



MAIN TASKS

Consortium Members

Researchers involved in or interested in MacaqueNet including data contributors, data users & newsletter subscribers.

Advisory Board

Members provide advice and support on data requests, contributions, and other relevant matters upon request, where these fall within their area of expertise.

Current Members:

- Julia Ostner
- Oliver Schülke
- Marine Joly
- Cesar Rodríguez del Castillo

Respond to email queries (as & when).

e.g. about your data contribution, request, or database branch proposal.

Read newsletter (every 6 months).

Symposia + Public Consortium Meeting (every 2 years).

Attend and/or present.

Provide feedback & input in MacaqueNet decisions.

Respond to email queries (as & when).

Advise on tasks within expertise.

Symposia + Public Consortium Meeting (every 2 years).

Provide input on strategic decisions.

Student rep: Represent student views.

Management Meetings (every 2 months – attendance only required if requested).

Provide expertise about data requests, contributions & data branches.

Deal with data requests (see [data request workflow](#)) (check [form](#) every Monday).

Deal with data contributions (see [data contribution workflow](#)) (check [form](#) monthly).

Deal with data branch proposals (see [new database branch proposal workflow](#)) (check [form](#) monthly).

Emails (check every Monday).

Request new data from existing contributors (annually - Sep).

Website (check every 3 months).

Add/edit content in [macaqueNet.github.io](#) github repository.

Newsletter (every 6 months – Apr & Oct).

Write new issue & send to [mailing list](#).

Google Forms ([newsletter](#) – check every 6 months & requests/contributions/proposals – check every Monday).

Symposia + Public Consortium Meeting (every 2 years).

Planning – work with MacaqueNet directors.

Minutes.

Management Meetings (every 2 months).

Planning – send email reminder (2 weeks before).

Minutes.

Deal with data requests (see [data request workflow](#)) (as & when).

Deal with data contributions (see [data contribution workflow](#)) (as & when).

Deal with data type/branch proposals (see [new database branch proposal workflow](#)) (as & when).

Update documentation in *database*, *social diversity data* & *database internal* repositories: Incl. [Items of use](#), [glossary](#), [relational databases schema](#), [search tool](#) (check every 3 months).

Tell **community manager** when changes made, so they can update the website (as & when).

Symposia + Public Consortium Meeting (every 2 years).

Attend.

Management Meetings (every 2 months).

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Attend.

Symposia + Public Consortium Meeting (every 2 years).

Instigate & lead planning – delegate tasks to community managers.
Chair sessions.

Deal with funding initiatives (annually).

Grant applications/renewals.

Progress reports.

Coordinate information-sharing

Between database & community managers (as & when).

Approve major changes

To consortium/database structure & management (as & when).

Ensure adherence to **FAIR principles** (always).

MAIN WORKFLOWS

Workflow steps colour-coded to show team responsible:
Green = Community managers Blue = Database managers

1. DATA CONTRIBUTIONS

a) Data submission

1. Check MacaqueNet email for new data contribution submissions (every Monday).
2. Initial checks that data is submitted in correct format. If needed, consult **database managers** & **MacaqueNet directors** (plus relevant **advisory board** member if needed).
3. Email data contributor confirming if data suitable or not. If suitable, ask for permission to share metadata/data, using [email template](#) in database GitHub repository: 'workflow/MacaqueNet data contribution emails'. Inform contributor that once imported, dataset will appear in [search tool](#) on website (within 4 weeks of form submission).
4. [Store data](#) in MacaqueNet Google Drive: 'Data Contributions' in a subfolder using the format 'species_leadresearcher'.
5. Add 'info_from_emails.docx' file to 'species_leadresearcher' folder with info on all data contributors (full names, emails & up-to-date institutions) & other useful info shared over email.
6. Add dataset to the [issues task list](#) in social diversity data on GitHub. Name issue using 'species_leadresearcher' format & add 'to import' label.
7. Tell **database manager** there is new data contribution.

b) Data importing

1. Choose dataset with 'to import' label from GitHub [issues task list](#) in social diversity data repository.
2. Identify issues/questions for dataset & add these as comment to existing GitHub issue.
3. Tell **community manager** that issues have been identified.
4. Email data contributor with questions from GitHub issue using [email template](#) in database repository: 'workflow/MacaqueNet data contribution emails'.
5. Tell **database manager** once all issues are resolved.
6. Move resolved data from Google Drive to social diversity data GitHub repository: 'data-row/original_data_files/' in a subfolder using the format 'species_leadresearcher'.
7. Standardize & import dataset (For instructions, see "[data_importing.Rmd](#)" in social diversity data repository: 'vignettes'). If new issues arise during import, go back to step 2.
8. Once imported, remove 'species_leadresearcher' folder from MacaqueNet Google Drive: 'Data Contributions'.
9. update [MacaqueNet search tool](#) to include new data contribution in database internal repository. Check the search tool works has new full database on [website](#).
10. Add research site acknowledgements to the file '[MacaqueNet research sites acknowledgements.Rmd](#)' in public database repository.
11. Tell **community manager** that new dataset added & search tool is updated.

2. DATA REQUESTS

a) Data request

1. Check MacaqueNet email for new data request submissions (every Monday).
2. Initial checks that request form includes all requested information, including detailed proposal with title.
3. Add request to "MacaqueNet data requests" sheet in *database* repository – update sheet to reflect request status (as & when).
4. Share request with **MacaqueNet directors**, **community managers** & **database managers** (plus relevant **advisory board** member if needed) during next management meeting to ensure request has all necessary info & do not overlap with existing projects (every 2 months).
5. Email data requester to a) ask if they have a deadline for receiving requested data & b) check if they want to adapt their title/proposal from request form & request missing team information (names, emails, institutions, socials) for project page on MacaqueNet website.
6. Establish contact between data user & contributor using [email template](#) in public *database* repository: 'workflow/MacaqueNet data request emails'. If applicable, include deadline provided by data requester (within 4 weeks of receiving request form).
7. Create project page for website in [MacaqueNet.github.io](#) repository.
8. Enter data contributor [permissions](#) to share data for the project into social diversity repository: 'inst/extdata/_db/project_data.csv'.
9. Once all contributor responses received, tell **database manager** about new data request.

b) Data extraction

1. Choose task with "data request" label from GitHub [issues task list](#) in social diversity data repository.
2. Extract datasets with permission to share into a zip folder (for instructions, see "[data_sharing.Rmd](#)" vignette in social diversity data repository: 'vignettes').
3. [Store zip](#) in *database internal* repository: 'data requests/project folder'. Use the project title as folder name.
4. Tell **community manager** data extraction complete.

c) Data sharing

1. Send zip file to data user using [email template](#) in public *database* repository: 'workflow/MacaqueNet data request emails'.
2. Update **consortium members** about new project & manuscripts via newsletter & news page of website.
3. Add resulting manuscripts to public *database* repository in '[manuscripts](#)' folder.

MANAGEMENT TEAMS

Community Managers

Manage all tasks related to the MacaqueNet consortium & all communications.

- Macaela Skelton
- Delphine De Moor

Database Managers

Manage all tasks related to the MacaqueNet database.

- Delphine De Moor
- Christof Neumann

MacaqueNet Directors

Oversee the overall structure & management of MacaqueNet.

- Lauren Brent
- Julie Dubosq
- Delphine De Moor
- Christof Neumann