

Standard Operating Procedures of the ESCMID Sustainability Commission

A. Organisation

A.1. Definition

The ESCMID Sustainability Commission is a group of 4-8 professionals in clinical microbiology (CM) and infectious diseases (ID) organised with the support of ESCMID, whose mission is to implement sustainable practices and promote eco-consciousness within ESCMID and in the CM and ID fields.

A.2. Objectives

- Reduce the environmental impact across ESCMID activities.
- Provide resources to empower members to adopt sustainable practices.
- Raise awareness of the connection between the fields of CM and ID with climate change.

A.3 Composition

- The Sustainability Commission consists of 4-8 members, represented by (where possible) an equal number of CM and ID professionals.
- The Sustainability Commission must include two ESCMID Executive Committee (EC) members and one TAE representative. Additional members who may be required to have specific skills or expertise will be selected through an open call.
- In line with ESCMID policy, the Sustainability Commission members must represent different countries, and all members are required to hold ESCMID membership.
- Each member serves a term of 2 years, renewable once. Terms begin on the last day of ESCMID Global following the election.

A.4. Election of members

- The EC nominates two members who will participate in the Sustainability Commission. One of them will be the chair.
- The Trainee Association of ESCMID (TAE) Steering Committee nominates one TAE representative. If no TAE-SC Member is available to assume the role, a TAE representative can exceptionally be selected among TAE National representatives.
- The additional 3 - 5 members are selected through an open call. Members of the Sustainability Commission must meet the following criteria at the time of selection (reference date is the closing day of the selection):
 - Must be an ESCMID Member
 - Must not be a member of any ESCMID Subcommittee or Study Group Executive Committee
 - Must not have previously served as a member of the Sustainability Commission
 - Must not be from the same country as any of the other Sustainability Commission Members
- Selection is based on the candidate's motivation, expertise, and any additional skills required. Ideally, equal representation of gender should be strived for.
- The Sustainability Commission Chair and members will select the new members. Final selected candidates must be approved by the ESCMID EC.

A.5. Termination

- At any time, the Sustainability Commission may be terminated by a decision of the ESCMID Executive Committee.
- If there is a documented violation of the operating procedures, then the Sustainability Commission may be terminated or dissolved and reformed.
- In the event that the Sustainability Commission is no longer active, the remaining funds from the Sustainability Commission should be transferred to ESCMID main finance and will be re-purposed as decided by the EC.

A.6. Limits

- The Sustainability Commission members must have prior approval from both EC Members part of the Sustainability Commission to act on behalf of ESCMID. The Sustainability Commission must declare to the ESCMID EC any new relationships with organisations and any major new activity.
- All activities undertaken by the Sustainability Commission must be in accordance with the ESCMID statutes, bylaws, and Operating Procedures.

B. Responsibilities

B.1. Activities

Sustainability Commission activities include, but are not limited to the following:

- Submitting at least one proposal to the ESCMID Global Programme Committee.
- Organising at least one educational activity that is not linked to ESCMID Global every two years.
- Holding an in-person meeting during ESCMID Global and conducting at least 3 additional online meetings annually.
- Collaborating with cross-sector partners to address health-environment issues, supporting research and policy initiatives on climate change within the ID/CM fields and related areas.
- Monitoring ESCMID activities to ensure alignment with sustainability goals.
- Collaborating with the Professional Affairs Officer, Scientific Affairs Officer, the EC, and the SAS to explore the development of Sustainability-related grants and incorporate requirements for sustainable practices in grant recipients.
- Encouraging and promoting eco-friendly practices during ESCMID Global and other ESCMID events.
- Providing useful resources on sustainability and planetary health to ESCMID members on the ESCMID Sustainability Commission website.
- Producing as part of ESCMID newsletter updates related to sustainability items.

B.2. Finances and reimbursement

- The Sustainability Commission submits a proposed budget for the upcoming year to the ESCMID Executive Committee in November, according to the Operating Procedure for Finances. The approved budget is valid for a calendar year.
- The Sustainability Commission collectively decides how to allocate the funds, subject to prior approval of the Executive Committee.
- Each Sustainability Commission member is entitled to reimbursement for accommodation and travel expenses incurred while attending ESCMID Global, in line with ESCMID regulations.
- Reimbursement of approved expenses (travel or other expenses) is handled by the ESCMID Office (EO). The Sustainability Commission must provide proof of incurred expenses, including original invoices and/or receipts, for reimbursement processing.