**SYNTHESYS+ Kick-Off Meeting**

**Natural History Museum, London,** Flett Theatre **18-19th February 2019**

**Agenda**:

|  |  |  |  |
| --- | --- | --- | --- |
| **DAY 1** | | | |
| **Time** | **Item** | **Paper** | **Presenter** |
| 13.30 | Arrival and registration (30 mins)  Tea and coffee will be provided (not lunch) |  |  |
| 14.00 | **1. Welcome + overview** (30 mins)   * Project overview |  | VS |
| 14.30 | **2. NA1 (management) introduction** (30 mins)   * Intro to management team, management structure + governance * Budget explanation - Communications plan * Dissemination - Ethics * Risks - NA1 Deliverables | 1: Budget | KG/VS |
| 15.00 | **3. Access**   * Transnational Access (TA) (15 mins) * Virtual Access (VA) (35 mins) |  | KD  SK |
| *15.50* | *Coffee break* |  |  |
| 16.15 | **4. Reporting and financial administration** (15 mins)   * Deadlines for reporting - Process and requirements |  | KG |
| 16.30 | **5. New partner introductions** (1hr session: 5 mins each)   * BGM, ZFMK, LUOMUS, A2iA, GRNET, HUJI, Picturae, UGOT-GGBC, Digirati, UNIMAN |  |  |
| 17.30 | **Drinks reception in Flett Theatre Foyer** (1hr) |  |  |
| 18.30 End of Day 1 | | | |

19.00: Dinner at Comptoir Libanais restaurant, Gloucester Road

|  |  |  |  |
| --- | --- | --- | --- |
| **DAY 2** | | | |
| 09.00 | **6. NA2-NA5 work package introductions** (2hr session: 30 mins each) DK as Chair (5mins)  **For each WP:**   * Introduction to new partners leading NAs (CETAF, GGBN, TDWG, GBIF) * Summary of work package aims + objectives * Tasks, deliverables + milestones * Questions, issues + risks | 2: GA extract | DK  AC, OS + GD, QG, DH |
| *11.05* | *Coffee break* |  |  |
| *11.30* | **7. JRA1-JRA3 work package introductions** (1.5hr session: 30 mins each) EH as Chair (5mins)   * Summary of work package aims + objectives * Tasks, deliverables + milestones * Questions, issues + risks | 2: GA extract | EH  WA, CA, LL |
| *13.00* | *Lunch break, Flett Theatre foyer*  Work package leaders to meet with stream coordinators |  |  |
| 14.00 | **8. DiSSCo: update** (15 mins) |  | DK |
| 14.15 | **9. DiSSCo PREPARE** (30 mins) |  | AC/DK |
| 14.45 | **10. Communications: using Teamwork** (15 mins) | 3: Teamwork guides | KG |
| *15.00* | *Coffee break* |  |  |
| 15.20 | **11. Coordination and planning** (15 mins) |  | VS |
| 15.20 | **12. Dissemination plans** (15 mins) |  | VS |
| 15.50 | **13. Discussion on linked projects + horizon-scanning** (45 mins) |  | DH/VS lead |
| 16.35 | **14. Any Other Business** |  |  |
| *16.45* | *Close* |  |  |

**Delegates**:

**NHM management team:**

**Vince Smith** (Chair), NHM, Coordinator

**Kristina Gorman**, NHM, Project Manager, TA Lead

**Katherine Dixey**, Project Support, Project Manager (maternity cover)

**Scott Wilson**, NHM, Project Support

**Vanessa Pike**, NHM

**Stream coordinators:**

**Sandy Knapp**, NHM, Access Stream Coordinator, VA Lead

**Dimitris Koureas**, Naturalis, NA Stream Coordinator

**Elspeth Haston**, RBGE, JRA Stream Coordinator

**Work package leaders:**

**Ana Casino**, CETAF, NA2 Leader

**Ole Seberg**, UCPH (GGBN), NA3 co-Leader

**Gabi Dröge**, BGBM (GGBN), NA3 co-Leader

**Quentin Groom**, BGM (TDWG), NA4 Leader

**Donald Hobern**, GBIF, NA5 Leader

**Wouter Addink**, Naturalis, JRA1 Leader

**Christos Arvanitidis**, HCMR, JRA2 Leader

**Laurence Livermore**, NHM, JRA3 Leader

**TAF leaders:**

**Karin Wiltschke**, NHMW, AT-TAF Lead

**Patrick Semal**, RBINS, BE-TAF Lead

**Jiří Kvaček**, NMP, CZ-TAF Lead

**Christiane Quaisser**, MfN, DE-TAF Lead

**Nina Rønsted**, UCPH, DK-TAF Lead

**Marian Ramos**, ES-TAF Lead

**Pasi Sihvonen**, FI-TAF Lead

**Magalie Castelin**, FR-TAF Lead

**Beáta Papp**, HNHM, HU-TAF Lead

**Rivka Rabinovich**, HUJI, IL-TAF Lead

**Christel Schollardt**, Naturalis, NL-TAF Lead

**Irene Bisang**, NRM, SE-TAF Lead

**Partner representatives:**

**Pierre-Yves Métaireau**, A2iA

**Patricia Mergen**, BGM

**Karsten Gödderz**, CETAF

**Ian Farquhar**, Digirati

**Matt McGrattan**, Digirati

**Tim Robertson**, GBIF

**Kostas Koumantaros**, GRNET

**Eva Chatzinikolaou**, HCMR

**Gila Kahlia Bar-Gal**, HUJI

**Stefanie Krause**, MfN, DE-TAF Admin

**Thomas von Rintelen**, MfN

**Florian Ragot**, MNHN, FR-TAF Admin

**Michel Guiraud**, MNHN

**Vanessa Demanoff**, MNHN

**Helen Hardy**, NHM

**Jackie Mackenzie-Dodds**, NHM

**Naomi Cocks**, NHM

**Ivo Macek**, NMP

**Jiří Frank**, NMP

**Olga Melzochová**, NMP

**Jennifer Kearey**, NRM

**Carien van Leeuwen**, Picturae

**Jeroen Bloothoofd**, Picturae

**Pete Hollingsworth**, RBGE

**Ruth Hollands**, RBGE

**David Harris**, RBGE

**Alan Paton**, RBGK

**Tim Fulcher**, RBGK

**Carole Paleco**, RBINS, BE-TAF Admin

**Didier van den Spiegel**, RMCA

**Joachim Holstein**, SMNS

**Louise Isager Ahl**, UCPH, DK-TAF Admin

**Alison Perrigo**, UGOT-GGBC

**Matthias Obst**, UGOT-GGBC

**Alan Williams**, UNIMAN

**Carole Goble**, UNIMAN

**Claudia Koch**, ZFMK