Question	Answer
1. Target Specifications	**X** Scientific target **X** Nature Conservation target Others ………………….
1.1. Alternatives of Scientific target	Institutional policy Applications **X EDIT**……………….
1.2. Alternatives of Nature Conservation	**X** Call for Inventory by Local Authorities **X** Call for Inventory by Government ………………………………………
1.3. Other alternatives	**X** Action Plans financed by private sectors ……………………………………
2. Components of Target Specification	BIOTA-ATBI **X** Zoollogy / Faunistics Botany **/** Floristics Paleobiology Petrology/Soil Anthropology …………………..
3. Types of Labour	Involving other partners, as NGO's **X** Involving inner colleagues **X** Involving outer colleagues ……………………..
4. Topic of activity:	**X** Inventory Monitoring ……………………...
5. Steps of Inventory work	1. Inventory Management **X** 2. Field Work **X** 3. Labour Work **X** 4. Reporting **X** 5. Data Management …………………..
6. External factors of Inventory Management	**X** Weather forecast **X** Vegetation season Aspect of species Labour capacity **X** Budget …………………
7. Inventory Management	**X** 1. Determining Groups, Localities and Methods 2. Fundraising **X** 3. Calculating travel expenses 4. Obtaining permission for collection by groups 5. Setting up database structure and software **X** 6. Testing collecting methods 7. Setting up research team 8. Managing the travel 9. Hiring local assistant workers 10. Establishing shipping-room

	11. Compiling sample design plan by groups 12. Compiling progress chart by groups 13. Optimizing collecting activity by financial and human background **X** 14. Managing the transportation of collected materials 15. Informing the public ……………………………..

7.1. Determining of Groups, Localities and Methods	**X** YES
	  NO
	  ………………

7.1.1. Sub-activities of Determination of Groups, Localities and Methods	Setting up groups Setting up collecting methods Setting up localities Setting up Gazetteer database **X Done by the management of EDIT (WP7 leaders: K. Riede, C. Haeuser)**
7.1.2. Output of Setting up collecting methods	**X** Presence / Absence data **X** Type of collecting methods **Light trapping, netting** Quantitative collection ……………………….
7.1.3. Step of activities of setting up Gazetteer Database	1. Collecting Resources from literature 2. Checking up current situation on field 3. Reviewing Gazetteer **X Look 7.1.1.…**
7.2. Fundraising	YES **X** NO …………………

7.3. Calculating travel expenses	**X** YES
	  NO
	  …………………

7.4. Obtaining permission for collection by groups **He has never applied for a permission by himself, but he definitely needs it, thus a specialist arranges it for him.**	YES NO **X Through a specialist in the ATBI-country**
7.4.1. Types of permissions	**X** Permission for collecting on a protected locality **X** Permission for collecting on a somehow special locality Permission for collecting protected, overprotected species Permission for collecting somehow special species ……………………………

7.4.2. Target of applying for a permission
This question is not so useful.
	X YES
	  NO
	  …………………

7.4.3. Result of Obtaining	**X** YES

a Permission **This question is not so useful.**	NO …………………
7.5.Setting up database structure and software **Delan had developed the software, before Dietger started to work for EDIT. Database programmes are: Access, FileMaker**	YES **X** NO ………………….
7.6.Testing collecting methods	**X** YES NO …………………
7.6.1. Input of Testing collecting methods	**X** YES NO …………………
7.6.2. Output of Testing collecting methods	**X** Species number and turnover estimators. ………………………
7.7.Setting up research team	YES **X** NO **X EDIT management (K. Riede, C. Haeuser)**………
7.7.1. Sub-activities of Setting up research tem	Establishing the List of Specialists Establishing and clarifying the authorships Setting up Copyright notice Dividing Labour, Cooperation **X See 7.7**…………..
7.8. Managing the travel	**X** YES NO …………………
7.8.1. Sub-activities of Managing the travel	**X** Optimising institutional facilities (car, equipment, etc.) **X** Organizing packing and transportation of collecting equipments **X** Renting a car / canoe **X** Booking accommodation Procuring maps, information about the localities **X Information through site manager**…………………………
7.9.Hiring local assistant workers	YES **X** NO …………………
7.10. Establishing shipping-room	YES **X** NO **X Information through site manager**……………
7.11. Compiling sample design plan by groups	YES **X** NO ………………
7.11.1. Sub-activities of Compiling sample design	**X** They visit a concrete locality (known from own experience or from literature)

plan by groups	They visit a type of locality (lake, hill, etc.), but the exact site will be decided on field. …………………………………….
7.12. Compiling progress chart by groups	YES NO **X see 7.11.**…………………
7.13. Optimising collecting activity by financial and human background	YES NO **X see 7.11.**……………………………………
7.14. Managing the transportation of collected materials	**X** YES NO …………………………..
7.14.1. Sub-activities of Managing the transportation of collected materials	**X** Obtaining packing materials **X** Obtaining special permission for importing and exporting by groups Estimating the storage capacity ……………………………….
7.15. Informing the public	YES **X** NO …………………
8. Field Work	**X** YES 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 ……………………………….
8.2.Describing and Identifying the locality using standardized methods	**X** YES NO …………………
8.2.1. Sub-activities of Describing and Identifying the locality using standardized methods	Acquisition of GIS data / Georeferencing **X GPS**
8.2.2. Acquisition of GIS data	Receiving single signal Receiving iterated signal Synchronizing with best satellite position using database Using differential measurement with standard coordinates ………………………
8.3.Setting up collecting	**X** YES

equipments	NO ………………………..
8.4.Collecting of specimens (depends on collecting methods)	**X** YES NO ……………..…………
8.5.Repeating based on protocol	**X** YES NO ………………….
8.6.Examining the samples	**X** YES NO …………………
8.7.Releasing the specimens	**X** YES NO …………………
8.8.Preparing preliminary the samples	**X** Narcotising/Killing and/or Cleaning **X** Sorting **X** Preserving **X** Pre-labelling **X** Packing **X Provisional setting: on needle, blowing to spread the wings**………..
8.9.Ending collection activity **This question is not useful.**	**X** YES NO ………………
8.9.1. Sub-activities of Ending collection activity	**X** Cleaning or eradicating and packing the collecting equipments **X** Archiving collecting data ……….
9. Labour Work	**X** YES NO ………………
9.1.Steps of Labour Work	**X** 1. Sorting **X** 2. Labelling **X** 3. Examining 4. Sending to specialist **X** 5. Identifying 6. Preserving **X** 7. Putting specimens into collection 8. Providing the storage of voucher specimens …………………………………..
9.1.1. Identifying	**X** Immediate identification **X** New species ▪ Finding specimen in host institute ▪ Searching in literature ▪ Asking for holotype ▪ Contacting to a specialist ……………………
10. Reporting	**X** YES NO …………………

10.1. Sub-activities of Reporting **Registering data electronically and Putting data into inventory book are almost the same.**	**X** 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 as well.** Recording video **X** Registering data electronically or manually **X** Writing reports, checklist, when a task has been finished **X** Putting the data in the inventory book and into the database of the collection ……………………………….

Remarks: 1. In case of "Steps…." of some activity, a time determined order is necessary. This order is often determined by a dataflow relationship (the result of one step is the input of another step)

2. In case of Sub-activities…" of some activity however, the relationship is "subset-set" like, that is the sub-activities are only grouped together, and there is no time relationship among them.

3. In case of compound activities their input and output is not explicitly mentioned. The input of a compound activity is the difference of all inputs of its steps, minus the outputs of its steps. The result of a compound activity is a subset of the result of its steps.

4. Where there are numbers in front of the activities, the order of the activities is important. In case the researcher adds a new activity, he should follow the order of the activities, sign his new activity according to its place in the order and note his disagreements.

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Remarks:
The model is quite complex, hard to understand.
He has not have so much experience in Inventory.