

Action points
Third annual meeting, Warsaw 2007

Blue text = taken over from previous Action point documents

Who?	What?
General	
All	<ul style="list-style-type: none"> • Contribute actively to the project, with some leadership from everyone, to bring the project back on track • Contribute actively to an open communication within the consortium • Read and follow given instructions, let JM immediately know occurring problems and questions with financial or other administrative forms • Use first and second report as examples when producing the third report • Answer questions and requests from the EU Commission with high priority • Let JM know if one does not have time to respond to a request within the set deadline, indicating a definite date as to when one would respond • Spend the budget • Tell JM when all of the previous payments have been spent, to get the next transfer (when available) • Check whether payment in spring 07 had been received • Come up with new/other ideas for ENSCONET II • Send JM information on conferences and conference participations to keep the “conference table” up to date • Keep e-forum entries short and simple
SL, DB, JP, SW, EE	<ul style="list-style-type: none"> • Encourage communication within and between the Activity Groups • Involve Activity Group members into certain project tasks more regularly
SL	<ul style="list-style-type: none"> • Send N2 Collecting protocol to Planta Europa and BGCI • Check dates of next annual meeting with David Bramwell
JM	<ul style="list-style-type: none"> • Update traffic light document every two months • Refer to ENSCONET as a key conservation body in Europe in the introduction of the ENSCONET II project proposal • Monitor the Green Week 2008 website for registration details • Be very direct in his emails • Produce a regularly updated list of deadlines (ideally including a hyperlink to the relevant documents) • Send first reminder a week before the original deadline
SW, SR	<ul style="list-style-type: none"> • Send N4 database schema to Bioversity International and BGCI
JM, GR	<ul style="list-style-type: none"> • Check implications of a Countdown 2010 membership, and report back to the Management team
CB, GR	<ul style="list-style-type: none"> • Invite external arbiters to attend Curation workshop
EHB	<ul style="list-style-type: none"> • Invite external arbiters to attend GIS workshop • Develop idea of ENSCONET presentation during IUCN Conference in Barcelona in 2008 further • Get N2 collection and N3 facility data from Spanish REDBAG member institutes ahead of their September meeting
AAP	<ul style="list-style-type: none"> • Get N2 collection and N3 facility data from Spanish REDBAG member institutes ahead of their September meeting
DA	<ul style="list-style-type: none"> • Write a news story about the annual meeting for the BGCI newsletter and website
JP	<ul style="list-style-type: none"> • Provide pictures for DA’s BGCI news story
MAML	<ul style="list-style-type: none"> • Send “Lisbon declaration” document to JM
DLG	<ul style="list-style-type: none"> • Update the following documents regularly on the intranet: Traffic light document, conference table, list of deadlines

N2

All	<ul style="list-style-type: none"> • Use personal contacts to obtain additional data for list of holdings from non-ENSCONET seed banks, contact seed banks in their countries (co-ordinated by bio-geographical group leaders) • Contact SL or JM for any questions/problems with bio-geographical groups • Contribute with phenology data to Appendix 1 of the Seed Collecting protocol • Further test the Seed Collecting protocol • If interested, register for GIS workshop Cordoba (deadline 31/07/2007)
Bio-geographical group leaders	<ul style="list-style-type: none"> • Lead and co-ordinate to contact seed banks in their regions and send out the N2 and N3 questionnaires, assemble the received data and forward them to SR (N3 data to JP)
JM	<ul style="list-style-type: none"> • Send out original list of botanic gardens to bio-geographical group leaders quickly
SR	<ul style="list-style-type: none"> • Format the received data of the N2 questionnaire • Make the format of the passport data form of the Seed Collecting protocol more user-friendly
SW	<ul style="list-style-type: none"> • Task 2.1: Liaise with DB/SL to avoid duplication of work • Get back to BGCI to ask about progress with European red data list
JB Cordoba, TCD, UPM, FUB-BGBM, FUL	<ul style="list-style-type: none"> • Send NS data for the Atlantic bio-geographical group
HBV, FUB-BGBM	<ul style="list-style-type: none"> • Send CB data for Alpine bio-geographical group urgently
CB	<ul style="list-style-type: none"> • Contact HBV, FUB-BGBM to discuss required data format • Discuss idea of an "Arctic-Alpine bio-geographical group" with HUBG and NHMOSLO • Summarise the outcomes of final discussions on the prioritisation criteria and send them out after the meeting
TS	<ul style="list-style-type: none"> • Check whether there are Romanian species to include in Black Sea priority list
BZBG, NBGB, PAV-UNI-CFA, HBV, BG-CBDC-PAS, IB-BAS	<ul style="list-style-type: none"> • Send ADS data for Continental bio-geographical group urgently
SL	<ul style="list-style-type: none"> • Send data from RBGK's Greek and Cypriot collections to CF • Inform with a letter people outside the network when Seed Collecting protocol is available
GB	<ul style="list-style-type: none"> • Compare the French/Italian list with list of holdings of the Italian seed banks
JB Cordoba	<ul style="list-style-type: none"> • Send comments on the passport data form of the Seed Collecting protocol within the next 2 weeks
RBGK, TCD, UPM	<ul style="list-style-type: none"> • Tidy up format of the passport data form
DB	<ul style="list-style-type: none"> • Write a summary of the ENSCONET list of holdings database for the BGCI newsletter • Co-ordinate certain task closely with N3
Alicia Roca	<ul style="list-style-type: none"> • Include a column "original taxon name" into the N2 list of holdings database

N3

All	<ul style="list-style-type: none"> • If interested, register for Curation workshop Pavia (deadline 05/07/2007) • Tell CB if interested in presenting a topic during the Curation workshop • Send information on training needs to AO (Task 3.2) • Send data on facility sharing, exchange visits (including outside the network) and expertise on seed bank design to AO (Task 3.4) • Check (and correct/amend where necessary) "research & skills needed versus available" table
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	<ul style="list-style-type: none"> • Send complete germination data to SL as soon as possible, where available • Inform JP about any changes in the staff directory
JP	<ul style="list-style-type: none"> • Prepare traffic light documents for Task 2.2 and Task 3.4 with non-responders in red • Summarise data of N3 questionnaire and pinpoint potential weaknesses • Co-ordinate certain task closely with N2 • Write a summary about the partners' visits to institutes outside the network
AO	<ul style="list-style-type: none"> • Record data on training needs
NKUA, BZBG, MAICH, TCD, JB Soller	<ul style="list-style-type: none"> • Task 2.2: Send JP/AO response
Michael Kiehn	<ul style="list-style-type: none"> • Send out N3 questionnaire to certain national co-ordinators within the European BG consortium • Send AO information on CITES regulations in writing
DLG	<ul style="list-style-type: none"> • Put the document on international curation/genebank standards on the N3 intranet

N4

All	<ul style="list-style-type: none"> • Adopt new data standards • Send SR data for database (very final deadline 30/09/07) • Consider donations for extra disc space and software at MAICH
N4 members	<ul style="list-style-type: none"> • Look at practicalities on how to implement a distribution system
SW, SR	<ul style="list-style-type: none"> • Establish link to EUNIS and its Map Tool • Develop suggestions for a distribution system, and organise an e-forum within the next 9 months
SR	<ul style="list-style-type: none"> • Send test password/login to those institutes that have provided data

N5

All	<ul style="list-style-type: none"> • Contribute to the virtual tour, comment on the texts (very final deadline September 07) • Check the ENSCONET website regularly and download relevant documents directly from the intranet • Distribute Second Annual Bulletin to key contacts • Consider articles for Third Annual Bulletin and send suggestions to DLG, think already about articles for the fourth issue • Distribute bookmark together among target groups, e.g. during conferences
UVEG	<ul style="list-style-type: none"> • Set articles of Third Annual Bulletin
DLG	<ul style="list-style-type: none"> • Send out guidelines for authors of the Third Annual Bulletin • Register domain name ensconet.org, and establish link from .org to .eu
RBGK, UVEG	<ul style="list-style-type: none"> • Edit texts of the virtual tour, finalise it by mid 2008
SL	<ul style="list-style-type: none"> • Check EE's introductory text for the virtual tour
SL, JM	<ul style="list-style-type: none"> • Find author for the lead article of the Fourth Annual Bulletin
PAV-UNI-CFA, Pisa Botanic Garden, MTSN	<ul style="list-style-type: none"> • Liaise with DLG to arrange shipping of required number of copies of Second Annual Bulletin
MK	<ul style="list-style-type: none"> • Send out copies of non-represented countries via the co-ordinators of the European BG consortium
e-forum moderators	<ul style="list-style-type: none"> • Stimulate discussions in the open area of the e-forum

JM, 24/07/07