HUPO Proteomics Standards Initiative Management

Status of This Memo

This memo provides information on the HUPO Proteomics Standards Initiative management structure and related processes. It does not define any standards or technical recommendations. Distribution is unlimited.

Version of This Document
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Abstract

This document describes the management structure of the HUPO Proteomics Standards Initiative (PSI), including the roles of individual positions and committees and the processes for formation and approval of PSI working groups.

Contents

1. PSI Group

The PSI management process was inspired by the system developed by the Global Grid Forum (GGF, www.globalgrid.org) [1,2,3]. The goal is to implement a reproducible, dependable and transparent process to produce high quality standards. To achieve this, the PSI is composed of working groups overseen by a Steering Group.

2. PSI Organization and Management

The objectives / aims of the PSI and its general structure are described in [5]. The PSI is managed by a general Chair (together with two co-Chairs) and a Steering Group. The PSI Steering Group (PSI-SG) comprises working group Chairs and co-Chairs and specific experienced members, here called "Officers". The Steering Group ensures continuity between working groups and enables communication between external stakeholders of the PSI standards as well as long-term strategic input to the working group Chairs. The PSI Chair also works with PSI Editors, who guide the document process [4] and a PSI Secretary, who oversees the logistics of the PSI operation. Also responsible persons for Minimal Reporting Requirements, Ontology Coordination and Website Maintenance may be denominated both within the Officers and working groups. All of these roles of groups and individuals are described below.

2.1   PSI Chair

The PSI Chair is responsible for ensuring that the PSI as a whole and working groups in particular produce coherent, coordinated, architecturally consistent, and timely output as a contribution to the overall evolution of Proteomics technologies. In addition, the PSI Chair may arrange for topical or regional workshops attended by the PSI and perhaps other experts in the field.

The PSI Chair selects two co-Chairs into the PSI-SG, who will assist the PSI Chair as needed. The roles of the PSI co-Chairs are: to (1) provide backup for the PSI Chair (for example, to organize PSI-SG discussions in the absence of the PSI Chair) and (2) ensure that multiple individuals are familiar with and trained in the role of PSI Chair.

The PSI Chair oversees the content of the PSI activities, working with the PSI-SG to manage the creation of new working groups and in some cases encouraging the formation of a group rather than waiting for proposals. The PSI Chair works with the PSI-SG to ensure that working groups receive adequate assistance from other PSI members. The PSI Chair serves as Chair of the PSI-SG, and as such is responsible for guiding the group to consensus and making operational decisions based on this consensus, while taking into account input from other sources, including the PSI-SG, individual PSI participants and HUPO.

The PSI Chair works with HUPO in areas regarding long-term strategy for the PSI.

The PSI Chair works with the PSI Secretary to oversee the planning and management of PSI meetings and works with the Web site Maintainers to ensure that the PSI Web site is kept up to date (at present available at http://www.psidev.info).

The PSI Chair works with the PSI Editor(s) to ensure smooth operation of the document process, and in particular to oversee the review function of the process, which is the responsibility of the PSI-SG.

The PSI Chair works with the other officers (such as the Coordinator for Minimal Reporting Requirements and the Ontology Coordinator) to ensure appropriate coordination of these activities across the PSI and with other collaborating bodies.

The PSI Chair may delegate specific tasks to a PSI co-Chair or other PSI-SG members, including representation and executive missions related to his/her roles.

2.2   PSI Steering Group

The PSI-SG is composed of the Working Group Chairs, co-Chairs and other experienced senior members ("Officers") of the PSI community. The PSI-SG, chaired by the PSI Chair, oversees and coordinates the activities of the working groups. The PSI-SG meets face-to-face at all PSI at-large meetings and holds regular teleconference meetings, at least once per quarter.

The PSI-SG is responsible for the PSI document series from the standpoint of architectural and technical quality and coherency, working with the PSI Editor to this end. The PSI-SG role in the document series process is described in [4].

2.3   PSI Participants

Participants in the PSI advise the PSI Chair / co-Chair(s) and/or the PSI-SG on the chartering of new working groups and on other matters relating to the smooth operation of the PSI. PSI participants are not required to attend the regular PSI meetings. It is difficult to contribute, however, without some participation in these meetings. Thus, individuals are highly encouraged to participate not only in electronic dialogs of PSI working groups but also in the face-to-face meetings.

Participants also are encouraged to contribute to the working groups by evaluating and discussing document drafts and by serving as authors, suggesting topics for documents and/or volunteering to co-author.

2.4   PSI Editor

The PSI Editor(s) work closely with the PSI-SG and the PSI Secretary to oversee the logistics of the PSI document process. This involves tracking the status of documents and actions taken by the PSI-SG in moving documents through the document review and approval processes [4], and ensuring that documents conform to the requirements set forth in [4]. The PSI Editor(s) work closely together with the overall PSI and each Working Group Website Maintainers to support the public review phase(s) of the document process.

2.5   PSI Secretary

The PSI Secretary oversees volunteers who perform support functions related to meeting planning and logistics, sponsorship programs, and other activities necessary to the work of PSI. The PSI Secretary is also responsible for providing communications related to meetings, disseminating information and collecting community feedback.

2.6   PSI Coordinator for Minimal Reporting Requirements

The PSI Coordinator for Minimal Reporting Requirements ensures that PSI Minimal Reporting Requirements deliverables are produced in a homogeneous manner and spirit across PSI. He/she can act as an interface with journals and databases to help in interfacing the PSI Minimal requirements with the corresponding guidelines edited by these bodies. The PSI Coordinator for Minimal Requirements works with the WG responsible for Minimal Requirements to ensure that these deliverables are produced, maintained and updated according to the PSI regulations and guidelines.

2.7   PSI Ontology Coordinator

The PSI Ontology Coordinator oversees the organisation of ontologies and controlled vocabularies developed in the PSI working groups. The PSI Ontology Coordinator works with the WG Ontology Coordinators to ensure that these deliverables are produced, maintained and updated according to the PSI regulations and guidelines.

2.8   Working Group Chairs

An overview of the objectives and characteristics of PSI working groups can be found in [5]. For each working group (WG) one Chair together with (1 mandatory) co-Chair(s) is responsible for ensuring that the WG makes progress toward the objectives outlined in the group charter and that the group process is fair, open, and marked by consensus.

Participants in PSI groups are volunteers and as such do not report to the WG Chair (exceptions are WG participants who may be allocated with dedicated roles, such as a WG Secretary, a WG Coordinator for Minimal Reporting Requirements – in coordination with the PSI Coordinator for Minimal Reporting Requirements – and a WG Ontology Coordinator – in coordination with the PSI Ontology Coordinator). As a result, the WG Chair must foster a group culture that is productive (in the sense that visible and deliberate progress is made) yet is informal and consensus driven.

The WG Chair is responsible for ensuring that agendas are planned for PSI meeting sessions or other meetings (including electronic or teleconference) of the group, and is responsible for running those sessions. The WG Chair ensures that minutes are taken at all group meetings and posted to the group mailing list. The WG Chair also ensures (together with the WG's Web site Maintainer) that the group Web page on the PSI Web site (at present available at http://www.psidev.info) is kept up to date so that new participants can use the Web site to rapidly come up to speed in order to contribute to the work of the group.

In addition, the WG Chair / co-Chair(s) monitor and guide the mailing list discussions to encourage open exchange while discouraging long discussions on issues that are not of relevance to the work of the group. The WG Chair(s) also periodically summarize the points of consensus and progress made in both meetings and mailing list discussions and sends regular updates to the list regarding overall PSI developments, meeting planning process, agendas, or new documents or Web sites of potential interest to the group.

3.   Formation, Management, and Inactivation of Working Groups

Working groups (WGs) are the activity centers in the PSI. A WG is typically created to address a particular implementation or operational area related to infrastructure (e.g. formats, controlled vocabularies / ontologies, validators) necessary for Proteomics. WGs are expected to have a core of stable, committed membership in order to promote collaboration and teamwork. In addition to the WG Chair / co-Chair(s) the WG may denominate also a WG Editor, WG Secretary, WG Minimal Reporting Coordinator ('MIAPE coordinator'), WG Ontology Coordinator and a WG Web site Maintainer. Participation in a PSI-WG is by individual contributors, rather than by representatives of organizations.

3.1   Approval of New Groups

A WG may be established at the initiative of an individual or group of individuals. Anyone interested in creating a PSI WG should first discuss the idea with a member of the PSI-SG. A proposed charter must then be submitted to the PSI Chair along with a list of proposed founding members.

The PSI Chair, in consultation with the PSI-SG, will review the charter for approval. In some cases, a group will be encouraged to meet as an 'informal group' until critical mass or focus can be achieved. In other cases, the PSI-SG may provide specific feedback suggesting a target topic or set of objectives for a group in order to promote focus.

Unless the PSI-SG determines that the group is well outside of the criteria of approval (see 3.2) the draft charter will be appropriately announced to allow for interested parties to comment.

Once the WG has been approved by the PSI-SG, the working group Chair will work with the PSI Secretary and Web site Maintainers to integrate information about the group into the PSI Web site. In order to ensure that potentially interested individuals may participate in the formative stages of the group, the new group will be announced within 30 days via email and on the PSI Web site.

3.2   Criteria for Formation

In determining whether a proposed WG is appropriate, the PSI-SG will consider several issues.

- Is the scope of the proposed WG sufficiently focused? For example, a topic such as "mass spectrometry quality metrics" is a reasonably focused topic for a WG.

- Are the topics that the WG plans to address clear and relevant for the proteomics research, development, implementation, and/or application user community?

- Will the formation of the WG foster work that would not be done otherwise? For instance, membership drawn from more than a single institution, more than a single country, and so on is to be encouraged.

- Do the WG's activities overlap inappropriately with those of another PSI WG / initiative or to a group active in another organization such as ASTM or W3C? Depending on the nature and extent of the overlap, the proposed WG may still be formed, or the PSI-SG may recommend that the work be done within the existing PSI initiative or (external) group.

- Are there sufficient interest and expertise in the group's topic, with at least several people willing to expend the effort that is likely to produce significant results over time? To help in this determination, a proposal to create a group should include a list of potential charter members.

- Does a base of interested consumers (e.g., proteomics application developers, instrument vendors, end-users) appear to exist for the planned work? Consumer interest can be measured by participation of end-users and implementers within the PSI process, as well as by less direct means.

- Does the PSI have a reasonable role to play in the determination of the technology? If other organizations are working in similar areas, the proposed group must outline how the members will coordinate with these other efforts.

3.3   Charter

A charter is an agreement between a WG and the PSI-SG to work on the designated topics. Charters should be revised and resubmitted yearly, due before the annual Spring Workshop to reflect changes to the current status, organization, or goals of the group.

The formation of a WG requires a charter that is initially negotiated between the prospective WG Chair(s) and the PSI Chair in cooperation with the PSI-SG. When the prospective WG Chair(s) and the PSI Chair are satisfied with the charter form and content, and is approved by the PSI-SG, it becomes the basis for forming a WG.

A PSI WG charter consists of two components:

a. Administrative: Working group name, names, and contact information for the group Chair / co-Chair(s), name and contact information for the WG's Secretary, Editor, MIAPE Coordinator, Ontology Coordinator, Website Maintainer, and mailing list address.
b. Description and Objectives: Description of group, goals for the group, and schedule of milestones (particularly important for working groups).

3.3.1   Administrative

Group Name: A working group name should be reasonably descriptive or identifiable. Additionally, the group must define an acronym (maximum of 8 printable ASCII characters) to reference the group in the PSI directories, mailing lists, and general documents. The name and acronym must not conflict with any other PSI name and acronym.

Chair(s):   The group must have one Chair with one or two co-Chair(s) to perform the administrative functions of the group. The email address(es) of the Chair(s) must be included in the charter.

Secretary: The group must have a Secretary (one of the Chairs may serve the role), who will ensure that minutes are made available for meetings and who will manage the group's mailing list and website.

Mailing List: Each group will have a mailing list open to all interested parties and operating within the bounds of a scientific and/or technical mailing list acceptable use policy. This list is used for an open discussion of the issues and announcements of results as they become available. Included should be the address to which an interested party sends a subscription request for the interest list, the procedures to follow when subscribing, and the location of the interest mailing list archive. The mailing list traffic must be archived for future reference and to allow newcomers to review in preparation for joining the work.

3.3.2   Description and Objectives

Focus/Purpose: The focus and intent of the group must be set forth briefly. By reading this section alone, individuals should be able to decide whether this group is relevant to their own work. The first paragraph must give a brief summary of the topic area, basis, goal(s) and approach(es) planned for the group. This paragraph will frequently be used as an overview of the group's effort. To facilitate evaluation of the intended work and to provide ongoing guidance to the group, the charter must describe the problem being solved and should discuss objectives and expected impact.

Goals/Milestones: The group charter must establish a timetable for specific work items. While this timetable may be renegotiated over time, the list of milestones and dates facilitates the PSI-SG's tracking of group progress and status, and it is indispensable to potential participants as a means of identifying the critical moments for input. Milestones must consist of deliverables that can be qualified as showing specific achievement; for example, "Draft document on Topic X finished" is fine, but "discussed via email" is not. It is helpful to specify milestones for every 3-6 months, so that progress can be gauged easily. This milestone list is expected to be updated periodically.

Website: Each group will maintain a page on the PSI Web site. This page should contain relevant information about the group, including at minimum all the charter items.

3.4   Inactivation of a Working Group

A WG may be declared inactive by the PSI-SG. This can happen under at least three circumstances: 1) In case the WG outcomes are not used in the Proteomics community, or if the WG topic is not further relevant for the Proteomics field. 2) In case the WG has provided its final deliverables, which can enter a maintenance mode without active WG work or do not need any further activity at a certain stage. 3) If after careful discussion, the PSI Chair together with the PSI-SG conclude that the WG is no longer fulfilling its purpose. This can for example be done if no significant activity has taken place for a certain time, or if the WG charter has not been renewed regularly or on request.

It can be decided, that the name of the WG is still listed on the PSI Web site (marked inactive) and that also the outcomes are conserved on the PSI web site to allow for reactivation later. A working group may be reactivated following the procedure for chartering a new WG.

References

[1] Catlett, C., "Global Grid Forum Documents and Recommendations: Process and Requirements," December 2001.
[2] Catlett, C., Foster, I., and Johnston, W., "Global Grid Forum Governance," April 2002.
[3] Catlett, C., Foster, I., and Johnston, W., "Global Grid Forum Structure," October 2001
[4] Eisenacher M, Jones A., "Proteomics Standards Initiative Document Process and Minimum Document Requirements", Version 1.1.1., April 2014 / May 2016. URL: http://www.psidev.info/psi-doc-process
[5] Eisenacher M and PSI-SG, "HUPO Proteomics Standards Initiative Structure", Version 1.1, June 2016 URL: http://www.psidev.info/psi-structure-and-management

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Glossary

PSI	Proteomics Standards Initiative (see http://www.psidev.info).
PSI-SG	Proteomics Standards Initiative Steering Group, consisting of selected senior PSI participants and WG chairs / co-chairs, chaired by the PSI Chair.
PSI Chair	Chair of the PSI-SG and general chair of PSI.
GGF	Global Grid Forum (see http://www.ggf.org)
WG	Working Group.

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