



Exploring and documenting the natural world

**Agenda for the CETAF Digitisation Working Group Meeting
(Geneva, 13th October 2015)**

Place: La Console, 192 Rue de Lausanne

Date: Tuesday 13th October 2015

Time: 09.00-11.45

09.00 am

- 1. Welcome*
- 2. Approval of minutes of previous meeting (13th April 2015)*
- 3. Matters arising from minutes (Action Points)*
- 4. Reviewing the structure of the DWG, including the idea of electing a Chair and Secretary for a 1 year term*

09.30 am

- 5. Review progress on work plan for October 2014 – September 2015.*
- 6. Write work plan for October 2015 – September 2016*

10.00 am

- 7. Brief review of current projects and events relating to digitisation as well as upcoming opportunities for collaboration and funding*
 - a. SYNTHESYS3*
 - b. TDWG*
 - c. EUDAT*

10.30 am

- 8. Major issues in digitisation: Annotations (to be confirmed)*
 - a. Group to list the different annotation types*
 - b. Write up current processes for annotations in collections*
 - c. Decide next steps for topic*

11.30 am

- 9. Any Other Business.*
- 10. Date of next meeting.*

E-mail list: CETAF_Digitization@list.cetaf.org