

# IGSN General Assembly 2020

18 December 2020

## Agenda

1. [Opening and Welcome](#)
2. [Appointment of the meeting chairperson](#)
3. [Appointment of the minute taker](#)
4. [Determination of timely invitation and establishment of the quorum](#)
5. [Approval of the agenda](#)
6. [Report by the members of the executive board and discussion](#)
  - a. [Status of the IGSN registry](#)
  - b. [Membership development](#)
  - c. [IGSN 2040: Project to mature the IGSN system, funded by the Sloan](#)
  - d. [Report of the financial officer](#)
7. [Report of the accounts auditor](#)
8. [Discharge of the executive officers](#)
9. [Appointment of the electoral officer](#)
10. [Election of the members of the executive board](#)
  - a. President
  - b. Vice-President
  - c. Treasurer
11. [Election of the annual accounts auditor](#)
12. [Budget proposal for 2021 and discussion](#)
13. [Discussion on admission of new members, affiliate members and vote](#)
14. [Discussion \(Topics TBD\)](#)
  - a. Reports from member organisations
15. [Miscellaneous](#)

## Resources

- [Presentation slides](#)
- [Financial Report](#)

# Present

*Members: 13 members present*

1. Kerstin Lehnert - [SESAR](#) - vote
2. Sarah Ramdeen - [SESAR](#)
3. Lesley Wyborn - [ARDC](#) - Vote
4. Michel Calzas - [CNRS](#) - Vote
5. Jens Klump - [CSIRO](#) - Vote
6. Doris Maicher - [GEOMAR](#) - vote
7. Hela Mehrtens- [GEOMAR](#)
8. JongGyu Han - [KIGAM](#) - vote
9. Will Francis - [GA](#) - Vote
10. Uli Harms - [GFZ](#) - Vote
11. Kirsten Elger - [GFZ](#)
12. Lindsay Powers - [USGS](#) - vote
13. Val Stanley - [OSU MGR](#) - vote
14. Anthony Koppers - [OSU](#)
15. Thilo Paul-Stüve - [Kiel University](#) - vote
16. Vanessa Tosello - [IFREMER](#) - vote
17. Bernhard Peucker-Ehrenbrink - [WHOI](#) - vote

*Observers (Guests and Affiliate members)*

1. Joan Damerow - [ESS Dive](#)
2. Dirk Fleischer
3. Anders Noren - CSD Facility, U. Minnesota
4. Megan Carter - ESIP

# Notes

## 1. Opening and Welcome

- a. Kerstin provided an opening statement and welcomed everyone

## 2. Appointment of the meeting chairperson

- a. Jens Klump was nominated for chairperson. This was seconded and approved.

## 3. Appointment of the minute taker

- a. Sarah Ramdeen was nominated to be the minute taker. This was seconded and approved.

## 4. Determination of timely invitation and establishment of the quorum

- a. A quorum was established - we have 15 members, 8 are needed for a quorum (50%). 13 members are present at the meeting.

## 5. Approval of the agenda

- a. The agenda was presented. Kerstin suggested adding space for updates from the allocating agents. This was added.
- b. The agenda was moved for it to be accepted. The agenda was accepted.

## 6. Report by the members of the executive board and discussion

### a. Status of the IGSN registry

- i. We have registered 1.7 million IGSNs since Feb 2020. We are now at 8.67 million registrations at this time. We have URL you can visit to check the status of IGSN registration - [dataservices.gfz-potsdam.de/IGSN](https://dataservices.gfz-potsdam.de/IGSN)
- ii. The registry is operated at GFZ as an in-kind contribution. We are grateful for the support and for the work done by Damian Ulbricht. Damian has left his position at GFZ. The IGSN e.V. executive committee is working with Uli Harms and Kirsten Elger to provide uninterrupted operation. The Excom has concluded we need to establish sovereignty of the services by early 2021.
  - 1. We will establish an alternate contact at GFZ who has access to the services
  - 2. We want to set up a task group from AA members of the IGSN e.V. to develop a plan to migrate the server and make redundant knowledge on how the central registry works, to ensure risk-free services.

### b. Membership development

- i. We are not encouraging new memberships as the IGSN 2040 project is ongoing as the organization structure and membership requirements are likely to change.

- ii. Today we have an application for affiliate membership from ESS DIVE. We will discuss this later in the meeting.
- iii. The management office has addressed two action items identified by the GS in 2019.
  - 1. Review of payments by members and who attended the GA for the past 3 years. This relates to ongoing or termination of membership.
    - a. Termination of membership (see slides, and section 6.3 of the bylaws) or removal of membership (section 6.4).
    - b. Based on the review of payments and attendance, we identified which members where these criteria applied. This resulted in 7 organizations under review. We contacted everyone except AZGS.
    - c. We felt these organizations have shown a substantial interest in IGSN but were not or changed their interest in becoming an allocating agent. So we suggested they remain in the IGSN organisation as affiliate members. All of them agreed (BSU, CCNY, RPI, and UMIN).
    - d. SIO's membership is pending while they review and OSU has caught up with ther payments.
  - 2. The managing office would set up a better way of tracking attendance and membership payments.
    - a. We sent out a form letter to capture contact information (member rep and admin contact).
    - b. We have set up a new google sheet to track payments
    - c. We set up a system to track attendance in meetings.
- c. IGSN 2040: Project to mature the IGSN system, funded by the Sloan
  - i. Kerstin provided an introduction/overview of the IGSN 2040 project. Funded by the Sloan Foundation. To develop a strategic plan and roadmap. It was funded in 2018 and was expected to end this year, but due to delays we were able to get an extension. We expect a final date of March 31st 2021.
  - ii. Activities over the last year
    - 1. We were supposed to have a face to face workshop, instead we held 3 virtual meetings this fall.
    - 2. We organized a technical sprint in May 2020. This allowed selected allocating agents to test out some of the proposed architecture which includes web architecture components.
    - 3. We employed Susan Stickley to help with the development of the Business Plan and Workshop. Susan facilitated 3 workshops

4. We also engaged Laure Haak, formerly of ORCID to help further develop the roadmap
  5. Kerstin provided a brief overview of the business idea concept that was introduced by Susan. This will be discussed in more detail at a future meeting.
  6. We are currently refining the business model and exploring potential business partnerships.
  7. We will present this material for discussion at an informal meeting of the IGSN e.V. in February. We hope to send out the draft documents towards the end of January.
  8. We then plan to hold a formal meeting in March in which we would take a vote on next steps of the implementation roadmap.
- iii. Kerstin thanked the IGSN 2040 steering committee members in attendance for their time on the project.
  - iv. Questions? None at this time.
- d. Report of the financial officer
- i. Uli shared the list of the two IGSN e.V. accounts. One has 20 thousand and the other has 1200 USD.
  - ii. During the year, there was a lot of income, about 5000 euros and only minor expenses.
  - iii. Looking at the accounts in detail, the income was 4970 euros and 662 USD from memberships fees. The payments are listed on the slides. The USGS paid by check to the dollar account as it was easier to make the payment by check.
  - iv. Only expenses this year are the banking costs (about 230 euros).
  - v. Dirk will report on the transactions in detail, but Uli shared a list showing the account is stable.
  - vi. We have only two minor issues
    1. We have non contributing members which are being addressed.
    2. We have a high surplus. Nonprofits can not acquire too much income in their accounts. We should plan for expenditures. We really have to spend it in 2021 so that we do not encounter problems with the tax office.
  - vii. Questions -
    1. Jens asked - we decided to spend some money on the website at the last general assembly, what happened? This was paid last year.
    2. Kerstin said it is good that we have a surplus as this will help with the funding of the implementation of the IGSN 2040

recommended roadmap and infrastructure. For an interim phase we do need the funds. Jens proposed we move this to the budget discussion.

## **7. Report of the accounts auditor**

- a. Dirk reported that the account is in good order. All the receipts make sense and he can recommend that the GA can relieve the executive board.
- b. He noted that last year's accounts included the website and the trade mark of the IGSN.
- c. Questions? None were received.

## **8. Discharge of the executive officers**

- a. Jens proposed to discharge the executive officers. Questions or objections? None were received.
- b. The executive officers were discharged.

## **9. Appointment of the electoral officer**

- a. Kirsten Elger volunteered to act as electoral officer. No objections were received.
- b. We used the voting tool in zoom to conduct voting.
- c. Questions?
- d. Lindsay asked if there were term limits. Kerstin said there are no term limits other than the appointments to the Executive Board are for 2 years.

## **10. Election of the members of the executive board**

### **a. Position nominations**

#### **i. President**

- 1. Kerstin was nominated and seconded. Kerstin accepted the nomination.
- 2. The vote passed. (13 yes)

#### **ii. Vice-President**

- 1. Jens was nominated and seconded for the position. Jens accepted the nomination.
- 2. The vote passed. (13 yes)

#### **iii. Treasurer**

- 1. Uli was nominated and seconded. Uli accepted the nomination.
- 2. The vote passed. (13 yes)

## **11. Election of the annual accounts auditor**

- a. Doris was nominated and accepted the nomination.
- b. The vote passed. (13 yes)

## 12. Budget proposal for 2021 and discussion

- a. As mentioned by Uli, we have too much money in our account. It gives us the opportunity to invest in necessary changes. As Kerstin mentioned, there are some changes coming.
- b. Kerstin said her budget proposal does not have specific shape at this time as we are still defining the path.
  - i. She roughly estimated the costs of running the managing office. This has been at Lamont since the founding of the IGSN e.V. It has done the work on payments, coordinating membership contacts, etc. The estimate of running the office is in the lines of \$US15000. One suggestion is to establish a budget for the office, including some of Sarah's time and be able to send invoices to the IGSN e.V and get reimbursement. We need to make it more transparent. SESAR has never formally paid a membership fee, perhaps we need to change that. With SESAR paying a fee and being paid for some services.
  - ii. Kerstin also suggested some events to celebrate the 10th anniversary of the IGSN e.V. which may incur some costs. We may celebrate at the International Data week?
  - iii. Suggested waiting to provide costs for the transition until the March meeting.
  - iv. Questions?
    1. Lindsay thought it was a good idea, that given the chance that the organizational structure may change we will need more staff support to support that effort. There has been a lot of volunteer work. Lindsay noted that we do not have much grant support going forward.
    2. Kerstin said we can be more transparent about the spending of the Sloan grant. The primary expense was the travel to workshops. With the cancelation of the last workshop, we used the money to support the contract with Susan Stickley and to support a contract with Laure Haak. The help of both has been critical to help us look at options in an informed way, strategic planning at the table. It has focused us and driven the process forward. Hopes that at the informal meeting, Laure can attend and give the presentation for where we are and what has happened.
    3. If we do have another formal general assembly in March, Kerstin can provide a more detailed budget for the managing office that we can vote on.
    4. The Chair asked if there were any questions on the budget: no questions came forward.

### 13. Discussion on admission of new members, affiliate members and vote

- a. Kerstin looked at the bylaws carefully and was unable to find information on if affiliate members need to be voted on. The bylaws were brief and did not articulate this point. She assumes that if they do not have voting rights it might be more informal.
- b. Jens noted section 5 provides more details. We do have to vote on the affiliate members as well.
- c. Kerstin - for those who moved from member to affiliated members - do we need to vote on that? Assume we do not. Any objections? None received.
- d. We received one application for an affiliate membership. ESS DIVE. Joan Damerow attended the meeting representing ESS DIVE. ESS DIVE has been working with SESAR to establish procedures and best practices for registering samples in their community.
- e. ESS DIVE is stands for **E**nvironmental **S**ystems **S**cience **D**ata Infrastructure for a **V**irtual **E**cosystem
- f. Joan - we have been testing implementing IGSNs for our community and data repository. We are a new repository that serves earth and environmental communities from DOE. These are multi disciplinary projects with a diverse range of data. We have developed a metadata profile for our community based on our experiences, which includes information on bio and enviro samples.
- g. Question?
  - i. Kerstin - When the application was submitted, she remembered someone from DOE who managed infrastructure. She wondered how independent these projects are, and if at some point there might be consideration of DOE or a national lab applying for membership rather than individual programs.
  - ii. Joan - does not think there will be individual programs applying for memberships. In discussion with other data systems in DOE. Moving forward will have conversations about that internally. They are the data repository serving earth and environmental data from DOE.
  - iii. Kerstin - does your group have a repository for the physical samples? Or do they stay with the investigators.
  - iv. Joan - they stay with the researcher, thought here are some projects that preserve them long term.
  - v. Kerstin - Joan has done work mapping the vocabularies which has been shared within the ESIP and RDA communities.
  - vi. Lesley - asked if Joan could provide a link to the mapping efforts they have been working on.



- vii. Joan - they have a GitHub repo which has the crosswalk and the community work. They recently submitted a paper to DSJ which is under review.  
<https://github.com/ess-dive-community/essdive-sample-id-metadata>
- viii. Lindsay - this will be presented at the upcoming winter ESIP meeting. In a session on the new USGS collections metadata.
- h. Jens presented ESS DIVE for affiliated membership. The vote passed unanimously.**
- i. Kerstin is excited to see the connection as it is a multidisciplinary use case that demonstrates how samples are used for different disciplines. This will help with the requirements for IGSN as a global sample number and not just geoscience.

## **14. Discussion (Topics TBD)**

- a. Jens opened the discussion to topics presented by the members, on status and progress.
- b. CSIRO and ARDC
  - i. Jens (CSIRO) and Lesley (ARDC) shared that the arrangement in Australia was that the IGSN work was distributed to three groups, serving different communities. CSIRO - national labs, GA includes the state and territory geological surveys while ARDC the academic communities.
  - ii. Over the last year, ARDC rebuilt their registration service. The new service was presented recently, it is very impressive. It incorporates suggestions for the new IGSN system architecture. ARDC participated in the sprint which occurred in May/June this year. They were informed of the suggested changes. The software they presented is not just the registration service, but also the cataloging component and metadata editor. All of that is configured and flexible to be able to handle multiple parallel schemas if necessary. Future facing work and will be made available as open source software in January. ARDC will be happy to run a webinar on this new work in early 2021 if anyone is interested (USGS, GA and ESS DIVE interested)
  - iii. This fits with the work at CSIRO. They manage large national collections. Changes take time, but it is recognized that the separate approach must be balanced to fit the collection and also unifying components so the IT does not support 52 different services. CSIRO has put a lot of work into streamlining the collections software. Is also moving towards introducing lab management systems. And IGSN is part of the consideration for these efforts, so IGSN can be used for tracking specimens across the entire organization and link it to other research artifacts (physical and digital).

- iv. Lesley - they are stabilizing the ARDC work so the system can have multiple vocabularies (i.e., will be 'vocabulary agnostic') and will have a webinar in the new year if there are enough people interested.
- v. Jens - the work on vocabularies is coordinated across the different organizations.
- c. GA
  - i. Will - The work is continuing, lots of new samples minted as part of the Exploring for the Future program. One phase completed. Another to start, and work with the state surveys on a MINEX CRC Program, and to work with the Australian states as a minter on their behalf.
- d. SESAR
  - i. Kerstin - the most relevant development is the notice that we are funded by the NSF to participate in the cyber infrastructure for samples, iSamples. It is a collaboration of SESAR with other disciplines like arch, life sciences and the Smithsonian Institution and the California digital library. Hope that through these developments in iSanpes will be able to rebuild an outdated sample ecosystem of SESAR and align with the new IGSN architecture as well. The iSamples will develop iSamples in a box, like an allocating agent which can be deployed at different levels of an org, and iSamples central which will be a central registry and search engine, and provide interaction with other persistent identifiers organizations. We recognise that some orgs like Smithsonian will not move to ARKS and in order to promote the IGSN better in the broad activity it was a compromise
  - ii. Sarah provided an update on the activities at SESAR which includes a new image upload tool, a planned release of an ORCID login system and an update on MARS. MARS is a middleware developed by partners at the College of Charleston. The tool was moved to production this week. It will allow users to map their metadata to SESARs metadata for submission using SESAR's web services without having to use the SESAR batch registration process. There are plans to host a webinar on MARS in January. The information will be shared with the IGSN e.V. community.
- e. GEOMAR
  - i. Hela provided an update on recent developments with IGSN. They have been in contact with Kirsten as they are now in a larger contact with their funding agency to have an earth and environment data hub. For terrestrial, atmospheric and marine data, and have discussed how to use IGSN for samples. Are building up for physical samples storage solutions which they will connect with other the IGSN and still discussing the number of allocating agents or using a central hub.

- ii. (Suggestion from Kerstin that we set up a series of webinars that can be shared - need a technical community exchange - would help make things more consistent.)
- f. GFZ
  - i. Kirsten shared that Damian has redone the central registry, which has now become a new software update. It should work for the upcoming years. Damian is no longer at GFZ. When he reshaped the system, he aligned the IGSN system to the newly developed mDIS (mobile Drilling Information System of ICDP) which makes future administration and software developments more coordinated with other systems. In general, there is an increasing interest for IGSN in Germany as Hela already mentioned and we expect more activity. At GFZ much depends on when and if we get a replacement for Damian.
- g. USGS
  - i. Lindsay - have not yet started developing their tool but making progress on collections catalog structure and then will move forward with IGSN. IN the process of understanding the metadata requirements for the different collections will inform the infrastructure development.
- h. KIGAM
  - i. JongGyu reported that KIGAM has not many samples, but they are registering the samples now. They are preparing the sample data for the public, and will be open in a few years to the public.
  - ii. Kerstin mentioned that the next international data week will be in Korea.
  - iii. JongGyu said KIGAM will support the international data week.
- i. CNRS
  - i. Michel - Sent an update by email. Received allocating agent software from ARDC and are using it for their software. TheyThey are implementing some samples in their database, and need to enhance and need to discuss with scientists within France to ensure that the metadata is good enough, and it is still in committee at this time. Discussing if it is useful to use IGSN. Still discussing the prefix. Last prefix but would like to move to another one. The French community are happy with the effort so far.
- j. IFREMER
  - i. Vanessa reported that IFREMER has been a member since 2017, and since 2018 have set up a registration system to attribute IGSNs to their samples in their repository. The IGSN are declared by the data center and used on labels of their rock and sediment sample repository. We have declared around 20k samples from 60 oceanographic cruises. Scientists start citing IGSNs in their scientific publications. They are

also making improvements in their existing tools. For example, IFREMER provides an online tool for data publication which allows scientists to publish a dataset and receive a DOI, added a new functionality to link between the submitted data set and a list of IGSN. The same is done with their institutional repository of scientific publications. Now they are able to link a dataset or publication to a sample using IGSN.

- ii. Kerstin noted we should discuss this as an organisation, how to cite, that we can hand to publishers that would be consistent across institutions, and also metadata.
- k. Kiel
  - i. Thilo - the systems are in development and the registration system is under review and will get a restart next year when their developer starts their position in 2021.
- l. OSU
  - i. Val reported that they are working with their software developer with their inhouse process for managing collections which will interface with their website to avoid manual updates when things change. The website update shortly and then app in 2021, and will connect to SESAR via API and will get IGSNs for their samples.
- m. WHOI
  - i. Bernhard has been using the system since 2012. Became a member in 2013. Recently had a leadership change about a year ago. Hope the new leadership will remain as supportive as they have been. Thinking this will be a smooth transition. Started registering samples in 2012. Mostly with water samples from the global rivers observatory. And also core repository and rock samples started registering samples. Slow going process, registered around 6000 so far and will continue to do so. More and more PIs become aware and will use it to complement official activities.

## **15. Miscellaneous**

- a. Question -Name change? Is there a plan to do so?
- b. Jens - the idea of a name change has been discussed to reflect IGSN is not just for geo samples but any physical object from the universe. There has been some brainstorming on what the name change could be. IGSN is a brand name, so we have been advised against changing the brand. We discussed what IGSN could then mean if not geo sample number. The suggestion (not a formal proposal) is that we might call it IGSN Global Sample Number. Which has the brand name and is discipline agnostic, but global. This might be something to bring to our next General Assembly in March as IGSN is in our statutes and if we want to change our name officially we need to change our

statues, and register the changes with Potsdam. We will be making changes in March, so save it until then.

c. Opinions?

- i. Uli - just IGSN. The protected name is already on the way as IGSN. Suggest just make it short and just call it IGSN. Suggest stay with IGSN.
- ii. Kirsten - people will ask for an acronym to be spelt out. She likes the suggestion of IGSN global sample number.
- iii. Lindsay - the issue about international and global are redundant. And with extraterrestrial samples as well.
- iv. Kerstin - yes, having a discussion with NASA collections at Johnson Space Center getting IGSNs.
- v. Jens asked if it is now the Inter Galactic Sample Number?
- vi. Dirk asked about this. Kerstin said that we registered some but there was a gap in curators and it took a lot more buy in from upper management. But now it will include all collections like cosmic dust and meteorites.
- vii. Lindsay suggested that we put together a shared document where people can put ideas in.
- viii. Jens suggested having discussion at the February extraordinary session.
- ix. Dirk suggested the Beastie Boys song as our anthem.
- x. Kerstin mentioned that we will have a session at PIDapalooza coming up at the end of January. It will be virtual and it will be easier for participation. Also thinking of ideas for the International Data Week.

d. Last chance for any business? None was shared.

## **16. The meeting was closed.**

- a. Kerstin and Jens thanked everyone for the great meeting. Appreciated the updates from all the allocating agents. And said we should follow up on many of these things. We will meet a few more times over the next few months. And hopefully everyone can join these presentations about the next phase of the IGSN and the March meeting for a vote. She is excited to celebrate the 10 years of the IGSN next year with all of the members contributing.