



Exploring and documenting the natural world

Agenda for the CETAF Digitisation Working Group Meeting (Meise, 21st April 2015)

Place: Botanic Garden Meise

Date: Tuesday 21st April 2015

Time: 10.00-12.00

10.00 am

- 1. Welcome*
- 2. Approval of minutes of previous meeting (14 October 2014)*
- 3. Matters arising from minutes*
- 4. Election of Chair and Secretary for meeting*
- 5. Review participation in Working Group*
 - a. Discuss inviting additional members from CETAF institutes not yet represented.*

10.30 am

- 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.*
 - b. Pull together information on currently available tools and digitisation methods on wiki.*
 - c. Identification of major issues in digitisation.*
 - 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.*
 - e. Organise meetings/workshops/webinars for the forthcoming year with clear objectives.*
 - f. Investigate options for sustaining digitisation projects after the life of the funding project.*
 - g. Collaboration on a Review paper.*
 - h. Identify training needs and training resources.*

11.00 am

- 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.

11.45 am

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