1. Purpose

The ESCMID Ethical Advisory Committee (EEAC) is an independent body that shall advise the ESCMID Executive Committee (EC) on specific ethical, regulatory, social and philosophical issues related to ESCMID funded research projects and scientific behaviour of members or appointed persons in matters related to ESCMID activities.

2. Responsibilities

The main duty of the ESCMID Ethical Advisory Committee is to counsel the ESCMID Executive Committee (EC) and other ESCMID Members on ethical issues that may arise. The EEAC has no authority to give a verdict or enact policy without the approval of the Executive Committee. All final decisions will be made by the EC in situations of dispute. The responsibilities of the EEAC include:

- Review and maintain the **ESCMID Code of Conduct**
- Advise the EC upon request by the EC or other members of ESCMID about specific ethical issues arising from their ESCMID funded-research projects or by collaborators
- Revise the conflict of interest disclosure processes for ESCMID activities and collaborators, and mediate disputes concerning conflicts of interest
- Review and update the **ESCMID Operating Procedure: guidance regarding conflicts of interest**
- Oversee complaints concerning possible unethical conduct of ESCMID members or collaborators. Advise the EC on actions, policies to be implemented to resolve, mitigate or manage the situation
- Develop and maintain an appeals process
- Answer requests for interpretation of the principles of ethics, or the **ESCMID Code of Conduct**
- Issue general recommendations on ethical principles of professional and scientific conduct related to the research or management of clinical microbiology and infectious diseases
- Report annually to the EC on the previous year major ethical concerns and foreseeable future disputes
- Collaborate with the ESCMID Guidelines Committee in evaluating ethic issues.
- Promote high ethical standards in research in infectious diseases

3. Membership

There are at least 4 set members on the Committee: Chair and 3 members. In addition, the ESCMID Membership Counsellor (EMeC) is a native member of the Committee.

3.1. New Members

Members (except the EMeC) are nominated by ESCMID members by submitting a CV with 2 supporting letters. The ESCMID EC will review the candidates and vote upon the approval of each new member. The EEAC may also nominate and endorse some candidates, but they cannot induct any new members without the approval of the Executive Committee.

3.2. Term of Office
The Chair position will be appointed by ESCMID EC among members of the EEAC, and the term has a duration of 2 years, renewable for 2 more years. The members shall serve terms of two-years that can be renewed for up to 4 terms under the decision of the ESCMID EC.

3.3. Composition

Due to the scientific nature of the ethical issues, at least 3 members need to have scientific or medical experience. However, the Committee should not be made up exclusively of scientific experts. A diversity of backgrounds such as law, philosophy, and social sciences allows for judgements not dominated by a single perspective. Gender and geography balance should also be reflected in the composition of the committee.

3.4 Chair Responsibilities

The Chair position will act as the representative of the EEAC to ESCMID and other external bodies. Additionally, she/he shall organize the working structure, and communicate relevant information to the members of the EEAC such as the meeting agendas. The Chair will ensure quality assurance for the opinions of the committee or other official statements regarding ethical situations.

4. Implementation

4.1 Communication

Committee members will be part of an electronic mailing list to communicate information to all members. Committee members will be asked to respond to email and teleconferences on a regular basis to provide input on strategies or processes.

4.2 Meetings

The EEAC will meet once per year, during ECCMID. Additional meetings as needed will be done by teleconference. The agenda of the meeting will be shared with members at least two weeks prior to the meeting. The meetings will be scheduled in consultation with the Chair and the Executive Committee.

4.3 Requests for appearances by non-members

The EEAC can invite external speakers from within ESCMID as well as non-ESCMID speakers to present topics of interest to the EC or the EEAC.

4.4 Transparency Declaration

ESCMID requests that EEAC members to follow the ESCMID indications for transparency declarations.

4.5 Accountability

The EEAC reports to the ESCMID EC. EAAC members will receive complimentary registration and accommodation to attend ECCMID following ESCMID rules.