



Minutes

Exploring and documenting diversity in nature

CETAF 40 General Meeting, 18 - 19 October 2016

Royal Botanic Garden of Madrid, Spain

Draft V1 Draft V2 Draft V3 EC Approved

Hosts

**Real Jardín Botánico de Madrid and
Museo Nacional de Ciencias
Naturales**



Venue

Royal Botanic Garden of Madrid

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Notes: Course of the meeting was according to the approved agenda.

Annexes: Annexes to the minutes (numbered 1 to 9)

Authors

Ana Casino (General Secretary), Karsten Gödderz (Project Assistant),

Michelle J. Price (CETAF Chair)

Participants (45 representatives from 28 members and 18 countries)

Gergely BABOCSAY (Hungarian Natural History Museum, Budapest), Luca BARTOLOZZI (Natural History Museum, University of Florence), Laurence BENICHOU (National Museum of Natural History, Paris), Walter BERENDSOHN (Botanic Garden and Botanic Museum Berlin-Dahlem), Chloé BESOMBES (National Museum of Natural History, Paris), Vanessa DEMANOFF (National Museum of Natural History, Paris), Steven DESSEIN (Botanic Garden Meise), Johanna EDER (Staatliches Museum für Naturkunde Stuttgart), Per ERICSON (Swedish Museum of Natural History), Jiří FRANK (National Museum Prague), Isabelle GERARD (Royal Museum for Central Africa-RMCA), Patrick GROOTAERT (Royal Belgian Institute of Natural Sciences-RBINS), Guido GRYSEELS (Royal Museum for Central Africa-RMCA), Michel GUIRAUD (National Museum of Natural History, Paris), Eva HÄFFNER (Botanic Garden and Botanic Museum, Berlin-Dahlem), Elspeth HASTON (Royal Botanic Garden of Edinburgh), Saskia JANCKE (Museum für Naturkunde, Berlin), Aino JUSLÉN (Finnish Museum of Natural History-LUOMUS), Claudia KAMCKE (NORe Consortium), Jiří KVACEK (National Museum Prague), Tomasz MAZGAJSKI (Museum and Institute of Zoology, Warsaw), Fridtjof MEHLUM (Naturhistorisk Museum, Universitetet i Oslo), Patricia MERGEN (Royal Museum for Central Africa-RMCA), Vallo MULK (Estonian Consortium - Estonian Academy of Sciences), Jesús MUÑOZ (Real Jardín Botánico, CSIC, Madrid), Eva-Maria NATZER (Bavarian Natural History Museum – Munich), Dirk NEUMANN (Bavarian Natural History Museum – Munich), Margheritta NORBIATO (Natural History Museum, University of Florence), Carole PALECO (Royal Belgian Institute of Natural Sciences-RBINS), Alan Paton (Royal Botanic Garden, Kew), Claes PERSSON (Göteborg Natural History Museum), Michelle PRICE (Conservatoire et Jardin Botaniques de la Ville de Genève), Christiane QUAISSER (Museum für Naturkunde, Berlin), Isabel REY (Museo Nacional de Ciencias Naturales, CSIC, Madrid), Erik RINDAL (Naturhistorisk Museum, Universitetet i Oslo), Celia SANTOS MAZORRA (Museo Nacional de Ciencias Naturales, CSIC, Madrid), Nikolaj SCHARFF (Natural History Museum of Denmark), Erik SMETS (Naturalis Biodiversity Center, Leiden), Vince SMITH (Natural History Museum of London), Isabella VAN DE VELDE (Royal Belgian Institute of Natural Sciences-RBINS), Ernst VITEK (Naturhistorisches Museum Wien,), Catherina VOREADOU (Natural History Museum of Crete)

From the General Secretariat: Ana CASINO, Karsten GÖDDERZ, Kevin KEYAERT

Observers and Guests: Eric LAUREYS (Ernst Mayr Library, BELSPO), Wouter LOS (University of Amsterdam), Marian RAMOS (Museo Nacional de Ciencias Naturales, CSIC, Madrid), Constance RINALDO (BHL, Museum of Comparative Zoology, Harvard University), Ole SEBERG (GGBN, Natural History Museum of Denmark), Suzanne SHARROCK (Botanic Garden

Conservation International (BGCI), Richmond), Jane SMITH (BHL, Natural History Museum of London)

Day 1: Tuesday 18th October (13.00 – 17.25)

CETAF40 General Meeting

OPENING OF THE CETAF40 GENERAL MEETING

The CETAF 40 meeting was officially opened by Michelle J. Price, Chair of CETAF, at 13:00. She welcomed the participants to the CETAF40 General Meeting, congratulated the hosts for their organisation of the CETAF 20th Anniversary meeting and greeted the invited guests, including the former Chairs of CETAF Wouter Los and Marian Ramos. She thanked Jesús Muñoz from the Royal Botanic Garden and Santiago Merino from the National Museum of Natural Sciences in Madrid for hosting the CETAF general meeting.

WELCOME ADDRESS

Jesús Muñoz and Santiago Merino each addressed the CETAF members by welcoming them to the Royal Botanic Garden of Madrid, one day after it celebrated its 261st Anniversary.

- 1. APPROVAL OF THE AGENDA:** The proposed agenda was circulated, along with the official invitation to the CETAF40 General Meeting, to CETAF members on the 9 August 2016. The **Agenda** was voted on and approved without changes (**Annex 1**).
- 2. APPROVAL OF THE RECORDS OF THE PREVIOUS MEETING:** The minutes from the CETAF39 General Meeting, held on 3-4 May 2016 and hosted by the Hungarian Natural History Museum in Budapest, were distributed to the membership on 10 June 2016, together with the associated annexes 1-11 that were made available in the private community area of the CETAF website. The **CETAF39 Minutes** (and annexes) (**Annex 2**) were voted on and unanimously approved.
- 3. CETAF EXECUTIVE COMMITTEE WORK PLAN AND CETAF GENERAL OBJECTIVES:** Michelle Price (MP-Chair) (Conservatoire et Jardin Botaniques de la Ville de Genève, CH) presented both the Executive Committee Work Plan and the CETAF General Objectives.

For its three year working period (Spring 2016-Spring 2019), the Executive Committee (EC), strives to accomplish numerous objectives which can be summarized as *facilitating the development of CETAF* and to *promoting the fulfilment of the CETAF Strategy*. This includes the overseeing of the objectives and priorities for CETAF as a whole as well as for

the EC, the General Secretariat (GS), and the CETAF Working Groups (WGs). It also includes communication and outreach activities with regards to European Institutions – like driving forward the application of CETAF to become an ERA stakeholder –, outreach to potential new members, collaboration with strategic partners or the representation of CETAF on the [DiSSCo](#) Steering Board, GBIF, [ENVRiplus](#) or the Board of Environmental Research Infrastructures ([BEERi](#)). No questions were raised after the presentation and the **Executive Committee Work Plan (Annex 3)** was unanimously approved.

The CETAF General Objectives 2016-2017 were based on the Work programme for the GS which was adopted at CETAF39. The EC used the GS Work Programme and the CETAF Strategy to outline the main areas of focus of the consortium over the next year within the framework of the activities of the CETAF governing bodies and the WGs. The general objectives thus represent the strategic points that the CETAF EC would like to see emphasized over the coming 12 months. Comments and additions to the prioritized objectives were invited from the membership. At the meeting, however, no comments were added and the **CETAF General Objectives 2016-2017 (Annex 4)** were adopted.

4. FINANCIAL REPORTS FROM THE SECOND AND THIRD TRIMESTERS OF 2016

Ana Casino (AC-CETAF GS) reported on the **Financial Reports from the Second and Third Trimesters of 2016 (Annex 5)** and gave the expected outlook for the rest of the year. Most of the expenses correspond to the salaries of the Secretariat, leaving little margin for decisions on expenses in other areas from the agreed budget. The Secretariat reported that it had received 89 % of the membership fees (17th October). The three institutions that are outstanding are doing their best to comply with their payment obligations. As of September 2016, 88 % of the 2016 budget was spent which is above the expected 75 % for the first three quarters of the year. This is due to higher travel expenditures, e.g. to the International Conference of Research Infrastructures -ICRI- in Cape Town in October 2016 for representing DiSSCo, and for the BIOTALENT Kick-off meeting in Budapest, in September 2016. Both, however, are budgeted in the respective accounts and will be reimbursed to the Secretariat. Another factor that raised the expenditure above expected levels were the departure of AC-CETAF to Cape Town in the beginning of October as the salaries for October were paid at the end of September. These expenses will thus not appear in the financial report for October.

5. CETAF BUDGET FOR 2017

CETAF Treasurer Erik Smets (ES-Naturalis, NL) presented the CETAF Budget for 2017 which is based on the current membership situation including the slight membership fee raise agreed at CETAF38. The salaries for the Secretariat staff are expected to stay the same for 2017, and the expenses overall will be limited to what was agreed upon before. ES-Naturalis drew attention to the fact that the Budget introduces a new line titled “approved projects”, since this is the first time that CETAF, as an organisation, will be an official partner to a EU funded project. The BIOTALENT project will receive in-kind contributions from CETAF which will then be reimbursed back to the Secretariat.

Vince Smith (VS-London, UK) and Walter Berendsohn (WB-BGBM, DE) raised questions as to what kind of income can be expected from projects such as BIOTALENT, what level of in-kind contributions will have to be made in return and if there is a ceiling to the usually quite substantial administration costs that come with participation in such a project. AC-CETAF and ES-Naturalis responded that for BIOTALENT both, the contributions and earnings are limited. However, it is important to mention two things: first, the participation in this project does not cost CETAF any money. Second, this participation could function as a pilot and a starting point for CETAF participation in more projects in the future. With regards to the administrative work it was noted, that BIOTALENT is an ERASMUS+ project, which are decidedly lighter on administrative tasks than H2020 projects. Furthermore, most of the administration work for CETAF has already been completed. After answering these questions, the **CETAF Budget for 2017 (Annex 6)** was unanimously approved.

6. CETAF REGISTRY (ONLINE INSTITUTIONAL PROFILES)

Karsten Gödderz (KG-CETAF) demonstrated the implementation of the submitted institutional profiles, the so-called CETAF Passports, on the CETAF website along with a search engine designed to enable end-users to browse and to find what kind of assets (be it collections, expertise, communication tools or training programmes) they may look for in the member institutions. The CETAF Passports will be displayed in a tab-style layout with nine categories based on the institutional profile agreed upon by the CETAF membership. Financial information will not be included in the publicly visible part. The profile includes numerous links to the institution's websites to entice users to visit them as well. Also included is a field that links to the annual reports of every institution, something that was deemed useful at CETAF39 and was thus included.

The search engine includes two basic parts, a free text, google-like field with which the end-user can search for any word within the passports and a set of eleven combinable filters that help in narrowing down a search. A few filters regarding visitors, communication tools and education programmes will be added later. Search engine and profiles are both implemented on the website but will only be accessible for the public by end of 2016.

To complete the database, six institutions still have to submit their passports. Despite this still outstanding information, all 59 institutions will be asked for an update of the current passport – which shall become a yearly exercise for all members – that shall be reported by **end of November**.

Several comments were issued by the membership, stating that it is good to see something productive, that gives visibility to the institutions and that maps strengths and weaknesses of institutions, has come out of the work and time invested in the passports.

7. WEBPAGES FOR THE CETAF STRATEGY AND THE CETAF CODE OF CONDUCT AND BEST PRACTICES FOR ABS

AC-CETAF presented the activities of the GS in implementing two new permanent pages on the CETAF website detailing the CETAF Strategy and the CETAF Code of Conduct and Best Practices for ABS (CoC). These webpages will be set up in collaboration with the respective WGs to highlight their products and outcomes and make them publicly available and visible. Links to these pages will be found directly on the homepage, following the example of the CETAF stable identifiers, developed by ISTC WG. A new tab will also be introduced, displaying the offer of CETAF products, which is now possible as it has a continually growing content. AC-CETAF also mentioned that the CETAF ABS CoC is being cited in publications and CBD has approached the legislation WG to upload the CoC in the ABS Clearing House. It will be up to the other WGs to present content that can be presented in a similar fashion via the CETAF website.

MP-Chair added that the EC will discuss how the website can be further improved, especially on how to make CETAF products and CETAF publicity material more visible, e.g. that the website is maximized as a tool for disseminating CETAF products. The EC will propose a concept for the website at CETAF41 so that potential changes can be budgeted and implemented by 2018.

8. CHAIR AND GENERAL SECRETARIAT UPDATES ON CETAF ACTIVITIES

AC-CETAF gave an update on the activities carried out by the GS in the months since CETAF39. The internal dealings of the GS led to hiring of a new Communications Assistant (Kevin Keyaert) who started in June. Also in June, the new host agreement between RBINS and CETAF was signed. Other CETAF internal activities include the improvement of the website, the creation of the CETAF communication toolkit (presentations that can be used by anyone who has to introduce CETAF to third parties) which is available in the Community Group on the CETAF website, web-meetings and collaborations with the EC and the Strategy group, and relations with other CETAF bodies.

Externally, the GS continues to survey the field of EU funding calls, public consultations or surveys to distribute to the members, and to pursue the application to become an ERA stakeholder. This application is currently on hold – although supported by the DG – since DG Research is undergoing an internal restructuring all applications processes have been halted. Next to the successful BIOTALENT application, the GS is currently involved in two other applications that have been submitted and await review by the respective bodies: NaturalHeritage.be, a project under the Belgian BRAIN-BE call to ensure interoperability among the bioinformatics systems in RBINS, RMCA and Meise, and CELLS, an H2020 project proposal under a Science with and for Society call (SwafS-15-2016-1), led by Naturalis and aiming to a sustainable collaboration between formal, informal and non-formal learning environments in the so-called learning ecosystems. In both projects CETAF will benefit from the vast CETAF communication networks to fulfil its expected communication and dissemination tasks.

Another proposal being prepared currently is the re-submission of the previously unsuccessful DEDDI project which, among other features will overcome the lack of a clear connection to a research infrastructure, be it an important criteria for the INFRADEV calls. The renewed DEDDI will be developed in the light of the new DiSSCo Initiative (see Agenda

item 9) and will include the comments of the reviewers. A kick-off meeting to revive this proposal, engage contributors and gauge the amount of additional work foreseen was held in Meise on the 22 September 2016. The proposal will be led by Hannu Saarenmaa from Digitarium, FI and will be submitted under the [INFRADEV-01-2017](#) call with a deadline on 27 March 2017.

MP-Chair thanked AC-CETAF and her team for their hard work, especially in setting up fruitful relationships within the European community in Brussels.

MP-Chair then took the opportunity to recall the development of CETAF from a Memorandum of Understanding between ten institutions in 1996 to a legal body with 33 members representing 59 institutions in 20 countries in 2016. Under its first chairs, CETAF set out to promote research in systematic biology in Europe by improving the efficiency of taxonomic facilities. MP-Chair also remarked that the main objectives and topics outlined in 1996 were not much different from the ones outlined in the strategy for 2015-2025, namely the promotion of research and access to collections, the common exploitation of European funding mechanisms and the fostering of taxonomy and the training of taxonomists. What has changed though, and in some areas dramatically so, are the circumstances in which we work today. But CETAF with its collective impact, joint resources and provision of services is now well positioned, also thanks to strategic partnerships, to move forward.

Some things that need to improve, however, are the internal communication within institutions about CETAF, its activities and outreach efforts. The flow of information still too often ends with the few people directly involved with CETAF and the flow between CETAF and its representative and then from the representatives to colleagues in member institutions (and back again) needs some reflection. Research and expertise are at the core of the potential of CETAF and this needs to be activated as a bottom-up movement of support that motivates engagement and consolidates commitment to the whole community.

MP-Chair also informed the membership that EC secretary Cornelia Löhne from the Zoological Research Museum in Bonn, DE will take on a new post at the Bonn University Botanic Gardens and will no longer represent the Zoological museum of Bonn at CETAF. CL resigned from her position on the CETAF EC. MP-Chair thanked CL for her contributions to the CETAF EC and to CETAF to date, especially via her coordination of the Legislations and Regulations Group, and described the positive impact that she has had on CETAF.

Regarding her replacement in the EC, the EC proposed to promote Jesús Muñoz (JM-RJB Madrid, ES) to secretary as he was the other candidate that stood for this position during the elections at CETAF39. This would leave the EC at three ordinary members. The EC will discuss how to proceed. The motion was unanimously approved and JM was declared the new Secretary of the CETAF EC.

9. DISSCO – DISTRIBUTED SYSTEM OF SCIENTIFIC COLLECTIONS – PROPOSAL FOR THE SUBMISSION TO THE NEW ESFRI ROADMAP

VS-London presented the DiSSCo initiative, a project that in the long-term shall end in a pan-European digital research infrastructure of natural history collections. To accomplish this, 18 National Task Forces (NTF), CETAF and GBIF set out to submit a proposal to be included on the upcoming update on the ESFRI roadmap 2018. On this roadmap only such projects that can only be realized on a European scale and that will support new ways of doing excellence science in Europe are included. While it is not a direct source of funding, the ESFRI opens multiple doors to other funding mechanisms that would otherwise be closed to CETAF members, and it is widely considered as a stamp of quality recognized by EU governments and institutions.

The proposal template has to include several documents as well as letters of intent from different member states, one of which has to ensure financial commitment. An expert group then assesses the European value and the maturity of the proposal, dissecting its science case, the technical design, the business case and the governance model. The deadline for submissions is 31 August 2017. However, several deadlines for national processes exist prior to that, including some as early as December 2016. Hence, the Coordination team – formed by NHM London, Naturalis and CETAF – and the 18 NTFs have worked hard to complete as much of the proposal as possible for this date. New NTFs from countries not yet involved are more than welcome to join the initiative.

Christiane Quaiser (CQ-MfN Berlin, DE) wanted to know what the support from member states should and could entail. VS-London replied that the proposal needs at least one member state to pledge financial contributions and at least two additional member states to voice political support. While the political support from Greece is almost secured and other MSs have hinted at their readiness to support DiSSCo, the situation for the financial commitment is slightly less secure though five governments have indicated their willingness to contribute financially, including the FR, NL, DE and UK.

MP-Chair informed CETAF members that CETAF, via the Chair, has been invited to become a member of the DiSSCo Steering Board (StB) which currently consists of seven institutions that have committed to contribute financially to the proposal and the preparatory phase. Those are RBINS, NHM London, MNHN Paris, Senckenberg, MfN Berlin, NHMD Copenhagen and Naturalis. The Steering Board is chaired by Edwin van Huis of Naturalis who has voiced the opinion that DiSSCo could not really move forward without CETAF as an integral part of it and should play an important role moving forward. While StB cannot stand yet as a governance body, since we are talking about putting together a proposal, CETAF participation could prove to be crucial.

MP-Chair then informed the membership of her envisioned course of action: since CETAF does not have the funds to contribute financially as the other members of the StB do, she will propose to its Chair that CETAF will provide in-kind contributions, namely working hours of AC-CETAF and KG-CETAF, and the participation of MP-Chair on the StB as well as the vast CETAF network for communication matters in lieu of the 10,000 Euro monetary contribution that is expected from StB members. This was presented to the membership to vote, so MP-Chair and the GS can continue working towards a successful DiSSCo proposal. The motion was approved unanimously.

10. CETAF STRATEGIC PARTNERS

10.1 BOTANIC GARDEN CONSERVATION INTERNATIONAL (BGCI)

CETAF and Botanic Garden Conservation International (BGCI) refined their Memorandum of Understanding (MoU) (**Annex 7**) which had previously been submitted to the membership and had been accepted via intersessional vote. Suzanne Sharrock of (SS-BGCI) then gave a short presentation, introducing BGCI and the potential for future collaboration. BGCI is a worldwide organisation that links botanic gardens, founded in 1987 with headquarters in Richmond UK. Its mission is to secure plant diversity for the well-being of the people and the planet. Just like CETAF, BGCI has worked a lot on ABS lately, making this one of many potential areas of future collaboration. Raising awareness in member institutions for each of the counterparts could be beneficial for both organisations, as Michel Guiraud (MG-Paris, Muséum National d'Histoire Naturelle, FR) remarked. Dirk Neumann (DN-Munich, Bavarian Natural History Collections, DE) added that a common voice of CETAF and BGCI towards legislators and policy-makers can only help presenting a broader community adhering to practices with common implemented guidelines.

The MoU, accepted by the CETAF governing board in unanimity on 18 October 2016, was subsequently signed by MP-Chair and SS-BGCI.

10.2 SOCIETY FOR PRESERVATION OF NATURAL HISTORY COLLECTIONS (SPNHC)

The first steps towards forming a similar MoU with the Society for Preservation of Natural History Collections (SPNCH) have also been made. AC-CETAF and others from the CETAF community, including from the SPNCH host institution MfN Berlin, were present for the SPNCH 2016 conference in Berlin. Contact with Linda Ford, Director of Collections Operations, Museum of Comparative Zoology at Harvard, Cambridge, MA, USA and Andy Bentley, former President, Ichthyology Collection Manager University of Kansas were made. A draft MoU has been exchanged between the organisations and a revised version was recently sent from CETAF to SPNCH. An answer to this revised MoU is still pending.

10.3 GLOBAL GENOME BIODIVERSITY NETWORK (GGBN)

Ole Seberg (OS-Copenhagen, Natural History Museum of Denmark, DK) introduced CETAF members to the Global Genome Biodiversity Network (GGBN). Its goal is the preservation of genomic samples and making them accessible for research. Since the greatest bottleneck for genomics research is the lack of samples, GGBN fosters the cooperation and the exchange of samples between repositories of molecular biodiversity. It also allows – by running a data portal for genetic material aggregating information from several sources – the quick assessment of available samples even before a given project starts. GGBN also develops, together with its members, standards and best practices for the stewardship of genomic samples and their derivatives, of exchange practices, and encourages targeted, gap filling sampling of the tree of life.

As with the BGCI, CETAF should collaborate with GGBN in the future, especially on topics such as ABS. MP-Chair encouraged the collaboration between GGBN and the Legislation WG, which has so far mostly focused on ABS issues.

11. PROGRESS ON THE CETAF STRATEGY AND STRATEGIC DEVELOPMENT PLAN: SIGNATURE OF THE CETAF STRATEGY RESUME BY CETAF DIRECTORS

To close Day one of the CETAF40 General Meeting, MP-Chair gave a brief update on the progress of the CETAF Strategy Resume (**Annex 8**), a document intended to showcase the important information contained with the CETAF Strategy while making it easily and quickly accessible to stakeholders and other interested partners. The CETAF EC created the text for the summary, which was then designed and presented to the directors for signature. MP-Chair indicated that there was unprecedented quick response rate such that by the meeting 22 of 33 members had already signed the document. The resume should serve as a tool for communication and if the momentum is used well, could even be transformed as an information piece in a high impact journal.

17:25 Closure of the meeting – The Chair officially closed day one of the CETAF40 meeting.

18:00 – 20:00 Guided tours of the Mineralogical, Paleontological, Anthropological, Vertebrate Zoological collections and Library.

20:00 Dinner at the Royal Botanic Garden

Day 2: Wednesday 19th October (9.00 – 17.20)

CETAF40 General Meeting

12. NEW PROPOSALS OR INITIATIVES FOR CETAF

12.1 COST ACTION

To start the second day of CETAF40 AC-CETAF gave an overview on COST Actions which are a particular funding mechanism in the EU that does not fund research itself but all the networking activities that are necessary to facilitate it. This includes for example travelling costs for meetings, attendance fees for workshops, organization costs of conferences, scientific missions, dissemination activities etc. COST Action proposals do not have to meet a specific deadline, the application window is always open. However, there are collection dates every few months with the next one being **7 December 2016**. To be successful, a proposal has to include at least five consortium members from the 36 COST

member states (plus Israel) and has to come out on top in a very competitive field. The proposal is usually not very long, with up to 15 pages forming the Technical Annex, and if successful COST Action projects run for a total of four years.

The coordination team of the DiSSCo proposal sees COST Actions as an excellent opportunity to finance some of the necessary networking and associated travel costs. An e-mail has been circulated prior to CETAF40 to members of the DiSSCo consortium, CETAF members and participants to the recent BIOUNIFY proposal and a number of institutions have shown interest in participating. During the meeting two more institutions showed interest (Edinburgh, Florence). The position of project leader who would take up the task of collating contributions and shaping the final document was open. It was mentioned that the BIOUNIFY COST proposal can serve as a basis for the new initiative, so one would not have to start from scratch. Eva-Maria Natzer (EN-Munich, Bavarian Natural History Museum, DE) volunteered to take the lead in putting the proposal together, which does not automatically assume that Munich will be forced to act as a lead if the funding is granted.

Ernst Vitek (EV-Vienna, Naturhistorisches Museum of Vienna, AT) inquired about the extent of potential funding and the share of own money that had to be put forward to meet requirements. VS-London replied by saying that 100% of networking costs are eligible for funding, so no money from the partner institutions has to be contributed for those activities to be eligible for funding. He reminded the membership that these grants only go towards networking and travelling costs, and therefore they do not cover large sums. EV-Vienna also inquired about which organisations already have experience in putting together such proposals (NM Prague, Naturalis, RBINS, NHM London) and prompted these institutions to assist in the current initiative.

12.2 DISTRIBUTED EUROPEAN SCHOOL OF TAXONOMY

Isabella Van De Velde (IVV-RBINS, Royal Belgian Institute for Natural Sciences, Brussels, BE) presented the recent activity of the Distributed European School of Taxonomy (DEST). She highlighted that for the training programmes Modern Taxonomy and Expert-in-Training 58 and 55 candidates were selected but that only 34 and 39 students were able to attend, respectively. This is largely due to the fact that students were unable to find funds to pay the participation fee and/or travel costs, and that due to the political situation in Turkey the selected students from there were not allowed to leave the country. On the positive side of things, DEST received funding from the Royal Swedish Academy of Science, the Museo Civico di Storia Naturale Ferrara and the municipality of Ferrara and the Museo di Storia Naturale of Florence for training activities. DEST was also praised for its work in press coverage. DEST was asked to deliver a one-hour beginners course for school children in South Korea.

The end of the presentation and the ensuing discussion focused mostly on the continuation and future sustainability of DEST. Since IVV-RBINS will retire in the near

future, a new lead and support institution – if possible several institutions – will be needed. To that effect, a position paper is to be submitted to the EC detailing the advantages of DEST for CETAF. These would include the direct contribution of DEST to the CETAF goals in the sector of training, as stipulated in the CETAF strategy, as well as CETAF's global outreach and impact. The long term maintenance (stability) of DEST would also give CETAF members the opportunity to participate in future funding bids related to education and training. What would be needed is basically one person committed to DEST, acting as the coordinator. This person would need to have a scientific background as they map out the programme of courses in collaboration with the trainers. Other tasks involve the registration and selection of students, acquisition of trainers, invoicing, fundraising and the creation of the course. These tasks could of course be distributed over more institutions than is currently the case so the burden would not fall on one institution alone. This could also help in keeping the registration fees for DEST low since it was one of the main goals upon the creation of DEST was to ensure that the courses are accessible to all students. Given that already today some students have problems coming up with the necessary funds, raising the administration fee – as suggested by EV-Vienna and others, maybe combined with a scholarship model – could lead to a more exclusive club of attendees.

MP-Chair called on anyone who would be interested in any of the member institutions to come forward so that DEST can continue to run long-term. CETAF could also assist in the administrative tasks but a coordination leader would definitely be needed.

12.3 NEW DG RESEARCH AND DG CONNECT WORK PROGRAMMES

AC-CETAF subsequently presented the general novelties in the 2016-2017 H2020 work programmes that were adopted in July 2016. Several cross-cutting issues gained importance and are thus relevant also for CETAF members, namely open access, citizen science, ethics and gender.

In the previous work programme, open access was a pilot project that now applies to all areas of H2020, stating as default option for all projects under H2020 while publications and their underlying data have to be made accessible for the general public. Still, if there are good reasons for data to be kept proprietary, an opt-out option is possible. These reasons include intellectual property rights, privacy concerns or if simply no data is generated. Costs that are connected with open data are fully eligible for funding. If successful, each project must submit a data management plan for which templates are available.

Ethics should also be addressed in every proposal to demonstrate that the proposer has a good understanding of the ethical implications of research. This is important, since an unresolved ethics concern may block the signature of the grant agreement. Ethics issues include data protection, human interaction, benefit sharing when interacting with non-EU countries etc.

With regards to gender, it is important to keep the two dimensions of this issue in mind. One is gender equality which applies to all projects across all parts of H2020. If two proposals are graded equally, then the proposal which is closer to 50/50 in their staff's gender balance will be ranked ahead of the other. This is not the same as the gender dimension in the research content, which each proposal is encouraged to explore.

These three aspects as well as the SWAFS programme were the basis for the emergence of RRI framework within Horizon 2020, subject of a CETAF workshop at the CETAF 39 meeting in Budapest. The obvious importance of RRI for H2020 but also for other European and national funding mechanisms prompted the GS to hold the RRI workshop at CETAF39 whose results will be presented under agenda item 14.4.

AC-CETAF finished the presentation by talking about certain topics of interest in the new work programme (the list is available in the presentation package in the CETAF40 folder in the community space on the website). One central point – which was reiterated by Wouter Los – was that there are hardly any topics, which directly address our core issues. However, these work programmes are generally written for the big challenges and thus not always very specific. It is therefore necessary to think laterally and explore bigger networks in order to find a position in which we could contribute to a proposal. Thinking out of the box becomes a need.

VS-Smith also supported this direction and mentioned the fact that there is a positive development to be noted in our field when it comes to the number of opportunities on which NHMs can participate. While a few years back there were very few, today NHM London is regularly contacted by consortia, e.g. on cultural heritage, to evaluate a potential collaboration.

13. UPDATE ON CETAF MEMBERSHIP APPLICATIONS

The application from Israel was received by the EC on time, reviewed and was recommended for approval by the EC. However, the representative of Israel Tamar Dayan (TD-Tel Aviv, The Steinberg Museum of Natural History, Israel National Center for Biodiversity, Tel Aviv, IL), was unfortunately unable to attend the CETAF40 General Meeting. MP-Chair posed this technical question to the floor, proposing to vote on the matter, if there are no major objections, in the absence of the representative since the application was complete and TD-Tel Aviv had previously presented the Steinberg Museum at CETAF39.

Questions of Walter Berendsohn (WB-BGBM, Botanic Garden and Botanical Museum Berlin, DE) and EV-Vienna were raised whether there is an Israeli consortium was already formed or foreseen and, if not, that should be made a requirement for joining CETAF since the Steinhardt Museum has a strong zoological collection but lacks a botanical collection, which would be especially beneficial due to the unique collections of Mediterranean flora Israeli institutions hold. AC-CETAF and MP-Chair responded that there is no precedent that requires a new member to form a strong consortium beforehand and that there is

the possibility that an Israeli consortium could be formed even after Tel Aviv joined CETAF, following the path laid out by the Czech consortium at CETAF39.

No other objections were raised and it was decided by the membership to hold the vote in absence of a representative, with one abstention. The CETAF membership then approved the application of the Steinhardt Museum of Natural History, Israel Center for Biodiversity Studies, Tel Aviv (25 votes in favour, 1 abstention) and welcomed them as a new member for CETAF. Initially they will be placed in membership category 2. With the positive response to their application, the EC will strongly encourage the new member to initiate forming a national consortium in Israel.

14. NEWS FROM CETAF INITIATIVES AND WORKING GROUPS

14.1 ISTC

WB-BGBM updated the membership on the progress made by the ISTC working group. The stable identifiers are now implemented in 13 CETAF institutions and the project has been turned into a paper that was submitted to DATABASE – The Journal of Biological Databases and Curation. The response by the peer reviewers arrived actually during the meeting the same day and the paper was recommended for publication.

Before the next ISTC meeting in Stuttgart in 2017, the ISTC plans to hold a hackathon. For this event, programmers of the member institutions will come together to work on the implementation of the stable identifiers, especially for smaller institutions who usually could not afford to implement this mechanism and to improve the Linked Open Data capabilities of stable identifiers. Another small project in development is the geo-referencing initiative lead by Naturalis. This project sets out to draft for and will test a CETAF geo-referencing platform. Several CETAF members are involved.

Catherina Voreadou (CV-Crete, Natural History Museum of Crete, GR) inquired about potential overlap with the Earth Sciences WG. This was seconded by VS-London who additionally wanted to know if there is a platform or something similar listing both earth scientists who are interested in digital collections and anything that involves a set of tools, hard- and software etc. that the earth sciences would find useful when talking about digitizing their collections. It would be helpful to find out what the Earth sciences group would like to focus on and this could then perfectly feed into the development of DiSSCo to also ease concerns that the Earth sciences are being left behind. Jiří Frank (JF-Prague, National Museum, CZ) answered by saying that the Earth science WG thought about developing something like GeoCASE, basically a BioCASE for Earth sciences, as a standard format. This would maybe then lead to the Earth science collections being picked up by the Catalogue of Life with all its benefits.

14.2 LEGISLATION WORKING GROUP (ABS)

DN-Munich informed the members that the Legislation WG will present itself and its biggest output yet, the CETAF ABS Code of Conduct (ABS CoC), at the CDB COP13 in December in Mexico. The presentation will be done by Chris Lyal (NHM London) and China

Williams (Kew) and is fuelled by the very positive feedback CETAF received for the ABS CoC. Providing countries especially get the impression from the CoC that CETAF understands their position and are thus very open to using it as a standard for moving forward. Recently, the European Commission submitted its review of the CoC and their review was very positive overall. The CoC drew some criticism due to the fact that in some areas it went beyond what the European Commission would like to read in such a document. The European Commission also challenged the CoC on its overseeing by CETAF. The Legislation WG will add a few clarifications and minimal changes based on the report from the EC. It has also come up with a mechanism that allows CETAF to oversee and changes being communicated to the members. For this, ABS representatives shall be identified in each institution and communicated to the Legislation WG. These will serve as a contact point for the WG in all ABS affairs and will be trained by WG members if necessary. This would suffice as a mechanism that simultaneously avoids being too intrusive into internal policies. The GS will distribute a list of current ABS representatives, so everyone could check if the information is still correct and fill in the blanks.

DN-Munich also called for volunteers to join the WG because it lost or will lose two very active members in Cornelia Löhne (moved jobs) and Chris Lyal (retirement). MP-Chair suggested that each representative takes this request to the right people in their home institution and seek contribution to this and other WGs.

14.3 E-LEARNING (BIOTALENT)

IVV-RBINS announced the news that a project created by the CETAF training and e-learning WG, and with the participation of CETAF as a partner, has been funded in the ERASMUS+ programme. This success was highly dependent on finding the right call for the proposal. After a first failure to get funded in 2015, the proposal was re-submitted with the review in mind and to a better fitting call, so that the funding could be secured in the end. The BIOTALENT project has the goals to raise the level of biodiversity literacy for students and teachers, ignite their passion for science and engage them in conserving Europe's biodiversity. To achieve this within the framework of the project, BIOTALENT will deliver a pilot multilingual blended e-learning course on biodiversity and climate change, establish an open source virtual learning platform to deliver the content and create a model that can be used by other e-learning platforms in the STEM domain. The latter is an important criterion for receiving funding in the ERASMUS+ mechanism. Each of the five partners (RBINS, NHM Crete, HNHM Budapest, Agrupamento de Escolas de Mangualde Portugal, CETAF) brings a specific expertise to the table allowing the project to rely on this expertise provided by the partners to offer learners unique transnational access to a range of facilities and expertise.

The project will run for 36 months and ends on the 31 August 2019. Each member receives a fixed amount for management and travelling costs as well as funding to pay staff which is based on the expected intellectual output created by the project.

14.4 EUROPEAN INITIATIVES ADVISORY GROUP (RRI-FRAMEWORK, FOLLOW-UP FROM THE CETAF RRI WORKSHOP DURING CETAF39)

Carole Paleco (CP-RBINS, Royal Belgian Institute of Natural Sciences, Brussels, BE) presented a summary of the EIAG WG work on the results of Responsible Research and Innovation (RRI) workshop held at CETAF39 since. As already mentioned RRI is playing and will continue to play an important role in all national and European funding mechanisms. Thus, CETAF members will have to integrate RRI principles in their future proposals. The WG hence thought it would be in the best interest of CETAF and its members, as was also requested multiple times at the workshop in Budapest, that CETAF members should agree on a few basic principles in each of the five dimensions of RRI. The WG will then draft a number of very basic principles and recommendations that will be circulated for comment (November 2016) and amendment among the members and, after editing, be submitted to the CETAF governing board for approval in February/March 2017). These will be presented at CETAF41. The CETAF RRI principles are intended to be recommendations and suggestions gathered from across the diverse CETAF community to show our adoption and/or adherence to the RRI concepts as a community, and they are not supposed to interfere with institutional policies or become compulsory “rules”. It is hoped that creating a set of CETAF RRI guidelines will

14.5 EARTH SCIENCE (CULTURAL HERITAGE LEGISLATION IN GERMANY)

Johanna Eder (JE-Stuttgart, Stuttgart State Museum of Natural History, DE) informed the attendants to a new legislation in Germany, which will affect each member cooperating with German institutions. This legislation on cultural heritage also includes and implements the EU directive 2014/60/EU and aims at the prohibition of illegal transfer of cultural objects. The issue for natural history collections is the definition of cultural property in the law which includes “any manoeuvrable object or collection of artistic, historical or archaeological value or from other areas of cultural heritage, especially of palaeontological, ethnographical, numismatic or scientific value”. Furthermore, it is defined that collections that are held by museums that are fully or partially funded by public money are considered national cultural property. While this has its merits in the status, the effects are that all international loan traffic of museums now requires permission, the so called General Open Approval (GOA). This means, that if you exchange material from or to a German institution you have to make sure that the shipment includes both the loan document and the GOA. DN-Munich added that the harmonised custom codes CETAF members usually use to show that they are exempt from veterinary inspection is now often targeted for illegal trade which leads to some postal services simply refusing to transport it.

MP-Chair agreed on the importance of these issues and suggested to schedule a longer discussion for a future CETAF meeting.

14.6 COLLECTIONS POLICY BOARD

The Collections Policy Board (CPB) held a meeting on 17 October 2016 and Christiane Quaisser (CQ-MfN, Berlin Natural History Museum, DE) gave an update on the outcomes. The latest leader of CPB René Dekker has recently stepped down from this position. This raised the question of how the CPB would like to continue in the future and on what it

would focus its work. To make an informed decision on the future outlook the CPB conducted a SWOT analysis and will send around a short questionnaire asking members to identify the major issues for collections management in the future. However, the CPB categorized the recognition of an official CETAF WG as a threat – formal requirements and different expectations were cited as reasons – which sparked some discussion.

ES-Naturalis inquired as to how this characterization came to be. It sounds as if the CPB considers itself as something outside of CETAF which is not an accurate description since it is an essential part of CETAF and also its strategy. It was furthermore added by MP-Chair that other working groups were able to fulfil the administrative requirements of setting up guidelines, a goal and a work plan for the WG. Also, the EC does not want to impose anything on the WGs but they have to make up their minds as to what their working goals are and what their contributions to the community as a whole are and thus, on their integration into the CETAF Strategy.

MG-Paris and CQ-MfN conceded that the CPB currently lacks an identity. This can maybe traced back to the fact that the CPB is an EDIT product that was incorporated by CETAF. The question of how to position the CPB within CETAF still needs to be answered. However, a WG where curators and collection managers meet, communicate and discuss collections is still beneficial. MP-Chair agreed that collections are obviously an integral part of CETAF and therefore the fostering of a dynamic and active WG on collections would be in everybody's best interest. CQ-MfN also called on interested people to come forward and join the group, since they face a similar shortage of contribution as other WGs.

It was agreed that both the EC and the CPB will reflect on these issues and then come together in a meeting to discuss it further.

15. UPCOMING CETAF MEETINGS

Wolfgang Wägele of the Zoological Research Museum Alexander Koenig in Bonn, DE, confirmed his invitation for CETAF41. The meeting will be held on 25-26 April 2017, with room for side meetings on 24 and 27 April. The nearest airports are Cologne/Bonn (CGN), Düsseldorf (DUS) and Frankfurt (FRA). All three airports are well connected to Bonn.

The following CETAF42 meeting will be hosted by the Natural History Museum of Crete in Heraklion on 3-4 October 2017. CV-Crete advised the membership to book hotels early since early October is still high tourist season on Crete and by booking early a lot of money can be saved. She will provide the membership with a list of hotels shortly after CETAF41.

CETAF43 does not have a host yet and volunteers are encouraged to come forward.

16. CETAF WORKSHOP ON ELECTRONIC PUBLISHING AND ELECTRONIC PUBLICATIONS

At CETAF40, the focus of the workshop session was on electronic publishing and electronic publications with two workshops being organised by the Biodiversity Heritage Library (BHL) and the European Journal for Taxonomy (EJT).

Both workshops produced interesting results, which will be summarized in reports from both groups which will then be submitted for consultation intersessionally with the results being presented at CETAF42.

Constance Rinaldo, (BHL, Museum of Comparative Zoology, Harvard University), Jane Smith (BHL, Natural History Museum of London) and JF-Prague presented BHL to the audience. A discussion ensued focusing mostly on the issues of gap filling, integrating the need for heritage literature digitization in the scope of the digitization working group, the costs of a new ingestion into BHL vs. the costs of keeping a book in the archive, and the possibility of linking up the CETAF stable identifiers with the identification of taxonomic names in digitised books (something which BHL has experience in) as well as the advantages of integrating digitized literature collections into BHL (visibility, more usage, discoverability).

MP-Chair then called for a vote to back a motion to explore future shared possibilities between BHL (Europe) and CETAF including a quick survey of digitization needs in CETAF members and the establishing of close ties with BHL Europe enabling CETAF acting as a European hub for BHL Global. The motion was passed unanimously. AC-CETAF also suggested that the CETAF passports could be useful as the database is a repository of information on the publications (journals) of the members institution, which could be completed with the degree of digitally available copies of these journals.

For the second workshop Laurence Benichou (LB-Paris, National Museum of Natural History, Paris, FR) started with a presentation on the EJT and e-publishing in general, citing the need for long-term availability of information in the field of taxonomy as well as the need for Open Access as a principle that upholds the long tradition of knowledge exchange between taxonomic institutions. The EJT supports this in applying the Diamond Standard for open access, i.e. that neither the reader is charged when accessing the article nor is the author charged for publishing it. A standard that is not that commonly used to date. This should also help to prevent the fragmentation of taxonomic knowledge in small journals.

To discuss Open Access and electronic publishing further, the CETAF40 participants were split into two groups. One working on authorship and proper citation and which was led by LB-Paris and Chloé Besombes (National Museum of Natural History, Paris, FR) and the other one, working on open access was led by Isabelle Gerard (Royal Museum for Central Africa, Royal Belgian Institute for Natural Sciences, BE) and Éric Laureys (BELSPO). Results from this productive workshop will be presented at the CETAF42 meeting in Crete.

CONCLUDING REMARKS AND FORMAL CLOSURE OF THE CETAF39 GENERAL MEETING

While the workshops were ongoing, the EC discussed the possibility of authoring a paper on the CETAF institutional profiles and the data contained within to create some publicity for tools provided by CETAF for the public. AC-CETAF and VS-London will lead on this.

MP-Chair reminded the membership of their task of updating the passports.

To conclude, MP-Chair thanked everyone for their participation and engagement, and especially the guests for their presence and contribution to the fruitful meeting. Furthermore, she thanked the working group leaders and CETAF member Directory and Representatives for their hard work and contributions to CETAF. She thanked the hosts of CETAF40. Finally, she thanked AC-CETAF and her team for the work of the General Secretariat, that is reflected in the recent successes and great progress made by the Consortium.

She informed the participants that a **Resume Report (Annex 9)** on the decisions and outcomes of the meeting will be circulated just after the current meeting.

The CETAF 40 General Assembly was officially closed at 17:20.

LIST OF ANNEXES

Annex 1 – Agenda of CETAF40

Annex 2 – CETAF39 Minutes (and associated annexes)

Annex 3 – Executive Committee Work Plan

Annex 4 – CETAF General Objectives 2016-2017

Annex 5 – Financial Reports from the Second and Third Trimesters of 2016

Annex 6 – CETAF Budget for 2017

Annex 7 – CETAF – BGCI Memorandum of Understanding

Annex 8 – CETAF Strategy Executive Summary

Annex 9 – CETAF40 Resume Report

