Proposed three year Work Plan (May 2018 - April 2021)

The *CETAF Collections Group*

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***Coordination team:***

TBD: about 5 group members

Contact:

Dr. Christiane Quaisser, Museum für Naturkunde, Invalidenstrasse 43, 10115 Berlin, Germany; christiane.quaisser@mfn.berlin; +49 (0)30 889140 8377

***Participants***:

All CETAF members are invited to join the *CETAF Collections Group* (*CCG*) and/or subscribe to the mailing list via xxxxx.

* Members of the *CCG* are CETAF institutions represented (at the group meetings) by their heads of collections or staff members with mandate from their institution. Sub/task groups on specific questions will include additional colleagues with expertise in the concerning field.
* All staff of CETAF member institutions, especially collection managers of all management levels, are invited to subscribe to the mailing list and use the community space provided by the CETAF website to enable a quick and broad exchange of information

***Work plan***

The work of the *CETAF Collections Group* contributes to the CETAF strategic goals. The strategic framework (mission, vision, central aims) of the *CCG* is set out in the *CCG Terms of References*. To identify urgent issues and priorities from CETAF members a questionnaire was conducted in January 2018. It revealed four priority areas: training, expertise and staff development, laws and regulations, storage and buildings, digitization: backlog and keeping track. As an overarching theme exchange and sharing of information was identified. The results from the questionnaire served as basis for the development of the work plan, completed by aspects from the *CCG Terms of References*.

Time line

This work plan will cover the period from May 2018 to April 2021.

Goals and outcomes

The time will be used to work towards following goals:

* Create structures and mechanisms to improve exchange and share of information on collection management and especially on the priority areas with different communities: i) within the *CCG*, ii) within CETAF and its working groups, iii) with similar organisations all over the world (institutions, societies such as SPNHC, etc.), and IV) with the public
* Facilitate implementation of ABS regulations and other international laws and regulations in CETAF institutions in collaboration with the CETAF Legislation and Regulations Group (L&R)
* Identify areas and mechanisms for collection management training and staff development in collaboration with the Training and e-Learning Group
* Work towards a common understanding in collections strategies and common principles in collections management

*CCG* Services will include:

* Centralisation of information under CETAF and provision through the website for a broad audience
* Capacity building for collection management (CETAF website and multi-language approach)
* Adoption of orphaned products arising from CETAF projects
* Preparation of reference documents

Activities or tasks to be undertaken and responsibilities

To reach the goals following activities and tasks will be undertaken (preliminary coordinators in brackets, open to everybody):

Create structures and mechanisms to improve exchange and share of information

* 2018: Creation of a groups space, enabling storing and sharing documents and information on different access levels (Ana Casino, Patrick Semal)
* 2018: Collation and uploading of orphaned collections management / assessment tools, e.g. Synthesys (Clare Valentine), European Collection Management Forum (Eu-CoM; Didier van den Spiegel)
* 2018-2021: Collation and uploading of resources from activities and priority areas (all)

Share and exchange information on storage and buildings (Luc Willemse, Alan Paton, Christiane Quaisser Elspeth Haston)

* 2019: Review of available resources, connection with expert groups in this field, e.g. STASH ([www.stashc.com](http://www.stashc.com)), SPNHC
* 2020: Workshop on buildings & storage to exchange information and share experiences with collections space planning, construction work, collections move, balancing risks and developing creative solutions

Join forces, share and exchange information on digitization (Elspeth Haston, Naturalis):

* 2018: Link up with other initiatives and groups active in this field to exchange and share information and streamline activities
* 2019: Joint meeting of ISTC, DWG, ICEDIG, and CCG around the DWG meeting in Vienna, February 2019 to review strategies and priorities, summary report

Join forces with organisations aiming at similar goals, strengthen collaboration with SPNHC:

* 2018: Finalisation of the MoU with SPNHC (Ana Casino) with input from the *CCG*
* 2020: SPNHC conference in Edinburgh 2020 as opportunity for joint events, e.g. workshops, symposia (Elspeth Haston)

Implementation of international laws and regulations (Alan Paton, RBGE):

* 2020: Identification of bottle necks and problems with the implementation of the Nagoya protocol/ABS regulations/CETAF Code of Conduct in collaboration with the R&L Group
* 2021: Development of FAQ’s to help users to tackle the most common problems

Areas and mechanisms for collection management training and staff development (Naturalis, MfN):

* 2019: Recovery of data and information from previous projects and surveys, e.g. EUColComp and in exchange with the Training & e-Learning Group
* 2019: Gap analysis on training needs and opportunities with regard to collection management
* 2020: Joint meeting with Training & e-Learning Group to explore sustainable ways and integration of collection management training in the CETAF community

Common understanding of collections strategies and development of common principles (Alan Paton, Hossein Rajaei, Christiane Quaisser):

* 2020: Review of collections strategies and policies, analysis with regard to commonalities and differences, summary report
* 2021: Development of common principles for collections acquisition and deaccessioning

Cost estimates and source of financing (if necessary)

*CCG* members are expected to commit a certain amount of staff-time to enable the realization of *CCG* activities and tasks. They are also expected to commit to travelling and hotel costs for the yearly general meeting and – if necessary – ad hoc meetings related to certain tasks. Costs for conducting physical meetings will be covered by the institution hosting the meeting.

Commitment to *CCG* activities allows involvement in decision-taking processes and support from the *CCG* community in tackling common challenges.

Evaluation and presentation of progress

The coordination team will keep track of the progress of all activities. An annual CCG meeting will serve as the forum to present and evaluate the progress of the CCG work. In order to be cost-efficient the group aims at linking the annual meeting to other meetings involving the same group of people, most prominent the CETAF General Assembly in autumn.

CETAF members will regularly be informed about the process at all CETAF General Meetings.

Community space will be used to provide and share information on all four levels (within the group, within CETAF, with partners, with general public).