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## CETAF General Secretariat Work Plan 2016-2019

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*Background:* The original CETAF Secretariat Work Plan (approved at CETAF 30, Madrid, September 2011) was developed after discussions on an earlier draft at CETAF 29 (Geneva, April 2011). The CETAF General Meeting identified the specific activities that were expected of the CETAF Secretariat (1. Establishment and operation of administrative structures; 2. Orientation and strategic development; 3. New projects and activities; 4. Sustained activities - information and coordination; 5. Communication and outreach; 6. Liaison). For each specific activity the tasks that were to be undertaken and the expected percentage of time to be dedicated to each task were outlined.

*The CETAF Secretariat:* The CETAF General Secretariat is hosted at the Royal Belgian Institute of Natural Sciences (RBINS) in Brussels, Belgium. The CETAF General Secretary was hired on 2 October 2012 and subsequently the General Secretariat Office was set up, becoming operational in January of 2013. The work of the CETAF Secretariat, and especially the General Secretary, is carried out in collaboration with the Chair of the CETAF General Meeting and the Executive Committee, and is ultimately governed by the CETAF members via the CETAF General Meeting. In 2013, with the approval of the CETAF membership, two part-time positions were created (Science Communications officer / International Relations Officer). The CETAF Secretariat is currently constituted by the full-time General Secretary and two part-time staff, with contracts of one year term.

*CETAF Secretariat Evaluation:* as indicated in the original Secretariat work plan an evaluation of the functioning of the CETAF Secretariat will take place at the end of the three-year start-up period (Autumn 2015). The Evaluation Panel will report to the CETAF Executive Committee in September of 2015 and to the CETAF General Meeting in October of 2015 (CETAF38).

### ***The CETAF General Secretariat work plan for 2016-2019***

The spirit of CETAF: working together as the single voice for taxonomy and collections in Europe

The new CETAF General Secretariat Work Plan for the 2016-2019 operational period will come into effect at the CETAF meeting in October of 2015. The new work plan will incorporate the outcomes of the evaluation of the functioning of the Secretariat and be complementary to the CETAF Strategy and Strategic Development plan 2015-2025. The Secretariat will be evaluated at the end of the proposed period of activity in 2019.

*CETAF Secretariat activities:* The specific focus areas for the Secretariat are four-fold (Table 1), with the Secretariat also playing a key role in the support of the activities associated with the strategic development of CETAF. The tasks of the General Secretariat outlined within

these focus areas are intended to facilitate CETAF to achieve its objectives, as outlined in the CETAF Strategy and Strategic development plan for 2015-2025.

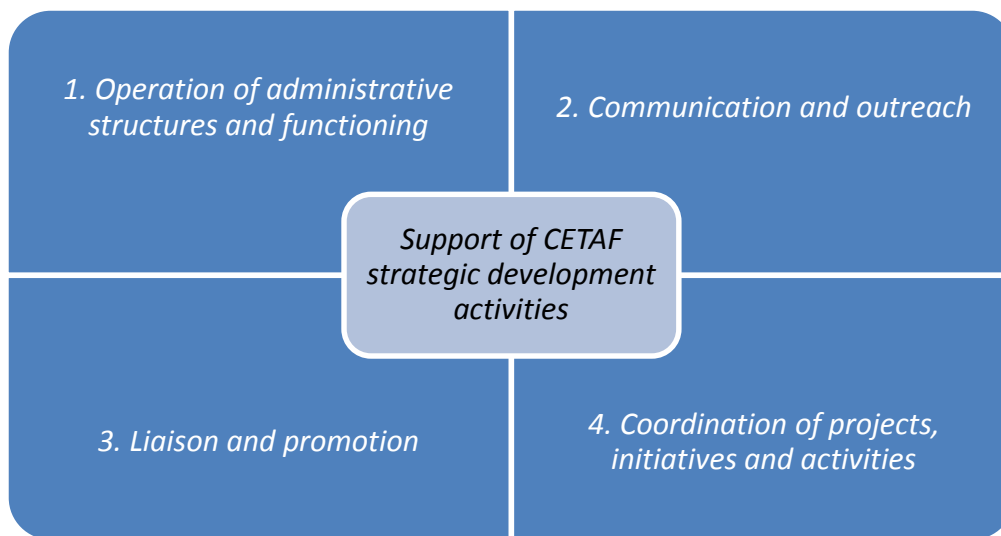


Table 1. Specific focus areas for the General Secretariat

*CETAF Secretariat priorities for the next three years:*

- Maintain and further develop the CETAF internal communication system (with a focus on new activities, new funding calls and increasing the contact between members through information sharing).
- Develop a CETAF external communication system to promote CETAF and the CETAF objectives.
- Focus on CETAF outreach to strategic partner organisations.
- Represent CETAF within Europe and European funding agencies.
- Promotion of new CETAF membership to include members from all European countries.

*Role of CETAF members:*

- Creation of new projects and activities for the CETAF membership (with a focus on collective projects deemed especially important) and the raising of funds for taxonomic and/ or collections-based projects.
- Orientation and strategic development of CETAF and especially the development of the role of CETAF within Europe and internationally.
- Promote and develop taxonomy-based research and Natural history collections at all levels in society (increase the visibility of collections and those that conduct research on them).
- Communication of information with the CETAF secretariat on relevant news, events, meetings or other activities of common interest.
- Promote the concept of CETAF and CETAF outcomes within their own institutions.

The following work plan is divided into actions and deliverables (bullet points in blue), the majority of deliverables are ongoing. Deliverables that are either 'one-off's' or that need sporadic evaluation or action are accompanied with indications on the timing of the deliverable(s).

## **1. Operation of administrative structures and functioning**

- CETAF administration: day-to-day business, consortium services, e.g. membership administration and preparation of meetings (CETAF General Meeting, meetings of the Executive Committee, etc.), financial management and accounting, including preparation of annual budgets and reports, administrative support for membership applications, preparation of elections (every three years), maintenance of CETAF archives, etc.

- Preparation of the General Meetings (GM), including collating the reporting on the CETAF working-groups and activities, according to the provisions in the Bylaws.
- Drafting and distribution of GM minutes to CETAF Executive Committee, within two weeks, for comment. After approval by the CETAF EC the minutes will be circulated to consortium members six weeks after the meeting.

- CETAF AISBL business issues (legal regulations), and effective follow-up processes, in support of the Chair of the General Meeting, the Executive Committee, Treasurer, and Secretary).

- Preparation of the Official Annual Report, as required by Belgian Law, to be submitted to the Belgian court, at least two weeks before the submission deadline.
- Invoices for membership fees for upcoming year to be sent out, according to the CETAF Bylaws.

- Administration of additional funds (e.g., grants, donations).

- Mechanism developed for administration of additional funds, as needed.

- Regular reporting of the activities of the CETAF Secretariat and on the CETAF generated activities to allow for development in the future.

- Analysis of "performance" of the CETAF Secretariat on an annual basis to aid in increasing efficiency in reaching the objectives.

- Annual Report on the activities of the Secretariat to be submitted to the CETAF EC before the 31<sup>st</sup> March each year.

## **2. Communication and outreach**

- The CETAF website - members (including the CETAF Community Space) and non-members

- Maintenance of the CETAF website and communication activities, as a platform for information exchange and dissemination for and about CETAF members, partners and stakeholders (including links to CETAF member sites, active projects, etc.).

- Development of a CETAF communication and outreach plan, in collaboration with the CETAF Executive Committee and relevant CETAF bodies.

- Draft of the CETAF Communication and outreach plan to be submitted to the CETAF Executive Committee before the 31 July 2016.
- Presentation of the Communication Plan at the CETAF General Meeting in Autumn of 2016.
- Communication plan to be executed, in collaboration with the CETAF Executive Committee and CETAF working bodies, with results presented to the General Meeting on a regular basis.

- Update and maintain CETAF promotional information and ensure the wide dissemination of CETAF promotional material (flyers, brochures, posters, presentations, documentation). Support members in the promotion of CETAF and CETAF activities within their institutions
  - [Production and dissemination of promotional material.](#)
- Ensure information exchange with CETAF members on relevant projects, subprojects, working groups, and activities.
- Disseminate information about activities which are take place in or are coordinated by CETAF member institutions or consortia.
  - [Production and dissemination of a CETAF Electronic newsletter that is distributed on a monthly basis and sent to the representatives of all CETAF member institutions, to a subscriber list, and distributed free-of charge on the CETAF web site.](#)
- Identify and facilitate the integration and collaboration between members, by means of different channels (news, highlights, social media, newsletters).
- Maintain up-to-date information on activities and projects related to CETAF for CETAF bodies and members.
- Maintain and promote the disseminating of job adverts, training possibilities, or Ph.D. positions via the CETAF website, based on submissions from CETAF members.
- Maintain a repository or index of reports / data / tools or other products from former activities, initiatives or projects that originated from within CETAF, via the CETAF website.
  - [Create an online registry of index of reports / data / tools or other products from former activities, initiatives or projects that originated from within CETAF.](#)
- Establish and maintain an up-to-date registry of collections within the CETAF membership, based on the CETAF Passports.
  - [Completion of the online registry of collection institutions and collections within CETAF with information provided by CETAF members.](#)

### **3. External liaison and promotion of CETAF**

- Establish and maintain relationships with relevant funding bodies and organizations, including foundations, especially at the EC/EU level.
- Facilitate the role of CETAF as an advisory body for the natural history domain (for example, when new EU framework programmes are being developed).
- Undertake liaison and communication with sustained CETAF activities, initiatives, and bodies as well as with projects and partners that are relevant to CETAF.
  - [Overview of CETAF liaison and communications with sustained CETAF activities, initiatives, and bodies as well as with projects and partners that are relevant to CETAF, given as part of the annual report for the General Meeting](#)
- Promote the concept of CETAF and facilitate the use of it to support collections and taxonomic research within and across Europe via the promotion of CETAF's collective initiatives.
- Initiate, develop, and maintain relationships with other relevant international bodies and organisations, and potential user groups (stakeholder liaison, partnerships).
  - [Registry of partnership agreements and cross-linking of websites, with immediate updating of the CETAF website.](#)
- Promotion of CETAF interests in international and, in particular, European bodies and meetings (e.g., European Commission, CBD incl. GTI, CoL, GBIF, IPBES, DIVERSITAS, TDWG,

BHL, EoL, CBoL, SciColl, SPNHC, etc.), including the presentation of CETAF position statements as well as the distribution of promotional or information based materials.

- Representation of CETAF interests in international and European bodies.

#### **4. Organisation of CETAF related projects, initiatives and activities**

- Support the creation of new collective CETAF projects, initiatives or actions. Support members in the development of collective CETAF projects, initiatives or actions.
- Stimulate CETAF General Secretariat involvement in projects as a possible information dissemination engine.
- CETAF funding possibilities and opportunities
  - Regularly disseminate information about new funding opportunities, especially from the EU, but also from non-EU sources, including those outside the core fields of expertise of CETAF members via the CETAF distribution list, CETAF newsletter and the CETAF website.

#### **5. CETAF Secretariat support of CETAF strategic development activities**

- Participate in the development of the CETAF strategic plan, as needed.
  - Dissemination and promotion of the CETAF strategy and strategic development plan.
- Participate in CETAF bodies and/or ad hoc expert panels, with the aim of facilitating communication between them on key topics or strategic issues.
  - Dissemination of news and information from the CETAF bodies and/or ad hoc expert panels.
- Evaluation mechanism: prepare information for external review of CETAF activities, as requested by the General Meeting.

### **Roles of CETAF members (CETAF Governing Board, CETAF Executive Committee)**

#### **Tasks for the CETAF Strategy Group**

- Promote the strategic development of CETAF, including the engagement in CETAF actions, to ensure that CETAF objectives are met.

#### **CETAF EC and/or General Meeting**

- Create CETAF bodies and *ad hoc* expert panels, as needed, to deal with emerging issues (for example, new EU customs regulations).

#### **CETAF members**

- Promote the concept of CETAF within their institutions, via the promotion of CETAF's collective initiatives and the dissemination of information on CETAF's activities.
- Ensure information exchange with the CETAF secretariat on relevant news, events, meetings or other activities of common interest.