

## Minutes of the ERFP - Steering Committee meeting - 28<sup>th</sup> August 2015 in Balice near Krakow, Poland

**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, Drago Kompan - ERFP Secretariat

### ERFP Steering Committee Meeting

Catherine Marguerat-König opened the meeting and welcomed the participants. Agenda was presented. **As there have been no amendments, the agenda was approved.**

### ERFP Budget

The Secretariat presented the "Financial report for 2014" and first half of the 2015. Additional **Country contributions** from two countries were paid in the last week before SC meeting in Balice (Germany, Czech Republic). Secretariat includes them in the "Financial report" presentation for the General Assembly (GA). Few countries promised that payment is in the process (France, Poland and UK). Sipke Joost Hiemstra will talk with the representatives of the Spain and other countries which have not paid yet until the GA. Catherine Marguerat-König will talk with the representatives of Italy.

**Expenses** table was presented to the members of the SC. Members of the SC proposed another title for the Expenses table: "ERFP Financial situation". Organizing the joint Workshop for all WG, TF and *Ad hoc* action considerably decreased the amount of budget spent. In the table Financial Situation another column was added, presenting the estimated costs until the end of the year.

**The expenses for the GA** in 2015 will be rather low. The hosting country Poland will not charge ERFP for GA. Other expenses and contributions will remain the same as in the last year.

**Proposals for the *Ad hoc* actions:** ERFP will reimburse printing costs only, if they are included in the agreed proposal. General rule is that all reports are published on the ERFP Website in the pdf format. Printing of hard copies should be clearly justified and should be a part of the proposal. SC will decide about importance of printing hard copies when discussing about *Ad hoc* proposal. Similar rules apply for the General Assembly and other ERFP meetings – working documents should be sent beforehand to the participants by email. Participants print documents themselves.

Secretariat presented budget proposal for 2016. For the GA the allocated budget will be similar to Copenhagen – Belfast will be more expensive than Balice. All the other budget lines remain the same. **The Steering Committee agreed with the presented budget for 2016.**

### ERFP Progress report

The Secretariat presented the "Progress report for the 2015". Work and meetings of the SC and WG, TF and *Ad hoc* actions were presented. Progress report was accepted by the **Steering Committee** with minor amendments.

### ERFP Country Contribution letter

Secretariat presented future changes within the "Country contribution letter", in the part of "Account holder". ERFP will in 2016 operate with the new account; therefore Account number will be changed as well as IBAN. Name and Signature of the Steering Committee Chair will be replaced with the new elected Chair. **The Steering Committee agreed that** draft letter will be sent out by the end of November. NCs can report to the Secretariat if any special country specific changes in the letter are needed. Also on a special demand the letter can be sent out already in December. Regular practice is to send out country contribution letter in January.

## ERFP Account Progress

The current situation regarding the progress of negotiations with EAAP concerning the ERFP account holding has been explained. After few letters and interventions EAAP finally opened the new account and send all the information regarding the account details and draft of the new contract just before the SC and GA meeting.

Account details were presented to the Steering Committee as well as new contract and the main differences in the procedures regarding the finance management.

Account details are:

- EAAP remains account holder
- EAAP and ERFP accounts are opened in the same bank, but two separated accounts
- ERFP will have electronic access – transparency will be increased
- New account will cost approx. 700€, to be paid by the ERFP
- ERFP annual payment to EAAP remain the same – 5.000€
- Interest rates - 0.01%
- Monthly report from the ERFP to EAAP regarding all the transactions
- All originals for reimbursement will be send first to the Secretariat – secretariat will check all the originals, prepare the transaction and notify EAAP when authorization of payment is needed
- All originals will be collected and checked by the Secretariat and sent every two-three months to Rome

According to all received documents SC assumed that the EAAP workload would be lower. ERFP chair and Secretariat have meeting with EAAP on Monday, 31<sup>st</sup> August and will try to decrease the annual payment to EAAP for account holding and clarify the procedures (who is doing what etc.....). **The Steering Committee agreed** that ERFP try to negotiate lower account holding fee in the meeting.

## Clarification of the ERFP Rules for Reimbursement of Costs

ERFP Rules for Reimbursement of Costs have been presented. **The Steering Committee** made few changes already in the last meeting in Ljubljana (payment of the meals). Those changes will be presented to the GA. Secretariat presented the cases where travel costs for the attending the WG, TF meetings were unusually high. **The Steering Committee agreed** that travel costs for WG, TF, *Ad hoc* meetings and General assembly cannot exceed 850 € per person per meeting. If the meeting will be organized at a location where travel costs are higher, the Steering Committee will decide case by case.

Sentence of clarification was added in “Further expenses for travel by private car / rental car”. If participants are travelling with the private car, the **total costs** including tolls, should not exceed the equivalent estimation of an economy class return air/railway ticket.

**The corrected version will be presented to the General Assembly for discussion and approval.**

## Proposal for small amendments of ToR

**The Steering Committee** made amendments of the ToR's at the last meeting in Ljubljana. Procedure for *Ad hoc* actions was amended after the meeting and agreed between SC members by email.

**The corrected version will be presented to the General Assembly for discussion and approval.**

## Elections

The current situation has been explained. According to the ERFP ToR the term of office for Catherine Marguerat-König, CHAIR; Nina Sæther (SC) and Elzbieta Martyniuk (SC) will end at the Assembly Meeting 2015 in Balice. Secretariat received proposals for the members in the SC for the East and North Regions and for the CHAIR. All nominated members accepted the nomination and provided the CV to the Secretariat:

- Proposal for the Chair – Sipke Joost Hiemstra (The Netherlands)
- Proposal for the North Region is Eva-Marie Stålhammar (Sweden)
- Proposal for the East Region is Jan Tomka (Slovakia)
- If the Chair 2015 – 2018 will be Sipke Joost Hiemstra:
  - Proposal for the West Region is Beate Berger (Austria)

The Steering Committee agreed that outgoing Chair will manage the GA until closing.

Steering Committee accepted their nomination and candidates will be presented to the GA.

### Proposal for the Ad-hoc action

Secretariat received two proposals for the *Ad hoc* action:

- EUGENA Web portal design
- Socio-economic and environmental parameters and their applicability into tool to evaluate risks and trends

*Ad hoc* action EUGENA Web portal design was proposed and introduced by Sipke Joost Hiemstra. The Steering Committee agreed with the budget and content of the proposal.

*Ad hoc* action Socio-economic and environmental parameters was proposed by Christina Ligda and presented by the Chair. The Steering Committee agreed that proposal can be accepted but more clarification what are other costs is needed.

### Further proceeding regarding EUGENA

Sipke Joost Hiemstra gave an overview of the current situation and the further steps needed for the establishment of the European Genebank Network for AnGR (EUGENA). Draft version of the MoU was sent after workshop in Ljubljana, just before holidays. Comments were received from Spain and later on from Germany. Draft is almost finalized, few legal “wording” still has to be agreed and changed. Sipke Joost Hiemstra proposed that after GA, amended document should be sent to the NC to have enough time to check within their countries. MoU should be agreed within two months. The Steering Committee agreed with the procedure.

### Report of the TF on ABS

Members of the TF suggested at the last meeting in May, to publish a paper based on the submission to FAO on ABS – AnGR. The group will try to find a journal (with impact factor), willing to publish the paper. Proposed journal is Animal Frontiers; as they are publishing topics that are new. Elzbieta Martyniuk will talk to EAAP (Rosati) if they would accept an opinion paper. She proposed that draft paper will be prepared by the end of the year.

### Further proceeding regarding the TF on “Collaboration with EU”

Jeanne Bormann gave a presentation of the work of the group “Collaboration with EU”. She clarified that all members of the WG wants to further collaborate in the future work of the TF. The Task Force group had three kick-off meetings. She presented the final report and gave suggestions in the end. Report will be presented to the GA. The Steering Committee agreed with the content of the report and proposals for follow-up.

### Various

Proposal for the Ad hoc action 2016 – Preparation for the ITWG-AnGR (July 2017), where two important issues will be discussed: Global Plan of Action and ABS. It would be good, that ERFP Member countries are well prepared beforehand. Workshop could be organized jointly again with another Working Group or Task Force meeting, shortly after FAO has published working materials.

### **Bilateral meeting of the ERFP SC and FAO**

Roswitha Baumung gave a short presentation of process finalizing the Second State of the World report on AnGR. Comments received from the ERFP were included in the report. By the end of the year the full report will be available on the CD and brief leaflets and brochures will be printed. Material will be mailed to all NCs and they will be asked how many copies they need.

Option paper will be prepared on the possible review of the GPA. E-consultation will be organized involving the NCs.

**The Steering Committee** proposed FAO to develop questionnaires in future in a way which will enable NC to use the questionnaires for their government as well.

Status and development of DAD-IS was presented by Roswitha Baumung. DAD-IS has been relying on project funds for many years which came to an end in January 2015. Further, the maintenance of DAD-IS was secured during the last years mainly thanks to the skills of one person, who left the organization in January 2015. Therefore the system cannot be maintained in this way any longer. FAO hired external experts to assess different alternatives for future DAD-IS maintenance and development. An option based on available in house expertise was recommended as the most sustainable one regarding financial resources and avoiding dependency on one person. Based on this assessment FAO, in collaboration with an external IT expert, developed a project proposal. For the project a phased approach was chosen to allow flexible refinement and reorientation as new requirements (e.g. requests from the Commission on Genetic Resources for Food and Agriculture) or technologies emerge. Roswitha presented the first phase of the planned project that includes a "needs' assessment" to involve the National Coordinators closely in the development of the new system. The discussion focused on the need to use new technologies or to invest in the current version/technology of DAD-IS and by which approach the developments can be made with low investments, ensuring long term sustainability and increasing the flexibility of the system. A matter that discussed also was the implications of such development for EFABIS and the National Nodes. Roswitha explained that EFABIS and the current version of DAD-IS will be maintained throughout the first phase of the project. National Coordinators will have the chance to test a prototype of the new system before further decisions are taken.

**The Steering Committee proposed and suggest to FAO not to relay on donors money.**

The meeting was closed by Catherine Marguerat-König at 18:00