Terms of Reference for IUIS Standing Committees
17 February 2021

As outlined in the IUIS Committee Guidelines:
Each Committee or Sub-Committee will develop a governance structure that may include Review Committee(s) and/or Working Group(s), depending upon their objectives. This structure will be described in its Terms of Reference (PROVISIONAL TERMS OF REFERENCE TEMPLATE APPENDED), which will be reviewed by the "next level up" from the Committee or Sub-Committee. The Executive Committee will review and provide feedback on all Terms of Reference, with final approval resting with the Council at their annual meeting. These hierarchical levels of review are meant to provide independent oversight and feedback, but cannot dictate actions to a Committee or Sub-Committee. Disagreements that cannot be resolved between two "levels" should ultimately be decided by the Council.

Current IUIS Standing Committees:

- Executive Committee
- Education Committee
- Publications Committee
- Gender Equality Committee
- Clinical Immunology Committee
- Inborn Errors of Immunity Committee
- Immunotherapy Committee
- Nomenclature Committee & Sub-Committees
- Quality Assessment and Standardization Committee & Sub-Committees
- Vaccine Committee
- Veterinary Immunology Committee

Generic Terms of Reference for all IUIS Standing Committees & Sub-Committees

Roles and Responsibilities of the Members

All Committee Members shall:

- Actively participate in the majority of the Committee meetings
- Partake in discussions and provide constructive suggestions that support the overall function of the Committee or Sub-Committee
- Develop, implement and monitor the progress of various projects

Duties

Committee (and Sub-Committee) Leadership will be responsible for organizing activities within their respective Committees. Such activities are diverse and depend on the specialty of the Committee. Among these activities, and common to all Committees, are:

- Internal Meetings (with Committee or Sub-Committee Members)
    - Regular virtual meetings and emails as required to organize internal activities in line with the overall objectives of the IUIS
    - Prepare and review a template with target and goals annually; these will be presented and voted upon annually by the Council (Required)

    - Meet quarterly; these can be virtual or face-to-face, with the latter meetings being organized around IUIS or other specialist conferences to minimize costs (Required).
- Liaison with other Committees or Sub-Committees where applicable.
- Identify, attract and recruit new members for Committees or Sub-Committees, and their Review Committees and/or Working Groups.
- Promote Committee and/or Sub-Committee activities/presence at IUIS conferences and on the IUIS website/newsletter.
- Keep the Committee and Sub-Committee websites up to date in collaboration with KIT Management Group.
- External meetings for Committee and Sub-Committee Chairs (Vice-Chairs or Co-Chairs)
    - Committee Chairs attend the annual Council meeting
    - Annual virtual call with the Executive Committee
    - Annual virtual call with the Vice President, with additional calls as necessary.

Committee Leadership will also be responsible for:

- Circulating the agenda (AGENDA TEMPLATE) before meetings, with ample time for members to suggest additional items.
- Keeping minutes including action items during meetings (MINUTES TEMPLATE).
- Keeping an up-to-date email list of Committee or Sub-Committee members and sharing this with the Executive Committee and KIT Management Group for the IUIS website.
- Providing these documents to the Secretary General and/or KIT management group before annual meetings.

Voting

Each Committee Member may vote once on any given proposal, except if the Member is in conflict of interest (in which case they should recuse themselves for the discussion and vote). While all efforts should be made for decisions to be made by consensus, where there is a vote, passage will occur when >50% of the votes are in favor of the item.

Committee/Sub-Committee Meetings

Members of a Committee, Sub-Committee, Review Committee or Working Group will meet at the request of its Chair or a Co-Chair. Meetings may occur either in person or by information-communication technologies, as determined by the Chair. Committee meetings should be scheduled at least one week in advance of a meeting, and agendas should be circulated to Committee Members at least 3 working days in advance of a meeting, so as to allow the latter to add items to the agenda. The Committee should meet at least quarterly to undertake regular business, or more frequently as required.

Quorum

A quorum shall be a majority (> 50%) of Committee/Sub-Committee/Review Committee/Working Group Members present at the meeting in person or by information-communication technologies.

Reporting

The Committee meeting agendas and post-meeting notes and action items should be submitted to the Executive Committee annually and will be kept on file by the Secretary General. Sub-Committee meeting agendas and post-meeting notes and action items should be submitted to the Committee Chair and Vice-Chair or Co-Chairs before the IUIS Council's annual meeting, and provided to the Executive Committee with the Committee's submission. Similarly, the meeting agendas and post-meeting notes and action items for Review Committees and Working Groups should be submitted to the Chair and Vice-Chair or Co-Chairs of the appropriate Sub-Committee or Committee before their meetings, at which they will also report their progress.

The Committee Chair and Vice-Chair, or Co-Chairs, will report on progress over the past year and plans for the coming year at the IUIS's Council's Annual Meeting and ensure that all accountability requirements of the Union are met.

ADOPTED

Terms of Reference for the Big Data in Immunology (BDI) Sub-Committee (SC)

Objectives/Aims/Mission

- promote standardization and/or interoperability of existing and newly generated BDI following FAIR principles and utilizing currently accepted ontologies where available;
- support the free and public availability of data and associated metadata following FAIR principles; and
- develop open-source and freely available tools, pipelines and repositories following FAIR principles.

The ***composition*** of the BDI SC must

- include representation from scientists who expertise encompasses different types of "big data" relevant to immunology, including systems immunology (*e.g*., bioinformaticians, immunologists, clinicians, epidemiologists, ethics/policy/legal experts); and
- ensure a diversity of perspectives from across the world; *viz*., representation by persons of diverse gender, race, ethnicity, nationality and national income level.

The BDI SC will ***implement its goals*** by

- establishing, integrating with, and/or promoting Working Groups involved in standardization of different types of BDI and their analysis, storage, sharing, and where appropriate, establishing, integrating with, and/or promoting Review Groups for maintaining those norms;
- developing recommendations on policies for universal standards to be implemented by national and international agencies, including funding agencies and journals;
- surveying IUIS member societies and other relevant entities for their interest in, concerns about, and priorities for BDI and their standardization;
- supporting training in BDI-related topics, especially in low-resource settings;
- collaborating/integrating with other entities that share similar objectives (*e.g*., goFAIR; the Research Data Alliance (RDA); and
- partnering with IUIS-affiliated Societies, governments, international agencies, and other entities to educate and promote the BDI's recommendations on standards.

Appointment of BDI SC Members

Normally, Candidates for membership to the BDI SC must be members of a Society that is either a Member or International Affiliate Member (**IAM**) of the IUIS; however, we don't want to exclude people who cannot afford to be members of an IUIS society. They can self-nominate, or be suggested by another Member of the BDI SC, or by a Member/IAM Society of the IUIS. Candidates will be approved for membership to this committee by a simple majority vote where there is a quorum at the meeting.

BDI SC Size

Normally, the SC will comprise no more than 8 and no less than 5 Members.

Terms of Appointments

Appointment terms will be 2 or 3 years, as decided by each SC Member. To ensure continuity, an effort will be made for membership terms to be overlapping. Terms can be renewed 3 times in succession, and after a 2-year hiatus, for another 3 terms. Members wishing to renew their term, must inform the SC Co-chairs in writing within 4 months of their terms' end. Renewal of a

Member to this SC will involve a vote by the other SC members. Candidates will recuse themselves from the discussion and vote for renewal for their position.

Appointment of BDI SC Leadership
This SC's leadership will comprise two Co-Chairs who can be nominated by a SC Member or self-nominate. Candidates for each Co-Chair position will be approved by a simple majority vote. Candidates will recuse themselves from the discussion and vote for a position for which they're standing. Term of office are for one year.

Establishment of a Review Committee or Working Group & Its Members
Working Groups and/or Review Committees will be developed by the BDI-SC as needed. Their leadership will report to the Co-Chairs of the BDI-SC and their progress will be reviewed by the BDI SC for feedback. A Member of the BDI-SC can also serve as Member or Chair of a given WG or RC. However, to avoid conflicts in reporting, the Co-Chairs of the BDI-SC will not be allowed to Chair any of its WGs or RCs. Establishment of RCs and WGs

Revision History
Date approved: 22 June 2020
Revisions: