

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

	<input checked="" type="checkbox"/> 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 14. Managing the transportation of collected materials 15. Informing the public
7.1.Determining of Groups, Localities and Methods	<input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> none
7.1.2. Output of Setting up collecting methods	<input checked="" type="checkbox"/> Presence / Absence data Type of collecting methods <input checked="" type="checkbox"/> Quantitative collection <input checked="" type="checkbox"/> Bark spray
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
7.2.Fundraising	YES <input checked="" type="checkbox"/> NO
7.3.Calculating travel expenses	<input checked="" type="checkbox"/> YES NO <input checked="" type="checkbox"/> Expenses as necessary
7.4.Obtaining permission for collection by groups	<input checked="" type="checkbox"/> YES NO
7.4.1. Types of permissions	<input checked="" type="checkbox"/> Permission for collecting on a protected locality <input checked="" type="checkbox"/> 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	YES <input checked="" type="checkbox"/> NO
7.4.3. Result of Obtaining a Permission	YES <input checked="" type="checkbox"/> NO

7.5.Setting up database structure and software	YES X NO
7.6.Testing collecting methods	X YES NO
7.6.1. Input of Testing collecting methods	YES NO
7.6.2. Output of Testing collecting methods	Species number and turnover estimators. X Quantitative data sets
7.7.Setting up research team	X YES NO
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
7.8. Managing the travel	YES X NO
7.8.1. Sub-activities of Managing the travel	Optimising institutional facilities (car, equipment, etc.) Organizing packing and transportation of collecting equipments Renting a car / canoe Booking accommodation Procuring maps, information about the localities
7.9.Hiring local assistant workers	YES X NO
7.10. Establishing shipping-room	YES X NO
7.11. Compiling sample design plan by groups	X YES NO
7.11.1. Sub-activities of Compiling sample design plan by groups	They visit a concrete locality (known from own experience or from literature) 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

7.13. Optimising collecting activity by financial and human background	YES NO
7.14. Managing the transportation of collected materials	YES 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	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 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	X Acquisition of GIS data / Georeferencing
8.2.2. Acquisition of GIS data	X Receiving single signal Receiving iterated signal Synchronizing with best satellite position using database Using differential measurement with standard coordinates
8.3.Setting up collecting equipments	X YES 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	YES X NO
8.8.Preparing preliminary the samples	Narcotising and/or Cleaning X Sorting X Preserving X Pre-labelling X Packing
8.9.Ending collection activity	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. Lab Work	X YES NO
9.1.Steps of Lab Work	X 1. Sorting X 2. Labelling X 3. Examining X 4. Sending to specialist X 5. Identifying X 6. Preserving X 7. Putting specimens into collection X 8. Providing the storage of voucher specimens X Databasing
9.1.1. Identifying	X Immediate identification X 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	X YES NO
10.1. Sub-activities of Reporting	X Taking analogue or digital photos Recording video X Registering data electronically or manually

	<p>X Writing reports, checklist, when a task has been finished</p> <p>Putting the data in the inventory book and into the database of the collection</p> <p>.....</p>
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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:

Sorry, but this questionnaire is in part repetitive, not logical, not always understandable.

Please, prepare a devised version.

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