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

**Officers of ICSP**

Redacted Minutes of Internet-meeting 3rd January 2018

Action points:

1. Dropbox: start with setting up the archive with an initial free trial episode. This is an ongoing activity (IS and LD).
2. Forward the ICSP-EB Minutes of 29 November 2019 to ICSP Members (LD).
3. Invite the publishing director of MS for the next meeting (LD/IS).
4. Send reminder of request for fast tracking of two requests to emend the ICNP to the JC chair, vice-chair and secretary JC (LD).
5. Thank authors of the ICNP for their work (once the publication is out) (IS/LD).
6. Send report of voting for RfOs to LD (CB).
7. Circulate list of possible attendees of FEMS 2019 to EB members (LD).

**Minute 1. Call to order.** The Chair Iain Sutcliffe called the meeting to order at 14:00 BST (London time) and wished the Members of the EB a Happy New Year.

**Minute 2. Record of attendance.** The Members that participated were I. Sutcliffe (Chair), F. Rainey (Vice-Chair), L. Dijkshoorn (Executive Secretary), B. Whitman (Treasurer), F. Venter (Member-at-Large), W.-J. Li (Member-at-Large) and D. Brown (Secretary Subcommittees), R. Rosselló-Móra (Vice-Chair JC) and C. T. Bull (Secretary JC). B. Tindall (Chair JC) did not participate and had not sent his apologies.

**Minute 3.** **Minutes of the 29 November 2018 meeting.** After circulation of the Concept Minutes some minor textual comments had been received from B. Whitman. These would be implemented in the final version. The answer to the question from Whitman as to whom the letter of fast tracking of proposals to emend the ICNP would be sent (Action point 8) was that these had been sent to the JC members. Taking into account the comments/question from Whitman, the minutes were approved and can be forwarded to the ICSP members.

**Minute 4. Matters arising/Action points from previous (29 November) meeting.**

1. Dropbox. Nothing has been done yet. This will be an ongoing activity.
2. The ICSP-EB minutes of September and October have been forwarded to the ICSP Members.
3. Contact Tindall/Bull/ Rossello-Mora about the voting results on RfOs and ask to pass these on to the EB. To be checked and cc to Sutcliffe (Dijkshoorn).
4. Inform ICSP Members that proposal for revision of ICSP Statutes is online in IJSEM. Done.
5. Outreach: see minute 7.
6. Candidates for new editorial board of the ICNP will be sought once the new Code is online (expected January 2019). Once published, the authors will be thanked for their contribution.
7. The Members have been asked to inform us about their interest in a plenary at FEMS 2019 (see minute 8).
8. The message to JC members requesting fast tracking of 2 proposals to emend the ICNP was sent.
9. The message to Tindall has been sent.

**Minute 5. Update on JC**

* Request to fast-tracking key proposals: no response has been received yet by the Executive Secretary. A reminder to Tindall, Bull and Rossello-Mora will be sent by Dijkshoorn to the JC officers.
* *Redacted text: the problem regarding the functioning of the JC chair was discussed and several suggestions were made to take action. No decisions were made yet.*
* Regarding the outcome of recent votes by the JC: No response has been received from Tindall to the EB request for a report on the outcome of the recent JC votes.

**Minute 6.** Update from IJSEM, including Plan S and issue with ATCC. Rainey reported.

* The Director of Publishing of MS, Tasha Mellins-Cohen, will be invited to join the next EB meeting to discuss Open Access and Plan S. An invitation to her and gotomeeting details will be sent (LD/IS).
* Another issue raised was a problem related to a previously patented strain which is deposited with ATCC. This strain has been proposed to be the type strain of a novel species (paper submitted to IJSEM). The authors have asked ATCC to transfer this strain to another collection for archiving to comply with the rule of deposition in two culture collections. ATCC seems reluctant to act and the authors have now requested support from ICSP. The chair will ask the authors to write a letter to the EB of ICSP who will contact ATCC about this matter (Sutcliffe).
* The FEMS 2019 organization has informed the EB that MS is willing to sponsor the session of ICNP. The EB agreed to accept this generous offer.

**Minute 7. Statutes revision – deadline for comments is March 10th.** No comments have been received yet. A reminder will be sent to the Members at the end of February.

**Minute 8. Update from the working group on Education & Outreach.** (1)C. Bull and L. Dijkshoorn will make the video contest information suitable to circulate to societies and contacts. (2) Dijkshoorn has spoken with an expert on MOOCs of the Leiden University. Since ICSP has no link with a university, they need to find an umbrella for such a project. The Leiden MOOCs have been developed in collaboration with Coursera, an international organization which makes MOOCs for universities worldwide. It assists with making complete MOOCs (of material supplied by universities) and has a high standard, but it is expensive (<https://www.coursera.org/>). Dijkshoorn has asked ICSP members for material. There has been one response. In addition, the material received from Jon Jonsik Chun seems very useful. See: [http://help.ezbiocloud.net/bacterial-nomenclature-101-and-how-to-describe-new-species/](https://mail.lumc.nl/f5-w-68747470733a2f2f6d61696c2e6c756d632e6e6c%24%24/owa/redir.aspx?C=UH5aH6hP2i45Nebmsi4OXagPSfnRCL8lnZ2gLxsO80cdP92A_VXWCA..&URL=http%3a%2f%2fhelp.ezbiocloud.net%2fbacterial-nomenclature-101-and-how-to-describe-new-species%2f)

**Minute 9. Update on possible plenary in Glasgow (2019) and/or possible venues for 2020.**

* So far, 13/22 ICSP members intend to come to FEMS2019. If ICSP organizes a plenary, this should be either before or after FEMS 2019. In this context, it is of note that there is a Bergey meeting before FEMS (Saturday and Sunday 6 and 7 July).
* Rossello-Mora asked whether the JC could also meet.

**Minute 11. Date of next meeting.** This will be 31 January 2019.

**Minute 12. AOB**. There was nothing else to discuss.

**Minute 10. Adjournment.** The meeting was closed at15:45 UK time.

*Lenie Dijkshoorn, Executive Secretary 31 January 2019 with edits from Iain Sutcliffe and Barny Whitman*