Statutes

STEERING COMMITTEE (SC) (EUCIC@escmid.org)

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EUCIC Statutes 1.8

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**Abbreviations**

AB: Advisory Board  
EB: Education Board  
EC: Executive Committee  
ECDC: European Centre for Disease Prevention and Control  
ESCMID: European Society of Clinical Microbiology and Infectious Diseases  
ESGAP: ESCMID Study Group for Antibiotic Policies  
ESGNI: ESCMID Study Group for Nosocomial Infections  
EUCIC: European Committee on Infection Control  
NC: National Committee  
SB: Stakeholders Board  
SC: Steering Committee

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FOREWORD

The European Committee on Infection Control (EUCIC) is a standing committee organised by ESCMID. Major objectives of EUCIC is to take a leading role in helping to create a gold standard for infection control in hospitals, long-term care facilities, and community in all European countries in order to reduce morbidity and mortality related to healthcare-associated infections. To achieve these goals the Committee will create an extensive European network of established experts to be used to harmonize the minimum requirements of infection prevention and control/hospital hygiene measures and perform research with a strict focus on clinical trials with “real life applicability”. EUCIC will work towards international consensus on clinical infection control; contribute to the development of guidelines and a gold standard for infection control in Europe; promote education and certification in infection control; collaborate with and/or advise ECDC and other European Union health agencies on issues related to infection control and relevant to public health; and define standard of accreditation for hospitals in infection control.
SCOPE
These Statutes describe the structure, appointment process, and remit and transparency declarations of EUCIC committees and boards.

1. INTRODUCTION
The EUCIC structure includes a Steering Committee (SC), three Boards (Advisory, Stakeholders, and Education) and National Committees (NC).

2. STEERING COMMITTEE (SC)
2.1 Structure
The SC comprises the following five members: Chair, Scientific and Clinical Coordinators, and 2 representatives from the Advisory Board.

The Chair, Scientific and Clinical Coordinators together form the Executive of the SC and are responsible for organising the business of the SC, leading the preparation of proposals and documents, and interactions with other stakeholders and/or societies. The SC is responsible for the assessment of data, formulation of proposals, and consultation with the EUCIC boards. Final decisions are taken preferable by consensus or
majority within the SC. The SC is also responsible for preparation and maintenance of guidance documents related to infection control. The development of guidance documents and guidelines will follow the ESCMID Standard Operating Procedures for guidelines production. The Chair of EUCIC is ad-hoc member of the Executive Committee of ESCMID.

The SC meets face-to-face or by teleconference as frequently as required. Four meetings each year should be scheduled for January/February, in conjunction with ECCMID in March/April, July and September/November. The Scientific Coordinator is responsible for the minutes and organisation of the meetings, preparation of documents following the SC indications. The Clinical Coordinator supervises the projects organised by EUCIC and she/he is responsible of the organisation of the EUCIC educational activities by EUCIC.

The agenda is sent to the SC members 6 weeks before for suggestions and amendments. The members of the SC are appointed by the ESCMID Executive Committee (EC). To ensure continuity of the projects as well as balance by advisory board representation, Chair and Clinical coordinators are appointed for a period of two years and are renewable. The Scientific Coordinator is ESCMID employer with the right of vote. The employment of the Scientific Coordinator can be renewed if being suggested by the SC and approved by the ESCMID EC.

The two Advisory Board representatives are appointed for a 2-year term and are not renewable. When there is an upcoming vacancy in the SC for Advisory Board representatives, an invitation will be sent to the Chair of the Advisory Board that, after open consultation with the Advisory Board members, proposes, before ECCMID, the representatives for a term of office to the SC. Terms of office commence after the annual ECCMID meeting. Before the ECCMID meeting the ESCMID EC, after suggestion by the EUCIC SC, will appoint the Advisory Board representatives taking into account the past representation on the SC to ensure that there is balanced country representation. Priority will also be given to countries which have not been previously represented on the SC.

The SC will be able to invite any member of the three EUCIC boards to participate to the SC meeting on specific issues so that the best way forward can be found.

3. ADVISORY BOARD (AB)

The AB provides a national view to EUCIC on issues relating to infection control and antimicrobial resistance. While the current focus of EUCIC is on Infection Control, future efforts will include antibiotic
stewardship programs, as well. The AB members work together with the national committees in order to define limitation in European implementation of standard infection control, specific national needs and suggest areas to develop new or updated guidelines. They also respond to consultation documents from the SC. The Advisory Board meets once each year in conjunction with the annual ECCMID and by teleconference, when needed. Members of three EUCIC Boards are invited to participate in the annual AB meeting. ESCMID provides funding to the AB members for the meeting (one night) and ECCMID registration.

3.1 Structure

The AB comprises the **Chair** and **national representatives** (one of each country from Europe and any country outside Europe interested in being part of the EUCIC process). These positions provide the link with the SC. The Chair is appointed after an election from the AB members for a period of two years (not renewable) and is responsible for the minutes and the agenda. Minutes of meetings are copied to the EUCIC SC. The agenda, prepared in cooperation with the Scientific Coordinator of the SC, is sent out four weeks before to the national representatives for comments and amendments.

The national representatives are suggested by appropriate medical associations in infection control, infectious diseases, clinical microbiology, hospital hygiene and public health. Final selection is performed by the EUCIC SC and approved by the ESCMID EC. The selection should be based on professional experience, scientific experience, or involvement in national activities on infection control. Appointments are for a period of three years and are renewable. In case of nations with multiple national societies focused on infection control the agreement on one national representative is strongly encouraged. As last resort two or more national representatives (one from each society) will be selected from that country, but only at one time only one can attend the meeting of the Advisory Board and vote.

4. STAKEHOLDERS BOARD (SB)

EUCIC invites one representative per major international stakeholder with an interest in infection control, antimicrobial resistance and preventive measures such as ECDC, WHO Europe, and others, to be part of the SB. The stakeholders will be informed about the dates of the meetings and the agenda of the SC meetings 6 months and four weeks in advance, respectively and can ask to participate in the SC meeting on specific issues of their interest or suggest a new item to be considered. The stakeholder must inform the Scientific Coordinator at any time in advance, but no later than two weeks before the meeting of his/her wish to attend the meeting. Substitutes can attend the meetings when the nominated person cannot attend. The stakeholders’ board will then receive minutes. The representatives are appointed by the respective organisations international groups. Appointments are not time limited in general, however, representatives
are asked every 2 – 3 years to get their sponsor to provide evidence of re-confirmation their appointment in writing.

5. EDUCATION BOARD (EB)
The Education Board is composed by relevant international Experts in infection control, hospital hygiene, clinical microbiology, infectious diseases, public health, and international education. This group will be actively involved in the education activities of EUCIC and provide consultation on specific issues for the Advisory Board and the Executive Board. Members will be appointed by the SC after recommendations by the Boards or national and/or international organizations. Appointments are for a period of three years and are renewable.

6. NATIONAL COMMITTEE (NC)
6.1. Structure
The national representatives in the AB in collaboration with relevant national societies in the field of infection control are invited to set up a National Committee on infection control. Each National committee should consist of 5-10 experts suggested by relevant national societies within the fields of clinical microbiology, infectious diseases, public health, hospital hygiene and infection control. The selection of experts should be based on professional experience, scientific experience, and involvement in national activities on infection control and needs approval by the SC. Major goals of the members of national committee is to provide the Advisory Board with relevant network within the countries, help in defining and overcoming major limits in local implementation and feasibility of infection control guidance, and liaise closely with other relevant national infection control Committees. The NC are also invited to suggest specific issues to the national representatives to be discussed in the AB. Meetings will be defined by the national representatives. EUCIC is not providing funding for the national meetings.

Transparency declarations
Each EUCIC member will make a declaration of commercial interests in companies involved in infection control products and services. The declarations will be made/updated at the start of each year. Any new interests relating to current discussions must be declared by the individual member. The declarations will be held by the Chairman and made available at the EUCIC website. Members will excuse themselves from discussions on issues where a conflict of interest exists and this will be noted in minutes.