A. Organisation

A.1. Definition
The Trainees Association of ESCMID (TAE) is a group of young professionals in clinical microbiology (CM) and infectious diseases (ID) organised under the support of ESCMID.

A.2. Objectives
- To represent the interests of ESCMID Young Scientist Members (ESCMID members who are 35 years of age or younger, or 40 years of age or less if they are still in training)
- To facilitate and promote international collaboration and effective use of resources by developing a large network of young professionals
- To improve training in CM and ID by recognising challenges and facilitating solutions to overcome these challenges in Europe and across the world
- To generate a broad and inter-related collaboration of CM and ID trainees across the world by using a regional and worldwide network of CM and ID trainees
- To promote observerships, mentorships and other opportunities for young professionals across Europe and beyond European borders
- To be actively involved in discussions about harmonised content and quality of CM and ID training and European curricula across Europe via consultation with UEMS and national societies
- To promote ESCMID exchange programmes during the undergraduate study period
- To acknowledge and reward outstanding ESCMID Young Scientist members
- To improve and assist European CM and ID trainees’ scientific education by promoting educational events.

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

A.4. Organisation of Steering Committee
- The TAE is led by the Steering Committee (SC), which is a group of CM and ID trainees and/or specialists that have finished their training not less than 3 years prior.
• The SC is made up of 6-8 members, represented by equal number of CM and ID professionals

• SC members should represent distinctive countries. Election of a new member from a country already represented in the TAE SC in the same term is not permitted.

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

• The terms of SC members last for 3 years and are not renewable. Terms begin on the 1st of January. If during the 3-year term, the TAE member surpasses three years after finishing their 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 for the TAE SC election:
  • Must be an ESCMID Young Scientist Member (YSM) below 35 years of age.
  • ESCMID Young Scientist Members between 35 and 40 and other ESCMID Members are not eligible.
  • Are in training to specialise in CM, ID or in both CM/ID when elected.
  • ESCMID members who are in PhD training but not in a clinical ID/CM training are not eligible to apply.
  • Have not previously been a member of the TAE Steering Committee (SC).
  • Are not a member of ESCMID Executive Committee (EC).
  • Are not from the same country as a current TAE SC member.
  • In the interests of equal representation and parity, it is desirable that the new members come from countries in Europe that have not been previously represented on the TAE SC.
  • Ideally, equal representation of gender should be strived for.
  • Pre-selection of TAE SC candidates will be made by the TAE SC who will shortlist the best 5-10 candidates.
  • Shortlisted candidates for SC election have to be approved by the Professional Affairs Officer (PAO) and ESCMID Executive Committee (EC).
  • Shortlisted candidates will be elected by the ESCMID members who are 40 years of age and below by majority vote. If two candidates receive the same number of votes, the ESCMID President will decide with the casting vote.
  • Preferably, the TAE SC election should be held every year in autumn, with a number of CM and ID candidates determined ahead of time to balance the TAE SC. With 3-year term and 6-8 members of the TAE SC, the appropriate turnover of 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 term ends, an additional member with a full 3-year term shall be elected at the next routine election.
- In the meantime, the other SC members should cover the role of the co-opted member.

A.7. Nomination of TAE SC functions

- The SC elects the president and the vice president (president elect) within the SC members by majority vote, once each year, with the possibility of re-election.
- The president and the president-elect team should always be a combination of CM and ID.
- The SC elects a secretary and a treasurer within the SC members, by majority vote, once each year, with possibility of re-election.
- The president and the president-elect are appointed for the special functions of:
  - representative in UEMS CM Section and liaison officer for CM at the Professional Affairs subcommittee
  - representative in UEMS ID Section and liaison officer for ID at the Professional Affairs subcommittee

Figure 1. Organisation of TAE
A.8. Evaluation criteria and reporting

- The minimum activities of the TAE in a 2-year period are as follows:
  - At least one proposal to the ECCMID Programme Committee for Trainees Day and/or educational workshop every year
  - Organization of at least one educational activity that is not linked to ECCMID every two years.
  - Reviewing the TAE Outstanding Trainee Awards proposals and presenting the Award each year if there are eligible candidates.
  - Holding & attending at least one TAE Steering Committee meeting at the ECCMID and writing minutes in a timely manner.
  - One TAE representative for CM and one for ID have to attend the UEMS Sections for CM and for ID yearly meetings
  - TAE SC President and TAE SC President-elect to attend PAS meeting at the ECCMID and to be (ad-hoc PAS members of PAS) and participated to the PAS activities
  - Submission of an activity report to the ESCMID Executive Committee every year
  - Have two representatives (1 CM, 1 ID) of the TAE SC attending ESCMID summer school

A.9. Termination

- If the TAE fails to cover the minimum activities listed in A.8, the Professional Affairs Subcommittee (PAS) may propose through the Professional Affairs Officer (PAO) to the ESCMID Executive Committee (EC) 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 a representative of ESCMID without prior approval by the ESCMID Executive Committee.

- All activities have to be in accordance with the 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 inquired.
• 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).
• Facilitate the election of SC members.
• Implement awards submission processes and awards administration (pre/post).
• Hosting annual TAE business meetings at ECCMID.

B.2.2. Organisational

• Support with budgetary issues and financial reporting.
• Provide reimbursement forms and arrange reimbursements.

B.2.3. Website and Promotion

• Hosts and maintain the TAE website, embedded on the ESCMID website.
• Promotes TAE information through the ESCMID website and newsletter.
• Publish list of SC members on the website with TAE official contact details.

B.3. TAE Steering Committee Members (SC)

B.3.1. Activities

• TAE Trainees Day at ECCMID:
  Propose and submit programme in accordance with the ECCMID EOPs Organisation and promote the event.
• Educational Workshop at ECCMID:
  Propose and submit programme in accordance with the ECCMID EOPs Organisation and promote the events.
• Postgraduate educational course within the ESCMID education programme but outside ECCMID
  Select proposals from the TAE membership
  Propose Postgraduate educational course
  Submit according to the EOP for Educational activities
  Organisation and promotion
• TAE Award:
  Propose and submit Award concept Promotion
  Selection criteria and process
  Awards ceremony
• Business meetings:
  Organisation
• **National networks of trainees:**
  Organization
  Participation to the ESCMID collaboration with affiliated societies

• **Dissemination activities:**
  Provide and share professional information with other trainees and young specialists on the 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

• **Other trainee’s organisations in similar fields:**
  Establish and foster links

**B.3.2. Advisory role**

• Advise the ESCMID Executive Committee in specific questions regarding trainees and training affairs.

**B.3.3. Organisational tasks**

• Implement an Operating Procedure for TAE SC and TAE Outstanding Award 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 submits the budget for the upcoming year to the ESCMID Executive Committee in September according to the Operating Procedure for Finances. Budget is valid for a calendar year and remaining budget can be transferred to next calendar year.
• Treasurer report the 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 and accommodation for non-ECCMID activities will only be reimbursed 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 the 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) to EO together with completed reimbursement form.

B.3.6 Communication manner

- SC must inform the PAO/EO in advance about all major activities, such as the organisation of meetings, surveys, 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.
- Inform the EO about changes of contact details.

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