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Members Welcome Package

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CONSORTIUM OF EUROPEAN TAXONOMIC FACILITIES

Abbreviated « **CETAF** »
International Non-Profit Association
1000 BRUXELLES, rue Vautier, 29
Business Number: 0825.688.249

<p>AMENDMENT OF THE STATUTES AND ADOPTION OF NEW STATUTES TO BRING THEM INTO COMPLIANCE WITH THE PROVISIONS OF THE CORPORATE AND ASSOCIATION CODE - MISCELLANEOUS PROVISIONS - POWERS</p>
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STATUTES

Section I: Legal Status / Name / Registered office / Objectives / Duration

Article 1: Legal Status

The association is incorporated as an International Non-Profit Association (AISBL - Association International Sans But Lucrative).

Article 2: Denomination

The association takes the name of "CONSORTIUM OF EUROPEAN TAXONOMIC FACILITIES", abbreviated "CETAF" (hereinafter "the Association").

The full and abbreviated names can be used together or separately.

Article 3: Registered Office

The registered office of the Association is established in the Brussels-Capital Region. It can be transferred to any place in the Brussels-Capital Region or in the French-speaking region of Belgium, by simple decision of the Executive Committee, which has all powers for the purpose of authentically verifying the possible statutory modification which results therefrom, without this leading to a change in the language of the articles of the Association.

If, due to the relocation of the registered office, the language of the Statutes must be changed, only the general assembly (hereinafter the General Assembly) has the power to take this decision, subject to compliance with the rules prescribed for the modification of the Statutes.

The Association may establish, by simple decision of the Executive Committee, administrative headquarters, agencies, workshops, depots and branches, both in Belgium and abroad.

Article 4: Objectives

The objectives of the Association shall be:

- to promote scientific research in the field of biological systematics, paleobiology and mineralogy;
- to promote access to the collections of its members;
- to allow the formation of partnerships with a view to joint projects;
- to be a European voice for taxonomy and systematics.

All to the exclusion of all industrial or commercial operations.

In the context of achieving the above objectives, the Association may use all necessary resources and act as a forum for the exchange of information and in initiating and assuring the follow-up of activities that contribute to its objectives, insofar as these require or benefit from a coordinated approach.

Article 5: Activities

Within the framework of achieving its objectives, the Association will carry out the following activities:

- SUPPORT the operation of the CETAF AISBL in its legal, financial and administrative dimensions and develop strategies, work plans and research agendas to implement the strategic vision of CETAF.
- ORGANIZE and attend conferences, symposia, workshops, round tables, meetings, consultations and any other type of fora for discussion and networking, to represent CETAF and its interests as in other key initiatives and major taxonomy and natural sciences collections related events. –
- COORDINATE and assist to run meetings of its governing and executive bodies as well as its working and interest groups and other collaborative working initiatives within the membership.
- PARTICIPATE, alone and/or in collaboration with others, in projects, service contracts and other initiatives funded at local, national, European and/or international levels.
- COLLECT and analyse, display and sustain information and data relevant to the activities and assets of the membership, by any kind of consultation and survey process, including checklists and databases.
- BUILD and maintain new tools, mechanisms, repositories and platforms in support of the CETAF activities as well as data portals, registries and repositories of geo and bio diversity data.
- PRODUCE guidelines, best practices, codes of conducts, as well as criteria, standards and principle guides, protocols and policies to support taxonomy, taxonomic expertise and natural sciences collections.
- CREATE in all possible formats and channels, communication campaigns and actions, communication material and visual items, participate in joint dissemination activities, and procure CETAF outreach through its website and social media, and other dissemination tools such as exhibitions, events, visits, science cafes, information days, and others.
- PUBLISH reports, papers and documents relevant to the CETAF scope of activity and its membership while supporting the European Journal of Taxonomy (EJT) as the taxonomic journal for the community.
- DEVELOP training courses and capacity building programmes and certificates, while supporting DEST as the community driven training platform.
- AGREE on alliances and sign collaborations with sister initiatives, organizations and entities in Europe and beyond, including for citizen science and crowdsourcing, to

- develop shared services and/or products.
- SUPPORT and promote the CETAF E-SCoRe awards and other prizes.

The Association may also perform all acts relating directly or indirectly to its objectives, in particular taking all initiatives, encouraging all collaborations, collecting all donations or loans, in kind or in cash, organizing all operations or taking all measures likely to contribute to the achievement of its objectives, in accordance with the law.

Article 6: Duration

The Association is created for an indefinite duration.

Section II: Members

Article 7: Types of members and admission requirements

a) Generalities

The Association is made up of full members and associate members. The number of members may not be less than two, including at least two full members.

Each member, full or associated, is represented within this association by a natural person designated by it and whose identity will be communicated to the Executive Committee of the Association. In the event that a member decides to designate another natural person to represent it than the one whose identity was communicated to the Executive Committee of the Association, it will inform the Executive Committee of the Association and will communicate to the latter the identity of the newly appointed representative.

The Association may include among its members several institutions from the same European country.

b) Full Members

Full Members are:

- founders;
- legal entities who are admitted as a Full Member in accordance with Article 8 of the present Statutes and who meet the following cumulative conditions:

Be a legal entity (institutions, individually or in the form of a consortium of institutions) of taxonomic collections from a European country which:

- a) is recognized as a non-profit association by the law of the European country where its registered office is located, and, if the latter allows it to be endowed with a legal entity;
- b) adhere to the objectives of the Association, as described above in Article 4;
- c) have a clear and democratic governance structure;
- d) have transparent accounting;
- e) holds, hosts and / or manages important scientific collections and which has a significant capacity for taxonomic research which allows it to contribute to the activities pursued by the present Association.

c) Associate Members

Associate Members are legal entities who are admitted as Associate Members in accordance with Article 8 of the present Statutes, who correspond to one and/or other of the categories listed in points a), b), and c) above and which hold, host and/or manage important scientific collections and which have a significant capacity for taxonomic research which allow them to contribute to the activities pursued by the Association:

- a) a legal entity (institutions, individually or in the form of a consortium of institutions) which do not meet all the conditions prescribed to be a Full Member of the Association.
- b) a legal entity (association, institution, organization or consortium) who wishes to familiarize themselves with the functioning of the Association before possibly joining the latter as a Full Member.
- c) members who, due to temporary financial difficulties, can no longer be considered as Full Members.

The quality of an Associate Member is limited in time. It may be renewed one or more times without the total duration of membership as Associate Member exceeding the period established for this case in the internal regulations. At the end of the period initially provided for, the Associate Member must decide whether to join the Association as a Full Member or to leave it. In the absence of a decision within fifteen (15) days following the expiry of the period initially provided for or of its possible renewal, the Associate Member is presumed to have left the Association.

Article 8: Admission Formalities

a) Full Members

8.a.1. To be admitted as a Full Member, the legal entity who meets the conditions stipulated in the previous article must obtain the approval of the General Assembly via a ruling by a two thirds (2/3) majority of the members present or represented, in good standing, and as long as the members present or represented in good standing represent the majority of members in good standing.

8.a.2. To this end, the candidate must address themselves to the Executive Committee, by registered letter, by ordinary letter or by e-mail sent to the Association's email address, including a reasoned request:

1. a letter signed by the official legal representative of the applicant legal entity in which the latter affirms that it intends to become a member of the Association and that it meets the conditions provided for in these Statutes to become a Full Member. In the event that the applicant legal entity is a consortium, only one letter must be signed by the different official legal representatives of the different legal entities belonging to the consortium.
2. proof that the person signing the letter provided for in point 1) above is able to legally represent the applicant's legal entity. In the event that the applicant legal entity is a consortium, the request must include proof that the persons signing the letter provided for in point 1) above are the persons able to legally represent the legal entity they represent and who are part of the consortium.
3. the membership application form. In the event that the applicant legal entity is a consortium, an application form for membership as a member must be completed by each legal entity who is a member of the consortium and all of these forms will be sent to the Executive Committee.

8.a.3. The membership form may be obtained by the applicant legal entity by submitting a request to this effect to the Executive Committee of the Association. In such a case, in addition to the membership form, the Executive Committee will send to the applicant legal entity a copy of these Statutes and any internal regulations of the Association, as well as a copy of the minutes of the last General Assembly and of the organisational and financial model of the Association.

8.a.4. In the event that an application for membership turns out to be incomplete, the Executive Committee will inform the applicant legal entity so that it can take the necessary measures to

complete its application.

8.a.5. The Executive Committee assesses in its sovereign capacity whether the applicant legal entity and their membership request meet the formal conditions provided for herein.

In the event that the Executive Committee decides that an applicant legal entity and/or its membership request does not meet the formal conditions to become a member of the Association, it will inform the applicant legal entity by ordinary mail or by e-mail.

In the event that the Executive Committee decides that a candidate legal entity and its application for membership meet the formal conditions to become a member of the Association, the candidacy of the candidate legal entity will be submitted for approval at the next General Assembly meeting, in accordance with paragraph 1 of this article, provided that the complete and final candidacy of the applicant legal entity has reached the Executive Committee at least six (6) weeks before the General Assembly called to decide on the said candidacy.

8.a.6. All postulating legal entities to which the General Assembly has given its approval, in accordance with the first paragraph of this article, will be considered as a member of the Association from the date of the decision of the General Assembly and by the simple effect thereof.

The Executive Committee will communicate the admission decision to the member concerned within fifteen (15) days by e-mail to the e-mail address it communicated to the Association.

b) Associate Members

8.b.1. To be admitted as an Associate Member, the legal entity who meets the conditions stipulated in the previous article must obtain the approval of the General Assembly ruling by a two-thirds (2/3) majority of the members present or represented in good standing, and provided that the members present or represented in good standing represent the majority of members in good standing.

8.b.2. To this end, the candidate must send to the Executive Committee, by registered letter, by ordinary letter or by e-mail to the Association's email address, a reasoned request including:

1. a letter signed by the official legal representative of the applicant legal entity in which the latter affirms that it intends to become a member of this Association and that it meets the conditions provided for in these Statutes to become an Associate Member.
2. proof that the person signing the letter provided for in point 1) above is able to legally represent the applicant legal entity.
3. the membership application form.

8.b.3. The membership form may be obtained by the applicant legal entity by submitting a request to this effect to the Executive Committee of the Association. In such a case, in addition to the membership form, the Executive Committee will send to the applicant legal entity a copy of these Statutes and any internal regulations of this Association, as well as a copy of the minutes of the last general assembly and of the organizational and financial model of this Association.

8.b.4. In the event that an application for membership turns out to be incomplete, the Executive Committee will inform the applicant legal entity so that it can take the necessary measures to complete its application.

8.b.5. The Executive Committee will assess in its sovereign capacity whether the applicant legal

entity and its membership request meets the formal conditions provided for herein.

In the event that the Executive Committee decides that an applicant legal entity and/or its membership request does not meet the formal conditions to become a member of the Association, it will inform the applicant legal entity by ordinary mail or by e-mail.

In the event that the Executive Committee decides that a candidate legal entity and its application for membership meet the formal conditions to become a member of the Association, the candidacy of the candidate legal entity will be submitted for approval at the next General Assembly meeting, in accordance with paragraph 1 of this article, provided that the complete and final candidacy of the applicant legal entity has reached the Executive Committee at least six (6) weeks before the General Assembly called on to decide on the said candidacy.

8.b.6. All postulating legal entities to which the general assembly has given its approval, in accordance with paragraph 1 of this article, will be considered as a member of the Association from the date of the decision of the General Assembly and by the simple effect thereof. The Executive Committee will communicate the admission decision to the member concerned within fifteen (15) days by e-mail at the e-mail address it communicated to the Association.

Article 9: Resignation, exclusion, suspension

a) Resignation

9.a.1. Each Full or Associate Member of the Association is free to resign at any time. This resignation must be addressed to the Executive Committee by ordinary letter at the headquarters of the Association or by e-mail to the Association's email address.

This resignation does not become effective until three months after receipt by the Association of the ordinary letter or e-mail in which the member notifies of its resignation.

The resigning member must pay the contributions due, which include those for the current year, as well as all financial contributions voted for that same year.

9.a.2. The Full or Associate Member who no longer meets the requirements stipulated in 7 the present Statutes to become a Full or Associate Member is at that time considered in default. At this time, it is automatically deprived of exercising all and any of the rights attached to its status as Full Member.

9.a.3. In the event of bankruptcy, collapse, liquidation or ban of a Full or Associate Member, it is deemed to have resigned all rights on that date.

b) Exclusion

- Full and Associate Members

9.b.1. The Association may, on a proposal from the Executive Committee or a third of the Full Members, exclude a Full or Associate Member for just cause or when they no longer meet one or any of the admission criteria.

9.b.2. Only the General Assembly is qualified to pronounce on the exclusion of a member. The exclusion must be indicated in the convocation.

The motion for exclusion is communicated to the Full Member concerned by e-mail at the e-mail address it communicated to the Association, at least six (6) weeks before the date of the General Assembly.

The Full or Associate Member whose exclusion is requested must be heard at the General Assembly. It also has the right to make its observations known in writing and in accordance with the same procedures beforehand at the General Assembly, after the communication of the motion for exclusion.

The exclusion of a Full or Associate Member can only be pronounced by the General Assembly in compliance with the conditions of quorum (i.e. two-thirds (2/3) of the members in good standing) and the majority required for the modification of the Statutes.

9.b.3. The Executive Committee shall communicate the exclusion decision to the member concerned by e-mail to the e-mail address it communicated to the Association within fifteen (15) days.

c) Suspension

- Full Members

9.c.1. The Executive Committee may suspend Full Members who have been found guilty of a serious breach of the Statutes until the decision of the General Assembly concerning the possible exclusion of the Full Member concerned, taken in accordance with point b) above of the present article.

9.c.2. The Executive Committee shall communicate the suspension decision to the Full Member concerned within fifteen (15) days by e-mail to the e-mail address it communicated to the Association.

- Associate Member

9.c.3. The President of the Executive Committee may suspend Associate Members who have been found guilty of a serious breach of the Statutes until the decision of the Executive Committee concerning the possible exclusion of the Associate Member concerned, taken in accordance with point (b) below of this article.

9.c.4. The President of the Executive Committee shall communicate the suspension decision to the Associate Member within fifteen (15) days by email to the email address it communicated to the Association.

Article 10: Absence of rights on social funds

The resigning, suspended or excluded Full or Associate Member, as well as its possible beneficiaries, cannot claim on the assets of the Association and cannot claim the reimbursement of their contribution and of the contributions they have paid.

It cannot claim or require, a statement, the rendering of accounts, the affixing of seals, or an inventory.

Article 11: Rights and obligations

a. Full Members

1. Rights

The Full Members:

- must be kept informed of all activities of the Association
- can have access to all documents and all information produced and compiled by the Association
- may use the logo and image of the Association on their own brochures and on any other

medium or means used for advertising

- can participate in all meetings and events organized, promoted and/or to which the Association is invited or participates, all at their own expense
- have the right to vote at the General Assembly.

2. Obligations

The Full Members:

- must pay their membership fee
- must adhere to the objectives pursued by the Association
- must protect and defend the interests of the Association
- must have a transparent, honest and fair attitude towards the Association and its members.

b. Associate Members

Rights and obligations

Associate Members have the same rights and obligations as Full Members, with the exception of the right to vote at the General Assembly, which they do not have.

Section III: Membership contributions

Article 12: Annual contributions

Full and Associate Members pay an annual membership fee which may be a different amount per category of member. The amounts of this contribution are fixed by the General Assembly.

The rights, including the right to vote at the General Assembly, of Full Members who do not pay their contributions within six (6) months of the due date are automatically suspended until their payment is made.

Section IV: General Assembly

Article 13: Composition

The General Assembly is made up of all members.

Article 14: Powers

The General Assembly is the sovereign power of the Association.. It has the powers which are expressly recognized by the law or by the present Statutes. In particular, the following matters are reserved for its competence:

- the admission of new full or associate members
- the appointment and the dismissal of members of the Executive Committee and the discharges to be granted to them concerning the execution of their mandate - the approval of the annual accounts and budgets
- the amendment of the Statutes
- the voluntary dissolution of the Association and its liquidation
- the exclusion of members
- determining the amount of contributions to be borne by the members - all other cases where the law or the Statutes require.

Article 15: Holding and convocation

15.1 General Assembly ordinary meeting is held each year, within six months of the end of the financial year, at the registered office or at any other place indicated in the notice of meeting in

order to:

- approve the annual accounts for the past financial year;
- approve the budget for the financial year following the financial year to which the annual accounts to be approved relate;
- approve the management report drawn up by the Executive Committee and discharge the administrators;
- define an annual action plan, determine the operations, actions and activities of the Association.

This General Assembly is called by the Executive Committee.

The date and place of the General Assembly are determined by the Executive Committee, which may consult the members of the General Assembly on this matter.

15.2 Extraordinary General Assemblies must also be convened by the Executive Committee and whenever the interests of the Association require or at the request of members representing at least one third (1/3) of the Full Members in good standing. In the latter case, members indicate their request and the subjects to be included in the agenda. The Executive Committee convenes the General Assembly within one month of the request.

15.3 Invitations to attend General Assemblies contain the agenda. They are made by e-mail sent at least two months before the meeting to members of the Association. They are sent by ordinary letter to persons for whom the Association does not have an e-mail address, on the same day as the sending of electronic notices.

15.4 Any member may waive the convocation and, in any case, will be considered as having been duly convened if they are present or represented at the meeting.

Article 16: Admission to the General Assembly

16.1 Each Full Member has the right to attend the General Assembly, provided that they are in good standing.

16.2 Associate Members can participate in the meetings of the General Assembly, but in a consultative capacity and without the right to vote.

16.3 When the agenda so requires, one or more observers from outside the General Assembly may attend the General Assembly and, with the agreement of the President of the Assembly. The General Assembly may request these observers to leave the Assembly for agenda items which do not require their presence.

Article 17: Representation at the general assembly

Any member may give any other person, by any means of transmission, a written proxy to represent them at the General Assembly and vote in their stead. A member cannot be the bearer of more than one proxy.

Article 18: Attendance list

Before entering the meeting, an attendance list indicating the names of the members, their status as Full or Associate Member and, where applicable, the proxies are signed by all the members or representatives present.

Article 19: Composition of the board

The General Assembly is chaired by the President of the Executive Committee or, in their absence, by the Vice President, or, failing that, by the eldest member.

In the event of the absence or incapacity of the aforementioned persons, the General Assembly is chaired by a Full Member appointed by the General Assembly.

The President by virtue of this article forms the board.

Article 20: Deliberation

20.1 Only Full Members in good standing have equal voting rights at the General Assembly, each having only one vote.

20.2 Unless otherwise provided in the present Statutes, it decides by a majority (half plus one) of the votes, provided that the Full Members present or represented at the General Assembly represent the majority of the Full Members.

In case of a tie of votes, that of the person who chairs the meeting is overriding.

20.3 Any General Assembly can only deliberate on the motions appearing on the Agenda, unless all the Full Members to be convened are present or represented, and, in the latter case, if the proxies expressly mention it.

Article 21: General Assembly by written procedure

Only Full Members can, within the limits of the law, take in writing all the decisions which fall within the power of the General Assembly, with the exception of those relating to the modification of the Statutes and those which must be received in an authentic act.

In such a case, a proposal for a decision (or a copy of this proposal for a decision) will be sent by email to each Full Member in order to obtain their approval as to the latter.

For items on the Agenda of the General Assembly to be voted on, members may choose to vote in writing. They can vote by mail or by email provided that their vote is received fifteen (15) days before the General Assembly. Their vote will be considered as a valid vote for this point at the meeting.

Article 22: Participation in the General Assembly by electronic means

22.1 Full Members and administrators can participate remotely in the General Assembly through electronic means of communication made available by the Association. The Full Members, and the administrators who participate in this way in the General Assembly are deemed to be present at the place where the General Assembly is held for the respect of the conditions of presence and majority.

The quality of Full Member, and of administrator, and the identity of the person wishing to participate in the General Assembly are controlled and guaranteed by the terms defined in internal regulations established by the Executive Committee and approved by the General Assembly. This regulation also sets the terms according to which it is noted that a Full Member, and that an administrator, participates in the General Assembly by means of electronic communication and can therefore be considered as present.

In order to guarantee the security of electronic communication, the internal regulations may subject the use of the electronic means of communication to conditions that it determines.

It is the responsibility of the board of the General Assembly to verify compliance with the conditions provided for by the law and the internal regulations and to ascertain whether a Full Member and an administrator validly participates in the General Assembly through electronic communication and can therefore be considered present.

The invitation to the General Assembly contains a clear and precise description of the procedures relating to remote participation.

When the Association has a website referred to in Article 2:31 of the Companies and Associations Code, these procedures are made accessible to those who have the right to participate in the General Assembly on the website of the Association.

22.2 The electronic means of communication made available by the Association must at least allow the members, and the administrators, directly, simultaneously and continuously, to take note of the discussions during the Assembly and, for the members, on all the points on which the meeting is called to vote, to exercise their right to vote.

This electronic means of communication must also allow the members and the administrators to participate in the deliberations and exercise their right to ask questions.

Article 23: Minutes of the General Assembly

The minutes of the General Assembly meetings are approved by the members and signed by the President of the Executive Committee.

They are recorded in a special register kept at the headquarters of the Association where all members can read them, but without moving the register.

Except when the decisions of the General Assembly must be recorded by authentic deed, the copies and extracts of the minutes are signed (physically or electronically) by the President of the Executive Committee or by two administrators who act jointly.

Article 24: Conditions under which the decisions of the General Assembly are brought to the attention of the members

The Executive Committee communicates to the Full and Associate Members the resolutions taken by the General Assembly by e-mail at the e-mail address they communicated to the Association.

Section V: Executive Committee

Article 25: Executive Committee

The Association is administered by a collegial committee, called the “Executive Committee” or “EC” composed of at least four (4) members and at most eight (8) members, appointed from among the Full Members by the General Assembly to a term of four (4) years, and at any time revocable by it. The President of the General Assembly is the President of the Executive Committee. Outgoing Executive Committee members can be re-elected for a single mandate and may only exercise the same function for two (2) mandates.

The mandate of outgoing administrators who are not re-elected ends immediately after the General Assembly which proceeded with the re-election.

When an administrator seat becomes vacant before the end of their term, the remaining members have the option of co-opting a new member.

The first General Assembly that follows must confirm the mandate of the co-opted administrator. If confirmed, the co-opted member terminates the term of office of their predecessor, unless the General Assembly decides otherwise. In the absence of confirmation, the term of office of the co-opted member ends after the General Assembly, without prejudice to the regularity of the composition of the Executive Committee until that date.

Article 26: President – Vice President – Treasurer – Secretary

The General Assembly elects the members of the Executive Committee by secret ballot, a President, a Vice-President, a Treasurer, a Secretary and up to four (4) ordinary members, from among all the members of the General Assembly who have applied.

In case of incapacity of the President, their functions are assumed by the Vice President, or, failing that, by the eldest of the Executive Committee members present. In the event of the resignation of the President, the Vice-President will assume their functions ad interim for the remainder of the mandate, which must be approved by the General Assembly. The General Assembly can, to the contrary, request new elections by a majority vote of the members in good standing, present or represented, for which the electoral period must begin immediately after that General Assembly.

Article 27: Holding and convening

The Executive Committee meets when convened by the President or, if the President is unable to attend, the Vice President or, failing the Vice President, another EC member appointed by their colleagues, whenever the interests of the Association require it.

The convocation is made in writing or by any other means of communication, at the latest 5 days before the meeting, except in an emergency. In the latter case, the nature and reasons for the emergency are mentioned in the notice or in the minutes of the meeting.

The meeting is held at the place, physical or virtual, indicated in the invitation and in the absence of such indication, at the headquarters of the Association.

The meeting is chaired by the President or, in their absence, by the Vice-President or Treasurer or Secretary, who was present, in that order. The Executive Committee is required to meet at least twice a year.

Article 28: Deliberations of the Executive Committee

The Executive Committee can only validly deliberate and rule if the majority of its members are present or represented.

The members may validly attend a meeting of the Executive Committee by telephone conference, videoconference, instant messaging or any other visual, audio or written technical means allowing them to deliberate and will, in this case, be deemed to be present at the place, physical or virtual, indicated in the summons. The Executive Committee organizes the modalities of this type of communication and informs the members of the Executive Committee.

Any administrator may give a mandate to one of their colleagues to represent them at a specific meeting of the Executive Committee and to vote there in their place, physical or virtual, and in

place. This mandate must be given in writing or by any other means of communication. The mandate is, in this case, deemed to be present.

The Executive Committee cannot validly deliberate and rule on items which are not on the agenda unless all of its members are present at the meeting and give their consent.

Decisions of the Executive Committee may be taken by unanimous consent of the administrators, expressed in writing. There is the possibility of having inter-meeting decisions, as required by the President and approved by the members of the Executive Committee.

The decisions of the Executive Committee are taken by majority vote. In the event of a tie, the vote of the person chairing the meeting is decisive.

Article 29: Minutes of the Executive Committee

The decisions of the Executive Committee are noted in minutes signed by the President of the meeting and by the administrators who so agree.

These minutes are entered in a special register.

The members of the Executive Committee may request that their opinions or objections to a decision of the Executive Committee be mentioned in the minutes. All copies and extracts of the minutes are signed by the President of the Executive Committee or by two (2) administrators who act jointly.

Article 30: Powers

The Executive Committee has the power to perform all acts necessary or useful for the achievement of the objectives and purpose of the Association, with the exception of those that the law or these Statutes reserve for the General Assembly.

Article 31: Representation of the Association

31.1. Without prejudice to the general power of representation of the Executive Committee as a body, the Association is validly bound, in and out of court, by all acts which are signed by the President of the Executive Committee or by two administrators who act jointly.

31.2. Within the limits of day-to-day management, the Association is also validly represented in all acts and in court by the person or persons delegated to this management.

31.3. They must not prove their powers vis-à-vis third parties.

31.4. The Executive Committee may confer one or more special mandates to one or more persons. The Association is validly represented by these special representatives within the limits of their mandate, without prejudice to the responsibility of the Executive Committee in the event of an excessive mandate.

Article 32: Remuneration of members

All positions are filled on a voluntary basis. But certain expenses can be reimbursed as needed (e.g. representation, travel and subsistence expenses).

Article 33: Method of revocation and termination of functions

33.1 Each member of the Executive Committee may resign by simple notification to the Executive Committee. They can themselves do whatever is necessary to make the end of their mandate effective against third parties.

33.2 The General Assembly can terminate at any time, with immediate effect and without explanation, the mandate of each member. This decision must be taken by two-thirds (2/3) of the votes.

The administrator concerned has the right to be heard beforehand by the General Assembly.

33.3 The mandate of an administrator ends by death, bankruptcy, winding up, liquidation, banning, resignation, civil incapacity, revocation or expiration of their term.

Article 34: Conflict of interest

34.1 When the Executive Committee is called upon to make a decision or to rule on an operation falling within its competence in respect of which an administrator has a direct or indirect interest of a financial nature which is opposed to the interest of the Association, this member must inform the other members thereof before the Executive Committee takes a decision. The declaration and explanations on the nature of this opposing interest must appear in the minutes of the meeting of the Executive Committee in which the decision is to be taken. The Executive Committee is not allowed to delegate this decision.

An administrator with a conflict of interest within the meaning of the first paragraph may not take part in the deliberations of the Executive Committee concerning these decisions or operations, nor take part in the vote on this point.

34.2 If all of the administrators have a conflict of interest, they can make the decision themselves or complete the transaction.

34.3 The preceding paragraphs do not apply when the decisions of the Executive Committee that concern usual transactions are concluded under normal market conditions and under the guarantees for transactions of the same nature.

34.4 The other administrators describe in the minutes the nature of the decision or transaction referred to in the first paragraph, as well as the patrimonial consequences thereof for the Association and justify the decision that was taken. This part of the minutes is included in its entirety in the management report or in the document filed at the same time as the annual accounts.

Section VI: Daily management

Article 35: Delegation

The Executive Committee delegates day-to-day management to the President, assisted by a General Secretariat headed by an Executive Director. The Executive Director is appointed and/or dismissed by the Executive Committee on the motion of the President. The Executive Director hires the staff necessary for the good management of the Association within the framework of the budget set by the General Assembly. They can co-opt volunteer collaborators. The attributions and the functioning of the General Secretariat are decided by the Executive Committee.

Article 36: Appointment, dismissal and termination of their functions

The Executive Director is appointed by a majority (half plus one vote) of the votes of all the Executive Committee members on the motion of the President. In the event of a division of votes, that of the President is overriding. Their functions will end by death, bankruptcy,

collapse, liquidation, ban, resignation, civil incapacity, revocation or expiration of the term for which the said functions were conferred.

The dismissal of the Executive Director takes place according to the rules of deliberation established by Article 28.

The person concerned cannot take part in the deliberation but has the right to be heard beforehand.

Section VII: Permanent representative and advertising

Article 37: Permanent representative

When a member assumes a mandate as a member of the General Assembly, it appoints a natural person as the permanent representative responsible for carrying out this mandate in the name and on behalf of this legal entity. This permanent representative must meet the same conditions as the legal representative and is jointly and as severally liable with this person for civil and criminal responsibilities, as if they had exercised this mandate in their name and on their behalf.

The conflict-of-interest rules applicable to the administrators of the Executive Committee apply, where applicable, to the permanent representative. The permanent representative may not sit on the relevant Executive Committee either in a personal capacity or as a representative of another member. The legal entity may not terminate the permanent representation without having simultaneously appointed a successor.

The publicity rules regarding the designation and termination of the mandate of a legal entity apply also to the permanent representative of the latter.

Article 38: Publication in the Annexes of the Belgian Official Gazette

In accordance with the Companies and Associations Code, the following, in particular, must be published in the Appendices of the Belgian Monitor:

- any modification to the Statutes.
- any appointment, resignation or dismissal of administrators, of persons responsible for day-to-day management and of the person or persons able to represent the Association vis-à-vis third parties.

Section VIII: Control

Article 39: Control

The Association has auditors, elected each year from the General Assembly and who volunteer to audit the accounts.

Section IX: Funding – Financial Year

Article 40: Funding

In addition to the contributions that will be paid by the members, the Association will be financed, among other things, by donations, bequests, subsidies from public and private institutions, and income from its activities and publications.

Article 41: Financial year

The financial year begins on the first of January and ends on the thirty first of December, each year.

In the six (6) months following this last date, the accounting entries are finalized and the Executive Committee draws up the annual accounts in accordance with the applicable legal provisions. The Executive Committee will have established a budget proposal for the following financial year at the last meeting of the General Assembly in the year.

The Executive Committee submits the annual accounts for the previous financial year and the budget proposal for the following financial year to the annual General Assembly.

Section X – Statutory Amendments – Dissolution - Liquidation

Article 42: Statutory Modifications

42.1 The Statutes can be modified by decision of the General Assembly which can only deliberate on the statutory modifications of the Association if two-thirds (2/3) of the Full Members in good standing are present or represented.

The proposed modifications will have to carry two-thirds (2/3) of the votes. If two-thirds (2/3) of the members are not present or represented at the first meeting, a second meeting may be convened which may deliberate regardless of the number of members present or represented, but no decision will be adopted unless it is voted on by a majority of two-thirds (2/3) of the members present or represented.

42.2 In the cases provided for by the law, the modifications to the Statutes must be established by authentic deed.

Article 43: Dissolution or Liquidation

The Association may be dissolved in the cases provided for by the law, and at any time, by a decision of the General Assembly taken under the same conditions as those provided for the modification of the object or the disinterested purpose of the Association. Any reporting obligations applicable in accordance with the law will be complied with in this context.

Article 44: Liquidators

Except in the event of judicial dissolution, in the event of dissolution of the Association, the Executive Committee are appointed as liquidators by virtue of these Statutes if no other liquidator has been appointed, without prejudice to the option of the General Assembly to appoint one or more liquidators and determine their powers and emoluments.

Article 45: Heritage destination

The net assets must be allocated to a foundation or an association with a similar object or, failing that, to a disinterested work which will be appointed by the meeting in office at the time of its dissolution.

Section XI – Miscellaneous

Article 46: Internal regulations

Internal regulations in accordance with the Companies and Associations Code and these Statutes may be established by the Executive Committee and presented to the General Assembly for approval. Amendments to these regulations will be made by the Executive Committee and

presented to the General Assembly for approval, the latter ruling by a simple majority of the Full Members present or represented.

The internal regulations may not contain provisions:

1. contrary to mandatory legal provisions or to the articles of Association;
2. relating to matters for which the current code requires a statutory provision;
3. affecting the rights of members, the powers of the Executive Committee or the organization and mode of operation of the General Assembly.

The internal regulations and any possible modification thereof are:

- communicated by the Executive Committee, within fifteen (15) days of its approval or possible modification by the General Assembly, to the members of the Association by e-mail at the e-mail address they communicated to the Association. and/or
- made available on the website of the Association.

The Statutes refer to the last approved version of the internal regulations.

Article 47: Election of domiciliation

For the execution of these Statutes, any member, administrator or liquidator domiciled abroad, elects domiciliation at the head office where all communications, summons, subpoenas and notifications can be validly made if they have not elected another domicile in Belgium vis à-vis the Association.

Article 48: Jurisdiction

For any dispute between the Association, its members, administrators, commissaries and liquidators relating to the affairs of the Association and the execution of these Statutes, exclusive jurisdiction is attributed to the courts of the head office, unless the Association expressly waives this.

Article 49: Supplementary nature of the Code

Everything not provided for in these Statutes will be regulated in accordance with the provisions of the Companies and Associations Code.

CETAF REFERENCE DOCUMENT

Consortium of European Taxonomic Facilities (CETAF AISBL)

Bylaws

☐ CETAF Private ☒ CETAF Public material

☒ Original version – 10.09.2013 ☒ Amended version – 16.03.2015

☒ Amended version – 28.02.2018 ☒ Final version – 14.11.2018

Amended version (12.12.2022) in accordance with the CETAF Statutes of 15 November 2021

Notes

CETAF Bylaws

Approved by the CETAF General Assembly on the 13 of April 2023 by intersessional vote

Draft authors.

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Approved by the CETAF Executive Committee, Michelle Price, Erik Smets, Gila Kahila Bar Gal, Gergely Babocsay, Thierry Bourgoïn and Eva Häffner on the 29.10.2022

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SECTION I – Definitions and Understandings

1. DEFINITIONS

The Consortium of European Taxonomic Facilities (CETAF) AISBL (in French, *Association Internationale Sans But Lucratif*), is an International Non-Profit Association and a legal entity constituted under Belgian law on 13th March 2009.

CETAF comprises, and will be open to, members (as defined in the Statutes, Article 7) from European countries and countries associated with the European Union.

CETAF, as an entity, may operate at a worldwide level and may develop its activities with an international scope.

These Bylaws (hereinafter, the Bylaws) constitute the "Association's Standing Orders" [*"Règlement d'ordre intérieur"*] as stipulated in the CETAF AISBL Statutes (hereinafter, the Statutes), and are meant to provide further guidelines and rules for the operation and management of CETAF AISBL in the application of the Statutes.

For the Bylaws, any mention of "CETAF" or the "Consortium" always refers to the CETAF AISBL.

For the Bylaws, any mention of "General Assembly", "President", "Executive Committee", "General Secretariat", "Working Group" or other representative, governing, administrative or functional body, always refers to those of the CETAF AISBL, as described in the Statutes.

For the purpose of the Bylaws, the period of month(s) and/or week(s) specified in any clause or provision always refers to the total number of calendar days, not working days, for the respective time period.

For the purpose of the Bylaws, unless otherwise specified, notifications to and among the members will be done electronically, by email.

2. UNDERSTANDINGS

The Bylaws are intended to explain, develop, define and, if necessary, refine the content of the Statutes, the latter being the general and legal framework of the CETAF AISBL.

In case of controversy in the interpretation of the contents between the Statutes and the Bylaws, the Statutes prevail.

SECTION II – The Consortium

3. LOCATION

The CETAF has its registered office and legal seat at the Royal Belgian Institute of Natural Sciences, rue Vautier 29, 1000 Brussels, Belgium.

Irrespective of the above, and until otherwise agreed by the General Assembly, the Secretariat office of CETAF is located at the Royal Belgian Institute of Natural Sciences - RBINS

(hereinafter, the Registered Office), rue Vautier 29, 1000 Brussels, Belgium, according to the agreement signed by the parties for hosting the General Secretariat, in Madrid, Spain on the 14th September 2011. This agreement (hereinafter, the Agreement) forms an integral part of the Bylaws.

If the current Registered Office requests a rescission of the Agreement the Executive Committee will be committed to finding a new host for the CETAF Secretariat office.

A change to CETAF's registered address within the Brussels-Capital region or within the French speaking region of Belgium may be decided by the Executive Committee. A change in the registered address, if outside the Brussels-Capital or French speaking region of Belgium upon proposal of the Executive Committee, shall be adopted by a simple majority vote of the General Assembly. The General Secretariat will then be in charge of all the legal and administrative processes, under Belgian Law, to make such a change effective.

SECTION III – The Members

4. MEMBERSHIP

Membership includes Full and Associate Members, as detailed in Article 7 (b and c) of the Statutes.

Full Members refer to those members who fulfil each and all of the conditions required to become a member, as outlined in the Statutes, and whose application has been approved by the General Assembly.

Full and Associate Members have the rights listed in the Statutes under Article 11.

Full and Associate Members have the obligations stated under Article 11 (2) of the Statutes with the procedures related to annual contributions from members outlined under Article 12.

Membership categories and contributions are based on the approved and effective *CETAF AISBL organisational and business model (Annex 1)*. Membership fee invoices will be sent to members in the first three months of each financial year. The consequences of non-payment of fees for Full and Associate Members are detailed under Article 12, with suspension detailed in Article 9 ©.

Associate membership is for a limited duration. After a maximum of three (3) years, the Associate Member shall decide whether to join CETAF as a Full Member or to leave the Association.

Associate Members in CETAF share the same rights and obligations as Full Members, but cannot vote in the General Assembly (e.g., they have no decisional voting rights within the Consortium).

According to the Memoranda of Understanding established between CETAF and its strategic partners (organisations and entities with which CETAF may establish long-term collaborations in order to achieve the CETAF objectives), a nominated representative will be invited to attend the General Assembly and may be invited to participate by presenting their organisation, its activities or issues of mutual interest.

5. MEMBERSHIP APPLICATION

Following Articles 7 and 8 of the Statutes, Full or Associate membership of CETAF, shall be open to any institution, entity or consortium of institutions that holds, and manages important scientific collections and has a significant taxonomic research capacity that enables them to contribute to the activities of CETAF. Requirements for membership are detailed in Article 8 of the Statutes.

Membership criteria of the applicants will be assessed by the Executive Committee based on the details supplied in the CETAF membership application form (hereafter Membership application form).

Individual institutions or entities which do not meet the requirements for CETAF membership alone (their budget, the size and international significance of their scientific collections, their research capacities), are encouraged to join CETAF by forming a consortium with other institutions/entities or joining an existing consortium which together meet the membership requirements.

Consortium members comprise independent institutions that do not individually fulfill all membership requirements but which do so jointly. A consortium is considered as a single CETAF member for all relevant provisions of the Statutes and Bylaws, including the voting rights. The membership fee for a consortium is cumulative and the consortium will be placed in the category where the cumulative total falls. If the criteria of the consortia member institution's totals exceed a category placement the CETAF Executive Committee will establish the payment level, in agreement with the consortium members. In the case of consortia, a Membership application form is required for each institution and these forms should be submitted together, with the accompanying cover letter signed by the legal representative of all members of the applying consortium.

Unless otherwise specified by the General Assembly and until they are able to form or join a consortium, individual institutions that do not fulfil membership requirements alone may apply to join CETAF as an Associate Member, for a maximum of 3 years. Admission formalities are detailed in Article 8 a (Full Members) and 8 b (Associate Members) of the Statutes.

In order to be voted on at a particular General Assembly, complete and final applications must be received at least six (6) weeks before the scheduled date of that meeting.

6. MEMBERSHIP CATEGORIES

Each CETAF member will pay an annual membership fee based on a tiered membership category system, as established and approved by the General Assembly. The membership category system is outlined in the CETAF AISBL organizational and business model in effect. New members will be classified according to the tiered membership system, in accordance with the decision of the Executive Committee.

A request for a change in the composition or status of a member (a Full Member, a member that is part of a consortium, or a change in the composition of a consortium) or any consequential changes in category should be formally addressed to the Executive Committee. The Executive

Committee will evaluate the change and decide whether a new application is needed and if no new application is needed which membership category applies to the changed entity.

SECTION IV – The General Assembly

7. GENERAL ASSEMBLY

As mandated by the Statutes the General Assembly is the governing body of CETAF, and operates according to the provisions provided therein (Article 14). The General Assembly shall meet, in ordinary session, within the first six (6) months of a calendar year, in order to enact the following powers and responsibilities (Statutes, Article 14):

- admission of new Full or Associate Members,
- election or dismissal of members of the Executive Committee and to grant discharge to the members of the Executive Committee,
- approval of the yearly accounts,
- examination of the annual report presented by the Executive Committee, - modifications to the Statutes,
- dissolution and liquidation of the Consortium,
- exclusion of members,
- determine the amount of the membership fees,
- all other cases where the law or the Statutes require it.
- In addition to the Statutes;
- pass any internal regulation which might be appropriate and/or necessary for the functioning of the Consortium,
- discuss and/or agree on other business or strategic items that the Executive Committee 6

considers relevant.

According to Article 7a of the Statutes, each member institution and each institutional member of a consortium is represented by the Legal Representative of that institution whom holds the formal authorisation to act on its behalf. The Legal Representative of an institutional member can either act directly or can nominate a Permanent Representative to the General Assembly. In the case of consortia, the Legal Representatives collectively nominate a single Permanent Representative to the General Assembly who acts in the name of and on behalf of the consortium as a whole. A Legal Representative or Permanent Representative may nominate one Deputy Permanent Representative who may attend meetings in a supporting role. The names of the Legal Representative, Permanent (if different from the Legal Representative) and Deputy Permanent Representatives must be communicated in writing to the Executive Committee. The Permanent Representative may temporarily delegate voting rights to a designated temporary representative in case of their absence from any one General Assembly. In the case of the Temporary Replacement of the Permanent Representative in any one General Assembly, the Legal or Permanent representative must communicate this change in writing to the Executive Committee. Any change in the Legal or Permanent or Deputy Permanent Representatives must be communicated in writing to the Executive Committee and Executive Director. The change will have immediate effect upon its receipt. In the General Assembly (business section) only the Legal Representative and Permanent representatives, or the persons with the temporary delegation of representation, have voting and participative rights. Members of the Executive

Committee participate in the General Assembly in the capacity of administrators.

In the Business Section of the General Assembly attendees who are not official representatives participate in the capacity of observers, with no voting rights or participative rights.

For purposes of voting, as specified in the Statutes (Article 17), a member may transmit its voting right to any other member. The transmission should be communicated by writing (letter or email) to the Executive Committee and Executive Director. A member, via its legal, permanent representative or deputy representative, can only hold one proxy vote. Upon verification the President can accept or refuse the transmission of the vote.

The organisation and convening of the General Assembly are detailed in the Statutes, Article 15. The General Assembly will take place within the first six (6) months of the end of the previous financial year to deal with the items detailed in Article 15.1.

- approve the annual accounts for the past financial year;
- approve the budget for the financial year following the financial year to which the annual accounts to be approved relate;
- approve the management report drawn up by the Executive Committee and discharge its members;
- define an annual action plan, determine the operations, actions and activities of the Association.

The quorum for the General Assembly will be a simple majority of voting members present or represented, except in specific cases which are explicitly mentioned in the Statutes or herein.

To accommodate the financial functioning of the consortium and fulfill the objectives of the association a second General Assembly will be convened by the Executive Committee in the latter half of the financial year to approve the operating budget for the following year and further develop CETAF activities.

Proposals for items for the agenda of a General Assembly are to be submitted to the Executive Committee by written notice addressed to the President no later than seventy-five (75) days before the scheduled meeting. The agenda for the General Assembly (hereinafter, the Agenda) will be discussed and agreed by the Executive Committee.

The proposed Agenda must be sent out to the members no later than two (2) months before the scheduled meeting date. The Executive Committee and General Secretariat will be responsible for collating the necessary complete and final documentation in advance of each meeting, and for making it available to all members. Voting items will be communicated to members a minimum of three (3) weeks before the meeting.

Additional items, that imply a vote, supported by at least one-fifth (1/5) of the members and communicated to the Executive Committee at least four (4) weeks before the General Assembly, must be included in the final Agenda. In this case, an amended Agenda will be sent out two weeks before the meeting.

The General Assembly may adopt a revised Agenda during the meeting, as decided by a simple majority. Changes to the Agenda proposed during the meeting are not possible for issues

concerning the Budget, Membership, Elections and the Statutes.

The General Assembly (spring meeting) will be, by preference, virtual thus accommodating provisions under Article 22 of the Statutes. The autumn meeting will be physical, with digital access organised at the discretion of the meeting host, and/or in agreement with Executive Committee based on the nature of the participative activities proposed in the Agenda.

In the case of circumstances where travel is no longer possible within Europe, meetings will be held digitally for the duration of the exceptional situation.

8. ATTENDANCE AND DECISIONS

Each member may participate in the General Assembly via its Legal Representative, Permanent or Deputy Representative, present or represented.

Each member may have, other than the Representatives named above, additional persons (working group coordinators, initiatives coordinators etc.) who attend a General Assembly, but such an additional attendance does not imply the acquisition of additional voting rights. The presence of additional attendees in a General Assembly should be communicated to the Executive Committee and Executive Director by the permanent representative. Attendance at the General Assembly and other meetings organised for the membership is under the financial responsibility of the member institutions.

Additional persons may be invited to a General Assembly by the Executive Committee, on an *ad hoc* basis, to provide specialist input. The minimal necessary expenses for invited persons will be covered by CETAF funds, if necessary.

Each Full Member, through its Permanent Representative, has one vote, except in the case where the Permanent Representative is officially voting on behalf of another member. Except for budgetary issues (see below), decisions will be taken by a simple majority rule among the member institutions in good standing, present or represented.

For budgetary issues, in order to achieve a balance between the different levels of financial contributions and the prevailing rule of simple majority for decision taking by the General Assembly, a qualification for a simple majority vote would require that for any decision to be taken by a simple majority vote, the majority of votes in favour of any proposed decision would also need to represent more than 75% of the annual financial contributions to the budget for the respective year.

Full and Associate Members in good standing are defined as those members that are not in arrears for their membership contribution by more than six (6) months for that calendar year. The due date is six (6) months after the date of issue of the invoice. Members who are not in good standing are automatically suspended, losing their rights (see Statutes 12) and the right to attend the General Assembly meeting, except by agreement of the President.

Voting decisions of the General Assembly will *only* be on items included in the final Agenda.

The Executive Committee will decide the venue and the date of the General Assemblies, in consultation with the General Assembly (see Article 15.1). Both the date and the location may

be modified only if the planned host member experiences difficulties in organizing the meeting, provided that such changes are duly communicated to the Executive Committee and the General Secretariat, at least three (3) months before the scheduled meeting is to take place. In such an event, the meeting of the General Assembly will take place 1) electronically; 2) at the location of the General Secretariat, or 3) at a new host institution on the dates most convenient for the Secretariat or the new Host Institution, but within the period of three (3) months from the date of the new announcement.

The General Assembly may take inter-sessional decisions through vote by electronic or other appropriate means upon the proposal of the President or Executive Committee. All issues for inter sessional voting must be announced to members with a period of at least four (4) weeks prior to the respective decision deadline.

Extra-ordinary General Assemblies may also be convened by the Executive Committee, and whenever the interests of the association so require. Extra-ordinary meetings may also be requested by members representing at least one third (1/3) of Full Members in good standing. In the latter case, members indicate their request and the subjects to be included on the agenda. The Executive Committee convenes the General Assembly within one month of the request.

9. ELECTIONS

The President of the Executive Committee is responsible for the entire election process leading to the establishment of the subsequent Executive Committee. The process will start with the opening of a period for the nomination (Nomination Period) of new members at least six (6) months prior to the termination of the current mandate and ending at a maximum of three (3) months before the meeting where the Elections will take place.

During the Nomination Period, General Directors and Permanent representatives of CETAF member institutions are invited to submit proposals for the nomination of one (1) or more candidates for one (1) or more of the positions on the Executive Committee. [Note: Members of the Executive Committee are termed administrators in the Statutes.] The nomination(s) shall be addressed to the Secretary of the Executive Committee, identifying the name of the proposed person(s), the Institution that each nominee is affiliated with and for which position each nominee is proposed. The prior consent of each nominated candidate should be sought and each candidate should be formally supported by their institution.

If nominations for any of the four (4) legal positions are lacking then the President shall, in agreement with the Executive Committee, approach members for further nominations.

Each applicant for a position on the Executive Committee will supply a letter from the Legal Representative of their institution confirming that they are available to serve on the Executive Committee for the position that they have been nominated for, accompanied by a personal statement on their motivations for joining the Executive Committee.

The final list of applicants will be elaborated by the General Secretariat and will be sent out, together with the Agenda, two (2) months before the General Assembly in which the elections will take place.

Nominees (as given in the distributed applicant list) may present themselves at the General

Assembly prior to the voting procedures.

The election process at the General Assembly will be based on the list of applicants. It will cover the election of the five (5) different positions separately and subsequently, as follows: President, Vice-President, Secretary, Treasurer and up to a maximum of four (4) Ordinary Members. Applicants for any of the four (4) legal positions are automatically included in the list of candidates for the Ordinary Members.

All votes are to be done by secret ballot.

In case of only one (1) nomination for one (1) of the legal positions, the candidate has to be accepted by a simple majority.

In case of two (2) candidates for one (1) of the legal positions, the decision is by simple majority. In case of equal votes, the procedure has to be repeated. After second equal voting, the (outgoing) President has the casting vote (unless a conflict of interest is identified) upon which case the candidates will be invited to address the meeting and the voting will pass into a third round.

In case of more than two (2) candidates for one (1) of the legal positions, a candidate is elected if there is a simple majority in their favour. In case of no majority vote, the two (2) candidates with the highest votes proceed to a second voting round as described above. In case of equal votes at this stage, an additional voting round will take place. The candidate with the majority is thus duly elected. In case of repeated equal number of votes, the (outgoing) President has the casting vote (unless a conflict of interest is identified) upon which case the two (2) candidates will be invited to address the meeting and the voting will pass into a further round.

After the election of the four (4) legal positions, the four (4) Ordinary Members of the Executive Committee are elected. All candidates are voted upon together. Each vote carrying member has a maximum of four (4) votes equal to the number of vacant positions to be assigned to the list of applicants, without the possibility of accumulation of votes for one (1) candidate. The four (4) candidates with the highest number of votes are duly elected. In the case of equal votes, the voting is repeated only for the applicants concerned.

Two (2) persons attending the General Assembly will be requested by the Executive Committee to act as vote counters, provided that they have no conflict of interest with the candidates and/or the institutions the candidates are affiliated with. They will be in charge of counting and checking the validity of all votes cast, and afterwards, of communicating the results to the President who will confirm the process and announce the results to the General Assembly.

According to Belgian Law, the names and identities of the newly elected Executive Committee, including the President, must be communicated to the Belgian register for AISBL's. The outgoing Executive Committee will continue in its duty until the end of the General Assembly in which the elections occurred.

10. ACTIONS

To achieve its objectives, an Action (see Statutes Article 5 - Activities) can be established within CETAF, via collaboration between members and/or CETAF body (working groups, special

interest groups and other collaborative working initiatives – see under Article 5 - Coordination)

CETAF bodies should be open to any member interested in joining. For the establishment of a CETAF Action (via a CETAF body), a proposal needs to be submitted to the Executive Committee and General Assembly for approval. A proposal should specify the overall aims, products, term and timeline (if the Action was to be effective for a limited period of time), resources ascribed for its functioning and development, and the coordinator(s) or leaders of the Action.

For the implementation and operation of a specific Action, the participating members should develop Terms of Reference and a Work Plan, according to the CETAF Guidelines on Working Groups and in accordance with the CETAF Statutes and the CETAF Strategy and Strategic Development Plan in effect.

If resources are committed to an Action by participating member institutions, those resources remain under their authority thus avoiding the situation where CETAF must act as a contractor/financial manager.

If additional economic support for the organization, dissemination and development of an Action is required from CETAF (cf. budget line for CETAF bodies), the application for financial support should include a detailed budget and work plan. Such applications will be addressed to the Executive Committee who will evaluate it and, subject to the availability of funds, will approve / reject the application. Applications will be dealt with in the order in which they are received, a register of which will be maintained by the General Secretariat.

Upon establishment of an Action by the General Assembly, the Action is required to report regularly to the General Assembly about its development and progress, in the form of a brief report to be circulated prior to the General Assembly and/or a brief presentation of progress during a General Assembly. Upon termination of an Action, a final report is to be presented to the General Assembly, including any documents, developments or products that will become part of the records and resources of CETAF. Working groups and initiatives created under CETAF are requested to maintain a strong connection within CETAF and strive to maintain the CETAF identity at the forefront in link with the group's activities, outcomes, products etc.

Outputs and products produced through the work of an Action are to be approved by the General Assembly, if necessary, and should be shared with all members of CETAF. If members participating in an Action are subject to specific dissemination rights or obligations by the funders, this needs to be clearly stated in the original proposal and reporting.

An approved CETAF Action will have a specifically dedicated space on the CETAF website, and will thus form part of the promotion and diffusion activities undertaken by CETAF.

SECTION V – Executive Committee

11. THE EXECUTIVE COMMITTEE

The Association shall be administered by the Executive Committee under the chairmanship of the President of the General Assembly, according to Article 30.

The Executive Committee has the particular responsibilities to:

- the financial management of the association, which shall include the preparation of the budget and the laying down of the annual scale of membership fees and presenting the annual accounts;
- the submission of the report of the activities of the association to the General Assembly;
- the assessment of membership applications and the proposal of them to the General Assembly
- the implementation of the resolutions and taking of positions by the association;¹²
- the creation of working bodies and the implementation of their operating procedures; - the development of the CETAF strategy for approval by the General Assembly; - the approval of the General Secretariat work plan;
- the drawing up the annual work plan of the Association;
- the preparation of the legal reporting on the activities of the Association; - and the implementation of any additional actions and tasks as delegated by the General Assembly.

The Executive Committee consists of five different positions: a President, a Vice-President, a Treasurer, a Secretary and a maximum of four (4) Ordinary Members.

The members of the Executive Committee, termed administrators in the Statutes, are elected at the General Assembly for a period of four (4) years. Their mandates may be renewed according to the Statutes, Article 25.

In the case that there is a vacancy on the Executive Committee during a mandate or the resignation of the President occurs, Articles 25 and 26 of the Statutes define the procedures.

In the case of conflict on the Executive Committee with any of the legal positions, the Executive Committee may hold a vote of no confidence. According to the Statutes (Article 28) the outcomes are based on the majority decision of the Executive Committee. This decision would then be placed on the Agenda of the subsequent General Assembly, as outlined in Article 33.

12. EXECUTIVE COMMITTEE MEETINGS

The Executive Committee (under Articles 25-34 of the Statutes) is the body engaged with the functioning and administration of CETAF. All powers of management and administration, under the responsibility of the President, are vested on the Executive Committee, as a collegiate body towards third parties, without prejudice of those reserved to the General Assembly.

The Executive Committee may delegate the daily running of CETAF, with the use of the signature pertaining to that management, to the Executive Director.

Meetings of the Executive Committee may be in person or by telephone conference call or by a comparable means of communication, as outlined in Article 28.

Additional individuals can be invited to the meetings of the Executive Committee, on an *ad hoc* basis to provide specialist input, after proposal by any of the members of the Executive Committee and agreement amongst the Executive Committee.

The President is responsible for convening the meetings of the Executive Committee and for elaborating the corresponding Agenda. The convocation and organisation of meetings is outlined in Article 27 of the Statutes. The President and Executive Director will collate the documentation or information that is required in advance of a scheduled meeting.

Deliberations and voting by the Executive Committee are outlined in Article 28.

The procedures related to the keeping of the Minutes of the Executive Committee meetings are outlined in Article 29 of the Statutes.

SECTION VI – General Secretariat

13. THE GENERAL SECRETARIAT

The delegation of the day to day running of the Association to the Executive Director and the process of nominating or revoking the Executive Director are outlined in Articles 35 and 36 of the Statutes. Despite the number of people ascribed to the General Secretariat, for the purpose of the Bylaws, the General Secretariat will be considered as a single unit, and unless otherwise specified, the Executive Director will be responsible for the management, tasks and activities developed by the unit.

The General Secretariat will assist the President with the day-to-day business and undertake activities to support the objectives of the Association, as outlined in the General Secretariat work plan.

The General Secretariat work plan will be developed by the Executive Director for discussion and approval by the CETAF Executive Committee on a yearly basis every . A review panel may be established by the Executive Committee to undertake a review of the General Secretariat, if and when deemed necessary.

SECTION VII – The Budget

14. THE ANNUAL BUDGET

The funds belonging to CETAF shall be used solely in the service of its objectives. Information on the auditing of the accounts, financing of the Association and on the financial year are outlined in Articles 39-41 of the Statutes. In reference to Article 40, external sources of money should be in harmony with the principles (mission, vision and the values) and objectives of the Associations. Each and all sources of funding will be duly recognized.

15. FINANCIAL MANAGEMENT

For handling financial resources on behalf of CETAF, the Executive Committee can approve the opening of bank accounts and engage in necessary contracts with financial institutions via the Executive Director. Payments for the day to day running of the General Secretariat and the staff are validated by the Executive Director. Payments for external services or other types of payment in excess of 10,000 Euros are to be communicated to the Executive Committee for approval.

The annual statements of CETAF will comprise a Balance Sheet including expenses and incomes

that will be submitted to the General Assembly.

Internal auditing of the CETAF accounts is outlined in Article 39. The CETAF annual accounts will not be externally audited, unless otherwise decided by the General Assembly with a majority vote.

The balance for the previous calendar year will be presented, together with the auditing report, in the spring General Assembly, the budget for the following year will be presented and voted upon in the autumn General Assembly.

SECTION VII – Other items

16. VALIDITY

These Bylaws shall be considered valid from the date of their approval by the General Assembly and will remain so until further amended by the General Assembly or until CETAF is legally dissolved and liquidated.

17. LANGUAGES

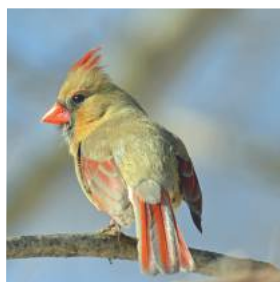
For the purpose of functioning and governing the CETAF working language will be English. Other languages may be used for communication materials and outreach within CETAF, or from CETAF about CETAF.



The position of the Consortium of European Taxonomic Facilities (CETAF) in the landscape of natural history collections and taxonomy

Collaboration, coordination and cooperation

- Unique trans-European decision-making forum for natural history institution directors and high-level management staff to address key issues : one European voice for taxonomy and collections
- Community hub for natural history collection holding institutions in Europe and beyond:
 - Building up taxonomic capacity across Europe via the CETAF Transforming European Taxonomy through Training, Research and Innovations (TETTRIs) project
 - Networking and discussion opportunities
 - Provision of platforms, working groups, online discussions, and an online marketplace for good practices and good practices implementation guidelines
 - Providing a forum for scientific exchange in support of biodiversity and geodiversity scientists using collections, especially for taxonomists
 - Ensuring community input into the DiSSCo Research Infrastructure according to the community's needs and to facilitate cutting-edge research in bio- and geodiversity sciences
- Think tank for the development of collaborative projects and initiatives
 - Monitoring funding opportunities, identifying joint project possibilities, creating joint initiatives, facilitating cooperation, providing partner-finding opportunities (e.g. within CETAF meetings and via the CETAF Collections Registry)
- Catalyst for European taxonomy and natural history collections capacity building
 - Training in taxonomy and collections via the CETAF Distributed European School for Taxonomy (DEST)
 - Sharing best practices, sharing standards and tools within the hub
 - Development of the European Research Agenda for natural history institutions, in particular for taxonomy and bio-/geodiversity
 - Creation of a think tank, via the CETAF Scientific Research Group, to promote joint research projects among member institutions and sister organisations



Science policy, legislation and advocacy

- Strategic alignment of activities, policies and community standards across Europe
- Transfer of good practices and knowledge amongst institutions
- Provision of support and guidance on the implementation of European Union legislation and regulations
- Decryption of the European Union funding framework programmes for research and innovation and highlighting funding opportunities
- Contributions to the European Union funding framework programmes for research and innovation via consultation and invited expert knowledge
- Promotion of collection based science at all levels of European decision making by addressing policy makers (policy briefs, position papers, statements, etc.)
- Support of taxonomy publishing in terms of scientific quality, citation and technical standards, especially full open access e-publishing
- Setting of standards for increased visibility, use and traceability of taxonomic research and natural history specimens, as promoted via the CETAF TETTRIs project
- Advocating for the long term maintenance, use and enhancement of physical natural history collections



Representation

- Engagement in Advisory Boards or governing bodies of sister organisations on behalf of the community
- Ensuring community representation in the DiSSCo infrastructure
- Providing mechanisms for community validation support for future DiSSCo developments
- Providing key contributions or services to the development of the DiSSCo infrastructure, such as taxonomic knowledge, training and policy alignment
- Strategic participation in partner initiatives or infrastructures
- Access to high-level fora within the European Union
- Privileged relationships with strategic European and international partners



Communication

- Providing a unique exchange and dissemination platform (CETAF website, social media channels, newsletter)
- Publicity and promotion material
- Provision and maintenance of online resources such as the CETAF Registry of Collections and the DEST training platform
- Representation in scientific meetings and conferences
- Organisation of events or conferences
- Recognition of young talent in taxonomy via the awarding of the annual e-SCoRe prize
- Facilitating the transfer of taxonomic knowledge to other societal actors through the CETAF TETTRIs project



Compiled by the CETAF Executive Committee in Geneva on the 10th March 2023



CETAF AISBL organisational and business model 2020-2023

The *CETAF AISBL organizational and business model*, adopted at the CETAF 29th Governing Board Meeting (Geneva, 5-6 April 2011), proposed the establishment of a Secretariat office – hosted by the Royal Belgian Institute of Natural Sciences (RBINS) – and an increase in CETAF membership fees.

The activities of the Secretariat, as agreed by the Governing Board, are outlined in the CETAF General Secretariat Work Plan (2016-2019), and in the subsequent versions of the same document, as proposed by the CETAF Executive Committee and approved by the CETAF Governing Board.

Based on the agreement of the CETAF 29th Governing Board Meeting a model using differential membership fees was adopted whereby institutions are divided into three categories of institutional membership¹ (I Very Large, II Large, III Medium) based on institution collection size, staff size (research and collections-based staff) and operational budget.

Financial model 2011-2015

Approved at CETAF 29th Governing Board Meeting (Geneva, Switzerland)

Category (Institutional size)	Operational budget² (mio. Euro)	Collections size (mio. objects)	Research & collection staff³ (FTE)	Fees in Euros 2011-2015
I – Very large	> 5	> 30	> 100	10,000
II – Large	> 2 [& <5]	> 10 [& <30]	> 50 [& <100]	6,000
III – Medium	< 2	< 10	< 50	2,000

¹ - For this classification, consortia will be considered as a single institution by adding up individual values.

² - Operational budget = research & collection budget, including staff costs (core institutional budget)

³ - FTE of research & collection staff, excluding administration, etc. but including temporary project staff.

Associate membership fees : 500 Euros per year.

Financial model 2016-2019

Approved at CETAF 38th Governing Board Meeting (Geneva, Switzerland)

Category (Institutional size)	Operational budget ² (mio. Euro)	Collections size (mio. objects)	Research & collection staff ³ (FTE)	Fees in Euros 2016-2019
I – Very large	> 5	> 30	> 100	10,400
II – Large	> 2 [& <5]	> 10 [& <30]	> 50 [& <100]	6,200
III - Medium	< 2	< 10	< 50	2,100

¹ - For this classification, consortia will be considered as a single institution by adding up individual values.

² - Operational budget = research & collection budget, including staff costs (core institutional budget)

³ - FTE of research & collection staff, excluding administration, etc. but including temporary project staff.

Associate membership fees : 500 Euros per year.

Financial model 2020-2023

Approved at CETAF 44th Governing Board Meeting (Bratislava, Slovakia)

Category (Institutional size)	Operational budget ² (mio. Euro)	Collections size (mio. objects)	Research & collection staff ³ (FTE)	Fees in Euros 2019-2023
I – Very large	> 5	> 30	> 100	10,800
II – Large	> 2 [& <5]	> 10 [& <30]	> 50 [& <100]	6,450
III - Medium	< 2	< 10	< 50	2,200

¹ - For this classification, consortia membership has been added as a new category, see below.

² - Operational budget = research & collection budget, including staff costs (core institutional budget).

³ - FTE of research & collection staff, excluding administration, etc. but including temporary project staff.

Associate membership

For CETAF members that, for economic or other reasons, are not in a position to contribute financially according to the scheme, an associated membership category with a contribution of 800 Euros is available to avoid *de facto* exclusion of members due to difficult circumstances. The associate membership status should be considered transitional and is limited to three years. Associate members are entitled to take part in all CETAF activities, including attendance at the General Meeting, but have no voting rights.

Associate membership fees: 800 Euros per year.

Consortia membership

Individual institutions or entities which do not meet the requirements for CETAF membership by themselves (regarding the budget, international significance of their scientific collections, or research capacities) are encouraged to join CETAF by forming a consortium with other

entities (or joining as a consortium with existing member or an existing consortium) which together will meet the Conditions. A consortium member may comprise independent entities or institutions, that all comply with the membership requirements given in the statutes, which will jointly will be considered as a single CETAF member for all relevant provisions of the Statutes and the Bylaws, including the voting rights and membership contributions.

Unless otherwise specified by the Governing Board and until they are able to form or join a consortium, the individual institutions that intend to form a consortium may apply to join CETAF as an associate member. Consortia get one (1) vote in the Governing Board Meeting.

The membership fee for a consortium is cumulative and the consortium will be placed in the category where the cumulative total falls. If the criteria of the member institution's totals exceed a category placement the CETAF Executive Committee will establish the payment level, in agreement with the consortium members.



Exploring and documenting diversity in nature

CETAF 52nd General Assembly

CETAF52



Joint Hosts: The National Natural History Collection, the Hebrew University of Jerusalem, and the Steinhardt Museum of Natural History, Tel Aviv University, Israel.

Directors: Gila Kahila Bar Gal and Tamar Dayan.

Dates: 23 and 24 November 2022.

Locations: Day 1: Jerusalem, Israel and Day 2: Tel-Aviv, Israel.

List of Contributors:

CETAF Executive Committee: Michelle Price (MP); Erik Smets (ES); Gila Kahila Bar-Gal (GK); Gergely Babocsay (GB); Thierry Bourgoïn (TB); Eva Häffner (EH).

CETAF Secretariat: Ana Casino (AC); Laura Tilley (LT) (minutes); Marko Lovric (ML); Alessandro Marchi (AM).

CETAF General Assembly members: Urmas Köljal (UK); Isabelle Gérard (IG); Laurence Bénichou (LB); Dimitris Koureas (DK); Caterina Voreadou (CV); Lyubomir Penev (LP); Vanessa Demanoff (VD); Patrick Semal (PS), Dirk Neumann (DN).

Strategic Partners: Hilde Eggermont (BiodivERsA).

CETAF 52 meeting package: [link](#)

CETAF 52 presentations: [slides deck](#)

Minutes
DAY 1 Wednesday 23rd November 2022

Welcome by Prof Gila Kahila Bar-Gal, the Director of the National Natural History Collections, The Hebrew University of Jerusalem, Israel and Prof Barak Medina the former vice-Doyen, of the Hebrew University.

SESSION 1

Item 1. CETAF52 Agenda

Presenter: MP

Supporting documents: CETAF 52 Agenda

Discussion: The time slot of the lunch break was modified to accommodate a meeting for a hiring committee that was to take place in the meeting room.

Decisions made:

Total votes = 29. Yes = 29, No = 0, Abstention = 0. The CETAF 52 Agenda was approved.

Item 2. CETAF51 Meeting Records

Presenter: MP

Supporting documents: CETAF 51 minutes and digital meeting annexes

Discussion: N/A

Decisions made:

Total votes = 29. Yes = 29, No = 0, Abstention = 0. The CETAF 51 minutes were approved.

Item 3. Financial year reporting

Presenter: ES

Supporting documents: Quarterly report 2022; Explanatory notes to 3rd Quarterly Report; Explanatory notes to Budget 2023; Draft budget 2023.

Discussion:

- From the quarterly report the income is slightly lower than expected because the payment of money due from the BiCIKL project was delayed.
- The expected budget has a negative result because of the delayed transfer of project money and some expenditures that have to be made this year and the next year from project money that was received in the previous financial year.
- There was a discussion about separating project money (income and costs) from the contingency line in the financial report, especially since project money is becoming an important income.
- It would have been logical to propose an increase in membership fees in the future to cover the increase of core team salaries, which will rise due to Belgian inflation rates (9.4%). An extension of the current Business Plan for 1 year and the application of the same membership fees in 2023 as in 2022 were approved by the GA.
- Website expenses will continue in 2023. Members asked whether current reservation of funds in the budget was enough to cover the work that still needs to be done on the website.
- The working group budget has not been increased because nothing was spent in the previous year or in the current year.

Actions to be taken:

- CETAF intends to hire an accounting service in 2023 so they can advise on how to account

for project money in the reporting process. A double entry accounting system will be implemented.

- CETAF has hired a company to help fix the website, the work proposed should fall within the budget.
- Working groups have been encouraged to use the money allocated to them.

Decisions made:

1. CETAF Financial Report. Total votes = 29. Yes = 29, No = 0, Abstention = 0. The CETAF Financial report was approved.
2. Business model and membership fees 1 year extension. Total votes = 29. Yes = 29, No = 0, Abstention = 0. The extension was approved.
3. CETAF Budget 2023. Total votes = 29. Yes = 29, No = 0, Abstention = 0. The Budget proposal for 2023 approved. Note: It was decided to divide the budget line 'contingencies' into two parts, 1. contingencies (for a maximum of 6% of the budget) and, 2. Income from projects.

Item 4. Bylaws revision

Presenter: GB

Supporting documents: CETAF AISBL Statutes language checked; CETAF Bylaws Nov22_track changes; CETAF Bylaw_NoV22_clean.

Discussion:

- The CETAF Bylaws task force proposed the following changes to accord the terminology of the bylaws with the new statutes: Governing Board -> General Assembly; (Vice-)Chair -> (Vice-)President; Executive Committee (EC) -> Executive Committee, EC members -> administrators.
- The EC proposed the following: Extension of the term of Associate Membership from 2 to 3 years; Attendance at the General Assemblies of the Representatives and additional attendees; and Threshold for financial management in the Secretariat raised to 10,000 Euros before a counter-signature is needed.
- Amendments of the functioning of the consortium meetings, in light of the recent Covid pandemic, changes in the statutes (Article 22) and the development of a new Business model for CETAF are needed and the CETAF EC proposed the possibility of holding a virtual GA for the Spring meetings. Under the *CETAF Connect* model it has been proposed to have the spring GA's as online meetings, hosted by CETAF, to deal with official Consortium business and fulfil the legal reporting requirements, and to hold physical meetings in the autumn, hosted by an institution. The physical meeting in the autumn will be interactive and include working group activities, conferences, etc. There will be a transitional phase and the upcoming spring meeting will be a physical one in Gothenburg, Sweden (CETAF 53), then in the following term CETAF will change to the new GA meeting configuration, namely CETAF 54 as physical meeting, CETAF 55 as virtual meeting, and so on. Note. A host institution is needed for the CETAF 54 meeting in the autumn of 2023.
- Other indications were that outputs and projects from the Working Groups should be branded with their CETAF affiliation.
- Some amendments have been indicated by member institutions (e.g. RBINS) during the consultation period, and some points were also raised from the floor:
 - The phrase 'all outputs need to be approved by the General Assembly', may cause an issue because this could be interpreted as all deliverables under an EC project need to

be reported. This is not the case for projects that already report to the funding agency so the phrase should be reworded to ensure that reporting expectations are made clear. The reviewing of the working groups progress and outcomes is done during business reporting in the CETAF Gas and it is important to keep this practice.

- Article 8, the Agenda must be sent to the GA no later than 2 months before. It was suggested that it would be good to define a longer time.
- The CETAF EC indicated that an addition has been included in the Bylaws on how to manage internal conflicts such that the EC can make an internal decision on the exclusion of an EC member that will then be tabled at a General Assembly for a decision.

Actions to be taken:

- In the GA the following points were agreed, so that they could be added to the Bylaws:
 - Terminology alignment; Change of the associate membership status from 2 to 3 years; Modification of the Bylaws to include online meetings (Art. 22 from the Statutes).
- NHM London will send their comments directly to the CETAF EC for review and incorporation into the version of the Bylaws that will be uploaded for consultation. Any additional comments on the Bylaws should be sent to the CETAF EC as soon as possible.
- The Bylaws taskforce will amend the Bylaws based on the comments received from the floor and during the consultation period.
- Once the Bylaws taskforce has incorporated the abovementioned comments the clean and track changes versions will be uploaded for a second consultation period before being submitted for approval by an intersessional vote.

Decisions made:

Voted: 1) A proposed procedure by which unresolvable conflicts within the EC are to be handled 2) Threshold for financial management raised to 10,000 Euros; 3) Possibility of holding a virtual GA Spring meetings (Art. 22)

Item 5. CETAF EC Discharge

Presenter: UK

Discussion: UK proposed the discharge of the CETAF EC for the reporting period.

Decisions made:

Total votes = 30. Yes = 30, No = 0, Abstention = 0. The discharge of the Executive Committee was approved.

Item 6. CETAF GS update

Presenter: AC

Supporting documents: GS project report

Discussion:

- There was a point raised about whether there was any intention to move from Twitter to Mastodon for social media dissemination in CETAF.
- A comment was made that it's relevant to look into the science-policy interface because a lot of the activities done in the GS have direct connections with the fast moving policy landscape of the CBD. Engagement on a different level with the EU commission but also stakeholders outside the EU would be good at this point. This is very important because CETAF's role is not only in the scientific community. The policy makers are becoming

aware of the work CETAF is doing (Red List of Taxonomists) which is a clear example of the role of CETAF. CETAF may act as the channel of information to the policy makers. The Red List of Taxonomists provides a baseline for them to update the pollinator directive, and they want to further build on top of this initiative to understand what the scientific community needs.

- Congratulations were given to the CETAF team, and the GA participants indicated that the work done in the GS, which is a dynamic and strong team, is impressive. AC's strong role in representing CETAF in the EU and in many EU initiatives was highlighted.

Actions to be taken:

- Working groups will be invited to contribute content their personalised promotional flyers.
- The GS will investigate the transitioning to other social media platforms.

Item 7. CETAF Elections

Presenter: MP

Supporting documents: N/A

Discussion:

- The elections for the CETAF Executive Committee will be held in CETAF53. It would be good to have a mixture of young people that are dynamic and driven, and more experienced people from within CETAF to represent the community and drive the strategic vision of the association.
- Erik Smets (Treasurer) has retired from Naturalis, but he has been given the mandate from this institution to continue on the Executive Committee until the end of his current mandate. Thierry Bourgoin will also retire, and will end his role in the Executive Committee at the end of his current mandate.

Actions to be taken:

- The elections for the new CETAF Executive Committee will be held during CETAF 53.
- The nomination period will close on the 31st December. CETAF members were encouraged to submit their nominations to the EC Secretary, Gila Kahila Bar Gal. Please note that the person being nominated should be informed in advance.

Item 8. CETAF e-SCoRe Award

Presenter: GK

Supporting documents: N/A

Discussion:

- The next E-SCoRe award (4th edition) is now being launched for the next year, it will be for PhD students. The following year (5th edition) will be for Post-docs. Please encourage your PhD students to apply.

Item 9. TETTRIs

Presenter: AC

Supporting documents: N/A

Discussion:

- The Consortium Agreement has been sent to project partners.
- Start date of the project is the 1st December 2022 and the TETTRIs Kick-Off Meeting will

be held in Brussels on the 18 – 20th Jan 2023.

- A question was asked on how the project may connect with the monitoring activities and indicators that are to be developed under the post 2020 Global Biodiversity Framework (GBF)? The key point being that this sets the landscape, internationally, for monitoring.
- It was asked whether the project/CETAF can support monitoring capacity. It was stated that the EU member states are actively watering down biodiversity monitoring standards because their national agencies do not have the capacity to do the necessary monitoring. The international monitoring framework is a critical element for the success of the Global Biodiversity Framework (GBF).

Item 10. Updates from CETAF working groups, initiatives and linked projects

Presenters: LB, IG, GK, CV, LP, DK, DN

Supporting documents: *10.1 e-publishing; 10.2 SciReG, 10.3 DEST, 10.4 Redlist of Taxonomists, 10.5, BiCIKL, 10.6 Biodiversity Genomics Europe (BGE)*

Discussion:

- A tribute was given to Connie Ronaldo from BHL who passed away in October 2022. She worked closely with the e-publishing WG, attended numerous CETAF meetings on behalf of BHL and was instrumental in developing the CETAF-BHL MoU.
- A question was posed by the e-publishing group on how to include contributions from the Global South for the evaluation of taxonomic papers.
- It was proposed to not refrain from promoting the impact factor for evaluating scientific papers, but to develop our own guidelines in parallel.
- It was suggested that it would be interesting to see the difference between the number of taxonomists collected from the data mining and those who responded to the Red list of Taxonomists survey, so that we can see the rate at which people respond to requests compared to how many people there actually are.

Actions to be taken:

The e-publishing group would like to know what scientists, institutions and the community consider important with respect to their needs and requirements from the EJT journal. CETAF members should fill in the [survey](#) that was launched by the SciReG on taxonomic expertise – it only takes 3 minutes, it is important for knowing the extent of expertise in our community.

More courses are needed in DEST and CETAF institutions were encouraged to contribute their courses to DEST or to develop new courses within the framework of DEST.

Deadlines for registering for CETAF-DEST courses on Biodiversity and Climate change. Spider taxonomy and field methodologies are coming up. Please disseminate this information in your institutions: [CETAF DEST](#).

The CETAF-DEST coordinators are inviting members with educational and training experience from the community to get involved in the initiative.

The Red List of Taxonomists tender has come to an end. All CETAF members will get a printed copy of the Red List of Taxonomists report.

SESSION 2

Item 11. CETAF moving towards the future

Presenters: MP, ML, HE, PS, UK

Supporting documents: *11.1 CETAF as a scientific Advisor, 11.2 CETAF as an information hub,*

11.3 CETAF as a recognised Collaboration – BiodivERSA+, 11.4 CETAF Collections data management platform – PlutoF, CETAF as a Service Provider – Service provision for DiSSCo.

Supporting documents: N/A

Discussion:

- We are in an unprecedented moment as there are a lot of things going on, with increased cross-initiative/project communication and collaboration between initiatives/projects. The DiSSCo infrastructure is maturing and CETAF has just launched the TETTRIs project.
- The term of the current CETAF strategy and strategic development plan will finish in 2025. It will be the task of the new EC to develop the new strategy but we should start thinking of developments and begin preparations. The new strategy will be an important tool that we can leverage on for research, advocacy etc.
- We need to think about what we are doing as a community, CETAF is both a community hub and a community driver. It is now in a position where it is a recognized as a partner as well as a trusted consultation body within Europe.
- The European Initiatives Advisory Group (EIAG) has changed its name to the European Project Advisory Group (EPAG). The group has worked on CETAF community guidelines for engaging with National Contact Points (NCPs) on Horizon Europe, which includes strategic aspects on advocating for taxonomy, how to contact NCPs. A mini website has been created to present the guidelines ([link](#)). The document aims to bring engagement closer to the community.
- Biodiversa+ (<https://www.biodiversa.eu/>) presented its scope and aims in previous CETAF meeting and addressed a proposition to the GA that CETAF join the initiative as a recognized collaborator. Note. It will be interesting to explore the monitoring issues raised in this context.
- Urmas Koljalg presented the PlutoF platform and proposed to form a working group to evaluate the PlutoF platform as a joint online CMS system for the small and medium sized European collections. It could be incorporated into CETAF to look at implementation for institutions that do not have sufficient resources themselves. The user groups at the moment are institutions, research groups and EU level projects. PlutoF can provide details of regional collections. In terms of the storing system at the moment there is only one online system, only running in Estonia, but there is a possibility that it can be translated into different languages, but this needs to be discussed. Images are stored in the same system, but this will be a future issue and there is a need to think about where to store images and copies and what formats. All the above can be discussed in the proposed potential new working group.
- The CETAF Registry is an example to showcase to how our community can provide a service as it will be used as a tool for the DiSSCo research infrastructure.

Actions to be taken:

- Create a new strategic plan in which we define where we want to be in the next 10 years, what key actions we want to undertake, how we will get where we want to be, how we will undertake the tasks and who will invest the time and effort.
- We need to develop the CETAF business plan in link with our ambitions, the budget and the future strategy. Note. *Ambitions may need to be scaled down if more financial resources cannot be raised and/or membership fees are not increased.*
- The EPAG are happy to help CETAF representatives / institutions in contacting their NCPs.
- People interested in the working group proposed on the evaluation of PlutoF as a CMS for small and medium collections can contact [Urmaz Koljalg](#). The next step will be the definition of the terms of reference and a work plan.
- A google form will be sent out for adding data to the CETAF Registry, soon. After that, updating will be done periodically (each year) with a link provided so institutions can update the existing information.

Minutes

DAY 2 Thursday 24th November 2022

SESSION 3

Item 12. CETAF connect

Presenter: MP

Supporting documents: 12. *CETAF in the new era*

Discussion on the new CETAF Business Plan (CETAF connect):

- There is a need for CETAF to focus on “nature positive” messages. A recent WWF report illustrated how we may need to reframe the discourse we are having with the public and move away from the ‘crisis mentality’ into a more nature positive attitude as people are tired of hearing about a crisis. We need to think about how we message and represent what we do.
- It is important that we, as broader community, continue to link ourselves with the different initiatives that we are involved in (adopting a global collaborative approach) so that we are not doubling resources used.
- Taxonomy and taxonomic capacity building is a central pillar of CETAF.
- We need to exploit new technical innovations, for instance around AI, genomics and new research infrastructures etc.
- When considering the new CETAF Business Plan and the renewed strategy for CETAF it is important to think about the challenges and realities. We need to identify potential competition and capitalize on our opportunities. We need to be leaders on biodiversity as well as focusing on reducing our carbon footprint / increasing our sustainability.
- Financial aspects were discussed with regards to how to finance the core team as well as on how to raise finances from external sources, which is a profession in itself. There is a need to talk about this as a community, to see whether institutions are willing to pay more for the sustaining and development of our unique community resource. Finances and ambitions need to be aligned with the strategy reflecting both financial and functional realities.
- The Secretariat is hosted by RBINS (2 offices). If we want to expand the secretariat we will need to negotiate for expanded office space.
- A new road map needs to be made for CETAF in terms of how it markets and positions

itself, how it identifies its unique value and how it differs from the competition.

- In upcoming meetings we need to develop a business description, identifying what are do an organization, our uniqueness and relevance and what we are contributing to in the bigger picture.
- There is a need to improve how we communicate on what we actually really do as a community, rather than saying what we think people want to hear.
- A new and updated membership benefits leaflet should be produced.
- We need to define how institutions are categorized, what the criteria for assessing institutions should be. We should especially focus on how we can incorporate institutions from countries that are not yet members of CETAF and on how consortia membership can be accommodated.
- Current Membership fees will continue for 1 year, with a new proposal prepared for the autumn of 2024, in line with the change in the CETAF EC and development of the new CETAF Business Plan.

Actions to be taken:

- The steps that we need to take are to analyse the wider economic and societal value of the consortium.
- We need to use the benefits of CETAF and the services provided and engagement in the science policy dialogue, to promote ourselves and strengthen the role that we have.
- Financial planning and operations: for this we need to discuss financial contributions to the running of the association by its members, and a clear plan on how membership fees should evolve over time, aligning these with the ambitions and work plans of both the association and the secretariat.
- Re-examination of membership criteria, membership categories and the membership contributions model is needed in line with the development of the new CETAF Business Plan.

Item 13. CETAF Business Plan- breakout group results and concluding discussion

Presenter: MP. Workshop leaders: TB, EH, ES, GB.

Supporting documents: *12.5 CETAF52_CETAF BP_breakoutgroups*

- Participants were split into two groups and asked to think about the different strategic pillars mentioned in the introductory presentation. Are there any strategic pillars that are missing? Are there any topics that are no longer relevant? What are the topics that CETAF should focus on? What are the ambitions of the CETAF community over the next 10 years? Identifying these elements will allow us to shape a future Business Plan for CETAF and align resources with ambitions.

Discussion:

- Points discussed concluded from the two groups.
 - An important focus should be on how CETAF members can support institutions in the poorest European countries, which also have the highest biodiversity, such as Albania.
 - We should identify our niche, and focus on networking in our community, with mechanisms put in place to find people in our network.
 - There needs to be a focus on communicating taxonomy at larger scale events, and improvement of communicating points of interest as they arise, such as the IPCC reports etc.

- We need to discuss what is unique about CETAF and communicate on this. The working groups have a strong role to play in this outreach, through their activities and their outcomes. These show the benefits of their work.
- CETAF should be more practical in admitting smaller institutions to the community.
- It is considered that all the current strategic pillars are relevant, but they could be more mission focused. A method of doing this could be to look at institutional strategies, and adopt them at CETAF level. The key performance/indexing is important because it influences where the community sits within the landscape and in relation to other scientific domains.
- CETAF should be the only representation at the EU for taxonomy. One voice as a lobbying body.
- We need to ask and then listen to what other communities need from us.
- It was noted that there are a lot of funding opportunities, we just need to find them. One possible source for funding is endowments.
- There may be an increased willingness for institutions to pay higher fees if the membership benefits are clearly presented, to better convince institutions to join.
- We need to look at how we coordinate activities i.e. what we do as scientists within institutions and what we do as institutions. CETAF is not doing the taxonomy itself, but rather its members are and we need to have a clear understanding of what CETAF members do in the institutions and how the umbrella network can influence this and then talk about it.

General comments:

- The breakout sessions are the starting point for building the new CETAF business plan (CETAF connect), the process of building it will continue until 2024. The final plan will need to be approved in 2025. The hard deadlines for finishing will depend on the new CETAF EC.

Actions to be taken:

- The group leaders will write a report on the breakout discussions. It will be placed in a common drive for consultation before being finalized.

SESSION 4

Item 14. Workshop on the CETAF Research Agenda for natural history institutions

Presenter: MP. Workshop leaders: TB, EH, ES, GB.

Supporting documents: N/A

Results from the breakout sessions.

Group 1

- First themes included making species indexes of areas or regions as well as all species on Earth, this will allow for the proposal of targets with a special focus on the European fauna and flora. Within this theme there could be a focus on next generation genomics, species exploration through specimens stored in collections, using the notion of reuse and heritage, addressing dark biodiversity.
- A second theme, is biomonitoring for observing biodiversity loss and changes, with the notion of the re-usage of the collections and their specimens.

Group 2

- First themes, Next generation taxonomy should be the focus of the research agenda.

- All organisms are important units for all conservation efforts – Modern taxonomy and palaeotaxonomy are the foundations for this.
- The research themes should be used as the drivers of the research agenda. We should joint forces to cover the themes properly, this is what Biodiversa and the Global Biodiversity Framework expects from us.
- The word 'Taxonomy' needs to be in the Research Agenda, it is the basis for our unique expertise and central to our goal of knowing what lives on Earth.
- Biodiversity informatics.

Actions to be taken:

- The breakout group leaders will make a resume report of the discussions that will be communicated to CETAF members for a consultation period.
- The SciReg will constitute a small task force to draft CETAF Research Agenda for European Natural History Institutions, based on previous workshops and the outcomes of the meetings of the SciReg group. The task force will meet in Geneva before CETAF53.
- The first draft of the CETAF Research Agenda for European Natural History Institutions can be presented at CETAF53.

Item 15 Any Other Business

Presenters: MP, DK, AC, DN.

Supporting documents: CETAF evaluation criteria for assessing researchers

Discussion:

- DiSSCo Futures will take place on the 7 – 9th February in Brussels. This meeting will be a good opportunity to get an overview of what has been done by the DiSSCo related projects DiSSCo Prepare, SYNTHESYS+ and MOBILISE over the last few years. A Mobilise training school on the digitisation of collections will be held on the 6th and 7th February and the DiSSCo iGA will take place on the 9-10 of February.
- The next CETAF 53 GA will take place in Göteborg, Sweden on the 9-10 of May. We will have the opportunity to visit the different host institutions.
- We are looking for hosts for the CETAF 54 GA that will be held in the autumn of 2023 (physical meeting). CETAF 55 will be held as an online meeting in the spring of 2025.
- DSI and the Nagoya protocol. In the following weeks there will be a meeting on this topic in Montreal. There has been considerable progress in trying to resolve the political issues around DSI. An open system of DSI is apparently preferred by all parties, but open DSI does not necessarily mean free and unrestricted access to data. Bilateral policies are apparently off the table because this would require a track and trace system for DSI data. There is a strong movement for a monetary solution, with consensus expected in the next COP. There is not yet a position on this from the EU as they need to agree on a framework that involves non-monetary benefit sharing. A key question has arisen from the EU debates about non-monetary benefits and which are the elements/indicators are suitable for monitoring? This will be discussed in the GBI framework. CETAF has been highlighted as a useful partner in this work.

- Working Group leaders meetings - the coordinators of the groups have agreed to meet on a regular basis for short coordination meetings. The purpose is to create better alignment across activities, identify common themes and facilitate communication, avoid overlaps and pool efforts, as well as to discuss how to best spend the money allocated to them.
- Review of the CETAF evaluation criteria for assessing researchers. The (now dissolved) Research Assessment working group produced a set of criteria for the assessment of researchers in Natural History Institutions. It is proposed that the documents are placed within the next meeting package for comment and review by members with the aim of making them into an official CETAF community guidelines document. Since the work that was done on the document in question there have been many positive developments linked to the DORA declaration (<https://sfdora.org/>). Many national research funders have signed the DORA declaration and there has been a movement towards altering how assessment is done.

Actions to be taken:

- Information about the next CETAF GA, CETAF 53 (9-10 May in Göteborg, Sweden), will be sent out as soon as possible.
- The next joint Working Group meeting will take place on the 1st February.
- An email will be sent around encouraging members to review the criteria for assessing researchers. It would be good to get input from as many different institutions from different countries as possible. In link with this, members who are interested in this subject should have a look at the [San Francisco Declaration on Research Assessment \(DORA\) Declaration](#).

Item 16 Concluding remarks

Presenter: MP

A big thank you was given to both host institutions, The Hebrew University of Jerusalem and The Steinhardt Museum of Natural History, Tel Aviv, and their staff. The participants were thanked for attending and participating actively in the CETAF 52 meeting. Thanks were expressed again to both the GS and the CETAF EC for their engagement and dedication.

CETAF 53 General Assembly in Gothenburg, Sweden



Executive Report

Authors: Ana Casino, Executive Director of CETAF AISBL, and Michelle Price, Vice-President of CETAF (Acting President)

The meeting on the 9-10 May 2023 began with a welcome and presentations from the Directors of the three institutions that belong to the Gothenburg Consortium (Natural History Museum of Gothenburg, the Gothenburg Botanical Garden and the Herbarium of the University of Gothenburg). The meeting was formally opened at 9h30 by Michelle Price (CETAF Vice-President, Acting President). A total of 36 of 39 voting members of the consortium were present or represented (4 proxies) in the General Assembly.

The following items were approved in the **CETAF Business and the Annual reporting** session: **1.** The Agenda for CETAF53 (28 votes cast, 28 votes in favour); **2.** The Records (minutes and annexes) of CETAF52 hosted by the National Museum of Natural History, Jerusalem and Steinhardt Museum of Natural History, Israel, 17-18 November 2022 (31 votes cast, 31 votes in favour); **3.** The CETAF Annual Accounts 2022. The Auditor of the CETAF Accounts for 2022 (V. Demanoff, MNHN, Paris) recommended the financial reports for approval (35 votes cast, 35 votes in favour). Isabel Rey, MNCN Madrid, was approved as the second CETAF auditor; **4.** CETAF Executive Committee report was accepted with the discharge of the Executive Committee (35 votes cast, 35 votes in favour). The CETAF Bylaws were approved inter-sessionally prior to CETAF 53.

The **CETAF General Secretariat Report** (April 2022- April 2023) detailed the activities of the secretariat, highlighting its role as partner in numerous EU-funded projects, in specially underpinning the recently launched CETAF TETTRIs project, and in supporting advocacy on behalf of CETAF and overall representation of the consortium.

The **CETAF Executive Committee Election (2023-2027)** was reopened on the 9th May at CETAF53 for nominations for the 4 legal positions (President, Vice-President, Secretary and Treasurer) and 4 Ordinary Member positions. The deadline for nominations is the 6 October 2023. Send your nominations to the CETAF EC Secretary: gila.kahila@mail.huji.ac.il (with ana.casino@cetaf.org, in copy). The list of nominees will be sent to the membership 6 weeks before CETAF54 in NHM Vienna in November (dates to be confirmed in late November). For further information on the roles, time commitment and benefits of EC membership, the CETAF Guide to the Executive Committee is available in the CETAF 53 meeting package.

As new applicant for **CETAF Membership**, the General Assembly approved the Albanian Research Centre of Flora and Fauna (entity that integrates the Museum of Natural Sciences, the Botanical Garden, and the National Herbarium) become an Temporary Observer for 1 year term.

The reports from the **CETAF Working Groups** (Biodiversity Monitoring; Collections; Communications; Digitisation; Earth Sciences; e-Publishing; European Projects Advisory Group; Information Science & Technology Commission; Legislation and Regulations; Scientific Research Group) demonstrated that they are the drivers of progress ensuring that the Consortium can tackle major issues or challenges and address relevant topics, like the CBD Post 2020 Global Biodiversity Framework (GBF) and linked biodiversity monitoring actions or the development of the CETAF Research Agenda for European Natural History Museums by the new Research Agenda Task Force. Working group activities are critical for implementing the CETAF strategy and contributing to the progress of the Consortium on key

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strategic, technical, research and publishing issues. The reports of the Working Groups showcased the engagement of the leaders and core teams for the benefit of the CETAF community as a whole, and the impact of communication and coordination across groups.

Encourage your staff to join the CETAF working groups (see the CETAF website for information on the coordinators or email CETAF@info.org to contact them).

As part of the WG reports, updating on the CETAF e-SCoRe award was given (23 applications, good gender and geographic representation – award winner to be announced on the 22 May 2023) as well as on BioCASE (protocol and software for publishing and harvesting specimen and observational data, used in GBIF but also in a range of special interest networks - Global Genome Biodiversity Network (GGBN), OpenUp!, Australian Virtual Herbarium (AVH), JACQ and NFDI4Biodiversity) and GeoCASE, the repository and access entry point for integrating the European geological collections, which is currently under development.

The reports from the **CETAF linked projects** (BiCIKL, BGE, DiSSCo Prepare, MOBILISE Cost Action, Synthesys+) and **initiatives** (CETAF-DEST and EJT) and from the **CETAF TETTRIS** project itself, demonstrated that concerted-coordinated and targeted efforts towards achieving commons goals are key to community cohesion and progress. Outcomes from the CETAF working groups, CETAF linked projects and CETAF community project TETTRIs are endorsed by the community and are widely implemented in or used in the biodiversity domain more widely showing how CETAF has works across borders and plays a key role in assuring the sustainability of initiatives beyond the timeframe of funded projects themselves. Interactions between the CETAF working groups and the involvement of them in projects also ensures coherence and efficiency in reaching common goals and the development of synergies across initiatives. TETTRIs was outlined as the CETAF community project that will provide the means to sustain taxonomic expertise and knowledge, through training and capacity building. CETAF's strong position in Europe is reinforced by the recent **CETAF Statement for the sustainability of taxonomic knowledge and expertise**, written upon request by Vujadin Kovacevic, Policy Officer in the European Commission, DG ENV, with CETAF encouraged to express its requirements as well as potential contributions. The implementation of the GBF in Europe requires the articulation of indicators and mechanisms for planning, monitoring, reporting and reviewing implementation; mechanisms for providing necessary financial resources for implementation; and the development of strategic frameworks for monitoring.

The **CETAF Research Agenda (RA) for European Natural History Institutions** is under development with the CETAF Task Force having met in Geneva in March 2023. The RA will be presented at CETAF 54. As part of the renewal of the CETAF Strategy (2025-2035) and creation of the CETAF Business Plan, the CETAF 10 year Achievement Report was presented along with the CETAF Value Proposition. The GA discussed the creation of a new vision and mission for CETAF, working on the themes and words that should be included in their conception. The CETAF membership fees will be presented, along with scenarios for membership criteria, at CETAF 54 for implementation in 2024. An increase in fees, in line with inflation, are likely to ensure sustainability of the current CETAF operations and CETAF Secretariat. The momentum of the consortium and implementation of the CETAF work plan and strategy depend on membership contributions.

The commitment to CETAF was showcased by the completion of the programme of CETAF General Assembly meetings up until the spring of 2026, as follows: Autumn 2023 - NHMW Vienna, Austria; Spring 2024 - NHM Oslo, Norway; Autumn 2024 – MNCN Madrid, Spain; Spring 2025 -Luxembourg, Luxembourg; Autumn 2025 - BGBM Berlin, Germany).

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An International Symposium on Paleo-Bioinspiration, endorsed by CETAF, will be held in Paris on the 13-15 September 2023 (<https://palaeo-insp.sciencesconf.org>). CETAF members are invited to disseminate the information on this event within their institutions.

Acronyms

BiCIKL – Biodiversity Community Integrated Knowledge Library; BGE – Biodiversity Genomics Europe; DEST – Distributed European School for Taxonomy; DiSSCo – Distributed System of Scientific Collections; EJT – European Journal of Taxonomy; e-SCoRe – Excellence in Scientific Collections-based Research Award; TETTRIs – Transforming European Taxonomy through Training, Research and Innovations

CETAF MEMBERSHIP BENEFITS WITH EXAMPLES OF RECENT ACTIVITIES

1 Opportunities to develop collaborative projects and initiatives

- ▶ The CETAF General Secretary is a leading member of the coordination team for the DiSSCo – Distributed System of Scientific Collections – initiative¹, a new research infrastructure in the environmental landscape.
- ▶ The CETAF Chair has a position on the DiSSCo Steering Board.
- ▶ A number of collaborative projects, including BIOTALENT (ERASMUS+), NaturalHeritage (BRAIN.be) and ICEDIG (H2020) have recently been funded.
- ▶ CETAF developed its member Passports², providing data and profiles for all member institutions thus creating the first European Natural History Institutions data repository.

2 Massive and streamlined information exchange

- ▶ The CETAF communication network has increased the impact of CETAF across Europe, especially within the European Commission (EC). The CETAF exchange network shares news and information of direct relevance to CETAF member institutions.

3 Access to a unique dissemination channel

- ▶ CETAF members meet biannually, as well as via a series of active Working Groups³ to collaborate on key issues and topics. CETAF organizes symposia (e.g. under BioSyst.EU) and hosts high profile events⁴ to showcase CETAF activities.

4 Alignment of activities, policies and standards across Europe

- ▶ CETAF represents European Natural History Collections Institutions within Europe for issues related to Access and Benefit-Sharing as a member of the EC Consultation Forum on ABS⁵.

5 Development of the European Research Agenda for taxonomy and natural history collections

- ▶ The CETAF Strategy and Strategic Plan 2015-2025⁶ represents a common set of priorities to align activities. The CETAF guidelines on Responsible Research and Innovation⁷ align activities of members with European research and social targets.

6 Decrypting the European funding programme and highlighting funding opportunities for CETAF and its members

- ▶ The CETAF Secretariat provides early indications of relevant European Funding Programmes and Calls that directly address priorities of member institutions.

7 Forum for European Directors and high-level management staff to address key issues, with decisional power drawn from across Europe (one European voice for taxonomy and collections!)

- ▶ The CETAF Strategy Group, in collaboration with the CETAF Secretariat, is representing the community at EC consultations on key topics as well as for the new EU FP9 funding framework. CETAF members' Directors recently supported and signed the CETAF Strategy Executive Summary document.

8 Support and guidance with EU and international legislation and regulations

- ▶ The CETAF Code of Conduct and Best Practice on Access and Benefit-Sharing, available via our website⁸, provides guidance to members, and beyond.

9 Strategic alignment of taxonomic research and natural history collections within and across Europe

- ▶ CETAF connects collections and associated research through taxonomy and systematics, giving support to the development and management of collections as well as providing research support. The CETAF Strategy and Strategic Development Plan 2015-2025 is a step towards the creation of a common research agenda for European natural science institutions.

10 European taxonomy and natural history collections capacity building

- ▶ CETAF plays a key role in supporting institutions in the alignment of their digital infrastructure, such as the implementation of the CETAF stable identifier framework⁹.

11 Avoidance of competition through coordination of activities, projects and actions

- ▶ CETAF coordinates responses to EC calls to show that the community is speaking with one voice, leading to the development of collaborative projects, such as the COST Action MOBILISE, and successful applications like the recent ICEDIG project¹⁰.

At a glance...

CETAF Member institutions

- Attendance, with voting rights, at the CETAF bi-annual Governing Board meetings
- Access to the CETAF Governing Board meetings, minutes and meeting reports
- Working Group coordination possibilities and participation in working groups open to all staff members
- Web access to the community space for all staff from member institutions, with information on activities, projects, events and training opportunities
- CETAF letter of support for projects and initiatives
- Direct access to and participation in the development / authorship of CETAF products and outcomes
- Consultation and information based on targeted expertise of working groups (e.g. Nagoya Protocol)

Non-members

- Participation by invitation only, when approved by the CETAF EC, e.g. as an observer
- Access to the meeting reports only
- Participation by invitation only when approved by the CETAF EC (for specific topics)
- Access to the public part of the web-site only
-
- Use of CETAF outcomes and documentation
- Use of CETAF outcomes and documentation

12 Privileged relationships with strategic partners, such as GBIF, Species 2000 - CoL, and BGCI

- ▶ CETAF has agreed Memoranda of Understanding with the above initiatives, streamlining member engagement with key related organisations worldwide¹¹.

13 Access to high-level fora with increased lobbying power

- ▶ CETAF is a member of the EC Consultation Forum on Access and Benefit-Sharing (ABS) and part of the Board of European Environmental Research Infrastructures (BEERi) providing strategic perspectives from across a variety of biodiversity policy and infrastructure topics. CETAF has submitted an application to become a member of the European Research Area (ERA).

14 Cost-effectiveness via the collaborative work of CETAF members and working groups, the CETAF Executive Committee and Secretariat, and the CETAF information exchange network

- ▶ Activities of the CETAF working groups (Strategy, Information Science & Technology Commission, Earth Sciences, Collections, Digitisation, Research, Training and e-learning, European Initiatives, e-Publishing, Monitoring, Communications, Legislation and Regulations) and CETAF initiatives (Distributed European School of Taxonomy – DEST, European Journal of Taxonomy – EJT) allow for more efficient use and sharing of information and resources across member institutions. The CETAF EC and CETAF Secretariat represent CETAF and the interests of its membership of Natural History Institutions within and across Europe.

15 Platform to enhance mobility of knowledge

- ▶ CETAF enables efficient networking among experts, therefore ensuring the mobility of expertise among its member institutions and allowing for benchmarking and for learning as well as implementing best practices throughout membership.
- ▶ CETAF website and network facilitates advertising of open positions to find the best staff available.

CETAF

Consortium of European Taxonomic Facilities AISBL

CETAF is the Consortium of European Taxonomic Facilities: a European network of Natural Science Museums, Natural History Museums, Botanical Gardens and Biodiversity Research Centres with their associated biological collections and research expertise. It currently comprises 33 members representing 59 of the largest taxonomic institutions from 21 European countries whose collections represent more than 80% of the world's described species.

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Membership Benefits