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MINISTRY OF TRANSPORT
AND INFRASTRUCTURE



Altyapı Yatırımları Genel Müdürlüğü



**FİLYOS PORT AND INDUSTRIAL ZONE RAILWAY CONNECTION
PROJECT
CULTURAL HERITAGE MANAGEMENT PLAN
CNR-ZNG-CHMP-002
Final**

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ABBREVIATIONS & DEFINITIONS

CFP	Chance Find Procedure
CHMP	Cultural Heritage Management Plan
DGII	Directorate General of Infrastructure Investments
ESIA	Environmental and Social Impact Assessment
ESSs	Environmental and Social Standards
ICOMOS	International Council of Monuments and Sites
IFA	Institute of Field Archaeologists
No	Number
TCDD	Turkish State Railways
The Project	Filyos Port and Industrial Zone Railway Connection Project
UNESCO	United Nations Educational, Scientific and Cultural Organization
WB	World Bank



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APPENDICES

APPENDIX-1 LIST OF TANGIBLE CULTURAL ASSETS ON THE RAILWAY ROUTE AND ITS VICINITY

APPENDIX-2 CHANCE FIND PROCEDURE

APPENDIX-3 CHANCE FIND REPORT FORM

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1 INTRODUCTION

A comprehensive impact assessment study has been conducted for the Filyos Port and Industrial Zone Railway Connection Project (referred to as "the Project"). This study aligns with local regulations and the guidelines set forth by the World Bank's Environmental and Social Standard 8 (ESS 8) Cultural Heritage.

The primary objective of this Cultural Heritage Management Plan (CHMP) is to safeguard the archaeological and cultural heritage situated within the Project's ambit while also minimizing any potential adverse effects resulting from the Project's implementation. The mitigation of impacts on both potential and existing archaeological and cultural heritage sites within the project study area can be achieved through the development and execution of a comprehensive management plan.

The details of the archaeological areas for the railway design and the proposed mitigation measures regarding the sites/immovable cultural heritage assets are given in Chapter 5 of the ESIA report. The cultural heritage elements in the project construction and study area are provided in Appendix-1.

The construction activities within the scope of the project should be conducted in compliance with this management plan. All contractors will prepare their own specific CHMP to implement the requirements defined in this CHMP. They will also develop necessary procedures to implement that their contractors will regularly update their CHMP as required.

1.1 Scope

This CHMP applies to all project activities that have the potential to cause an impact on the cultural heritage. This includes especially all construction activities of the project and cultural protection measures, such as the Chance Find Procedure (CFP) applicable for the Project.

Sources of Impact

- General project construction activities (soil stripping, excavation, trenching, cutting, blasting, drilling etc.);
- Construction of railway, access roads, culverts, tunnels, viaducts and other infrastructure works of the project;
- Site preparation and infrastructure installation;
- Quarries, soil storage, waste storage and similar storage areas construction or their preparation,
- Construction of main or fly camps;
- Site rehabilitation and restatement.

1.2 Objective

The general objectives of this Management Plan are to:

- Outline the applicable standards with regards to the protection of cultural heritage;
- Identify the actual and potential sources of impacts on cultural heritage;
- Establish effective plans and procedures for managing and mitigating impacts to cultural heritage sites;
- Define roles and responsibilities;
- Define monitoring and reporting procedures;
- Define training requirements.

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1.3 Roles and Responsibilities

DGII will be responsible for the preparation and implementation of the environmental and social impact assessment-based management plans, which are project specific. These plans shall be practical, detailed procedures for use in the field. DGII will ensure the implementation of the assessments stated in the ESIA, project specific plans and also shall comply with all relevant project standards, statutory requirements, permit and licence conditions and secure all applicable permits and licences.

Contractors will be responsible for developing their own detailed and project specific CHMP. This CHMP will meet the minimum requirements defined by DGII. The Contractor will fulfil all the requirements defined in their CHMP and ensure subcontractors are performing in line with the requirements of the CHMP.

Contractors will establish an Archaeological Monitoring Team which will be composed of a qualified and adequate number of experts (such as archaeologists/art historian/anthropologist). The archaeological monitoring team will be the responsible body for “regular cultural heritage preservation trainings (including trainings about CHMP and CFP) to all construction-related staff”, “daily monitoring of the construction activities” and “establishment of good communications between the project and relevant official authorities such as Museums and the regional preservation boards”.

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2 MANAGEMENT OF CULTURAL HERITAGE

The basic definitions regarding the management of cultural heritage are given in the following bullets:

- Ministry of Culture and Tourism is the responsible authority.
- Karadeniz Ereğli Museum Directorate and Karabük Regional Council for the Conservation of Cultural Property are responsible to provide experts for the sites as soon as possible after being informed and to officially identify the Chance Find (described in Appendix 2). Museum directorates are responsible for the excavation of chance find areas. Museum Directorates will follow the directions and decisions of the relevant Regional Preservation Boards of Cultural Assets (see **Table 1**).

Table 1. Responsible Regional Council and Museum

Province	District	Regional Council	Museums
Zonguldak	Çaycuma	Karabük Regional Council for the Conservation of Cultural Property	Karadeniz Ereğli Museum

- The Preservation Boards of Cultural Assets are the only decision maker on any intervention, which would be made on the site after the chance find.
- DGII is responsible for the management of all cultural heritage assets during the construction phase of the Project and implementation of related management plan and the chance find procedure.
- DGII should mobilize cultural heritage/archaeological monitoring expert/s for the monitoring of ground disturbance activities within project including impact areas. They are also responsible for the monitoring of the implementation of the Cultural Heritage Management Plan (CHMP) and the Chance Find Procedure.
- DGII will ensure that Chance Find Procedure is adequately enforced during all ground disturbance activities.
- In case of any further actions is required to identify the Chance Find (test pit or salvage excavation, other needed services), DGII will mobilize an archaeology team (including necessary expertise and other work-power) and provide the necessary equipment.
- DGII is responsible for giving necessary training to the field staff about the implementation of the chance find procedure.
- DGII will record all chance finds on the Chance Find Report Form and Chance Find Register as per the Chance Find Procedure given in Appendix-2.

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2.1 Management Structure and Responsibilities

DGII is responsible for the management of the plan and implementation of the procedures about cultural heritage and archaeological aspects of the Project. DGII and the contractor will establish their own archaeological monitoring teams separately. The monitoring archaeologist/s of DGII will train the employees about cultural heritage and the chance find procedure. Monitoring of the construction works will also be the responsibility of the monitoring archaeologist/s of DGII and the Contractor.

- The Project Director of DGII will be in charge of the work team.
- The Environmental and Social Impact Assessment Specialist of DGII will be in charge of the cultural heritage/archaeological monitoring expert/s and their daily, weekly and monthly activities. Cultural heritage and archaeological monitoring reports (daily, weekly and monthly) will be submitted to Environmental and Social Impact Assessment Specialist by DGII monitoring expert/s.
- Cultural heritage and archaeological monitoring reports (daily, weekly and monthly) will be submitted to DGII cultural heritage/archaeological monitoring expert/s by the contractor cultural heritage/archaeological monitoring expert/s.
- The cultural heritage/archaeological monitoring expert/s of DGII and the Contractor will work with the equipment operators and have authority to stop the work.
- Both DGII's and the contractor's cultural heritage/archaeological monitoring expert/s will accompany all ground disturbance activities of the project. The cultural heritage/archaeological monitoring expert/s will instruct the operator to stop the work in case of a chance find. Continuation of the ground disturbance activities after a chance find will also be under the authority of the cultural heritage/archaeological monitoring expert/s. The cultural heritage/archaeological monitoring expert/s will submit scheduled progress reports and special reports of chance finds to the Environmental Manager.

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3 LEGAL FRAMEWORK

In this section, the legislation framework related to the management of cultural heritage is summarized.

3.1 Local Laws and Legislation

In Türkiye, the movable and immovable cultural and natural assets are under protection as dictated by the “Law on Preservation of Cultural and Natural Assets”, 2863, which was published in the Official Gazette numbered 18113 and dated 23 July 1983. The cultural and natural heritage, which is protected by the aforementioned Law, are identified as:

- Natural properties which require protection and immovable assets which were built before the end of the 19th century;
- Any immovable cultural asset constructed after the end of the 19th century but categorized as “a significant asset which requires preservation” by the Ministry of Culture and Tourism;
- Immovable cultural assets located within the boundaries of Protection Sites; Structures, buildings or places that have witnessed significant historical events during the Turkish Independence War or the foundation of the Turkish Republic, regardless of their period and registration status; and all dwellings and buildings that have been used by Mustafa Kemal ATATÜRK without considering their period of construction or registration status.

In addition to Law no: 2863 on Preservation of Cultural and Natural Assets, there are some regulations and principle decisions governing the management of cultural and natural assets. According to the Principle Decision no: 658 taken on November 5th 1999, on “Archaeological Sites, Conditions of Protection and Usage”, the archaeological sites are classified into three main categories:

1st Degree Archaeological Sites: Areas requiring highest level of protection, with the exception of scientific excavations aiming their protection. Neither construction nor development are allowed in these sites. All kinds of construction, excavation, and modification activities are prohibited within the boundaries of these sites. However, for exceptional cases such as the necessity for infrastructure construction, Regional Preservation Boards may permit such activities based on the approval of the relevant museum directorate and the head of the scientific excavation team.

2nd Degree Archaeological Sites: Sites which require medium level of protection. They should be preserved based on the conditions of protection and utilization set by the Regional Preservation Boards. Additional construction is prohibited. Similar to the 1st Degree Sites, for exceptional cases such as necessity for infrastructure construction among others, Regional Preservation Boards may permit such activities based on the approval of the relevant museum directorate and the head of the scientific excavation team.

3rd Degree Archaeological Sites: Lowest level of protection area. Construction is permitted based on the decisions of Regional Preservation Boards. Before applying for a construction permit, test pit excavations should be conducted and the outcomes of these excavations should be reviewed by the relevant museum and, if present, the head of the scientific excavation team. Reviews should be submitted to Regional Preservation Boards. The Boards may ask for extension of the scope of test pits before taking any decision.

Furthermore, Implementation Guidelines for Field Surveys, Test Pits and Excavation Works on Cultural and Natural Assets (Ministry approval number 94949537-160.99-51264, dated 13.03.2013) define the procedures for salvage excavations, archaeological test pits and other studies.

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3.2 International Standards

World Bank's policy on tangible and intangible cultural heritage is set out in ESS8. The objectives of ESS8 are:

- To protect cultural heritage from the adverse impacts of project activities and support its preservation.
- To promote the equitable sharing of benefits from the use of cultural heritage.

This standard points out that cultural heritage provides continuity between tangible and intangible forms between past, present and future. In the implementation of project, necessary measures should be taken in order to protect cultural heritage.

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4 MITIGATION MEASURES AND MANAGEMENT CONTROLS

The procedure given in Appendix-2 that must be followed in case of encountering a chance find is based on national legislation and provisions of international standards and best practices. Description of the significance levels of the findings is given below. The significance of the archaeological/cultural heritage finding may vary upon the assessment of the Karadeniz Ereğli Museum Directorate. Regardless of the level of significance, in case of a finding the construction activities shall be ceased in the field where the finding is discovered and the findings shall be reported to the relevant museum expert. Following the completion of investigation of the relevant Museum Directorate, the necessary arrangements, such as the identification of the boundaries of the archaeological/cultural heritage asset/site (finding), its protection by taking necessary measures, notification of workers in order to prevent any physical intervention, will be implemented.

Minor Significance

This type of findings is comprised of a finding isolated from its environment or findings in notably small sizes which may be found by chance. In this case, chance find procedure (Appendix-2) will be followed.

Moderate Significance

This type of findings is small scale findings in groups or single findings with medium size architectural elements such as tombs. In this case, chance find procedure (Appendix-2) will be followed. In order to prevent a possible damage, necessary arrangements must be made to determine the boundaries of the archaeological remains to keep the construction equipment out of access.

Major Significance

This type of findings is comprised of findings with great importance such as a settlement area, a tumulus, a mound or a big necropolis (wide graveyard areas with archaeological characteristics) and the construction activities must be immediately stopped and chance find procedure (Appendix-2) will be followed. This type of chance find may cover the entire construction site and the relevant project areas such as camp sites, quarries, soil stock area etc. that the entrance and exit of the construction equipment and vehicles cannot be managed without giving any damage to the archaeological remains.

Mitigation Measures

- All additional project designs and project revisions for all types of construction activities intended to be carried out near the Öteyüz Neighborhood 1st and 3rd Degree Archaeological Site, the Sazköy 3rd Degree Archaeological Site, the Ancient City of Tios, and the Tios Necropolis Area will be submitted to the Karabük Regional Council for the Conservation of Cultural Property, in accordance with Law No. 2863. The opinion of the council will be sought, and final approval will be obtained before proceeding. All decisions made by the regional council will be adhered to at every stage of the project.
- The Contractor shall conduct the works in the area of influence defined in the ESIA during the construction phase of the project. At least one archaeologist (Cultural Heritage / Archaeological Monitoring Expert) shall be present at the site during any construction activities that require physical intervention to the soil. All activities that require physical intervention to the soil shall be monitored and reported by these experts. Especially all construction works to be carried out near the Sazköy 3rd Degree Archaeological Site, the Öteyüz Neighborhood 1st and 3rd Degree Archaeological Site, and Ancient City of Tios and Tios Necropolis Area and their surroundings will be implemented under the supervision of an archaeologist.

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- During the construction phase of the project, all personnel on duty especially in excavation/filling works (including heavy construction equipment operators and assistant teams) shall receive training by cultural heritage/archaeological monitoring expert(s) about protection of Cultural Heritage and alternative works shall be conducted to raise awareness before the initiation of site works. These works will be recorded and archived. Works will be repeated periodically in line with a time schedule.
- In case a cultural heritage is encountered during any works in the site, the works shall be immediately stopped as per the 4th Article of the Law no. 2863 and the closest Local Authority or Museum Directorate shall be informed. Following the reviews of the relevant Museum Directorate, necessary arrangements will be implemented, such as determining the boundaries of the archaeological / cultural heritage / area, measures to be taken for its protection, and informing the employees to prevent any physical intervention.
- In case any remains/finds are revealed during the works, all works in the site shall be stopped and CFP given in Appendix-2 shall be implemented.
- Information on cultural heritage protection measures will be shared with the local communities.

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5 TRAINING, REPORTING AND MONITORING

5.1 Training

The cultural heritage/archaeological monitoring expert/s will provide cultural heritage training to all project staff including the implementation of the chance find procedure as part of their Environmental Training.

The expert/s will receive Environmental Training as well as specialized training for the procedures to follow for all ground disturbed activities. These trainings will be repeated periodically. The expert/s and the site management will periodically meet once a month or when deemed necessary. The records of the training such as attendee list, the presentation made during the training, etc. will be kept by the experts as hard copy and electronical copy.

5.2 Reporting

The cultural heritage/archaeological monitoring expert/s will record all chance finds on the Chance Find Report Form (Appendix-3) and the Chance Find Register (Appendix-4) as per the Chance Find Procedure given in Appendix- 2. The register will be kept up to date by the experts. The Chance Find Report Form will be kept in hard copy and as electronical copy (scanned version) at the project camps. A summary of the status of chance finds will be reported by the experts to Environmental Manager on a weekly basis.

5.3 Monitoring

The function of the archaeological monitoring process will be as follows:

- Provide advice to define the areas where the construction activities may continue or shall be stopped due to archaeological/movable/immovable cultural heritage findings.
- To record archaeological/cultural heritage features observed on, and close to the existing project related areas.
- To record archaeological/cultural heritage features discovered during project construction activities.
- To provide advice in the form of a 'preliminary assessment' to the relevant department on the significance and implications of new archaeological discoveries on the project construction areas.

All ground disturbance activities will be monitored by cultural heritage/archaeological monitoring expert/s during the construction activities. In case of encountering any archaeological/cultural heritage findings, the Chance Find Procedure described in Appendix-2 will be initiated.

The schedule for monitoring will be developed in coordination with the construction schedule. Monitoring activities will be implemented daily on site. The monitoring schedule will be dictated by the construction schedule as determined by the construction/operation management. There is no sampling-based work associated with the Cultural Heritage Management Plan.

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6 REFERENCES

- General Directorate of Preservation of Cultural and Historical Heritage, "Law on Protection of Cultural and Natural Assets (1) Law No. 2863", 1983.
- ICOMOS (International Council of Monuments and Sites) "Guidance on Impact Assessment for Cultural World Heritage", January 2011.
- IFA (Institute of Field Archaeologists) Standard and Guidance for the Collection, "Documentation, Conservation and Research of Archaeological Materials", 2001.
- IFA (Institute of Field Archaeologists) 1994, "Standard and Guidance for an Archaeological Desk Based Assessment" (revised 1999)
- IFA (Institute of Field Archaeologists) 1994, "Standard and Guidance for an Archaeological Watching Brief" (revised 1999)
- IFA (Institute of Field Archaeologists) 1994, "Standard and Guidance for an Archaeological Field Evaluation" (revised 1999)
- UNESCO, "Convention Concerning the Protection of the World Cultural and Natural Heritage", November

APPENDIX-1 LIST OF TANGIBLE CULTURAL ASSETS ON THE RAILWAY ROUTE AND ITS VICINITY

Name	Registration Status		Province	District/ Neighborhood	Approximate km	Within the Expropriation Border	Within the Study Area	Approximate Distance to Expropriation Border (m)
	Yes	No						
Sazköy 3 rd Degree Archeological Site	x		Zonguldak	Çaycuma / Sazköy	Railway Route (4+470 + 5+200)		x	25
Öteyüz Neighborhood 1 st and 3 rd Degree Archeological Site	x		Zonguldak	Çaycuma / Filyos / Öteyüz	Railway Route (1+750 - 2+600)		x	10
Antique City of Tios	x		Zonguldak	Çaycuma/ Filyos	Railway Route (2+500 - 3+000)		x	903
Necropolis Area of the Ancient City of Tios	x		Zonguldak	Çaycuma/ Filyos	Railway Route (2+500 - 2+950)		x	153

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APPENDIX-2 CHANCE FIND PROCEDURE

I. Introduction

DGII is responsible for the management and protection of archaeological and heritage sites/resources within Filyos Port and Industrial Zone Railway Connection Project construction and project study area. Some archaeological and cultural heritage assets have been encountered within the project expropriation border and study area during the ESIA studies. Suggestions to protect cultural heritage assets and sites encountered within the project study area were described on the ESIA and CHMP. However, there is still a possibility of encountering some unknown archaeological sites and cultural heritage assets as a Chance Find during project activities.

Purpose

The purpose of this document is to outline the procedure and respective responsibilities in relation to the management of Chance Finds during project construction works.

The procedure applies to all project activities within the project impact and other project related areas.

Definitions

CHANCE FIND	Potential cultural heritage objects, features or sites that are identified outside of a formal site reconnaissance, normally as a result of construction monitoring.
MUSEUM DIRECTORATES	Karadeniz Ereğli Museum
REGIONAL PRESERVATION BOARDS	Karabük Regional Council for the Conservation of Cultural Property
PROJECT	Filyos Port and Industrial Zone Railway Connection
SHALL AND MUST	Indicates mandatory requirements.
SHOULD	Indicates that a provision is not mandatory but recommended as good practice.

Abbreviations

DGII	Directorate General of Infrastructure Investments
CHMP	Cultural Heritage Management Plan
E&S	Environmental and Social
ESIA	Environmental and Social Impact Assessment
TCDD	Turkish State Railways

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References

STANDARDS, LEGISLATIONS and LAWS
Ministry of Culture and Tourism, Law No:2863, Preservation of Cultural and Natural Assets
Ministry of Culture and Tourism, Principle Decision No: 658, Archaeological Sites, Conditions of Protection and Usage
World Bank Environmental and Social Standards, ESS8, Cultural Heritage

II. Roles and Responsibilities

DGII is responsible to comply with the procedure with all its units during the project construction activities. All employees involved in construction works will be trained for the implementation of the procedure.

Contractors will be responsible for developing their own detailed and project specific CHMP. This CHMP will meet the minimum requirements defined by DGII.

The Contractor will fulfil all the requirements defined in their CHMP and ensure subcontractors are performing in line with the requirements of the CHMP.

Contractors will establish an Archaeological Monitoring Team which will be composed of a qualified and adequate number of experts (such as archaeologists/art historian/anthropologist). The archaeological monitoring team will be the responsible body for “regular cultural heritage preservation trainings (including trainings about CHMP and CFP) to all construction-related staff”, “daily monitoring of the construction activities” and “establishment of good communications between the project and relevant official authorities such as Museums and the regional preservation boards.

Project Role	Responsibilities
DGII Site Manager	<p>Ensure E&S issues are being adequately addressed on site by all related departments.</p> <p>Support E&S site, provides adequate resources on site to implement E&S monitoring and inspection activities.</p>
DGII E&S Impact Assessment Specialist	<p>Preparation or revision of E&S documentation plans and procedures as required.</p> <p>Participation in the identification process of significant impacts for the project and assisting to develop relevant preventive and corrective actions.</p> <p>Coordination of environmental and social information flow.</p> <p>Ensuring that E&S mitigation measures are implemented and controlled during the project construction activities.</p> <p>Developing and implementation of an environmental and social audit program and sharing lessons learned between all related departments and staff.</p> <p>Manages site based environmental inspectors, community liaison officers and cultural heritage/archaeological monitoring expert/s.</p> <p>Maintain effective communication with the construction and project management team.</p> <p>Ensure the mitigation measures in the ESMP, through on-site daily inspection, advice and assistance to site construction and project management and personnel on all environmental, social and cultural heritage matters.</p>

Project Role	Responsibilities
	<p>Day-to-day monitoring of construction activities as they related to E&S performance.</p> <p>Raise NCR or Corrective Actions as required, and track closure.</p> <p>Participate in audits relating to E&S matters.</p> <p>Plan and manage the environmental and social trainings for all project staff for Cultural Heritage Preservation and related procedures.</p> <p>Daily reporting of E&S issues in construction activities to Site Management.</p> <p>Weekly reporting of E&S issues in construction activities to Site Management.</p> <p>Participate to meetings related to Cultural Heritage issues.</p>
DGII Cultural Heritage/Archaeological Monitoring Expert/s	<p>Provides advice in the form of a 'preliminary assessment' to the site and E&S managers on the significance and implications of new archaeological discoveries in the project activity areas.</p> <p>Ensures Chance Find Procedure is followed.</p> <p>Conducts and documents pre-construction surveys. Records archaeological features discovered during pre-construction and ground disturbance activities.</p> <p>Determines the needs for cultural heritage resources protection and implement mitigation measures.</p> <p>Has the authority to stop ground disturbance activities to investigate potential chance finds.</p> <p>Ensures that the relevant cultural heritage signs are displayed where and when required.</p> <p>Implements chance find procedure and provides expertise during a chance find.</p> <p>Delivers cultural heritage preservation trainings to all project staff.</p> <p>Issues non-compliances when required and ensures all corrective actions are completed in a timely manner.</p> <p>Provides daily field and monitoring reports to the E&S manager.</p> <p>Conforms to all requirements of the archaeological/cultural heritage assets recommendations in the ESIA.</p>
Contractor's Cultural Heritage/Archaeological Monitoring Expert/s	<p>Conducts the daily archaeological monitoring activities on site.</p> <p>Records archaeological features discovered during pre-construction and ground disturbance activities.</p> <p>Provides daily, weekly and monthly monitoring reports to DGII Cultural Heritage/Archaeological Monitoring Expert/s</p> <p>Has the authority to stop ground disturbance activities to investigate potential chance finds.</p> <p>Ensures that the relevant signs for protection of cultural heritage are displayed where and when required.</p> <p>Implements chance find procedure and provides expertise during a chance find.</p> <p>Delivers cultural heritage preservation trainings to all contractor's employees.</p> <p>Conforms to all requirements of the archaeological/cultural heritage assets recommendations in the ESIA.</p>

III. Chance Find Process

The following table outlines the step-by-step process to be followed upon a chance find discovery.

<p>STEP 1 – After the discovery of a chance find:</p> <ul style="list-style-type: none"> All work must cease at the location where discovery is made A temporary buffer zone around the chance find will be put in place Cultural Heritage/Archaeological Monitoring Expert/s will be on site during all construction or ground disturbance activities The Cultural Heritage/Archaeological Monitoring Expert/s contacts site management and museum archaeologist <u>immediately</u> The Cultural Heritage/Archaeological Monitoring Expert/s properly secures chance find site: flagging, no-entry signs etc. Protection of site: chance find should not be moved, removed or further disturbed 		
<p>STEP 2 - Recording</p> <ul style="list-style-type: none"> The Cultural Heritage/Archaeological Monitoring Expert/s fills out Chance Find Form Part A and sends a copy to E&S manager within 24 hours The Cultural Heritage/Archaeological Monitoring Expert/s retains a copy of Chance Find form for his/her record 		
<p>STEP 3 – Contact with local authority</p> <ul style="list-style-type: none"> The Cultural Heritage/Archaeological Monitoring Expert/s notifies the relevant Museum Directorate for the chance find 		
<p>STEP 4 – Authority's decision</p> <ul style="list-style-type: none"> The relevant Museum archaeologist decides that the following actions for chance find area. 		
<p>STEP 4 A – No significance to site</p> <ul style="list-style-type: none"> The museum archaeologist declares that the site is considered to be of no significance The Cultural Heritage/Archaeological Monitoring Expert/s informs relevant managers The Cultural Heritage/Archaeological Monitoring Expert/s records the decision on Part B of Chance Find form and sends a copy to E&S manager within 24 hours The Cultural Heritage/Archaeological Monitoring Expert/s retains a copy of Chance Find form for his/her record No further actions required This step closes out the chance find procedure <i>Construction activities may resume</i> 	<p>STEP 4 B – Significance to site</p> <ul style="list-style-type: none"> The museum archaeologist declares that the site is considered to be of significance Museum directorate archaeologist decides on further actions and informs the Cultural Heritage/Archaeological Monitoring Expert/s The Cultural Heritage/Archaeological Monitoring Expert/s informs relevant managers. Cultural Heritage/Archaeological Monitoring Expert/s records the decision on Part B of Chance Find form Proceed to Step 5 	
<p>STEP 5 – Site investigation</p> <ul style="list-style-type: none"> Project personnel follows the relevant Archaeology Museum directorate archaeologist's instructions 		
<ul style="list-style-type: none"> After field investigation, Museum archaeologist declares <u>the site has minor significance</u> The Cultural Heritage/Archaeological Monitoring Expert/s inform their managers The Cultural Heritage/Archaeological Monitoring Expert/s records the decision on 	<ul style="list-style-type: none"> After field investigation, Museum archaeologist declares <u>the site has moderate significance</u> Further studies such as test pit / salvage excavations or remote sensing investigation are to be completed Museum directorate archaeologist provides instructions, and/or supervision for the studies 	<ul style="list-style-type: none"> After field investigation, Museum archaeologist declares <u>the site has major significance</u> Salvage excavation is to be completed Site is to be treated according to Turkish archaeological regulations "Law on the Conservation of Cultural and Natural Property (2863) 21.07.1983

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<p>Chance Find Form Part C and sends a copy to E&S manager within 24 hours</p> <ul style="list-style-type: none"> ▪ The Cultural Heritage/Archaeological Monitoring Expert/s retains a copy of Chance Find form for his/her records ▪ No further actions required ▪ This step closes out the chance find procedure ▪ <i>Construction activities may resume</i> 	<ul style="list-style-type: none"> ▪ The Cultural Heritage/Archaeological Monitoring Expert/s informs their managers ▪ Under the supervision of the museum archaeologist, project management provides a study team. The team will be composed of qualified archaeologists, other experts and workers. ▪ Once the excavation is completed, the study team provides a report to the museum directorate, ▪ The museum directorate reports the study outcomes to the relevant Regional Preservation Board of Cultural Assets. ▪ The relevant Regional Preservation Board of Cultural Assets officially confirms completion of recovery and informs the project management. ▪ The Cultural Heritage/Archaeological Monitoring Expert/s records the decision on Chance Find Form Part C and sends a copy to E&S manager within 24 hours ▪ The Cultural Heritage/Archaeological Monitoring Expert/s retains a copy of Chance Find form for his/her record ▪ No further actions required ▪ This step closes out the chance find procedure ▪ <i>Construction activities may resume</i> 	<ul style="list-style-type: none"> ▪ Museum directorate archaeologist provides instructions, and/or supervision for test pit/salvage archaeological excavation ▪ The Cultural Heritage/Archaeological Monitoring Expert/s inform their managers ▪ Under the supervision of the museum archaeologist, project management provides a salvage excavation team. The team will be composed of qualified archaeologist and workers. ▪ Once the excavation is completed, salvage excavation team provides a report to museum directorate ▪ The relevant Regional Preservation Board of Cultural Assets officially confirms completion of recovery and informs the project management. ▪ Site will be officially recorded and protected according to Turkish regulations ▪ The Cultural Heritage/Archaeological Monitoring Expert/s inform to the related managers. ▪ The Cultural Heritage/Archaeological Monitoring Expert/s records the decision on Chance Find Form Part C and sends a copy to E&S manager within 24 hours ▪ The Cultural Heritage/Archaeological Monitoring Expert/s retains a copy of Chance Find form for his/her record ▪ No further actions required ▪ This step closes out the chance find procedure ▪ <i>Construction activities may resume or preventive further actions are need to be taken</i>
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It is important to note that in case human remains are found, all project team and the local authorities will be immediately notified.

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IV. Monitoring and Reporting

The Cultural Heritage/Archaeological Monitoring Expert/s will visually monitor all construction or other ground disturbance activities for evidence of presence of cultural heritage items.

Chance Finds will be recorded on the Chance Find Report form. All Chance Find Report forms will be kept in hard copy at the camp and will also be scanned and saved electronically after completion of each section of the form.

Chance Finds will be recorded in the Chance Find Register which will be kept up to date by Cultural Heritage/Archaeological Monitoring Expert/s. It will be reviewed in regular E&S meetings (weekly or monthly).

APPENDIX-3 CHANCE FIND REPORT FORM

CHANCE FIND REPORT FORM RASLANTISAL BULUNTU RAPOR FORMU

PART A BÖLÜM A			
Project Location: <i>Proje Sahası</i>	District (İlçe): Village (Köy):	Date: <i>Tarih</i>	Form No:
Name of person reporting chance find: <i>Rastlantısal buluntuyu rapor eden kişinin ismi</i>			
Was work stopped in the immediate vicinity of the chance find? <i>Rastlantısal buluntunun tam çevresinde iş durduruldu mu?</i>		<input type="checkbox"/> Yes <i>Evet</i>	<input type="checkbox"/> No <i>Hayır</i>
Was a buffer zone created to protect the chance find? <i>Rastlantısal buluntuyu korumak için tampon bölge oluşturuldu mu?</i>		<input type="checkbox"/> Yes <i>Evet</i>	<input type="checkbox"/> No <i>Hayır</i>
NOTIFICATION BİLDİRİM			
Site manager and E&S manager contacted <i>Saha Müdürü ve Çevre müdürü ile irtibata geçildi</i>		<input type="checkbox"/> Yes <i>Evet</i>	<input type="checkbox"/> No <i>Hayır</i>
CHANCE FIND DETAILS RASLANTISAL BULUNTU AYRINTILARI			
GPS coordinates <i>GPS koordinatları</i>	Photo record <input type="checkbox"/> Yes <input type="checkbox"/> No (HD quality – no cell phone photos) <i>Fotoğraf kaydı Evet Hayır</i> (HD kalitesinde – cep telefonu fotoğrafı değil) If not, explain why: <i>Yok ise nedenini açıklayınız</i> Other records <input type="checkbox"/> Yes <input type="checkbox"/> No Specify (drawings, HD quality videos, etc.): <i>Diğer kayıtlar Evet Hayır</i> <i>Belirtin (çizimler, HD kalite videolar, vb.)</i>		

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Description of chance find:

Rastlantısal buluntunun tanımı

Description of site and vegetation: (e.g. surface sediment type, ground surface visibility, distance to closest watercourse, etc.)

Sahanın ve bitki örtüsünün tanımı: (örn. Yüzey sediman türü, yüzey zemin görünürlüğü, en yakın su yoluna olan mesafe, vb.)

PART B

BÖLÜM B

NOTIFICATION OF MUSEUM DIRECTORATE ARCHAEOLOGIST

MÜZE MÜDÜRLÜĞÜ ARKEOLOĞUNA BİLDİRİ

Monitoring archaeologist contacted museum directorate archaeologist

☐ Yes

☐ No

Arkeolog müze müdürlüğü arkeoloğu ile irtibata geçti.

Evet

Hayır

Date of notification:

Bildirim tarihi

Name of museum directorate and Name of museum archaeologist:

Müze müdürlüğü ve Müze müdürlüğü arkeoloğunun ismi

Contact number of museum directorate archaeologist:

Müze müdürlüğü arkeoloğunun iletişim numarası

DECISION OF MUSEUM DIRECTORATE ARCHAEOLOGIST
MÜZE MÜDÜRLÜĞÜ KARARI

Date of site visit:

İlk saha ziyaret tarihi:

☐ Site of no significance - Construction to proceed with no further action – End of chance find procedure

Önemsiz saha – İnşaat daha fazla araştırma yapılmadan devam edilebilir – rastlantısal buluntu prosedürün sonu.

Date of notice to resume work:

İşe başlama tarihi bildirisi

☐ Site of significance - Further actions required

Önemli saha – Ek araştırma gerekmektedir

Please Fill out Part C

Lütfen Bölüm C'yi doldurun.

Name of museum directorate archaeologist:

Müze müdürlüğü arkeoloğunun ismi

Contact information:

İletişim numarası

Site manager and E&S manager contacted

☐ Yes

☐ No

Saha Müdürü ve Çevre müdürü ile irtibata geçildi

Evet

Hayır

PART C

BÖLÜM C

FURTHER FIELD INVESTIGATION

EK SAHA ARAŞTIRMASI

☐ Site of minor significance

Önemsiz saha

☐ Site of moderate significance

Az önemli saha

☐ Site of major significance

Çok önemli saha

Describe additional work to be conducted:

Yapılması gereken ek işlerin tanımları

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Date started: <i>Başlangıç tarihi</i>	Date completed: <i>Bitiriş tarihi</i>
Date of notice to resume work: <i>İşe başlama tarihi bildirisi</i>	
Name of museum directorate archaeologist: <i>Müze müdürlüğü arkeoloğunun ismi:</i> Contact information: <i>İletişim numarası</i>	
Construction manager contacted <i>İnşaat müdürü ile irtibata geçildi</i>	<input type="checkbox"/> Yes <i>Evet</i> <input type="checkbox"/> No <i>Hayır</i>



APPENDIX-4 CHANCE FIND REGISTER

CHANCE FIND REGISTER						
DATE OF FIND	SUMMARY OF CHANCE FIND	NAME OF AUTHORITY NOTIFIED	ACTION TAKEN	CHANCE FIND FORM COMPLETED	STATUS OPEN OR CLOSED	REMARKS

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APPENDIX-5 CONTACT INFORMATION

Table 2. Contact Informations of Local Museums

Museum Directorate	Address	Phone	Fax	E-Mail
Karadeniz Ereğli Museum	Orhanlar Mah. Yalı Cad. No:96 Kdz.Ereğli/ZONGULDAK	0372 323 45 57	0372 312 03 62	ereglimuzesi@kultur.gov.tr

Table 3. Contact Informations of Regional Council for the Conservation of Cultural Property

Preservation Board	Responsibility Areas	Address	Phone	Fax	E-Mail
Karabük Regional Council for the Conservation of Cultural Property	Bartın, Karabük, Zonguldak	Eski Çarşı Musalla Mahallesi Guburoğlu Sk. No:50 SAFRANBOLU/ KARABÜK	0370 712 78 06	0370 712 38 38	karabukkurul@kultur.gov.tr