

Regulations for Archaeological Projects in Jordan Based on the provisions of the Jordanian Antiquities Law Number 21 for the year 1988 and its amendments

Article (1)

These Regulations shall be cited as the “Regulations for Archaeological Projects in Jordan” and shall be effective as of the 1st of January 2016.

Article (2)

The following words and phrases occurring in these Regulations shall have the meanings assigned hereunder unless the context indicates otherwise.

- a) **Minister:** Minister of Tourism and Antiquities
- b) **Department:** The Department of Antiquities
- c) **Director General:** The Director General of the Department of Antiquities
- d) **The law:** The Jordanian Antiquities Law Number 21 for the year 1988 as amended.
- e) **Permit:** The written approval granted to the Archaeological Mission by the Department.
- f) **Representative:** A specialized personnel who represents the Department during implementation of the Project.
- g) **An Associate Director/ Co-director:** A specialized person who represents the Department during implementation of the Project and shares intellectual property for scientific publications.
- h) **Project Director(s):** the designated person who is legally and administratively responsible before the Department for adhering to the action plan of the project, and for complying, alongside the other members of the team, with the regulations and laws in effect in the Hashemite Kingdom of Jordan. Other Co-Directors should be named.
- i) **Archaeological Mission:** Specialized archaeological team working on the Project.
- j) **Committee:** The Committee formed in light of these regulations to consider all submitted Project proposals.
- k) **Project:** The scientific archaeological activity for which a permit is required and which are subject to the scientific standards of the international scientific



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academy and the standards, laws and regulations that are found in the Hashemite Kingdom of Jordan. Project types include:

1. **Excavations:** Scientific excavations at an archaeological site that include very clear proposal/ action plans and financial sponsors.
2. **Surveys:** Non-destructive scientific recording of archaeological remains and landscapes that are visible on the surface, using geophysical or other ground penetrating techniques that do not have any negative effect on the archeological remains. Limited test pitting is allowed as defined in Article 17 point 8.
3. **Salvage / Rescue Projects:** Surveys and excavations taking place on a threatened archeological site discovered during construction or other development works, or as a result of natural degradation.
4. **Conservation and Restoration Projects:** Scientific projects proposed for the restoration, conservation and reconstruction at an archaeological site using scientific methods and techniques and a defined and specific plan.
5. **Training Projects:** Projects undertaken by Jordanian and international universities and institutions which offer academic programs in the field of archaeology, for example, for the purposes of training students in the techniques of excavation in conjunction with the Department.
6. **Archaeological documentation projects:** Projects which document archaeological sites by small-scale scientific sampling for analysis by modern techniques, such as radiocarbon, uranium series dating, phytoliths, or stable isotope studies.
7. **Rehabilitation and management of archaeological sites projects:** Projects with the objective to rehabilitate develop and manage archaeological sites.

8. **Other scientific studies and research:** For visiting sites or museums and archive collections to study artefacts, inscriptions, or to make comparative studies.

Article (3)

The applicant must possess the following qualifications in order to submit an application for a permit:

- a) The project director and their assistants must possess suitable academic qualifications and skills for such purposes, and also possess experience and competence in the field of archaeology and internationally accepted methodologies of excavation.
- b) The professional ability to plan, manage, prepare, and organize in the course of implementing the proposed project and to supervise its type and scope.
- c) Sufficient experience in storing and safeguarding antiquities and archaeological objects discovered in the course of excavation, such as registration, documentation, classification.
- d) Academic and professional skills in the field of research and publication.
- e) The ability to develop academic and practical plans to conserve and restore the site, in coordination with, and with the acceptance of the Department.

Article (4)

- a) Those who are applicable to the conditions in article 3 mentioned above wish to be in the implementation of any archaeological project in the Hashemite Kingdom of Jordan, the applicant must submit an application for a permit to conduct work within a period that is not less than 90 days from the actual required date for initiating work. The application packet must include, in both hard and electronic copy;
 1. An application form (printed or electronic is accepted).
 2. An official letter from the party supervising the project (educational institution, a cultural institution, specialized museums, or other institutions). Permits will not be granted to individuals for their own persons except in special cases agreed upon by the Committee.
 3. The name of the site/monument and the historical period of the site.
 4. The Category of the archaeological project or type as per article 2 of these regulations.



5. The proposed timeline for implementing the project.
 6. Identification of the ownership of the archeological site.
 7. Site Location of the proposed Project, including the plans and coordinates of the area to be surveyed or excavated, and the significance of the proposed project, alongside a synopsis of the project objectives and a synopsis of the Project's archaeological, historical and academic aims.
 8. A detailed plan of the condition of the site, and the foreseen plans to safeguarding it in future.
 9. A biography about the main researcher and the specialized supervisors and researchers of the Archaeological Mission with their academic qualifications.
 10. Proposed methodology for taking archaeological samples.
 11. A financial budget or financial covering letter from the financial donor, stating the availability of financial allocations to cover the expenses of the Project.
- b) Evaluations of the submitted applications are to be conducted by a Committee or by the Archaeological Excavations and Surveys Directorate. This Committee will provide and present recommendations to the Director General, who ultimately determines, based on the documents presented and Committee recommendations, whether or not the project should receive a Permit.
- c) In the case of plans to use for the Project devices such as airplanes, balloons, survey equipment, equipment to determine coordinates, and metal detectors, a separate request form must be submitted 90 days before the actual work begins, indicating the types of devices and serial numbers for each device attached to the catalog and pictures.

Article (5)

The applicant shall fill out the military security forms by typing, they shall not be handwritten, and include two passport equivalent photographs. Each member of the Archaeological Mission is also required to submit such photographs and include passport numbers, nationalities, the locations in which they previously worked (in Jordan or abroad), their present positions and their resident locations, as well as their academic qualifications. Forms are to be submitted 90 days prior to the proposed Project start date.



Article (6)

The Project Director in cooperation with the Department, shall present the written approval of the owner of the land (in the case where it is privately owned property), within which the excavation is proposed, indicating any agreement (including a copy of the agreement) to pay a specified fee (should that be required) for using the land for the purpose of excavation and the specified fee for restoring the land to its original condition, in the case that the Department of Antiquities should deem this to be necessary. In any case, the Department bears no financial costs for this remedial work, in compliance with the provision of Article (17) of the Jordanian Antiquities Law.

Article (7)

The Project Manager assumes the legal responsibility for the right of implementation of his/her Project.

Article (8)

- a) The foreign archaeological teams shall pay the required financial contributions in order to conduct archaeological excavations in Jordan (as shown in Table 1) as a contribution to scientific activities and restoration. These contributions are to be deposited at the Directorate of Finance in the Department so they can be monitored in a special account at the Ministry of Finance, under the name of Deposit Conservation, Restoration and Publishing for the use of the Department to fund the conservation and restoration of archaeological projects and in publishing the results of archaeological projects.
- b) The foreign archeological missions that want to conduct archaeological surveys must pay the required finance contributions (as shown in Table 2) as a contribution to scientific activities and restoration, and these are to be deposited at the Directorate of Finance in the Department so they can be monitored in a special account at the Ministry of Finance, under the name of Deposit Conservation, Restoration and Publishing for the use of the Department to fund the conservation and restoration and in publishing projects. In the case of an Archaeological Survey planning to conduct more archaeological test pits than originally agreed (as indicated in article 17 point 8), the Committee has the right to impose extra contributions, depending on the details provided in the application, and these must be back filled at the end of the same season.

- c) Jordanian Universities and Institutes shall be exempted from paying the required contributions (shown in Table 1 or 2), except for the administrative services and the daily fees of the Department's Representative. These parties shall be committed to assist the Department in any protection and maintenance works at the sites in which they have activities.
- d) Upon the recommendation of the committee, the Director General may exempt the Project submitted to the Department from paying either full or part of the contributions from the committee thereof referred to in clauses (a, b) above; if the archaeological Project presented is either a conservation and restoration project or includes some conservation and restoration works, and in such cases the Project will be a collaboration with the Department and a Representative of the Department in which the Co-director of the Project shall share all the scientific and intellectual properties to publish the work. Universities and foreign institutes which are collaborating with Jordanian universities will have a fifty percent (50%) discount of the contributions that are referred to above (a, b.)
- e) The Project Director shall pay for the supervision and the follow-up and remuneration of administrative services for the entire duration of the project, including public holidays (according to Table 1 and 2), while national universities are to be exempted from paying the remuneration of administrative services when the Project is a student training project.
- f) The Project Director shall provide the representative/ representatives of the Department with accommodation, food and drink like the rest of their team members if the representative/ representatives of the Department stay overnight.
- g) Financial contributions allocated for the Project are placed for the management, follow-up and administrative support services with the Department of Deposits in the Directorate of Finance before starting work on the Project.
- h) Upon the recommendation of the Director General, the Minister can exempt any proposed projects from the payments received only in special cases, where they find benefits for the Department. In such cases, the project will be a joint collaboration with the Department, and the Representative of the Department will be a Co-director in the Project and will share the intellectual properties for scientific research publication.

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Article (9)

In case the Archaeological Project needs the assistance from one of the surveyors of the Department to work on the Project or the use of the Department's heavy machines, cars or accommodation at one of the Department's properties, the Project Director must submit a written request 30 days prior the starting workday. And the Project Director shall pay the amount of money according to Table (3) of Deposits in the Directorate of Finance, as well as the requirement of the Project Director to provide for the surveyor's and driver's requirements for accommodation, food and drink, just like any other member of their team in the case of overnight stays.

Article (10)

The Project Director and the Archaeological Mission commit to the following during implementation of the Project:

- a) Bearing full responsibility for implementing the archaeological Project and complying with the permit and associated plans.
- b) Implementing the practical plan according to the scientific method detailed in the permit application and coordinated with the Representative at the site.
- c) Executing all stages of the archaeological Project in a consistent manner with scientific archaeological standards.
- d) Undertaking comprehensive listing, cataloguing and archiving of all recorded and documented materials for all stages of conducting the project.
- e) Implementing scientific strategies and methodologies suitable for sampling and dating and environmental analysis.
- f) Demonstrating competence and ability to manage archaeological materials discovered in the Project, and preserve them in a suitable manner under the supervision of the main Representative of the Department.
- g) Undertaking the necessary conservation and restoration work to strengthen and stabilize all parts in the archaeological site, with the presence of a specialized person in conservation and restoration within the team members, according to the Department's accredited international standards, and oblige the Project Director to allocate an entire season for conservation and restoration and possible reconstruction of the site, if this is not done every season.
- h) The plan must take into account the appropriate steps to close the work of the Project, such as urgent consolidation works, the removal of the debris outside the site, and backfill fragile elements in the site. These actions must be

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compatible with scientific standards and under the supervision of the Representative.

- i) Involve and inform first-hand the Representative of all that has been found in terms of artifacts during the Project.
- j) Establishing working hours in the field to a maximum of eight hours per day, provided that they commence after sunrise and end prior to sunset.
- k) Obtaining the written approval of the Department in the case of an alteration of the work methodology and/or the contents and stages of the approved Project plan.
- l) In hiring and training local workers, the priority is given to members of the local community, preferably those ones who are graduates with Archaeology as their major.
- m) Follow the laws and regulations and respect the customs and traditions of the local communities in the area of work.
- n) Publishing or giving statements to the media in general and social networking are prohibited, unless a written approval is taken from the Department or the field report has been submitted to the Department.
- o) A management plan must be submitted for the site, if the length of the Project has been 10 years.

Article (11)

The Director of the Archaeological Mission or the Directors of foreign and national Projects will submit the following to the Department after concluding the work season or the project:

- a) A preliminary report on the results of every season of the project, within four weeks of the date of the end of the project. This report is to be supported by plans, drawings and photographs with necessary explanatory notes, and a special inventory list showing all the archaeological objects found (soft and hard copies according to the approved form).
- b) A final report for each and every season of the project must be submitted within a period of one year from the concluding date of the season. This report is to be suitable for publication in the Department's Annual publications, and to be suitably explanatory, describing the site and placing it in its archaeological and historical context in a manner removed from historical controversy.



- c) Shall present an abstract including the results of the archaeological project for the publication in the journals and publications issued by the Department. This abstract must be suitable for publication and in accordance with the requirements of the Department, and a copy to the Director of the Governorate Directorate, according to the approved form.
- d) If the Project Director does not scientifically publish within a maximum period of five years, the Department is entitled to publish the site research results, using all the scientific reports and documentation.
- e) The project manager must be committed to giving a lecture in the Department or in one of the archaeological institutes in Jordan about the project and its results.

Article (12)

(Representative or) Department Representatives:

- a) The assigned Representative will ensure and monitor the functioning of the archaeological Project and in cases where the project requires more than one Representative; the first Representative is responsible for ensuring the progress of work.
- b) The assigned Representative must be in charge of the responsibilities entrusted to them by the Department according to the Law. The assigned Representative must be qualified academically and professionally to carry out the required tasks. He/she must have been previously assigned as second Representative in another three archaeological projects at least.
- c) The Representative shall monitor all the work and the compliance of the archaeological team with scientific methods and the plan presented and approved, pursuant to the Antiquities Law and issued regulations.
- d) The Representative shall neutrally facilitate the relationship between the Project Director, the workers, the governmental sector and local communities.
- e) An identity badge must be worn all the time during the fieldwork period.
- f) The Representative shall contribute to the resolution of any academic or administrative problems which may arise at the site.
- g) The Representative shall assume responsibility for following up on the team's documentation and registration of artefacts through the preparation of an inventory, and storing the artefacts in suitable locations to safeguard them, and

finally overseeing their safe delivery to a Departmental archaeological storage facility, in coordination with the Project Director.

- h) The Representative shall submit a report to the Department summarizing the progress of the Project, photographs, an inventory of discovered artefacts along with a copy of receipt and delivery by the curator of the excavations warehouse in the area or the Department Directorates. This should include an evaluation of work at the site, and the extent of the compliance of the team with the submitted plan(s) and the scientific method, regulations and the law, including any future recommendations particular to the team.
- i) If the Representative is absent from work without obtaining the approval of the Department, the Project Director shall notify the Director of the Excavations and Surveys Directorates within 48 hours. Disciplinary procedures shall be taken towards the Representative.
- j) If the Representative wishes to decline or withdraw from the project, he/she must present a written request to the Director General indicating the reasons.
- k) The Excavations and Surveys Directorate and the Director of the Directorate of Antiquities of the area shall undertake field visits to the projects to ensure the compliance of the Archaeological Missions and the Representative(s) with the regulations of the Department.
- l) The Representative must be informed 4 days before the actual work begins.
- m) In case of any scientific or administrative irregularities, the Representative has the right to inform the Director General to stop the project.

Article (13)

The Committee shall be formed by the Director General; headed by the Director General's Technical Assistant and the Director of the Excavations and Surveys, and two other experts assigned by the Director General, either from the Department's staff or external. Its mission will be to study the submitted national and international proposals, to evaluate and provide the necessary recommendations to the Director General. Financial allocations shall be determined by the Director General and paid to the Committee members in appreciation for their efforts.

Article (14)

The Projects conducted by the Department's Directorates and staff around the kingdom shall comply with and follow the articles (10 and 11) of the Regulations. In addition, they must provide detailed scientific plans for the proposed archaeological Projects from their Directorates with plans supported by photographs and illustrative drawings and stipulating the Project's financial budget. The plans are required to be submitted prior to the commencement of the financial year, enabling the required study by the Committee, formed pursuant to Article (13).

Article (15)

For purposes of regulating the archaeological finds for the aims of conservation, restoration and/or analysis, and to facilitate this process for researchers and scholars, the following shall be required:

- a) Upon completion of the archaeological Project, the authorized Archaeological Mission shall send all finds and samples to the main excavations warehouse, or to the archaeological excavations warehouse in the area close to the project location at the expense of the Mission. These will be accompanied by the Representative, who will be given the prepared inventory lists by the Project Director. These lists shall indicate detailed information about every piece such as (the type, location where it was discovered), attached with color illustrative photographs, including drawing scales, with all information submitted in both hard and electronic copies. The person authorized by the Department shall inspect those objects and match them with lists. The warehouse curator shall register all finds. It is not permitted to transport the finds to any other place without obtaining prior approval of the Department.
- b) If the permit holding party wishes to loan artifacts temporarily for the purposes of study or conservation or restoration works, separate lists of the specific artifacts (in terms of the type, original location and the material of which it is made) shall be prepared at the time of transfer to the warehouse curator. In addition to the detailed information about each piece, there must be a colored illustration/picture with a measuring scale, attached as a hard and soft copy, to enable the authorized person at the Department to verify these artefacts and compare them with these lists.
- c) The Department shall arrange loan agreements with institutions, universities, academic institutes and museums, but not with individuals. The authorized party

is not entitled to keep the loaned objects in private homes or buildings, or outside of the laboratories of institutions, or universities, or specialized scientific institutes, private buildings (whether inside the boundaries of the Hashemite Kingdom of Jordan or outside of it), without obtaining the approval of the Department.

- d) An Archaeological Mission wishing to transfer archaeological objects shall indicate the purpose of loaning those objects and the location to which those objects will be transported after loan privileges are given.
- e) The Department may agree on permanent loan agreements for geological and botanical samples, soil, and samples of pottery shards and bone fragments (human and animal) if the Department considers that these do not constitute a part of an archaeological object (and they are considered only for study purposes).
- f) The Department may agree on temporary loan agreements for archaeological objects, for a period agreed upon by both parties. In such cases, the loan period will not be permitted to exceed one year. Should the borrowing party wish to extend the loan period, it must submit a written request to the Department at least 30 days prior to the expiration of the loan period. Using the same formal process, the Department is entitled to extend the loan period annually, to a maximum limit of three years duration.
- g) Any archaeological object(s) that are on loan for the purposes of display in museums, institutes, Jordanian or foreign institutions, may take place in accordance with special agreements with the Department, and after obtaining the approval of the Council of Ministers pursuant to Article (10) of the Jordanian Antiquities Law. In such cases, the loan is made only when the use of the object(s) is consistent with the vision of the Department concerning the interpretation and safeguarding of Jordan's cultural heritage, and provided that the maximum term of any such agreement is ten years. A loan agreement may be renewable with the consent of the two parties.
- h) The borrowing party commits to safeguarding the artefacts, including preventing the utilization or the application of any techniques or materials which may affect the condition of the temporarily loaned artefacts, or otherwise damage them.

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- i) The loaned objects shall not be displayed in any local or international exhibitions, without obtaining the prior approval of the Department and coordinating any such activity with it.
- j) The borrowing party must take responsibility for all charges and costs associated with the loan agreement, including packing, shipping, clearing, insuring and transportation to and from the warehouse(s) of the Department.
- k) The borrowing party undertakes to safeguard the loaned objects and to return them to the Department on or before the expiration date of the contracted loan term. In addition, a scientific report must be submitted including the results of any study conducted on the objects or samples, whether the study is published or not.
- l) The Department is entitled to demand and request the return of the loaned objects from the borrowing party prior to the expiry of the loan period. In this case, the Department of Antiquities will undertake to notify the borrowing party thirty days in advance of the requested return date.
- m) In the case of the expiration of the loan period and the failure to return the loaned objects, or the submission of a request for an extension of the approved loan period, or a breach of any of the loan conditions or regulations, the Department is and shall be entitled to bring litigation against the institution with which the loan agreement was signed, pursuant to the Jordanian laws and regulations.

Article (16)

In addition to what is stated in these regulations; the Archaeological Missions working at sites inscribed on the UNESCO World Heritage list, shall also comply with additional terms and standards to be determined by the Department at each specific site, in a manner which supports the obligations of the Department, and Jordan, under signed international agreements.

Article (17)

General Provisions:

1. It is not allowed to start working without a Representative or representatives for more than two consecutive days unless permission is granted from the Director General.
2. The archaeological missions must not work on any endowment (Awqaf) areas or recent modern grave yards. Work may proceed only after permission is granted from The Ministry of Awqaf (Islamic Affairs).



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3. Only fifteen team members / individuals from an archaeological Mission are exempted from paying the entrances fees at archaeological sites.
4. The Project Director will only be granted a Permit up a maximum of two times per year, whether for the same site or other sites.
5. No Permit or loan will be granted to institutions and organizations that have not complied with the loan agreement signed with the Department, until correction according to the conditions has been made.
6. Cutting forest trees or fruit trees during any project is strictly prohibited unless with the prior written consent of the Department or the Ministry of Agriculture.
7. Work with appropriate insurance cover when borrowing rare artifacts and distinctive ones for study or restoration.
8. Only under special circumstances are test pits allowed to be made during survey work, measuring 60 cm × 60 cm and up a maximum number of 4, and provided that they are back filled under the supervision of the Representative.
9. Changing the co-director who is appointed by the Department is prohibited, unless the co-director applied to be changed or based to the desires of the Committee to resolve any misunderstandings between the Co-director and the Project Director.
10. The number of the participants is determined according to the number of the security forms that were submitted at the time of the application. If it was necessary to add more participants, their security forms must be submitted in advance, and is subject to approval. If any participants are found working on site without the prior submission of security forms and approval, strict actions will be taken against the Project Director; if the permission was cancelled it shall not be renewed.
11. In case the archaeological Project works for non-continuous periods in the field, due to undertaking laboratory or office studies as needed, the assigned Representative's daily rates must be calculated based on the number of working days in the field.

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Article (18)

The Director has the authorization to sign, cancel and grant permits to local and international missions working on archeological sites in Jordan.

Article (19)

These Regulations cancel all of the previous regulations that conflict with them.

Article (20)

The Department is delegated to apply the provisions of these Regulations.

Dr. Monther Jamhawi

Director General of the Department of Antiquities

Certified and Approved

Nayef Hmaidly Al-Fayez

Minister of Tourism and Antiquities

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Number of Participants	Project Duration & Required Payment							Number of Representatives	Representative(s)' Perdiem (JOD/day)*	Administrative and office work Costs (JOD/day)
	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks			
	Payment For Conservation, Management and Publications (JOD)									
1 - 10	500	750	1000	1250	1500	1750	2000	1	25 / day	15 / day
11 - 20	1000	1350	1700	2050	2400	2750	3100			
21 - 30	1500	1950	2400	2850	3300	3750	4200			
31 - 40	2000	2550	3100	3650	4200	4750	5300	2	50 / day	
41 - 50	2500	3150	3800	4450	5100	5750	6400			
51 - 60	3000	3750	4500	5250	6000	6750	7500			
61 - 70	3500	4350	5200	6050	6900	7750	8600			
71 - 80	4000	4950	5900	6850	7800	8750	9700	3	75 / day	
81 - 90	4500	5550	6600	7650	8700	9750	10800			
91-100	5000	6150	7300	8450	9600	10750	11900			

* A (5 JODs/day) will be added to the Representative(s)' per diem, if the project provides tent accommodation.

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(2) Other Archaeological fieldwork Payments in JODs

(2) المبالغ المطلوبة للمشاريع الميدانية الأثرية الأخرى بالدينار الأردني

Number of Participants	Project Duration & Required Payment								Number of Representatives	Representative(s)' Perdiem (JOD/day)*	Administrative and office work Costs (JOD/day)
	1 week	2 weeks	3 weeks	4 weeks	5 weeks	6 weeks	7 weeks	8 weeks			
	Payment For Conservation, Management and Publications (JOD)										
1 - 5	200	300	400	500	600	700	800	900	1	25 / day	15 / day
6 - 10	450	650	850	1050	1250	1450	1650	1850			
11 - 15	800	1000	1300	1600	1900	2200	2500	2800			

(3) Rates for logistics from DoA in JODs/day

(3) اسعار بدل خدمات لوجستية من الدائرة بالدينار الأردني / لليوم الواحد

#	Type of Logistics	Rate / Per Day in JODs	Remarks
1	A surveyor without using DoA equipments	50	Per Person
2	A surveyor using DoA equipments	100	Per Person
3	Sleeping in DoA Buildings and Dormitories	15	Per Room
4	Using DoA Bulldozer with a driver and without fuel	125	Per One
5	Using DoA Cars with a driver and without fuel	75	Per Car
6	Using DoA Cars with a driver to lift object to/from the Airport	50	Per Round

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