



## Coordinating Office Position Paper

### Preparing the next *Project Roadmap*

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**Authorisation:**

This Position Paper has been prepared by Timothy D. Smith and represents the official position of the Human Variome Project Coordinating Office only. It does not represent an official position of the Human Variome Project, its Consortium, Advisory Councils or International Scientific Advisory Committee.

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*Richard G.H. Cotton*  
*Scientific Director*

## I Background

The current Human Variome Project Roadmap, *Project Roadmap 2010-2012*, is reaching the end of its useful life and a new document outlining the short, medium and long-term objectives of the Human Variome Project needs to be prepared. The 2010-2012 Roadmap was adopted by a vote of the delegates of HVP3, the third biennial Human Variome Project meeting, and if we are to follow this precedent, the next Roadmap will need to be finalised in time for HVP4, to be held in June of 2012.

This paper outlines the position of the Human Variome Project on how the next Project Roadmap should be authored. It is provided for the consideration of the International Scientific Advisory Committee and their comment.

## II Authoring Process

The Project Roadmap is an important document that will set the tone for at least the next two years of Human Variome Project activities. As such, the authoring process will require an extensive amount of community consultation and collaboration to ensure that the views of the Human Variome Project Consortium are represented. At the same time, the authoring process will be very labour intensive and the Coordinating Office is aware that apart from the few paid members of staff in our office, Human Variome Project Consortium members provide their time voluntarily to the Project. As such, the Coordinating Office feels that the authorship process for the Project Roadmap needs to be constructed in a way that will balance the need for community involvement with an awareness of and respect for the preciousness of the time Consortium members have to devote to the Project.

As such, we are recommending the following process:

1. The Coordinating Office will prepare a Position Paper for the International Scientific Advisory Committee that enumerates the issues and themes that it feels the new Project Roadmap should cover and submits this to the International Scientific Advisory Committee for comment. **Deadline: 20 June 2011**
2. The Chair of the International Scientific Advisory Committee asks individual committee members to submit responses to the Position Paper. Once received, a formal response from the International Scientific Advisory Committee is prepared by the chair or their nominee. **Deadline: 1 July 2011**
3. The Coordinating Office authors a Discussion Paper around the issues and themes identified and releases it for comment to Consortium Members via the Human Variome Project website. **Deadline: 1 August 2011**
4. Specific points raised in the Discussion Paper are discussed and debated during the meeting in Beijing. Outcomes from this meeting will be treated as formal responses to the Discussion Paper. **26 - 29 September 2011**
5. Consortium Members may submit written responses to the Discussion Paper. **Deadline: 7 October 2011**
6. The Coordinating Office prepares a preliminary draft of the new Project Roadmap and submits it to the International Scientific Advisory Committee for comment. **Deadline: 14 November 2011**
7. The Chair of the International Scientific Advisory Committee or their nominee prepares a formal response to the preliminary draft. **Deadline: 16 December 2011**
8. The preliminary draft is updated, if required, and released for comment to Consortium members. **Deadline: 23 January 2012**
9. Consortium Members may submit written responses to the draft. **Deadline: 31 March 2012**

10. The Coordinating Office produces a final version of the Roadmap. **Deadline: 21 May 2012**
11. The final version of the new Roadmap is submitted to the Board of Human Variome Project International Ltd. for sign-off prior to HVP4.

We feel that this process provides an adequate mechanism for engaging the entire Human Variome Project Consortium in the authorship process without overburdening them, or the International Scientific Advisory Committee with too much of the process. The heavy focus on community response and consultation should negate the need for a formal vote on the Roadmap by the HVP4 delegates, thus allowing the meeting to spend more time on implementing the strategies and ideas outlined, rather than debating the Roadmap itself.

### III Next Steps

ISAC members who are present at the Santorini meeting will be able to discuss the process in this paper there, both amongst themselves and with staff from the Coordinating Office. Members should report the outcomes of these discussions with non-present members.

As the first deadline outlined above is due in under a month, the Coordinating Office will begin work on preparing a Position Paper immediately. Any comments on or modifications to the above process should be communicated to the Coordinating Office by the 20th of June.