

Question	Answer
1. Target Specifications	<input checked="" type="checkbox"/> Scientific target <input checked="" type="checkbox"/> Nature Conservation target Others
1.1. Alternatives of Scientific target	<input checked="" type="checkbox"/> Institutional policy Applications
1.2. Alternatives of Nature Conservation	Call for Inventory by Local Authorities Call for Inventory by Government <input checked="" type="checkbox"/> Call by EU (EDIT)
1.3. Other alternatives	Action Plans financed by private sectors <input checked="" type="checkbox"/> FP6 EDIT
2. Components of Target Specification	<input checked="" type="checkbox"/> BIOTA-ATBI <input checked="" type="checkbox"/> Zoology / 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
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
6. External factors of Inventory Management	<input checked="" type="checkbox"/> 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	<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 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 11. Compiling sample design plan by groups 12. Compiling progress chart by groups X 13. Optimizing collecting activity by financial and human background X 14. Managing the transportation of collected materials X 15. Informing the public X Recruit local partners
7.1. Determining of Groups, Localities and Methods	YES X 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
7.1.2. Output of Setting up collecting methods	X Presence / Absence data Type of collecting methods Quantitative collection
7.1.3. Step of activities of setting up Gazetteer Database	1. Collecting Resources from literature X 2. Checking up current situation on field 3. Reviewing Gazetteer X Take GPS data.....
7.2. Fundraising	X YES NO X See above: repetitive.....
7.3. Calculating travel expenses	X YES NO X See above.....
7.4. Obtaining permission for collection by groups	X YES NO
7.4.1. Types of permissions Depends on site. He is working on 4 different sites.	X Permission for collecting on a protected locality X Permission for collecting on a somehow special locality X Permission for collecting protected, overprotected species X Permission for collecting somehow special species X Export permission loan
7.4.2. Target of applying for a permission Not a yes or no question	YES NO
7.4.3. Result of Obtaining a Permission Not a yes or no question	YES NO

7.5. Setting up database structure and software	X YES NO
Testin	X YES
7.6.1. collecting methods	YES NO
7.6.2. collecting methods
Setting up research team	X NO
7.7.1. Sub-Setting up research tem	X X Establishing and clarifying the authorships X Setting up Copyright notice
Managing the travel	YES X
7.8.1. -activities of	Optimising institutional facilities (car, Organizing packing and transportation of collecting equipments Renting a car / canoe Booking accommodation Procuring maps, information about the X Only for personal reasons.....
7.9. workers	X NO
7.10. Establishing shipping-	YES NO
7.11. plan by groups	YES NO
7.11.1. -activities of plan by groups	experience or from literature) They visit the exact site will be decided on field.
7.12. Compiling progress chart by groups	X NO
7.13. Optimising collecting	X YES

activity by financial and human background	NO
7.14. Managing the transportation of collected materials	YES X NO
7.14.1. Sub-activities of Managing the transportation of collected materials	Obtaining packing materials X 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 NO
8.1. Sub-activities of Field Work	X 1. Describing and Identifying the locality using standardized methods: not always 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 X See 8.11.
8.2.1. Sub-activities of Describing and Identifying the locality using standardized methods	Acquisition of GIS data / Georeferencing X Acquisition of GPS data
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 equipments	X YES: repetitive NO
8.4. Collecting of specimens (depends on collecting methods) Repetitive	YES NO
8.5. Repeating based on	YES

protocol	NO
8.6. Examining the samples	NO
8.7. Releasing the specimens	YES
Preparing preliminary the	X Narcotising and/or Cleaning Sorting X X Pre- belling Packing
8.9. Repetitive	YES
Sub activities of Ending collection activity	Cleaning or eradicating and packing the Archiving collecting data
9. Lab Work	NO
9.1. Steps of Lab Work	1. Sorting 3. Examining 5. Identifying 7. Putting specimens into collection
Identifying	Immediate identification X ▪ Finding speci ▪ Searching in literature Asking for holotype ▪
10. Reporting	X YES
10.1. Sub-activities of Reporting	This activity comes before reporting. Recording video Registerin Writing reports, checklist, when a task has been finished

