**Quick reference: Tasks from Leipzig to Melbourne**

**General tasks (1-17) at the top**

**Project tasks listed beneath this (1-10)**

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| **Order** | **General Tasks** | **What needs to be done** | **Timeline** | **Person/s** | **Status** |
| 1 | Contact ‘power users’ |  | Mid July, check and remind once mid Aug, DL for responses 31 Aug | Group to own [expert contacts](https://docs.google.com/document/d/1jkDmlsCcvJdJOSLl42nV6ncLM38KEapndxy2gPZwIgY/edit) | Ongoing |
| 2 | Circulate survey |  | Early Sep, DL 30 Sep | DS, through GBIF communication channels and alien list, SP.  QG at NEOBIOTA | Ongoing |
| 3 | Analyse survey results   * Brief check of power user results at end Aug, and refine survey if essential/important. * May also be useful to briefly analyse the publications that Dmitry has been collating that use GBIF data on alien species |  |  | DS compiles (cuts) the individual responses into a free text version only  QG the rest, work with Excel, MM can assist |  |
| 4 | Obtain user statistics from GBIF for 20,000/5,000+ GRIIS species vs. all vs. freshwater (freshwaterbiodviersity.eu) regions? islands? |  | DS checks feasibility by 15 July | DS check feasibility and timeline.  GR to compile draft task plan |  |
| 5 | Write [interim report](https://docs.google.com/document/d/1-D0dC2ZN6HBUIzO7CNmThFiOj8ywNl-ozA9zkTwe5N8/edit) | Draft made available for TG comments via GDrive on 14 July 2016 | Sent by 18 July  By 31 July | MM |  |
| 6 | Comment on [interim report](https://docs.google.com/document/d/1-D0dC2ZN6HBUIzO7CNmThFiOj8ywNl-ozA9zkTwe5N8/edit) |  | by 22 July | GBIF Secretariat (? Science Committee) |  |
| 7 | Submit interim report |  | End of July 2016 |  | Submitted |
| 8 | Compile survey recommendation results with TG recommendations |  | pre-Melbourne (1October 2016) | All |  |
| 9 | Formulate the IAS gaps task for the [Ebbe Nielsen Challenge](http://www.gbif.org/newsroom/news/2016-ebbe-nielsen-challenge-announced) applicants / Carsten M |  | Mid July, work on over July-August, with aim on completing part of it for report | GR, MM plus (Carsten) |  |
| 10 | Conduct prioritisation exercise on list of recommendations |  | Melbourne | All |  |
| 11 | Submit financial travel reports, following [GBIF guidelines](http://links.gbif.org/travel_guidelines.pdf) |  | 25 July | All, except John | Complete |
| 12 | Send [travel authorisation forms](http://links.gbif.org/travel_guidelines.pdf) for the meeting and AU and book tickets |  | 10 Aug | All, except Melodie |  |
| 13 | Draft final report |  | Oct | All |  |
| 14 | Generate a table of DwC with IAS relevant terms |  | End Sep | QG |  |
| 15 | Make a 2 page DwC IAS explainer |  |  | QG, in consultation with GBIF S |  |
| 16 | Consult with [GBIF’s draft strategy for 2017-2021](http://www.gbif.org/resource/82114) and with [2015 reports](https://drive.google.com/drive/folders/0B_uojZ1Ob6CzM0RKbEJZdlVuT28) to identify matching areas [optional, can be done by GBIF S] |  | October |  |  |
| 17 | Submit final report |  | 1 Nov | MM, DS |  |

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| **Project no.** | **PROJECT Tasks**  **(refer to ‘Report Topics’ doc for working text)** | **What needs to be done** | **Timeline** | **Person/s (1st in order is lead on activity)** |
| **1a** | Annotation of species using categorical status information from other sources | Recommendation to be developed | By Melbourne | MM, SP, QG, GR |
| **1b** | Operational partnerships to support IAS data | Visit gbif.org ‘[who we work with](http://www.gbif.org/who-we-work-with)’ and identify key partenrships, nature of relationships, formal and imformal arrangements, and afficilations and identify gaps, potential for advancing, see also a [GBIF logo slide](https://drive.google.com/drive/folders/0BzrSPi8wkHZ8YTN1UUhuMnZlMDg) | Progress at August skype meeting (Donald overview) | SP, GR, MM |
| **2** | How should GBIF deal with IAS impact information | Recommendation to be developed | By Melbourne | MM, GR, SP |
| **3** | How could GBIF support species prioritization | Research paper, rationale and thinking outlined in TG report | outside TG timeframe with some development for report | MM ,GR, SP, QG |
| **4** | Dealing with data on species interactions, e.g. biocontrol | Develop a case study using biocontrol agents and their hosts; flag in interim report | tbd? | QG, DS |
| **5** | Reviewing Darwin core recommendations for IAS | Promote sharing of the DwC formatted IAS data through GBIF (2 pager on changes to DwC)  Role of DwC in data curations  Limitation of DwC  Current activity to improve  IAS extension  How to use, what to improve,  How researcher should deal with data and the gaps |  | QG, GR, DS to check available for dummies resources |
| **6** | Possibility of a model ‘event core’ for IAS |  |  | DS, GR, QG |
| **7** | How could/should GBIF deal with pathways data. | Pathway matching: ISSG, NOBANIS, US  Develop recommendation | By Melbourne | SP, GR, VP |
| **8** | IAS record reporting dynamics | Develop recommendation, in consultation with GEO BON SD\_EBV working group |  | MM, GR, QG |
| **9** | Gap analysis for IAS data managed by GBIF |  |  | GR, SP, Carsten Meyer, MM |
| **10** | Web services to support IAS research | Develop recommendation, including consideration of relevant survey results | By Melbourne | SP |