



CETAF Best Practice:

Application for recognition of Best Practice pursuant to Article 8(1)

- 1. Information whether the application is made on behalf of an association of users or other interested parties.**

The Application is made on behalf of the Consortium of European Taxonomic Facilities, CETAF, this considered as an association of users.

- 2. Contact details of the association of users or other interested parties (name, address, e-mail, telephone, and website, where available).**

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- 3. If the application is made by an association of users, the following should be provided:**

- (a) evidence of being established in accordance with the requirements of the Member State in which the applicant is located;**

CETAF is registered as an International Non-for-profit Association (Association Internationale Sans But Lucratif, AISBL), a legal entity under Belgian law, with the number 825688.249.

- (b) description of the organisation and structure of the association.**

The CETAF network comprises 33 members representing 57 of the largest taxonomic institutions from 20 European countries. Its member institutions include Natural History



Museums, Natural Sciences Museums, Botanical Gardens and other research institutions, with their associated collections and research expertise.

The collections held by CETAF members comprise an estimated 1.5 billion specimens and represent more than 80 % of the world's described species. The collections themselves contain objects of organismal life (such as animals, plants, fungi), geo-, palaeo- and archaeo-science which hold genetic resources that are used for scientific research and exhibitions. Owing to these collections, CETAF collectively represents an unprecedented resource for scientific research across the globe, and its members act as the custodians of our common heritage. CETAF member institutions dedicate themselves to both the preservation of this rich heritage and its further development and enhancement, to the promotion of it through scientific research, education and public outreach. Members use genetic resources for taxonomic research in a non-commercial context. Taxonomic research ranges from the fundamental recognition and description of species (alpha taxonomy) to establishing the relationships among living organisms in an evolutionary framework. Methods in taxonomy include traditional morphological analyses and, to an increasing degree, genetic typification and identification. The research carried out by CETAF members contributes to the advancement of science in a multitude of disciplines, and in particular to the conservation and sustainable use of Biological Diversity. The members are non-commercial bodies.

The Consortium is regulated by its own principles (Statutes and Bylaws) which establish the governance of the association. The CETAF is based on two major bodies that oversee the Consortium: the General Assembly, where all 33 members are represented (the CETAF governing body), which acts through its Executive Committee (the CETAF administrative body), chaired by an elected President (currently Michelle J. Price from the Conservatory and Botanical Garden of the City of Geneva, Switzerland). The organisation of CETAF is undertaken by the General Secretariat, which implements the CETAF work plan and executes its daily activities, following the mandates received from the Executive Committee and the General Assembly. When necessary, the CETAF Executive Committee and the General Assembly may set up Working Commissions, Sub-committees and Special Interest Groups (CETAF bodies, e.g. the Legislation and Regulations Liaison Group developing procedures and policies for Access and Benefits Sharing) relating to specific subjects. The General Assembly approves their Terms of Reference and their chairs and lays down their remits. These bodies report to the General Assembly and are overseen by it. So far, a number of initiatives and activities from across Europe have been founded from within CETAF or have been integrated into it through the CETAF Bodies.

4. If the application is made by other interested parties, the reasons for having legitimate interest in the subject matter of Regulation (EU) No 511/2014 should be explained.

N/A



5. The information provided should describe how the applicant is involved in developing measures and policies related to genetic resources, or how the applicant accesses, collects, transfers or commercialises genetic resources and traditional knowledge associated with genetic resources.

While CETAF members access, collect and transfer genetic resources, CETAF AISBL as an organisation does not do so. It does, however, provide guidance and advice for members. Each CETAF member has (or may develop in the coming future) its own internal policies and processes also in relation to genetic resources. For the seeking of a common approach to a complex topic as ABS, the members have asked CETAF for recommendations, advice and tools to facilitate their compliance with ABS measures, in particular the Nagoya Protocol through compliance with EU Regulation No 511/2014 and Commission Implementing Act Regulation (EU) 2015/1866.

CETAF set up the “Legislation and Regulations Working Group” in 2013 comprising representatives from each CETAF member. Within that working group, a Core Team of 9 specialists from countries across the membership was established and committed to develop first drafts for ABS measures, that received comments from the Working Group. Under this umbrella and in the exercise of the mandate received from the CETAF General Assembly, the ABS Core Team has developed a Code of Conduct and Best Practice that have been adopted by the General Meeting of CETAF. This approves a common framework of understanding and procedure for compliance with ABS regulations, to be implemented on a voluntary basis at each institution.

6. Description of the combination of procedures, tools or mechanisms, developed by the applicant, which, when effectively implemented, enable users to comply with the obligations provided for in Articles 4 and 7 of Regulation (EU) No 511/2014.

The **CETAF Code of Conduct and Best Practices on ABS** submitted to the Commission is a package of documents that look at policy and implementation needs related to access, use and benefit sharing of biological and genetic resources throughout the relevant workflows of the institutions, and the resulting reporting obligations under (EU) No. 511/2014 and the respective Implementing Act. They address the requirements of compliance focussing on the desired outcomes rather than prescribing exact processes. This approach allows individual institutions incorporation and adaption of requirements resulting from divergent national implementations of (EU) No. 511/2014 in EU Members States into their current policies and procedures. This flexibility ensures operability of the CETAF ABS documents under different national ABS laws, also for Swiss and Norwegian CETAF Members. Together with the Code of Conduct and Best Practices are tools to facilitate compliance, currently including:

- a. A Glossary of terms



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- b. A 'Statement of use of biological material', which provides information on the activities members undertake using biological and genetic resources, which is intended for use when seeking PIC, to inform the providing country;
 - c. Standard Material Transfer Agreements, for use when biological resources are received by an institution, sent on loan by an institution, and permanently transferred to a third party by an institution.
 - d. Data fields for use in managing requirements under the EU Regulation Articles 4 and 7.

All documents are freely available on the CETAF website at <http://cetaf.org/taxonomy/publications>

7. Description of how the overseeing of the procedures, tools or mechanisms referred to in point 6 will be carried out.

Neither CETAF nor its Legislation and Regulations Working Group have the right or responsibility under the Statutes and Bylaws to oversee implementation of the Code of Conduct and Best Practices by members. The Working Group will provide training to members, particularly through courses, one of which has already taken place in September 2015 with a second taking place in February 2016. Each member has an appointed ABS representative, who will be able to act as a hub gathering internal questions and comments and as a bidirectional conduit of answers from the CETAF Core Team of ABS experts and back to the institution. Under the oversight of the General Assembly and the Executive Committee, the Core Team will also seek feedback from members through the designated individual representatives on the implementation of the Best Practices and on relevant tools, mechanisms and any other issues the community faces with regards to ABS. Prior to the General Assembly meetings, the Core Team will specifically compile information from CETAF members on this topic through a survey to establish whether institutions are following the Best Practices and whether they are finding any issues with it that need attention. The Legislation and Regulation Working Group will periodically or at need review and update the CETAF package of documents, and develop new tools if needed.

8. Information on Member State(s) in which the applicant is located and in which it operates.

The CETAF Secretariat is based in Belgium (details under Question 2 above).

9. Information on Member State(s) where the users implementing the best practice overseen by the association or the other interested party operate.

CETAF members are based in the following 18 EU Member States: Austria, Belgium, Bulgaria, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary,



Italy, Netherlands, Poland, Slovakia, Spain, Sweden, and the United Kingdom. CETAF also has members in Norway and Switzerland and keeps open negotiations with institutions in Portugal, Israel, and Ireland, among others, to become new members in the coming future.

10. List of supporting documents related to points 5 and 6:

(a) list of relevant personnel working for organization applying or any sub-contractors, with description of their duties related to the development and overseeing of best practices;

The CETAF Legislation and Regulations Working Group Core Team comprises the following 9 members (details on them are provided in Annex 1 to this Application, together with filiation of the rest of the Members of the whole CETAF Legislation group):

Chair: Cornelia Löhne
Zoologisches Forschungsmuseum Alexander Koenig, Bonn, Germany

Members: Johan Bodegård
Swedish Museum of Natural History, Stockholm, Sweden

Ana Casino
CETAF, AISBL, Brussels, Belgium

Peter Giere
Museum für Naturkunde, Berlin, Germany

Christopher H. C. Lyal
Natural History Museum, London, United Kingdom

Dirk Neumann
Staatliche Naturwissenschaftliche Sammlungen Bayerns, Zoologische Staatssammlung, München, Germany

Anne Nivart
Muséum National d'Histoire Naturelle, Paris, France

Isabel Rey
Museo Nacional de Ciencias Naturales, Madrid, Spain

China Williams
Royal Botanic Gardens Kew, Richmond,, United Kingdom



(b) declaration of absence of conflict of interest, on the part of applicant and any sub-contractors, in developing and overseeing the combination of procedures, tools or mechanisms;

N/A

(c) where tasks related to development of best practices or overseeing such practices or both are sub-contracted, description of those tasks.

No tasks have been sub-contracted by CETAF.



ANNEX I - CETAF Legislation and Regulations Working Group

CORE TEAM

The CETAF Legislation and Regulations Working Group Core Team comprises the following 9 members:

Chair: **Dr. Cornelia Löhne**

Scientific Advisor to the Director
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Dr. Anne Nivart

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Dr. Isabel Rey

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REST OF MEMBERS OF THE WORKING GROUP

Other members of the extended CETAF Legislation and Regulations Working Group are the following:

- Jonas Astrin, Zoological Research Museum Alexander Koenig, Bonn, Germany
- Fausto Barbagli, Museum of Natural History, Florence, Italy
- Luca Bartolozzi, Museum of Natural History, Florence, Italy
- Angelika Brandt, Zoological Museum, Hamburg, Germany)
- Guido Chelazzi, Museum of Natural History, Florence, Italy
- Chris Collins, Natural History Museum, London, United Kingdom
- Wouter Dekoninck, Royal Belgium Institute of Natural Sciences, Brussels, Belgium
- Stefano Dominici, Museum of Natural History, Florence, Italy
- Per Ericson, Swedish Museum of Natural History, Stockholm, Sweden
- Christoph Häuser, Natural History Museum, Berlin, Germany
- Gerhard Haszprunar, Bavarian State Collections of Zoology, Munich, Germany
- Karol Marhold, Slovakia
- Peter Michalik, Zoological Museum and Institute, Greifswald, Germany
- Johan Mols, Naturalis Biodiversity Center, Leiden, Netherlands
- Eva Maria Natzer, Bavarian Natural History Collections, Munich, Germany
- Chiara Nepi, Museum of Natural History, Florence, Italy
- Michelle Price, Conservatory and Botanic Gardens, Geneva, Switzerland
- Christiane Quaiser, Natural History Museum, Berlin, Germany
- Eirik Rindal, Natural History Museum, Oslo, Norway
- Hendrik Segers, Royal Belgium Institute of Natural Sciences, Brussels, Belgium
- Erik Smets, Naturalis Biodiversity Center, Leiden, Netherlands
- Ernst Vitek, Natural History Museum, Vienna, Austria
- Katrin Vohland, Natural History Museum, Berlin, Germany
- Wolfgang Wägele, Zoological Research Museum Alexander Koenig, Bonn, Germany
- Peter Wilkie, Royal Botanic Garden Edinburgh, United Kingdom

Additionally to the members of this CETAF Working Group, each CETAF Institution has nominated a REPRESENTATIVE ON ABS (either the same person member of the group or any other).