**INTRODUCTION**

In order to have a backup of the entire CGN collection in case of calamities in the CGN's storage facilities, 'safety duplicate' samples of the CGN collection should be stored with third parties for the long term. To this end, a safety duplicate sample of all CGN numbers with status 'accessed' has been stored at a fellow genebank under conditions similar to those under which the CGN stores its base material (only in highly exceptional cases may storage conditions differ). Efforts are also being made to store a triplicate of the entire CGN collection Valbard Global Seed Vault.

**Retaining duplicate material**

During packing of the 'basic seed', two safety duplicate samples ('M') are set aside in separate crates and kept for dispatch. The crates, which are kept for shipping duplicates and triplicates, are barcoded and labelled with a white label showing the address. These crates are kept at -20°C. The location of these crates are registered in GENIS.

**Memorandum of Understanding (MOU)**

Before the duplicates are sent, the colleague genebank is contacted by Collections Management project manager or curators about signing an MOU. If desired, a standard MOU from the receiving party can also be used if it meets CGNs requirements**.** The signed MOUs are registered in Corsa, the archive system of the WUR. With regard to storage in the Svalbard Seed Vault, an agreement has been concluded with the Ministry of Agriculture of Norway.

**Sending duplicates**

Until no later than three years after packaging, under existing agreements, new safety duplicate samples of the basic seed will be sent to fellow genebanks. A paper list listing all accession numbers and some passport data such as genus, species, name and country of origin is attached to the seed. At the duplicate holder's request, the same list is also sent digitally. The duplicates will be sent by post or delivered by the CGN or others on behalf of CGN. The shipping box will show the year of shipment, the crop, address of the CGN and the accession numbers of the samples contained in the boxes. Triplicates/duplicates are sent to Svalbard annually, but only if at least one shipping box is full, according to the terms of the 'Seed Deposit Guideline'.

**Documentation**

For each access number, it is recorded in GENIS where and when a sample has been duplicated. The seed manager has an overview of which crops are duplicated in which foreign genebanks.