**GOAL**

Characterisation and evaluation of collection materials in collaboration with third parties.

**1)Preliminary stage**

The request for cooperation between the CGN and companies or research institutes for the testing of collection material can arise both from the companies/institutions and from the CGN. An initial consultation between CGN and companies is organised in one of the CGN crop committees or through the Plantum crop groups or in other working groups. Contact with research institutions is established through CGN staff.

A preliminary plan is drawn up in an initial consultation (possibly in writing). This plan defines which material will be tested for which properties and by which companies the testing can take place.

The CGN then considers which accessions will be tested in the joint project. Within the Plantum crop groups or other working groups, an inventory is made of which companies are participating, the methods to evaluate the identified traits are agreed, the amount of seed per accession is determined, how the results will be delivered is discussed, and a time period of the agreement and an embargo period for making the results public is proposed.

If it is a collaboration with a research institution, the relevant issues mentioned above will be discussed with the research institution.

**2) Formulating agreement**

Based on the elaborated plans, an agreement 'the Evaluationletter' is formulated which, after approval of all parties, is signed by the signatories of the participating companies/research institution and by the Head CGN. Plantum is responsible for sending and keeping the agreements.

**3) Execution of agreement**

CGN sends the seed material after signing all 'Evaluation Letters' to the participants according to the instruction described in INS-CGN-PG 007-Sending Instructions. This can be per participating company, or the total quantity is sent to the coordinating company/institution.

The seed quantities per accession are defined in the agreement. If the seed quantities per accession exceed a total of 3 user bags, the required seed is taken from the residual bag and packaged as one portion or in multiple portions (depending on the number of participants) and sent with the accession number. If seed is extracted from the residual seed, the amount of residual seed is adjusted in GENIS. To register the release, the GENIS dispatch table pretends that the seed shipment to the relevant address is one 'user bag', automatically reducing the number of 'user bags' by one. The number of 'user bags' is adjusted accordingly. An excel file with the passport data of the relevant accessions is also sent to the participating companies. This serves as a format for returning the evaluation data.

The participants perform the tests using the methods mentioned in the agreement. The results are sent to the CGN in an excel file. CGN puts the data into a collection file, which is sent to Plantum. When it is an agreement concluded with Plantum, the results are distributed centrally by Plantum.

###### **4) Entering results in GENIS**

If an embargo on the results has been agreed, Annex 1 of this document will be followed. If this is not the case, the data can be entered in GENIS immediately upon arrival.

**MEASURING POINTS PROCESS EFFECTIVENESS & CAUSE ANALYSIS**

14.Characterisation and evaluation

Number of accessions subject to evaluation and characterisation on an annual basis as a percentage of total collection size: 2%  
*Measurement point: project annual collection management report*

**ANNEX 1 HANDLING EMBARGOED DATA**

1. **Control data**

Once embargo data is received by a CGN staff member, usually a curator, they check whether the data corresponds to the agreements made with the data supplier.

1. **Data assessment**

The curator reviews the digital data and assesses whether it is suitable to be entered. For this, (s)he checks whether it is clear which material has been evaluated, which properties have been evaluated and whether it is sufficiently clear how this was done to be able to interpret the results. If this is not clear, the data suppliers are contacted.

1. **Copy and archive**

Once it is certain that the data can be entered into GENIS after the embargo period, the project documentation officer or curator will copy the information as received by the donor, plus any additional information (spreadsheet) and archive it on a network drive.

1. **Registration embargo**

The place where the data is kept will indicate when the embargo has expired.

1. **Monitoring embargo deadline**

The handling curator is responsible for monitoring embargo deadlines.

1. **Expiry of embargoes**

Once the embargo expires, the trustee indicates that the information is freely available for inclusion in GENIS.

1. **Entry CGN database**

The project documentation officer enters the information into GENIS.