

Minutes of the ERFP – Steering Committee meeting
5th-6th March 2018, Ljubljana, Slovenia

Chair: Sipke Joost Hiemstra, NC the Netherlands

Participants: Srdjan Stojanović, NC Serbia; Beate Berger, NC Austria; Jeanne Bormann, NC Luxembourg; Eva-Marie Stalhammar, NC Sweden; Danijela Bojkovski & Mojca Simčič, ERFP Secretariat

Monday, 5th March 2018 - ERFP Steering Committee Meeting at 2:30 p.m

D. Bojkovski welcomed all the members of the Steering Committee. Agenda of the meeting was presented. As there were no amendments, the Agenda of the SC meeting was approved.

ERFP Budget

D. Bojkovski presented the financial report for 2017 and budget plan for 2019.

Country contributions payments

The Country contributions payments for the 2017 were presented. The total sum of the payments was higher than in 2016 and previous years. Sending out the reminders about payments by Secretariat and help of SC members in communication with some countries was therefore were positive and bring in additional payments. Payment of country contribution in 2016 was also promised by France, however due to administrative issues it was not paid. The SC agreed that letters should be send out every December for the following year and content of the letter will remain the same. The current level of income from country contributions payments should remain the same in following years. The ERFP Secretariat will send out reminder emails to the countries which did not pay the contribution yet (at least twice before GA). Country contributions are discussed again at the GA (General Assembly), to remind NCs on this topic.

ERFP financial situation – end of 2017

D. Bojkovski presented the final financial report for 2017. SC were informed about the final budget in the financial year 2017 and agree to close the final budget. The final budget and ERFP profit is stable and regardless to expenses for the web portal design and expenses for new logos. However, SC needs to have in mind that expenses will increase due to the moving the secretariat in France.

Balance for 2017 is positive compared to 2016. Deficit in 2016 was due to less country contributions.

The SC approved financial report for 2017 and financial year closed.

Planned activities and budget proposal for 2019

The Secretariat presented budget proposal for 2019 as a preliminary budget. Following activities are foreseen for the 2019:

- Assembly meeting 2019
- ERFP and EUGENA website, communication strategy
- Activities and meetings of the WGs and TFs (meeting proposals by end of the year)
- New WG *In Situ* conservation
- *Ad hoc* Actions
- EFABIS and European Node Manager

Presented budget proposal for 2019 is higher due to higher costs of the new secretariat. In May and June, when meetings of the all WG/TF/*Ad hoc* action will be finished Secretariat expects more inputs from the meetings and information about the future budget implications. Chairs of the WG/TF/*Ad hoc* action will be asked for further inputs prior to the GA meeting in Zagreb. Moving the Secretariat in France should not influence the budget allocated for the WG/TF/*Ad hoc* action meetings. All Chairs and Secretariat has to organize meetings in countries, where expenses are lower. It was also suggested to merge budget lines for EFABIS, ERFP website and EUGENA. Clarification is needed for the budget line ERFP Website in the amount of 3.000,00 €. It was planned that Small communication group will be established and meeting of this group covered with this budget.

It was agreed that ERFP budget for 2019 will be prepared prior to the GA meeting in Zagreb taking into account all the input from WG, TF, *Ad hoc* groups.

Secretariat work – end of term

For the current Secretariat the term will end at the GA Assembly meeting in Zagreb. Secretariat will conclude all the necessary matters after the Assembly and then hand over the Secretariat by the end of September. The new Secretariat will be invited in Ljubljana to take over all the work. The financial matters will be concluded by the old Secretariat at the end of the year 2018.

Election of the new ERFP Secretariat

New Secretariat will be elected at the General Assembly meeting in Zagreb. The call for the new Secretariat was done according to the ERFP ToR. By the end of December Secretariat received one application. Further procedure according to the ERFP ToRs:

31 st March 2018	Evaluation/overview of the applications by SC + Sec.
30 th April 2018	ERFP Secretariat forwards application documents and overview of the applications to all National Coordinators via email
25 th August 2018	Election of the new Secretariat
End September 2018	Hand over meeting
End December 2018	Closure of the financial year and hand over the finances
The outgoing secretariat will help solving different issues within the period of 6 months.	

The received application was presented by the Secretariat and further conclusions made:

- SC confirmed that the IDELE are competent to host the secretariat.
- Some further clarifications are needed:
 1. Who will be the main contact person (the head of the secretariat)?
 2. What is formal agreement between IDELE and INRA on the collaboration between the two competent scientists mentioned in the proposal?
 3. Conflict of interest should be stated by both institutions.
 4. Clarification on which institution will receive payment and what will be their priorities and main activities done for given amount 29.000 €.

SC agreed that evaluation/overview of the application will be prepared and send to all NC together with application.

Elections in 2018

ERFP Chair - according to the ERFP Terms of Reference, the term of office for the current chair Sipke Joost Hiemstra will end (2015-2018). He is willing to extend for one more term, however approval of home institution is needed. He will inform Secretariat about approval.

ERFP Steering Committee – According to the ERFP Terms of Reference, the term of office for Jeanne Bormann, representative of “Central region” will end in 2018. The SC discussed the potential candidates from Central Region and suggested Montserrat Castellanos Moncho from Spain as possible candidate. Outgoing member Jeanne Bormann will contact Montserrat Castellanos Moncho and inform the Secretariat about her willingness to accept the position. ERFP Secretariat will also prepare letter for all NC that term will end for Jeanne Bormann and new candidates can be proposed from the Central Region. New member will be elected at GA.

Horizon2020 – collaboration with other networks

The proposal submitted was shortly presented. The project is collaboration between three networks: forest, plants and animals as well as different institutions. The WP will tackle and develop following issues:

- WP1: Project management - will ensure the implementation of the project according to the work plan and the consortium agreement
- WP2: European integrated GenRes strategy - will develop the European integrated strategy for the conservation and use of crop, forest and animal genetic resources in order to achieve better management of GenRes
- WP3: GenRes in action - will support a science-based approach of the European integrated GenRes strategy through highlighting state of the art scientific knowledge, collating demonstration cases, elaborating innovative ways of sharing resources (i.e. genetic material, infrastructure, information, human resources) and services among the three networks and to end-users beyond them.

- WP4: Enhancing GenRes data delivery - will improve quality and quantity of information already stored in the central information systems (IS) of crop, forest and animal GenRes (EURISCO, PlantSearch, EUFGIS, EFABIS).
- WP5: Communication - will ensure an effective external communication and best transfer of GenRes Bridge results to optimize their exploitation.

The proposal was submitted and result will be known by end of May. If project will be approved, it must be presented at the GA meeting in Zagreb. Benefits for the ERFP has to be clearly presented as well as importance and involvement and collaborating of NC and AnGR experts.

MYPOW

After last GA meeting in Tallinn, the letter was send out to all NC in order to updated and amend the MYPOW for the new period. The deadline was set for NC, however hardly few comments were received. The text of the MYPOW is outdated and need revision. SC agreed that rewriting the MYPOW should be postponed and finalized after the Assembly in order to include all results of the *Ad hoc action*: SWOT Analysis.

ERFP General Assembly meeting 2018 in Zagreb, Croatia – organization

The Assembly will be organized with the help of the National Coordinator from Croatia – Ante Ivanković:

- SC meeting (24th August 2018) and Assembly meeting (25th August 2018) will be held at the Faculty of Agriculture; the University will kindly provide meeting rooms for SC and Assembly,
- The ERFP will have to cover all other costs (coffee/tea/water/food) and social dinner,
- Since participants of EAAP will need to move in Dubrovnik, technical tour will be rather short and finished at 26th August 2018 at noon,
- Social dinner on Saturday will be organized at the restaurant for the reasonable price (25 EUR/per person) and covered also by ERFP.

Secretariat will soon send out Announcement to all NC in order to have sufficient time to plan their trip from Zagreb to Dubrovnik. Later on the Invitation and draft Agenda will follow.

Agenda will be shorter due to the different location of the GA meeting. For that reason business part of the meeting will be shortened. Secretariat and WG/TF/Ad hoc Chairs will prepare written report before the GA meeting. The reports will be distributed to all NCs before meeting. At the GA meeting only main parts and future plans needs to be presented. It was proposed to invite all WG/TF/Ad hoc Chairs to the SC meeting (afternoon part) one day before GA. SC agreed that all Chairs are invited in the afternoon part of the SC meeting on Friday 24th August 2018 at 15.00. It was also agreed that long presentations should be avoided, only issues for approval (future plans) should be presented at the screen. GA need to agree to prolong MYPOW for one year.

The meeting was closed at 19.25.

Tuesday, 6th March 2018; meeting starts at 9:15 a.m.

The Agenda for the GA meeting was drafted, when all speakers will be conformed, Agenda can be send to all NC.

EUGENA

The EUGENA portal was developed but not active yet. The reason is that countries signed the MoU, but not all of them signed Annex. The general opinion is that at least four countries should provide data on their gene bank in order to make portal active.

SC agreed that Secretariat in collaboration with ERFP Chair prepare a draft mail for all NCs regarding EUGENA and signing Annex.

Planning of the further ERFP activities in 2018

Chairs of WG/TF/Ad hoc actions were invited to provide Secretariat their plans and activities in 2018. Their plans and activities are described below.

WG *Ex situ* conservation due to the health reasons Chair of the WG need to be urgently replaced. The dates of the meeting are not known yet. Secretariat suggested that next meeting could be takeover by the previous Chair and organizational matters could be solved with the help of Secretariat and colleagues from Croatia. It has to be outlined that it is really important to have good leaders for the all ERFP Chairs. Sipke Joost Hiemstra suggested that email could be send out by Secretariat to the current Chair Jelena Ramljak, that she is not responsible any more for the WG. SC consider new potential candidates for the WG Chair. The members of the SC will discuss with potential candidates if they are willing to take over the WG and inform the Secretariat. New Chair will be elected in the next meeting. Sipke Joost Hiemstra will Chair the next meeting and take care of the Agenda.

WG Documentation and Information will meet in Padova within the dates 17-25 May 2018. Topics of discussion will be Horizon Proposal, "new" EFABIS page and "communication strategies".

WG *In situ* conservation was approved at the last year GA. Call for nomination of members was send out and members nominated until end of 2017. WG has 20 members from different countries and will first follow the plan prepared by the TF *In situ* conservation. WG will meet in Bonn on 7/8 May 2018 and the Chair Sebastian Winkel already provided draft Agenda for the meeting. SC recommends that email should be send to all NC and informed them about establishment of the WG, membership and meeting.

***Ad hoc* Action: Honeybees:** The group will have meeting in Thessaloniki on 12/13 April 2018. The members of the group were presented to the SC. Opinion of the SC is that more experts in the field of Honeybees should be included in the group. SC agreed to request from *Ad hoc* action Chair to include additional experts. Secretariat will send an e-mail to the Chair (Enrico Sturaro).

***Ad hoc* action: ITWG-AnGR, SWOT and TF ABS** are planned in June 2018. At the moment Secretariat will have to find proper place, since one more TF and WG express the interest to join the meeting. Draft agenda is available for the both *Ad hoc* action and TF ABS. Meeting will be held around the date 14. – 15. June 2018.

Task force EU matters the question was raise weather the TF should remain TF or should be reorganized as the WG. Also it needs to be discussed what the establishment of the Reference centre would mean for the ERFP. There is also a lot of EU legislation going on which cannot be all followed by the TF. SC agreed that we should continue with the TF. We will also invite NC from France and Jan Henrik Schneider from Germany to deal with the issue of the reference centre and invite them to the to the next *Ad hoc* action meeting in Bled.

Task force EU matters wish to have joint meeting in June with other WG/TF/*Ad hoc* action meetings. A new and precise timetable need to be prepared for all meetings in June.

Communication issues

EFABIS landing page – Secretariat explained the current situation. ERFP prepared the proposal related to the appearance, information's and photos on the EFABIS landing page and send it to FAO. FAO provide explanation for all NC, where describing the roadmap of moving EFABIS under the new technology. Letter was send by Secretariat to all NC. Plan is, that EFABIS will move under new technology in March or April.

ERFP Website – Secretariat explained that ERFP webpage is behind the planned schedule. The first draft of the web page is available at <http://pisarna.novisplet.com/erfp/>. Draft was send to all NCs for comments, but just a few comments were received. Secretariat is now collecting comments and preparing for the further work. The content from the old web site will be completely moved to the new site. The structure of the web site was already accepted last year in the General assembly. There is an urgent need to establish a small Communication group. Additional text for the new web site is needed. Who will provide additional/new text? Secretariat will take care of the technical issues but not prepare a new text. The plan for the future is to collect comments from NCs and send the comments to the company by the end of March.

SC agreed that new text is already there and can be collected by Secretariat. SC will afterwards take care of the final preparation of the text. Secretariat requested the SC members to review the structure of the web site and send suggestions.

AOB

EAAP prolong the deadline for abstracts till 7th March 2018. Secretariat will ask local organisations to reduce registration fee for the ERFP members for attending the one day Session organized by the EAAP WG AnGR.

Chair closed the meeting at 13.15.