ESCMID Operating Procedures
Trainees Association of ESCMID (TAE)

A. Organisation
A.1. Definition
The Trainees Association of ESCMID (TAE) is a group of trainees and specialists that finished their training less than three years ago and who are organised under the auspices of ESCMID.

A.2. Objectives
- To recognize, interpret and overcome challenges faced by trainees of CM and ID throughout Europe
- To implement harmonized content and quality of CM and ID training and European curricula across Europe via consultation with UEMS and national societies
- To generate a broader and inter-related collaboration of CM and ID trainees across Europe by using a regional and worldwide network of CM and ID trainees
- To stimulate observership, mentorship and other exchange programmes across Europe and beyond European borders
- To encourage exchange programmes during the undergraduate study period
- To acknowledge and reward distinguished young ESCMID members
- To promote educational events in the context of and outside of ECCMID
- To improve and assist in scientific education for European CM and ID trainees

A.3. Membership in the TAE
Any ESCMID Young Scientist Member shall be member of the TAE and can participate in the activities of the TAE.

A.4. Organisation of Steering Committee
- The TAE has a Steering Committee (SC) made up 6 members, half of which are active in the field of clinical microbiology and half in infectious diseases.
- SC members should represent preferably 6 different countries, when electing a new member a not yet represented country is preferable. The same country should not be elected, within the same discipline, in two consecutive elections. At least one representative for each region of the ESCMID definition of regions should preferably
be selected (see attachment 1). CM and ID representatives can be selected from the same group of regions from two different countries.

- Members of the TAE SC must ensure that they meet the following criteria at the time point of election (reference date is closing day of election):
  - Must be full ESCMID Member or ESCMID Young Scientist Member
  - Must be 35 years old or younger
  - Are in training to specialise in CM or ID when elected

- Term of the SC members is 3 years, not renewable. Term begins with January 1st. If during the 3-year term, the TAE member surpasses three years after finishing the training, she/he maintains her/his role within the SC until the end of the term.

A.5. Election of TAE SC members

- Any ESCMID member who meets the following criteria can apply online to be nominated for the TAE SC election:
  - Must be an ESCMID Member
  - Must be 35 years old or younger
  - Are in training in the fields of CM or ID
  - Have not previously been a member of the TAE Steering Committee.

- In the interests of equal representation and parity it is most desirable that the new members come from countries in Europe that have not been previously represented on the TAE SC. Ideally members should not come from the same country and represent the same specialty as any Steering Committee member stepping down. Exceptions from this rule will only be considered for election if there are insufficient numbers of candidates putting themselves forward from other countries.

- The selection of candidates to be considered for election to the TAE SC shall be made by the members of the TAE SC (shortlist of candidates).

- Shortlist of candidates for SC election has to be approved by PAO.

- SC members are elected by the ESCMID members who are 35 and below by a majority vote. In cases when there is a tie between 2 candidates in TAE steering committee elections the ESCMID President have the casting vote.

- Preferably, TAE SC election should be held every year in October, and one CM and one ID new TAE SC member should be elected. With 3-year term and 6 members of the TAE SC the appropriate turnover of the members should be strived for.

A.6. Co-opted members of TAE SC

- No co-opted members are allowed in the TAE SC. If a TAE SC member steps down before his/her end of 3-year term, a substitute member with full 3-year term is
elected at the next regular election. In the meantime, other SC members cover the role of the missing member.

**A.7. Nomination of TAE SC functions**

- SC elects president and vice president (president elect), by a majority vote, within their members every 2 years. Members can be elected only in the first two years of their term.
- The president-president elect team is always a CM/ID combination.
- SC elects secretary and treasurer, by a majority vote, within their members every 3 years. Members can be elected during the first year of their term.
- President and president-elect are appointed for 2 special functions:
  - representative in UEMS CM Section and liaison officer for CM
  - representative in UEMS ID Section and liaison officer for ID.

**A.8. Evaluation criteria and reporting**

- The minimum activities of the TAE in a 2-year period have to be:
  - At least one proposal to the ECCMID Programme Committee for Trainees Day and/or educational workshop every year
- At least one free-standing (i.e. not linked to ECCMID) educational activity every two years.
- Rewarding the TAE Excellence Training Award every year and reviewing Awards proposals
- Holding & attending one meeting of the TAE Steering Committee at the ECCMID and writing minutes in a timely manner.
- One TAE representative for CM and one for ID have to attend the yearly meetings of the UEMS Sections for CM and for ID.
- TAE SC President and TAE SC President-elect to attend PAS meeting at ECCMID
- Moderation and maintenance of a virtual TAE discussion forum
- Submission of activity report every 2 years to the ESCMID Executive Committee

A.9. Termination

- If the TAE has not covered the minimum activity, the Professional Affairs Subcommittee (PAS) may propose through the Professional Affairs Officers (PAO) to the ESCMID Executive Committee to terminate the TAE.
- At any time, the TAE may be terminated either by a majority vote of TAE SC members or by a decision of the ESCMID Executive Committee if there is a documented violation of the present operating procedures. In such cases, remaining funds from TAE have to be transferred to ESCMID to support other ESCMID activities.

A.10. Limits

- TAE SC members cannot act as representatives of ESCMID without prior approval by the ESCMID Executive Committee.
- All activities have to be in accordance with ESCMID statutes, bylaws and Operating Procedures.

B. Responsibilities

B.1. ESCMID Executive Committee (EC)

- Professional Affairs Officers (PAOs) represent the interest of the TAE in the EC.
- The PAO, Education Officer, Scientific Affairs Officer and President shall provide advice to the TAE SC members, if needed and asked for.
- The EC approves a yearly budget for TAE activities.
- The EC will review and approve the TAE SC activity report.
B.2. ESCMID Executive Office (EO)

B.2.1. Activities
- Provides various logistic & administrative support for approved activities (including promotion).
- Implement election of SC members.
- Implement awards submission process and awards administration (pre/post).
- Hosts annual TAE business meeting at ECCMID.

B.2.2. Organisational
- Support with budgetary issues and with financial reporting.
- Provide reimbursement form.

B.2.3. Website and Promotion
- Hosts and maintain TAE website embedded in the ESCMID website.
- Hosts TAE discussion forum on ESCMID website.
- Promotes TAE information through the ESCMID website and newsletter.
- Publish list of SC members on the website with contact details.

B.3. TAE Steering Committee Members (SC)

B.3.1. Activities
- **TAE Trainees Day at ECCMID:**
  Propose and submit programme according ECCMID EOPs
  Organisation and promotion
- **Educational Workshop at ECCMID:**
  Propose and submit programme according ECCMID EOPs
  Organisation and promotion
- **Postgraduate educational course within the ESCMID education programme but outside ECCMID**
  Select proposals from their TAE membership
  Propose programme
  Submit according to the EOP for Educational Activities
  Organisation and promotion
- **TAE Award:**
  Propose and submit Award concept
  Promotion
Selection process
Awards ceremony

- **Business meetings:**
  Organisation

- **National networks of trainees:**
  Organisation

- **Other trainee’s organisation in similar fields:**
  Establish and foster links

### B.3.2. Advisory role

- Advise ESCMID Executive Committee in specific questions of trainees and training affairs.

### B.3.3. Organisational tasks

- Implement Operating Procedure for Election and build on a democratic basis (election of SC members, president, president-elect, secretary and treasurer). (see A6.)
- Inform the EC and EO about personnel changes in the SC.
- Nominate TAE SC functions (see A7.)

### B.3.4. Finances and reimbursement

- Treasurer submit budget of the coming year to the ESCMID Executive Committee in September of the preceding year according to the Operating Procedure for Finances. Budget is valid for a calendar year and reminder budget cannot be transferred to another year.
- Treasurer report budget deviation >10% to the EO and PAOs prior to the meeting/activity (during planning phase).
- Treasurer has the general budget responsibility; the organizer of the autumn/winter meeting has the responsibility for the meeting budget.
- Travel expenses will only be reimbursed for up to 500 EUR per event/activity (air ticket, train ticket, car expenses at EUR 0.30 per km), exceptions hereof have to be justified and approved by the treasurer before the meeting.
- The treasurer or organizer of the autumn/winter meeting approves expenses in agreement with EO.
- Reimbursement of approved expenses (travel or other expenses) takes usually place after the event/activity and is handled by EO. Send proof of effectively
incurred expenses (incl. boarding cards and original invoices/receipts) as hard copy to EO together with completed reimbursement form.

B.3.5. Dissemination activities
- Provide and share professional information with other trainees and young specialists on website and discussion forum.
- Moderate and maintain TAE discussion forum on ESCMID website.
- Maintain TAE website (embedded in the ESCMID website up to date by delivering publishable news texts, pictures etc. to the ESCMID Executive Office).
- Advertise activities of TAE and ESCMID educational activities among trainees.

B.3.6 Communication manner
- SC must inform the PAO/EO in advance about all major activities, such as the organisation of meetings, courses, workshops, awards and the production of printed material. The activities must be approved by the EC.
- Involve Officers for PA, Education and/or Scientific Affairs in the planning and conceptual design of new activities and projects as needed.
- Report annually to the Professional Affairs Subcommittee/Executive Committee/public.
- Communicate about major activities in copy to PAOs and Professional Affairs Manager (PAM).
- Prepare minutes of all TAE meetings within one month after the meeting took place. Send minutes to PAOs and PAM.
- Maintain internal discussion forum which is only accessible (and visible) for TAE SC Members, PAOs and EO.
- Inform EO about changes of contact details.

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## ESCMID Definition of European Regions

**For TAC Steering Committee**

### Western Europe
- Austria (AT)
- Belgium (BE)
- France (FR)
- Liechtenstein (LI)
- Luxembourg (LU)
- The Netherlands (NL)
- Switzerland (CH)

### Northern Europe
- Denmark (DK)
- Finland (FI)
- Iceland (IS)
- Norway (NO)
- Sweden (SE)
- Germany (DE)
- Republic of Ireland (IE)
- United Kingdom (UK)

### Eastern Europe
- Armenia (AM)
- Azerbaijan (AZ)
- Belarus (BY)
- Czech Republic (CZ)
- Estonia (EE)
- Georgia (GE)
- Hungary (HU)
- Latvia (LV)
- Lithuania (LT)
- Moldova (MD)
- Poland (PL)
- Romania (RO)
- Russia (RU)
- Slovakia (SK)
- Ukraine (UA)
- Turkey (TR)

### South-Western Europe
- Andorra (AD)
- Italy (IT)
- Malta (MT)
- Monaco (MC)
- Portugal (PT)
- San Marino (SM)
- Spain (ES)

### South-Eastern Europe
- Albania (AL)
- Bosnia and Herzegovina (BA)
- Bulgaria (BG)
- Croatia (HR)
- Cyprus (CY)
- Greece (GR)
- Israel (IL)
- Kosovo (KM)
- Republic of Macedonia (MK)
- Montenegro (ME)
- Serbia (RS)
- Slovenia (SI)

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