



Call for the organisation of

Regional Meetings for Node Managers 2012

Deadline for Submissions:

16th April 2012 (applications will be processed as they are received)

Main Contact:

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1. Introduction

The GBIF Nodes Committee has, since 2008, promoted regional level activities as a way to empower Node Managers to participate more actively in GBIF. Two rounds of regional Nodes meetings have been held in 2008 and 2010 that have proven an effective setting for identifying common needs, priorities and opportunities, based on existing regional collaboration processes.

At the 18th meeting of the GBIF Governing Board in Buenos Aires in 2011, an addendum to the terms of reference for the GBIF Participant Node Managers Committee was approved, formally establishing the Nodes Steering Group (NSG) as a governance body in GBIF. The NSG consists of the Chair and Vice-Chairs of the GBIF Participant Node Managers Committee, and regional representatives from each of the six regions (Africa, Asia, Europe, Latin America, North America and Oceania). This decision also implies that there will be a two-year cycle for Nodes Committee meetings, with global meetings and regional meetings held in alternating years. Following the global Nodes meeting held in 2011, the GBIF Secretariat is opening a call for partial support of the organisation of regional Nodes meetings in 2012.

The regional Nodes meetings in 2012 are aimed at:

- ✓ Developing regional strategies and plans to advance the implementation of the 2012-2013 GBIF Work Programme.
- ✓ Developing regional strategies and plans to enhance cooperation between Nodes and the sense of ownership of GBIF within the region.
- ✓ Discussing the implementation by Nodes of the GBIF Work Programme in 2012-2013, and formulating suggestions on prioritizations of the different work areas for the 19th meeting of the GBIF Governing Board.
- ✓ Providing the mechanism for Nodes to share experiences, set priorities, and state their requirements and needs in a streamlined manner.
- ✓ Providing the mechanism to acquire detailed information on the status of each BIF within the region.

This call seeks to provide guidance and the opportunity to apply for partial financial support for the organisation of regional Nodes meetings.

2. Application Procedure and Conditions

- 2.1. The regional Nodes representatives are requested to start discussing potential dates, venues and hosts for their regional Nodes meetings with the Node Managers within each region as soon as possible. We recommend the use of the [GBIF Community Site](#) or email for the discussions.

- 2.2. Any GBIF Participant within a region (either voting or associate, country or international organisation) can nominate themselves to host the regional Nodes meeting. It is up to the regional Nodes representatives, in discussion with the GBIF Participants in the region, to select the host.
- 2.3. It is also the responsibility of the regional Nodes representative together with the Participant Nodes from each region to agree on the dates and venue for the regional Nodes meeting, based on the offer(s) from the hosting Node(s).
- 2.4. For the selection of the dates, it is recommended to take into account the [general calendar of GBIF activities](#). It is also recommended to plan all regional Nodes meetings **before the 1st of August 2012** in respect to possible reporting to the 19th meeting of the GBIF Governing Board 17-21 September 2012 (see point 2.13).
- 2.5. Once the host, dates, and venue for the regional Nodes meeting are agreed upon, the selected host is expected to prepare a draft budget and agenda (using the [application form](#)). Both drafts are to be discussed first with the regional Nodes representative within the region, and then through the regional Nodes representative with the GBIF Secretariat. When discussing the agenda with the GBIF Secretariat, please indicate whether the participation from [GBIF Secretariat staff](#) (other than the Senior Programme Officer for Participation) is required. This is fundamental for the Secretariat to respond and plan accordingly.
- 2.6. Please involve the [Nodes Steering Group](#) when discussing the regional Nodes meeting agenda.
- 2.7. It is expected that the host of the regional Nodes meeting will be in charge of preparing and submitting the application. However, please make sure that the application is prepared in close cooperation with the regional Nodes representative within the region, and that comments and suggestions from GBIF Participants from the region are incorporated before its submission to the GBIF Secretariat.
- 2.8. The GBIF Secretariat will process the applications as they are received. **The deadline for submitting final applications is 16 April 2012.**
- 2.9. The GBIF Secretariat might get back to the applicants with comments, suggestions or requests for clarification regarding the applications. Once all the questions and issues from an application are properly addressed (specifically concerning budget, timelines, and outputs), the Secretariat will issue a grant letter to the host of the regional Nodes meeting (acting on behalf of all Node Managers from that region). The grant letter is the mechanism used to transfer the funds from the GBIF Secretariat to the region via the host of the regional Nodes meeting. If the funds are to be received by a different Participant Node than the organiser of the regional Nodes meeting, then such information should be explicitly provided in the application form (see details on financial support below).
- 2.10. All grant letters should be agreed and signed **before 21st May 2012**.
- 2.11. The organisation of the regional Nodes meeting is to be completely led by the Node Managers from each region. No support can be offered by the GBIF Secretariat concerning the organisation / logistics for these meetings, apart from providing general advice regarding the agenda, participant lists, etc.
- 2.12. **The deadline for submitting the reports of the regional Nodes meeting by the regional Nodes representative is 1st of August 2012.** This will allow the Nodes Steering Group to review, collate, and

decide on the most relevant parts of the regional reports to be included in the Nodes Committee report for the 19th meeting of the GBIF Governing Board 17-21 September 2012.

- 2.13. Please use the [report template](#) for the preparation and presentation of the regional Nodes meeting report. Queries about the preparation of the report or the use of this template can be address to nodes@gbif.org.

3. Financial support

Within the GBIF Work Programme 2012-2013 there is a **maximum of EUR 90.000** for supporting the organisation of six regional meetings in 2012.

Based on EUR 90.000 there is in principle a **maximum amount of EUR 15.000 available to support each Regional Nodes meeting**. Considering the limited budget available, regions are requested to seek matching funds and to consider applying for less than the full EUR 15.000 when other sources are available. Any unused funds will be reallocated to other priority activities to support the Nodes, including the regional meetings of other regions. If EUR 15.000 are not sufficient for organising a regional meeting and no other sources of funding are available, Nodes are requested to contact the Chair and Vice Chairs of the Nodes Committee and the GBIF Secretariat to discuss alternative solutions (nodes@gbif.org).

Once an application for the organisation of a regional Nodes meeting has been evaluated and approved, the funding will be disbursed as a single instalment within 10 working days of the signature of a grant letter with the regional Nodes meeting host. **The maximum overhead to be charged to the granted GBIF funds is 10%.**

| Expenses eligible to be covered with these funds are: | Expenses not eligible to be covered by funds from this call include: |
|---|--|
| Travel expenses for one representative per GBIF Participant (the Node Manager or someone nominated to represent them) to attend the regional Nodes meeting. This includes economy class air tickets , accommodation and meals (for the duration of the meeting), and local transportation | Travel expenses of GBIF Secretariat Staff (these will be covered directly by the GBIF Secretariat) |
| Venue costs (e.g., hiring of meeting room, hiring of equipment) | Consultancies or staff related costs |
| Refreshments, lunches and hosted meals (maximum one hosted dinner per regional meeting) | Hardware and software |
| Printed documents and materials | Anything not directly related to the organisation / holding of the regional workshop |
| Organisation costs (as overhead, maximum 10% of total costs) | |

4. Reporting

During the regional Nodes meeting the host is responsible for ensuring the notes and action points are recorded for all sessions of the regional Nodes meeting. Reports from the regional Nodes meeting should be submitted by the regional Nodes representative to the GBIF Secretariat and the Nodes Committee Executive no later than 1st of August 2012. Please use the [report template](#) when preparing the report. This will allow the Nodes Steering Group to review, collate, and decide on the most relevant parts of the regional reports to be included in the Nodes Committee report for the 19th meeting of the GBIF Governing Board 17-21 September 2012.

5. Timelines

The table below provides an overview to the key deadlines and milestones in relation to this call:

| Activity / Milestone | Dates |
|--|--------------------|
| • Call for regional Nodes meetings issued | 6 March 2012 |
| • Deadline for submitting applications | 16 April 2012 |
| • Grant letters agreed and signed | before 21 May 2012 |
| • Deadline for submitting the reports from the regional Nodes meetings | 1 August 2012 |

6. Annex 1. List of Participant Node Managers by region

6.1. Africa

| GBIF Participant | Node Manager | Email address |
|---|---------------------------------|--|
| Benin | Jean Cossi Ganglo | ganglocj@gmail.com |
| Burkina Faso | Louis Blanc Traoré | lbtraore@yahoo.fr |
| Cameroon | Gaston Achoundong | gachoundong@yahoo.fr |
| Central African Republic | Denis Beina | d_beina@yahoo.fr |
| Congo | Emile Kami | emilekami@yahoo.fr |
| Equatorial Guinea | Jose Nguema Oyana | mavian1960@hotmail.com |
| Ghana | Alex Asase | aasase@ug.edu.gh |
| Guinea | Saidou Doumbouya | doumbouyasaidou@yahoo.fr |
| Kenya | Francis Oguya | foguya@gmail.com |
| Madagascar | Jaona Ranaivo | ranaivo_jaona@yahoo.fr |
| Mauritania | Baba Anina Ould Moulaye Mohamed | ainina_3@hotmail.com |
| Morocco | Said Belcadi | cnr@cnr.ac.ma |
| South Africa | Fatima Parker-Allie | F.Parker@sanbi.org.za |
| Tanzania | Hulda Gideon | hgideon@costech.or.tz |
| Togo | Pierre Raoufou Radji | pradji@msn.com |
| Uganda | Innocent Akampurira | iakampurira@gmail.com |
| ARCOS | Zachary Kimutai Maritim | kimutaimz@gmail.com |
| BioNET-INTERNATIONAL | Sarah Simons | s.simons@cabi.org |
| BioNet-SAFRINET | Mervyn Mansell | Mervyn.W.Mansell@aphis.usda.gov |
| EWT | Brenda Daly | brendad@ewt.org.za |
| ICIPE | Fabian Haas | fhaas@icipe.org |
| ICLEI - Local Governments for Sustainability | Russell Galt | russell.galt@iclei.org |
| Secrétariat Intérimaire du Volet Environnement du NEPAD (SINEPAD) | Not appointed | Not appointed |

6.2. Asia

| GBIF Participant | Node Manager | Email address |
|---|--------------------------|--|
| Japan | Motomi Ito | cmito@mail.ecc.u-tokyo.ac.jp |
| Korea, Republic of | Hyung Seon (Howard) Park | seonpark@kisti.re.kr |
| India | Dr. Gautam Talukdar | gautam@wii.gov.in |
| Indonesia | Bambang Prasetya | bambang_prasetya@gmail.com |
| Pakistan | Ismail Bhatti | mibhatti73@gmail.com |
| Philippines | Meriden Maranan | planning@pawb.gov.ph |
| ASEAN Centre for Biodiversity | Sheila Vergara | sgvergara@aseanbiodiversity.org |
| BioNet-EASIANET | Not appointed | Not appointed |
| Chinese Taipei | Yu-Huang Wang | yuhuangwang@gmail.com |
| ICIMOD - International Centre for Integrated Mountain Development | Nakul Chettri | nchettri@icimod.org |
| WFCC | Hideaki Sugawara | hsugawar@genes.nig.ac.jp |

6.3. Europe

| GBIF Participant | Node Manager | Email address |
|---|---|--|
| Andorra | Roger Caritg | rcaritg.cenma@iea.ad |
| | Marta Domènech | mdomenech.cenma@iea.ad |
| Austria | Andrea H. Nouak | Andrea.Nouak@lebensministerium.at |
| Belgium | Andre Heughebaert | ahaugheb@ulb.ac.be |
| Bulgaria | Yordan Uzunov | uzunov@ecolab.bas.bg |
| Denmark | Isabel Calabuig | icalabuig@snm.ku.dk |
| Estonia | Tiiu Kull | tiiukull@emu.ee |
| Finland | Hannu Saarenmaa | hannu.saarenmaa@uef.fi |
| France | Eric Chenin | eric.chenin@ird.fr |
| | Régine Vignes-Lebbe | regine.vignes_lebbe@upmc.fr |
| Germany | Walter Berendsohn | w.berendsohn@bgbm.org |
| Iceland | Starri Heidmarsson | starri@ni.is |
| Ireland | Liam Lysaght | llysaght@biodiversityireland.ie |
| Luxembourg | Tania Walisch | twalisch@mnhn.lu |
| Netherlands | Cees Hof | c.h.j.hof@uva.nl |
| Norway | Einar Timdal | einar.timdal@nhm.uio.no |
| Poland | Piotr Tykarski | ptyk@biol.uw.edu.pl |
| Portugal | Nelson Lima | nelson@iec.uminho.pt |
| Slovakia | Karol Marhold | karol.marhold@savba.sk |
| Slovenia | Tomi Trilar | ttrilar@pms-lj.si |
| Spain | Francisco Pando | pando@gbif.es |
| Sweden | Anders Telenius | anders.telenius@nrm.se |
| Switzerland | Yves Gonseth | yves.gonseth@unine.ch |
| United Kingdom | Stephen Wilkinson | steve.wilkinson@jncc.gov.uk |
| Bioversity International | Sónia Ricardo Dias | s.dias@cgiar.org |
| Botanic Gardens Conservation International (BGCI) | Suzanne Sharrock | suzanne.sharrock@bgci.org |
| CABI Bioscience | Paul M. Kirk | p.kirk@cabi.org |
| Consortium of European Taxonomic Facilities (CETAF) | Luca Bartolozzi (HoD; Node Manager not appointed) | luca.bartolozzi@unifi.it |

| GBIF Participant | Node Manager | Email address |
|--|--|--|
| DIVERSITAS | Keng-Yeang Lum | ky.lum@cabi.org |
| ETI Bioinformatics | Wouter Addink | W.Addink@eti.uva.nl |
| European Environment Agency (EEA) | Mette Lund | Mette.Lund@eea.europa.eu |
| FreshwaterLife | Michael Haft | mhaft@fba.org.uk |
| International Commission on Zoological Nomenclature (ICZN) | Ellinor Michel | ICZN-EM@nhm.ac.uk |
| International Long Term Ecological Research (ILTER) | Terry Parr | twp@ceh.ac.uk |
| Major Systematic Entomology Facilities (MSEF) | Thierry Bourgoïn (HoD; Node Manager not appointed) | bourgoïn@mnhn.fr |
| NORDGEN | Jonas Nordling | jonas.nordling@nordgen.org |
| SCAR | Dave Watts | dave.watts@aad.gov.au |
| Society for the Management of Electronic Biodiversity Data (SMEBD) | Ward Appeltans | ward.appeltans@vliz.be |
| Species 2000 | Richard White | r.j.white@cs.cf.ac.uk |
| UNEP-WCMC | Jonathan Smith | Jonathan.smith@uenp-wcmc.org |
| Wildscreen | Richard Edwards | richard.edwards@wildscreen.org.uk |

6.4. Latin America

| GBIF Participant | Node Manager | Email address |
|---|--------------------------------|--|
| Argentina | Martin Ramirez | ramirez@macn.gov.ar |
| Chile | Charif Tala Gonzalez | ctala@mma.gob.cl |
| Colombia | Ángela Suárez-Mayorga | amsuarez@humboldt.org.co |
| Costa Rica | Manuel Vargas | mvargas@inbio.ac.cr |
| Cuba | Francisco Cejas Rodriguez | franciscocejas@yahoo.es |
| Mexico | Raul Jimenez Rosenberg | rjimenez@xolo.conabio.gob.mx |
| Nicaragua | Martha Lucia Sanchez Gutierrez | msanchez@marena.gob.ni |
| Peru | Luis Campos Baca | preside@iiap.org.pe |
| Uruguay | Lic. Alicia Aguerre (HoD) | aliciaaguerre@gmail.com |
| BioNet-AndinoNet | Jose Clavijo | pepeclavijoa@gmail.com |
| Ciencia y Tecnología para el Desarrollo (CYTED) | Fernando Aldana (HoD) | aldana@cyted.org |
| IABIN | Ben Wheeler | bwheeler@usgs.gov |

6.5. North America

| GBIF Participant | Node Manager | Email address |
|------------------|----------------------|--|
| Canada | Guy Baillargeon | guy.baillargeon@agr.gc.ca |
| USA | Ben Wheeler | bwheeler@usgs.gov |
| Discover Life | John Pickering | pick@discoverlife.org |
| NatureServe | Leslie Honey | leslie_honey@naturereserve.org |
| NSCA | Not appointed | Not appointed |
| OBIS | Edward Vanden Berghe | evberghe@iobis.org |
| TDWG | Stan Blum | sblum@calacademy.org |
| CBOL | Scott Miller | millers@si.edu |

| GBIF Participant | Node Manager | Email address |
|------------------|--|--|
| EoL | Nathan Wilson | nwilson@eol.org |
| Finding Species | Margot Bass (HoD) | mbass@findingspecies.org |
| IBoL | Robert Hanner | bob.hanner@gmail.com |
| ISIS | Nathan R. Flesness (HoD; Node Manager not appointed) | nate@isis.org |
| ITIS | Guy Baillargeon | guy.baillargeon@agr.gc.ca |
| SPNHC | Richard Rabeler (HoD) | rabeler@umich.edu |

6.6. Oceania

| GBIF Participant | Node Manager | Email address |
|------------------|----------------|--|
| Australia | Beth Mantle | beth.mantle@csiro.au |
| New Zealand | Jerry Cooper | CooperJ@Landcareresearch.co.nz |
| PBIF | Derek Masaki | dmasaki@usgs.gov |
| BioNET-ASEANET | Keng-Yeang Lum | ky.lum@cabi.org |