

Appendix C: AIRR-C Sub-committee (SC) and Working Group (WG) Reporting Template

Instructions. This form is to be used for AIRR-C Meeting updates. The form should be completed by SC or WG (Co)-leaders, with input from other SC or WG members, and submitted to the Chair of the AIRR-C Executive SC at least one week prior to the AIRR-C Meeting.

Current

Date of this report: May 17, 2022

SC/WG Name: Executive SC

SC/WG Co-leaders: Lindsay G. Cowell (chair)

SC/WG Active Members (list): Felix Breden, Christian Busse, Lindsay Cowell, Victor Greiff, Eline T. Luning Prak, Encarnita Mariotti-Ferrandiz

Purpose: The Executive SC provides leadership for the AIRR Community (**AIRR-C**)

Goals:

- Monthly meetings with occasional special meetings involving leadership of WGs and SCs
- Represent the AIRR-C on the TAbS Board of Directors and Finance & Audit Committee
- Facilitate and promote the work of the AIRR-C WGs and SCs through:
 - Manuscript endorsements
 - Encouraging adoption of AIRR-C standards and other initiatives with publishers and funding agencies
 - Writing letters of support for grant applications
 - Establishing an infrastructure grant for mission-critical functions of one or more AIRR-C WGs or SCs
- Outreach and mentoring for students and other members of the AIRR-C
 - Questionnaire to determine needs and interests of AIRR-C student members
 - Promoting the career development of AIRR-C members - letters of recommendation, networking

- Contribute to outreach efforts including commercial and academic partnerships that lead to greater sharing, annotation and standardization of AIRR-seq data
- Oversee WG/SC reorganizations, after ratification by the AIRR-C in Meeting V
- Update the AIRR-C mission statement, in part, to align with the revised TAbS mission statement.
- Develop a conflict-of-interest policy.
- Establish one or more AIRR-C prizes

Products (if any):

- Governance document
- Meeting minutes
- Manuscript endorsements

Resources (if any):

The AIRR-C Executive SC has purview over the finances of the AIRR Community, deciding how funds are allocated between different WG and SCs of the AIRR-C including funding for meetings, communications, administrative support, prizes and special projects

Progress report on current purpose, goals, products and resources:

- Convened monthly meetings including 1-2 special meetings with SC and WG co-leads
- Represented on TAbS Board of Directors and TAbS Finance & Audit (budget and audit) Committee, with financial reporting.
- Reviewed all publications presented for AIRR endorsement (eLife review from the Biological Resources WG, Chapters for the Immunogenetics Volume of Methods in Molecular Biology organized by EuroClonality)
- Facilitated the first round of proposals for funding from TAbS to support mission critical WG/SC activities
- Oversee WG/SC reorganizations, after ratification by the AIRR-C in Meeting V
 - (merging of three WGs into the Standards WG)
- Update the AIRR-C mission statement, in part, to align with the revised TAbS mission statement.
 - TAbS ended up revising theirs, which is now more in line with ours
- Develop a conflict-of-interest policy.
 - Decided to work from the TabS one, which is still under development
- Establish one or more AIRR-C prizes
 - Established the Community Service Prize
- Obtained NIH funding to support travel awards to this meeting.
- Revised governance document:

- o Clarifying edits:
 - Clarified the process around WG leadership transitions
 - Resolved a lack of clarity around eligible voters in AIRR-C votes, quorum for termination of merger with TAbS, and entering into force of approved proposals
- o Edits to improve organization, readability, and reference:
 - Move WG descriptions to the appendix
 - Remove redundant/duplicated sections
 - Consistent formatting and numbering of paragraphs
 - Add logo licensing form, delegate licensing decisions to Comms SC

Proposed plans for the coming interval:

Purpose: The Executive SC provides leadership for the AIRR Community

Goals:

- Monthly meetings with occasional special meetings involving leadership of WGs and SCs
- Represent the AIRR-C on the TAbS Board of Directors and Finance & Audit Committee
- Facilitate and promote the work of the AIRR-C WGs and SCs through:
 - o Manuscript endorsements
 - o Encouraging adoption of AIRR-C standards and other initiatives with publishers and funding agencies
 - o Writing letters of support for grant applications
 - o Establishing an infrastructure grant for mission-critical functions of one or more AIRR-C WGs or SCs
- Outreach and mentoring for students and other members of the AIRR-C
 - o Questionnaire to determine needs and interests of AIRR-C student members (comms Pam or Victor)
 - o Promoting the career development of AIRR-C members - letters of recommendation, networking
- Contribute to outreach efforts including commercial and academic partnerships that lead to greater sharing, annotation and standardization of AIRR-seq data
- Oversee WG/SC reorganizations, after ratification by the AIRR-C in Meeting VI (establishment of group to develop a strategic plan)
- Develop a conflict-of-interest policy.

Products (if any):

Resources (if any):

Proposed SC/WG Co-leaders:

Victor Greiff is the Chair-elect and is the leader of the Executive SC.

List new members (if any) not in Active Member list above:

Other Executive SC members to be determined (election results pending at the time of writing this report)