**ICSP- International Committee on Systematics of Prokaryotes**

**Officers of ICSP**

Concept Minutes of Internet-meeting 25 October 2018

Completed and redacted minutes are the same.

Action points:

1. Dropbox (licence, archive) (IS and LD): ask expert advice about security of access (IS).
2. Minute 3: send requested comments on September minutes to LD (FR/CB).
3. Send Minutes of EB meetings monthly to Members by LD (ongoing activity).
4. Ask Rainey about steps to increase visibility of name validation process (IJSEM/ICSP website; IS/FR) and improve visibility (FV/FR).
5. Contact Tindall/Bull about the voting results on RfOs and ask to pass these on to the EB asap (RM).
6. Forward publication revision statutes to members asap (LD).
7. Outreach: Video contest: Finalization of the guideline and distribution to members and along other channels (CB/LD); MOOC: contact members about formation of a working group (IS/LD).
8. Proposals for candidates for new editorial board ICNP (IS/EB).
9. Ask Members whether they are interested in a meeting in conjunction with FEMS 2019 in Glasgow (IS/LD).

**Minute 1. Call to order.** The Chair Iain Sutcliffe called the meeting to order at 14:15 BST (London time).

**Minute 2. Record of attendance.** The Members that participated were I. Sutcliffe (Chair), L. Dijkshoorn (Executive Secretary), B. Whitman (Treasurer), F. Venter (Member-at-Large), W.-J. Li (Member-at-Large) and R. Rosselló-Móra (Vice-Chair JC). Not participating were F. Rainey (Vice-Chair), D. Brown (Secretary Subcommittees) and C. T. Bull (Secretary JC) who sent their apologies. B. Tindall (Chair JC) did not participate; no apologies were received.

**Minute 3.** **Minutes of the 27 September 2018 meeting.** Minutes 4 and 6 still need comments from Rainey and Bull. Other parts of the minutes were approved.

**Minute 4. Matters arising/Action points from previous (27 September) meeting.**

1. Dropbox. Sutcliffe will ask expert advice about the security of files of different bodies within ICSP. Venter: The ICSP website is not suited for hidden files.
2. Redacted minutes (Nov 2017-August 2018) have been sent to Members. From now onward this will be done monthly. Venter reported that the minutes are already on the ICSP website.
3. Selection of candidates for IJSEM editorial board. This is an ongoing, sensitive activity.
4. About increasing the visibility of the process for Name Validation in IJSEM: this should be clearly visible on the IJSEM home page. It is not clear whether further actions have been taken. Sutcliffe will send an email message to Rainey to ask about this.
5. Outreach: see Minute 8.
6. New editorial board of ICNP (The Code). The printed version of the Code will be released in November. Once this has happened, a new editorial board needs to be set up. All EB members are requested to think about candidates. This should be done according to the new Statutes. In addition to updating the Code to reflect the matters on which the JC is currently deliberating, the Code should be rewritten to make it more understandable..

**Minute 5. First thoughts on next Plenary (2020).** The meeting will, when possible, be held in conjunction with a big international meeting. There are at least two options: ISME in S-Africa and IUMS in Korea, both meetings and regions with communities that are important for ICSP. Whitman commented that ICSP saved a lot of money in Valencia (FEMS 2017) thanks to the generosity of FEMS. Meeting with ISME may improve the visibility of ICSP, whilst meeting with the IUMS would allow many Asian systematists to attend. Members are asked to consider the merits of these options and also whether there are any alternatives.

**Minute 6. Update on JC (BT/RRM/CB).** Rossello-Mora reported that the JC has voted on three Requests for Opinions and two Proposals to modify the Code. The results are expected soon. The Chair Sutcliffe asked Rossello-Mora to thank the JC for this important and encouraging step forward and to send a quick request to Tindall and Bull to pass on the results as soon as possible to the ICSP for final consideration.

**Minute 7. Update on the Statutes (WW).** Whitman reported that the proposed revisions to the Statutes will be in production shortly (expected date 26 October). As soon as they are online, Dijkshoorn will forward them to the Members and highlight in the accompanying message that the 90 day deliberation period has become effective.

**Minute 8. Update from the working group on Education & Outreach/MOOC.** Dijkshoorn reported. Further to the video contest guideline proposal (call) made by Bull, she has sent a number of questions/comments to Bull, for example about to whom it should be sent. Several suggestions were made by the EB:

1. to send the call, once it is ready, to the Members and ask them to forward the guidelines to their own networks.
2. to use a private link on You Tube to send the videos to. These could be initially in low resolution. Once the judging committee selected useful videos, these could be delivered in high resolution quality.
3. The call can also be put as a pdf on the ICSP website (FV).
4. A reference to the call can also made on Twitter. For this, the help of Bull will also be required.

The idea of organizing a MOOC on classification and nomenclature was discussed. Dijkshoorn has forwarded information about the requirements of MOOCs to the EB members. It would be a demanding project, which should be managed by an editorial board, similar to a book with multiple editors and authors. It was decided to send a message to the ICSP members and ask enthusiastic volunteers to participate in such a project, which should first assess whether such a project would be desirable and realisable. Dijkshoorn and Sutcliffe will draft a message to the ICSP membership with an outline of the proposal and invite experienced colleagues to participate.

**Minute 8. Update form IJSEM.** Rainey had informed, via the Chair, that there were no new matters of importance. As already mentioned (Minute 4(6)), the Code is expected to be released in November.

**Minute 9. AOB.** ICSP will organize a session at FEMS 2019 in Glasgow. It was suggested that the EB organise a Member meeting either the meeting day before or after the FEMS meeting, as was the case in Maastricht and Valencia. It was agreed to ask the members whether they are interested to attend such a meeting. Sutcliffe and Dijkshoorn will draft a message for this purpose.

**Minute 10. Adjournment.** The meeting was closed at15:13 UK time. The next meeting will be 29 November.

*Lenie Dijkshoorn, Executive Secretary, 29 November 2018 with suggested edits from Iain Sutcliffe and Barny Whitman.*