

**Institutional Policy of the Institutes of the Academy of Sciences, Czech Republic
Institute of Botany, Institute of Entomology, Institute of Vertebrate Biology, Institute of Animal
Physiology and Genetics**

Rules and Ethics for the Collection of Biological Material

Preamble

The Institutes of the Academy of Sciences listed below declare that their commitment to contributing to biodiversity conservation, to the sustainable use of biological resources, and to fair and equitable sharing of benefits, is a high priority. In order to follow these general rules, institutional policy has been developed to give guidelines for correct and ethical methods of the collection, handling and preservation of plants and animals collected in the field, both in the Czech Republic and abroad. This policy accords fully with CBD principles and CITES regulations, and takes the basic rules outlined in the Manila Declaration into account.

Legal Conditions of Collecting in the Field

The collector must observe the legal regulations of the country visited, particularly the national restrictions on plant and animal collecting, regulations for the export of biological specimens, as well as quarantine, biosafety, CITES and other relevant rules. Special attention must be paid to the status of the localities visited and permission to collect in protected areas must be obtained in advance. The participation of local partners in the joint research does not release the employees of the Academy of Sciences from their responsibility for observing national rules and regulations.

Ethics of Biological Material Collection

Biological material must be collected for specified research and strictly non-commercial use. Extensive and unnecessary collecting should be avoided and the researcher should always consider whether the objectives of the research justify the extent of the collecting programme. Regulations related to animal welfare must be followed and respected during the collection and handling of animals. The local situation must be taken into account; in particular, sampled populations must not be over-exploited, organisms found or believed to be rare should be, whenever possible, omitted from collecting plans. Samples should be collected, prepared and preserved with the utmost care, to avoid unnecessary loss, to prevent any harm to the animals collected, and to ensure the future use of the specimens collected. Whenever possible, material should be collected in duplicate; we recommend that at least one of the duplicates is to be offered to the institution of the local partner.

Principles of Equitable Partnership and Benefit-Sharing

Researchers planning a collecting trip should act on the basis of the prior consent of a local partner (with each side giving full and complete information on their interests and intentions). Terms of collection must be agreed by all parties involved and the agreement should cover the basic conditions of benefit-

sharing. Recognized local partner institutions should be contacted and consulted, rather than individual local assistants.

A partnership with local institutions should be built up so as to support the national implementation of the methods used and the results obtained and to help capacity building in the research field. If possible, the guest partner should help the local partner by research exchange and fellowships or by direct funding of local research.

The collections made should serve the local partner's and the collector's institution equally. The local partner must be provided with full access to the collections, and should be given an equal set of specimens, properly labeled and numbered. Any type specimen designated among the collections should have an adequate duplicate in the local institution (unless the type itself is deposited there). Any participation by the local partners in the publication process, even if only technical and logistic, should be acknowledged, and co-authorship should be considered whenever justified. Publications should be made available immediately to the local partner.

Any partnership should be based on an agreement. Whenever relevant, the agreement must include provisions for subsequent commercial use of the results of research, on the basis of an equal benefit-sharing.

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