****

**Workshop: World Ostracoda Database**

***Goals:***

* Unite Ostracoda WoRMS editors towards WoRMS’s goals
* Set clear, specific goals for each editor in the future, in order to keep WoRMS complete for new Ostracoda taxa being described, new classfications, new combinations & upload the few taxa already been described but still missing
* Decide on which higher level taxonomy to use for Ostracoda
* Assign Incertae sedis taxa to higher levels
* Get training in the use of the online interface and the available tools
* Decide on how to document the authorship of taxa
* Re-write the introduction page of WOD
* Integration of “fossil Myodocope Database” into WOD
* Integration of additional Halocyprida data into WOD
* Integration of hundreds of good quality SEM and optic microscope photos

***Venue***:

Flanders Marine Institute (VLIZ) – Wandelaarkaai 7, 8400 Oostende

17-20 May 2016

***Confirmed participants:***

Simone Nunes-Brandao, Martin Angel, Renate Matzke-Karaz, Tonu Meidla, Vincent Perrier, David Siveter, Moriaki Yasuhara

**Tuesday 17 May 2016 (day 1)**

***9h:***

* Welcome [WoRMS DMT + Simone]
* Practical information [WoRMS DMT]
* Round table [all]
* World Ostracoda Database (WOD): [Simone Brandao]
	+ Introduction to WOD
	+ Summary of Ostracoda work conducted to date
	+ Goals & planned outcomes: short- & long-term
	+ Ostracoda higher level classification [Dave & Tonu]
	+ Discuss way forward
	+ Discuss taxonomic problems inherent to the group
		- Authorities: use both “(author, year) author, year” in the case of new combinations or just the simple form “(author, year)”

***10h30: coffee / tea break (30’)***

***11h:***

* WOD – related initiatives
	+ Fossil Myodocope database [Vincent]
	+ Halocyprida: taxonomy, ecology, geography & morphology [Martin]
* WoRMS –introduction [WoRMS DMT]
* Introduction to the ‘editor guidelines’ [WoRMS DMT]
* WoRMS online editing [WoRMS DMT]
	+ How to edit online
	+ Overview of existing tools & functionalities
	+ Alternatives to online editing, through Excel templates

***12h30: sandwich lunch***

***13h30:***

* WoRMS online editing (continued)
* Hands-on online data entry [all]

***15h: coffee / tea break (30’)***

***15h30:***

* Hands-on online data entry (continued)

***17h30: end of day 1***

***19h: dinner in Ostend, offered by LifeWatch***

**Wednesday 18 May (day 2)**

***9h:***

* Discuss ‘Incertae Sedis’ taxa [?]
* Hands-on: assign Incertae sedis taxa to families

***10h30: coffee / tea break (30’)***

***11h:***

* Hands-on: assign Incertae sedis taxa to families

***12h30: sandwich lunch***

***13h30:***

* Hands-on sessions continued:
	+ Online data entry
	+ Assign Incertae sedis taxa to families

***15h: coffee / tea break (30’)***

***15h30:***

* Hands-on sessions continued:
	+ Online data entry
	+ Assign Incertae sedis taxa to families

***17h30: end of day 2***

**Thursday 19 May (day 3)**

***9h:***

* Higher level classification of Ostracoda [David, Tonu & Vincent]
	+ How many subclasses?
	+ Palaeocopa as a separate subclass?
	+ Where to place Leperditiocopina, Puncioidea, Beyrichicopa?

***10h30: coffee / tea break (30’)***

***11h:***

* Higher level classification of Myodocopa
	+ Fossil [Vincent]
	+ Halocyprida [Martin]
	+ Myodocopida [Andrew]

***12h30: sandwich lunch***

***13h30:***

* Higher level classification of Palaeocopa [David & Tonu]
* Higher level classification of Podocopa I: Metacopa [Moriaki]

***15h: coffee / tea break (30’)***

***15h30:***

* Higher level classification of Podocopa II
	+ Platycopida [Moriaki]
	+ Cypridocopina [Simone]
	+ Bairidocopina [Simone]
	+ Sigiliocopina [Ivana]

***17h30: end of day 3***

**Friday 20 May (day 4)**

***9h:***

* Summary of previous days
* Plan future work, set deadlines & assign responsibilities
* Identify target goals & specific directions to obtain a more accurate and complete database
* Discuss the best way to showcase the progress of this workshop, considering both scientific conferences and public media

***10h30: coffee / tea break (30’)***

***11h:***

* Images: SEM and optic microscope photos for WOD
* Re-write Intro-page of WOD
* Free discussion on any issues concerning Ostracoda in WOD

***12h30: sandwich lunch***

***13h30:***

* Discussions continued
* Online editing continued

***14h30: coffee / tea break (30’)***

***15h:***

* Any other business
* Closing of workshop

***16h: end of day 4***