: _____

For a Thematic Survey, a complete list of sites must be provided in consultation with the Israel Antiquities Authority's archives.

Name of and contact details of the financier of the excavation:

Signature of applicant: _____ Signature of license holder: _____

The following should accompany every application for a new or renewed excavation license:

1. Plan of the site, with areas to be excavated and outer perimeter of the license set against the background of a map or orthophoto as noted above.
2. A letter from the academic institution sponsoring the excavation, confirming the institution's academic, financial and administrative responsibilities for the excavation.
3. The excavation research program, including details of the stages and aims of the excavation.
4. Details of the conservation program, plans to back cover the site and signature of the form indicating commitment to perform conservation concurrent with excavating.
5. A detailed budget proposal for the excavation.
6. A list of the excavation directors, including their C.V. and publication list (for new applicants only).
7. A list of the publication obligations of the excavation directors.
8. A list of the professional staff of the excavation.

Address for sending the license:

E-mail address: _____

Phone number during the stay in Israel: _____

Date: _____

To:
Archaeology Division
Israel Antiquities Authority
P.O. Box 586
Jerusalem 91004
ISRAEL

Dear Sir, Madame:

I hereby confirm that _____,
(Institution's name)

takes upon itself the scientific for the archaeological excavations/survey, conservation, finds
treatment and publication in accordance with accepted scientific principles by:

_____, at _____
(name of the holder of the excavation license) (name of the site)

for the excavation season of _____.
(year)

The _____ takes upon itself, as well, the
(Institution's name)

administrative and financial responsibilities for the excavation/survey.

Dean's name and signature

Addendum to the Application for Excavations/Survey License

Name of the Site: _____

Budget Description:

1. Field work expenses: \$ _____

2. Processing of finds: \$ _____

3. Conservation expenses (in the field): \$ _____

4. Publication: \$ _____

Total: \$ _____

Appendix to Regulation 3.10 – Excavation Director's Commitment

To:
Archaeology Division
Israel Antiquities Authority

Date: _____

Excavation Director's Commitment to Perform Conservation Concurrent with Excavating

We, the applicants for the excavation license, hereby promise to perform conservation concurrent with excavating in accordance with the Antiquities Law, 1978 (below the "law") and the directives of Section 11 (a) (2) of the law.

The guidelines and conditions for implementing the conservation work at the site _____ (site name) for which the excavation license is requested will be determined by the Department of Excavations and Surveys of the Antiquities Authority, after an inspection of the site together with the excavator.

The essence of conservation concurrent with excavating is defined as: protective measures, preventive conservation, stabilization and the covering over of archaeological remains. The principal aim of conservation concurrent with excavating is to prevent or slow down the destructive and weathering processes at the site.

We promise to allocate 5% of the excavation budget, which stands at _____ NIS, and a total sum of _____ NIS for the carrying out of conservation concurrent with excavating of the immovable artifacts during the _____ excavation season(s).

It has hereby been made clear to us that in future excavations seasons (if there will be any) the amount for conservation concurrent with excavating will be determined in accordance with the professional requirements and the conservation needs of the site and the immovable antiquities that were exposed/discovered in it.

The excavator has the right to engage a professional body or conservator approved by the Antiquities Authority, on the condition that the body and/or conservator has the experience and professional ability to perform conservation concurrent with an archaeological excavation and/or alternatively by a conservator of the Antiquities Authority, all in accordance with the choice of the excavator.

The conservation work concurrent with excavating will be carried out in accordance with implementation plans that will be prepared by the conservator after having been approved by the director.

The name of the proffered conservator is: _____. Conservator's signature: _____

Signature of individual authorized to
make the commitment in the name of
the institution: _____

Excavator's signature: _____

Signature of the Conservation Dep. Director: _____



**APPENDIX TO ARCHAEOLOGICAL EXCAVATION LICENSE
TERMS AND PROVISIONS**

Appendix A to Regulation 3.10

The provisions and terms of the excavation license and/or the provisions below shall not derogate from the provisions of the law and the regulations relating to performance of archaeological excavation.

The terms below form an integral part of the terms of the excavation license.

1. The excavation license does not give the recipient of the license right of entry to the land on which the excavations which are the subject of the license are to be carried out. The license holder must arrange with the holder of the rights to the land and/or the occupier of the land to permit the right to enter the land and to perform the excavation which is the subject of the license there.
2. The plan attached to the excavation license and signed by the recipient of the license and signed with the stamp of the Israel Antiquities Authority (henceforth – IAA), which includes marking of the excavation areas, forms an integral part of the license.
3. The license holder is responsible for taking all the necessary measures, both at the time of carrying out the excavation and afterwards, to ensure the safety of the excavators, the employees and the visitors at the excavation site and its vicinity. In addition, the license holder is responsible for preventing any damage or nuisance to any third party and to the properties adjacent to the excavation site, including by fencing the site and placing warning signs there.
4. The recipient of the license undertakes to comply with all the safety regulations and instructions under any law, both at the time of carrying out the excavation and until the validity of the license expires.
5. The IAA's agreement to grant an excavation license or any of its terms shall not create employer-employee relations between the IAA and/or any of its employees and the recipient of the license, and employer-employee relations do not exist and shall not be created between the recipient of the license or any of his/her employees and the IAA.
6. All payments to employees of the archaeological excavation for which the license has been given, and to parties employed on behalf of or through the recipient of the license, including salary, travelling expenses, allowance for daily expenses, accommodation, income tax, national insurance payment and any tax or levy or

ancillary payment and any social benefit payment, including insurance of all kinds, shall be borne by the recipient of the license and the IAA shall not be liable for this in any way.

7. The license holder is liable for all damages which may be caused to any third party, including anyone who is employed or requested by him to participate in the excavations or in any work for him in connection with the work at the excavation site and outside the excavation site. Without affecting the aforesaid, the license holder shall purchase suitable third party insurance at a reputable insurance company in Israel for full insurance cover for all the aforesaid damages.
8. According to the Attorney-General's ruling, human remains are not an antiquity, as opposed to the grave structure and the findings in it. The license holder shall deal with human remains in a sensitive and respectful manner and in accordance with the provisions of the law.
9. The license holder hereby undertakes to indemnify the IAA fully and without limitations if it is sued by any third party on account of his/her acts and/or omissions.
10. The license holder is responsible for informing the District Archaeologist at the IAA, at least seven days in advance, of the date of commencement of the field work. The license holder is responsible for informing the District Archaeologist of the date of completion of performance of the excavation at the site.
11. The excavation license holder must be on site at all times when excavation is performed, except when extenuating and justifiable circumstances prevent this, and must keep a copy of the license in his/her possession.
12. The license holder undertakes to carry out the excavation in accordance with the accepted professional standards and the directions of the IAA.
13. The license holder undertakes to safeguard the excavation site and the antiquities which are discovered there and to ensure their preservation during the time of the excavation and between the excavation seasons. The necessary preservation work (preservation during excavation) shall be done by a conservator with experience in conservation work at antiquities sites and on the basis of a conservation plan. At the end of each season a conservation report shall be prepared. At the end of the last excavation season conservation work shall be done in order to protect the site in a lasting manner.



14. With prior notification, the license holder undertakes to allow representatives of the IAA to visit the excavation site to verify that the excavation is being conducted according to the terms and conditions of the license and the instructions of the Director of the IAA.
15. The license holder shall number and catalogue all the findings which are discovered in the excavation according to recognized scientific standards. The numbering of the findings shall include the excavation license number.
16. The license holder undertakes to inform the IAA District Archaeologist and the Head of the IAA's Archaeological Division in writing of any discovery of an antiquity which is unique and/or of special scientific or historical value, within seven days from the date of the discovery in the excavation. In the notice the license holder shall specify the place of storage of the antiquity and what actions have been taken or he/she intends to take in order to safeguard and protect the antiquity.
17. The license holder shall submit an annual report to the IAA by the end of the year in which the excavation was performed. This report shall include: a detailed report of the course of the excavation, its findings, including the findings list (see clause 15), conclusions about the stratigraphy and chronology of the site, the site plan with exact indication of the areas which were excavated, plans and sections, area photographs showing all the excavation areas and the main architectural findings, accompanied by a detailed explanation of the content of each photograph, reports of accompanying research, if carried out, and any other information about the excavation (there is a detailed explanation regarding submission of the annual report in the attached guidelines). If the excavation takes place until the end of the year, an extension of up to three further months will be given for submission of the report.
18. The license holder is obligated to submit a brief bi-annual report about the excavation and its findings to the publications section of the IAA within six months from the date of completion of every second year of the excavation at the site, for preliminary publication in *Hadashot Arkheologiyot - Excavations and Surveys in Israel*. A plan and illustrations may be attached to this publication.
19. Within five years from the date of completion of the excavation the license holder shall publish an appropriate scientific publication about the excavation, its findings and its results, and shall furnish the IAA with two copies thereof and of any other publication which he/she publishes about the excavation, its findings and its results.
20. In every publication the license holder shall state the license number to which the publication relates.

21. Every antiquity or other archaeological finding which is found during the performance of the excavation is the property of the State of Israel through the IAA. The license holder shall transfer to the IAA, on a date to be determined by the IAA, all the findings discovered in the excavation. The license holder is responsible for all the findings, their safekeeping, good order and maintenance, from the moment of finding them until their delivery to the IAA.

The transfer of the findings to the IAA shall be accompanied by a delivery note which shall include the record and catalogue details of the findings.

The license holder may continue to hold finds in order to process them, provided that he/she complies with the IAA's requirements regarding maintenance of the finding (place, location, storage conditions, safekeeping and so forth), as they shall be from time to time. The license holder shall deliver photographs of all the findings which were discovered in the excavation to the IAA together with the findings.

The license holder is responsible to ensure that conservation treatment of finds is conducted by an experienced conservator who is authorized to conduct conservation by the IAA.

The license holder shall deliver, together with the findings which have undergone preservative treatment (cleaning, restoration and preservation of earthenware, metal, glass utensils, stone implements, organic finding and analyses performed during the treatment process and so forth), treatment cards documenting the finding before, during and after the treatment.

22. In order to eliminate any doubt, antiquities whose scientific processing has been completed and which are not required for purposes of material processing and/or drawing and/or photographing and/or cleaning and/or preparation of an appropriate publication and/or for the purpose of any other scientific activity will be transferred to the State Collection not later than three months from the date of completion of treatment and scientific processing thereof.
23. The IAA Director may demand in writing from the license holder who is holding an antiquity which was discovered in the excavation that it be given to him for examination or for any other purpose for a period which shall not exceed 90 days, and he/she may extend the period by 90 further days if he/she considers this necessary.
24. The IAA Director may require an excavation license holder to complete the scientific treatment of an antiquity of scientific or historical value within a reasonable time which shall be determined after consultation with the license

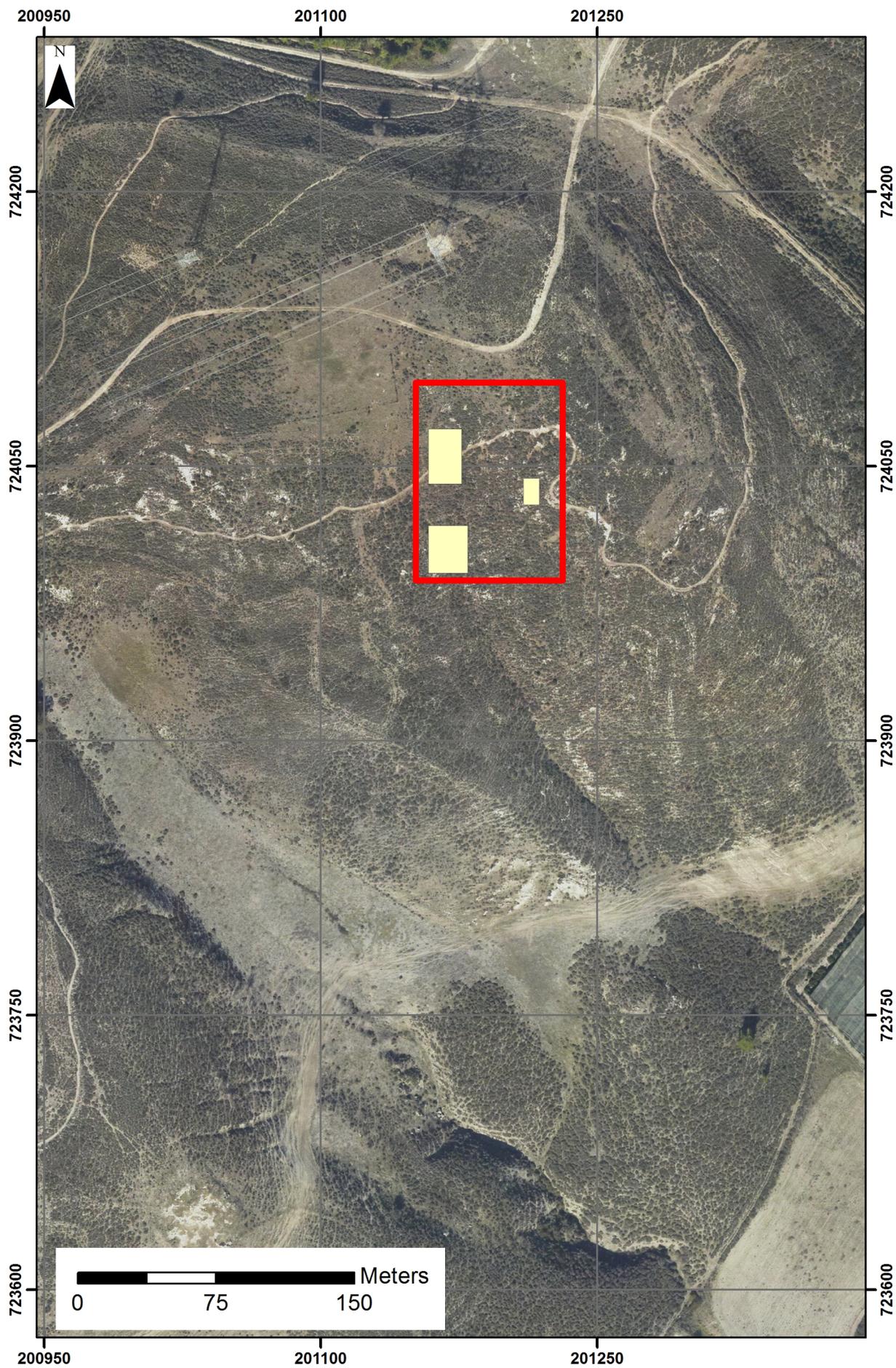


holder. After the period which is determined has elapsed, the IAA Director may require the antiquity to be delivered to the State Collection.

25. The transfer of an antiquity, including shards, flint, glass, metal, animal bones and stone implements, abroad for research purposes is prohibited under the Law of Antiquities unless advance written authorization for this has been obtained from the IAA Director. A license to take an antiquity abroad shall be given by the IAA Director in accordance with the policy of the IAA and the procedures established for this purpose. The granting of the excavation license does not amount to authorization to take an antiquity outside the territory of the State of Israel.
26. The IAA Director may make additions to the terms of the license after informing the license holder in writing, if he/she considers this necessary in accordance with his/her professional judgment.
27. If an excavation license holder contravenes any of the provisions of the Law of Antiquities or the regulations thereunder or any of the terms of the license, the IAA Director may revoke the license, suspend it or make it conditional upon compliance with additional terms. Anyone who considers himself to have been penalized by the IAA Director's decision may lodge an appeal before the Appeals Committee which operates under the Law of Antiquities.
28. The recipient of the license declares that the license has been given to him and to the institution after he/she has studied the IAA Director's terms and has agreed to them, and he/she hereby undertakes to comply with all the provisions and terms stated in this appendix. Furthermore, the excavation license holder declares that the excavation will be conducted by a recognized archaeological institution that operates an archaeological department or institute, and not by a private, commercial or business organization.

Name, title and signature of recipient of the license

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Submission of Annual Reports and Excavation Reports:

Guidelines for Scholars Outside the IAA

Attached to Excavation Licenses

(Updated January 2020)

I. Introduction

According to the Law of Antiquities 1978, every excavator must submit an annual report for each license (G, B or A type). The annual report shall be submitted by the end of the calendar year of the season/excavation, unless an extension is given when the excavation takes place close to the end of the year. The annual report is more often now termed as the “excavation file”. It is kept in the IAA archive to ensure safekeeping of all the raw scientific data from each excavation in Israel. Access to annual reports is restricted for a duration of ten years, unless a final report has already been published.

Publication of a report, whether preliminary or final, does not replace the duty to submit an annual report. The two are different: annual reports contain all the raw data, such as loci cards, lists of baskets, daily diaries and field photos. Publications include only a selection of this data. Sometimes, a final report leaves open questions that the raw data in the annual report might help solve.

Please be aware that submission of proper annual reports on time is required for the granting of new excavation licenses. In addition, final reports will not be approved without approved annual reports.

The IAA archives, the repository of all reports, is part of the archive system of the State of Israel. At present paper, i.e. hard copy, is the only officially accepted form for archival material by law. It can be supplemented by digital material, but not replaced by it.

II. Components of Annual Reports (see appendix)

The Law of Antiquities does not specify the exact components of the annual report, but certain procedures have been formulated through the years, forming an accepted ethic by the entire archaeological community. The components may change slightly, according to the nature of

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the excavation. For prehistoric excavations, if the “locus” is not used, submit the data as registered (e.g., by ‘features’ or lists and heights of baskets).

The following components of the annual report are defined as essential:

1. Written report- a textual summary (approximately 1–5 pages) of the season/excavation, describing its process, aims, stratigraphy, architectural remains and main finds).
2. Complete set of plans and sections of all excavated area/s. It is possible to submit preliminary plans and sections, as long as these are clear. The excavator should mark the more important loci, wall numbers, heights, etc., on the maps/sections. A general plan of the areas of excavation is required, with relations (by GPS or other means) to the New Israel Grid coordinate system, in order to enable precise location in the future.
3. Lists of Loci, baskets and daily diaries (often called “graphic diaries”). There is more than one method of registration of an excavation, and various forms are used. The IAA accepts all the forms, as long as the data required for registration of a scientific excavation exists.
4. Locus cards. Typically, a locus card includes a textual and graphic description, dates and heights (absolute levels) of opening and closure, the reasons why the locus was opened/closed, the relation to nearby loci, a list of baskets from the locus, etc.
5. Complete set of field photos. They can be submitted as enlargements or contact prints on paper (not Xeroxes). There must be a text/list describing each photo (e.g., date, direction of photo, Locus nos.); the list and the photos must be numbered. For digital photos, please submit the following items: 1. CD with original files; on the CD mark the names of the site and excavator/s, and the permit number. 2. List of photos with details (as for enlargements or contacts), including file name for each photo. 3. One set of large ($\approx 10 \times 15$ cm) printouts on paper, preferably by laser printer (not inkjet; the printout can be black and white); next to each photo mark its number or file number, as on the textual list.

In addition, it is recommended to add the following:

Other components of the annual report are not compulsory, since their preparation often requires a longer period than one year from the end of each season: 6. A list of special finds. 7. Drawings/photos/plates of finds. 8. Reports and articles related to the excavation/season. 9.

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Administrative information (such as details about the organization of the excavation, numbers of workers, names of staff members). 10. Anything the excavator thinks should be archived.

III. Submitting Annual Reports

1. Annual reports should be sent to the secretary of the Archaeology Division at the following addresses:
 - By post: Ms. Adrienne Ganor, Coordinator of Archaeological Licensing, Archaeology Division, Israel Antiquities Authority, P.O.Box 586; Jerusalem 9100402
 - Courier or special delivery: Israel Antiquities Authority; Archaeological Licensing, Archaeology Division; Rehov Hamarpe 5; Har Hotzvim; Jerusalem (please telephone + 972-2-5892285/6 prior to delivery to confirm arrangements).
2. Please attach our submission form (Appendix) to each annual report. The site name should be the official one: as on the license (one may use additional names elsewhere in the report).
3. Annual reports are organized in our archive by excavation permits. Hence, every permit/season must be submitted separately.
4. If a primary component is missing, please explain this on the form (for example, finds were meager so sections were not drawn). This will help us expedite the approval of the report.
5. Annual reports can be submitted in Hebrew or in English.
6. Except for site photographs (see II.5), originals or copies can be submitted.
7. We recommend that excavators keep copies of all the material submitted for the annual report, until the actual publication of the final report.
8. Please arrange the report in a binder (do not send everything in an envelope or a plastic bag), marked by the permit No., names of excavator/s and site on the front and spine.
9. The IAA archives, the repository of all reports, is part of the archive system of the State of Israel. At present paper, i.e. hard copy, is the **only officially accepted form** for archival material by law. It can be **supplemented** by digital material, but not replaced by it.
10. Annual reports are checked and approved by the Scientific Assessment Branch. Annual reports of underwater excavations are checked by the Marine Unit of the IAA.
11. In cases of a great amount of raw documentation (large, long-term expeditions), the excavator is required to coordinate the submission with the Scientific Assessment Branch.



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12. In such cases, if a final report is to be published soon, the head of the External Relations and Licensing Department may consider deferring the submission of the annual reports until after the completion of the final report.

IV. Approval of Annual Reports

Annual reports are registered on arrival in the IAA main database and checked by the IAA Scientific Assessment Branch. When complete reports are fully approved, they are delivered to the archive, their status in the database is set to approved and a mail is sent to the excavator. Partial reports are withheld, and a letter or notice asking for completion of the missing items is sent to the excavator.

IMPORTANT: If an approval mail is not received within two months from the date of submission, please contact the Coordinator of Archaeological Licensing, Archaeology Division at +972-2-5892-285 or varnai@israntique.org.il

V. Preliminary Publications intended for “Excavation and Surveys in Israel” (ESI)

1. It is customary to publish preliminary reports in our internet-based journal *ESI*, which include short, concise information about the season/excavation. There is no charge for the publication of such reports.
2. Preliminary *ESI* reports are typically 2–3 pages long or more (depending on the importance or scope of the excavation), with a few field photos and general plans, location map and up to one plate of finds. A small number of references can be given, usually to past *ESI* publications.
3. Preliminary *ESI* reports should avoid detailing the excavation strategy and course, and present only the *results* of the excavation, without an overly detailed description.
4. Preliminary reports should be submitted by email (using the ESI template) to the Publication department, at publications@israntique.org.il. The template as well as guidelines for contributors are available from the *HA-ESI* website: http://www.hadashot-esi.org.il/Guidelines_eng.aspx. The reports are first checked by the Scientific Assessment Branch.

**VI. Final Reports (License Types G, B) for ESI**

1. Grantees of excavation licenses of types 'B' (salvage excavations) or 'G' (research excavations) are free to publish their final reports in any accepted scientific forum. At present, the IAA also publishes short final reports for G, B licenses in the internet journal *ESI* (<http://www.hadashot-esi.org.il/>).
2. If a short final report is suitable for *ESI* (that is, an excavation limited in scope and in the quantity and importance of finds), the excavator may send this report for publication in *ESI*, as in Section V. Please mark the report as final (not preliminary).

VII. Published Final Reports

1. The following pertains to all final reports except those in *ESI* (Section VI).
2. Excavator must deliver two copies of each final excavation report, after publication, to the IAA as required by the Law of Antiquities 1978. The copies should be sent to the IAA Library.
 - By post: The Library, Israel Antiquities Authority, P.O.Box 586; Jerusalem 9100402
 - Courier or special delivery: The library, Israel Antiquities Authority, The Rockefeller Museum Building, Sultain Suleiman St., Jerusalem.
3. Evaluation by the Scientific Assessment Branch will determine if the publication is of a sufficient standard. If yes, the duties of the excavator towards the license(s) are considered to have been fulfilled and a formal approval letter will be sent. In case the publication is not deemed sufficient, the excavator will be notified.
4. It is essential to add the license number(s) that the report covers somewhere in the publication (usually in a footnote).
5. To facilitate crediting the excavator, please enclose a cover letter specifying what permits (G or B Nos.) are treated by this final publication. Also, specify if the report constitutes the full publication for a certain permit, or is only partial.
6. In cases of doubt or any queries, please feel free to contact Danny Syon of the Scientific Assessment Branch at dsyon@israntique.org.il.

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VIII. Electronic publications as final reports

With the wider acceptance of electronic publications as a valid scientific venue, and with the transfer of some of the publications of the IAA to an electronic format, the director of the IAA has decided that from April 2013 to recognize electronic publications of outside institutions, including **M.A. and Ph.D dissertations**, as final publications on the following conditions:

1. The final report shall include all the accepted components of a final excavation report, as usual in a printed report.
2. The publication will be placed on a dedicated website affiliated with a recognized academic institution, such as the electronic periodical *'Atiqot*, affiliated with the IAA (<http://www.atiqot.org.il>).
3. The final report shall receive an ISSN number, as customary for academic periodicals (see <http://www.issn.org>).
4. The institution wishing to publish an electronic final report on a dedicated website, shall supply the IAA with a written confirmation that the site is backed up regularly on the institutional server and on a remote server.
5. With the publication on the website, the excavator or institution shall notify the IAA, and send two printed copies for evaluation as required by the Law of Antiquities 1978 (see section VII above).



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Appendix:

Submission of an Annual Report

[Please send to the Coordinator of Archaeological Licensing, Archaeology Division,

- By post: Ms. Adrienne Ganor, Archaeology Division, Israel Antiquities Authority, P.O.Box 586; Jerusalem 9100402
- Courier or special delivery: Israel Antiquities Authority; Archaeology Division; Rehov Hamarpe 5; Har Hotzvim; Jerusalem (please telephone + 972-2-5892285/6 prior to delivery to confirm arrangements).

Date: _____

We hereby submit an Annual Report (“Excavation file”) for the excavation at [name of site as on the license] _____, license number __/_____/_____ (please mark the type- B/G; the number; and the year).

This annual report includes the following component (mark by V):

- Written summary of the excavation.
- Daily, ‘graphic’ diary.
- List of baskets.
- List of Loci.
- Loci cards.
- Plans.
- Sections.
- A full set of original field photos with textual list-
 - contacts.
 - enlargements.
 - digital files.
- List of special finds.
- Photos of finds.
- Drawings of finds.

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[] Other components (detail): _____

Notes (including explanation for missing primary component/s): _____

Sent by:

[name and signature] _____ .

[address/email contact] _____

EXTERNAL RELATIONS & ARCHAEOLOGICAL LICENSING
Rehov Ha-Marpe 5, Jerusalem

קשרי חוץ ורישוי ארכיאולוגי
רח' המרפא 5, ירושלים

מען למכתבים: רשות העתיקות, קשרי חוץ ורישוי ארכיאולוגי, ת.ד. 586, ירושלים 91004 טל. 02-5892286, פקס. 02-5892238
Postal Address: P.O.Box 586, Jerusalem 91004 Israel, Tel. 972-2-5892285 Fax. 972-2-5892238
website: www.antiquities.org.il

Conservation Concurrent with Excavation

Explanations for Archaeologists Granted an Israel Antiquities Authority Excavation License

March 2018

2nd version: June 2018

Written and edited by:

Evgeny Ivanovsky, conservator; Adi Sela Wiener, architect; Shahar Puni, architect.

Israel Antiquities Authority, Conservation Division, Department of Conservation Policy, 2018

Gideon Avni, director, Archaeological Division

Ra'anan Kislev, director, Conservation Division

Yael Fuhrmann-Naaman, director, Department of Conservation Policy

Introduction

Conservation concurrent with excavation focuses on protecting immovable finds, including architectural remains, in archeological excavations, and does not deal with the conservation of small artifacts. The goal is to ensure the preservation of immovable finds between excavation seasons and at the end of the last season, after the archaeological expedition has left the site, when these finds must be protected over time.

These explanations are intended for all individuals and institutions granted an excavation license issued by the Israel Antiquities Authority. Their purpose is to clarify the required procedures for conservation concurrent with excavation. The receipt of an archaeological license encompasses a commitment to allocate resources for conservation and to contract a professional conservator to accompany the excavating archaeologists. The conservator is required to implement and document conservation measures taken during the excavation and at the end of the season. The explanations provided here do not detail the types of actions required for conservation concurrent with excavation.¹

These explanations² have emerged from a realization of the necessity to raise awareness of the importance of conservation concurrent with excavation, and the requirement to appoint a professional conservator for this work.

I. Conservation Concurrent with Excavation

A. Definitions and importance

Conservation concurrent with excavation is an inseparable part of archaeological excavation. It includes actions taken to protect immovable findings unearthed during excavation that remain *in situ*. Such protection can hold off or even prevent erosion processes, both natural and by human agency. Immovable remains left *in situ* in excavations are of scientific value for current and future research. They must therefore be properly protected between excavation seasons and at their conclusion.

The essence of conservation concurrent with excavation, as noted in the terms and provisions for granting excavation licenses, is defined as:

Protective measures, preventive conservation, stabilization and the covering over of archaeological remains. The principal aim of conservation concurrent with excavating is to prevent or slow down the destructive and weathering processes at the site (Excavation Director's Commitment to Perform Conservation Concurrent with Excavating, Form 4 - Addendum 7 to protocol 3.10).

Conservation concurrent with excavation normally takes place at an advanced stage of the excavation or immediately thereafter. The tasks involved are usually limited in extent compared to conservation and development of sites. Conservation concurrent with excavation also includes conservation work carried out after the last excavation season

¹ Stanley-Price, N. P. (Ed.) (1993). [Conservation on archaeological excavations: with particular reference to the Mediterranean area](#). Rome, Italy: ICCROM.

² Conservation Concurrent with Excavation Guide, first version, was written and edited in 2012 by the then National conservation inspector, Mr. Ami Shachar.

finishes, but before the expedition leaves the site. These actions may be more extensive than those conducted between the seasons. Note that the measures involved in conservation concurrent with excavation are essentially different from conservation work during development of a site for presentation to the public, when a managing entity is responsible for handling ongoing work of that nature.

The importance of conservation concurrent with excavation has been proven. Failure to undertake this required actions in a timely and professional manner can lead to irreparable damage or even loss of finds. Planning and implementation of conservation measures during excavation or immediately thereafter can reduce the need for more complex conservation in the future.

Thus:

1. During planning of the excavation, conservation measures concurrent with excavation must be taken into account.
2. Logistic and budgetary resources must be earmarked for conservation concurrent with excavation.
3. A professional conservator must be appointed to implement and document conservation as required.
4. Special attention must be devoted to conservation during the final season of excavation but before the expedition leaves the site.

B. Legal framework and the excavation license

Every excavation carried out in Israel requires a license, as mandated by the Antiquities Law – 1978 and the Israel Antiquities Authority Law – 1989. Possession of a license is a precondition for any field work. The license-holder is responsible for implementation and proper management of the excavation until the license expires. The process of applying for an excavation or survey is detailed in the application form for an archaeological license and the appendix detailing terms and provisions. The protocol details the process, conditions and instructions and includes the matter of conservation concurrent with excavation. The Israel Antiquities Authority's Archaeological Division is responsible for processing applications for excavation licenses until they are issued. Professional committees – one internal and one external – operate together with the Division. Excavations are coordinated with the Israel Antiquities Authority's district offices and are under their supervision.

C. The conservation component in granting excavation licenses

A summary of the directive involving conservation concurrent with excavation is detailed in the terms and provisions in the application for an excavation license, as follows:

The license holder undertakes to safeguard the excavation site and the antiquities which are discovered there and to ensure their preservation during the time of the excavation and between the excavation seasons. The necessary preservation work (preservation during excavation) shall be done by a conservator with experience in conservation work at antiquities sites and on the

basis of a conservation plan. At the end of each season a conservation report shall be prepared. At the end of the last excavation season conservation work shall be done in order to protect the site in a lasting manner (Addendum 1 to Protocol 3.10 – Addendum to excavation license, terms and provisions, Clause 13).

The license-holder is responsible for fulfilling the commitment to conservation. The recognized educational institution shares this responsibility, pledging that the excavation, including conservation, processing and publication, will be implemented in keeping with the accepted standards, and that the required financial and administrative resources will be earmarked as detailed in the **Contract of Commitment of the Educational Institution to the Israel Antiquities Authority** (Form 2 – Addendum 2 to Protocol 3.10). The expenses intended for conservation are included in the excavation budget and must be presented in the **Detailed Excavation Budget** (Form 3 – Addendum 3 to Protocol 3.10). These expenses are estimated at about 5% of the cost of an excavation season. Note that the required allocation is determined anew for each season, and may vary between the first season, the following seasons and the last season before leaving the site. The license-holder's obligation is embodied in the Excavation Director's Commitment to Perform Conservation Concurrent with Excavating (Form 4 – Addendum 7 to Protocol 3.10) and includes a financial commitment, a commitment to contract with a professional conservator and a commitment to work according to the directives of the Israel Antiquities Authority. The director of the Conservation Division is the official who confirms the license-holder's commitment to implement conservation concurrent with excavation.

D. National conservation inspector

The Israel Antiquities Authority Law – 1989 authorizes the Israel Antiquities Authority to oversee archaeological excavations, supervise the state's curation of antiquities and carry out inspections with regard to breaches of the Antiquities Law. The law defines the functions of the Authority's inspectors and details their powers.³

The Israel Antiquities Authority's national conservation inspector oversees the aspects of conservation concurrent with excavations carried out in Israel, except for archaeological surveys, salvage excavations and underwater excavations. This official's work is coordinated with the archaeological district in which the excavation is located. Among his or her roles are the following: ensuring that conservation concurrent with excavation is implemented in all excavations according to professional standards and by a professional conservator; ongoing monitoring of conservation concurrent with excavation, examining and approving conservation reports submitted by conservators; and recommending to the Israel Antiquities Authority's Conservation Division, through its director, the approval of applications for and renewal of excavation licenses.

³ Israel Antiquities Authority Law (1989) Section 2, clause 5 (b), 6 and 7), as well as Section 4, clauses 25 and 26 respectively.

E. The conservator overseeing excavation

The conservator overseeing an archaeological excavation must have knowledge in conservation and proven practical experience. He or she must be familiar with the required measures for conservation concurrent with excavation, and oversee the process throughout the excavation seasons. The conservator will submit a report detailing conservation work carried out during the excavation season.

The conservator's name and signature will appear on the form of **Commitment to Implement Conservation Concurrent with Excavation**. The conservator's appointment will need to be approved by the Conservation Division of the Israel Antiquities Authority. Conservation work will be coordinated with the Israel Antiquities Authority's national conservation inspector and will be implemented according to the inspector's directives and approval.

II. Directives

Directives for license-holders

As part of the conditions for receiving or renewing an excavation license, the license-holder must:

1. Sign and submit the **Commitment to Implement Conservation Concurrent with Excavation** (Form 4 – Addendum 7 to Protocol 3.10).
2. Allocate of at least 5% of the budget for each excavation season to conservation concurrent with excavation. Note that the amount of the allocation is determined anew before each excavation season and is calculated according to the archaeological findings uncovered at the site.⁴
3. Appoint a conservator who will be in charge of conservation concurrent with excavations at the end of each excavation season. The conservator's name and signature must also appear on the commitment form in cases where the contract with the license-holder is with an entity or company handling conservation.
4. Submit a conservation report as a condition for renewal of the excavation license for further seasons.

Note that responsibility for the conservator's work rests with the license-holder.

⁴ The amount of the allocation appears in Addendum 3 of Protocol 3.10 – **Addendum to the Application for Excavations/Survey License** – and in Addendum 7 of Protocol 3.10 – **Excavation Director's Commitment to Perform Conservation Concurrent with Excavating**.