



## **RCSB Protein Data Bank Advisory Committee Terms of Reference**

Original Date: March 2000

Updated: March 2009, May 2015, January 2023

### **RCSB PDB**

The Research Collaboratory for Structural Bioinformatics (RCSB) Protein Data Bank (PDB) provides a global resource for the advancement of research and education in biology and medicine by curating, integrating, and disseminating biological macromolecular structure information. It is a founding member and data center of the Worldwide Protein Data Bank (wwPDB), the organization responsible for maintaining the PDB archive as the single source of freely and publicly available macromolecular structure data. The RCSB PDB also serves as the “archive keeper” for the PDB archive.

The organization is headquartered within the Institute for Quantitative Biomedicine at Rutgers, The State University of New Jersey (Rutgers). Two smaller RCSB PDB teams are based in the San Diego Supercomputer Center at the University of California San Diego (UCSD) and the School of Pharmacy at the University of California San Francisco (UCSF).

RCSB PDB is funded by the National Science Foundation, the National Institutes of Health, and the Department of Energy through a cooperative agreement.

### **RCSB PDBAC**

#### **Committee Purpose**

The RCSB PDB Advisory Committee (RCSB PDBAC) is responsible for providing independent advice to the RCSB PDB Director and staff on current and pending issues of science, policy, operations, technical implementation, and project performance.

#### **Committee Structure**

The AC is appointed by the Director in consultation with other members of the RCSB PDB, the AC Chair, and others. The 3-year term of membership is renewable.

#### **Annual Meetings**

Senior RCSB PDB leadership meets every Spring with the RCSB PDB Advisory Committee, which is composed of internationally recognized academic faculty and industrial researchers, providing scientific, technical, academic, industrial, educational, and business expertise.

The Director is responsible for developing the meeting agenda in consultation with the Chair and, where deemed appropriate, funding agency staff. When in-person, meetings typically last a full working day. Travel will be arranged by RCSB PDB staff. The agenda for shorter virtual meetings is developed in consultation with the Chair.

Annual Meeting presentations on RCSB PDB activities (including past year Progress versus Roadmap Goals and KPIs) and Committee reports are published online.

At the conclusion of each meeting, a written report will be prepared by the members of the RCSB PDBAC describing its discussions, including any specific conclusions or recommendations with respect to changes in management and policies of the RCSB PDB. As specified by the cooperative agreement, this report shall be provided to the Director within 30 days of the AC meeting. The Director will formulate a response to the report, addressing recommendations made, issues raised for further consideration, *etc.*, and provide the Chair with the response. The report and the attendant responses will be incorporated in the Annual Progress Report submitted to the funding agencies.

### **Other Meetings**

Occasionally, at the Director's request, the PDBAC meets on an ad hoc basis to address time-sensitive policy matters and provide advice regarding new initiatives.

The Worldwide Protein Data Bank Advisory Committee (wwPDBAC), which meets annually every October to provide scientific, technical, and strategic input, and review policy issues. The wwPDBAC is also charged with monitoring adherence to the wwPDB Agreement. Under this agreement, the RCSB PDB Director appoints two members of the PDBAC to the wwPDBAC (typically the PDBAC Chair plus a second representative member with complementary expertise).

### **Scope of Responsibilities**

RCSB PDBAC will be asked to comment, advise or make recommendations for action on topical issues as they arise over the course of the time between meetings, and on any standing agenda items.