

Minutes of the ERFP - Steering Committee meeting - 26th -27th March 2015, Ljubljana, Slovenia

Chair: Catherine Marguerat-König

Participants: Kristaq Kume, NC Albania; Elzbieta Martyniuk, NC Poland; Jeanne Bormann, NC Luxembourg; Sipke Joost Hiemstra, NC Netherlands; Nina Sæther, NC Norway; Mojca Simcic, Danijela Bojkovski, ERFP Secretariat

ERFP Steering Committee Meeting

Catherine Marguerat-König opened the meeting and welcomed the participants. Agenda was presented and explained why AOB was at the end of first meeting day. **As there have been no amendments, the agenda was approved.**

ERFP Budget

The Secretariat presented the financial report for 2014. Budget for the 2015 was already adopted at the Assembly meeting, Copenhagen. Budget for 2016 will be prepared for the next SC meeting, on the basis of budget development and costs. Budget proposal for 2016 will be presented to the Assembly in Balice near Krakow in August 2015. **The Steering Committee agreed with this suggestion. The amount of Country contributions was presented.**

Letters for country contributions for this year were sent out later than usual. Secretariat was not aware of the previous agreement when letter should be send out and didn't want to send it out without approval of the Chair, which was away until end of January. Secretariat granted that in the future country contribution letter will be prepared in the end of December and sent out in January to all NCs. **The SC agreed with this suggestion and if countries want to receive letter before January, they should contact the Secretariat.** If there are any change in the address, or if there is a need for a special formulation in the letter, NC should contact the Secretariat as well.

SC members agreed to informally communicate with the countries, which are not paying the country contribution (Catherine – Austria, Turkey, Jeanne – Belgium, Ela – Russian federation, Kristaq – Cyprus, Secretariat – Croatia, Bosnia, Montenegro).

Information to be presented for the Assembly meeting ERFP: Table Budget development 2013 / 2014: delete "Total for" General Expenses: be presented in table form with three columns; ERFP Projects sub-account/list: Introduce title "Projects", introduce column period; delete column expenses 2014 and delete projects which appear twice. At table Budget proposal 2015; change to 2016, delete column 2013, show column accepted 2015 and column spent 2015 and column budget proposal for 2016.

ERFP Account Progress

The current situation regarding the progress of negotiations with EAAP concerning the ERFP account holding has been explained. Many open points were agreed last year, responsible account person appointed, Codice Fiscale obtained, and meeting with the bank representative agreed in January during the CGRFA. End 2015 EAAP hired an Auditing Company which has now strong objections for opening the account for ERFP under EAAP. Different solutions were proposed and developed together with Auditing Company. All three options were presented to the SC members and they agreed that Option 1 is most possible solution.

Option 1 is - EAAP opens a new account that will host the ERFP reserves. We will continue to operate as we have done so far, but ERFP Secretariat will prepare directly the bank transactions and we will immediately receive all bank documents. ERFP reserves will be fenced and we will have more direct control and transparency on our money situation. The final signature on all transactions will remain in EAAP office (Rebecca) but the only action EAAP will do is to control, that everything is correct and give/press the "green light" to our operations.

The question is what would be different in terms of work load? The Secretariat would do everything and EAAP would just press the green button? We assume than the EAAP workload would be lower in that case probably the amount of money which we pay to EAAP for account holding is too high. The SC agreed, that they would ask in other countries how much would it cost elsewhere.

The letter will be prepared by the Secretariat for EAAP, that SC decided for the Option 1 and ask them for an offer. Regarding this we would like to know, what is included in Option 1, regarding the workload, payment for the account holding etc.

Clarification of the ERFP Rules for Reimbursement of Costs

ERFP Rules for Reimbursement of Costs have been presented a dilemma of the Reimbursement for the payment of the meals. Secretariat has questions regarding the payments of one meal and inclusion/exclusion of alcoholic drinks. For Secretariat it was not clear determined, if meals are paid in every meeting, for the working groups and task forces as well? Does the organiser has to submit request for payment of the meals to the Secretariat and it has to get approval from the SC? If yes, then it should be written down. And second dilemma was what does meal includes? Are drinks or/and alcohol justified costs?

The Steering Committee agreed to correct the document. Meals can be paid without approval of the SC for the Assembly, Steering Committee, Working Groups, Task Forces and Ad hoc actions. But all expenses need the approval by the Chairs of Project Coordinators within the agreed budget. For ERFP meetings one meal per meeting day can be reimbursed. One meeting day means whole day meeting or meeting from noon to noon. The alcoholics' drinks are not acceptable costs.

SC agreed, that upper limit should be specified for the payment of meal, therefore max. 25 € spent on meals per full meeting day/per person) (excluding alcoholic drinks) can be supported.

The corrected version will be presented to the Assembly in Balice for discussion and approval.

Proposal for small amendments of ToR

ToR was not updated and there are few changes, which are not reflected in the ToR uploaded at the ERFP website. 4. ERFP activities. Last sentence to be added is: Annex 1 shows the structure of the activities. 4.1 Delete lines "for information..." In **4.2 Task Forces** and Annex 1 of the ToR, Task force Risk status and indicators is written as an active however it was closed at the Assembly in Copenhagen. The new TF Collaboration with EU is not reflected in the ToR. 4.3, 4.4 and 5: agreed changes will be introduced.

The Steering Committee agreed to correct the document. Inactive TF will be deleted from the ToR and replaced with the new one - Collaboration with EU. For the future work and corrections, active WG, TF, Ad hoc actions will be deleted from main part of the ToR and reflected in the Annex 1 - Organisational Structure of ERFP, and it can be easily changed without waiting on the next assembly.

Secretariat also presented the text in the ToR regarding the publishing the ERFP newsletter approximately twice a year. The last newsletter was published in 2012 and Secretariat would appreciate suggestions and would like to know, if there are any intentions to do that in the future. The Steering Committee agreed that newsletter can be published by the Secretariat when required, based on contributions of NCs and Chairs of the ERFP bodies.

Annex 4 - Procedure for *Ad hoc* actions was corrected and the corrected version will be presented to the Assembly in Balice for discussion and approval. At the GA, rules should be presented to all NC and Invite them to participate in Ad hoc action. Application should be send to the Secretariat until January 2016 (deciding: SC March).

Composition of the ERFP Steering Committee

The current situation has been explained. According to the ERFP Terms of Reference, the term of office of Elzbieta Martyniuk, representative of East region and Nina Saether, representative of North region will end in 2015. New members for the SC were proposed by present members. For the East region new member suggested would be Jan Tomka and for the North region Eva-Marie Stålhammar. The Secretariat would expect their acceptance by the mid-April and CV one month before the Assembly. The ERFP Secretariat will check when the letter for nomination of members for the SC members was sent to all NC in the past.

Election of Chair, procedure for proposal at GA 2015

The current situation has been explained. The chair is elected by the Assembly for a 3-years term with the possibility of re-election for another 3 years. According to the ERFP ToR, the term of office for Chair Catherine Marguerat-König will end in 2015. Members of the SC suggested the current Chair for the re-election; however she will be out of the office before finishing another term. Another proposal was Elzbieta Martyniuk, but she refused the position. Sipke-Joost Hiemstra was agreed to be good candidate and he will give the final answer until end of April. He would have to stand out from the EAAP WG, Ex Situ WG and many other obligations.

ERFP Assembly Meeting 2015 in Balice, Poland

Elzbieta Martyniuk, NC of Poland will take over the **necessary arrangements** (hotel, technical visit, other) for the GA, 2015. She proposes the one day meeting and another day for the technical tour to the Regional show. Bus will be organized and it takes 2.5 hours to reach the Regional show. Secretariat will send out the Invitation letters to all NCs, which will be prepared together with Elzbieta Martyniuk. The Registration for the Hotel should be done by the end of April.

The SC meeting will start on Friday; 28.8.2015 in the morning and SC arrival is one day before.

The Secretariat had prepared a draft agenda for the Assembly Meeting 2015 in Poland. This draft has been revised by the Steering Committee. **Draft Agenda was completely restructured and the revised version should be sent out to members of the SC.** Invitation for the GA should be sent out early and Registration should be done by the end of May.

AOB

The meeting of the first day was closed by Catherine Marguerat-König at 19:00.

Review of the ERFP activities in 2015

The current situation regarding the Planned Activities of the ERFP was presented. This year planned activities are SC meeting, Joined meeting of the WG Ex Situ, Documentation and Information, ABS, Ad hoc action in May, Assembly meeting. Are we planning any other workshop or other project meetings? Since ERFP will no longer launch a call for Action, how are we going to encourage the NC to participate in Ad hoc Action? TF Risk factors and Indicators were closed in the Copenhagen, 2014. At the Assembly meeting it was said, that complete version of the Final report will be distributed among NCs as soon as possible. The Final report was not sent out.

Project Development of models assessing breed risk status - at the Assembly meeting it was said, that Final Report will be sent until end of the 2014. We didn't receive any report.

The Steering Committee agreed that letter/reminder has to be sent to the Chairs of the TF and Project coordinator for sending the final report to the Secretariat. At the GA it will be necessary to introduce and explain what the Ad hoc Action are or could be.

Proposal for the Ad-hoc action: Revision of the Draft "The second report on the State of the World's Animal Genetic Resources for Food and Agriculture"

The Proposal for the above mentioned Ad-hoc action was presented by N. Sæther. The main goal is to provide inputs to the FAO secretariat on the Draft Second Report on the State of the World's AnGR. The group of seven members were proposed for the Ad hoc action and revision of the Report. The email will be sent to the suggested group members with the proposal to participate in the Ad hoc action.

Further proceeding regarding the European Genebank Network for AnGR (EUGENA)

Sipke-Joost Hiemstra gave an overview of the current situation and the further needed steps for the establishment of the European Genebank Network for AnGR (EUGENA). ToR was accepted at the GA, and Letter of agreement needs consultation with the members of the Ex Situ WG. A further workshop for the establishment of EUGENA is planned as a joint meeting of the WG on *Ex situ* conservation, Information and Documentation, TF ABS, Ad hoc action. The meeting shall take place end of May in Ljubljana. Priorities of the meeting are: Letter of agreement, ToR for EUGENA, Memorandum of understanding, Web-page developed and proposal for further activities discussed.

Task Force "Collaboration with EU"

Jeanne Bormann gave a presentation of the work of the group "Collaboration with EU". The Task Force group had three kick-off meetings. The document is prepared and needs an approval. The proposed title of the documents is "ERFP collaboration with EU". The Steering Committee gave the approval for continuing the work of the Task force. Within the documents the word "lobby" should be avoided and replaced by "collaboration". The document will be circulated to all NCs and they are asked to comment until the end of May. Short summary can be presented at the Intranet page of the ERFP. The final document will be presented to the Assembly in Balice for discussion and approval. After the GA in Poland TF will define the next steps and further work, current members will be asked for their willingness to collaborate in the future. Steering committee agreed with the procedure.

The meeting was closed by Catherine Marguerat-König at 12:40 for the lunch. Chairs of the WG, TF and Ad hoc action continued after lunch with the preparation of the Provisional Agenda for the meeting in May and finished their work at the 16:30.