



## ICTV Newsletter 2003 #1

Welcome to the first ICTV Newsletter. This Newsletter is designed to provide useful information to all those involved in the work of the International Committee on Taxonomy of Viruses. In particular, the ICTV Executive Committee (EC) seeks to inform the members of the numerous Study Groups that oversee the individual viral taxa, and to involve them more directly in taxonomic deliberations. It is hoped that the Newsletter will provide an effective way to disseminate important information and thereby facilitate collective efforts such as the 8<sup>th</sup> Taxonomic Report and the ICTVdatabase. The links below show what ICTVnet has to offer. **Please Read On!**

### Meeting dates:

#### ICTV EC electronic meeting: September 8 to 12, 2003.

This is absolutely the last chance to seek approval for new taxonomic decisions to be incorporated into the 8th ICTV Report (see deadlines below).

#### ICTV EC midterm meeting (#34): July 6 to 9, 2004.

#### American Society for Virology (ASV) annual meeting dates:

2003 University of California, Davis, USA July 12 to 16 <http://conferences.ucdavis.edu/ASV>

2004 McGill University, Montreal, Canada July 10 to 14. Also: an ICTV-sponsored

Satellite Symposium on Virus Evolution, July 10, 2004. <http://virology.wisc.edu/VirusEvol>

2005 Penn State University, University Park PA, USA June 18 to 22.

### Executive committee activities:

#### Fast track procedure for non-contentious taxonomic proposals

The procedure for reviewing taxonomic proposals now involves examination by the EC twice, before and after a period of exposure on the web for consultation with other virologists. Any new proposals made at the St Louis EC meeting (May 2003) would thus normally not be submitted to ICTV for final approval until after the following EC meeting in Montreal in 2004. This would be too late for these changes to be incorporated into the 8<sup>th</sup> Report.

To avoid this problem, a fast-track procedure has been devised for proposals that involve little or no EC discussion. Under this procedure, one of the two EC reviews will be done by email and the period available for public responses will be shortened. To avoid ill-considered or precipitate decisions, any EC member can veto the use of the fast-track procedure on the grounds that the proposal is not “non-contentious”.

Any Study Group wishing to make a non-contentious taxonomic proposal should send it with the full relevant justification to the appropriate sub-committee chair for onward transmission to Claude Fauquet ([cmf@danforthcenter.org](mailto:cmf@danforthcenter.org)) as soon as possible. Use the forms that are posted on ICTVnet; fill in the blanks and provide as much information as possible to fully inform the EC members. Claude will assign proposal numbers and distribute the proposals to the EC for email consultation immediately. There will be two electronic review sessions: the first will take place

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between July 1-10 and the second between September 8 -12, after a web exposure of 50 days (July 14 - Sept 8).

## Upcoming deadlines

Deadlines and procedures for the last call for ICTV taxonomic proposals:

**July 1, 2003;** Absolute final deadline for Claude Fauquet to receive a taxonomic proposal for consideration by ICTV in order to be included in the 8th Report if voted on time. The taxonomic proposals must be non-contentious i.e. accepted by all members of the relevant study group or sub-committee. These taxonomic proposals will be posted on the ICTVnet board: "Taxonomic Proposals proposed to ICTV (01)". The ICTV templates that can be found on the ICTVnet must be used to provide all information necessary for a proper evaluation by the EC members.

**July 11, 2003:** Deadline for the reviewing by the ICTV EC members; during that period of time any EC member can post comments and respond to comments. The deadline for the electronic voting and automatic recording will be midnight on July 11.

The taxonomic proposals that are approved will be posted with comments from the SC chairs on the 02 Board: "TaxoProps considered by ICTV (02)".

**Sept. 12, 2003:** These taxonomic proposals will be reconsidered by ICTV EC members from September 8-12, with voting on September 12 until midnight.

## Important links:

### Main Web site for ICTVnet

<http://www.danforthcenter.org/iltab/ICTVnet/asp/MainPage.asp>

### Templates for taxonomic proposals

[http://www.danforthcenter.org/iltab/ICTVnet/Taxoprop\\_templates.htm](http://www.danforthcenter.org/iltab/ICTVnet/Taxoprop_templates.htm)

### Taxonomic proposals on the web:

<http://www.danforthcenter.org/iltab/ICTVnet/asp/iMessageBoards.asp?mode=2>

## Contact information:

### ICTV Executive Committee Members

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## Problems, comments and questions:

Send your comments on the new fast track procedure.

How do you like viewing new taxonomic proposals on the Web?

If you are a SG member, are you satisfied with the flow of information within your SG?

What information would you like to see incorporated into future Newsletters?

Send all responses to: <[Carstens@post.queensu.ca](mailto:Carstens@post.queensu.ca)>

Editors: Eric Carstens & Andy Ball