**INS-CGN-PG-001 CHECKLIST COLLECTING MISSIONS**

**1. Selection of collection area and type of material to be collected**

During the preparation of the collection mission, a collection area should be chosen where material can be collected that meets the criteria set in the primary process selection (UIT-CGN-PG 6.2.10).

The material to be collected will consist of wild relatives and old landraces of the priority crops, after it has been determined that the material to be included fills a gap in the CGN collection and in those of other readily accessible genebank collections.

**2. Internal agreements CGN regarding a collection mission**

For new missions, the roadmap is consulted as described on the ABS National Focal Point website: [https:](NULL)//www.absfocalpoint.nl/nl/absfocalpoint/stappenplan.htm.  
The conditions for each new mission are discussed and agreed with the cluster leader well before the mission is carried out. In any case, these conditions include a document indicating that Prior Informed Consent (PIC) has been obtained and a document containing agreed Mutually Agreed Terms (MAT). Both documents should be signed by the Competent National Authority (CNA) if countries have incorporated the Nagoya Protocol into national legislation. Alternatively, a local partner may provide the collected material to the CGN under the SMTA.   
For more information see: <https://www.absfocalpoint.nl/>

**3. Agreements with stakeholders**

**3.1. Cooperation agreements with country where the collection mission is organised**

The cooperation with the recipient country shall be laid down in a Memorandum of Understanding (MoU) (FOR-CGN-PG-037) that is in line with the Standard Material Transfer Agreement' (SMTA) (FOR-CGN-PG-029) belonging to the 'International Treaty on PGRFA' (IT), which includes the 'Bonn Guidelines'. Furthermore, the MoU should be in line with the International Conventions on Genetic Resources ('Convention on Biological Diversity' (CBD) and the Nagoya Protocol). It should be signed by the so-called 'National Competent Authority for Plant Genetic Resources', or a person entitled to do so, in the host country. This MoU will include a passage of ownership of the material and distribution of collected seed.

**3.2 Cooperation agreements with local partner organisation**

The cooperation with the local partner organisation is laid down in an agreement (i.e. MAT). Depending on the interest of the local partner organisation or the requirements of the CNA, an article with Benefit-Sharing is included in this agreement. As part of Benefit-Sharing, the CGN may offer one or more of the following elements:

* Courses or training focused on genetic resources management or related topics
* Financial support for multiplication and/or characterisation of newly collected accessions or accessions already in collection that need to be multiplicated
* A genebank evaluation or other investment to improve quality management
* Facility upgrades, such as co-financing new multiplication facilities, storage facilities or seed processing equipment.

**4. Introduction of collected material**

**4.1 Introduction of material collected in the Netherlands**

Short missions aimed at collecting one or a few crops and often as part of a special project. These missions require little preparation and a specific budget is not necessary. However, permission must be obtained from the site owner and/or site manager before the collection activity begins. In addition, agreements on the use of the collected material are laid down in an agreement with the site owner/manager (FOR-CGN-PG-040).

**4.2 Introduction of material collected abroad**

Import of foreign material into the Netherlands, collected during collection missions in which the CGN participates with its own staff or through financial support, requires the following official documents:

* A phytosanitary certificate (material from outside the EU) or plant passport (material from within the EU).
* for crops subject to inspection, a printout of the consignment notification in the CLIENT import system.
* a Letter of Authority (LoA) if no phytosanitary certificate or plant passport can be arranged.

More instructions for the import of material through collection missions can be found in the document Phytosanitary Policy (PRT-CGN-PG-601). This document also describes the phytosanitary measures required for material that is raised in the Netherlands for the first time.

5. Logistical issues for optimal execution of assembly missions outside the Netherlands

The logistical implementation of a collection mission is highly dependent on the country or area of collection, the form of cooperation and the participating parties. It is important to arrange the following matters well in advance:

* identification mission leader, who has ultimate responsibility, often a person from the host country
* choice of areas to be collected, access to these areas and initial planning of itineraries aimed at collecting the desired material
* time of collection mission, suitable for collecting desired material
* form (format) for recording passport data, on paper or in a database file
* use acronym (code) for collection mission, this forms part of the collection numbers and is used as 'origin address'
* choice participants in the gathering mission, local and international participants
* vehicle availability, including good driver
* availability of necessary material (checklist with 'equipment'), what to bring, what is present and what can be bought in the country, where the collection mission takes place, itself
* agreements on how to cover the costs of the assembly mission, who pays what expenses, e.g. vehicle and additional costs, expenses for national participants, 'equipment' and other costs (draw up budget, see 6)
* distribution of collected material, and any herbaria specimens made, at end of collection mission
* obtaining assistance with export permit/phytosanitary documents
* agree on possible publications related to the collection mission

**6. Funding collection mission**

A budget will be prepared for the execution of foreign collecting missions. The aim is to either make CGN collecting missions cost-neutral for the CGN, or, in addition, about 10% of the budget of the WOT project Expansion can be spent on collecting missions. Costs for Benefit-Sharing with third parties abroad are also included here. Costs for multiplications (both in the Netherlands and abroad) are not included.

The following parties are eligible for (co-)funding for a CGN mission:

* Breeding companies (under the Plantum-NL banner).
* Foreign institutions (gene banks or institutes) that themselves also participate in collection missions organised by CGN. Conversely, it can also happen that CGN participates/co-finances in collection missions organised by foreign institutions. In the latter case, it is necessary to make clear agreements on CGN access to the collected material.
* Other third parties such as international organisations or special funds.

In all cases where third parties participate in collection missions, it is necessary to make proper agreements on ownership and access to the material. At all times, the rules set out in the International Treaties also apply here (see section 3.1).