ESCMID Operating Procedures – Study Groups

1 ESCMID Study Group Definition
An ESCMID Study Group (SG) is a group of scientists who organise themselves under the auspices of ESCMID with the main objective of studying a defined research area within clinical microbiology and/or infectious diseases in line with ESCMID’s mission.

2 Responsibilities of SGs
- Build on a democratic basis (elections & statutes)
- Promote, foment and divulge the research in the topic of the SG
- Disseminate their achievements to other health professionals
- Advise public health authorities as well as other organisations about the aspects concerning the topic of the SG
- Establish and foster links with other scientists and scientific societies in similar fields
- Actively participate in
  o ECCMID scientific & education programme (symposia, educational workshops)
  o ESCMID education programme outside ECCMID (i.e. propose and organise postgraduate education courses and technical workshops)
  o ESCMID scientific programme outside ECCMID (i.e. propose and organise conferences at other congresses)
- Plan and execute research projects
- Develop consensus documents, position papers, etc.
- Advise ESCMID Executive Committee in their field of expertise
- Represent ESCMID upon request by the ESCMID Executive Committee at conferences and in collaboration meetings with international partners and stakeholders
- Report timely all their activities to the Scientific Affairs Officer; report annually to the Scientific Affairs Subcommittee/Executive Committee/public
- Always use SG logo and official SG name in conjunction with SG activities and on SG publications

3 ESCMID support towards SGs
- Provides templates for SG proposal, funding requests, etc.
- Provides various logistic & financial support (to be detailed below)
- Hosts annual SG business meeting at ECCMID
- Hosts SG website embedded in the ESCMID web environment
- Promotes SG information through the ESCMID website and newsletter
- Publishes SG medical guidelines, consensus or research papers in Society’s journal CMI
- Helps to manage SG membership (centralised member database)
- Administrates the SG bank account

4 Foundation of a SG
- Complete the SG proposal form and send it to the Scientific Affairs Officer (CC Science Manager). Please note that you should be able to nominate at least 15 individuals from at least three European countries who wish to be part of the SG.
- Await evaluation by the ESCMID Scientific Affairs Subcommittee
- Get approval by the ESCMID Executive Committee
- Hold inauguration meeting (at ECCMID) with election of SG Executive Committee (see § 5.2)
- Assemble all information important for the SG website
5 General rules for ESCMID SGs

5.1 Membership: The SG statutes (www.escmid.org/SGstatutes) define the conditions and procedure for individuals who wish to join the SG as members. A wide representation of different European countries is sought. The SG itself is responsible for keeping overview over the active SG members, whereby the ESCMID Executive Office is giving centralised support. Corporate membership is not foreseen. Individuals employed by companies can still become ESCMID and/or Study Group Members as long as they do not appear as an official representative of their employer.

5.2 Organisation: The SGs elect an Executive Committee, composed of at least a chairperson, a secretary and a treasurer. The maximum duration of service in the Executive Committee is restricted to eight years. Election by the group’s members can be held during the assembly of members, which must take place annually, preferably during ECCMID. The members of the Executive Committee must be ESCMID members in good standing and should be professionally active.

5.3 Transparency declaration: ESCMID requests that Study Group Executive Committee Members declare to the ESCMID Executive Committee their involvement in executive committees and programme committees of international societies / federations / associations / congresses. Possible conflicts of interests will be evaluated by the Scientific Affairs Officer and the ESCMID Executive Committee.

5.4 Information policy: The SG must inform the Scientific Affairs Officer in advance about all major activities, such as the organisation of meetings, courses, workshops, development of guidelines and consensus papers, the production of printed material and the planning and running of research projects. All these activities must be approved by the ESCMID Executive Committee. The SG maintains its website up to date by delivering publishable news texts, pictures etc. to the ESCMID Executive Office.

5.5 Annual reporting: An annual report is prepared by the SG Executive Committee following the structure described in Annex I, and forwarded to the Scientific Affairs Officer (CC Science Manager). It is due by the end of the calendar year upon invitation by the ESCMID Executive Office. The SG agrees with publication of the annual report material on the ESCMID website or in ESCMID publications.

5.6 Representation: SG Members may represent ESCMID upon request by the ESCMID Executive Committee at conferences and in collaboration meetings with international partners and stakeholders. SG Members cannot act as representatives of ESCMID without prior approval by the ESCMID Executive Committee.

6 Financial Support of SGs by ESCMID

6.1 Support of SG Symposia and SG Educational Workshops at ECCMID
The ECCMID Programme Director will invite the SG chairpersons approximately 14 months prior to each ECCMID to submit proposals for 1- or 2-hour symposia and/or 2- or 4-hour educational workshops to be staged during the said ECCMID. Symposia proposals should focus on new findings and developments in the SG’s field and educational workshops rather on state-of-the-art knowledge in the field. ESCMID will cover all costs involved with these sessions. Among the most competitive symposia proposals the best fitting ones will be chosen for the ECCMID programme and designated as “Study Group Symposia”. The Programme Committee reserves the right to use parts of the other proposals for the ECCMID programme. The SGs will be informed about this.
6.2 Support of SG Scientific Meetings and SG Sessions at other Congresses
SGs may organise by themselves or actively participate in scientific meetings organised by
other societies after ESCMID Executive Committee approval. ESCMID can provide
assistance with practical details and financial support.
In both cases, proposals must be submitted to the Scientific Affairs Officer (CC Science
Manager) following the ESCMID Operating Procedures for Scientific Events
(www.escmid.org/eop). The final decision rests with the ESCMID Executive Committee.

6.3 Support of SG Postgraduate Education Courses (PGECs) and Technical
Workshops (PGTWs)
SGs are expected to submit at least one proposal for organising a free-standing PGEC or
PGTW, i.e. not linked to ECCMID, every three years. Proposals must be submitted to the
Education Officer (CC Education Manager) following the ESCMID Operating Procedures for
Educational Activities (www.escmid.org/eop).

6.4 Support for Research Projects
SGs may request support from ESCMID for the conception and preparation of a research
project. This may be a smaller project conducted by the SG alone or a larger project, in
which SG members act as coordinator or partner. Proposals must be submitted to the
Scientific Affairs Officer (CC Science Manager) following the ESCMID Operating Procedures
for SG Projects (www.escmid.org/eop).

6.5 Funding of the Administrative Costs of SG Activities
SGs complying with these operating procedures are entitled to receive EUR 2'000 per year in
support for their administrative duties.

6.6 Accounting
Each Study Group must run a dedicated account through the ESCMID Executive Office,
where all financial aspects of the respective SG are dealt with. No accounts outside the
ESCMID accounting may be held. Disposition of funds is possible through the Study Groups’
Chairpersons, Treasurers or Secretaries only, as outlined in the Study Group Statutes.

7 Publication Policy
SGs should submit their research findings to the Society’s journal Clinical Microbiology and
Infection (CMI) for the standard review process. If not, the approval of the Scientific Affairs
Officer and the Executive Committee must be obtained. The SG logo is to appear on each
document, announcement and brochure published by a SG. In scientific articles, the SG
name must be visible in the title or the author bylines.
8 Evaluation and Termination of SGs

A SG is initially set up for five years. After this time period and from then on annually, the Scientific Affairs Subcommittee evaluates its scientific output measured by publications, contributions to scientific meetings, scientific workshops, educational courses and/or collaborative research projects.

The minimum activity should be:

8.1 At least one proposal to the ECCMID Programme Committee for a symposium and/or educational workshop every two years

Plus at least three of the four following items:

8.2 At least one free-standing (i.e. not linked to ECCMID) educational activity (PGEC/PGTW, see § 6.3) every three years
8.3 At least one collaborative research project underway during any one-year cycle
8.4 At least one publication (including consensus documents) in a peer-reviewed journal in which the name of the SG is included in the authorship every second year
8.5 Other SG activities like conferences, symposia at other congresses, e-learning offerings, involvement in technical or clinical practice guideline production, etc. The SAS decides whether this activity can be counted in the evaluation.

If the SG has not covered the minimum activity, the Scientific Affairs Subcommittee may propose through the Scientific Affairs Officer to the ESCMID Executive Committee to terminate the SG.

At any time, SGs may be terminated either by a majority vote of 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 SGs should be transferred to ESCMID to support other SG activities.

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Annex I
Rules for the Annual Study Group Reports

The annual report should be structured as follows and will be published on the Study Group’s website as well as possibly in other ESCMID publications:

1) Completed Activities:
   a. Publications, guidelines and consensus documents
   b. Presentations on behalf of the Study Group at scientific meetings
   c. Organisation of scientific sessions at ECCMID
   d. Organisation of educational workshops at ECCMID
   e. Organisation of scientific meetings and workshops outside ECCMID
   f. Organisation of educational activities outside ECCMID
   g. Funded research projects (especially collaborative projects)

2) Planned Activities (please include one sentence stating the main topic/objective/aim of the coming year)

3) Administration:
   a. List of the currently active members
   b. Agenda for the General Assembly / Business Meeting

4) Finances:
   a. Revenues and expenses
   b. Balance on the date of the written annual report