

Appendix (ii)

Working Group Guidelines

Purpose of Working Groups (WGs)

The purpose of ESBB WGs is to identify and tackle important, unresolved issues that could benefit from broader discussion, particularly those with a geographically relevant context... The ultimate goal is to develop position papers, journal publications, or tools that address the issues and provide strategies for addressing them. WGs should have a concise, documented focus (see differences between ESBB SIGs and WGs).

Proposal required for a WG

The proposal should include:

1. The a) WG name, b) description, and c) issues of interest.
2. Named Chair and/or Co-Chair of the WG (must be ESBB members in good standing).
3. Expected initial membership (includes active and dormant members).
4. Indicate the need for the WG. Any potential for synergy with the WGs of other organisations should be indicated.
5. Indicate the goals and potential output of the WG.
6. Proposed activities and events for the first year (updated periodically in the quarterly report).
7. Advertisement/marketing plan for membership recruitment (e.g., ESBB LinkedIn discussion group) to ensure that membership is open to the community.

Leadership

ESBB WGs should be chaired by an ESBB member in good standing. The term of office for the Chair will be a maximum of 3 years and only extended by Council in exceptional circumstances. It is suggested that each WG have a designated Vice-Chair or Co-Chair who is also an ESBB member in good standing.

Composition

ESBB WGs should be composed of ESBB members who have appropriate expertise and experience in the subject area and are committed to advancing a dialogue and producing outcomes that can contribute to the field of biobanking. The number of members may be limited in order to optimize effectiveness.

ESBB WGs may also include non-member "special advisors" who need to be approved by Council. These special advisors could join WG meetings and contribute to WG products, with all appropriate institutional/organisation credits given.

Meetings

Meetings will be convened as deemed appropriate by the Chair. WGs are strongly encouraged to meet face-to-face at the ESBB annual meetings. There is an expectation that WGs will continue to meet by teleconference and/or e-mail communications between Annual Meetings. Options for additional communications support will be explored and approved by The Council prior to implementation. Non-ESBB members are welcome to participate in the face-to-face meetings held during the annual meetings, but only ESBB members are allowed to continue participation with the WGs between the Annual Meetings.

Reporting

ESBB WGs are expected to report biannually on their progress to the ESBB Council. They are also expected to hold annual face-to-face meetings at the annual ESBB conference.

WG Publications

Documents, position papers, publications or other tools developed by ESBB WGs are expected to follow ESBB's guidelines for publication and contain appropriate acknowledgement of ESBB, including reference to ESBB in the title if appropriate. Approval by the ESBB Council is required prior to submission to a journal, posting to the ESBB website or other public release of the publication/tool. ESBB should be considered as the "owner" of documents, position papers, publications or other tools developed by ESBB WGs. If copyright privileges are signed over to a journal, the ESBB Executive Officer should sign on behalf of ESBB. ESBB will grant to each author a copyright release for future use of the material for their own purposes. If the materials are reproduced intact for other purposes, the author must agree to include an acknowledgement to ESBB and/or "© copyright ESBB." As the owner of the document, ESBB will cover the page charges for the publication of any WG manuscripts in journals and purchase reprint copies for the ESBB office and authors and contributors to the document, provided that approval from Council has been obtained prior to submission of the

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manuscript. The person designated by the WG to be the contributing author of the document must keep the ESBB Executive Officer informed of the progress of the document toward publication and shall forward invoices and requests for orders and payments to the ESBB Executive Officer.

Procedure for evaluation ESBB WGs

Request to be sent to ESBB Council who will evaluate based on:

- originality of subject matter;
- no direct overlap with other ESBB WGs or Special Interest Group (SIGs).
- regional focus;
- regional effort (most of members are from ESBB region);
- particular sub-topic focus (a particular focus within an general WG subject);.
- expected work products.

Council will evaluate request and recommend whether the request should be considered as a WG or as a SIG.

Differences between WGs and Special Interest Groups

A Special Interest Group (SIG) is less formal than a WG and may focus purely on discussion and exchange of views and expertise within the group. In contrast, a WG is expected to produce work products in the form of publications or other documents for communication outside the group.

- An SIG is open to all ESBB members, with unlimited membership, whereas WG membership may be limited as the main emphasis of a WG is work output.
- SIG membership status can be fluid to capture diverse views.
- SIGs have a less frequent reporting schedule (annually).
- SIG focus is on discussion and networking via forum-based presentation and Q&A for sharing of experiences.
- An SIG may serve as a test bed for a WG. It is recommended that groups intending to form a WG start off as an SIG to determine level of interest over a period of time.
- An SIG can accommodate new topics of interest in an existing WG or topics beyond the scope of the documented WG focus.

ESBB Support for SIGs and WGs

(1) Support at the annual conference

- Seminar room for meetings
- Speaker presentations to membership

(2) Support between conferences

- Assistance in reaching biobanking audience for surveys
- Use of ESBB SurveyMonkey account
- Space on the ESBB website to post materials
- LinkedIn subgroup
- Teleconference facilities
