

Minutes of Throughflow Board Meeting  
Bandung, Java  
November 25, 2010



**Attending:** Juan Carlos Braga, Fauzie Hasibuan, Ken Johnson, Matthias Prange, Willem Renema, Jon Todd, Frank Wesselingh, Bill Wood, Jeremy Young

Start 10:00 at Bumi Ashi Hotel

### **ESR Committees**

It might be a good idea to delegate one or two ESRs to take on tasks on behalf of the group (during NTA-2 and afterwards). Potential areas of responsibility include: managing project phones, blog, images, data sharing, shopping and logistics.

Action: Bill Wood to work with ESRs to implement

### **NTA-2 Budget Update**

It was agreed that finances will work using this mechanism.

1. Main Budget Holder is NCB coordinated by Willem Renema
2. All expenses to be centrally managed, anyone making expenditure to turn in receipt and be reimbursed. Receipts kept by Ken Johnson and Willem Renema.
3. During field training, small amounts of cash will be left in each car (in first aid box). This is to be used for lunch and other small purchases.
4. At end of NTA-2 expenses to be categorized into cost categories (subsistence, transport, supplies, administration fees, etc.).
5. Total number of person-days to be calculated for ESRs, other staff, and external participants, and divided into overall cost of NTA-2.
6. Each partner institution to be billed by NCB for their portion of the overall costs.

### **Data sharing and field training logistics.**

The following protocol was agreed to maximize sharing of information associated with locality and samples.

1. Each Locality has a designated "owner" or person who is responsible for information associated with that site.
2. Unique locality numbers are assigned using lists provided in each car. When a new locality number is used, the responsible person adds GPS coordinates and signs off on the paper lists.
3. A spreadsheet of all locality data will be maintained by the geoinformatics team (membership to be determined).
4. Stratigraphic logs will be produced for each locality - at an appropriate level of detail (these will be compiled by the geoinformatics team).
5. Each researcher will manage their own samples, but all samples will be labeled with the locality number. A separate spreadsheet of information associated with samples will be

maintained by the geoinformatics team (including, GPS coordinates, interval in section, type of sample, name of collector, collecting event details, etc.)

6. It was agreed that in cases where bulk sediment samples will be processed for work by multiple sub-projects that we standardize sieve sizes 8mm 2mm 1 mm 1/2 mm

### **Shipping of Samples**

Shipping of samples will be coordinated by Willem Renema and Jeremy Young. They will look into purchasing appropriate packing boxes to ensure safe transport. We anticipate arrival of the container in London on approximately February 1, 2011. Time will be set aside coinciding with NTA-3 (February 28-March 4) for partners to collect and arrange onward delivery of samples.

### **Preliminary Reports**

Each ESR should prepare a brief report of the work they accomplished during the field training including any preliminary results that they might have. Project-wide data (section logs, locality data, lists of samples, etc.) will be attached as an appendix to the set of reports and can be cited from within them. Juan Carlos Braga and Bill Wood will coordinate the production of the appendices.

We plan to use the reports as the basis for project planning during our next meeting in March. We are also committed to submit one report per ESR to the funding agency as part of our first annual progress report. Progress report.

These should be submitted to Ken Johnson before January 31, 2011 so they can be included in our first Progress report to the European Commission. ESRs should be working on them during NTA-2.

Suggested length: 4 pages, with group-wide data attached as appendix to entire set.

Suggested outline:

1. Name of Project
2. Name of ESR
3. Brief statement of Scientific Question being addressed
4. Overview of Field Methods
5. Summary of work accomplished
6. Preliminary Results (even if they are vague at this point, it would be useful to have a summary of what you learned)
7. Summary of what was learned

These reports will be available to the public via the website, but the data appendices will be restricted to project members. At the end of the project, they will be released to the public.

### **Annual Progress Report**

Our first Annual Progress report is due by January 31, 2011. Ken Johnson will coordinate this including putting information on website. In January he will invite ESRs and others to contribute information required to build the report.

### **Coordination of Geochemical Analyses**

We discussed a general approach for coordinating expensive analysis (for example strontium isotopes for age dating). It was suggested to seek external funds to support this work (NERC or Australian source?). In particular the stratigraphy and geochemistry work packages (ESRs

Nathan Marshall, Vibor Novak, and Bill Wood) need to work together on this. This topic, and the broader issue of coordinating analysis among projects and work packages will be placed on the agenda for the board meeting in March 2011.

### **Status of ESRs**

All ESRs are recruited and able to join NTA-2. Bill Wood is currently the ESR representative on the board and his term ends in during NTA-4 (June/July 2011). We need to make the ESRs aware that Juan Carlos Braga has agreed to act as "ESR Advisor" in case any ESR would like additional support, especially regarding interactions with their own supervisor or any other team member.

### **NTA-3**

To be held at the Natural History Museum, London on February 28-March 4, 2011. Main objectives are

1. an introduction to some tools available for biodiversity and geoinformatics
2. an introduction to the "scratchpads" content management system provided by the VIBRANT project that will be used to publish throughflow data.
3. consolidate information collected during NTA-2 into project databases (localities, samples, geo-referenced images, taxonomic data, etc.)
4. Sampling party to recover samples from NTA-2 that where shipping to London
5. Project planning including development of a comprehensive publication and dissemination plan.

We have funds for five external researchers, and hope to invite two indonesian colleagues.

### **NTA-4**

To be held in Indonesia from June 12-July 17 , with the theme "Palaeoecology, geological analysis, and interpretation of past environments". The event will take the same format as NTA-2 with a series of workshops in Bandung followed by field training in East Kalimantan and possibly elsewhere. A detailed programme will be discussed at the March 2011 board meetings.

### **Website, blog, public engagement activities.**

The project website is in dire need of an emergency facelift. Frank Wesselingh and Ken Johnson will do this in January. Several public engagement activities will be run in association with the Natural History Museum during NTA-2. We need to discuss how to do this better in NTA-4 - ideally with other institutions and in particular the Museum Geologi. A blog has been opened on the NHM website (<http://www.nhm.ac.uk/natureplus/blogs/borneo>) and all ESRs are expected to contribute one posting during NTA-2 as part of the complementary skills training programme. The board needs to discuss the pros and cons of moving blog postings to our own site at [ipaeg.org](http://ipaeg.org) to avoid branding by one particular institution.

### **Other business**

No other business was raised and the meeting was closed at 11:45