

Minutes of the ERFP - Steering Committee meeting - 26th August 2016 in Belfast, UK

Chair: Sipke Joost Hiemstra

Participants: Beate Berger, NC Austria; Jeanne Bormann, NC Luxembourg; Eva-Marie Stalhammar, NC Sweden; Jan Tomka, NC Slovakia; Mojca Simcic, Danijela Bojkovski, ERFP Secretariat

ERFP Steering Committee Meeting

Sipke Joost Hiemstra opened the meeting and welcomed the participants. Agenda of the meeting was presented. As there were no amendments, the Agenda was approved.

ERFP Progress report

The Secretariat presented the "Progress report for the 2016". Work and meetings of the Secretariat, Steering Committee (SC), WG, TF and *Ad hoc* Actions were presented. Following the discussion in the previous SC meeting, SC decided to discuss this issue with other similar European Focal Points (ECPGR, EUFORGEN) and explore options for collaboration or join forces with similar Focal Points in an umbrella organization such as Bioversity international. ERFP Newsletter in the past stopped due to the lack of information and time. In the last seven months, Secretariat has sent out a few newsletters/emails in order to inform NCs about meetings, presentations, reports available also in the ERFP Website. It was suggested to include ERFP news also in the EAAP newsletter, through the Working Group AnGR of EAAP (chair Jesus Fernandez). Progress report was accepted by the Steering Committee with minor amendments.

ERFP Financial Report

The Secretariat presented the "Financial report for 2015" and the current financial situation (cut off 15th August, 2016). ERFP received a few additional Country contributions from the countries which have not paid in the previous years. The country contributions received so far are already higher than last year. However, we hope for some additional country contribution payments.

The expenses table was presented to the members of the SC. For the year 2016, the actual spent budget and the estimated costs until the end of the year 2016 were presented. Members of the SC proposed to add additional slide, where only the budget for the year 2015 will be presented (accepted and final budget).

The expenses for the GA in 2016 will be higher than last year. There are more participants and more Invited speakers which costs will be reimbursed. ERFP has to cover Social dinner expenses, while all other costs are covered by our hosting country UK.

Financial report was accepted by the Steering Committee with minor amendments.

ERFP Account

ERFP account was finally opened in August 2015 and Private deed was signed between ERFP and EAAP for 10 years. Unfortunately, we were not able to negotiate lower annual payment with the EAAP for keeping the account. At the end of November 2015, ERFP Secretariat was trained by the EAAP Accountant. Secretariat has an electronic access to the ERFP account and all transactions for the payment are prepared by the Secretariat. Budget and expenditures can be supervised in any time. Secretariat has to notify EAAP when the signature for payments is needed. All the originals are coming directly to head office of the Secretariat where checked and prepared for sending by post to EAAP office. At the end of the each month, the Secretariat has to prepare a monthly report, where all expenditures are entered into excel file and together with the collected originals and payment confirmations for each transaction send to the EAAP office in Rome. The result is an increase in the work of the Secretariat

ERFP Rules for Reimbursement of Costs

Secretariat is receiving more and more high Taxi expenses for the Reimbursement. A general rule is that Taxi expenses cannot be reimbursed. When taxi is used an explanatory statement should be made and approved only in justified cases. What is justified case? Coming too late at the airport? The Steering Committee made few changes in the Reimbursement Policy. Taxi can be reimbursed in justified cases up to max. amount of 30,00 € and Visa cost will be reimbursed additionally on demand.

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

Agenda for the General Assembly meeting

After the SC meeting in February 2016, the agenda was finalized in the beginning of August. For the second day of the GA meeting we have seven speakers and in the afternoon we will visit the farm. SC agreed that we should be careful about the time for presentations. SC agreed that decision for EFABIS moving for new FENIX technology should be made after the FAO presentation.

Overview of the Working groups, Task Forces and Ad hoc action related activities

Secretariat requested from the WG, TF and *Ad hoc* action groups to send us presentations and future activities in advance. That would enable us to plan the budget and overview the work and activities done.

Sipke Joost Hiemstra informed SC about activities of the WG *Ex Situ*. ERFP and FAO jointly organized Workshop in Gödöllő. The new Chair was elected at the meeting and they will have common presentation at the Assembly meeting tomorrow. He gave an overview of the current status of the MoU signatures. *Ad hoc* Action EUGENA Web portal design and IMAGE project has common or interconnected matters, therefore common meeting in October/November was proposed.

WG Doc Info presentation was sent by WG Chair previous day. Working group agreed to compose two smaller groups which will work on EFABIS European specificities and ERFP Website restructuring.

TF on ABS was active in the preparation of comments for the ABS Guidance documents for AnGR sector as well as the preparation of the position paper for the ITWG-AnGR in July, 2016. Members of the TF were actively engaged in the preparation of paper which will be published in the scientific journal.

Name of the TF on "Collaboration with EU" was changed to TF EU matters. Jeanne Bormann gave a presentation of the TF activities. They participate at the round table in the workshop organized as a part of the project: Preparatory action on EU plant and animal genetic resources. Round table addressed the Implementation of the Global Plans of Action (FAO): Which role for the EC? TF was also actively involved in the preparation of comments for the ABS Guidance documents for AnGR sector together with the TF ABS. Chair of the TF EU matters presented the prepared amendments for the ABS Guidance document at the Stakeholder meeting in Brussels.

Evaluation of joint meetings

Members of the SC consider joint meeting in Bled very successful. However, there was some overlapping of the meetings. Secretariat explained that everything was planned in advance and some members have already bought plane tickets, when we received proposal from FAO to present new development and mockup of DAD-IS. The secretariat has to rearrange all the meeting and that was the reason for the overlapping.

Organization of such meetings puts a lot of extra work on Secretariat. It has to be clear that Secretariat is not responsible for the organization of meetings, especially in the preparation of Agenda and the Topic for the meeting. The communication with members and NCs is under the responsibility of the Chair of WG. Secretariat can only provide administrative support to the meetings. Chairs of WG, TF or *Ad hoc* Action should inform Secretariat about planning and Agenda of the proposed meetings. Express of Interest for joint meetings has to be sent to the Secretariat by the end of this year, in order to plan joint meetings in advance.

Prior to the meeting, financial issues, topic for the discussion and Agenda has to be agreed with the SC and Secretariat.

Nomination procedures for WG members

Only countries (their representatives) which are members of the WGs are entitled for the Reimbursement of the costs for travelling to the meeting. When the invitation is sent out for the meetings, new countries (their representatives) cannot ask for the Reimbursements, but they can attend meetings on their own expenses.

A new member of the WG has to be proposed to the Secretariat and SC and later on presented at the Assembly meeting. After the Assembly meeting new nominated members will be included on the member list.

Proposal for the new Task Force "*In situ* conservation"

Sipke Joost Hiemstra presented proposal for the new ERFP Task Force "*In situ* conservation". SC agreed that a new Task Force should be established to develop detailed Objectives and a Work plan for a new permanent ERFP Working Group on *In situ* conservation and valorization of AnGR. The Task Force is expected to define and propose the role of ERFP in supporting the *in situ* conservation and valorisation of AnGR in Europe, and to identify priority activities for the new permanent Working Group. After the decision of the Assembly whether TF will be established, the National Coordinators will be requested to suggest/nominate potential members/experts and/or Chair of the Task Force (deadline 15th October 2016). SC approved establishment of the TF.

ERFP Communication matters

ERFP Chair presented the need for the more Intensive work with the available communication tools. For the year 2017 an important activity will be developing the EUGENA Web portal and logo. At the same time, there is a need for the restructuring the ERFP Website and make it more attractive for users (mobile friendly). Therefore, SC agreed to establish *Ad hoc* action group for developing roadmap and plan for Communication matters of ERFP (Website, Twitter, template letter and ppt, promotional material, etc...). Members of the *Ad hoc* Action group could be composed by already established group of WG Doc Info, previous ERFP Secretariat and current ERFP Secretariat (which will have leading role). Proposal for the new *Ad hoc* action group has to be prepared by the Secretariat and approved by the SC.

Activity Plan and budget proposal for the 2017

In 2017, the General Assembly meeting will be held in Tallinn (Estonia) and Secretariat is already in contact with the NC from Estonia. SC agreed that all *Ad hoc* Action proposals should be sent to the Secretariat by the end of the year 2016. SC will review proposals and approve them at the next SC meeting in February. Also, proposals for the joint meetings have to be sent to the Secretariat by the end of the year from Chairs of the WG, TF, and *Ad hoc* Actions. ERFP Secretariat will not take the initiative for organizing joint meetings; initiative has to come from the Chairs. They are also responsible for the preparation of meeting Agenda, working documents and presentations as well as communications with the members and NC's.

Secretariat presented budget proposal for the year 2017. For the GA the allocated budget will be similar to previous years. According to the activity plan new budget lines are added. The Steering Committee did minor changes to the budget and agreed to present it in the General Assembly.

Bilateral meeting of the ERFP SC and FAO

Roswitha Baumung gave a short presentation on the publication of the Second State of the World report on AnGR. Status and development of DAD-IS was presented by Roswitha Baumung, who 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 will be taken. Since all issues connected with the development of DAD-IS were already presented in Bled and Rome, now is

the time for ERFP to take the decision about moving to new technology or not. SC agreed that the decision has to be taken at General Assembly meeting the day after the Roswitha's presentation.

The meeting was closed by Sipke Joost Hiemstra at 17:15.