



Collections Development Policy

This policy applies to all NHMD employees, contractors, associates, students, and volunteers. Sections of this policy also apply to users of the collections, particularly in respect to Due Diligence, Access and Benefit Sharing (ABS) and Destructive and Invasive Sampling.

This policy was approved by the Board of Directors 13 June 2023 and shall remain in place until a revision is issued by the the Deputy Director for Collections.

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Collections Development Policy

1. The Natural History Museum of Denmark's Statement of Purpose

The Natural History Museum of Denmark (NHMD) is home to the largest and most important natural history collections in Denmark. The collections, which record the past and present diversity of the natural world, past and present have been gathered over the last 400 years. Through these collections, we gain knowledge of the organisms that we share the planet with and of the processes that have shaped the Earth, our solar system and humankind. The NHMD is committed to sustaining and improving its collections, within the framework of international conventions, for the benefit of all users.

The Collections Development Policy provides an overarching framework covering a number of activities that enhance and develop the NHMD's collections through the acquisition of new collections, field collecting, disposals and information gathered as a result of destructive, invasive, and non-invasive sampling.

2. An Overview of Current Collections

The collections of the Natural History Museum of Denmark contain approximately 14 million specimens of preserved animals, preserved and living plants, tissue cultures, fossils, minerals, and rocks. The many specimens in the collections derive from all over the world and make up the main part of Danish natural history heritage. The NHMD's collections are also amongst the oldest in the world, reaching back into the mid-17th century. Many of the oldest specimens in the collections were acquired due to their beauty, peculiarity, or commercial value. However, the largest part of the collections has been collected for scientific use and is part of a global research infrastructure, and in active use on many levels.

This policy covers all collections. The following subjects require additional policy requirements and are treated separately:

- Human Remains
- The Living Collection in the Botanical Garden
- The National DNA and Tissue Repository

The collections mentioned above comply with the NHMD collections management policies, unless otherwise indicated in their separate policies.

3. Themes and Priorities for Future Collecting

The NHMD is obligated by the Danish Museum Act¹ to collect and maintain representative national collections.

Specimens are collected with the objective of supporting the NHMD's overall mission and national responsibility; to expand the understanding of natural history through collections stewardship, research, teaching, and public engagement.

These obligations are met through acquiring material through:

- Fieldwork and collecting in Denmark, Greenland, the Faroe Islands and worldwide, funded by both external and internal sources.

¹ LBK nr. 358 af 08/04/2014

- Donations and bequests from scientists working at other institutions, members of the public (naturalists), and other organizations.
- Exchanges and transfers from other organizations worldwide.
- Purchases at relevant auctions and from specialist suppliers, etc.

In each case the NHMD will only acquire specimens to fulfil these goals and by these methods if it reasonably believes:

- The donor or collector legally entered the Country of Origin.
- The specimen was collected legally in the Country of Origin (e.g., permits were in place).
- The specimen was legally removed from the Country of Origin (e.g., export and import documents were in place).

If there are uncertainties relating to provenance, the NHMD staff will use their professional judgement to assess whether the specimen should be acquired.

3.1 Other Priorities and Considerations

- a) The NHMD may occasionally accept “orphaned” collections of scientific value from other institutions that can no longer provide appropriate resources for their care. These cases are subject to assessment by the NHMD.
- b) Specimens may be acquired by the NHMD’s scientific departments, exhibition teams and learning teams. However, specimens will only be acquired following a discussion with the relevant collections team (curators and collection managers), and the registrar where appropriate.
- c) All new acquisitions shall comply with the sections in this policy relating to Field Collecting and Legislations and Regulations.
- d) The NHMD retains the right to refuse donations to its collections.

4. Deaccessions and Disposals

4.1 Definitions

Deaccessioning is the process used to permanently remove an inventoried specimen from the NHMD’s collections, or to document the reasons for an involuntary removal (e.g., one required by law or due to circumstances not controlled by the Museum).

Disposal is the process of getting rid of the specimen that has been deaccessioned.

4.2 Legal Framework for Deaccessioning and Disposals

- a) Deaccessioning and disposals are bound by the Danish Museum Act, chap. 5, §11, stk. 2, which states that “In special cases, the state museums can, ..., dispose objects, works of art and other documentation from the collections. As regards to the museums mentioned in section 9², approval is given by the Danish Minister of Higher Education and Science.”
- b) Inventoried specimens can be transferred, with permanent change of ownership, to another State Museum or State-approved Museum in Denmark.

4.3 Purpose of Deaccessioning

Deaccessioning, when carried out in an appropriate manner and with thoughtful consideration, is an integral part of responsible collections management and is based on the ethical codes of national and international museum professional organizations.

² Natural History Museums in Denmark.

4.4 Deaccessioning Criteria

Within this framework, deaccession, particularly by exchange, transfer, or gift, from the collections (both of registered and acquired specimens) is a vital part of its development.

- a) The NHMD's primary reasons and justification for deaccession are:
 - Distribution of types or collections to other institutions worldwide (by transfer or gift) from under-collected fieldwork areas. This is a disciplinary practice in some collections, for example, in botany where botanical gardens and herbaria collaborate in an established exchange and collections enhancement agreement.
 - Sharing of specimens across institutions worldwide to mitigate against loss and to facilitate access to specimens through more institutions.
 - Sharing of the specimens to reduce the impact of fieldwork nationally and internationally.
 - Enhancement of on-going NHMD research projects and the NHMD collections.
 - Development of a significant network-building opportunity in another country.
 - Return of specimens not owned by the NHMD, and for which an identifiable owner has been determined.
 - If the specimen cannot be preserved, has deteriorated, been destroyed, or damaged to an extent that it no longer has any cultural or scientific value.
 - Collection specimens that the Museum will never use, including duplicates, copies, fakes, second-rate specimens, and other unneeded or substandard material.

- b) The deaccessioning and disposal of human remains are covered in the *NHMD Human Remains Policy*.

4.5 Requests for the Return of specimens

Requests for the return of specimens can pose many legal, ethical, and practical problems. The NHMD must ascertain in each case whether the specimen was a valid gift or purchase and balance the request against its public responsibilities. The final decision lies within the Board of Directors.

4.6 Restitution and Repatriation

- a) Definitions: *Restitution* refers to the return of an object to a party found to have a prior and continuing relationship with the object that overrides the claims of the holding party. *Repatriation* refers to the return of an object of cultural patrimony to a party found to be the true owner or traditional guardian, or their heirs and descendants.

Restitution and repatriation of cultural historical objects are regulated by "Tilbageleveringsloven"³, but no parallel or praxis is given for material belonging to natural history museums. In case of doubts, the Ministry of Culture is to be consulted.

Requests for restitution and repatriation must be made in writing and will be considered within the framework established by this policy.

4.7 Disposal Preliminaries

- a) The curators will ensure that the disposal process is carried out openly and with transparency.

³ Lov om tilbagelevering af kulturgoder. LOV nr. 1572 af 15/12/2015. Act concerning the return of cultural objects. The act only regulates objects illegally removed from within the EU area.

- b) By definition, the NHMD has a long-term purpose and holds collections in trust for society in relation to its stated objectives. The Board of Directors therefore accept the principle that sound curatorial reasons for disposal must be established before consideration is given to the disposal of specimens of cultural or scientific value from the NHMD's collections.
- c) The NHMD will confirm that it is legally permitted to dispose of a specimen. Agreements on disposal made with donors will be considered, as will agreements made with Countries of Origin relating to specimens covered by the *Convention on Biological Diversity (CBD)* and the *Nagoya Protocol*.
- d) When disposal of a museum specimen is being considered, the NHMD will establish if the specimen was acquired with the aid of an external funding organization. In such cases, any conditions attached to the original grant will be followed, including repayment of the original grant, if necessary.

4.8 Motivation for Disposal and Method of Disposal

- a) When disposal is motivated by curatorial reasons, the procedures outlined in paragraphs 4.9 – 4.11 will be followed and the method of disposal may be by gift, exchange, or destruction.
- b) The NHMD will not undertake disposal motivated principally by financial reasons.

4.9 The Disposal Decision-Making Process

The decision to dispose of material from the collections is only taken after full consideration of the reasons for disposal. Other factors, including public benefit, or the implications for the NHMD's collections and collections held by museums and other organizations collecting the same material or in related fields, will be considered. External expert advice will be obtained and the views of stakeholders, such as donors, researchers, local and source communities, and others served by the NHMD, will also be sought when appropriate.

4.10 Responsibility for Disposal Decision-Making

A decision to dispose of a specimen of cultural or scientific value, as described in section 4.4, is delegated by the Board of Directors to the professional curatorial staff (curators and collection managers).

4.11 Disposal by Exchange

- a) Exchanges of duplicate specimens to institutions with similar collections (e.g., libraries, natural history museums, botanical gardens, and herbaria worldwide) are carried out as needed by collections staff to support the development of the collections, as described in section 3 in this policy.
- b) Under certain circumstances, the NHMD may exchange a specimen outside the Danish public sector where there can be demonstrable public benefit for doing so.
- c) In cases where the collections staff wishes, for sound curatorial reasons, to exchange non-duplicate or accessioned material directly with other museums, other organizations, or individuals, the Deputy Director for Collections must approve the exchange.

4.12 Documenting Disposal

- a) Full records will be kept of all decisions on disposals and the specimens involved, and proper arrangements made for the preservation and/or transfer, as appropriate, of the documentation relating to the specimens concerned, including photographic records where practicable. This means that:
 - For all disposals of specimens registered or acquisitioned, either an individual Transfer Agreement Form or related document must be completed.
 - Copies (the originals remaining at the NHMD) of all associated specimen data and collections archives will accompany all specimens being deaccessioned by whatever means.

- When a specimen is disposed of by gift or exchange, a copy of all permits, including documents associated with Access and Benefit-sharing legislation, or other appropriate documentation, will be provided to the recipient.
- A detailed written record of all disposals and dispersals relating to registered specimens must be made.

5. Limitations on Collecting

- a) The NHMD recognises its responsibility, when acquiring additions to its collections, to ensure that the care of collections, documentation arrangements and use of collections will meet international recognised standards. The NHMD will take into account limitations on collecting imposed by such factors as staffing, storage, and care of collection arrangements. Consequently, NHMD staff will assess each specimen before acquisition to ensure that adequate standards of care, conservation and documentation can be applied to the specimen, that the specimen is fit for the purpose for which it was acquired, and that it has been legally collected in the Country of Origin. The NHMD will not acquire specimens that do not fulfil these criteria.
- b) The NHMD will not accept a specimen if the acquisition can be directly perceived as a commercial endorsement.

6. Collecting Policies of Other Museums

The NHMD will take into account the collecting policies of other museums and other organizations collecting in the same or related areas or subject fields. The NHMD will consult with the organizations where conflicts of interest may arise or to define areas of specialism, in order to avoid unnecessary duplication and waste of resources.

7. Acquisitions Not Covered by the Policy

Acquisitions outside the current stated policy will only be made in very exceptional circumstances. In such cases, the request will be passed to the relevant curator. If the curator is in doubt, the Deputy Director for Collections will decide whether the material can be acquired or not.

8. Information on the Legal and Ethical Framework for Acquiring and Disposing of Items

- a) The NHMD will exercise due diligence and make every effort not to acquire, whether by purchase, gift, bequest, or exchange, any object or specimen unless the Deputy Director for Collections or responsible curator is satisfied that the NHMD can acquire the specimen legally.
- b) Field collections made on the NHMD's behalf by its staff, students, and associates must fulfil the NHMD's requirements for due diligence and ensure that the acquisition fulfils the statements made within this policy. See section 9 for details relating to field collecting.
- c) In particular, the NHMD will not acquire any object or specimen unless it is satisfied that the object or specimen has not been acquired in, or exported from, its Country of Origin (or any intermediate country in which it may have been legally owned) in violation of that country's laws.
- d) Consequently, the NHMD follows the following recognised principles and international standards:
 - In accordance with the provisions of the UNESCO 1970 *Convention on the Means of Prohibiting and Preventing the Illicit Import, Export, and Transfer of Ownership of Cultural Property*, which Denmark ratified 26 March 2003, the NHMD will reject any specimens that have been illicitly traded.
 - The NHMD shall not knowingly acquire, by any direct or indirect means, any biological or geological specimen that has been collected, sold, or otherwise transferred in contravention of

any national or international wildlife protection or natural history conservation law or treaty of Denmark or any other country, except with the express consent of an appropriate outside authority. This includes the *Convention on the International Trade in Endangered Species of Wild Fauna & Flora* (CITES), *Convention on Biological Diversity* (CBD) and the *Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization* (ABS) to the *Convention on Biological Diversity* (CBD). See the *NHMD ABS Policy* for further information on ABS regulation.

- e) Any exceptions to the above clauses will only be made because the NHMD is:
- Acting as an externally approved repository of last resort for material of local (Danish) origin.
 - Acquiring a specimen of minor importance that lacks secure ownership history but, in the best judgement of experts in the field concerned, has not been illicitly traded.
 - Acting with the permission of authorities with the requisite jurisdiction in the Country of Origin.
 - In possession of reliable documentary evidence that the specimen or object was exported from its Country of Origin before 1970.
- f) In exceptional circumstances, the NHMD may acquire through the relevant law enforcement agencies specimens whose legality is questionable. In these circumstances, documents from the authorities will follow the material, stating the official legal transfer of the material in question. In these cases, the NHMD will be open and transparent in the way it makes decisions and will act only with the express consent of an appropriate outside authority.

9. Field Collecting

- a) The collection of natural history specimens from the field is fundamental to the development of the NHMD collections and to the research, outreach, and exhibitions undertaken at the NHMD.
- b) Individuals collecting under the auspices of the NHMD including employees, affiliated students, formal visitors, contractors, volunteers, and associates, who are undertaking fieldwork that involves the study and collection of biological and geological material, will only do so in accordance with the laws and pertinent regulations of the sovereign nation in whose territory they are working.
- c) NHMD staff will not undertake collecting for commercial sale purposes.
- d) Fieldwork outside Denmark that involves collecting geological and biological material shall be conducted, whenever possible, in collaboration with an appropriate local partner, for example with a museum, university, or scientific research organization. The nature of any collaboration or agreement should be recorded, including the obligations and responsibilities of both the NHMD and the collaborating organization.
- e) Where the NHMD enters into a formal collaborative fieldwork or research venture outside Denmark, the NHMD follows the University of Copenhagen's *Collaborating with the University of Copenhagen. The University's Overall Principles* (2012).
- f) The NHMD and its staff should follow, where possible, the *University of Copenhagen's Code of Good Scientific Practice in Research Collaborations with External Partners*.
- g) NHMD staff shall not accept similarly protected material (botanical, zoological, or geological) that is presented by third parties.
- h) All staff undertaking fieldwork are individually responsible for identifying and applying for all relevant documentation needed to undertake the fieldwork, and for complying with this policy.
- i) All staff undertaking fieldwork are individually responsible for complying with the guidelines supplied by the University of Copenhagen, Faculty of Science, for *Safety and Fieldwork* and especially for the Arctic area (*The Safety Manual for Fieldwork in the Arctic*) and the general University guidelines for *Travel Safety and Security*.

- j) All staff undertaking fieldwork must follow the *NHMD Fieldwork. Procedure for Paperwork* (see Appendix A).
- k) Originals of all documentation must be sent to the museum registrar, either by regular post or e-mail (registrar@snm.ku.dk).
- l) Copies of all documentation, including relevant communication (e.g., e-mails) relating to ABS regulation must be forwarded to the Faculty's ABS Compliance officer by e-mail (nagoya@snm.ku.dk).

10. Legislation and Regulations

The NHMD will strive to ensure that its research activities comply with global, national, regional, and local legislation and regulations regarding specimens collected and information recorded by its staff and associates, and which cover specimens used by its researchers. This section applies to all research carried out on NHMD premises, and by staff and others working elsewhere on NHMD collections as a part of their research.

Specifically:

- (a) The NHMD will honour agreements entered into by its staff regarding fieldwork and other research in the form of permits, and if relevant ABS requirements. More information on ABS can be found in the *NHMD ABS Policy*.
- (b) The activities should comply with the UCPH, Faculty of Science's *Principles for Good Scientific Practice*.
- (c) All specimens brought into the NHMD will comply with object entry as described in the *NHMD Collections Access Policy*.
- (d) All new acquisitions will comply with the acquisition principles as set out in this policy.
- (e) All research loans will comply with the section Incoming Research Loans in the *NHMD Collections Access Policy*.
- (f) Staff undertaking research should ensure that they are aware of any restrictions or conditions relating to non-accessioned specimens as well as accessioned specimens upon which they, their collaborators, students, or volunteers working for them, are studying.

10.1 Publication of Data and Research Results

The NHMD has an open data policy with respect to its scientific collections. However, it will not make information resulting from research, or the primary data associated with that information, publicly available on databases where this is in contravention of agreements with Provider Countries or relevant stakeholders of those countries or might infringe third party rights in accordance with *the Intellectual Property Rights Policy* of the University of Copenhagen.

11. Recording of Acquisitions

- a) All new acquisitions must be digitally recorded in the collections management database.
- b) NHMD staff should always record the reason for acquiring any specimen as part of that specimen's accession record.
- c) The NHMD will only register specimens into the permanent collections if ownership can be demonstrated. Not all specimens acquired by the NHMD under this acquisition policy will be registered into the permanent collection.

12. Destructive and Invasive Sampling

- a) This section applies whenever a request for destructive/invasive sampling is received from any internal or external person or institution. This includes the sampling of molecular (frozen tissue and genetic) collections for sequencing. Sampling includes preparation of rock specimens (e.g., for thin sectioning, crushing for isotope, chemical, or microfossil analyses, etc.). Subsampling may include removal of part of a specimen or its total destruction.
- b) The inventory of processes/techniques is given in Appendix C.

12.1 Applications for Destructive and Invasive Sampling

Approval in principle for destructive sampling should initially be sought from the curator of the relevant collections.

12.2 Evaluation and Approval of Destructive and Invasive Sampling Requests

- a) Curators, the Deputy Director for Collections, and/or the collections managers will evaluate the request for destructive or invasive sampling based on a set of criteria including the scientific benefit of the proposed research. This evaluation will be based on the following questions:
 - How abundant in the collection is the material of the zoological, geological, or botanical specimen in question (i.e., does the request comprise a significant subset of that specimen?)
 - Can alternative material be used or collected for the purpose?
 - Is there an alternative non-destructive method that currently is, or soon will be, available?
 - Will the results justify the sacrifice?
 - Has a pilot study been done (i.e., will the method work)?
 - Will someone in the future want to repeat the work on the same specimen? (i.e., is there an expectation that the specimen will be reduced further)?
 - What other known or potential methods of study will be prevented by allowing this destructive action?
 - What is normal taxonomic practice in this systematic group of organisms?
 - Is the material type, figured and/or of historical importance?
- b) Permission to sample rare or unique material (e.g., type specimens, historically important specimens, extinct or endangered species, or specimens that are poorly represented in the collections) can only be granted in exceptional circumstances and must be approved by the Deputy Director for Collections.
- c) Investigations or analyses that result in the complete destruction of a registered specimen constitute a deaccession and disposal and therefore must also comply with section 4 in this policy.
- d) Approval will only be granted if the applicant agrees to abide by NHMD Policy, any additional terms and conditions, and guidelines for any particular destructive or invasive sampling technique.
- e) The curator and the Deputy Director for Collections may insist that the work is done within the NHMD and/or by the NHMD's own staff.
- f) The curator may decline any destructive or invasive sampling request. The applicant will be informed in writing of the reason for the refusal.

12.3 Charging and Fees

The Deputy Director for Collections may decide to recover any costs to the relevant collection or the NHMD. If charges are to be levied, the applicant will be informed, in writing, of the expected cost. The applicant must agree to pay these costs before sampling can proceed.

12.4 Obligations of the Applicant

- a) Samples or specimens for sampling are sent to the applicant as a research loan on the understanding that data may be returned in lieu of physical specimens. Each destructive or invasive sampling loan will be made with associated terms and conditions.
- b) Borrowers will be made aware of any restrictions that may apply regarding the use or publication of specimens, and appropriate copies of MTAs, and any ABS-related documentation will be provided by the Museum. The NHMD will require use of an MTA.
- c) Terms and Conditions relating to destructive sampling is described in Appendix D.

12.5 Appeals

Applicants may appeal against a refused request in writing to the Deputy Director for Collections. Any appeal request should include information that responds to the reasons given for refusal.

13. Policy Review Procedure

This Policy replaces any previous policy.

The Collections Development Policy will be reviewed at least once every five years to maintain its validity and usefulness as a guide for the museum staff and Board of Directors. The Deputy Director for Collections will submit proposed revisions to the Board of Directors for final approval.

Keeping current with both national and international regulations and trends, the registrar will continually review the policy to guarantee accurate documentation and to identify if a formal review and revision is necessary before the next due date for review.

Name of governing body: Board of Directors, Natural History Museum of Denmark

Date of approval by governing body: 13 June 2023

Date at which this policy is due for review: 13 June 2028

APPENDIX A. FIELDWORK. PROCEDURE FOR PAPERWORK

NHMD staff is responsible for obtaining scientific collecting permits from state, federal, or foreign agencies. All NHMD employees are also responsible for submitting accurate reports to the permitting agency about specimens taken, when required.

In connection with fieldwork and the following registration in the collections management system, the NHMD Registrar needs the below mentioned paperwork and information to create an accession number for the collected specimens.

BEFORE TRAVELLING:

Depending on the country being visited for fieldwork, be sure to arrange the proper paperwork for the collection and export of specimens. Please also be aware that some countries may require an additional permit for the publication of data.

Undertaking fieldwork itself often requires local, state, or national permits, and the permit regulations for scientific collecting vary from country to country.

Permission to undertake fieldwork will typically include various permits from the Country of Origin. Check if your research potentially is subject to Access and Benefit-sharing requirements. Relevant information on national ABS legislation and Competent Authorities can be obtained from the ABS clearing house website <https://absch.cbd.int/search>. For more information on this subject please contact the ABS Compliance Officer at nagoya@snm.ku.dk or see the *NHMD ABS Policy*.

Therefore, be sure that all permits, stamps, licenses, approvals, authorizations, certificates, sanctions, and verification forms, as required by legislation, are ready before travelling. An NHMD Curator must also officially approve the collecting and the subsequent accessioning of the collected specimens.

AFTER TRAVELLING:

The following paperwork must be given to the NHMD Registrar after the fieldwork is completed. This includes, but is not limited to:

- A short description of the project (where, when, and why).
- All relevant permits relating to the fieldwork, e.g., PIC, MAT, individual research permits, export/import permits, publication permits. The Registrar must also be notified, before travelling, if no permits were required or could not be obtained. Evidence for such cases must be documented from the ABS Clearing House website (e.g., a screen print) or by demonstrating failed mail correspondence with contacts at the relevant authority.
- Any paperwork and relevant communication regarding ABS must also be forwarded to the ABS Compliance Officer at nagoya@snm.ku.dk
- A list or short description of specimens or their bulk contents (e.g., mixed invertebrate samples), collected for accessioning.
- An official e-mail with curator approval for the collection of specimens to be integrated into the collection, in addition to a letter of justification.
- A record of all primary members of the collecting party.
- The date of the arrival of the specimens to the museum.

Documents that only exist in digital form must be forwarded to the Registrar's e-mail: registrar@snm.ku.dk

All original paper documents must be handed over to the NHMD Registrar, who will scan them for inclusion into the registration of the accession in the collections management system. The original paper documents will be archived in the Registrar Archive.

The accession number will immediately be forwarded to the person in charge of cataloguing and sorting the collected specimens.

APPENDIX B. Definitions of Terms Used in this Policy.

ABS - Acronym for "Access and Benefit-sharing". It is used to refer to the way in which genetic resources or traditional knowledge associated with such resources is accessed and how the benefits that result from the utilisation of such resources and associated traditional knowledge are shared with the countries and/or indigenous and local communities providing them.

Benefits – Monetary or non-monetary positive outcomes of accessing a genetic resource (including collection and researching any biological specimen). Possible non-monetary benefits are set out in the *Bonn Guidelines on Access to Genetic Resources and Fair and Equitable Sharing of the Benefits Arising out of their Utilization*, 2002 (CBD).

Commercialisation and Commercialise - Applying for, obtaining, or transferring intellectual property rights or other tangible or intangible rights by sale or license or in any other manner, commencement of product development, conducting market research, and seeking pre-market approval and/or the sale of any resulting product based on utilization of the original genetic resource or derivatives thereof. Handling fees (e.g., for providing DNA samples), entrance charges etc., fall under the scope of management and/or administration of public research facilities, do not involve the utilization of Genetic Resources, and are not considered as a commercialization of research activity on Genetic Resources.

Country of Origin – The country that possesses genetic resources in in-situ conditions (definition from Article 2 of the Convention on Biological Diversity).

Genetic Material – Any material of plant, animal, microbial, or other origin containing functional units of heredity.

Genetic Resources – Genetic material of actual or potential value. Interpretation of what constitutes a genetic resource, access to, or utilization of that resource vary by the Country of Origin. However, the definitions applied above are used by the EU Regulation and consequently by Danish implementation of that regulation.⁴

Memoranda of Understanding (MoU) – For the purpose of this policy, a memorandum of understanding shall mean any agreement, accord, contract, signed document, etc., between the NHMD and another institution, organization, government, country etc. These memoranda can only be approved by the Museum Director.

Mutually Agreed Terms (MAT) – An agreement reached between the providers of genetic resources and users on the conditions of access and use, and on the benefits to be shared between both parties.

Permit – Permission given by national, federal, or foreign agencies to collect or carry out research.

Prior Informed Consent (PIC) – Permission given by the appropriate national authority of a provider country to a user prior to accessing genetic resources, in line with an appropriate national legal and institutional framework, and establishment of what can be done with the resources (i.e., what a user can and cannot do with the material).

⁴ Danish implementation of EU Regulation, Law no. 1375: *Lov om udbyttedeling ved anvendelse af genetiske ressourcer*. Implemented 23 December 2012. The law does not apply for Greenland and the Faroe Island.

Provider Country – The country providing genetic resources; this may be the country of origin of such resources or a party that has acquired the genetic resources in accordance with the *Convention on Biological Diversity* (see *Country of origin* and *Country providing genetic resources*).

Utilization of genetic resources – To conduct research and development on the genetic and/or biochemical composition of genetic resources, including through the application of biotechnology as defined in Article 2 of the Convention.

APPENDIX C. Inventory of Destructive, Invasive, and Interventive Techniques

Definition of a Destructive or Invasive Technique

Any technique, whose application involves the potential or real damage or destruction of a specimen, or which modifies a specimen, but which is performed with the expectation of enhancing the specimen's scientific value, educational value, or preservation.

Definition of an Interventive Technique

Interventive treatments are processes directly applied to specimens that are in a fragile condition or are actively deteriorating, in order to arrest ongoing damage or reinforce a specimen's structure. Interventive treatments may sometimes modify the appearance of the specimen.

Techniques Requiring a Destructive Sampling Application

The invasive processes that are listed below involve sampling or removal of material from a specimen or a potentially destructive interaction with a specimen. These processes can only be undertaken following the approval of a destructive sampling application.

1. Invasive sampling of specimens for isometric age dating, DNA analyses, SEM (Scanning Electron Microscope), EDX (Energy-Dispersive X-ray), or other related sampling procedure
2. Creating moulds or casts of specimens using silicone, latex, or another material that is formed directly around a specimen
3. Silicon, acetate, or related surface peels
4. Serial sections of a specimen
5. Acid Preparation or other chemical disaggregation
6. Mechanical fossil preparation, including with the use of abrasives, pneumatic pens, etc.
7. Laser ablation
8. Raman analysis
9. Surface polishing or other changes
10. Production of a thin section or histological sample from an object
11. Dissection

Techniques not Requiring a Destructive Sampling Application

The destructive or interventive processes listed below may be undertaken and approved by a delegated member of staff without completion of a Destructive Sampling Application.

1. Plant Mounting (Manager of plant mounting)
2. Insect pinning and preparation
3. Wet collection preservation (and maintenance of wet collections)
4. Invasive Conservation
5. X-ray fluorescence
6. CT-scanning ⁵
7. SEM (Scanning Electron Microscope) and EDX (Energy-Dispersive X-ray)
8. X-RAY
9. Microscopic slides

⁵ CT scanning, 3D scanning and other forms of acquiring images are not considered to be destructive, invasive, or interventive. However, the methods by which specimens are stabilised during these processes can, and do, damage specimens. Consequently, the Museum may request details of the handling and stabilization methods to be used during these processes.

APPENDIX D. Terms and Conditions Relating to Destructive Sampling

- Samples or specimens are provided solely for the purposes documented in the Destructive and Invasive Sampling Application form and may not be used for any other purpose. Should the applicant wish to use products derived from specimens supplied for sampling in any subsequent research they must obtain prior approval from the NHMD through the Deputy Director for Collections.
- The applicant should return all remaining specimens and products to the relevant collection. Any samples not completely destroyed or consumed by their analysis remain the property of the NHMD and must be returned. If it is not possible to return these specimens, the applicant must inform the NHMD of the reason.
- Borrowers must provide copies of data obtained during destructive sampling to the NHMD within three years of the loan.
- Borrowers must provide all published associated data resulting from the research loan, including information placed in the public domain (e.g., GenBank reference) within three years of the loan. There may be restrictions placed on making information publically available by the Country of Origin.
- The applicant should ensure that preparations of all remaining parts are made using materials and protocols as specified by the NHMD. For each permanent preparation, the applicant should provide a copy of the data including determination. All preparations should be fully cross-referenced with the original specimen following the format specified by the NHMD.
- The applicant should label prospective voucher specimens using an agreed format. All details of voucher specimens, their nature and location, should be included in published studies.
- The applicant must notify the NHMD of publications arising from the use of NHMD specimens and may be asked to provide copies. Samples that are cited or figured in any publication must carry an appropriate reference or unique identifier, provided by the relevant curator or collections manager.
- The applicant must obtain approval from the relevant curator or the Deputy Director for Collections before specimens for sampling (or their products) are passed to third parties. There may be restrictions placed on making information available to third parties by the Country of Origin.
- If the project is abandoned before completion, the applicant must notify the NHMD and return all samples using agreed and appropriate techniques.

Intellectual Property Rights of Samples

- The intellectual property rights and all other rights regarding the samples shall remain at all times vested in the NHMD and must be in compliance with the *Intellectual Property Rights Policy of the University of Copenhagen*.
- The research and the results of the research may not be commercially exploited in any way without the prior written agreement of the NHMD. Such agreements may be refused in the NHMD's absolute discretion, or granted subject to such conditions as the NHMD decides.

Confidentiality and Publication

- The NHMD will not disseminate any details of sequence data, or novel protocols and procedures arising from an applicant's work until they have been published. However, the applicant must accept that the NHMD has obligations under Danish and EU law. Similar obligations placed on the applicant under their appropriate local laws or legislations shall also be accepted by the NHMD. It must also be noted that these obligations on the NHMD and the applicant may continue in force after the work has been completed.

Warranties

The NHMD warrants that it has made all reasonable inquiries as to the provenance of the specimens provided for sampling, and that to the best of its knowledge the NHMD is the legal owner of the specimens.