

SOP: ASCT+B Table Communications

ASCT+B Table Open Working Group

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Introduction

This SOP describes procedures for communicating with those involved in the effort to develop tables that document agreed-upon naming conventions for Anatomical Structures (AS), Cell Types (CT), and Biomarkers (+B) tables and associated 3D reference organs authored by more than 17 consortia to support a Common Coordinate Framework (CCF) and Human Reference Atlas. The effort is led by a cross-consortium open working group (WG), organized under the auspices of the HuBMAP consortium. This SOP documents the timing, tools, and processes used to communicate with members of this working group and is designed for administrative staff from the Indiana University Mapping Component (MC-IU) of the HuBMAP HIVE who support this working group.

Roles and Responsibilities

[Table 1](#) lists roles and responsibilities of personnel referenced in this procedure.

CNS Project Support Specialist is an administrative support position at CNS and manages the groups.io mailing list for this working group.

CNS Center Assistant is responsible for many office management duties at CNS, including scheduling meetings.

CNS Senior Research Analyst has content knowledge of the ASCT+B tables and works directly with the lead table authors, serving here as a connection point to the researchers and developers participating in the working group.

CNS Associate Director is responsible for making sure these procedures are carried out each month.

CNS Director/MC-IU PI is responsible for setting meeting agendas, inviting speakers, and running the meeting.

CNS Videographer manages the CNS YouTube channel and uploads video content for activities across CNS, including the meeting recordings referenced in this procedure.

Table 1. Roles, names, and email addresses of key personnel.

Role	Name	Email
CNS Project Support Specialist	Medina Sydykanova	msydyka@iu.edu
CNS Center Assistant	Matthew Martindale	masmarti@iu.edu
CNS Senior Research Analyst	Ellen Quardokus	ellenmq@iu.edu
CNS Associate Director	Lisel Record	recorde@iu.edu
CNS Director/MC-IU PI	Katy Borner	katy@indiana.edu
CNS Videographer	Andreas Bueckle	abueckle@iu.edu
Working Group Scribe	Leah Scherschel	lschers@indiana.edu

Procedures

Adding members to the groups.io mailing list

Meeting invitations, meeting reminders, and post-meeting emails are shared with the working group via a groups.io mailing list. The ASCT-B@lists.hubmapconsortium.org mailing list is a subset of the main HuBMAP mailing list. The parent list is managed by the HIVE IEC component of the HuBMAP team.

- Individuals who would like to join the Working Group complete a [Qualtrics survey found here](#). Please direct those who wish to join the Working Group to complete the survey.
- The CNS Project Support Specialist reviews responses weekly for new additions.
- If new members already belong to the HuBMAP parent mailing list, the CNS Project Support Specialist adds the new members to the ASCT-B@lists.hubmapconsortium.org mailing list in groups.io.
- If new members are not already subscribed to the HuBMAP parent mailing list, names and addresses for these individuals are forwarded to the HuBMAP Consortium Help Desk

<help@hubmapconsortium.org> for addition. Once individuals are added to the parent list, the CNS Project Support Specialist adds them to the ASCT-B@lists.hubmapconsortium.org list.

Sending calendar invitations

Calendar invitations for Working Group meetings are sent to the mailing list 3 times per year, when the CNS recurring meeting calendar is reviewed and reissued (summer, fall semester, spring semester).

- The CNS Center Assistant forwards calendar invitations to the mailing list via email. These invitations are typically added to subscriber Outlook calendars automatically but differences in spam programs and email configurations affect delivery of the calendar invitation.
- ICS files are attached to the meeting invitation, which allow for individuals using Google Calendar and other email clients to manually download and add the invitations to their calendars.
- The meeting invitation is forwarded by the CNS Center Assistant to any invited presenters who are not already subscribed to the ASCT-B@lists.hubmapconsortium.org mailing list one week prior to the meeting.

Sending meeting reminders

- Email meeting reminders are sent to the groups.io mailing list one week prior to each meeting by the CNS Associate Director.
- Meeting reminders are also shared by the Senior Research Analyst via the [Slack](#) workspace #general channel 24 hours prior to the meeting. This reminder should include the agenda, zoom coordinates, and a link to the slides.
- The agenda and contact information for presenters are found on the [Agenda Planner](#). The CNS Director/MC-IU PI updates the Agenda Planner at least 1 week prior to the meeting.
- Meeting reminders follow the below format. The Subject header for the email follows this pattern: ASCT+B Meeting (insert Month, Day), 11:00a EST (or EDT if it's during Daylight Savings Time rather than Standard Time).

Dear all,

The next ASCT+B table meeting will be held on (insert Day, Month #).

Thank you all for the very productive meeting on (insert date of last meeting and update links to last month's slide and video files): [Slides](#) | [Video](#)

Slack Workspace is at <http://asct-b.slack.com>

The listserv for group communications is at ASCT-B@lists.hubmapconsortium.org.

Please add this to your safe senders list.

Agenda for the (insert upcoming meeting date) Meeting:

- *insert agenda from the [Agenda Planner](#)*

HuBMAP

Calls are held on the first Wednesday of each month at 11:00a Eastern. The next two meetings are on * (insert date and time for the next two calls)*

Zoom link:

<https://iu.zoom.us/j/87896088137?pwd=NXR2eDRsdjYrc1YwQXRDYUM0Z2doQT09>

Password: 923117

Please contact MC-IU via infoccf@indiana.edu for questions and suggestions.

Thank you all,

K

During the meeting

- The Working Group scribe takes meeting notes in the [Running Meeting Notes](#) document during the meeting.
- The scribe posts a link to the [Roll Call document](#) in the Zoom chat window at the beginning of the meeting, and reminds people to mark themselves present, and again after 5 minutes so late-comers also get a reminder.
- Meeting participants are expected to complete the [Roll Call document](#).
- During the meeting, the scribe takes a screenshot of the attendee window in Zoom and pastes it into the [Running Meeting Notes](#) document.
- Before the meeting ends, save the Chat dialog and add it to the meeting notes.

Meeting follow up

- After the meeting, the scribe compares the screenshot of attendees to the roll call sheet, and marks present any members who appear in the screenshot but are not marked present on the Roll Call document.
- The CNS Associate Director sends a follow up email to the groups.io mailing list 24 hours after the meeting (or as soon thereafter as the recording is available). This email contains a link to the slides and to the ASCT+B Table YouTube channel where meeting recordings are posted.
- Slides are finalized and shared by the CNS Director/MC-IU PI.

Meeting recordings

- Meetings are set to record automatically. Once available from Kaltura, these recordings are uploaded by the CNS Center Assistant to [a folder](#) used by the CNS Videographer for raw video footage.
- The CNS Videographer edits lightly if required, and uploads the video to the [ASCT+B Table YouTube channel](#).
- The CNS Videographer emails the PI and Associate Director to notify them that the recording is available. It will be available within 24 hours of the meeting.

Document storage

Documents related to ASCT+B Table Communications are stored in [18-HuBMAP-w/ASCT+B Tables/ASCT+B Table Communications](#). Access to this folder is granted to administrative and other staff on an as needed basis. [This folder](#) contains slides from all previous meetings. The YouTube Channel can be found [here](#).

References and Definitions

The below references and definitions were used in writing this Standard Operating Procedure. When available, definitions were taken from the [HuBMAP Dictionary](#), and aligned with standard terminologies used in relevant fields.

References

- Hollmann S, Frohme M, Endrullat C, Kremer A, D'Elia D, Regierer B, et al. (2020) Ten simple rules on how to write a standard operating procedure. PLoS Comput Biol 16(9): e1008095. <https://doi.org/10.1371/journal.pcbi.1008095>

Glossary

ASCT+B Tables: Anatomical Structures, Cell Types and Biomarkers (ASCT+B) Tables are authored by 50+ experts across 15+ consortia. The tables capture the partonomy of anatomical structures, cell types and major biomarkers (e.g., gene, protein, lipid or metabolic markers).

Common Coordinate Framework: The Common Coordinate Framework (CCF) consists of ontologies and reference object libraries, computer software (e.g., user interfaces) and training materials that (1) enable biomedical experts to semantically annotate tissue samples and to precisely describe their locations in the human body (“registration”), (2) align multi-modal tissue data extracted from different individuals to a reference coordinate system (“mapping”), and to (3) provide tools for searching and browsing HuBMAP data at multiple levels from the whole body down to single cells (“exploration”). See also <https://hubmapconsortium.github.io/ccf/>

CNS Center: The Cyberinfrastructure for Network Science Center is a research center in the Intelligent Systems Engineering Department of the Luddy School of Informatics, Computing, and Engineering at the University of Indiana Bloomington.

Groups.io: Groups.io is an email groups service that enables users to find and start groups, sync members, and archive conversations with hashtags.

HuBMAP

HuBMAP: The Human BioMolecular Atlas Program is a consortium composed of diverse research teams funded by the [Common Fund at the National Institutes of Health](#). HuBMAP is developing the tools to create an open, global atlas of the human body at the cellular level. These tools and maps will be openly available, to accelerate understanding of the relationships between cell and tissue organization and function and human health.

ICS file: An ICS file is a calendar file saved in a universal calendar format used by several email and calendar programs, including Microsoft Outlook, Google Calendar, and Apple Calendar. It enables users to publish and share calendar information on the web and over email.

Principal Investigator (PI): Person who is responsible for the overall conduct of the research at a given site.

Standard Operating Procedures (SOPs): SOPs are issued to specifically instruct team members in areas of responsibility, procedural steps, appropriate specifications and required records. SOPs outline procedures, which must be followed to support the reproducibility of scientific research. Procedures must be written in appropriate, effective grammatical style. (e.g. plain English) and may include diagrams or flow charts.

Slack Channel: Channels are spaces for all the people, tools, and files you need to get work done in Slack. You can create channels for different teams, topics, and projects to bring order and clarity to work.

Slack Workspace: Every Slack team has its own workspace. A Slack workspace is a space that brings together all the channels and chats of a company, where all communication, file sharing, and conference calls take place.

Working Group (WG): a committee or group formed to study and report on a particular question and make recommendations based on its findings. Open Working Groups encourage participation from people working in other consortia rather than just those working on HuBMAP.

YouTube: A free online video-sharing platform.