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FROM: Charles R. Cantor

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I’m looking forward to talking to you about HUGO at Hilton Head. Meanwhile, here is the document you requested.

Best regards,

Charles R. Cantor
Draft: Memorandum to HUGO-Americas Ad Hoc Mapping Committee

The following draft statement on the roles of HUGO and HUGO-Americas in chromosome mapping represents the result of a meeting of the HUGO-Americas ad hoc physical mapping advisory committee in San Francisco on July 27. Present were Anthony Carrano, David Ladbetter, Susan Naylor, and Thomas Shows. Representing HUGO-Americas council members were Lee Hood and Charles Cantor. Representing HUGO were Diane Hinton and James Wyngaarden. The purpose of the meeting was to formulate plans for HUGO-Americas approach to NIH and DOE on possible funding mechanisms to support the overall role of HUGO in coordinating physical mapping efforts.

At this meeting there emerged a set of general principles, supported by all of those present, that appear to be applicable to all HUGO activities in this field:

1. It is a sensible and desirable role for HUGO to coordinate international physical mapping efforts on a chromosome by chromosome basis. The major function of HUGO should be to help get the appropriate people together and help organize the meetings.

2. It is essential that HUGO physical mapping efforts be coordinated with corresponding HGMW activities.

3. HUGO should not attempt to dictate chromosome research work, but it can help select appropriate individuals to organize meetings, and it can provide incentives for them to work through HUGO in the various stages of planning, managing, and reporting the results of such meetings.

4. HUGO is in a unique position to coordinate the different single chromosome efforts so that successful structures and procedures can be shared rapidly, and overall costs can be minimized.

5. Certain basic policies should apply to HUGO workshops. These include the following:

   - Attendees are expected to share published data and samples with other scientists in the field.
• Data on which there is consensus at the workshop must go into a publicly accessible data bass.

• Workshops must deal with both genetic and physical data,

• Workshops must be broadly representative of all ongoing work on the chromosome of interest.

6. HUGO should select (or officially approve) the chairs for the workshops it will manage, and assist them in all aspects of fundraising, organizing and running the meeting. In some cases HUGO will simply adopt existing successful single chromosome communities or respond to individual initiatives. In others, it will be necessary to persuade people to become involved in organizing new efforts.

7. A specific HUGO committee should be established to provide oversight for the single chromosome mapping workshops that will be officially sponsored by HUGO. The committee might consist of some members of the existing HUGO Physical Mapping Committee and HUGO-Americas ad hoc mapping committee, supplemented by European and Asian members to ensure a wide distribution of expertise and constituencies.

8. Except in unusual circumstances, scientists participating in international chromosome meetings should secure travel funds from sources in their own countries.

All three regional components of HUGO will likely wish to participate in organizing and holding workshops under HUGO sponsorship. What follows in the next section of this draft proposal is written for HUGO-Americas, but in outline may also be useful to HUGO-Europe and HUGO-Asia.

For those activities to be addressed by HUGO-Americas the following policies and procedures are proposed:

1. The HUGO-Americas office is prepared to take the initial lead in securing funding for single chromosome mapping workshops, by directly applying for funding for coordination activities and by assisting workshop organizers in applying for funding to specific meetings.

2. The HUGO-Americas office will identify a single conference center ideal for typical 1 to 3 day single chromosome workshops adequate for 25 to 50 persons and contract for space for up to 5 workshops in 1991, and twice that number in subsequent years. The Washington, D.C. area is probably the best location for those meetings held in the U.S. as it is approximately equidistant from the West coast of the U.S. and Europe.
and will also minimize expenses for participation of government employees. HUGO-Americas needs to identify and employ a full time staff member to act as meeting coordinator, and a staff person to act as rapporteur of the workshops.

3. The HUGO-Americas office should develop a blueprint for these workshops covering the following areas:

- preparing a prototype for funding applications for individual meetings to the U.S. NIH and DOE and appropriate foreign sources;
- preparing a prototype of effective meeting agendas and programs based on past experience;
- developing centralized means for effective management of travel accommodations, and reimbursement (conference grants or contract mechanisms);
- implementing a mechanism for publishing the results of the meetings in one of the recognized scientific journals,

Additional key issues to be addressed include informatics support for the meetings, and the mechanism for choosing attendees. It is felt that the meetings must be limited in size, but that room for at least some additional interested participants must be reserved at each meeting.

4. Ideally workshops to beheld in the U.S. should have at least two co-chairs, one of whom is an American eligible to serve as a principle investigator on applications for U.S. funds

5. The HUGO-Americas will apply for funds directly to support its coordinative efforts. This will include an annual meeting of chairs of single chromosome committees to share experiences and deal with issues of general interest and need.

6. It is clearly vital to coordinate the workshops being managed by the HUGO-Americas office with all other HUGO workshops and meetings. The best mechanism for doing this will become clearer after the full evolution of HUGO’s international activities. It also remains possible that some physical mapping workshops held in the U.S. or elsewhere will not involve direct HUGO administrative participation; however clearly these activities will need to be integrated with HUGO’s activities.
A tentative list of possible high priority chromosome meetings likely to be held in the U.S. during the next 18 months is as follows:

*Handwritten text*

Chromosome 3: Follow up the recent U.S. meeting.

*Handwritten text*

Chromosome 6. Encourage organization and an initial meeting.

Chromosome 7: Ready for a meeting

*Handwritten text*

Chromosome 11: Follow up after the European meeting currently in planning stages.

Chromosome 13: Encourage organization and an initial meeting.

Chromosome 16: Ready for meeting.

Chromosome 17: Follow up to the Salt Lake City meeting.

*Handwritten text*

Chromosome 19: Follow up the meeting held this summer.

Chromosome 21: Offer to held meeting planned for April 1991 if we can move fast enough, or else follow up that meeting.

Chromosome 22: Follow up the Paris meeting with a U.S meeting. *Handwritten Text.*

X Chromosome: Follow up after the meeting to be held in the U.K.

Y Chromosome: Encourage organization and initial meeting.

This list needs to be expanded and refined, and coordinated with those meetings being organized outside the U.S.