



*Exploring and documenting the natural world*

## Minutes for the CETAF Digitisation Working Group Meeting (Meise, 21<sup>st</sup> April 2015)

*Place:* Botanic Garden Meise

*Date:* Tuesday 21<sup>st</sup> April 2015

*Time:* 10.00-12.00

### *Present:*

David Harris (RBGE), Chair

Elspeth Haston (RBGE), Secretary

Walter Berendsohn (BGBM)

Henry Engeldow (APM / Botanic Garden Meise)

Jiří Frank (NMP)

Alan Paton (RBGKew)

Eirik Rindal (University of Oslo / Natural History Museum)

Patrick Semel (RBINS)

Sofie De Smedt (BR)

Larissa Smirnova (RMCA)

Piet Stoffehn (APM / Botanic Garden Meise)

Ari Tapponen (Finnish Museum of Natural History)

### *Apologies:*

Anders Telenius (NRM)

### *1. Welcome*

David Harris welcomed the participants to the meeting.

### *2. Approval of minutes of previous meeting (14 October 2014)*

The minutes were approved with no changes and will now be posted on wiki. **ACTION POINT:**  
**Elspeth Haston to upload the minutes to the wiki.**

### *3. Matters arising from minutes*

*Action points from the last meeting were reviewed and any still outstanding highlighted:*

- **ACTION POINT: Elspeth Haston** to check with participants how they want to put their details on the wiki.
- **ACTION POINT: Elspeth Haston** to check that a search for digitisation and digitization will find the wiki.
- David Harris discussed any potential overlap with the Collections Policy Board and this was not seen as an issue.
- Jiri Frank will write a report for the group following the BHL meeting later in May. He updated the group with progress to date and agreed to put a link on the wiki. **ACTION POINT: Jiri Frank** to put a link on the wiki.
- **ACTION POINT: David Harris** to ask Hannu for a copy of the DEDDI proposal **although it was unsuccessful**. This would be for circulation among the group and not to be put on the wiki.



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4. *Election of Chair and Secretary for meeting*

It was agreed that David Harris would chair the meeting and Elspeth Haston would be the secretary.

5. *Review participation in Working Group*

*Discuss inviting additional members from CETAF institutes not yet represented.*

People attending the meeting were encouraged to formally register on both the CETAF Digitisation Working Group site and the CETAF Digitisation Working Group wiki. In addition, it was agreed that some of the larger institutes not yet registered should be approached to see if they would be interested in participating. **ACTION POINT: Elspeth Haston to contact institutes to find out what interest there would be.**

It was agreed that membership be formally restricted to CETAF members, but with an aim to collaboration more widely. This could be done by maintaining a list of external contacts and projects which would be included in information dissemination. We could potentially also give a contact e-mail to other groups and projects to encourage information into the Digitisation Working Group.

6. *Review progress on work plan for October 2014 – September 2015.*

*Items on the work plan are:*

a. *Pull together information on current digitisation activities on wiki.*

The wiki now has information on some current activities and partners are encouraged to expand this content. **ACTION POINT: All partners to add information on current digitisation activities into the wiki.**

b. *Pull together information on currently available tools and digitisation methods on wiki.*

Some information is now in the wiki, but this may not be the best place to put all information. Patrick Semel suggested the use of RBINS reference management system to help maintain literature on digitisation. **ACTION POINT: Patrick Semel to create a project within the RBINS system and Elspeth Haston to send existing reference list.**

c. *Identification of major issues in digitisation.*

Additional major issues were proposed: Funding, Resolution of images, IPR and Application of stable URIs. It was agreed that we would consider at least one of these at the next meeting.

d. *Identify current involvement of Digitisation Working Group members, eg working groups and interest groups for other projects, etc, to get an idea of existing communication coverage.*

Some of this information is now on the wiki and all partners are encouraged to expand this content. **ACTION POINT: All partners to add information on current involvement of Digitisation Working Group members into the wiki.**



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- e. *Organise meetings/workshops/webinars for the forthcoming year with clear objectives.*  
It was agreed that the Digitisation Working Group would collaborate with other groups where appropriate to increase communication about all relevant meetings/workshops/webinars. Elspeth Haston reported that a Webinar was being organised by the Synthesys3 project on the Transcriptum work on automated handwriting recognition and that this would be open to the Digitisation Working Group partners. More information would be sent round. **ACTION POINT: Elspeth Haston to send notification of the Transcriptum Webinar to partners. ACTION POINT: All partners to consider inviting the Digitisation Working Group to forthcoming relevant workshops and webinars.**

- f. *Investigate options for sustaining digitisation projects after the life of the funding project.*

The following projects were considered in this category and the methods of sustainability considered:

Global Plants – a Global Plants meeting will be taking place at the SPNHC 2016 meeting in Berlin. In addition, Elspeth Haston will be sending an e-mail round Global Plants European partners to inform them of the CETAF Digitisation Working Group. **ACTION POINT: Elspeth Haston to e-mail Global Plants European partners.**

Open Up – now uses a subscription-based model to fund ongoing maintenance.

TNT Project (FP6) – ongoing funding from subscriptions and donations from a bank.

SUCCEED – no information

Synthesys3 – one of the workpackages (NA3) includes a task on Sustainability.

It was noted that EU-funded projects have a requirement to be open and charging for access can be an issue.

**ACTION POINT: David Harris to send Synthesys3 NA3 Workpackage leader information on the models of sustainability that the DWG are collating.**

- g. *Collaboration on a Review paper.*

Interest was expressed in writing a Review paper on Digitisation. The scope was discussed and would need more discussion. The paper would potentially be written using the Pensoft Paper Writing Tool which would enable wider collaboration. Concern was also expressed about the scope of such a paper when all collection types are considered. More clarification on scope would be required. **ACTION POINT: Partners to contact Elspeth Haston to express interest in this collaboration.**

- h. *Identify training needs and training resources.*

A starting list of these are now on the wiki. **ACTION POINT: All partners to add information on training needs and resources into the wiki.**

## 7. *Major issues in digitisation: curation of digital objects*

*Discussion on one of the major issues in digitisation identified at the previous meeting. The aim of the discussion is to clarify the scope of the issue and decide on a means to work on resolving it. This could involve a review of current practice in CETAF and other institutes for a range of digital objects, investigation of best practice documentation already available and creating a best practice for the objects that have been included in the scope.*



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The scope of the issue was discussed and the following points came up:

- Annotations.
- Curation of workflows.
- Maintaining a collection that has been partially or fully digitised along with the physical collection.
- Curation of born digital objects.
- ICT issues involved in digital curation may be outside the scope (eg storage) although decision-making in this area was often being tasked to the digitisation curator and we may need to consider how we aim to come up with best practice for our area.
- Items not linked to Natural History collections were considered outside the scope.
- Internal curation workflows – our physical objects change over time so how do we maintain the digital version?
- Updating the physical specimens if the digital record changes.
- Correcting geographic data on the specimen – could be done when the specimen is being handled for other purposes.

Walter Berendsohn suggested making a list of the different annotation types and then look at how we process these annotations in the collection. He proposed that this lead to a paper and he would be willing to lead on this. **ACTION POINT: Walter Berendsohn to start the list of annotation types and all interested partners to contact Walter about collaborating.**

#### *8. Any Other Business.*

Jiri Frank checked about the procedures for editing the wiki. The following procedures should be used for the wiki:

To sign into the wiki in order to add or change any information please request an account here: <http://cetafdigitization.biowikifarm.net/cdig/Special:RequestAccount>

The wiki uses the shared user authentication of biowikifarm, so many people already have an account. There is a password reminder option in the login, to send a reminder/reset email.

If you get a reply that an account exists, check

here: <http://cetafdigitization.biowikifarm.net/cdig/Special:ListUsers>

#### *9. Date of next meeting.*

It was agreed that the next meeting would be at the next CETAF meeting and would be on the Monday afternoon and the Tuesday to enable any of the Executive Committee to participate at the general meeting on the Monday afternoon and the Tuesday morning would enable collaboration on papers, and additional discussion.

Monday 12<sup>th</sup> October pm

Tuesday 13<sup>th</sup> October am

Geneva, Switzerland.