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

**Officers of ICSP**

Concept Minutes of Internet-meeting 30 August 2018

Complete and redacted minutes are the same

Action points:

1. Edit minutes 4 g of the 28 June (IS/LD).
2. Set up Dropbox (license, archive) (IS and LD)).
3. Redact minutes January-April as necessary (LD).
4. Draft a GDPR statement for the ICSP website (IS)
5. Ask M. Trujillo whether the EB should canvas the ICSP Members for candidate editors (FR).
6. Outreach: finalize the contest for videos (CB) and communicate on MOOCs (LD).
7. Contact EiC of journals generating significant numbers of ‘effectively published’ names to remind them of the need to encourage validation at IJSEM (IS)
8. Improve visibility of process for validating effectively published names on the IJSEM website (FR)
9. Contact Oren about listing candidatus names (IS).

**Minute 1. Call to order.** The Chair Iain Sutcliffe called the meeting to order at 14:00 BST (London time).

**Minute 2. Record of attendance.** The members that participated were I. Sutcliffe (Chair), F. Rainey (Vice-chair), L. Dijkshoorn (Executive Secretary), B. Whitman (Treasurer), D. Brown (Secretary Subcommittees) and F. Venter (Member-at-Large). From the JC, R. Rosselló-Móra (Vice-Chair) and Carolee Bull (Executive Secretary) joined. W.-J. Li (Member-at-Large), who sent his apologies, and B. Tindall (Chair of JC) did not attend.

**Minute 3.** **Minutes of the 28 June 2018 EB meeting.** Sutcliffe: A minor change needs to be made in Minute 4g (there is not yet a subcommittee on short format species descriptions). Dijkshoorn reported that the Minutes of the 28 May meeting stated that she had sent the IJSEM publications on the Valencia meeting and on the dissolution of inactive subcommittees to the ICSP Members, to IUMS and BAM. This was done on 30 August.

**Minute 4. Matters arising/Action points from previous meeting.**

1. L. Dijkshoorn and I. Sutcliffe will work on implementation of Dropbox for the establishment of an ICSP archive. This is an ongoing activity.
2. Complete and redacted Minutes of the EB meetings. After the Valencia meeting, I. Sutcliffe has sent summaries of the meetings through October to the Members to keep them informed. At the 28 June 2018 EB-meeting it was decided to distribute the Minutes of the ICSP EB-meetings instead of summaries. In case of sensitive issues, portions of these Minutes can be redacted. The (historic) Minutes of the meetings of January-April will be redacted by L. Dijkshoorn and then forwarded to the EB for approval. Those of May and June by Whitman have already been redacted and approved. It is the intention to make the 2017 summaries and 2018 Minutes available to the Members.

**Minute 5. Members list and GDPR legislation update.**

L. Dijkshoorn reported. All Members, except one who did not respond, have given permission to be listed on the website with their name and society that delegated them. A practical and widely used approach will be to put a message on the website that those who do not wish to be on (ICSP) lists are requested to inform the webmaster to take them off the list. Sutcliffe will draft an appropriate statement. D. Brown reported that the names of all members of subcommittees are not readily identifiable.

**Minute 6. Update from the subcommittees.**

D. Brown reported that, following the IJSEM publication on dissolution of inactive subcommittees, two subcommittees have re-activated: (1) subcommittee for the order Bacillales (Chair: Chris Dunlap) and (2) subcommittee on *Bifidobacterium*, *Lactobacillus* and Related Organisms (Contact: Paola Mattarelli). These actions are strongly supported by the EB. This will be communicated by D. Brown to these subcommittees.

**Minute 7. Update from IJSEM/ICNP (the Code).**

1. F. Rainey and M. Trujillo have proposed to nominate Fournier as editor of IJSEM. This proposal was accepted by the EB. There are not enough candidates to replace editors who are past their terms. Rainey will ask M. Trujillo whether she agrees that a request for candidates be sent to the Members.
2. Rainey reported that the last editorial changes to the ICNP proof will be hopefully made in the coming 3-4 weeks after which the document will be ready for publication (printed version). Sutcliffe commented that a new editorial board should then be constituted to work on the next edition. The latest version is already from 2008 and, since then, multiple changes have been proposed.
3. The Digital Protologue. Following a query from Venter, there was a long discussion as to whether ICSP/IJSEM should support the Protologue. R. Rosselló-Móra, who has together with I. Sutcliffe and others worked hard on the database, requested that a decision needs to be made. A lot of time and money have already been invested and several other journals have accepted the format. There is need for an umbrella organisation to further develop the system. Bergey’s Trust and institutions in China may be interested, while NCBI may also be convinced to participate. There were different opinions and no final decision was made, but Venter was encouraged to raise this for discussion at next meeting of the IJSEM Editorial Board.
4. Travel costs for editors can be reimbursed for 750 pounds sterling per year. Accumulation for 2 years is possible, i.e. 1500 USD in a 2 year period. The mechanism of payment will be: request to Editor-in-Chief (IJSEM) who passes this on to F. Rainey. If agreed, payment will be arranged by the ICSP treasurer. The reimbursement falls under the sterling (running) account of ICSP.

**Minute 8. Update from the working group on the Statutes.** Whitman has received comments on the draft statutes and these are being processed. A last minute request was receivend from F.Rainey to make changes by Sep. 14. After those are received, a near-final version will be circulated among the Statutes Working Group and the EB with a one week deadline for comments. After implementation of these comments, the document will be submitted to IJSEM.

**Minute 9. Education & Outreach.**

1. C. Bull reported that the contest for students to make a video on taxonomy is nearly ready to be announced. It was agreed that the award for the first prize will be 500 USD (to attend a scientific meeting with a systematics focus). Smaller amounts will be for a few runner-up prizes (e.g. for a book). The winner of the first prize must present the work at a scientific meeting. The purposes are (1) to attract young people to the field of systematics and (2) advertise the existence and activities of ICSP, and (3) attract attention to its website.
2. C. Bull suggests organizing a Twitter account for ICSP and, potentially, a YouTube channel. The YouTube student videos could be linked to the ICSP website.
3. C. Bull also suggested to host taxonomy lectures on the ICSP website. Further to that, L. Dijkshoorn brought up the idea to establish a Massive Open Online Course (MOOC). Members of ICSP and subcommittees might be asked to contribute. Concise summaries by the different subcommittees of different taxa could be included as well. Dijkshoorn will communicate this with C. Bull and come back to this.

**Minute 10. Update on JC.** Rosselló-Móra reported that he had not seen any JC correspondence since July, probably due to the holidays. Several opinions have been evaluated by pairs of JC members. The JC is now waiting for a call to vote. Sutcliffe suggested Rosselló-Móra might ask B. Tindall when these can be put to a vote. However, Tindall appears not reply to requests or emails from some members of the ICSP-EB/JC. Sutcliffe will wait until September to see whether Tindall will join the EB meeting. If not, he will be asked to communicate by writing.

**Minute 11. Increasing the proportion of effectively published names submitted for validation (Oren et al, IJSEM 2018).** The large number of effectively published but not validated names is a matter of concern. It may be that authors and editors are not aware of the process for validation (and its benefits). Sutcliffe proposes to write a letter to editors-in-chief of key journals to encourage them to remind authors to validate new names and, thus, to comply with the Code. Whitman asked Rainey to bring this forward at the coming IJSEM Editorial Board meeting to ask them to make the process for validation of names clearer in the Instructions for Authors online.

**Minute 12. Maintaining a list of Candidatus names (Appendix 11.5 of the Code).** A compilation of ca. 500 *candidatus* names has been made by A. Oren. It is recognised that it is important is to know these names to avoid duplications and to encourage linguistic accuracy. If a historic list can be compiled then it should be complemented by a process for adding new names, similar to the Validation lists. Sutcliffe will contact Oren to address this issue.

**Minute 12. Adjournment.** The meeting was adjourned at 15:43 BST (London time).

**Next meeting:** 27 September

*Lenie Dijkshoorn, Executive Secretary, 31 August 2018*