

## **Specialisation Plan DPP WP8.1**

### **Institution Expertise User Manual**

Working document : Google Docs (collaborative work)

#### **Outputs:**

- PDFs will be uploaded on the Knowledge base
- Online manual will be available directly from the Institution and National Node Menus (RBINS / Plone)

#### **Manual structure:**

- A. General presentation of the survey
- B. Detailed presentation of the survey view by view with alternate paths and fields explanation
- C. Personal data and GDPR
- D. State of the survey and submission
- E. Email related to the survey

## General presentation of the survey: Collections

### Institution expertise

The form Institution expertise is where an expertise (taxonomic and/or technical) can be described. Please fill in one form per expertise.

This form requires a valid google account. You can use your personal account or create a new one for this purpose. The email address requested below and not specifically linked to the google account will be used to send you a link to (re)edit your form.

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\*Required

Email \*

Your email address



Distributed System of Scientific Collections

Next


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## Detailed presentation of the survey view by view with alternate paths and fields explanation

### Institution expertise

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\*Required

#### Belgium

Form prepared by \*

☐ Institution

☒ National Node

☐ Consortium

Institution(s) \*

Select the institution in the list or choose several institutions if you answer as National node.

- ☐ BE-INBO Research Institute for Nature and Forest (ROR ID 00j54wy13)
- ☐ BE-KDMA Royal Zoological Society of Antwerp (ROR ID 00ed5y156)
- ☐ BE-KULeuven Catholic University of Leuven (ROR ID 05f950310)
- ☐ BE-MBG Meise Botanic Garden (ROR ID 01h1jbk91)
- ☐ BE-RBINS Royal Belgian Institute of Natural Sciences (ROR ID 02y22ws83)
- ☐ BE-RMCA Royal Museum for Central Africa (ROR ID 001805t51)
- ☐ BE-ULiège University of Liège (ROR ID 00afp2z80)
- ☐ BE-UNAMUR University of Namur (ROR ID 03d1maw17)
- ☐ BE-VLIZ Flanders Marine Institute (ROR ID 0496vr396)

[Back](#) [Next](#) [Clear form](#)

Text:

## Institution expertise

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\*Required

### Identification

Title of the expertise (in English)

Title of the expertise (e.g. Modeling of marine environment)

Your answer

Abstract (in English)

One paragraph description. It will be displayed in the search results

Your answer

Do you want to add title in local language(s) \*

☐ Yes

☐ No

[Back](#)

[Next](#)

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### Local languages

Original title in local language (1)

Your answer

ISO 639-1 code of the language (1)

Choose



Original title in local language (2)

Your answer

ISO 639-1 code of the language (2)

Choose



Original title in local language (3)

Your answer

*Text:*

ISO 369-1 code of the language (3)

Choose

Original title in local language (4)

Your answer

ISO 369-1 code of the language (4)

Choose

Back

Next

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Related collection(s) / group(s)

Collection / Group

Multiple choice allowed. Division of the collections based on Synthesys +

☐ AFP

☐ AFP / Algae

☐ AFP / Bryophytes

☐ AFP / Fungi/Lichens

☐ AFP / Pteridophytes

☐ AFP / Seed plants

☐ AFP / Other

☐ Anthropology

[Collection / Group List](#)

Text:

## Institution expertise

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### Expertise Geography

#### Terrestrial zones distribution

- ☐ Terrestrial: Africa
- ☐ Terrestrial: Antarctic
- ☐ Terrestrial: Asia Temperate
- ☐ Terrestrial: Asia Tropical
- ☐ Terrestrial: Australasia
- ☐ Terrestrial: Europe
- ☐ Terrestrial: North America
- ☐ Terrestrial: South America
- ☐ Terrestrial: Pacific
- ☐ Terrestrial: World/NA
- ☐ Other: \_\_\_\_\_

#### Fresh water zones distribution

- ☐ Freshwater: Africa
- ☐ Freshwater: Antarctic
- ☐ Freshwater: Asia Temperate
- ☐ Freshwater: Asia Tropical
- ☐ Freshwater: Australasia
- ☐ Freshwater: Europe
- ☐ Freshwater: North America
- ☐ Freshwater: South America
- ☐ Freshwater: Pacific
- ☐ Freshwater: World/NA
- ☐ Other: \_\_\_\_\_

#### Marine zones distribution

- ☐ Marine: Arctic Ocean
- ☐ Marine: Indian Ocean
- ☐ Marine: North Atlantic unknown
- ☐ Marine: North Atlantic deep sea
- ☐ Marine: North Atlantic shelf area and adjacent seas
- ☐ Marine: South Atlantic unknown
- ☐ Marine: South Atlantic deep sea
- ☐ Marine: South Atlantic shelf area and adjacent seas
- ☐ Marine: North Pacific unknown
- ☐ Marine: North Pacific deep sea
- ☐ Marine: North Pacific shelf area and adjacent seas
- ☐ Marine: South Pacific unknown
- ☐ Marine: South Pacific deep sea
- ☐ Marine: South Pacific shelf area and adjacent seas
- ☐ Marine: North Pacific
- ☐ Marine: South Pacific
- ☐ Marine: Southern Ocean
- ☐ Marine: World/NA
- ☐ Other: \_\_\_\_\_

#### Geographic expertise details

Your answer

[Back](#)

[Next](#)

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## Technical Expertise Discipline

### Technical expertise discipline

- ☐ Digitization
- ☐ Digitization / Photography
- ☐ Digitization / Photostacking
- ☐ Digitization / Microphotography
- ☐ Digitization / 2D scan
- ☐ Digitization / Photogrammetry
- ☐ Digitization / Surface scan
- ☐ Digitization / Multispectral
- ☐ Molecular biology
- ☐ Molecular biology / DNA
- ☐ Molecular biology / DNA / NGS
- ☐ Molecular biology / DNA / Barecoding
- ☐ Molecular biology / DNA / Sequencing
- ☐ Taxidermy
- ☐ Other

### If Other, specify the technical expertise

Your answer

### Technical expertise details

Your answer

[Back](#)

[Next](#)


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## Personal data

### Institution expertise

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#### Contact personal data

Do you want to complete the personal data in this form

☐ No, I want to use the ORCID Public API

☐ No, I already filled the personal information in an other form of the specialization exercise

☐ Yes, I want to complete the personal data section

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### ORCID-ID

#### ORCID-ID

Please just fill the ORCID-ID to identify the contact person, e.g. <https://orcid.org/0000-0002-4048-7728>

Your answer

[Back](#)


[Next](#)

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## Personal data (minimum)

Please just fill the first and last names if you already filled the personal data in an other form.

### First Name(s)

Your answer

### Last Name(s)

Your answer

[Back](#)[Next](#)

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*Text:*

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### Personal data

Please use just the ORCID-ID to identify a contact person information already filled in an other form

ORCID-ID

e.g. <https://orcid.org/0000-0002-4048-7728>

Your answer

Title(s)

Choose



First Name(s)

Your answer

Last Name(s)

Your answer

Position in the Institution

Your answer

Phone

Your answer

Email

Your answer

Back

Next


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*Text:*

## GDPR

### Institution expertise

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\*Required

#### Personal data agreement

Who I'm \*

☐ I'm the person

☐ I'm the coordinator at the institution level and I have the authorization of the person to fill the information

☐ I'm the coordinator at the institution level and I don't have the authorization of the person

☐ Other: \_\_\_\_\_

Agreement \*

☐ The personal data can be used for anonymized statistics and reports

☐ The personal data can be used for specialized nominative lists of contacts

☐ The personal data can not be used for any purpose(s)


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Text:

## State of the survey and submission

### Institution expertise

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**\*Required**

#### Form completion

The form state is \*

☐ Draft

☐ Complete

☐ Complete and validated. It an be exported to the central repository

A copy of your responses will be emailed to the address that you provided.

[Back](#) [Submit](#) [Clear form](#)

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### Institution expertise

Votre réponse a été enregistrée

[Edit your response](#)







[Submit another response](#)



## Email related to the survey

GF

Google Forms <forms-receipts-noreply@google.com>  
To: Patrick Semal



Thu 13/10/2022 16:24

Google Forms

Thanks for filling in [Institution expertise](#)

Here's what was received.

Edit response


Institution expertise

The form Institution expertise is where an expertise (taxonomic and/or technical) can be described. Please fill in one form per expertise.

This form requires a valid google account. You can use your personal account or create a new one for this purpose. The email address requested below and not specifically linked to the google account will be used to send you a link to (re)edit your form.

Email \*

patrick.sem@naturalsciences.be

Captionless Image