

**World Seabird Union Transition Team Conference Call  
2200 (GMT) Thursday (In UK), 7 April  
and 14 April, 2011**

<b>Name</b>	<b>Initials</b>	<b>Apr 7</b>	<b>Apr 14</b>	<b>Representing</b>
Dave Irons, Chair	DI	A	A	Circumpolar Seabird Group
John Croxall, Vice-Chair	JC	A	R	
Liliana Ayala	LA			Peruvian Assoc for the Conservation of Nature
Kees Camphuysen	KC	R		Dutch Seabird Group
Nicholas Carlile	NC	A		Australasian Seabird Group
Steve Copsey	SC			Royal Naval Birdwatching Society
Peter Dann	PD	A		Australasian Seabird Group
Stephan Garthe	SG		R	European Seabirds at Sea Group
Jessica Hardesty-Norris	JHN	R		American Bird Conservancy
Grant Humphries	GH	A	A	Seabirds.net, Committee
Pat Jodice	PJ		A	Pacific Seabird Group
Ben Lascelles	BL		A	BirdLife International, Global Seabird Programme
Matthieu Le Corre	MLC			Indian Ocean Seabird Group
Ron LeValley	RL	A		PSG Treasurer
Xavier Monbailliu	XM		A	Medmaravis
Norman Ratcliffe	NR		A	The Seabird Group
Melanie Steinkamp	MS		A	NW Atlantic Marine Bird Cooperative
Ben Sullivan	BS		R	BirdLife International, Global Seabird Programme
Graeme Taylor	GT		R	Dept. of Conservation, New Zealand
George Wallace	GW		A	American Bird Conservancy
Ross Wanless	RW		R	African Seabird Group
Yutaka Watanuki	YW	R		Japanese Seabird Group
Jennifer Wheeler	JW	A		Waterbird Conservation of the Americas, Society for the Conservation and Study of Caribbean Birds
Pablo Yorio	PY		R	Argentine Seabird Group
Marischal De Armond	MD	A	A	Secretariat

A – Attended, R - Regrets

**Draft AGENDA/MINUTES**

**Call to Action**

DI called the 07 April meeting to order at 3:03 pm Pacific Daylight Time

DI called the 14 April meeting to order at 9:05 am Pacific Daylight Time

**Action Items from January WSUTT Meeting**

**Constitutional aspects**

**ACTION:** 13 Jan - JC asked that representatives forward other suggestions for charter changes to JC and DI, who would provide an updated version for the next conference call. **DONE:** 07 April - Suggestions received from various representatives have been incorporated into current document, which is considered to be a working document (see also Item 1.1 below).

**Legal aspects**

**ACTION:** 13 Jan - GW to provide a report on potential legal operational structures for consideration during the next conference call. **DONE:** 14 April - GW provided an analysis of the legal aspects including – simple options table, based on assumption that WSU be incorporated formally in the US due to favourable tax laws and

donation opportunities. Detailed rationale for each option is included in a pre-circulated list of options and include the following:

1. Similar to WSC
2. Commercial arrangement
3. Operate under an existing NGO's 501.C3 US non-profit status
4. Establish as a stand-alone 501.C3 non-profit status

Options 3 and 4 are the preferred options and largely depend on the anticipated future scope and level of activity of the WSU. Operating under an existing organization has the ability of being able to quickly move to a structured and supported environment. An MOU would need to be developed to outline responsibilities and fees for service that are being provided. Operating as a stand alone organization has the benefits of being able to direct WSU's own future and would require establishment of a Board of Directors and advises that a staff person be hired to help manage the organization once it is established.

MS indicated that the process of establishing a 501.c3 organization is something she has experience with and indicated she would be willing to help out with this task.

PJ noted that a 501.c3 organization's board has important influence on the direction and vision of the organization

Develop a list of organizations that may wish to work with WSU (PSG, ABC, PRBO, Manomet). Explore possibilities. Need to prepare a briefing package to support these exploratory talks

DI asked about International incorporation – BL indicated that The Seabird Group may be a possible European incorporation

**ACTION:** 14 April - MS to prepare a backgrounder on the specific requirements of establishing a stand-alone 501.c3

**ACTION:** 14 April - GW to develop information package regarding international incorporation

#### **Establishment of "search committee" for WSC2**

**ACTION:** 13 Jan - DI to ask Pat O'Hara to participate on this committee. **DONE:** 07 April - Pat O'Hara to assist in a minor role.

**ACTION:** 13 Jan - MD to circulate questionnaire responses and Expression of Interest documents to host the WSCII. **IN PROGRESS:** 07 April - MD confirmed the questionnaire responses have been sent. Search committee developing expression of interest protocols before sending.

**ACTION:** 14 April – Search committee to develop EOI document and circulate to WSC community

#### **Collation/editing of WSC1 Handbook on how to put on a WSC**

**ACTION:** 13 Jan - DI to review JW's suggested draft for a handbook and develop a plan for how to move forward on this initiative. **IN PROGRESS:** 07 April - MD suggested this might be an appropriate activity for the search committee to undertake. 14 April – Search Committee recognizes this is something that generally fits within their scope of work and will poll the full committee for their input.

**ACTION:** 14 April - MD to poll Search Committee to determine their ability to coordinate the development of the Conference Planning Handbook.

#### **Seabirds.net**

**ACTION:** 13 Jan - DI to advise Grant Humphries to move forward with his plan to manage the site and to participate in future WSU calls. **DONE:** 07 April - GH has developed and circulated a work plan for Seabirds.net. (See Item 3.1 below). 14 April – GH noted that a back-up programmer (Mark Schmidt) is now supporting his team in getting documents on-line, et al. Annette Henry is at sea for the next few weeks.

#### **Seabird colony databases (Monitoring and Register)**

**ACTION:** 13 Jan - JC, DI, BL to discuss further (and with Scott Hatch) in order to prepare summary of current status and priority next steps for this initiative. **DONE:** 07 April - DI & JC/BL agreed that Seabird Colony Registers are easier to move forward and will propose developing this work in parallel with progress on Seabird Monitoring Databases, being coordinated by Scott Hatch (as reported in his email circulated earlier in the week). (See also Item 3.2 below)

#### **Seabird-at-sea databases**

**ACTION:** 13 Jan - RW participating in this initiative and offered to provide an update on this for the next call.

**IN PROGRESS:** 07 April - RW unable to participate in current round of calls; he had informed DI that he had been unable to get a response from the coordinators of this initiative and would follow up as feasible.

#### **Mortality events**

**ACTION:** 13 Jan - DI to ask for a report from the mortality events committee. **DONE:** 07 April - (but no response to date)

#### **Other matters**

**ACTION:** 13 Jan - DI to ask Axiom to post agreed to Meeting Agenda, Minutes and supporting documents on seabirds.net. **DONE:** 07 April – DI confirmed that this work has now shifted to the Seabirds.net team. All documents are now posted on Seabirds.net

**ACTION:** 13 Jan - DI to ask Axiom to look into incorporating a “sign-up” function linked to a communication tool on seabirds.net. **IN PROGRESS:** 07 April - DI confirmed that this work including the site management and hosting is now being handled by GH’s team, including Annette Henry, the acting Website Coordinator.

#### **New Business**

##### **1. Establishment of World Seabird Union**

###### **1.1 Constitutional aspects**

07 April - JC indicated that the charter is a working document (Doc07-2011\_WSU Charter\_v02\_07APR2011) and would remain so until a version for formal approval is prepared at the end of 2011.

JW requested clarification regarding single individuals representing multiple organizations. Representatives indicated their preference for all organizations to have their own unique representation if possible and for representatives to vote only on behalf of one organisation, unless an organisation had informed the WSU Chair that another representative had been instructed to vote on their behalf.

NC asked for clarification on membership. JC indicated that membership intention is to be inclusive towards all groups that exist to undertake the same goals as indicated in WSU’s constitution. DI confirmed that WSU is a group of organizations of a local, national or international scope.

**ACTION:** 07 April - JC & DI to ensure these views regarding membership and voting are clearly reflected in WSU’s charter.

07 April - NC left the meeting

###### **1.2 Legal aspects** (see January Action item above)

###### **1.3 Financial aspects**

07 April - RL reported that WSC1’s current surplus is not known but, the best estimate at this time is approximately US ~\$35,000 (with some additional funds expected from the Canadian Government for GST (tax) refunds). PSG, through RL, will secure the surplus funds in a separate account pending the formal development of WSU and the ability to transfer the funds to the organization to manage directly. In the meantime, RL asked advice on actions he should take over any requests to use the WSC surplus funds. It was **recommended** that he should forward any such requests to WSUTT Chair, who would consult representatives as appropriate. It was noted that some expenditure from the surplus funds would need to be authorised by WSUTT to honor outstanding obligations arising from WSC and to support the ongoing work of the WSUTT. Accordingly it was **recommended** that:

- 1) US \$5,000 be paid to De Armond Management, as agreed upon during the WSC, as the work entailed in dealing with a conference that was 100% larger than envisaged when they tendered to be the Conference Secretariat;
- 2) US \$5,000 be paid to De Armond Management, as agreed upon during the WSC, to act as the WSUTT Secretariat, on the basis of a contract to be drafted by DI/JC and approved by WSUTT;
- 3) US \$323.40 be paid for domain name ownership and hosting in relation to seabirds.net for 2011 (see Item 3.1 below).

14 April – DI reviewed current budget status and asked for support for the above noted recommendations.

GW asked for clarification on role and duties of the Secretariat – DI indicated it is being developed and includes the administrative coordination of the committee’s minutes, documents and related activities. Other duties are to be determined. Furthermore, these services will be established on an hourly rate to be drawn down against the \$5000 budget amount. PJ asked for clarification that De Armond Management Ltd would be

acting on the direction of the WSUTT and it was so confirmed. DI received support for these recommendations.

**ACTION:** 07 April - DI and JC to prepare and circulate a draft contract in respect of the work of the WSUTT Secretariat.

**ACTION:** 07 April - Representatives on WSUTT Conference Call of 14 April to be invited to approve above disbursements.

#### **1.4 Representational aspects**

07 April - DI reported that Kees Camphuysen will now only represent the Dutch Seabird Group and that Stephan Garthe is willing to represent the European Seabird at Sea Group. This was welcomed and the membership/representation list (Doc08-2011\_WSUTT Members\_v01\_28MAR2011) would be amended accordingly.

14 April – DI asked for support to have Stephan Garthe serve as the representative of the European Seabird at Sea Group and was given this support.

**ACTION:** 07 April - MD to update DI's representation lists, circulate to members for confirmation of their respective contact details and then forward to Annette Henry to post to the seabirds.net site.

**ACTION:** 07 April - JW to search out potential representation from the Society for the Study & Conservation of Caribbean Birds.

### **2. World Seabird Conference**

**2.1 Establishment of "search committee" for WSC2** (see January Action item above)

**2.2 Collation/editing of WSC1 Handbook** on how to put on a WSC (to assist WSC2 organizing team) (See January Action item above)

#### **2.3 Reports to Packard Foundation and Marisla**

07 April - RL reported that the final reports are mostly in place to respond to the post-event requirements of these grants. Information, including media stories that could be useful to these reports is available on the WSC1 website ([www.worldseabirdconference.com](http://www.worldseabirdconference.com)).

**ACTION:** 07 April - JC to provide RL with some additional suggestions to support the Packard report.

**ACTION:** 07 April - RL to forward draft reports to DI/JC who would approve before submission.

### **3. WSC Legacy developments**

07 April - GH joined the meeting

#### **3.1 Seabirds.net**

07 April - GH reported on progress to date (Doc09-2011\_Seabirds.net Workplan\_28MAR2011) and indicated the current task completion was the Data Incorporation Screen.

JC offered GH and the seabirds.net committee (Doc09-2011\_Seabirds.net Workplan\_28MAR2011, Appendix A), everyone's appreciation for the work undertaken to date. The WSUTT noted with appreciation the generous contribution from NOAA in allowing Annette Henry to act as website coordinator.

The work schedule for seabirds.net (Doc09-2011\_Seabirds.net Workplan\_28MAR2011, Appendix C) was approved. It was noted that the seabirds.net committee report contained several items requiring decisions by WSUTT. Accordingly, subject to endorsement by representatives on the 14 April call, it was **recommended** that: 1) the WOSPED should be named PETREL; 2) at least initially, access should be via Option A (open access), though this could revert to Option B (reference required) if problems were encountered; 3) a formal position of WSU Website Coordinator should be established forthwith, with the roles and responsibilities set out in Doc09-2011\_Seabirds.net Workplan\_28MAR2011section 4.9. The incumbent post holder, Annette Henry, should be invited to participate in WSUTT conference calls.

The seabirds.net committee report also contained items with budgetary implications (Doc09-2011\_Seabirds.net Workplan\_28MAR2011, Appendix B). It was recommended that WSUTT should provide funding to support the on-going support & development of the site (estimated as US \$323.40 for 2011). It was

envisaged that there might be additional costs for specific requirements and it was suggested that the seabirds.net committee should be invited to identify any additional priority needs which would require funding, up to an initial limit of US \$1000-2000.

14 April – GH clarified on-going site hosting fees (as indicated on 07 April call) and team members. Further overviews included:

Section 4 – template design – AH will post to the Google groups site for input. General format will remain similar to that which currently exists. Expected that a final design template will be active within 2 months, but preliminary templates for discussion should be up in 2 - 4 weeks at most.

Section 5 – Discussion forums – (GH) A discussion forum will be created on seabirds.net in association with PETREL (a.k.a the world seabird personnel directory) - members who have created a PETREL profile will be able to post on the forum.

Section 6 – WS Personnel Directory – Option A: Open profile creation in PETREL. Option B: Referencing system which requires new profiles to be created upon vetting of new profiles via professional references. Preferred option is Option A. All were agreed that this option should be pursued and if in the future, additional vetting is needed, the switch can be made to Option B.

PETREL was agreed to be the name of the WS Personnel directory (so instead of referring to it as the world seabird personnel directory, it will be known as PETREL)

Database project to be relational ie. Once a petrel profile is created, the user profile can be used to input data to all connected databases

Content Model – how to rename, restructure initial plan provided by Scott Hatch

News Feeds update – website coordinator would be responsible for updating on a weekly basis

WSU business & info – under Seabirds.net URL ([www.seabirds.net/WSU](http://www.seabirds.net/WSU))

Formalizing process for updating content

GH: This issue is not priority and can be discussed much later when WSU is formally convened

Website coordinator position – create a position that is part of the WSU executive council, to manage, approve and update website content. AH is current coordinator, supported by NOAA as part of her existing duties

GH: The issue of creating a permanent website coordinator position for the WSU executive council will be risen again when WSU structure is being finalized, and is not a priority.

**ACTION:** 07 April - DI to invite Website Coordinator to participate in future WSUTT calls. 14 April – GH was in agreement that at this time there is no need for both he and the Website Coordinator to be on the call. It was agreed that as committee chair, GH would continue to be the representative from the committee on the call.

**ACTION:** 07 April - GH to identify potential priority funding needs for further site development

### **3.2 Seabird colony databases (Monitoring and Colony Register)**

07 April - DI and JC reported that it is possible to develop a Global Seabird Colony Register based on the existing North Pacific Seabird Data Portal and the Circumpolar Seabird Data Portal. It was suggested that using these portals as the model, would likely be the most cost-effective approach to create the Global Colony Register.

14 April – GH commented on the quality of the portal interfaces provided by Axiom and questioned what format would be appropriate and suggested input via forums.

**ACTION:** 07 April - DI to circulate info on existing portals; DI, JC, BL to circulate a brief proposal on how to move forward with a Global portal.

JW left the meeting

### **3.3 Seabird tracking databases**

14 April – BL indicated that BirdLife, Movebank and OBIS SEAMAP have been discussing the development of interoperable searching between databases so that searches made in any one of the databases identify

datasets held within all three. Movebank have been developing an XML schema to allow this to happen and it is hoped this will be complete and usable within the next few months.

Discussions were held between ACAP, OBIS, BirdLife and Movebank at the recent Biologging IV conference to determine how feasible it will be to actually share datasets between databases, and what tools are available on the different databases for initial analysis of data, though both these need further consultation.

BirdLife has received new tracking data for approximately 10 species in the last month, and hopes to add many more to its database in 2011.

### **3.4 Seabird-at-sea databases**

No report to date (see January Action item above).

### **3.5 Indicators of performance, productivity and population status**

07 April - DI reported on the Circumpolar Seabird Group's existing performance and productivity indices.

**ACTION:** 07 April - DI will circulate to WSUTT, the Circumpolar Seabird Group's concept paper on their Seabird Information Network.

### **3.6 Mortality events**

No report to date.

### **3.7 Other topics (e.g. habitat restoration, marine spatial planning)**

07 April – Nothing reported nor raised.

14 April – NR reported that he has scheduled a 40 min WSU seminar in Plymouth, UK, on Sat 3 of Sep, in association with the 11th Seabird Group conference.

<http://seabirdgroup2011.org/>

Click on "Draft Schedule" in the "Latest News" section of the home page.

## **4. Other matters**

### **4.1 Potential effects of Fukushima radiation on wildlife**

07 April – The request for information by Graeme Taylor, circulated earlier in the week, was noted and representatives invited to circulate and respond as appropriate.

## **5. Next Conference Call**

7 and/or 14 July, 2011 were generally acceptable dates to all who participated on both conference calls. The Atlantic Group call would be 07 July and the Pacific group call would be 14 July.

## **6. Adjournment**

DI adjourned the 07 April meeting at 4:15 pm PST.

DI adjourned the 14 April meeting at 10:30 am PST.