

Governance of the Adaptive Immune Receptor Repertoire Community (AIRR-C)



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Preamble

This document describes the governance of the AIRR-C, defining the roles of its membership, leadership, Sub-Committees (SCs) and Working Groups (WGs) and the terms of reference that relate to these roles and other AIRR-C activities. It also outlines procedures for electing individuals to leadership positions within the AIRR-C, as well as creating, altering or dissolving WGs and SCs and procedures related to voting, disputes, and intellectual property. It further describes the relationship of AIRR-C with TAbS.

Mission

The mission of the AIRR-C is to advance and promote the generation, processing, analysis, interpretation, and application of high-throughput sequencing data that characterize adaptive immune receptor repertoires (AIRR-seq data). Its vision is to create a community of AIRR-seq data generators and users based on its core values of collaboration, inclusivity, transparency, and data and materials sharing. To achieve these goals, the AIRR-C develops work products in the form of primary research papers, review articles, white papers, editorials, talks, and resources, including but not limited to methods for data generation, curation, and analysis.

Definitions

The following terms and their abbreviations (in parenthesis) when used throughout the document refer exclusively to the definition below. To indicate the use of a defined term, they are capitalized in the text.

- Adaptive Immune Receptor Repertoire (AIRR): A collection of vertebrate immune receptors whose loci typically undergo RAG-mediated rearrangement, i.e., immunoglobulins and T cell receptors.
- AIRR Community (AIRR-C): A grassroots collaboration for developing and promoting best practices for generating, analyzing, curating, and sharing AIRR sequencing (AIRR-seq) data that has established itself as a Committee within The Antibody Society and is therefore also known as "The AIRR Community Committee within The Antibody Society".
- General Assembly (GA): The highest decision-making body of the AIRR-C, which encompasses all current AIRR-C Members.
- AIRR Community Leadership: The group of individuals that serve as either members of the AIRR-C Executive SC and/or as Co-Leads of any other AIRR-C SC or WG.
- AIRR Community Member: An individual whose AIRR Community membership application has been approved and has not been terminated and who is not in arrears with his/her annual membership fee.
- ~~AIRR Community Meeting: The official meeting of the AIRR Community at which the General Assembly convenes. These meetings are held approximately every 18 months.~~
- AIRR Sequencing (AIRR-seq): The experimental observation of an Adaptive Immune Receptor Repertoire by means of nucleic acid sequencing.
- Interval: The period between two consecutive ~~AIRR Community Meetings~~ General Assemblies.
- Sub-Committee (SC): A formally established group within the AIRR Community to address continuous or repetitive duties of high organizational relevance to the AIRR Community.
- The Antibody Society (TAbs): An international, non-profit trade association representing individuals and organizations involved in antibody-related research and development.
- Working Group (WG): A formally established group within the AIRR Community, which has received a mandate from the General Assembly to work on a specified topic on behalf of the AIRR Community.



~~Terms of Reference~~

~~Sub-Committees~~

- ~~(1) SCs are established to address continuous or repetitive duties of high organizational relevance to AIRR-C.~~
- ~~• SCs typically comprise two Co-Leads and additional AIRR-C Members who are expected to meet regularly throughout the year~~
Working Group Participant (WG Participant): An individual who regularly attends WG conference calls, contributes ideas or other information to the WG and takes part in the generation of WG products.

Terms of Reference

General Assembly

- (2) The General Assembly (GA) is the highest decision-making body of the AIRR Community. It decides on all matters that have not been delegated to another body by the Governance.
- (3) The GA encompasses all current AIRR-C Members, who may attend the GA in person or virtually.
- (4) The GA takes place regularly, at the latest 24 months after the month following the last GA.
- (5) Every Member has one vote unless more specific provisions of the Governance apply. Voting will by default be conducted as a secret ballot by electronic means.
- (6) Deadlines for the circulation of documents related to an upcoming GA are:
 1. The invitation to the GA must be sent to all AIRR-C Members at least two months before the scheduled date of the first session.
 2. Members may submit motions for the GA. Motions must be received by the Executive SC at least one month before the scheduled date of the first session.
 3. The agenda, all motions and potential annexes, and the names and documents defined in (104) of all candidates running for Executive SC positions must be circulated at least two weeks before the scheduled date of the first session.
 4. In deviation from the previous point (5) 3., motions and their annexes regarding the establishment, renewal, change of scope or dissolution of a WG, must only be circulated at least 48 hours before the end of voting or before the voting starts, whichever is earlier.
- (7) Decisions of the GA are made by simple majority of all votes cast, unless more specific provisions of the Governance apply.

Sub-Committees

- (8) SCs are established to address continuous or repetitive duties of high organizational relevance to AIRR-C.
- (9) All individuals on an SC must be AIRR-C Members.
- (10) SCs typically have two Co-Leads, who are responsible for the SC operating in accordance with the AIRR-C governance and its mandate.
- (11) During an Interval, SCs follow the specific mandate ratified by the last General Assembly. **They are expected to meet regularly throughout the year.**
- (12) SCs report regularly, at least twice a year, on their progress and future plans to the AIRR-C Leadership. The report will typically be communicated verbally during an AIRR-C Leadership meeting, but may also be provided in written form to the Executive SC Chair one week prior to the said meeting in case all Co-Leads of an

SC are unavailable. SC may present potential plans to the Executive SC for feedback at any time.

- (13) SCs prepare a written report of their progress and future plans for the AIRR-C Membership in the run-up to ~~an AIRR-C Meeting~~ a **General Assembly** (see [Appendix C](#) for a template).
- (14) SCs, typically represented by one of their Co-Leads, present their progress and future plans at the ~~AIRR-C Meetings~~.
- ~~(15) SC Co-Leads are responsible for the SC operating in accordance with the AIRR-C governance and its mandate~~ **General Assembly**.
- (16) Individuals can serve as Co-Lead for a given SC for up to four Intervals.
- (17) Changes in the organization of SCs ~~will be~~ **are** subject to approval by ~~AIRR-C by web-survey or by vote during the AIRR-C meeting, and then updated in the AIRR-C Terms of Reference~~ **the General Assembly and a subsequent change of the respective parts of the Governance**.
- (18) Any AIRR-C Member can attend AIRR-C SC meetings as a guest. To this end, the individual should contact the SC Co-Lead ~~Leads~~ **Leads** in advance of the meeting ~~to schedule a mutually convenient time for the guest to attend the SC meeting~~ **that the Member wants to attend**. Agendas or meeting minutes are circulated only to SC members, so guests need to request them, if necessary.
- (19) Notes on SC meeting agenda items and actions should be recorded and made available to AIRR-C Members upon request.

Executive SC

Membership

- (20) The Executive SC comprises a Chair, a Chair-Elect, a Past Chair, and up to three additional AIRR-C Members. The Chairs are automatically the Co-Leads of the Executive SC and therefore have to additionally fulfill the general responsibilities of an SC Co-Lead.
- (21) Each term for Chair lasts maximally three Intervals. Regularly, individuals will serve the Interval following their election as Chair-Elect, the next Interval as Chair, and the last Interval as Past Chair.
- (22) The additional AIRR-C Members of the Executive SC (see ~~(12) S. 1-18~~) may serve in this role for up to three Intervals, pending their re-election. This term limit is separate from the term limit of the Chairs.

Functions

- (23) The Executive SC provides leadership for the AIRR-C in general and specifically by performing the functions enumerated below.
- (24) The Executive SC receives reports from the SCs and WGs.
- (25) The AIRR Executive SC oversees AIRR-C endorsement of manuscripts and other

communications produced on behalf of the AIRR-C, with input from the appropriate SC or WG.

- (26) If needed, the AIRR Executive SC assists with resolving any disputes within the AIRR-C or its SCs and WGs (see [Dispute Resolution](#)).
- (27) The Executive SC reviews financial statements from ~~the~~ TAbS Finance and Audit Committee at least semi-annually. In addition, the Executive SC may request and receive a line-item budget with up-to-date expenses and receipts within 30 days from ~~the~~ TAbS Finance and Audit Committee (see [Appendix F](#) for a template). A member of the AIRR-C Executive SC will also serve on ~~the~~ TAbS Finance and Audit Committee ([Appendix A](#)), providing further financial transparency, cooperation, and planning between AIRR-C and TAbS leadership.
- (28) The AIRR-C Executive SC determines how the AIRR-C budget is allocated (see [Financial Procedures](#)).
- (29) The AIRR-C Executive SC reviews and decides on funding applications from AIRR-C Members (see [Financial Procedures](#)).

Chair duties

- (30) The Chair of the Executive SC drafts proposals regarding governance or other AIRR-C matters and brings them to the Executive SC for approval and then to the ~~AIRR-C membership for ratification by voting, either during the face-to-face, international AIRR-C Meeting (hereafter referred to as the AIRR-C Meeting or Community Meeting) or as a special referendum. ¶~~
- ~~(31) The Chair of the Executive SC also drafts letters of support for grant proposals on behalf of the AIRR-C. General Assembly or as a special referendum.~~
- (32) The Chair of the Executive SC drafts and signs letters of support for grant proposals on behalf of the AIRR-C. In case the Chair has a Conflict of Interest regarding a specific letter, this task can also be performed by the Past Chair or the Chair Elect. The Executive SC needs to be notified about the letter of support at its next meeting.
- (33) The Chair oversees AIRR-C elections for leadership positions (see [Procedures and Policies](#)).
- (34) The Chair of the Executive SC is also responsible for updating ~~the~~ TAbS ~~leadership~~ TAbS' Board of Directors, at its ~~annual board meeting~~ meetings, on AIRR-C initiatives and other matters, ~~including strategic plans and budget items.~~

Meetings

- ~~(35) Under normal circumstances, the Executive SC is expected to meet at least quarterly to discuss matters of general interest and importance to the AIRR-C.~~
- (36) The Executive SC also normally meets at least bi-annually with the WG and other SC Co-Leads. In these meetings, the Executive SC Chair and Co-Leads of the SCs and WGs update each other on their progress, their challenges, and provide feedback to each other.

- (37) The Chair may convene special meetings of the Executive SC if timely resolution of a specific matter of consequence to the AIRR-C requires further consideration. ~~Alternatively, or in addition, the Chair~~

AIRR-C Executive Director

- (38) The AIRR-C Executive Director is responsible for general operations, communication and coordination in the AIRR Community. The AIRR-C Executive Director reports to the Chair of the AIRR-C Executive SC. The duties of the AIRR-C Executive Director include:
1. Create an environment that encourages transparency, good communication and interaction across the Community
 2. Seek out and develop relationships with sponsors and other potential stakeholders
 3. Maintain a thorough understanding of WG and SC priorities and their volunteer expertise
 4. Contribute to the development and implementation of the Community strategic plan
 5. Support the AIRR Community and particularly the Executive SC, ensuring governance requirements are met and communication is maintained across the Community
 6. Serve as an active liaison between the AIRR Community and TAbS
 7. Coordinate AIRR-C fundraising activities with senior management and the Finance and Audit Committee of TAbS and the AIRR-C Executive SC
- (39) The individual serving as AIRR-C Executive Director should possess the following qualifications:
1. Excellence in strategic planning, implementation, project leadership and management
 2. Experience in business administration including budget development, implementation, oversight and reporting
 3. Skills in verbal and written communication in English, preferably with experience in public relations (e.g., social media) and outreach with diverse community stakeholders
- (40) The AIRR-C Executive Director is appointed by the Chair of the AIRR-C Executive SC.
- (41) The contract of the AIRR-C Executive Director is approved by the senior management of TAbS.
- (42) The duration of the appointment and the contract of the AIRR-C Executive Director is typically one year.
- (43) The position of Executive Director is not term-limited.
- (44) The Executive Director can resign from the position voluntarily at any time.

- (45) The Executive Director can be recalled by a successful motion of non-confidence of the AIRR-C Executive SC. Such a motion can be initiated by any two or ~~other~~ more members of the ~~Executive SC may reach out to the AIRR-C via e-mail or other means to resolve issues in real time if needed~~AIRR-C Executive SC. The motion needs to explicitly state the reason why the Executive Director should be recalled and needs to be circulated at least 10 days before the Executive SC meeting at which the motion will be voted on. To be successful, at least 60% of the Executive SC members need to support the motion.
- (46) In case of a vacancy of the Executive Director position, a new AIRR-C Executive Director can be appointed by the AIRR-C Chair at any Executive SC meeting.
- (47) Members of the AIRR-C Executive SC cannot be appointed as Executive Director. The Executive Director is not eligible to run for any elected position within the Executive SC.
- (48) The Executive Director attends the Executive SC meetings. The Executive Director does not hold voting powers in these meetings. Attendance does not extend to the sections of Executive SC meetings in which issues and motions regarding the position of the Executive Director are discussed.

Communications SC

Membership

- (49) The AIRR-C Communications SC comprises up to two Co-Leads and typically up to four additional AIRR-C Members.

Functions

- (50) The AIRR-C Communications SC is responsible for communicating activities of the AIRR-C to both the membership of AIRR-C and to the general research community. The goals of the Communications SC are to provide:
1. Coordinated communications from, to and within the AIRR-C
 2. Advertising of AIRR-C meetings and other initiatives
 3. Materials to facilitate the introduction of the work of the AIRR-C
 4. An enhanced internet presence
- (51) The AIRR-C Communications SC maintains the AIRR-C website, e-mail list, and other social-media efforts, where appropriate. It coordinates the AIRR-C Membership list with TAbS.
- (52) The Communications SC is authorized to license the AIRR Community name and logo to third-parties for promotional purposes, using the license template in [Appendix H](#).

Meetings

- (53) The SC meets at least quarterly, at the discretion of the SC Co-Leads and its

members. In addition, the Co-Leads may reach out to SC members via e-mail or other means to resolve issues in real time as needed.

Inferred Allele Review (IARC) SC

Membership

- (54) The IARC will comprise up to two Co-Leads and one or more additional AIRR-C Members. ~~Individuals~~
- (55) Deviating from (8), individuals who are not AIRR-C Members may ~~also~~ serve on the IARC SC as additional members.

Functions

- (56) The IARC ~~is responsible~~ develops guidelines for judging the validity of germline immunoglobulin and T cell receptor genes and alleles, inferred from AIRR-seq data. ~~f~~
- (57) ~~The IARC advises IMGT and the IUIS/IMGT Nomenclature Committee and other next-generation and genomic sequencing data, and for judging the validity of such genes and alleles of a limited set of species.~~
- (58) The IARC advises the IUIS IG/TR/MH Nomenclature Sub-Committee and its subdivisions of their findings.
- (59) The IARC works ~~with IMGT~~ to make inferred sequences, and evidence in support of their existence, available to the AIRR-C and other researchers.
- (60) ~~The IARC is also responsible for establishing and maintaining a database of IARC data, as well as providing access to the database to the AIRR-C~~ To fulfill the obligations deriving from (55), the IARC may establish, operate and maintain a public database for IARC data.

Focus

- (61) The IARC has initially focused on human *IGHV* germline genes. Over time, the membership of the IARC is expected to change to deal with the different kinds of gene sets under consideration such as other human adaptive immune receptor germline genes, or murine and macaque germline genes. With time, the IARC will establish links with researchers who are defining the germline gene repertoires of other species and will work with them to define procedures for the evaluation, documentation and naming of inferred adaptive immune receptor germline genes from all species.

Meetings

- (62) The IARC SC meets at least quarterly, at the discretion of the SC Co-Leads and its members. In addition, the Co-Leads may reach out to SC members via e-mail or other means to resolve issues in real time as needed.
- (63) IARC SC members and attending non-members are expected to declare potential

conflicts of interest in any submissions to the IARC in which they have been involved, and to recuse themselves from their discussion on request. –

Meetings SC

Membership

(64) The AIRR-C Meetings SC comprises up to two Co-Leads and additional AIRR-C Members.

Functions

(65) The AIRR-C Meetings SC is responsible for organizing the AIRR-C meetings, including surveying the AIRR-C for timing, location and speaker suggestions, sourcing the venue, AV and catering, setting up registration, and planning scientific sessions, demonstrations and networking events.

(66) The Meetings SC should in addition contribute to, and in some cases lead, fundraising efforts for the AIRR-C Meeting.

(67) Contribute to the planning of the AIRR-C session at ~~the Antibody Engineering and Therapeutics Annual Meeting~~ meetings of other scientific societies.

Meetings

(68) The Meetings SC normally meets at least monthly, at the discretion of the SC Co-Leads and its members. In addition, the Co-Leads may reach out to SC members via e-mail or other means to resolve issues in real time as needed.

Strategic Planning SC

Membership

(69) The AIRR-C Strategic Planning SC (SPSC) comprises two Co-Leads and typically up to five additional Members, including the AIRR-C Executive Director and another individual who is appointed by the AIRR-C Executive SC.

(70) Only AIRR Community Members are eligible to serve on the SPSC.

(71) The members of the SPSC will elect the two Co-Leads from within the SC during their first meeting.

Functions

(72) The Strategic Planning SC is tasked by the Executive SC to:

1. Conduct a landscaping exercise with existing AIRR-C WGs and SCs to assess current and future interests and needs
2. Consult with stakeholders to develop plans for AIRR-C standard adoption, sustainability and scientific visibility
3. Draft a report on its findings and recommendations. If members of the SPSC disagree about the content of the report, they can write dissenting member opinions in the report.

4. Present the report at an AIRR-C Executive SC meeting and, after feedback from the AIRR-C Executive SC, a revised and vetted version of the report to the General Assembly.

Meetings

- (73) The Strategic Planning SC normally meets at least monthly, at the discretion of the SC Co-Leads and its members.

Working groups~~Groups~~ in general

- (74) WGs are focused on specific questions and are expected to be disbanded once their stated goals are accomplished. They are expected to meet regularly throughout an Interval to work on their specific mandate.
- (75) WGs can comprise an arbitrary number of Participants, provided that the actual number is appropriate for the WG's mandate.
- (76) WGs are headed by typically two, but at least one, WG Co-Leads. The Co-Leads are responsible for running the WG meetings, preparing reports for the AIRR-C Executive SC or other AIRR-C communications on behalf of the WG and disseminating AIRR-C information to the WG ~~participants~~Participants.
- (77) WG Participants do not have to be AIRR-C Members, however at least one of the Co-Leads must be an AIRR-C Member.
- (78) The term for WG Co-Leads is up to four Intervals.
- (79) ~~New WG Co-Leads are elected by the WG Participants before the AIRR-C Meeting and presented to the Community at the meeting~~Newly formed WG will elect their Co-Leads at their inaugural meeting after the WG has been formally established by the General Assembly.
- (80) For existing WGs, the WG Participants will elect their Co-Leads for the next Interval up to two months before an upcoming General Assembly. ~~The terms~~names of the new WG Co-Leads begin at this time.¶
- (81) ~~Newly formed WG will elect their Co-Leads at their inaugural meeting after the WG has been formally established~~Co-Leads must be stated in the motion to the General Assembly to renew the mandate of the WG. The terms of the WG Co-Leads starts with the confirmation of the WG by the ~~general assembly~~General Assembly.
- (82) WGs have regularly scheduled meetings, usually in the form of conference calls. WG Co-Leads maintain meeting minutes and means for communication within the WG (e.g., a mailing list), to provide updates about conference calls and tasks to be carried out in between WG conference calls.
- (83) At least one Co-Lead of each WG updates the AIRR-C Leadership on progress, challenges, and plans by communicating at least semi-annually ~~with the Executive SC either through invitation of one or more AIRR-C Executive SC members to a WG meeting or by presenting an update at an AIRR-C Executive SC meeting~~. In addition,

WG Co-Leads or designees are responsible for presenting an update of WG accomplishments by submitting a report (see [Appendix C](#)) to the AIRR-C Chair and at the AIRR-C Meeting.¶

- ~~(84) WGs that have developed a set of protocols or standards, which must be maintained, are expected to develop into SCs with long term mandates~~the General Assembly.
- (85) WGs that do not renew their mandate at a General Assembly for the next Interval are automatically considered to be dissolved.
- (86) All current Working Groups are listed in [Appendix B](#).

AIRR-C Membership

- (87) Membership in the AIRR-C is voluntary. Qualified individuals who are interested in AIRR-seq data generation, analysis, sharing and public policy are welcome to apply to become AIRR Community Members.
- (88) Applications for membership shall be submitted via the ~~“Join” form~~ **membership registration page** on the TAbS website ([see Appendix I](#)).
- (89) **Applications are reviewed and approved by the AIRR-C Executive SC during its regular meetings.**
- (90) Membership can start at any day of a year and will renew automatically for another year, unless canceled at least 3 months before the next renewal.
- (91) AIRR-C Members are required to pay annual dues. Dues are set annually by the AIRR-C Executive SC and may be reduced or waived for Members who are early career scientists.
- (92) AIRR-C Members are considered to be in good standing only if they have paid their dues or have been exempt from them. Individuals who are in arrears will lose their good standing.
- (93) ~~Every AIRR-C Member in good standing is:~~ **Members are**
1. entitled to vote on all issues that are brought in front of the General Assembly
 2. entitled to stand as a candidate in elections for AIRR-C Chair Elect, **Chair or Past Chair**
 3. **entitled to stand as a candidate** for a member of the AIRR-C Executive SC
 4. eligible to serve as **AIRR-C Member** Co-Lead of any AIRR-C WG ~~and~~
 5. **eligible to serve on** any SC other than the Executive SC
 6. eligible to submit manuscripts for consideration for AIRR-C endorsement
 7. eligible to apply for funds from the AIRR-C for community-related initiatives, ~~if such funds are available~~
- if and only if they are in good standing.**
- (94) The AIRR-C Executive SC ~~(in conjunction with the AIRR-C Comms SC)~~ maintains a list of current membership of the AIRR-C and uses this list for communications and AIRR-C votes.
- (95) ~~AIRR-C Members~~ **To become an AIRR-C member, individuals must select “AIRR-C membership” when they register for membership on the TAbS website. Upon registration, AIRR-C members are automatically also members of TAbS.**

~~Participants of Working Groups and Sub-Committees~~

- ~~(96) A Working Group Participant is an individual who regularly attends WG conference calls, contributes ideas or other information to the WG and takes part in the generation of working group products. Participant status is independent of AIRR Community Membership. The determination of which individuals of a WG are~~

~~considered to be Participants is made by the WG Co-Leads in consultation with other Participants of the WG. Subscription to a WG's mailing list is typically not a sufficient criterion to be considered as a Participant.~~ AIRR-C membership ends with cancellation by or expulsion or death of the Member.

- (97) A Member that counteracts the Mission of the AIRR-C or damages AIRR-C's reputation can be expelled by decision of the Executive SC. The Member must be notified about the decision without undue delay.
- (98) Within one month after the notification of expulsion, the Member can appeal to the General Assembly to review the decision of the Executive SC. If the Member does not appeal, the expulsion becomes effective one month after the notification.
- (99) The appeal needs to be sent to the AIRR-C Chair, who will acknowledge its reception. The expulsion will then be stayed until the decision of the General Assembly.
- (100) The General Assembly decides on questions of expulsion by a two-thirds majority of present Members in favor of the expulsion. The Member affected by the decision cannot participate in the voting.

Participants of Working Groups and Sub-Committees

- (101) WG Participant status is independent of AIRR-C Membership.
- (102) The determination whether an individual is considered a Participant of a given WG is made by the WG Co-Leads, with input from other ~~individuals~~ Participants in the WG. At their discretion, WG Co-Leads may periodically poll the WG to determine if anyone who has been unable to participate regularly still wishes to be considered a Participant-. ~~Subscription to a WG's mailing list is typically not a sufficient criterion to be considered as a Participant.~~
- (103) Participants are entitled to vote on matters of importance to the WG, including ~~leadership changes~~ its leadership. Participants who are not AIRR-C Members may only vote at the WG level but not at the AIRR-C level.
- (104) All individuals in SCs are considered to be Participants of the respective SC.

Procedures and Policies

Financial Procedures

- (105) The Executive SC will prepare a report of current expenses and revenues that will be shared with the AIRR-C **Members** during the ~~AIRR-C meeting~~**General Assembly**. This report will cover the items that are included in [Appendix F](#).
- (106) AIRR-C funds will be used to offset meeting expenses and other infrastructure costs to maintain the AIRR-C, as determined by the AIRR-C Executive SC.
- (107) If additional funds are available, the Executive SC ~~will~~**may** announce this to the ~~AIRR-C via a community wide e-mail to the AIRR-C Membership~~ (see [Appendix G](#) for e-mail and proposal template). In this e-mail, AIRR-C Members will be invited to apply for funding for initiatives that are of high relevance and clear benefit to the AIRR-C. If such funding is available, the AIRR-C Executive SC will convene at least once a year (as part of its regular meetings) to discuss any proposals for funding from the AIRR-Community. Priority will be given to applications that support mission-critical functions of SCs and WGs. Funding requests will be ranked by the Executive SC and the Chair of the Executive SC will inform applicants of all funding decisions. Members of the Executive SC who are associated with the funding request will recuse themselves from voting. If the Executive SC is unable to decide upon a top ranked application, it will turn to the AIRR-C Leadership for broader input (see [Dispute Resolution](#)).

Elections and voting

Procedures for election of the Executive SC

Oversight

- (108) Election of Executive SC members will be overseen by the current Chair of the Executive SC and conducted as set forth in this Governance Document.

Solicitation of Nominations

- (109) Two months in advance of ~~an AIRR-C Meeting~~**a General Assembly**, the Chair of the Executive SC will contact all AIRR-C Members to seek nominations for Chair-Elect and up to three additional members of Executive SC. Six weeks prior to the ~~AIRR-C Meeting~~**General Assembly**, the Chair of the Executive SC will contact all Nominees to determine that they want to stand for the positions for which they were nominated and to request a short biographical sketch and statement of interest. Nominees will have up to ~~4~~**four** weeks to respond to the AIRR-C Executive SC Chair's request. If the AIRR-C Executive SC Chair does not receive a response from a Nominee within ~~4~~**four** weeks, it will be taken as an indication that the individual is not interested in standing for election to the position and the individual will be excluded from the

ballot.

Voting

~~(110) Prior to, or on the opening day of, the AIRR-C Meeting, for this position.~~

Voting

(111) The names of all candidates, their short biographical sketches and their statements of interest will be distributed to the AIRR-C membership and an online vote will be conducted. Members before the General Assembly as defined in (5) 3.

(112) Voting will be conducted as defined in (4). The results of the online vote will be communicated to the AIRR-C at the AIRR-C Meeting.

~~(113) Quorum for all Executive SC members and Chair-Elect votes~~ General Assembly during its closing session.

(114) Quorum for the Chair-Elect votes is 25% of eligible voters. Quorum for all non-Chair Executive SC positions together is 25% of eligible voters. If a quorum is not reached, a new online election will be held immediately following the AIRR-C Meeting General Assembly and overseen by the current Chair. The successful candidate for Chair-Elect must receive more than 50% of the vote, otherwise there will be a run-off (second vote) between the Candidates with the two highest tallies. Members of the Candidates for non-Chair Executive SC will positions need to earn at least 10% of the votes. General Candidates (not the Chair, Chair-Elect or Past Chair) Of all candidates fulfilling this criterion, those with the highest vote counts will be elected to serve on the Executive SC. If there is a tie for the third place vote for general Executive SC members, there will be a run-off (second vote) between the third place respective Candidates.

Vacancies

(115) If there is an unplanned vacancy of the Past Chair position, then the Chair will seek nominations for a new Executive SC member to serve as Past Chair. This individual can be a current member of the AIRR-C Executive SC or a member in good standing of the AIRR-C. Elect becomes Chair and solicits nominations for a new Chair Elect from the AIRR-C Members.

(116) If there is an unplanned vacancy of the Chair Elect position, then the Chair Elect becomes Chair and Past Chair solicits nominations for a new Executive SC member Chair Elect from the AIRR-C Members.

(117) If any other member of the Executive SC resigns or is unable to complete their term, the Chair will solicit a nomination from the AIRR-C for a replacement. If the

(118) If a vacancy occurs more than six months before the next AIRR-C Meeting General Assembly, the Chair or Chair-Elect will convene a special election, by contacting the AIRR-C Members, following the same voting and quorum requirements as the regular election. The newly elected Executive SC members, regardless of the

position, will serve until the next General Assembly. If the vacancy occurs within six months of the next ~~AIRR-C Meeting~~ General Assembly, the position will remain vacant until ~~that AIRR-C Meeting~~ then.

General AIRR-C voting procedures

Scope

- (119) Questions that require AIRR-Community-wide approval include
1. changes to the AIRR-C governance excluding the appendix
 2. forming, renewal or disbanding of an SC
 3. forming, renewal or disbanding of a WG, unless other procedures defined within the governance apply
 4. manuscript endorsement (details in the section on endorsement of manuscripts)

Procedure

- (120) In the case of all proposals that require an AIRR-C-wide vote, proposals initiate in the WGs and/or SCs and are subsequently reviewed by the AIRR-C Executive SC. If a matter for AIRR-C approval is originally brought before the Executive SC but deemed by the Executive SC to be in the purview of a different SC or WG, the matter will be turned over to the relevant SC or WG for initial review and recommendation to the Executive SC.
- (121) Once the AIRR-C Executive SC has reviewed the proposal, it then submits the proposal to the AIRR-C Leadership for further review and approval. Approval requires a simple majority of members of the AIRR-C Leadership, in which every member has one vote, irrespective of the number of positions that they hold and excluding those members who are connected with the proposal.
- (122) Proposals will then be submitted by the AIRR-C Executive SC Chair for AIRR-C-wide approval. AIRR-C-wide approval requires two thirds ($\frac{2}{3}$) or more of votes in favor of a proposal. Quorum is at least 25% of eligible voters. Votes will be recorded either at ~~AIRR-C Meetings~~ the next General Assembly or by an online survey of the AIRR-C membership. Both forms of voting are conducted and overseen by the Chair of Executive SC.
- (123) Approved proposals go into effect immediately, unless specified otherwise in the proposal. In case multiple proposals are voted on via an online procedure, it is assumed that the proposals are voted on sequentially in the order they are listed on the ballot.

Organizational procedures

Establishment of new SCs and WGs

Scope

(124) New SCs or WGs may be proposed for inclusion in the AIRR-C.

Procedure

- (125) To initiate consideration by the AIRR-C for a new SC or WG, one or more AIRR-C Members should provide the Chair of the AIRR-C Executive SC with a written proposal defining mission, goals, deliverables, timeline and initial leadership. The AIRR-C Executive SC Chair will schedule a meeting with the AIRR-C Executive SC and the proposal author during which AIRR-C Executive SC members will be allowed to discuss details of the proposal with the proposal author(s) and provide feedback. The proposal may be revised after this discussion, if deemed necessary by either the Executive SC or the proposal author(s). A proposal is considered approved if two thirds ($\frac{2}{3}$) or more of all members of the Executive SC vote in its favor.
- (126) The proposal then will be shared with the AIRR-C Leadership for further comment and approval. Proposals that receive approval by a simple majority of the AIRR-C leadership (excluding members of the AIRR-C Leadership who are connected with the proposal) will be submitted to the AIRR-C Membership for approval.
- (127) AIRR-C approval requires two thirds ($\frac{2}{3}$) or more of votes in favor of ratification or motion. Quorum is at least 25% of the AIRR-C membership. Votes will be recorded either at ~~AIRR-C Meetings~~ **the next General Assembly** or by online survey of the AIRR-C eligible voters. Both forms of voting are conducted and overseen by the Chair of Executive SC.

Changing SC and WG leadership between ~~AIRR-C Meetings~~: **General Assemblies**

Scope

(128) If, at some point between ~~AIRR-C Meetings~~ **two General Assemblies**, a WG or **an SC** (other than the Executive SC), decides to change its leadership, the SC and WG Participants will decide upon their leadership during their own meetings ~~and present the Co-Leads and agenda during the next AIRR-C Meeting.~~

Procedure

(129) SCs and WGs can change Co-Leads between ~~AIRR-C Meetings~~ **two General Assemblies**, as long as the change has been approved by a simple majority of Participants of the SC or WG. The Executive SC will only be involved in the decision to change Co-Leads when the SC or WG cannot resolve the matter internally and will follow the [Dispute Resolution](#) procedure. Change of Co-Leads should be reported to Executive SC to facilitate communication within the AIRR-C and so the AIRR-C website and relevant mailing lists can be updated.

Changing WG Organizational Structure

Scope

(130) WGs may propose changes to their structure, including splits or merges with other WGs, during an Interval.

Procedure

(131) Structural changes shall be proposed to the Executive SC, which will bring them to the AIRR-C Leadership and approve them or refer them back to the WG for revision. Approved changes to WGs and/or formation of new SCs are brought before the AIRR-C for ratification by electronic vote. AIRR-C approval requires two thirds ($\frac{2}{3}$) or more of votes in favor of ratification or motion. Quorum is at least 25% of the AIRR-C membership.

Communication between AIRR-C Leadership and Members and Participants

Scope

(132) Any direct communication that is sent from AIRR-C Leadership to AIRR-C Members or WG Participants.

Procedure

(133) Members and Participants of AIRR-C acknowledge that by default all communication between them and the AIRR-C leadership will be performed via the e-mail address provided during registration. E-mails sent to this address will be considered received and read by the Member or Participant after being sent, unless the sender is notified about facts that would prevent the recipient from receiving or reading the respective e-mail.

(134) The procedure above does not preclude WGs and SCs from using agreed additional means of communication for their work.

Endorsement of Manuscripts

Definition

(135) AIRR-C endorsement of a manuscript is intended to certify to the scientific community that the content of the manuscript is a product of an AIRR-C effort or initiative. Based upon journal guidelines, the AIRR-C should be added as an author (*i.e.*, as “the Adaptive Immune Receptor Repertoire Community”) to the manuscript to indicate both contribution and intellectual input into the manuscript. For all manuscripts being voted upon by the AIRR-C for endorsement, AIRR-C Members will have the opportunity to endorse the manuscript at one of two levels: either sign their name to the manuscript as a contributing AIRR-C Member or approve of the manuscript without including their name.

Scope

- (136) AIRR-C endorsement is intended for those papers that set out a specific position or recommendation that the AIRR-C, as a whole, supports, or for other topics of substantial impact to the AIRR-C. While AIRR-C welcomes collaboration and publication by WG Participants, it is recognized that many valuable publications will not be suitable for endorsement.
- (137) Manuscripts that receive AIRR-C endorsement must meet the following criteria:
1. The paper is considered mission critical to the agreed-upon plan of work for one or more AIRR-C WGs. Alternatively, the paper represents a collaborative effort between an AIRR-C WG and another individual, a group of individuals or an AIRR-C WG or SC. In the case of collaborative papers, WG Participants view the manuscript as being consistent with the WG mission and of sufficient impact to the community as a whole to merit consideration for AIRR-C endorsement.
 2. WG Participants have made sufficient contributions to the manuscript to merit authorship. These criteria are adapted with minimal alteration from the International Committee of Medical Journal Editors (ICMJE)¹:
 - WG Participants have made substantial contributions to the study design and/or to the acquisition, analysis, interpretation or reporting of the results.
 - WG Participants have been involved in drafting the work or providing substantial intellectual input to the content, as reflected by their contributions during the WG meetings.
 - All WG Participants approve of the version to be submitted for AIRR-C approval and publication.
 - All WG Participants **listed as authors on the manuscript** agree to be accountable for the work.

Procedure

- (138) The approval process shall be conducted in the following order:
1. *WG Approval*: The WG determines whether or not to submit the manuscript for AIRR-C endorsement **based on the criteria provided in (129)**. All of the WG Participants vote to approve the manuscript during their regular WG meetings and no WG Participant indicates dissent. If one or more WG Participants voice concerns about the manuscript, the AIRR-C WG Co-Leads and/or the entire AIRR-C WG can have a combined meeting with the AIRR-C Leadership. Agreement shall be established by a two-thirds ($\frac{2}{3}$) majority of AIRR-C Leadership attending the combined WG/AIRR-C Leadership meeting. There are three possible outcomes from this meeting:
 - It is agreed, after hearing the objections and concerns of the WG

¹ ~~ICMJE – Defining the Role of Authors and Contributors~~

Participants, that the manuscript will not be considered further for AIRR-C endorsement, or

- It is agreed that the manuscript needs to be altered before AIRR-C WG approval can be given and a specific set of recommendations will be provided to the senior author of the manuscript, or
 - It is agreed that the manuscript will be submitted to the AIRR-C for a vote for endorsement.
2. *AIRR-C Leadership Approval:* Manuscripts approved by the WG are forwarded to the AIRR-C Executive SC Chair along with a completed manuscript submission form ([Appendix D](#)). The AIRR-C Executive SC Chair forwards the manuscript to the AIRR-C for community endorsement. If the Executive SC Chair has concerns about the manuscript, he or she will discuss the manuscript with the authors. If concerns remain after doing this, the AIRR-C Executive SC Chair may ask other members of the AIRR-C Executive SC for input and/or invite the senior author of the manuscript or WG Co-Leads (or both) to attend an AIRR-C Executive SC meeting to discuss.
 3. *AIRR-C Endorsement Vote:* The complete draft of the paper for submission is shared with Members of the AIRR-C by means of an online voting process in which individual AIRR-C Members vote to support the manuscript ([Appendix D](#)). ~~At least two thirds (2/3) of votes (excluding manuscript authors) must be in favor of endorsement with a quorum of 25% (quorum is calculated based on AIRR-C Members, but excluding the manuscript authors)~~Members are encouraged to respond within 2 weeks. At least three quarters (3/4) of votes must be in favor of endorsement with a minimum of 12 total votes by non-manuscript authors received. Votes are recorded by the AIRR-C Executive SC, polling results are recorded in the notes of the AIRR-C Executive SC that follows the vote, and voting results are shared with the WG Co-Leads and the senior author(s) of the manuscript.
 4. *Delayed endorsement:* If there is an unforeseen delay in receiving endorsement (for example, due to failure to reach the required number of endorsement votes), the AIRR-C Leadership may provide authors with a letter of support to indicate that endorsement voting is underway and will be completed by the time the manuscript is in press.
 5. *Acknowledgements:* The Acknowledgments section of a manuscript that has been endorsed by the AIRR Community should include the text provided in [Appendix E](#).

Other policies

Dispute Resolution

- (139) If there is a disagreement between Participants of an AIRR-C SC or WG that cannot be resolved by the respective Co-Leads, the Co-Leads will bring the matter to the Chair of the Executive SC. The Chair will convene a special meeting of the Executive SC for discussion and recommendations. The Chair will then communicate these recommendations to the Co-Leads, and, if needed, hold a combined meeting with the AIRR-C Leadership. If the dispute cannot be resolved or if there is a dispute between the Executive SC and another SC or WG, the two parties will bring the issue to the AIRR-C Leadership for discussion. The decision or recommendations of the Executive SC shall be provisional until formally ratified by a vote of the AIRR-C at the next ~~AIRR-C Meeting~~ **General Assembly** or by online vote.

Intellectual Property Policy

- (140) Each AIRR-C Member and each WG Participant shall retain ownership of all right, title and interest in and to any IP, developed by said Member or Participant, including but not limited to all patent, copyright, trademark, trade secret, database protection, and other proprietary rights. Neither AIRR-C nor TAbS, nor any of either's successors or assigns, shall have any ownership claims or rights in any such IP absent an explicit written agreement otherwise.
- (141) ~~Agreements pertaining to any right, title, or interest in any IP between AIRR-C and another individual or entity shall not be imputed to TAbS absent an explicit written agreement otherwise.~~

Limitation of Liability

- (142) To the fullest extent permitted by applicable law, in no event shall either the AIRR-C or TAbS, or any of either's successors or assigns, be liable for any direct, indirect, incidental, or consequential damages, or damages from loss of profits, revenue, data, or data use, incurred by any use or access of any products, data, or software developed under the auspices of the AIRR-C or TAbS, or any of either's successor or assigns, or any products, data, or software developed by any individual Member or Participant of the AIRR-C or TAbS or, of either's successor or assigns.



~~Agreement with The Antibody Society (TAbS)~~

~~Organizational Structure~~

~~The AIRR-C exists as a Committee within TAbS (see [Appendix A](#)). This is based on the 2017 request of~~

Final provisions

Salvatory clause

(143) The invalidity or unenforceability of one or more provisions of this document shall not affect the validity of its remaining provisions. The same shall apply in the event that the document does not contain a provision that is necessary in itself.

Agreement with The Antibody Society (TAbS)

Agreed Upon Principles of Interaction between the AIRR Community and The Antibody Society

- (144) The AIRR Community (AIRR-C) is currently organized as a Committee within The Antibody Society (TAbS). The AIRR-C Executive Sub-Committee (SC) will represent the AIRR-C as the “AIRR-C to the TAbS leadership to modify the TAbS bylaws and membership and administrative structures as necessary to create an AIRR-C Committee of TAbS.”
- (145) It is expected that the majority of AIRR-C membership dues will support activities of the AIRR-C, to be negotiated between the AIRR-C Executive SC and the TAbS Executive Committee, with final approval by the TAbS Board of Directors.
- (146) If any policies are created that extend to TAbS, these will be subject not only to AIRR-C Executive SC and AIRR-C ratification, but also to the TAbS Board of Directors or TAbS Executive Committee ratification, as per TAbS organization rules.

Termination

- (147) The merger between the AIRR-C and TAbS is voluntary and can be dissolved by either party:
1. By a two thirds (2/3) vote of the AIRR-C Membership with a quorum of two thirds of AIRR-C Membership, either at an AIRR-C Meeting or by online vote.
- A. By a two thirds (2/3) vote of the TAbS Board of Directors, excluding any AIRR-C Members then serving on the TAbS Board. Committee” as detailed in the TAbS by-laws.
- B. The AIRR-C will continue to function with its current organizational structure (AIRR-C Executive SC, other SCs and Working Groups (WGs)), named positions (chair, chair-elect, past-chair and members of AIRR-C Executive SC, Executive Director; SC and WG (Co)-leads etc.) and roles per its governance.
- C. AIRR-C initiatives and strategic plans will be carried out as defined by its WGs, SCs and membership, in keeping with our core founding principles and with our governance. AIRR-C governance will apply to AIRR-C only, not TAbS, and will be made by AIRR-C leadership, in keeping with AIRR-C governance. The TAbS Board of Directors will be informed of any changes in AIRR-C governance during AIRR-C updates to the TAbS Board or sooner, if changes are considered to impact TAbS.
- D. Any changes in AIRR-C governance that are deemed by the AIRR-C Executive SC to impact TAbS, will be presented to the TAbS Governance Committee for review, feedback and approval. If the changes in AIRR-C governance are deemed to be

significant (as per TAbS by-laws) by the TAbS Governance Committee, then the change will be presented by the TAbS Governance Committee to the TAbS Board of Directors for review and voting. Similarly, any changes in TAbS by-laws will be communicated to the AIRR-C Executive SC and, if the change is deemed significant, the AIRR-C Executive SC will either provide feedback or submit the altered proposal for interaction to the AIRR-C membership for voting using similar procedures to how the AIRR-C currently modifies its own governance, in accordance with AIRR-C governance.

- E. The AIRR-C supports the promotion of “common business interests” with TAbS including the open and transparent sharing of data, methods etc., as articulated in the current AIRR-C and TAbS mission statements. To this end, the AIRR-C Executive SC will be collaborating with the TAbS leadership team, when appropriate including identifying synergies with respect to advertising, educational initiatives, sponsorship recruitment, membership engagement, online presence, and meetings.
- F. The AIRR-C is willing to consider dual reporting relationships for the AIRR-C Executive Director, with the TAbS Chief Operating Officer (COO) serving as the employer of record to ensure compliance with all applicable local, federal, and international laws. Within this administrative framework, however, there still needs to be a role for the AIRR-C Executive Director that is separately defined by the AIRR-C Executive Director and AIRR-C leadership, including a direct reporting relationship with the AIRR-C Executive SC Chair.
- G. The AIRR-C requires an independent ledger of funds for its finances and initiatives. AIRR-C leadership will serve on the TAbS Finance Committee to ensure transparency of budgeting, as described in the current TAbS by-laws. In addition, the AIRR-C Executive SC may request an up to date itemized budget of AIRR-C expenditures and revenues quarterly.
- H. AIRR-C membership is currently tracked separately within the TAbS membership database. This separate tracking should continue, as it allows the AIRR-C to perform its voting, endorsements etc. via its defined membership.
- I. The AIRR-C is permitted to dissolve its voluntary partnership with TAbS at the will of its leadership and members per AIRR-C governance. Similarly, TAbS is permitted to dissolve its relationship with the AIRR-C, in accordance with TAbS by-laws. Should such a dissolution occur, the AIRR-C Executive SC will work with the TAbS Executive Committee and the TAbS Finance Committee, as needed, to reconcile any outstanding financial debts or credits. In addition, the TAbS Executive Committee will work with the AIRR-C Communications SC to transfer web-based content and other web-related assets (e.g., domain names) that are specific to the AIRR-C.

Approvals

Date of approval of this governance document by AIRR-C Executive SC: _____

Date of approval by AIRR-C Leadership: _____

Date of acceptance by voting Members of the AIRR-C: _____

Certification by AIRR-C Executive SC Chair: (signature and date) _____

Date of approval of this governance document by TAbS Board of Directors: _____

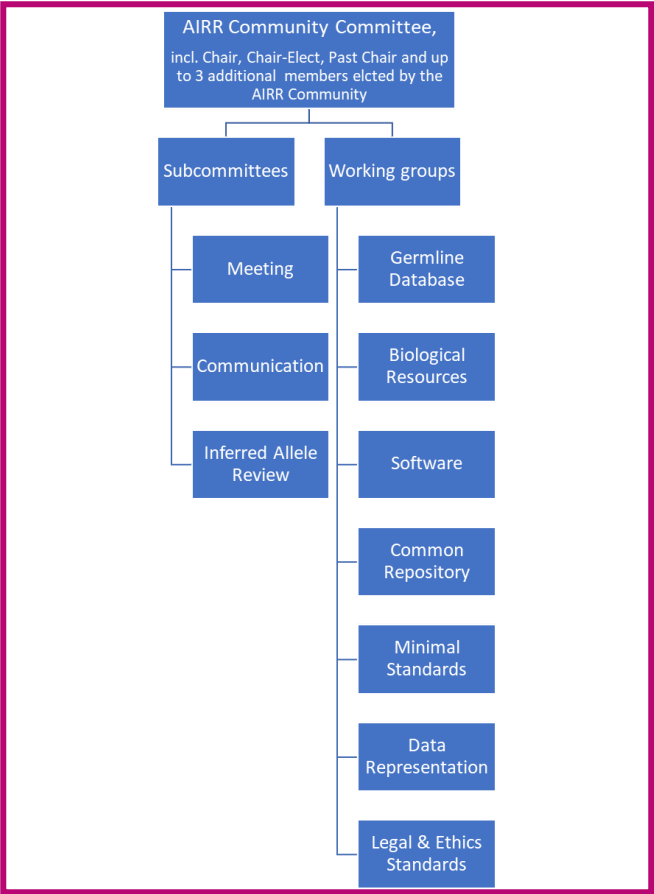
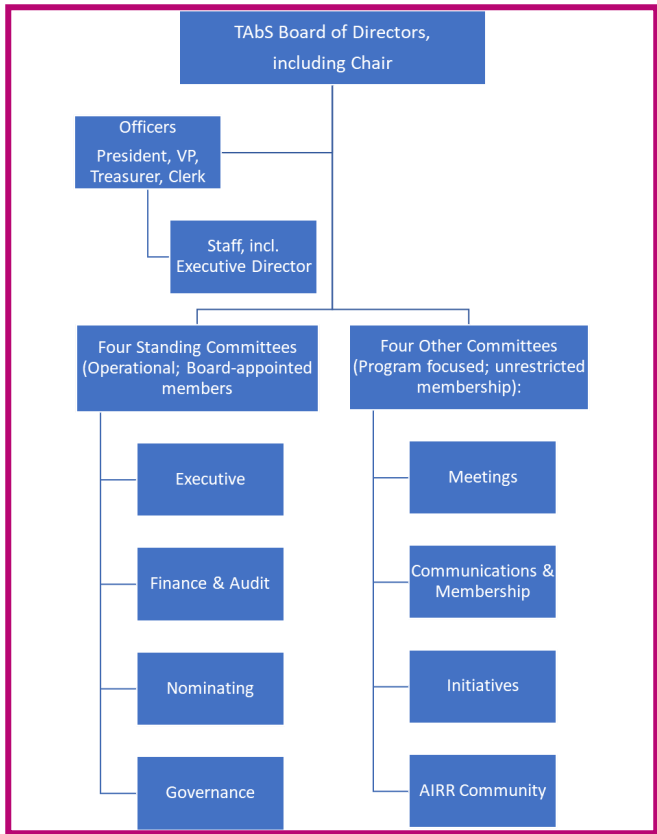
Date of acceptance by TAbS: Certification by TAbS Executive Director (signature and date)

Appendices

Appendix A: Organizational Chart of AIRR-C and TABS



TAbS and the AIRR Community



Organizational Chart of TABS (left) and AIRR-C (right)



~~Organizational Chart of the AIRR-C and TABS.~~ The AIRR-C (light blue boxes) is a committee of The Antibody Society (TABS, gray boxes). Several of the TABS committees have openings for AIRR-C Members (white boxes).

Appendix B: List of current Working Groups (WGs)

AIRR-C Biological Resources (BioRes) WG

- The purpose of the AIRR-C BioRes WG is to provide the AIRR-C with biological calibrators and reagents for the generation and evaluation of AIRR-seq data.¶
- ~~As a first step towards accomplishing this overarching objective, the BioRes WG is surveying the AIRR-C and others interested in immune repertoire profiling regarding their current use of controls and their wishes for controls.¶~~
- ~~The BioRes WG is responsible for coordinating the development of reference samples that can be used as controls. ¶~~
- ~~The BioRes WG reaches out to established organizations such as NIST and Genome in a Bottle, as well as companies like ATCC and Novartis, to help encourage ease of use and broad adoption.¶~~

~~The BioRes WG's overarching goal is to recommend a set of biological standards that can be used for normalization of data sets. This will facilitate comparison of data generated by different library preparation methods. and facilitate AIRR-seq wet bench protocol optimization. The BioRes WG also works with other AIRR-C WGs and external partners to optimize assay methods and standards. The BioRes WG is responsible for coordinating the development of reference samples that can be used as controls including cell lines, cell mixtures and nucleic acids. The BioRes WG participates in benchmarking studies to evaluate accuracy, sensitivity, linearity and reproducibility of bulk and single cell AIRR-seq methods.~~

AIRR-C Common Repository (ComRepo) WG

- The purpose of the ComRepo WG is to promote and facilitate deposit, access, and sharing/reuse of immunoglobulin and T cell receptor AIRR-seq datasets through the creation of common repositories that enable:
 - Standardized queries of processed AIRR-seq data and metadata,
 - Re-analysis of raw and processed AIRR-seq data utilizing repository analysis tools,
 - Download of raw and processed AIRR-seq data for offline re-analysis.
- This is accomplished through the creation of a system of international, distributed AIRR-seq repositories (the AIRR Data Commons) based on FAIR data principles (Findable, Accessible, Interoperable, Reusable).

AIRR-C ~~Data Representation (DataRep)~~ **Diagnostics WG**

- ~~The DataRepDiagnostics WG is responsible for developing standardized file formats, schemas, and data field names to represent MiAIRR metadata, annotated immunoglobulin and T cell receptor sequences, and any downstream data~~

representations. These standards are defined in formal machine-readable specifications, allowing interoperability between software from different developers. Ongoing efforts include:

- Coordinating with AIRR-C WGs to specify data models, such as:
 - Minimal APIs for repositories and REST resources (ComRepo WG),
 - Ontology selection (Minimal Standards WG),
 - Single cell, receptor and paired chain data (Minimal Standards WG),
 - Annotation formats for new germline alleles (Germline Database WG).
- Coordinating with AIRR-C WGs to develop centralized documentation for AIRR-C standards (<https://docs.airr-community.org>).
- Ensuring that all AIRR SCs and WGs are using mutually compatible data structures through liaisons that participate in the efforts of the other relevant WGs.
- Developing representations for data and analysis provenance.
- Developing representations for clonal lineages of antibody sequences.
- Authoring and maintaining software packages for interacting with AIRR-C standards in both the python and R programming environments.

Promoting adoption of AIRR-C standards through outreach to authors of AIRR-seq analysis tools and providing technical guidance to integrate AIRR-C standards into such tools. an umbrella for clinic-oriented members of various AIRR-C working groups to advance the clinical application of AIRR-seq, e.g., in diagnosis, immune status evaluation, prognosis and monitoring of disease progression or treatment effects. The WG aims to represent a link between the AIRR-C and regulatory agencies regarding clinical application of AIRR-seq and AIRR-C products. In that sense, the WG promotes the vision described in the perspective paper *The Future of Blood Testing Is the Immunome* [DOI:10.3389/fimmu.2021.626793] through community outreach and engagement, and promoting the adoption of the AIRR-C standards.

AIRR-C Germline Database (GLDB) WG

- The Germline Database WG was formed to promote the development of complete and accurate sets of reference germline immunoglobulin and T cell receptor genes, and to promote the accurate analysis and reporting of the germline genes that can be identified in repertoire studies. The WG works to establish processes for documenting novel germline genes and alleles and standards for versioned, inclusive databases. The WG also provides guidance on specific topics relating to data assessment that may be referred to it by the Inferred Allele Review Committee (IARC).
- The GLDB WG develops criteria for the review and acceptance of inferred human alleles for immunoglobulin and T cell receptor loci.

- The GLDB WG resolves issues relating to GLDBs of mouse and macaque sequences and establishes general principles that can be applied to the development of nomenclatures and databases for non-human species.
- The GLDB WG establishes guidelines for assessing the robustness of datasets for the inference of germline gene variation.

~~AIRR-C Legal and Ethics Standards~~ WG

- The purpose of the Legal and Ethics Standards WG is to provide a forum for focused discussion and development of legal (e.g., intellectual property; IP) and/or ethical (e.g., human subjects) standards for the AIRR Community.
- The Legal and Ethics Standards WG will:
 - Investigate potential IP issues regarding software developed by the combined efforts of WGs and/or teams of AIRR Community Members.
 - Determine if it would be beneficial to AIRR-C WGs or Members to develop recommendations or information on how to develop and share IP amongst multiple institutions. This could be a white paper or a more formal policy.
 - Develop a survey to determine if researchers are withholding AIRR-seq data from publication or sharing, and if so, to discover their reasons for doing so.
 - Develop recommendations for ethical standards for AIRR Community Members to follow when generating or using AIRR-seq data from humans.

~~AIRR-C Minimal Standards Working Group (MiniStd)~~ Standards WG

- The Standards WG is the result of a merger of the Minimal Standards (MiniStd) and Data Representation (DataRep) working groups, which took place in 2020. Furthermore, Standards WG now also incorporates API-related aspects previously handled by Common Repository (ComRepo) WG.
- The purpose of the ~~MiniStd~~ Standards WG is to maintain, update and promote minimal reporting standards for submission and reporting of AIRR-seq data and metadata (the “Minimal Information about an Adaptive Immune Receptor Repertoire study” (MiAIRR) standard [DOI:[10.1038/nr.3873](https://doi.org/10.1038/nr.3873)]).
- The WG is further responsible for developing standardized file formats, schemas, and data field names to represent MiAIRR metadata, annotated immunoglobulin and T cell receptor sequences, and any downstream data representations. These standards are defined in formal machine-readable specifications, allowing interoperability between software from different developers.
- In coordination with other WGs, Standards WG maintains the centralized documentation for AIRR-C standards (<https://docs.airr-community.org>).
- The participants of the WG author and maintain software packages for interacting with AIRR-C standards in both the python and R programming environments.
- To identify and recommend ontologies for AIRR-C standards, the MiniStd WG organizes

cross-WG activity that assembles all interested parties within AIRR-C ("OntoVoc Team").

AIRR-C Software WG

- The purpose of the Software WG is to facilitate rigorous analysis of AIRR-seq data.
- This is being accomplished by encouraging practices that enable software tools to work, and to work with one another. The Software WG is participating in collaborative efforts to compare the outputs of various annotation tools and understand the sources of differences between them. The Software WG is also assembling benchmark data sets for this purpose.
- The Software WG is developing a new tool for assessing the quality and credibility of AIRR-seq data.

Appendix C: Sub-Committee and Working Group Reporting Template

Instructions. This form is to be used for AIRR-C Meeting updates. The form should be completed by SC or WG Co-Leads, with input from other SC or WG Participants, 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:

SC/WG Name:

SC/WG Co-Leads:

SC/WG Participants (list):

Current number of mailing list subscribers:

Purpose:

Goals: ¶

~~Products (if any): ¶~~

~~Resources (if any): ¶~~

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

¶

¶

~~Proposed plans for the coming interval: ¶~~

~~Purpose: ¶~~

~~Goals: ¶~~

~~Products (if any): ¶~~

~~Resources (if any): ¶~~

~~Long term vision and how WG products integrate with the AIRR-C mission: ¶~~

¶

¶

Proposed (comment on any future goals, if appropriate)

Products (if any):

Resources (if any):

Proposed future SC/WG Co-Leads:

Appendix D: Manuscript Endorsement Form

AIRR-C endorsement means that a paper both in topic and content is considered of importance to the field of immune repertoire profiling and is supported by the AIRR-C.

Instructions: This form should be completed by one WG Co-Lead for each manuscript to be considered for AIRR-C endorsement. Please submit an electronic copy of this completed form, a single pdf of the manuscript and all associated figures and tables (under 10 Mb, if possible) to the AIRR-C Executive SC Chair via e-mail. The AIRR-C Chair will review the submission per the criteria set forth in the AIRR-C governance document regarding manuscript endorsement and, if it satisfies these criteria, he or she will send it out to the AIRR-C for an endorsement vote.

Date:

Title of manuscript:

AIRR-C Working Group name sponsoring paper for AIRR-C endorsement:

Name(s) of AIRR-C WG (Co)-leader(s):

Name and e-mail of person completing form:

Name and e-mail of corresponding author:

This paper is mission critical for our AIRR-C WG:

Yes No (if no, please explain)

This paper has been approved unanimously by WG Participants attending a regularly scheduled WG meeting and this approval has been recorded in our WG meeting notes. WG Participants also have been canvassed by e-mail and no Participant has indicated dissent:

Yes No (if no, please explain)

WG Participants approve of having this paper be distributed to AIRR-C Executive SC and, if approved, to AIRR-C by e-mail for endorsement.

Yes No (if no, please explain)

Please indicate the approximate number of meetings at which the paper and/or its content were discussed.

Appendix E: Acknowledgement text of AIRR-C endorsed manuscripts

This manuscript has been endorsed by the AIRR Community. Authors *[insert initials]* are Participants of the AIRR Community *[insert name of WG or SC]*. ¶

¶

~~If applicable,~~ The following individuals asked to be named as endorsing this manuscript: *[insert names of individuals who indicated assent (responded Yes) to the manuscript vote question “Do you want to be listed as members of the Community who endorsed this manuscript?”]*

[If support for publication costs was received from TAbS, add the following sentence:]

We acknowledge financial support for publication costs from The Antibody Society.

Appendix F: AIRR-C Financial Reporting Form

To be completed by ~~the~~ TAbS Finance and Audit Committee and communicated to the AIRR-C Executive SC upon request of the AIRR-C Executive SC. Note that a spreadsheet version of this document is available.

Date:

Name and e-mail of person(s) completing form:

Number of current TAbS members who self-identify as AIRR-C Members:

Income: _____ **Amount (\$US)**

Membership dues (define time interval)

Meeting registration fees

Corporate sponsorship (name, date, amount)

Extramural funding (grants, etc.)

Expenses:

Meeting expenses

Administrative support expenses

Other (specify)

Current balance:

Appendix G: Request for Funding Applications and Application Template

Template for e-mail announcement

Dear AIRR-C members,

We are pleased to announce that there are funds available for special projects. AIRR-C members are hereby invited to apply for funding for initiatives or ongoing work that is of high relevance and clear benefit to the AIRR-C. Priority will be given to applications that support mission-critical functions of AIRR-C SCs and WGs. Up to (INSERT NUMBER) applications will be funded in this cycle. Please submit your application to the AIRR-C Executive SC by replying to this e-mail. The deadline for submission is (INSERT TIME AND TIMEZONE) on (INSERT DATE). All funding decisions will be made by (INSERT DATE). Funding will be available on or about (INSERT DATE).

Please review the application template carefully. Note that there are strict page limits and that no institutional overhead will be provided through this funding mechanism. Individuals who receive AIRR-C funds must agree to have their names and project titles posted online.

Please note also that all funded applications will require a final progress report including a budget reconciliation of how the funding was spent. An edited version of the awardee report will be publicized on the AIRR-C website with input from the AIRR-C Communications SC.

We look forward to receiving your applications and thank you for all of your outstanding work on behalf of the AIRR Community.

Best regards,

AIRR-C Executive SC Chair

Template for funding application

Cover page

Application date:

Name (contact PI):

Institution of contact PI:

E-mail of contact PI:

Name(s) and affiliations of co-investigators or other team members:

SC or WG affiliation (if applicable):

Body of application (with recommended lengths, total length of the application body is 2 pages, please use Arial font 11 point)

- a) Specific aim(s): (1 paragraph)
- b) Approach: (2 paragraphs)
- c) Expected results or products: (2 paragraphs)
- d) Deliverables and timeline: (1 paragraph)
- e) Utility and relevance of project to the AIRR-C and to TAbS: (1 paragraph)

References (if applicable)

References are not counted towards the 2-page limit

Budget

Provide a line item budget with justification

include separate lines for salary, materials, travel or other expenses

Indirect costs and/or institutional overhead are not supported

Budget and justification are not counted towards the 2-page limit

Note:

Any application that exceeds the page limit or requests indirect costs/institutional overhead will be returned without review.

Appendix H: AIRR-C Licensing Agreement for Merchandise

Licensing Agreement

1. Definitions

- 1.1 LICENSOR: The Antibody Society, 247 Prospect Street, Framingham, MA 01701, USA
- 1.2 LICENSEE: *[enter name and address of person or legal entity]*
- 1.3 MATERIAL: refers to all items listed in 1.3.1 to 1.3.2
 - 1.3.1 AIRR-C NAME: The text “AIRR Community”
 - 1.3.2 AIRR-C LOGO: The AIRR Community logo, in all representations that are identical to those shown in Appendix A
- 1.4 LICENSED RIGHTS: The reproduction, display, distribution and communication of— the MATERIAL in any digital and physical form
- 1.5 PURPOSE: The design, creation, manufacturing, promotion and sale of physical items featuring reproductions of the MATERIAL
- 1.6 TERM: *[start date] to [end date] (Should not exceed 2 years)*

2. License grant

- 2.1 Subject to the terms and conditions of this agreement, the LICENSOR grants the LICENSEE a worldwide, royalty-free, non exclusive, non sublicensable, non transferable license to exercise the LICENSED RIGHTS in the MATERIAL for the stated PURPOSE.
- 2.2 This license is only valid for the duration of the TERM.

3. Terms and Conditions

- 3.1 The LICENSEE must seek prior approval of the Communications Sub-Committee of the AIRR Community Committee of the LICENSOR for any new design the LICENSEE wishes to manufacture, promote or sell.
- 3.2 The LICENSEE is not permitted to translate, alter, arrange, transform or otherwise modify the MATERIAL.
- 3.3 As an exception to clause 3.2, the LICENSEE is permitted to change the file format or the color model of the digital representation of the MATERIAL, provided that such change is required to attain the stated PURPOSE and that such a change does not lead to visible alterations of the MATERIAL.
- 3.4 In case the LICENSEE fails to comply with this license, the LICENSEE’s rights under this license will terminate automatically with immediate effect.

Appendix A

- i. AIRR Community Logo with black text and symbols:



- ii. AIRR Community Logo with white text and symbols. Note that the black background is only present to allow for a proper reproduction within this document, but is not considered to be part of the AIRR-C LOGO.



Appendix I: Procedure to apply for AIRR-C Membership

Individuals interested in joining the AIRR-C are requested to use the following link and select one of the “AIRR Community” Membership options:

<https://www.antibodysociety.org/membership-account/membership-levels/>

Appendix J: Minutes of the TABS Board Meeting on Dec 11, 2017

D. Combination of the AIRR Community with the Antibody Society, Update

Dr. Scott updated the Board on her recent activities in conjunction with Prof. Felix Breden (participating in this part of the discussion) on the standardization and compilation of NGS data on antibodies with the Adaptive Immune-Receptor Repertoire (AIRR) Community currently comprising ~300 members. Based on discussions at our 2016 Board meeting, the Board had voted at that time to invite the AIRR Community to join The Antibody Society, effectively as a subgroup with a specific identity. Professors Scott and Breden explained that the AIRR Community had voted to combine with the The Antibody Society at their annual meeting held in Rockville, MD, on December 3-6, 2017. After discussion, upon motion duly made and seconded, it was unanimously:

VOTED: That the AIRR Community is hereby accepted as part of The Antibody Society

The board then further discussed the election of an AIRR Community member to the Board. Jamie Scott will continue to represent their interests on the Board during 2018. An AIRR subgroup member will be chosen and approved for a position on the Board at the 2018 meeting of the Antibody Society.

Upon motion duly made and seconded, it was unanimously:

VOTED: The Antibody Society shall postpone election to the Board of an appropriate additional member representing the AIRR Community for about one year.

Appendix K: AIRR-C Governance Document Revision History

Version 3 presented to full AIRR-C on Dec 6, 2017 by Felix Breden, Chair of AIRR-C.

Versions 4, 5 and 6 20180421 revised according to principles adopted in December 2017 AIRR-C. Principal Members of the AIRR-C helping with revisions included Tania Bubela, Felix Breden, Jamie Scott, Christian Busse, Scott Christley and others.

Version 6 approved by AIRR-C Executive Sub-Committee and TAbS Board April 2019 and posted on AIRR-C website.

Version 7 revised by Felix Breden, Pam Borghardt and Nina Luning Prak, with input from Jacob Sherkow and the AIRR-C Executive Sub-Committee in May of 2019 and posted for review and approval by the AIRR-C on May 10, 2019.

Version 8 revised by Jamie Scott on May 14, 2019

Version 9 revised by Nina Luning Prak on June 24-26, 2019; revised org chart, incorporated Jamie and Jean-Philippe's recommendations for SC and WG meetings and reporting, added more detailed procedures for AIRR-C manuscript endorsement procedures. Further comments were provided by Felix Breden and Pam Borghardt.

Version 10 revised by Christian Busse, Pam Borghardt and Nina Luning Prak on July 18-25, 2019; revised org chart, revised manuscript endorsement process, added definitions, harmonized nomenclature for SCs and WGs, added language to permit ratification of AIRR-C initiatives by electronic vote of the AIRR-C at times other than the AIRR-C meetings. Further comments were provided by Lindsay Cowell, Steve Kleinstein and Felix Breden.

Version 11 revised by Nina Luning Prak on August 26, 2019. Incorporated comments from Steve Kleinstein, Pam Borghardt and Felix Breden. Updated table of contents. Moved working group descriptions (previously Appendix B) into the main text to parallel the document structure for SCs and WGs. Switched the order of Appendix A (previously the org chart) and new Appendix B (terms of reference). Harmonized the terms of reference in the text.

Version 12 revised by Nina Luning Prak on September 12, 2019. Incorporated Legal and Ethics Standards WG, simplified the manuscript endorsement process and forms, added terms of reference for AIRR-C membership, modified voting procedures so that AIRR-C

wide endorsement could be given to WG and SC formation and other community-wide decisions could be ratified by community-wide vote by either electronic vote or voting at the AIRR-C Meetings, updated the Org Chart.

Version 13 revised by Nina Luning Prak and Jean Scholz on January 21-22, 2020. Inserted revised Org Chart to reflect changes in TAbS committee structure revealed at ~~the~~ TAbS board meeting on December 9, 2019. Added a definition for the *OntoVoc* team. Revised terms of reference for AIRR-C membership and WG active participation. Included section on governance with respect to AIRR-C finances and reporting between TAbS Budget and Audit Committee and AIRR-C Executive SC.

Version 14 revised by Nina Luning Prak incorporating comments from Christian Busse and Felix Breden on February 8, 2020.

Version 15 revised by Nina Luning Prak and Pam Borghardt on February 13-14, 2020. Added an Appendix F: Request for funding applications and application template. Included a process in Executive SC Functions for vetting funding applications. Included a Financial Procedures section. Updated SC and WG descriptions. Updated AIRR-C membership benefits. Re-proofed and re-paginated. Updated Org chart.

Version 16 revised by Nina Luning Prak and Pam Borghardt on February 19-24, 2020 in response to feedback from AIRR-C Members including Jason Vander Heiden, Nicholas Schwab, Victor Greiff, Andrew Collins, Christian Busse, Chaim Schramm, Lindsay Cowell, Felix Breden, Jason Vander Heiden, Jamie Scott and Brian Corrie.

Version 17 revised by Nina Luning Prak and Pam Borghardt on March 18, 2020 in response to further feedback from AIRR-C Members.

Version 18 revised by Nina Luning Prak on April 12, 2020, updated the wording in Appendix D to match the wording in the endorsement section of the governance document.

Version 19 revised by Pam Borghardt on September 18, 2020. Included governance document approval date (officially ratified by AIRR-C Members 2020-03-26) signed by Exec Chair 2020-03-26. Include TAbS Executive official approval dated 2020-05-11. Revisions to the org chart to add in the Diagnostics WG (officially ratified by the AIRR-C 2020-04-10). Continued revisions updating the Manuscript Endorsement section to include acknowledgements. 2020-10-08 version date. Document posted on AIRR-C website 2020-10-08.

Version 20 (~~pending approval by the General Assembly~~):¶

- ~~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¶~~
- ~~Clarify~~ revised by Christian Busse on May 10, 2022 incorporating various comments from Lindsay Cowell, Nina Luning Prak, Encarnita Mariotti-Ferrandiz, Felix Breden and Victor Greiff. Clarified the process around WG leadership transitions¶
- ~~Further.~~ Included further clarifications around eligible voters in AIRR-C votes, quorum for termination of merger with TAbS, and entering into force of approved proposals¶

. Moved WG descriptions to the appendix. Introduced consistent formatting and numbering of paragraphs. Removed redundant/duplicate sections. Added logo licensing form, delegating licensing decisions to Comms SC.

Version 21 revised by Christian Busse on July 21, 2021, incorporating comments from Mats Ohlin and Jamie Scott and including a new subsection on the Strategic Planning SC. This was an internal version that was never circulated outside of the Exec SC.

Version 22 revised by Christian Busse and Nina Luning Prak, incorporating comments from Lindsay Cowell, Encarnita Mariotti-Ferrandiz, Victor Greiff, Corey Watson, Mats Ohlin and Susanna Marquez. Major changes were the formalization of the role of the General Assembly and the role of the Executive Director, as well as the inclusion of the Agreement with The Antibody Society (TAbS).