



ARAB REPUBLIC OF EGYPT
MINISTRY OF CULTURE
SUPREME COUNCIL OF ANTIQUITIES

SCA Regulations for Foreign Archaeological Missions

The *Department of Foreign Missions*, under the direction of the Secretary General and the Permanent Committee of the Supreme Council of Antiquities, is in charge of standardizing and applying all rules and regulations concerning the application and execution of all archaeological work in Egypt. Only the director and assistant director of a foreign mission are authorized to deal with this department. Scholars and students requesting permission to carry out study of objects in SCA museums may also contact this department.

Note that any mission that does not follow the guidelines and procedures and comply with the requirements laid out below will have their work suspended immediately. This suspension will be in effect for a minimum of one year.

General Guidelines:

1. Until further notice, no new excavations will be permitted in Upper Egypt (defined as from Giza to Abu Simbel). Missions already working in this area may continue excavating in their original concessions, but no new excavations will be authorized there. Concessions will only be granted in this area for restoration, preservation, archaeological survey, documentation, and epigraphic work.
2. New applications for excavation concessions will be accepted only for the Western Desert, Eastern Desert, and the Delta, areas that are seriously threatened by the increasing population, rising ground water, and other human and environmental pressures, for the next ten years.
3. No new concession will be given to a current team member wanting to create a new excavation area within the site granted to the mission.
4. No concessions will be given to graduate students. Graduate students can obtain permission for study or research on archaeological sites through his or her thesis advisor.
5. No concession will be granted to any expedition director who does not have significant experience in the field.
6. The SCA prohibits missions from working at more than one site at the same time.
7. It is absolutely prohibited for any member of a mission to be involved in any way with the trade in stolen artifacts. Members of foreign missions are expected to provide any information they have regarding stolen artifacts directly to the Secretary General of the SCA. Anyone determined by a court of law to be involved with stolen artifacts will be removed from the excavation. If the director is involved, the mission will be terminated.
8. Egypt will not cooperate with any museum or institution that buys stolen artifacts from Egypt.

Application process:

1. Application to work at non-military sites must be made a minimum of three months ahead of the start date of the mission. A survey map showing the location of the requested site should be attached to the application form.
2. To apply to work in Egypt, please fill out an [SCA Foreign Mission Application Form](#) in English. Make sure to include the following information:

- a. Name of Mission.
 - b. Name of Mission Director.
 - c. Name of Mission Assistant Director: An assistant director should be specified for each mission, to act in the absence of the mission director.
 - d. Name of site, including name of specific monument or monument.
 - e. Proposed dates of work for the upcoming season. Make sure to include all desired dates, for the current season only. (Note that modifications or additions to these dates can be granted after the application has been approved.)
 - f. Whether the concession has been granted previously to this mission, or whether it is would be a new concession.
 - g. Type of mission (e.g. Survey, excavation, documentation, etc.).
 - h. Mission objectives.
 - i. Summary of workplan.
 - j. Any special needs.
 - k. Any other remarks or important information.
 - l. Attached documents, as detailed below.
3. All applications must include the following:
- a. A list of the a list of the proposed expedition team, specifying the nationalities and positions within the mission of each member.
 - b. A CV for each member of the team. Note that the SCA expects that all team members will be affiliated with recognized institutions. According to Egypt's laws for the protection of antiquities, permission will be denied to anyone who is not a professional in the field.
 - c. A security clearance form, accompanied by five passport photographs, for each team member. This will include the applicant's full name, date of birth, nationality, passport photocopy, position, institution of affiliation, and religion, and should be signed by the mission director.
 - d. Two copies of a survey map of the site, showing the border of the proposed excavation concession and signed by the mission director.
 - e. Details of any special projects to be undertaken. Restoration or site management programs for any archaeological site should be stated in a detailed report and submitted to the *Permanent Committee*. The conservator may be requested to discuss the methods of restoration or conservation.
4. Note that adding additional members to the mission's team after application acceptance is prohibited.

Approval Process

1. Once the complete application has been received, it will be taken before the Permanent Committee of the SCA for review.
2. The mission director will be informed in writing of the status of the application within one week of the meeting of the Permanent Committee. The Department of Foreign Missions will also notify the appropriate sector and inspectorate of the status of the mission.
3. The Department of Foreign Missions will follow up with security clearances, so that they will be ready for all mission personnel before the start of the work. Note that all security clearances will be valid only for the specific person, the specified site and for the duration of the mission.
4. At least 10 days before beginning work at the site, the mission director must sign a contract with the SCA.

5. Note that the SCA has the right to request the source of any expedition's funding at any time.

Additional Requirements for concession applications concerning the Western and Eastern Deserts or Coastal areas and other areas controlled by the military:

1. Applications to work in these areas must be made a minimum of four months in advance.
2. For missions wanting to continue work at a site for which they already hold a concession, four survey maps signed by the director of the mission must be submitted to the SCA four months prior to the following excavation season. The map should use a 1 to 50,000 scale or 1 to 25,000 scale.
3. For missions wanting to work at a new location in the Western or Eastern Deserts or Coastal regions, eleven survey maps signed by the director of the mission must be submitted to the SCA four months prior to the excavation. The maps should use a 1 to 50,000 scale or a 1 to 25,000 scale.
4. For these areas, a fee of 10.50 LE for each mission member should be paid to the Department of Foreign Missions in order to process the security clearance.
5. According to Presidential Decree *no. 413 of 1998* the following area in Upper Egypt is restricted, even for research purposes:

Between Mersa Wadi Lahmi on the Red Sea Coast and Kom Ombo in the north and Latitude 22, from the Red Sea coast to Ashkeet in the south; and between the eastern shore of Lake Nasser (including Kom Ombo, Aswan, and el-Mafarq) and Ashkeet to the west and the Egyptian Red Sea coast to the east.

Guidelines for SCA Personnel Assigned to Mission

1. The *Department of Excavations* of the SCA will assign inspectors who have been trained in recognized field schools to accompany the mission. These inspectors should be treated as regular members of the mission, although they will answer directly to the SCA. Payment for inspectors should be sent directly to the Department of Foreign Missions, and in a timely manner, according to the following schedule:
 - a. 1,000 LE per month, if room and board are provided.
 - b. 1,500 LE per month, if room and board are not provided.
 - c. 1,500 LE per month for desert sites, where camping is necessary.The SCA will rotate the accompanying inspectors every season; no mission has the right to request an Inspector for consecutive seasons.
2. During the excavation season, the security guards working on the site will be paid by the mission. They must, however, be approved by the SCA site director. For accessible sites that would not otherwise be guarded by the SCA, the mission should pay for the guard year-round.
3. All missions that include epigraphic work must be accompanied by an inspector from the Documentation Center. These inspectors will be paid as per the fee schedule above of the Department of Foreign Missions.
4. A member from the Center of Research and Maintenance of the SCA is needed to accompany missions that are working in the field of anthropology and geophysics. These consultants will be provided with fees as per the instructions of the Department of Foreign Missions.
5. The mission **SHOULD NOT** disburse any funds directly to the SCA personnel assigned to them. Payment for all personnel is expected to be made to the Department of Foreign Missions.
6. SCA personnel are prohibited from accepting any cash rewards or getting involved in any money transactions separate from those stated above.
7. Employment of recognized expert(s) in conservation and preservation is mandatory for all missions.

8. Any problems concerning the behavior of the accompanying Inspector should be reported directly to the Secretary General of the SCA at pyramiza2007@gmail.com, with a copy to the Director of the Department of Foreign Missions at sca_missions2@hotmail.com.

Mission Guidelines

1. Special permission may be granted for work on Saturdays, if requested in writing. However, no restoration or excavation is allowed at the site on Fridays.
2. The mission is responsible for providing adequate containers for storing and protecting the artifacts, under the supervision of the SCA restorer working with the mission.
3. Transportation of the artifacts from the site to magazines or museums will be at the mission's expense, and under the supervision of the SCA.
4. The inspectorate will oversee all conservation work.
5. Every precaution should be taken to protect the monuments during epigraphic work, and only non-destructive epigraphic techniques may be used. A copy of all epigraphic work should be submitted to the Department of Foreign Missions.
6. It is prohibited to send samples and specimens abroad for analysis: samples must be examined in the Research and Maintenance Lab of the SCA or in approved alternative Egyptian labs. In cases where the technology for a desired type of analysis is not available in Egypt, the mission has the right to apply to the Permanent Committee for analysis to be carried out abroad. Only if such approval is granted by the Permanent Committee and security permission is given can samples be taken from Egypt. In such cases, the SCA will assign an inspector to collect the samples, and the mission will cover all packing and transportation expenses.
7. The director of the mission must notify the Secretary General of the SCA immediately, in writing, of any new discoveries. The SCA will suspend the mission's concession if such formal notification is neglected.
8. Every expedition is responsible for the conservation of artifacts and the restoration of tombs and temples discovered by the expedition. Any expedition that fails to conserve the findings of the previous season will not be allowed to return to their concession until the conservation is complete. The Foreign Mission Review Committee of the SCA will inspect the work of all missions at the end of their seasons, on a rotating basis.

Reporting Requirements:

1. Final season reports, including all anthropological and geophysical findings, must be submitted to the SCA within 3 months after the close of the season, according to the Publication Guidelines for the Annales du Service. These should be written in either French, German, or English and translated into Arabic, and should include photographs, charts, and plans. Five hard copies and one soft copy, with all material in pdf form and on a CD, of this report must be submitted directly to the Department of Foreign Missions. A selection of these reports will be chosen for publication in the Annales du Service des antiquités de l'Égypte.
2. Full publication of all results must be completed within 5 years. This will be reviewed by a subcommittee. Any mission having difficulty finding a publisher may apply to the SCA for assistance or may publish approved material with the SCA. Any mission director or sponsoring institution not complying with this requirement will be denied any future concessions. If the mission fails to publish their material within five years, the SCA has the right to publish the site.
3. Ten copies of all publications must be submitted to the SCA. These should be delivered directly to the *Department of Foreign Missions*, which will be responsible for distributing these to the libraries and the museums of the SCA.
4. Missions will not be allowed to begin work on any new site anywhere in Egypt until they publish their current site completely.

5. In order to renew their contract with the SCA the mission is required to reapply and meet the above-mentioned conditions.

Important Note to all Missions:

If any problems arise during the expedition, the Secretary General of the SCA should be informed immediately. Any mission found to be behaving unethically OR turning a blind eye to the unethical behavior of others will be suspended immediately.

Communications:

Checks must be made out and hand delivered to the Director of the Department of Foreign Missions when the contract is signed. Communications with the Department of Foreign Missions may be carried out via e-mail: SCA_missions2@hotmail.com.

Dr. Mohamed Ismail
Director, Department of Foreign Missions