



Republic of Botswana

**PRE - DEVELOPMENT**  
**ARCHAEOLOGICAL**  
**IMPACT ASSESSMENT**

*Guidelines for Archaeological/Architectural  
History Consultants*

## 1.0

## INTRODUCTION

- 1.1 Pre-development Archaeological Impact Assessment (AIA) and Archaeological mitigation is the application of archaeological/historical research to an area where development is planned prior to its commencement. This includes architectural history assessment where historical buildings are involved.
- 1.2 The purpose of pre-development AIA is to conduct an inventory of archaeological and historical resources in the project area, assess their importance, identify and assess the impact to these by the proposed project, and to recommend preservation or mitigation options.

## 2.0

## THE LAW

- 2.1 Pre-development AIA is a requirement by the Monuments and Relics Act No.12 of 2001.
- 2.2 The Act protects all archaeological and historical monuments, and artefacts dating to before 1902, as well as gazetted recent historic monuments and natural monuments.



Fig. 1: An example of major projects that disturb the earth's surface and may therefore disturb heritage resources



Fig. 2: An AIA & mitigation for this dam at Ntimbale in the North East District, yielded a lot of cultural materials

- 2.3 Section 19 of this Act stipulate the requirement of a pre-development AIA for any major development (construction of roads, dams, pipelines, mining, prospecting, and erection of structures may physically disturb the earth's surface.
- 2.4 The developer shall engage and pay for an archaeologist and or architectural historian (as relevant) to carry out an AIA and mitigation - where necessary, prior to development.

### 3.0 ARCHAEOLOGICAL CONSULTANTS

- 3.1 Where an archaeologist becomes aware of potential development that might impact archaeological and historical sites, he/she should notify the National Museum
- 3.2 Only archaeologists accredited with the National Museum can carry out AIA and mitigation work

- 3.3 The basic requirement shall be a University Degree in Archaeology and at least two years post university experience in archaeological work.
- 3.4 For an Architectural History Impact Assessment, the person should have a University Degree in Architecture or Archaeology, and at least two years post university experience in historical archaeology or architectural history work.
- 3.5 Where an archaeologist is contracted to do an architectural history assessment, the team must include an architect

#### 4.0 AIA, MITIGATION AND MONITORING

- 4.1 AIA Stage (Resource inventory)
- 4.1.1 Desktop and feasibility studies
  - 4.1.2 Fieldwork (foot surveying and minimum surface collection)
  - 4.1.3 Inventory resources in the project area



Fig. 3: Rock art site documented during the AIA for Ntimbale Dam

- 4.1.4 The National Museum requires detailed information on sites for its survey data bank, it is therefore important to fill out field record sheets during survey - obtainable from the Museum.
- 4.2 Impact Identification and Assessment
  - 4.2.1 Identify the nature of the impact from the proposed development
  - 4.2.2 Assess the extent of the expected impact on each site.
  - 4.2.3 Assess any indirect impact that may result from the development
- 4.3 Interpretation and evaluation
  - 4.3.1 Laboratory analysis
  - 4.3.2 Site numbers to be allocated by the National Museum (Archaeology Division Laboratory)
  - 4.3.3 Assess the importance of the site
  - 4.3.4 Evaluation and interpretation of findings
  - 4.3.5 Recommendations
- 4.4 Mitigation
  - 4.4.1 In the event that the archaeologist is awarded a mitigation contract, he/she should notify the National Museum indicating areas to be excavated or mitigated, and proposed methodology.
  - 4.4.2 If the mitigation requires excavation, the archaeologist needs to obtain an excavation permit from the National Museum.



Fig. 4: Rescue operation at a site unearthed by foundation trenches of a house

- 4.4.3 Where the archaeologist is satisfied with mitigation results before completion of final report, and wishes development to continue, the Museum will require a preliminary report to support this.
- 4.4.4 In case of discovery of human remains, the National Museum must be informed (human skeletal remains are very sensitive and may arise concern from communities next to sites)
- 4.4.5 In case of discovery of very important artifacts or treasure trove, the National Museum must be informed immediately
- 4.4.6 Upon completion of the mitigation, the archaeologist must submit a report as soon as possible to the client and the National Museum (two copies), with an application for an impact permit for the site.
- 4.4.7 Where the final mitigation report is expected to take longer but the archaeologist is confident on the

importance of the site, a preliminary report may be submitted to the National Museum for evaluation and assess whether development may proceed.

4.4.8 If artifacts or fauna are to be analyzed by a specialist abroad, a temporary export permit need to be applied for from the National Museum two weeks before departure date.

4.4.9 The National Museum reserves the right to inspect AIA and mitigation work.

#### 4.5 Monitoring

4.5.1 Recommendations for watching briefs, with justifications

4.5.2 Recommendations for periodical inspections if any, and how often

#### 4.6 Obligation/Accountability

4.6.1 Where archaeological sites are destroyed as a result of negligence of the archaeologist at an AIA stage, he/she may be requested to bear the cost of re-assessment and or mitigation

## 5.0 REPORT FORMAT FOR AIA

5.1 The National Museum requires 2 copies of all reports and publications resulting from the pre-development archaeological assessment and mitigation work. Such reports should be made in the following format:

- Title/cover page
- Project name
- Development sponsor and address
- Archaeologist, address and month/year of writing.
- Contents page

- Introduction
- Statement of need for project/object
- Background to the project such as the purpose, the contractors, ministry and dates when the archaeological work was done
- Background
  - \* Summary of existing knowledge of the area including prehistory, history of the region, potential importance of archaeological research in the project area.
  - \* Specific details of the development and its likely damage to the archaeology of the area.
- Methodology
  - \* Details of the recovery procedure and recovery method
- Results
  - \* Include exact spatial information of use and the relevant map, with GPS coordinates
  - \* Details of sites
  - \* Importance of each to the local area, the region and the nation.
- The following grading system for site importance may be used for AIAs (detailed justification for grading each site needs to be made);

1 = Preserve at all costs

2 = Preserve if possible, otherwise extensive salvage work,

3 = Test excavation to determine whether further work is necessary,



4 = Systematic representative sampling sufficient

5 = No further archaeological work required

- In assigning this grading, consider the state of preservation, likely development impact, research potential, potential for developments as a public monument, and whether it is of regional, national or international importance.
- Recommendations
  - \* Recommendation per site whether to preserve or mitigate, and whether the site may be destroyed
  - \* Recommendation for amount and method of mitigation.
- Conclusion, including the significance of the finds
- All reports must include a bibliography and a list of people consulted. Drawings of material found, plans, maps and photographs of materials found should be included as appendices.

## 6.0 CURATION

- 6.1 National Museum (obtainable from the Archaeology Laboratory) field record sheets need to be filled for each site
- 6.2 All artifacts should be marked and packed in labeled plastic bags. Where relevant, a catalogue with artifact numbers and provenance must be included with the artifact collection as well as appended to the mitigation/AIA report.
- 6.3 A copy of the excavation notes, plan maps and photographs should be deposited with the National Museum.

## 7.0 REPORTING FORMAT FOR ARCHITECTURAL HISTORY ASSESSMENT

- 7.1 The National Museum requires 2 copies of all reports and publications

resulting from the pre-development architectural history assessment and mitigation work. Such reports should be made in the following format:

- Title/cover page
- Project name
  - \* Development sponsor and address
  - \* Architectural historian and address
  - \* Month/year of writing.
- Contents page
- Introduction
  - \* Statement of need for study/objectives
  - \* Background to the project such as the purpose, the contractors, ministry and dates when the assessment was done
- Historical background
  - \* Of compound and neighboring buildings
  - \* Actual building
- Architectural evaluation
  - \* Indicate the historical value
  - \* Architectural/construction style and details like finishing, building craft details, style/time relationship etc
- Current Status - conservation status of the building, compound/site
- Options/modes of intervention
  - \* Preservation with conservation,

- \* Revitalization,
- \* Reconstruction and list of work necessary for the building's proper care and maintenance
- Conclusion, including the significance of the finds
- Reports must include architectural plans, elevation , drawings, structural details and photographs
- Reports must include a bibliography and a list of people consulted.

For further information

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