

Question	Answer
1. Target Specifications	<input checked="" type="checkbox"/> Scientific target <input checked="" type="checkbox"/> Nature Conservation target <input checked="" type="checkbox"/> Others <input checked="" type="checkbox"/> Inventory methods and standards.
1.1. Alternatives of Scientific target	Institutional policy Applications <input checked="" type="checkbox"/> European Commission
1.2. Alternatives of Nature Conservation	<input checked="" type="checkbox"/> Call for Inventory by Local Authorities <input checked="" type="checkbox"/> Call for Inventory by Government
1.3. Other alternatives	<input checked="" type="checkbox"/> Action Plans financed by private sectors
2. Components of Target Specification	<input checked="" type="checkbox"/> BIOTA-ATBI Zoollogy / Faunistics Botany / Floristics Paleobiology Petrology/Soil Anthropology
3. Types of Labour	<input checked="" type="checkbox"/> Involving other partners, as NGO's <input checked="" type="checkbox"/> Involving inner colleagues <input checked="" type="checkbox"/> Involving outer colleagues <input checked="" type="checkbox"/> Taxonomist, amateurs, who are not employed by any institution
4. Topic of activity:	<input checked="" type="checkbox"/> Inventory <input checked="" type="checkbox"/> Monitoring
5. Steps of Inventory work	<input checked="" type="checkbox"/> 1. Inventory Management <input checked="" type="checkbox"/> 2. Field Work <input checked="" type="checkbox"/> 3. Labour Work <input checked="" type="checkbox"/> 4. Reporting <input checked="" type="checkbox"/> 5. Data Management <input checked="" type="checkbox"/> Coordination
6. External factors of Inventory Management	Weather forecast <input checked="" type="checkbox"/> Vegetation season Aspect of species <input checked="" type="checkbox"/> Labour capacity <input checked="" type="checkbox"/> Budget
7. Inventory Management Instead of Groups, Taxonomic group should be mentioned. No. 4 and 5 should follow the 1. activity.	<input checked="" type="checkbox"/> 1. Determining Groups, Localities and Methods <input checked="" type="checkbox"/> 2. Fundraising <input checked="" type="checkbox"/> 3. Calculating travel expenses <input checked="" type="checkbox"/> 4. Obtaining permission for collection by groups <input checked="" type="checkbox"/> 5. Setting up database structure and software <input checked="" type="checkbox"/> 6. Testing collecting methods <input checked="" type="checkbox"/> 7. Setting up research team <input checked="" type="checkbox"/> 8. Managing the travel <input checked="" type="checkbox"/> 9. Hiring local assistant workers 10. Establishing shipping-room: Limited, only

	<p>some of his researchers do.</p> <p>X 11. Compiling sample design plan by groups</p> <p>X 12. Compiling progress chart by groups</p> <p>X 13. Optimizing collecting activity by financial and human background</p> <p>X 14. Managing the transportation of collected materials</p> <p>X 15. Informing the public: Should be mentioned before.</p> <p>.....</p>
7.1. Determining of Groups, Localities and Methods	<p>X YES</p> <p>NO</p> <p>.....</p>
7.1.1. Sub-activities of Determination of Groups, Localities and Methods	<p>X Setting up groups</p> <p>X Setting up collecting methods</p> <p>X Setting up localities</p> <p>X Setting up Gazetteer database</p> <p>.....</p>
7.1.2. Output of Setting up collecting methods	<p>Presence / Absence data</p> <p>X Type of collecting methods (as a Lepidopterist, not as a coordinator)</p> <ul style="list-style-type: none"> ○ Light trapping ○ Hand netting, transects <p>Quantitative collection</p> <p>X Single occurrence records (presence)</p>
7.1.3. Step of activities of setting up Gazetteer Database	<p>X 1. Collecting Resources from literature</p> <p>X 2. Checking up current situation on field</p> <p>X 3. Reviewing Gazetteer</p> <p>.....</p>
7.2. Fundraising	<p>X YES</p> <p>NO</p> <p>.....</p>
7.3. Calculating travel expenses	<p>X YES</p> <p>NO</p> <p>.....</p>
7.4. Obtaining permission for collection by groups	<p>X YES</p> <p>NO</p> <p>.....</p>
7.4.1. Types of permissions	<p>X Permission for collecting on a protected locality</p> <p>Permission for collecting on a somehow special locality</p> <p>Permission for collecting protected, overprotected species</p> <p>Permission for collecting somehow special species</p> <p>.....</p>
7.4.2. Target of applying for a permission	<p>X YES</p> <p>NO</p> <p>.....</p>
This question is not so useful.	
7.4.3. Result of Obtaining	<p>X YES</p>

a Permission This question is not so useful.	NO
7.5.Setting up database structure and software Database programmes: Microsoft Access, FileMaker, SQL	<input checked="" type="checkbox"/> YES NO
7.6.Testing collecting methods	<input checked="" type="checkbox"/> YES NO
7.6.1. Input of Testing collecting methods	<input checked="" type="checkbox"/> YES NO
7.6.2. Output of Testing collecting methods	Species number and turnover estimators.
7.7.Setting up research team	<input checked="" type="checkbox"/> YES NO
7.7.1. Sub-activities of Setting up research tem	<input checked="" type="checkbox"/> Establishing the List of Specialists Establishing and clarifying the authorships <input checked="" type="checkbox"/> Setting up Copyright notice <input checked="" type="checkbox"/> Dividing Labour, Cooperation
7.8. Managing the travel Instead of “Managing” “Arrangign” would be a better expression.	<input checked="" type="checkbox"/> YES (for himself) <input checked="" type="checkbox"/> NO (as a coordinator)
7.8.1. Sub-activities of Managing the travel As a lepidopterist	<input checked="" type="checkbox"/> Optimising institutional facilities (car, equipment, etc.) <input checked="" type="checkbox"/> Organizing packing and transportation of collecting equipments <input checked="" type="checkbox"/> Renting a car / canoe <input checked="" type="checkbox"/> Booking accommodation <input checked="" type="checkbox"/> Procuring maps, information about the localities
7.9.Hiring local assistant workers	<input checked="" type="checkbox"/> YES NO
7.10. Establishing shipping-room	YES <input checked="" type="checkbox"/> NO
7.11. Compiling sample design plan by groups	<input checked="" type="checkbox"/> YES NO
7.11.1. Sub-activities of Compiling sample design plan by groups	<input checked="" type="checkbox"/> They visit a concrete locality (known from own experience or from literature) <input checked="" type="checkbox"/> They visit a type of locality (lake, hill, etc.), but the exact site will be decided on field.
7.12. Compiling progress	<input checked="" type="checkbox"/> YES

chart by groups	NO
7.13. Optimising collecting activity by financial and human background	X YES NO
7.14. Managing the transportation of collected materials	YES (only for personal/institutional purposes) X NO
7.14.1. Sub-activities of Managing the transportation of collected materials	Obtaining packing materials Obtaining special permission for importing and exporting by groups Estimating the storage capacity
7.15. Informing the public	X YES NO
8. Field Work	X YES (Limited) NO
8.1.Sub-activities of Field Work	X 1. Describing and Identifying the locality using standardized methods X 2. Setting up collecting equipments X 3. Collecting of specimens (depends on collecting methods) X 4. Repeating based on protocol X 5. Examining preliminary the samples X 6. Releasing the specimens X 7. Preparing preliminary the samples X 8. Ending collection activity X Data capture in field (follows the no. 3. activity)
8.2.Describing and Identifying the locality using standardized methods	X YES X NO
8.2.1. Sub-activities of Describing and Identifying the locality using standardized methods	X Acquisition of GIS data / Georeferencing X GPS
8.2.2. Acquisition of GIS data He uses special GPS software.	Receiving single signal Receiving iterated signal Synchronizing with best satellite position using database Using differential measurement with standard coordinates X Record GPS settings (geographic datum)
8.3.Setting up collecting equipments	X YES NO

8.4. Collecting of specimens (depends on collecting methods)	<input checked="" type="checkbox"/> YES NO
8.5. Repeating based on protocol	<input checked="" type="checkbox"/> YES NO
8.6. Examining the samples	<input checked="" type="checkbox"/> YES NO
8.7. Releasing the specimens	<input checked="" type="checkbox"/> YES (if appropriate) NO
8.8. Preparing preliminary the samples	<input checked="" type="checkbox"/> Narcotising/Killing and/or Cleaning Sorting (Limited) <input checked="" type="checkbox"/> Preserving <input checked="" type="checkbox"/> Pre-labelling <input checked="" type="checkbox"/> Packing
8.9. Ending collection activity This question is not useful.	<input checked="" type="checkbox"/> YES NO
8.9.1. Sub-activities of Ending collection activity	<input checked="" type="checkbox"/> Cleaning or eradicating and packing the collecting equipments <input checked="" type="checkbox"/> Archiving collecting data
9. Labour Work	<input checked="" type="checkbox"/> YES NO
9.1. Steps of Labour Work The No. 6. activity should follow No. 1.	<input checked="" type="checkbox"/> 1. Sorting <input checked="" type="checkbox"/> 2. Labelling <input checked="" type="checkbox"/> 3. Examining <input checked="" type="checkbox"/> 4. Sending to specialist <input checked="" type="checkbox"/> 5. Identifying <input checked="" type="checkbox"/> 6. Preserving/ Preparing <input checked="" type="checkbox"/> 7. Putting specimens into collection <input checked="" type="checkbox"/> 8. Providing the storage of voucher specimens
9.1.1. Identifying	<input checked="" type="checkbox"/> Immediate identification <input checked="" type="checkbox"/> New species <ul style="list-style-type: none"> ▪ Finding specimen in host institute ▪ Searching in literature ▪ Asking for holotype ▪ Contacting to a specialist
10. Reporting	<input checked="" type="checkbox"/> YES NO
10.1. Sub-activities of Reporting	<input checked="" type="checkbox"/> Taking analogue or digital photos: He takes pictures on field and in the lab too, thus it should be mentioned in connection of field work

