Australian Microbiome Data Management and Analytics Working Group Terms of Reference v1.0

1. Introduction

The Australian Microbiome initiative is a continental-scale, collaborative project aspiring to characterise the diversity and ecosystem services of the microorganisms inhabiting natural Australian ecosystems.
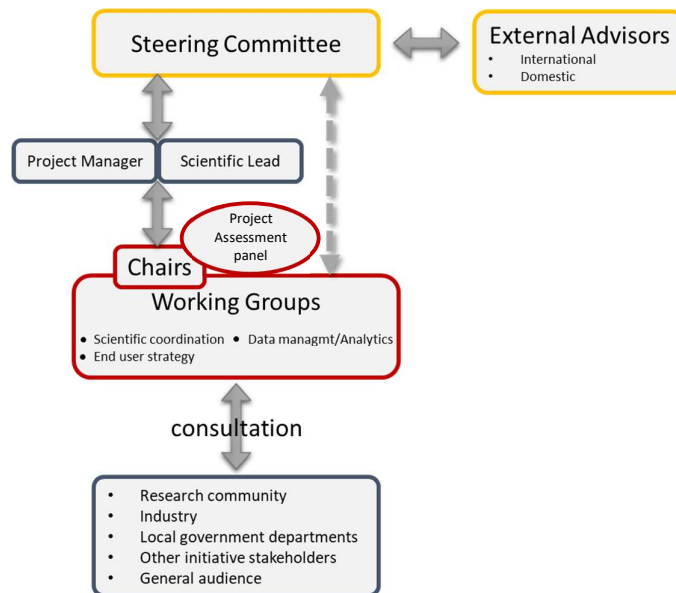
The current core partners funding the establishment of the Australian Microbiome initiative are Bioplatforms, IMOS, CSIRO, and Parks Australia through the Bush Blitz program funded by the Australian Government and BHP. The consortium will seek further investment from other organisations to ensure the totality of the program is funded.

The initiative aims to develop an Australian microbial diversity and genomics resource for management, monitoring, and R&D purposes. The consortium efforts will:

- Sustain and strengthen the Australian environmental microbial diversity and genomic resource
- Engage a broad range of end users
- Enhance functionality to allow translation of the resource to applied outcomes for a broad range of end-users and uses

2. Structure

To ensure proper management of the initiative a structure of executive streams have been established as shown in the diagram below. In addition, the initiative will receive input of external advisors.

Each of the working groups will engage in broad consultation of the consortium and provide informed recommendations to the Steering Committee. The working groups may be assigned a set of deliverables alongside an indicated timeframe of completion.

The groups are designed to bring together individuals possessing knowledge of the relevant functional areas as well as expertise in disciplines and will act either individually or collectively to undertake assigned tasks and activities in order to achieve the project's objectives.

As the initiative progresses, it may be appropriate to reframe working group composition and responsibilities.

3. Terms

This Terms of Reference is effective from the start of the framework initiative (1st January 2019) and stands until the completion of the tasks assigned to the Data Management and Analytics working group and no later than the expected completion date of the initiative estimated at 31st December 2021 (3 years).

4. Membership

The Data Management and Analytics Working Group is composed of:

Name	Role	Affiliation
Matthew Smith	Chair	CSIRO (AMI Core team)
Torsten Thomas	Member	UNSW
Martin Ostrowski (Amaranta Focardi or Deepa Varkey as delegate)	Member	UTS (delegate MQ)
Paul Dennis	Member	UQ
tbc	*Member*	*tbc*
Jeff Christiansen [or delegate]	Member	BioCommons [data managmt]
Johan Gustafsson	Observer	Bioinfo engagement Bioplatforms
Andrew Bissett	Observer	CSIRO
Sophie Mazard	Observer, Program Manager	Bioplatforms Australia

A working group member can terminate their appointment at any time during the term of the initiative. The departing member must inform the group of their departure with at least a month notice. Departing members may nominate a replacement member for approval by the Steering Committee.

5. Roles and Responsibilities of the Working group

The Data Management and Analytics working group provides expertise and advice on data management and analytical workflows to the Australian Microbiome Initiative consortium. Members of the working group are expected to act in an impartial manner, representing the interests of the consortium above personal/organisational interests.

The Data Management and Analytics working group is responsible for:

- Ensuring analytics and data management (flow, storage, versioning, access) are current best practice and recommend carefully considered amendments
- Assist the Core Data team and the Steering Committee by providing recommendation on prioritisation of activities
- Through their embedded role in the research community, provide feedback for needs of the community and gaps related to data products and their delivery. Recommend potential new data types and portal development. [activities to be conducted in alignment with the End user strategy working group]
- Through their embedded role in the research community, provide feedback on the use of the data portal.

6. Meetings and Agenda

Meeting agendas and supporting papers will be provided by the Chair with support from the initiative's Project Manager.

Meetings will be held either in person or through teleconference for convenience. If required subgroup meetings will be arranged at a time convenient to subgroup members for the requirement of defined tasks.

Recommendations will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice).

Individuals or groups of members within the Working Group may be allocated specific tasks. These tasks will be discussed and agreed with those who are assigned responsibility and will be formalised in a written task definition. Activities associated with specific tasks and the estimated timescale for their completion will be incorporated into the initiative workflow.

7. Reporting

The position of the Data Management and Analytics working group within the overall Initiative governance structure is shown in the diagram in Section 1. Minutes will be made available on the OSF initiative page (https://osf.io/w8xpe/).

- The working group will report to the Steering Committee regarding the progress of their activities.
- The working group members will keep records of consultation and minutes of meetings

8. Amendment, modification or variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Data Management and Analytics working group members and the Steering Committee.