

## **Guidelines for ISBER Working Groups**

### **Purpose:**

The purpose of ISBER Working Groups is to identify and tackle important, unresolved issues that could benefit from broader discussion. The ultimate goal is to develop position papers, journal publications, or tools that address the issues and provide strategies for addressing them. Working Groups should have a concise, documented focus.

### **Leadership:**

ISBER Working Groups should be chaired by an ISBER member in good standing. It is suggested that each Working Group have a designated Vice-Chair or Co-Chair who is also an ISBER member in good standing.

### **Composition:**

ISBER Working Groups should be composed of ISBER members (employees of ISBER organizational members; or ISBER General 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. While there is no maximum to the number of members that may participate, it is recommended that the size of the Working Groups be kept manageable to optimize effectiveness.

### **Meetings:**

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

### **Reporting:**

ISBER Working Groups are expected to report quarterly on their progress to the ISBER Council.

### **Working Group Publications:**

Documents, position papers, publications or other tools developed by ISBER Working Groups are expected to follow ISBER's guidelines for publication and contain appropriate acknowledgement of ISBER, including reference to ISBER in the title if appropriate. Approval by the ISBER Council is required prior to submission to a journal, posting to the ISBER website or other public release of the publication/tool.

ISBER should be considered as the "owner" of documents, position papers, publications or other tools developed by ISBER Working Groups. If copyright privileges are signed over to a journal, the ISBER Executive Officer of ASIP should sign on behalf of ISBER. ISBER 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 ISBER and/or "© copyright ISBER." As the owner of the document, ISBER will cover the page charges for the publication of any Working Group manuscripts in journals and purchase reprint copies for the ISBER office and authors and contributors to the document, provided that approval from Council has been obtained prior to submission of the manuscript. The person designated by the Working Group to be the contributing author of the document must keep the ISBER Executive Officer informed of the progress of the document toward publication and shall forward invoices and requests for orders and payments to the ISBER Executive Officer.