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# WG03-2012: MINIMAL CONTENT FOR GENE VARIANT DATABASES (LSDBS)

## CHARTER

### 1. Name

- 1.1. The name of the Working Group shall be WG03-2012: Minimal content for gene variant databases (LSDBs).

### 2. Purpose

- 2.1. The Working Group shall:

- 2.1.1. review existing publications covering content recommendations for gene/disease specific databases (LSDBs)

- 2.1.2. prepare pursuant to PD06-2011: Standards Development Process an exposure draft of an HVP Standard or Guideline covering:

- 2.1.2.1. data fields to be included describing the variant(s) detected, method used, individuals analysed and for what purpose;

- 2.1.2.2. associated phenotype;

- 2.1.2.3. reference sequence(s) used;

- 2.1.2.4. minimal homepage description of the background and purpose of the database;

- 2.1.2.5. additional recommended data fields.

- 2.2. The Working Group must note that there is the potential for significant overlap between the scope of work outlined in this charter and the anticipated scope of work for an HVP Working Group undertaking activities in the area of Gene/Disease Specific Database Quality. In this instance that such an overlap occurs, the Working Group must make all reasonable efforts to ensure that the two activity streams operate cooperatively.

### 3. Operations

- 3.1. The Working Group will operate in accordance with the Human Variome Project's Standards Development Process (see *PD06-2012: Standards Development Process*).

- 3.2. The scope of work may be modified at any time by the Sponsoring Council. A request to modify the scope of work can be made in writing by the Chair of the Working Group to the Chair of the Sponsoring Council.

## 4. Sponsoring Council

- 4.1. The International Scientific Advisory Council is the Sponsoring Council for this Working Group.

## 5. Duration

- 5.1. The Working Group shall have two (2) years from the date of its establishment to prepare and submit an Exposure Draft of an HVP Standard or Guideline.
- 5.2. The Working Group may be disbanded before the completion of two (2) years, pursuant to *PD06-2012: Standards Development Process*.

## 6. Membership

- 6.1. Membership of the Working Group is at the discretion of the Sponsoring Council and/or the Chair of the Working Group.
- 6.2. The Chair of the Working Group is Peter Taschner ([P.E.M.Taschner@lumc.nl](mailto:P.E.M.Taschner@lumc.nl))
- 6.3. A quorum of 50% of Working Group members is required for all votes and meetings.
- 6.4. Decisions will be by consensus of the members present.
- 6.5. The Chair should make every effort to ensure that the following are represented on the Working Group:
  - 6.5.1. the Gen2Phen Project;
  - 6.5.2. Minimum Information for Biological and Biomedical Investigations; and
  - 6.5.3. other relevant experts and interested parties, including the following members of the Sponsoring Council:
    - 6.5.3.1. Mauno Vihinen
    - 6.5.3.2. Mireille Claustres; and
    - 6.5.3.3. Arleen Auerbach.
- 6.6. Individuals who are not members of the Working Group may be invited to attend meetings at the request of the Chair to provide advice and assistance where necessary. They shall have no voting rights and may be requested to leave the meeting at any time by the Chair.
- 6.7. Members will cease to be a member of the Working Group if they:
  - 6.7.1. resign from the Working Group; or
  - 6.7.2. fail to attend two (2) consecutive meetings without providing apologies to the Chair.

## 7. Meetings

- 7.1. The Working Group shall set its own meeting schedule at the discretion of the Chair.