**ICSP- International Committee on Systematics of Prokaryotes**

**Officers of ICSP**

Redacted Minutes of Internet meeting 30 November 2017

**Minute 1. Call to order.** The chair Iain Sutcliffe called the meeting to order at 8:10 AM MST (3:10 PM GMT)

**Minute 2. Record of attendance.** The members that participated were I. Sutcliffe (chair), F. Rainey (vice-chair), L. Dijkshoorn (executive secretary), W. B. Whitman (treasurer), D. Brown (secretary subcommittees), F. Venter (member at large), B.J. Tindall (chair judicial committee (JC)), C. T. Bull (ex officio secretary JC). W.-J. Li did not participate with apologies.

**Minute 3. Minutes of previous meetings.** The revised minutes of 28 September 2017 and concept minutes of 26 October 2017 were approved.

**Minute 4. Matters arising.**

1. **Update on preparation of Valencia minutes for publication.** L. Dijkshoorn has circulated draft minutes to the ICSP members and received comments from both EB members and from several delegates. These comments will be implemented and the text will be adapted to the IJSEM format for submission asap.
2. **Update on nomination received for JC candidate.** A call for candidates for both the 24th and the 26th class to replace Ezaki and Oren, respectively, was sent to the ICSP members. The following candidates have been proposed, including those who were not elected in Valencia: H. Christensen (Denmark), X. Dong (China), M. Fischer- le Saux (France), R.R. de la Haba (Spain), K.-I. Suzuki (Japan), S. Ventura (Italy). An electronic voting procedure will follow. Each delegate can send their votes for 2 candidates to the executive secretary who will forward them to the 2 members at large (Venter and Li) who will act as an ad hoc voting committee. The chair proposed that the person with the highest number of votes will be placed in the 26th class, and the person with the second-highest number in the 24th class. The EB agreed on this procedure. The chair and executive secretary will draft a message to the members to start voting.
3. **Update on IJSEM note announcing sub-committee name changes and disbandment.** D. Brown reported that the announcement will be submitted to IJSEM together with the minutes of Valencia.
4. **Draft summaries of Sept and Oct 2017 EB meeting for website/circulation (IS).** The chair has drafted summaries of the past 2 EB meetings to be forwarded to the ICSP members and placed on the website. The content was agreed upon by the EB. It was decided that only quarterly summaries will be issued to ICSP members since many items of the EB meetings are followed up during the repeated meetings.
5. **Update on ad hoc committee on ‘use of genomics in prokaryotic systematics’.** F. Venter confirmed that a significant paper on the use of genomics in systematics is now in press with IJSEM. The Chair encouraged EB members to review this as its content may obviate the need for an ad hoc committee on this topic.
6. **Update on working group to review statutes.** The following members have responded to the call from the executive secretary for volunteers to join the working group: A. Oren, H.-J. Busse and P. -E. Fournier. It was agreed that W. B. Whitman and C. T. Bull will contact the volunteers and continue work on the statues.
7. **Update on working group for Education & Outreach (CB/LD).** L. Dijkshoorn reported that no activities have been set up yet. The idea is to have at least 10 videos from students and/or researchers on topics related to prokaryotic systematics by July 2018. She and C. T. Bull will contact each other to begin work on this asap.
8. **Update on working group for response to Nagoya (FV).** F. Venter reports that some documents are already on the website and some others will follow. B. Tindall questioned whether people are aware that genome sequences fall under the protocol ‘genetic resources’. The protecting regulations are motivated from the perspective of commercial exploitation by the countries of origin of materials. The question is how to inform and support institutions? F. Venter will prepare an action plan for the next EB meeting.
9. **Update on the bank account.** W. B. Whitman reported: 2 bank accounts are now open, one for the money from the IUMS account, which is property of ICSP (in US dollars), and one to receive the income for publication activities from MS (in pounds). At present Whitman can write cheques, but Bankline (on line banking of Natwest) is not yet active. For the latter, Whitman is collecting the required signatures. I. Sutcliffe thanked Whitman for his activities.

**Minute 5. Appointment of an EB delegate to the ICNP Editorial Board.** The process of checking the typeset proofs of the Code is underway. This is being done by G. Garrity and B. Tindall*. Redacted.* It was decided that the current situation (i.e. ICNP-EB) will be maintained until the typeset version of the Code is ready, with F. Rainey liaising with the current editors. Following final publication of the in press version of the Code, a new ICNP-EB will be appointed.

**Minute 6. Update from IJSEM.** F. A. Rainey reported: the rejection rate of IJSEM is low. The journal uses standard letters to respond to authors including rejection letters. It seems that there is confusion about the wording of rejection letters as too many authors query decisions with the IJSEM Editor. These should be reworded to make them more explicit if necessary, to avoid the workload of the IJSEM Editor.

**Minute 7. Update on JC activities.** Many Requests for an Opinion and proposals for amending the Code are awaiting action by the JC. According to B. Tindall, many Requests are of low quality. I. Sutcliffe commented that it is not clear why handling of the Requests is so complicated: the chair of the JC should be able to make a list of Requests, send them out for reading by the JC (individually, at a manageable rate) and ask for individual responses with a clear deadline upon which voting can be organised. Members of the JC can be expected to determine for themselves whether each Request is justified and vote accordingly. The action of the EB is as follows: it requests from B. Tindall begin submitting Requests for consideration by the JC and provide regular reports to the EB of the pending Requests for Opinion and how many have been handled.

**Minute 8. Any other business.** The chair reported that MS supports meetings financially. He suggests that he and M. Trujillo will propose the ICSP/IJSEM hosts a meeting on microbial systematics. This proposal received approval from the EB.

**Minute 9. Adjournment.** The meeting was adjourned at 10:00 AM MST (5:00 PM GMT). The next meeting is scheduled for 21 Dec. 2017.