



European Society of Intensive Care Medicine

ESICM Standard Operating Procedures

Title	Version	
General Standard Operating Procedures	1.3	ESICM-SOP-IOI

	<i>Function</i>	<i>Name</i>	<i>Date</i>	<i>Signature</i>
Author	Secretary	Philipp Metnitz		
Reviewed	Exec. Officer	Nelly Le Devic		
Reviewed	Chair DPD	Marco Maggiorini		
Reviewed	Chair DSA	Giuseppe Citerio		
Reviewed	Treasurer	Herwig Gerlach		
Reviewed	Pres. Elect	Jean-Daniel Chiche		
Released	President	Andy Rhodes		

Description

This document completes the statutes of the European Society of Intensive Care Medicine and specifies details about internal structures and operations.

Used Abbreviations

CoBaTrICE	Competency-based training in Intensive Care in Europe
CPD	Continuous professional development
DAA	Division of Administrative Affairs
DPD	Division of Professional Development
DSA	Division of Scientific Affairs
EBICM	European Board of Intensive Care Medicine
EC	Executive Committee
EDIC	European Diploma in Intensive Care
EPC	Editorial and Publishing Committee
ESICM	European Society of Intensive Care Medicine
ESPNIC	European Society for Paediatric and Neonatal Intensive Care
ETC	Education and Training Committee
FCCS	Fundamentals of Critical Care Support
GA	General Assembly
ICM	Intensive Care Medicine
IOI	Internal Operating Instructions
ME	Mandatory Elect
MJCICM	Multidisciplinary Joint Committee for Intensive Care Medicine
N&AHP	Nurses and Allied Healthcare Professionals
OI	Operating Instruction
PACT	Patient-centred Acute Care Training
PCO	Professional Congress Organizer
SCCM	Society of Critical Care Medicine
SOP	Standard Operating Procedure
UEMS	European Union of Medical Specialists
WG	Working Groups

Further applicable Documents

- Statutes of the ESICM
- ESICM Operating Instructions: Job Descriptions for ESICM Officers
- ESICM Operating Instructions: Job Descriptions for ESICM Staff members

Responsibility

For the content: The Secretary of the ESICM.

For the implementation: The President of the ESICM on behalf of the Executive Committee.

Index

A. Standard Operating Procedures and Operating Instructions.....	5
1. ESICM Standard Operating Procedures	5
2. Modifications and Addenda	5
3. Discontinuation of this document.....	6
4. Operating Instructions	6
B. Addenda to the ESICM Statutes	7
1. Addendum to Article 4 of the ESICM statutes: Membership.....	7
Application for membership	7
Membership fees.....	7
2. Addendum to Article 5 of the ESICM statutes: Council.....	8
3. Addendum to Article 6 of the ESICM statutes: Executive Committee	9
4. Addendum to Article 9 of the ESICM statutes: Journal.....	10
C. Internal Operating Instructions	11
1. Organisation of the Society	11
1.1. Current structure of the society	11
1.2. Changes in committees and groups.....	11
2. Description of Committees and Groups.....	14
2.1. Congress Committee	14
2.2. Research Committee	15
2.3. Systematic Review Unit	16
2.4. Clinical Trials Group	16
2.5. Congress Management Committee	17
2.6. Education and Training Committee	17
2.7. Editorial and Publishing Committee	18
2.8. EDIC Committee.....	19
2.9. PACT Editorial Board.....	19
2.10. Clinical Training Committee.....	20
2.11. CoBaFaculty	21
2.12. CoBaForum	22
2.13. ESICM Registry Committee	23
2.14. ESICM Web Committee	23
2.15. National societies committee	24
2.16. Nurses & Allied Healthcare Professionals Committee.....	24
2.17. The ESICM Senate	25
3. Sections and Working Groups Subcommittee	26
3.1. Sections.....	26
3.2. Working Groups.....	27
4. Dismissal / Replacement of ESICM Officers	29
5. Proceeding of Elections.....	30
5.1. General Procedures (e-voting).....	30
5.2. Election process	30
5.3. Handover of mandates	31
6. The ESICM Office.....	33
6.1. Executive Officer.....	33
6.2. Office Staff	33
7. Various	34
7.1. Rules of Travel reimbursement	34
7.2. The Society Medal Holder.....	36
8. Proceeding of minutes	37

8.1. General proceedings.....	37
8.2. Minutes of the General Assembly	37
8.3. Minutes of the Council meetings.....	37
8.4. Minutes of the Executive Committee meetings	37
Appendix A. Definition of regions.....	39
1. Definition of Europe: Council of Europe	39
2. Mediterranean Countries.....	40
3. Other regions	41
3.1. Africa.....	41
3.2. Asia-Pacific.....	42
3.3. Central & South America	43
3.4. Middle-East.....	44
3.5. North America	44

A. Standard Operating Procedures and Operating Instructions

1. ESICM Standard Operating Procedures

The ESICM has been evolving as a society since its foundation. The development and growth of the society has been accompanied by the need for several changes in the structure of the society, which have been realized over the past years.

These changes also implicate on the statutes and rules of the society. The fact that the ESICM has become an economically acting body provides also the rationale to divide between the statutes – which form the framework for any activities within the society - and further operating instructions. The latter need to be more flexible and updated as frequent as necessary.

This document contains thus the general Standard Operating Procedures as defined in the ESICM statutes. It contains:

- Additional information to the Statutes of the ESICM
- Internal Operating Instructions: they describe in detail all necessary information for the daily work in the society, including description of committees, positions and procedures.

2. Modifications and Addenda

Changes to this document can only be done through a formal process:

- Active ESICM officers (see the list below) can suggest changes or modifications to this document, using a formal written proposal to the ESICM secretary.
- The secretary proofs the proposal with respect to form and content and submits the proposal to the Executive Committee.
- The document has to be reviewed by all voting Executive Committee members for formal and contextual quality.
- The document has to be reviewed by the Executive Officer whose feedback should be discussed in the Executive Committee.
- The Executive Committee has to decide by majority vote about a recommendation for the Council.
- The Executive Committee presents then the recommendation to the Council which votes with simple majority about acceptance or rejection of the proposal.
- The ESICM President is responsible for the release of the document.
- The ESICM President is responsible for the implementation of the SOPs.
- Active ESICM officers include in this context:
 - The President
 - The President Elect
 - The Secretary
 - The Treasurer
 - Chairpersons of Divisions, Committees, Groups and Sections.
 - Council members

ESICM General Standard Operating Procedures		ESICM-SOP-IOI
Version 1.3		

3. Discontinuation of this document

This document and the inherent instructions can only be discontinued through changes of the ESICM statutes by majority vote of the General Assembly.

4. Operating Instructions

Besides the general SOPs, the need for other Operating Instructions is present, in order to handle several internal processes.

- Any active ESICM officer (see list above) can suggest new Operating Instructions or modifications to existing ones, using a formal written proposal to the ESICM secretary.
- The secretary proofs the proposal with respect to form and content.
- If the proposal is adequate, the Secretary submits the proposal to the Executive Committee.
- The document has to be reviewed by one additional Executive Committee member for formal and contextual quality.
- The ESICM President is responsible for the release of the document.
- The ESICM Secretary is responsible for the implementation of these operating instructions.

B. Addenda to the ESICM Statutes

1. Addendum to Article 4 of the ESICM statutes: Membership

Application for membership

Ordinary, International or Associate members' application can be made with the official application form. Details must include

- The contact details
- The qualifications
- The professional position, including the working address
- The academic degrees of the applicant
- Further data as required.
- The status of being a trainee in intensive care medicine must include the dates of the training period.

Membership becomes effective upon the first payment of a membership fee and remains valid until one of the conditions that are mentioned in the Statutes chapter 4.8, apply. To receive the membership benefits, the annual membership fee must be paid.

Membership fees

All members (excluding Senate members, Honorary members and other members with a life-long membership) pay an annual membership fee. The amount is set by the Executive Committee each year. The following membership categories are currently available:

- ESICM Ordinary and International members (physicians only)
 - Trainees can benefit from a reduced membership fee for a maximum of 3 consecutive years of membership
 - Dual membership: for members of national societies of intensive care that have signed an agreement with the ESICM a reduced fee is available.
- ESICM Associate members: Nurse and allied healthcare professionals (N&AHP)
- ESICM Honorary Membership: this membership type cannot be. It is awarded to individuals who have made an outstanding contribution to the field of intensive care medicine.

The differentiation between Ordinary and International members is set by the country of work: Ordinary members are those where the country of work belongs to the ESICM definition of Europe (Appendix A).

Members are obligated to announce a temporary or permanent change of their working address if it changes for six or more months.

Membership Benefits

The membership benefits include:

- The journal Intensive Care Medicine (electronic version only)
- Voting rights in committees or sections. To have a voting right, the membership fee of the year of election must be paid before the start of the election process.
 - ESICM Ordinary members can stand for all positions within the ESICM.
 - ESICM International members can only stand for the positions of international representatives
 - Associate members can only stand for positions with the N&AHP committee

- Reduced registration fees at ESICM activities
- Electronic newsletters and any other communications about the ICM Community
- Free access to the PACT programme (Web-based edition)

The following upgrade modules exist for the membership categories:

- The possibility to become a joint member of the European Society of Paediatric and Neonatal Intensive Care Medicine (ESPNIC).
- The possibility to receive a printed version of the Journal Intensive Care Medicine

The membership shall cease upon the criteria mentioned in chapter 4.8. of the statutes. The annual membership fees paid so far by a member leaving the association are not refundable for the current year.

2. Addendum to Article 5 of the ESICM statutes: Council

The Council members are

- The national representatives of the members of the European countries
- The representatives of the members of countries outside Europe (called “international members”)
- The Chairpersons of each scientific section of the Association
- The members of the Executive Committee
- The Chairperson of the N&AHP Committee

The representatives of the members of specific countries should be elected by the Ordinary and Honorary members of these countries.

The number of representatives which can be elected are:

- European countries:
 - One national representative per European country with more than 15 ESICM Ordinary and Honorary members.
 - One common representative for all European countries having less than 15 ESICM Ordinary and Honorary members.
- Countries outside Europe: international members may elect one representative for each of the following five defined regions if they have 100 or more members (alphabetic order):
 - Africa
 - Asia-Pacific
 - Central and South America
 - Middle-East
 - North America
- National and international representatives are elected for one term of 3 years, non-renewable.

The definitions for the five regions are given in Appendix A.

The duties of a Council member include

- To be responsible for mutual contacts between the Society and the country members, the regional intensive care society and the health authorities
- To promote the Society in the country and to recruit members

- To attend the Council meetings twice a year. One is commonly held in spring in Brussels, and one in fall during the Annual Congress of the Society
- To vote on resolutions from the Executive Committee
- To present proposals to the Executive Committee
- To actively participate in the ESICM various activities and committees
- To help in the organisation of EDIC
- To ratify the Executive Committee changes in the SOPs.

The Office shall cease upon:

- Resignation by written notice to the President
- Expulsion, in accordance with a resolution of, and a written notice by, the Executive Committee of actions inconsistent with the Statutes of the Association or with resolutions of the Executive Committee, of the Council, of the General Assembly. This authorisation can be given by three-fourths vote of the Council members present.. Such voting shall be by secret ballot. Upon this notice, the mandate shall cease forthwith. The Council member in question may not vote
- Death. In this case, an anticipated election must be organised.

3. Addendum to Article 6 of the ESICM statutes: Executive Committee

The members of the Executive Committee with voting rights are

- The President
- The President elect
- The Treasurer
- The Secretary
- The Chairperson of the Division of Scientific Affairs
- The Chairperson of the Division of Professional Development.

Ex-officio members of the Executive Committee are:

- The immediate Past-President of the ESICM
- The Chairperson of the Research Committee
- The Chairperson of the Editorial and Publishing Committee
- The President of the ESPNIC
- The Editor-in-chief of the journal Intensive Care Medicine
- The Chairperson of the N&AHP committee
- The Executive Officer of the Society

The Office shall cease upon:

- Resignation by written notice to the Council
- Expulsion, in accordance with a resolution of, and a written notice by, the Executive Committee of actions inconsistent with the Statutes of the Association or with resolutions of the Executive Committee, of the Council, of the General Assembly. This authorisation can be given by three-fourths vote of the Council members present. Such voting shall be by secret ballot. Upon this notice, the mandate shall cease forthwith. The Executive Committee member in question may not vote.
- Death

ESICM General Standard Operating Procedures	ESICM-SOP-IOI
Version 1.3	

4. Addendum to Article 9 of the ESICM statutes: Journal

The Journal will publish the official reports, guidelines, issued by the Association, within the limits of available pages, as per guidelines for publication of such papers, agreed upon by the Editorial and Publishing Committee and the Editor in Chief.

Editorial and Advisory Board

The members of the Board of Editors are nominated for a three-year term which can be renewed once. At time of these nominations, the Executive Committee and the Editors propose nominees from the Association. The final list of Editors is agreed upon by a committee of no more than eight members, including an equal number of members of the Executive Committee and the Board of Editors; the President and the President elect of the Association and the Editor-in-Chief sit in the committee.

The Board of Editors is assisted by an Advisory Board. The members of the Advisory Board are chosen from the members of the Association or, exceptionally, outside, especially for individuals with special expertise, upon proposals of the Editors and Council members. They serve on the Board for a three-year term which can be renewed once. The list of Advisory Board members is revised each year by the Editors during the annual Editorial Meeting.

Editor-in-Chief

Eighteen months before the position of Editor-in-Chief is vacant, a Search Committee for the next Editor-in-Chief has to be formed. The President and the current Editor-in-Chief propose to the Executive Committee the name of the Chairman of this Search Committee. After approval, the Chairman forms the Search Committee of no more than 6 to 8 members. Members of the Search Committee have to be indisputable personalities, from the Association and include Editors and officers of the Association, both past and present. A representative of the publisher attends this committee.

Selection of the Editor-in-Chief should be based on:

- Scientific credibility
- Reputation in the field of intensive care medicine
- Editorial skills
- Ability to allocate enough time to this position
- Expected longevity for this position
- Communication skills
- ESICM Ordinary membership

At the end of the process of candidate selection, the Search Committee will present its conclusion to the Executive Committee for final approval. Then, the name is presented to the publisher.

C. Internal Operating Instructions

1. Organisation of the Society

1.1. Current structure of the society

The ESICM has a defined organisational structure (see Organisation Chart). The society consists of and is managed by the following groups:

- General Members:
 - Sections
 - Working Groups
 - Nurses & Allied Healthcare Professionals Committee
- National Representatives (Council)
- National Societies Committee
- Divisions:
 - Division of Scientific Affairs:
 - Congress Committee
 - Research Committee
 - Metaanalysis Group
 - Clinical Trials Group
 - Congress Management Committee
 - Division of Professional Development:
 - Education and Training Committee
 - EDIC Committee
 - PACT Management-Team and Editorial Board
 - Clinical Training Committee
 - CoBaFaculty
 - CoBaForum
 - Editorial and Publishing Committee.
 - Division of Administrative Affairs:
 - ESICM Registry Committee
 - ESICM Web Committee
- Executive Committee
- ESICM Senate

The following chapters provide information about:

- Purpose, composition and duties of the various committees
- Description of candidatures and election procedures.
- Further internal operating rules.

1.2. Changes in committees and groups

It is the duty of the Executive Committee to react to developments and to adapt the structure of the ESICM according to its needs.

Modifications and foundation of new committees and groups

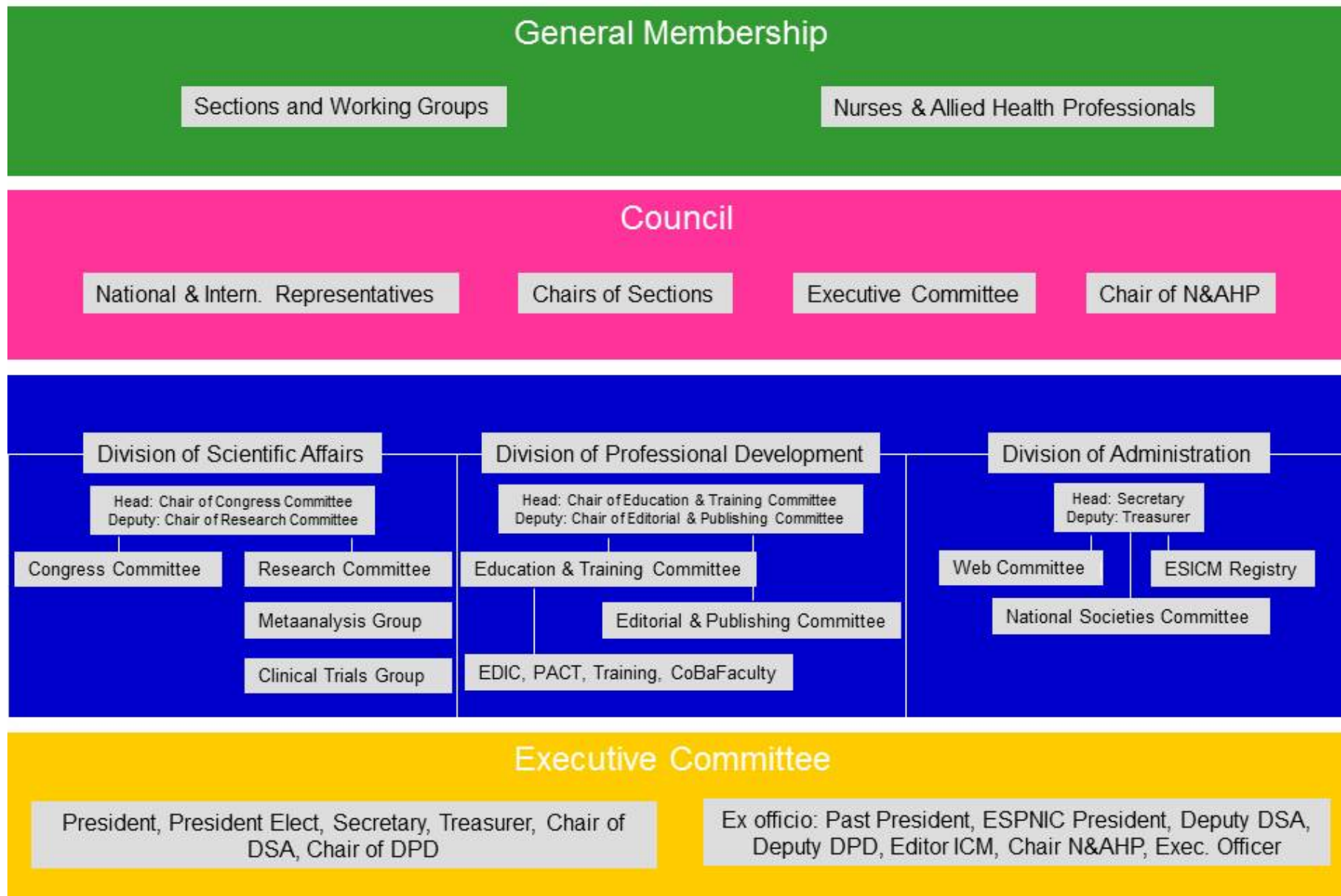
- Any ESICM officer can propose a new committee / group.
- The proposal shall be presented to the Executive Committee, which shall decide with simple majority. In case of no majority, the president shall decide.

ESICM General Standard Operating Procedures		ESICM-SOP-IOI
Version 1.3		

Discontinuation of committees and groups

- For a committee or other body to be discontinued, the proposal shall be presented to the Executive Committee.
- The Executive Committee then evaluates the proposal.
- The final proposal will be presented to the council which shall decide with simple majority vote.

ESICM Organisation Chart



2. Description of Committees and Groups

The Executive Committee and the Council are already described in the statutes and will not be described here.

2.1. Congress Committee

Purpose

The Congress Committee is responsible for the scientific development and proceeding of the ESICM Annual Congress and other scientific events, such as the Consensus and Summer Conferences.

Composition

The members of the ESICM Congress Committee include

- The Chairperson of the Division of Scientific Affairs (Chairperson of the Committee)
- The Chairperson of each Section
- The Chairperson of the Research Committee
- The Chairperson of the Education & Training Committee
- The N&AHP representative
- Ex officio other committee Chairs or Officers as appointed by the Chairperson of the committee.

The Chairperson of the Congress Committee is also

- The Chairperson of the Division of Scientific Affairs..

Duties

The Congress Committee is specifically responsible for the following activities

- To ensure the timely preparation and presentation of the ESICM Annual Congress. To accomplish this task, the main job is to coordinate the proposals and activities of the ESICM scientific Sections and Working groups as well as the other members of the programme committee (such as the Chairman of the Research Committee and the Chairman of Education and Training Committee) as well as a close collaboration with the Congress team in the ESICM Office.
- To ensure equitable representation in the Annual Congress of speciality interests, the balance of material and advice from the participants, and sensitivity to political and national considerations.
- To prepare the scientific content of other meetings of the ESICM, such as the Summer Conference, and shared sessions in the ESICM or other society congresses.

Reporting relationships

The Chairperson of the Congress Committee who is also Chairperson of the Division reports to the Executive Committee, the President, the Council and General Assembly on behalf of the Division and the Committee.

Financial accountability

The Chairperson of the Committee holds a reporting responsibility in relation to the financial management of the activities of the Committee and the Division. Standard Society management support mechanisms will be available to facilitate the carrying out of this responsibility which will be discharged via the Division, the Treasurer and the Executive Committee.

2.2. Research Committee

Purpose

The Research Committee represents the research interests, activities and relationships of the ESICM. It is responsible for the European Critical Care Research Network (ECCRN). The aim of the ECCRN is to foster high quality multidisciplinary research in ICM by facilitating, integrating, initiating and supporting research conducted by members or research groups of the ESICM or external collaborating individuals and groups. The ECCRN provides a mechanism for these research groups to interact with the ESICM, and the Research Committee is the responsible body for managing this interaction.

Composition

The members of the ESICM Research Committee will include

- Chairperson of the Research Committee
- One representative from each Section (nominated/elected by the voting members of the Section)
- The Chairperson of the Congress Committee
- The Chairperson of the Education & Training Committee
- One representative of the N&AHP Committee
- Ex officio other committee Chairs or project leaders or Officers

The Chairperson of the Research Committee is

- The deputy Chair of the Division of Scientific Affairs. If the Division Chair is unavailable, the Chairperson of the Research Committee will be expected to deputise as necessary.
- The Chairperson of the Research Committee is also the Chairperson of the Clinical Trials Group.
- An ex officio member of the Executive Committee and Council.

Duties

- To facilitate high quality multidisciplinary research in all aspects of intensive care medicine
- To contribute to the development of the Congress programmes and other scientific activities
- To evaluate projects submitted to the ECCRN for endorsement or support, according to the set procedure.
- The Research Committee is responsible for evaluating the scientific excellence of the submitted projects. The committee may require all members to participate in this process, or may devolve the responsibility to a smaller sub-group.
 - NB: projects which are approved for inclusion in the ECCRN on scientific grounds must also be approved by the Chairperson of the Division of Scientific Affairs, the Treasurer, and either the President-elect, the President, or the Secretary.
- The Chairperson of the ESICM Research Committee is specifically responsible for all the research activities and research relationships of the ESICM, including acting as the Coordinator of the European Critical Care Research Network (ECCRN).
- To chair the Clinical Trials Group.

Reporting relationships

The Chairperson of the Committee reports to the Division Chairperson, further to the Executive Committee and President, to the Council and to the General Assembly.

Financial accountability

The Chairperson of the Committee holds a reporting responsibility in relation to the financial management of the activities of the Committee. Standard Society management support mechanisms will be available to facilitate the carrying out of this responsibility which will be discharged via the Division, the Treasurer and the Executive Committee.

2.3. Systematic Review Unit

Purpose

To facilitate education, research and professional development within the ESICM. This unit will develop a strategy and system to commission, design and complete systematic reviews and meta-analyses.

Composition

The committee consists of an elected Chairperson and members.

The members of the committee are appointed through the Chairperson after application.

- The tenure for each appointed member of the committee will be three years, renewable once only.

Duties

- To develop a strategy and system to commission, design and complete systematic reviews and meta-analyses.

Reporting relationships

The Chairperson holds a reporting responsibility in relation to the financial management of the activities of the committee.

Financial accountability.

The Chairperson of the Committee holds a reporting responsibility in relation to the financial management of the activities of the Committee. Standard Society management support mechanisms will be available to facilitate the carrying out of this responsibility which will be discharged via the Division, the Treasurer and the Executive Committee.

2.4. Clinical Trials Group

Purpose

The Clinical Trial Group is a subcommittee of the Division of Scientific Affairs. It will be open to any ESICM member, independent of a specific section. The activities will be restricted to trials.

Composition

The Chairman of the Research Committee will chair the committee, whose members are:

- Five ESICM representatives:
 - The Chairperson of ESICM Research Committee
 - The Chairperson of the Division of Scientific Affairs
 - The Chairperson of the Ethics Section
 - Two active members of the Research Committee.
- Five members elected from the ECCRN Trials Group members
 - The tenure for each elected member of the committee will be three years, non-renewable.

ESICM General Standard Operating Procedures		ESICM-SOP-IOI
Version 1.3		

Duties

- The group will be responsible for elaborating research projects.

Reporting relationships

The Chairperson holds a reporting responsibility in relation to the financial management of the activities of the committee.

Financial accountability.

The Chairperson of the Committee holds a reporting responsibility in relation to the financial management of the activities of the Committee. Standard Society management support mechanisms will be available to facilitate the carrying out of this responsibility which will be discharged via the Division, the Treasurer and the Executive Committee.

2.5. Congress Management Committee

Purpose

The Congress Management Committee is responsible for overseeing the financial running of the Congress Committee (and therefore meetings and congresses of the Society).

Composition

- The Chairperson of the Division of Scientific Affairs (Chairperson of the Committee)
- The Congress Manager
- The Executive Officer
- The Treasurer.
- Ex-officio the President and the President-elect.

Duties

- The committee should meet at least twice a year to review budgets of forthcoming meetings and also to plan and direct future meeting strategies.
- This committee is responsible for reviewing any contractual arrangements the Society has with a Professional Congress Organizer and / or congress facilities.

Reporting relationships

The Chairperson holds a reporting responsibility in relation to the financial management.

Financial accountability

The Chairperson of the Committee holds a reporting responsibility in relation to the financial management of the activities of the Committee. Standard Society management support mechanisms will be available to facilitate the carrying out of this responsibility which will be discharged via the Division, the Treasurer and the Executive Committee.

2.6. Education and Training Committee

Purpose

To promote and represent professional training and educational activities within the ESICM.

Composition

The members of the Education and Training Committee are

- The Chairperson of the Division of Professional Development (Chairperson of the Committee)

- The chairperson of the congress committee
- One representative from the N&AHP Committee
- The Chairperson of the EDIC committee
- The Chairperson of the PACT Management Team and Editorial Board
- The Chairperson of the Clinical Training committee
- The Chairperson of the CoBaFaculty
- Ex officio other committee chairs, Council members and co-opted members approved by the Executive Committee.

The Chairperson of the Education and Training Committee is also

- The Chairperson of the Division of Professional Development.

Duties

- The development, organization and implementation of the educational and training strategy of ESICM and effecting the associated operational tasks
- Providing educational areas according to the needs of to the society members, including advice to the Congress Committee, on the educational, post graduate and competency track of the congress

Reporting relationships

The Chairperson of the Education and Training Committee who is also Chairperson of the Division reports to the Executive Committee, the President, the Council and General Assembly on behalf of the Division and the Committee.

Financial accountability

The Chairperson of the Committee holds a reporting responsibility in relation to the financial management of the activities of the Committee and the Division. Standard Society management support mechanisms will be available to facilitate the carrying out of this responsibility which will be discharged via the Division, the Treasurer and the Executive Committee.

2.7. Editorial and Publishing Committee

Purpose

The Editorial & Publishing Committee is a component of the Division of Professional Development. It's specific objective is to advance the Society's representation in any available media format, such as the World Wide Web.

Composition

The members of the ESICM Editorial and Publishing Committee are

- The Chairperson of the Editorial and Publishing Committee
- One nominated representative of the Journal's Board of Editors
- The Chairperson of the Congress Committee
- Ex officio other co-opted members as appointed by the Chairperson of the Committee.

The Chairperson of the Editorial and Publishing Committee is

- The deputy Chairperson of the Division of Professional Development.
- The ESICM ex officio member of the Board of Editors of the Journal Intensive Care Medicine
- An ex officio member of the Executive Committee and Council.

Duties

- The EPC objectives include the maintenance of the highest standards of excellence in the publishing and presentation activities of the Society.

Reporting relationships

The Chairperson on behalf of the EPC holds a reporting responsibility in relation to the financial management of the activities of EPC.

Financial accountability

The Chairperson of the Committee holds a reporting responsibility in relation to the financial management of the activities of the Committee. Standard Society management support mechanisms will be available to facilitate the carrying out of this responsibility that will be discharged via the Division, the Treasurer and the Executive Committee.

2.8. EDIC Committee

Purpose

The EDIC committee is responsible for the proceeding of the EDIC 1 and 2 exams.

Composition

- The examination (EDIC) subcommittee consists of up to 9 elected members including a consultant educationalist appointed by the executive committee.
- An exam editorial board (EEB) is constituted from four of these members.
- The Chairperson of the committee is elected from amongst, and by, the committee members.
- The tenure for each elected member of the committee will be three years, renewable once only.

Duties

- To further develop the EDIC examination
- To ensure the proper quality and proceeding of the EDIC 1 and 2 exams
- To establish relationships with countries using EDIC as their national intensive care examination.

Reporting relationships

The Chairperson holds a reporting responsibility in relation to the financial management of the activities of the committee.

Financial accountability.

The Chairperson of the Committee holds a reporting responsibility in relation to the financial management of the activities of the Committee. Standard Society management support mechanisms will be available to facilitate the carrying out of this responsibility which will be discharged via the Division, the Treasurer and the Executive Committee.

2.9. PACT Editorial Board

Purpose

To maintain and further develop the PACT modules and programme as the ESICM electronic learning interface.

Composition

- The PACT editorial board is chaired by the Editor in Chief, supported by the Deputy Editor.
- The PACT editorial board consists of up to 12 members of whom 10 should be PACT section-editors.
- Up to two Board positions may be occupied by invited experts (e.g. an educationalist).
- The chair of the Division of DPD is an ex-officio invited guest to all Board meetings.
- Other than the Editor in Chief, all Board members are elected in accordance with the mechanism outlined below.
- The Editorial Board will be assisted by an Editorial manager,
- The remaining members of the Editorial Team (including the Deputy-editor) are nominated by the Editor-in-Chief, in conjunction with section chairs. All appointments need to be ratified by the Executive Committee.
- The tenure of the Editor-in-chief is three years renewable once only.
- The tenure for each member of the committee will be three years, renewable once only.
- The Editorial Manager is a consultant educationalist appointed by the executive committee of the ESICM in conjunction with the Editor-in-chief.

Duties

- To maintain and update the PACT modules so that all modules are updated
- To consider the development of new modules and the PACT programme.
- To promote PACT.
- To promote PACT at the annual congress and help to include PACT in the programme
- To continue the development of a simulation platform based on PACT modules
- To link with EDIC, CoBaTrICE and the clinical training subcommittees in order to harmonize education and training goals.

Reporting relationships

The Chairperson holds a reporting responsibility in relation to the financial management of the activities of the committee.

Financial accountability.

The Chairperson of the Committee holds a reporting responsibility in relation to the financial management of the activities of the Committee. Standard Society management support mechanisms will be available to facilitate the carrying out of this responsibility which will be discharged via the Division, the Treasurer and the Executive Committee.

2.10. Clinical Training Committee

Purpose

To develop, maintain and promote training programmes for intensive care medicine.

Composition

- The committee consists of an elected Chairperson and up to nine elected members.
- The tenure for each elected member of the committee will be three years, renewable once only.

ESICM General Standard Operating Procedures		ESICM-SOP-IOI
Version 1.3		

Duties

- To develop, maintain and promote a Europe-wide competency based training programme for intensive care medicine.
- To develop and promote a series of educational courses (BASIC and ATCIC)
- To develop and promote the education and training activities of the ESICM
- To establish relationships with countries national intensive care medicine training committees.
- To provide advice on training to the society.

Reporting relationships

The Chairperson holds a reporting responsibility in relation to the financial management of the activities of the committee.

Financial accountability.

The Chairperson of the Committee holds a reporting responsibility in relation to the financial management of the activities of the Committee. Standard Society management support mechanisms will be available to facilitate the carrying out of this responsibility which will be discharged via the Division, the Treasurer and the Executive Committee.

2.11. CoBaFaculty

Purpose

To maintain, promote and to develop the CoBaTrICE program on behalf of the society.

Composition

- The committee consists of an elected Chairperson and up to six elected members. Members are elected by the CoBaForum from the CoBaTrICE National Coordinator group.
- The chair of the CoBaFaculty is elected by the Council and will be a current member of the CoBaFaculty
- The tenure for each elected member of the committee will be three years, renewable once only
- In addition, the chair of the following committees will be members of the CoBaFaculty:
 - ESICM Clinical Training Committee
 - ESICM PACT Management Team
 - ESCIM EDIC subcommittee
 - ESICM systematic review unit

Duties

- To maintain and develop the CoBaTrICE program on behalf of the society.
- To assure coordination and further development of CoBaTrICE program
- To define criteria for approval of the training programs at the national level
- To assure sustainability of CoBaTrICE program
- To facilitate networking with national training organizations

Reporting relationships

The Chairperson holds a reporting responsibility in relation to the financial management of the activities of the committee.

ESICM General Standard Operating Procedures		ESICM-SOP-IOI
Version 1.3		

Financial accountability.

The Chairperson of the Committee holds a reporting responsibility in relation to the financial management of the activities of the Committee. Standard Society management support mechanisms will be available to facilitate the carrying out of this responsibility, which will be discharged via the Division, the Treasurer and the Executive Committee.

2.12 CoBaForum

Purpose

To advance the Society's relations and shared objectives with other National Training Organizations (NTO) and with other stakeholders related to education and training in Intensive Care Medicine.

Composition

The members of CoBaForum are

- The Chairperson of the Division of Professional Development (Chairperson of CoBaForum)
- One representative (CoBaTrICE National Coordinator) of each NTO that has an agreement with ESICM. More than one representative from a given country may exist when there exists in that country more than one NTO. Each NTO that has an agreement with ESICM has the right to nominate a delegate.
- Observers, approved by the Executive Committee, or ESICM Officers. They may include: Trainees in Intensive Care Medicine, Delegates from other societies related to education and training in Intensive Care Medicine.
- The tenure for each elected member of the committee will be three years, renewable once only.
- The CoBaFaculty Chair will chair the CoBaForum.

Duties

- To be responsible for mutual contacts between the Society and the NTOs, in order to improve the relations between both parts
- To promote training and education based on the concepts of CoBaTrICE in the country
- To develop and maintain the partnerships between ESICM and each NTO
- To present proposals to CoBaFaculty
- The CoBaTrICE National Coordinators should seek to maintain existing and to develop improved, novel approaches in order to strengthen the collaboration between ESICM, NTOs, National Societies, and further stakeholders in the field of education and training in ICM.

Reporting relationships

The Chairperson on behalf of CoBaForum holds a reporting responsibility to the DPD chair and through him to the ESICM Executive Committee and Council.

Financial accountability

The Chairperson of the Committee holds a reporting responsibility in relation to the financial management of the activities of the Committee. Standard Society management support mechanisms will be available to facilitate the carrying out of this responsibility which will be discharged via the Division, the Treasurer and the Executive Committee.

2.13. ESICM Registry Committee

.Purpose

The European Registry of Intensive Care is a keystone project of the ESICM which should be able to depict intensive care units in Europe.

.Composition

The committee consists of a board and members. The board consists of

- The elected Chairperson of the Committee
- The Chairperson of the Division of Administrative Affairs.

The members of the committee are appointed through the Chairperson after application.

.Duties

- To develop the Registry.

.Reporting relationships

The Chairperson holds a reporting responsibility in relation to the financial management of the activities of the committee.

.Financial accountability.

The Chairperson of the Committee holds a reporting responsibility in relation to the financial management of the activities of the Committee. Standard Society management support mechanisms will be available to facilitate the carrying out of this responsibility which will be discharged via the Division, the Treasurer and the Executive Committee.

2.14. ESICM Web Committee

.Purpose

The presence of the ESICM in the Internet is one of the most important tools to communicate with our members. The Web committee is responsible for the coordination of all web activities.

.Composition

The members of the ESICM Web Committee are

- The Chairperson of the Division of Administrative Affairs (Chairperson of the Committee)
- Chairperson of the Editorial and Publishing Committee
- Ex officio other co-opted members as appointed by the Chairperson of the Committee.
-

.Duties

- To develop all activities, related to the presence of the society in the Internet.

.Reporting relationships

The Chairperson holds a reporting responsibility in relation to the financial management of the activities of the committee.

.Financial accountability.

The Chairperson of the Committee holds a reporting responsibility in relation to the financial management of the activities of the Committee. Standard Society management

ESICM General Standard Operating Procedures		ESICM-SOP-IOI
Version 1.3		

support mechanisms will be available to facilitate the carrying out of this responsibility which will be discharged via the Division, the Treasurer and the Executive Committee.

2.15. National societies committee

Purpose

The National Societies Committee (NSC) is a component of the Division of Administrative Affairs. It's specific objective is to advance the Society's relations and shared objectives with other Societies, in particular to the European National Societies that work primarily in the field of Intensive Care Medicine.

Composition

The members of the ESICM National Societies Committee are

- The ESICM President
- The President Elect
- The Immediate Past President
- The Secretary
- One representative of each National Intensive Care Society that has an agreement with ESICM; more than one representative from a given country may exist when there exists in that country more than one National Society dealing primarily with Intensive Care Medicine and affiliated with ESICM; each National society affiliated with ESICM has the right to nominate a delegate.
- Co-opted members approved by the Executive Committee, or ESICM Officers.

The Chairperson of the NSC is the Immediate Past President of ESICM.

Duties

- To be responsible for mutual contacts between the Society and the National Societies, in order to improve the relations between both parts,
- To promote the Society in the country and to recruit members
- To develop and maintain the partnerships between ESICM and each country
- To present proposals to the Executive Committee
- The SNC should seek to develop improved, and novel approaches in order to strengthen the collaboration between ESICM and National Societies.

Reporting relationships

The Chairperson on behalf of the NSC holds a reporting responsibility to the Executive

Financial accountability

The Chairperson of the Committee holds a reporting responsibility in relation to the financial management of the activities of the Committee. Standard Society management support mechanisms will be available to facilitate the carrying out of this responsibility which will be discharged via the Division, the Treasurer and the Executive Committee.

2.16. Nurses & Allied Healthcare Professionals Committee

Purpose

The Nurses and Allied Healthcare Professionals (N&AHP) Committee aims at reinforcing the nurses' and allied healthcare professionals' participation within ESICM, at fostering a better integration and at developing their role in the different activities of ESICM.

ESICM General Standard Operating Procedures		ESICM-SOP-IOI
Version 1.3		

Composition

The Nurses & Allied Healthcare Professionals (N&AHP) Committee consists of

- An elected Chairperson and
- Up to five Committee members.
- The tenure for each elected member of the committee will be three years, non-renewable.

Duties

The specific duties of this committee are to represent nurses and allied healthcare professionals within the ESICM.

Reporting relationships

The Chairperson holds a reporting responsibility in relation to the financial management of the activities of the N&AHP Committee.

Financial accountability

The Chairperson of the Committee holds a reporting responsibility in relation to the financial management of the activities of the Committee. Standard Society management support mechanisms will be available to facilitate the carrying out of this responsibility which will be discharged via the Division, the Treasurer and the Executive Committee.

2.17. The ESICM Senate

Purpose

The ESICM Senate has been instituted to ensure that the knowledge of those persons who were leading the society is preserved and available.

Composition

The Senate consists of the previous Presidents of the Society. Memberships starts automatically when a President ends its term as Past President and runs lifetime.

Duties

- The Senate is responsible to aid the Executive Committee on request.
- The Senate should meet the Executive Committee once a year.

Rights

All Senate members are ex officio invited for the Annual Congress.

3. Sections and Working Groups Subcommittee

3.1. Sections

Purpose

The Society has formed Sections for its scientific activities. The main task of the Sections will be to provide the Congress Committee and the Research Committee with the expertise within their field.

Composition

A section consists of members, a Chairperson and a deputy. Currently the list of Sections is as follows:

- Acute kidney injury
- Acute respiratory failure
- Cardiovascular dynamics
- Ethics
- Health services research and outcomes
- Infection
- Neuro-intensive care
- Metabolism, endocrinology & nutrition
- Peri-operative intensive care
- Systemic inflammation and sepsis
- Technology assessment & health care informatics
- Trauma & Emergency medicine

Creation

For future new Sections, a proposal should be made to the Executive Committee, supported by a minimum of 25 Ordinary or International members, who will be ready to join the new Section and to vote within the section for at least three years.

Once the proposal has been reviewed by the Executive Committee, the Executive Committee will bring the proposal of the new Section to the Council for approval/rejection.

Sections membership

Each member may belong to several Sections, but may vote only in one. This selection will be indicated annually in conjunction with the membership renewal.

If the membership of a Section falls below 25 for two consecutive years, it shall cease to exist. The purpose of this is to guarantee representation from the main interests of the membership in the Society's Division of Scientific Affairs, and at the same time respond to the potential shifts in the areas of interest; i.e. if the activity of any Section declines substantially; it will not continue to be automatically represented in the Division of Scientific Affairs, nor in the Council.

Duties

- The Chairperson of the section is a member of the Congress Committee. (S)he can delegate this task to another section member.
- The Deputy of the section is a member of the Research Committee. (S)he can delegate this task to another section member.
- It is the responsibility of the Chairperson and the Deputy of the Sections to democratically represent their members' views to the Congress Committee, Research Committee and Council.

- It is a vital role of the Chairman to facilitate communication amongst the Section members and to ensure that each Section member has the opportunity to input into the Sections activities.
- It is the responsibility of the Chairperson and Deputy of the Section to maintain the Section web page and contribute on Section activities to the ESICM Newsletter.

Reporting relationships.

- The Section Chairperson reports to the Section members about all activities of the section and the representation of the section in the Congress Committee.
- The Section Deputy reports to the Section members about activities in the Research Committee.
- The Section Chairperson reports to the Council about section affairs.

3.2. Working Groups

Purpose

The main task of WGs is to facilitate collaboration on specific projects within their field of expertise.

Composition

A Working Group (WG) is a group of members within one of the existing Sections of the European Society of Intensive Care Medicine (ESICM), who are working on similar fields of scientific expertise and who wish to collaborate and exchange ideas on specific projects and methodological issues. Each Section member may belong to several WGs.

Creation

For new WGs, a proposal should be made to the Chairman of the Section, supported by a minimum of 5 ESICM Ordinary and International members, who are willing to join the new Working Group. This proposal will then be presented to the Section members. The Section will then decide, either per written vote (fax, letter or email) or in the next Section meeting.

After approval by the Section, the names of the WGs will be submitted to the ESICM Division of Scientific Affairs and communicated to the ESICM office.

It is also possible to create cross-sectional working groups. Proposals for creation of such working groups should be submitted to the Chair of the Division of Scientific Affairs. Cross-sectional working groups should have representative in more than one ESICM section to ensure adequate coordination of activities and dissemination of knowledge in these sections.

Each WG will nominate (in case of one candidate) or elect (in case of more candidates) a Head. The term of the head of the WG is three years, renewable once.

Duties

- It is the duty of the WGs to help the Chairman of the Section to maintain an appropriate body of abstract reviewers for the ESICM Annual Congresses.
- Each WG may propose, each year, thematic sessions for the Annual Congress, derived from their specific work.
- WGs may request a meeting room during the Annual Congress and during other meetings where ESICM meetings take place. The results of these WG meetings have to be reported formally to the Section within two weeks.

- WGs do not represent their parent Sections.
- WGs should inform the Chairman of their own Section when they develop collaborations with other Sections or WGs to avoid competition or duplication of effort on similar issues. Collaboration with other associations should be reported as well.
- Research projects originated from WGs should apply to ECCRN endorsement, completing the ECCRN conditions for endorsement.

Reporting relationships.

The head of the WG will report the group's activities each year during the Sections meetings to the Section.

If a WG fails to report its activities for two consecutive meetings, it will not be longer viewed as a WG, and its extinction communicated to the Division of Scientific Affairs and the ESICM office.

ESICM General Standard Operating Procedures		ESICM-SOP-IOI
Version 1.3		

4. Dismissal / Replacement of ESICM Officers

- If an ESICM officer is unable to fulfil his position he should inform the ESICM President.
- In cases where this is not possible or not enacted, the ESICM President decides about further procedure.

In any case

- The ESICM President may nominate another ESICM officer to temporarily replace the dismissed officer
- The Executive Committee must be informed about this decision
- Within a period of 14 days it must be decided by majority vote within the Executive Committee if
 - The designated person holds this position until the next scheduled elections for this position or
 - if the vacant position needs to be officially announced and another officer has to be elected as soon as possible. In this case elections follow immediately the decision.

5. Proceeding of Elections

5.1. General Procedures (e-voting)

- Elections are processed online via the ESICM website.
- Members of the society have to use their ESICM web-account for login and voting.
- The Executive Committee decides about the timing of elections
- Mandates are handed over at the General Assembly (GA) at the Annual Congress in fall.
- In order to vote or to stand as candidate, the membership fee for the actual year must have been paid latest before the deadline:
 - For candidates before the end of the call period
 - For voters before the ballot starts.
- Deadlines might be changed by decision of the Executive Committee.

5.2. Election process

Dates for the election

- The dates for the election are suggested by the ESICM Secretary and are decided on by the Executive Committee.
- For given reasons (e.g. holiday, office problems, extension of the call for candidates etc.) the ESICM Secretary can change the dates. In this case the Executive Committee must be informed.

Call for candidates

- The call for candidates is announced through the ESICM Membership department on request from the ESICM Secretary.
- All ESICM members (paid or unpaid membership fee for the actual year) have to receive an email which gives the following information:
 - Open positions
 - Job descriptions, including prerequisites to stand as candidate.
 - Application form
 - Deadline for the submission of candidates proposals
- If after the first call of candidates one or more positions remain open, the call might be extended by the ESICM Secretary.

Presentation as a Candidate

- Potential candidates must fill in the Application form and send it to the office prior to the set deadline.
- Candidates are responsible to have read and understand both, the prerequisites to stand and the job descriptions.
- In order to stand, candidates must pay their membership fee of the actual year prior to submission of the proposal.
- One member can only apply and stand for one open position.

Shortlisting of candidates

- After the deadline has ended, the ESICM Membership department checks the list for eligibility and reports to the ESICM Secretary
- The ESICM Secretary informs the Executive Committee about the candidates and suggests which candidates are eligible.
- The members of the Executive Committee make the final decision which candidates are eligible.

ESICM General Standard Operating Procedures		ESICM-SOP-IOI
Version 1.3		

Presentation of candidates

- Accepted candidates will be listed on the Election page of the ESICM website together with their application.
- These candidates have the right to provide additional material in form of a computer file. This file will be accessible for ESICM members together with the application form for download and information.
- The presentation of candidates should be ready latest for the opening of the ballot.

Ballot

- The ballot starts after the above mentioned steps have been achieved.
- The duration of the ballot can vary, depending on the election. It should, however leave enough time that all members who can vote for a given ballot have the possibility to do so.

Results

- After the ballot closes, the ESICM membership staffer reports the results to the ESICM Secretary.
- The ESICM Secretary reports the results to the Executive Committee.
- The Executive Committee has to approve the results by decision.
- After the Executive Committee has approved the results, they have to be published on the ESICM website.
- Voting members must be informed about the availability of the results.

5.3. Handover of mandates

Background

The European Society has various positions to cover where officers are elected from the membership. The mandate for these positions varies between 2 years (President, President Elect) and three years (all others).

It is important that the transition between the different mandate holders occurs in a smooth fashion and with no loss of function, in order for the society to operate on the highest possible level. Apart from the President Elect, which has a two-year mandate, no other position has such a transition function built in.

Mandatory Elect

- In the period between election and start of the mandate, each elected representative has the status of a "Mandatory Elect" (ME).
- The transition period is defined as the time from confirmation of election result through to the official handover of posts at the General Assembly.

Rights and Duties of Mandataries Elect

- The ME has the right to participate in any meetings of his/her specific committee which occur in the transition period.
- The ME has the right and the duty to ask and to obtain specific information, necessary for the processing of his/her mandate. He should thus be added to the mailing list of his/her specific committee. This right is valid for the whole of the transition period.
- MEs are allowed to participate in ongoing discussions and to express their opinions during the transition period.
- MEs are not allowed to deliver any formal vote.

ESICM General Standard Operating Procedures		ESICM-SOP-IOI
Version 1.3		

.Rights and Duties of Incumbent Post-holder

- Leaving mandatories have the duty to support their successors during the transition period.
- Leaving mandatories have the duty to include the ME in all discussions relating to their mandate in the transition time period.
- For positions within the Executive Committee, a personal meeting between the old and the new Mandatory is recommended if suitable.

.Mediation

- In case of any conflicts between the incumbent and the succeeding Mandatory, the Secretary of the Society should be informed.
- The Secretary is then responsible to arbitrate and mediate between the two mandatories. If necessary, he/she can involve other Executive Committee members in this process.
- In case of a difference between the old and the new Secretary of the society, the President is the responsible mediating body.

6. The ESICM Office

As outlined in Article 12 of the ESICM statutes, the society needs a permanent administrative office that is established in Brussels, Belgium. The office is managed by an Executive Officer, who is appointed by the Executive Committee, and directed by the ESICM Secretary.

6.1. Executive Officer

Background

The Executive Officer organises the Brussels Office on the practical, legal, financial, and personnel levels. (S)he ensures that the Office is providing the work expected. (S)he organises and appraises the work of the personnel seeking for improvement and further development of the Society's activities. (S)he interacts with actors on the EU Brussels and international scene. The Executive Officer is supervised by and responsible to the ESICM Secretary

Profile

- Being flexible in personal time management
- Well developed communication skills
- Good understanding of web-based communication and the internet
- Graduate in Economy, Business, Management, or Law
- Continuous training in personnel management and social regulations, legal matters, it issues, congress organisation, etc.
- Experience in managing comparable non profit associations
- Extended knowledge of the Belgian legislation and administration

Responsibilities

- Management of the ESICM office
- Human resources management
- Supervision and coordination of the IT Management
- Management of the Society's finances
- Management of the Society's legal matters
- Management of the Society's activities
- Organisation and management of the ESICM Congresses

Further details can be found in the job description for ESICM staff.

Reporting relationships.

The Executive Officer is reporting to Executive Committee.

6.2. Office Staff

- Besides the Executive Officer, the office comprises of further office staffers.
- The human resources plan, i.e. the number of persons necessary, profiles and duties of the respective persons are to be developed by the Secretary in cooperation with the Executive Officer and proposed to the Executive Committee.
- The Executive Committee decides about the human resources plan with simple majority vote.
- Salaries and other benefits for office staff are to be discussed between the Secretary, the Treasurer and the Executive officer. If no agreement can be found the President shall decide.

7. Various

7.1. Rules of Travel reimbursement

The ESICM Executive Committee has made the decision to reduce the impact of the travel and accommodation costs on the finance of the Society. The following rules are valid for travellers who travel on behalf of ESICM, at the request of the Executive Committee members, to the Brussels Office or to any other place, including the ESICM Officers.

Eligible for reimbursement by ESICM are:

- Flight costs
- Train costs
- Car costs (at 0.3169 €/km current official Belgian rate)
- Taxi service costs exclusively from home-airport-home and from airport-hotel-airport in an acceptable amount. Long drive costs must be part of the travel costs.
- Taxi costs home-airport-home can be replaced by private car parking costs at airport at reasonable tariffs
- Accommodation at an acceptable, reasonable rate, bed and breakfast only
- Lunches or dinners only if they are related to ESICM business
- Internet connection if related to ESICM business
- Telephone costs if related to ESICM business.

Not eligible for reimbursement by ESICM are:

- All other costs like bar, mini-bar, lunches or dinners not related to ESICM business.
- The ESICM will only reimburse direct work related expenses on trips abroad, other expenses are not eligible.

Maximum reimbursable amounts:

The following flight rates are maxima. Reimbursement will be made on the basis of the real costs paid.

<i>Region</i>	<i>Euro</i>	<i>Alternative Currencies</i>
Europe	600	
USA		1100 USD
Canada		1000 CAD
Israel	700	1000 USD
Australasia and India	1400	2000 USD or 2200 AUD
Brazil	1 200	1700 USD

In addition, ESICM officers and EO may use business class for long haul flights (transatlantic flights and those above 4 hours), if they are travelling on behalf of the ESICM and have the prior approval of the Treasurer.

If because of extenuating circumstances the present guidelines are not adequate to cover an individual's expenses (in case they go over the present maximum), they should send a written request to the Treasurer explaining why they should be allowed to exceed the set ESICM limits and the Treasurer will accept or reject the request. A possible example might be an ESICM meeting set up on short notice and a coach ticket could not be obtained for less than 500 Euros

ESICM General Standard Operating Procedures		ESICM-SOP-IOI
Version 1.3		

Methods

- Reimbursement will be required using the Reimbursement form provided by the ESICM Accounting Department. This document must be filled in completely including the requested bank data.
- The form must be send to the Brussels Office Accounting Department by regular post and the original proofs, receipts and boarding passes must be attached within 2 months after the event. All non eligible amounts will be deducted.
- Reimbursement will be made by bank wire transfer as soon as possible.
- The ESICM Treasurer will make a final decision if any dispute arises.

ESICM General Standard Operating Procedures		ESICM-SOP-IOI
Version 1.3		

7.2. The Society Medal Holder

- The society has decided to donate a yearly award to one of its outstanding and long acting members.
- The award is called the Society Medal.
- The Executive Committee decides about the person who will gain the Society Medal.
- The medal is handed over during the opening ceremony of the Annual Congress.
- The medal does not imply duties or rights others than listed below.
- ESICM Medal holders benefit of a life-long free membership.

8. Proceeding of minutes

8.1. General proceedings

- The Executive Officer is responsible for the formal proceeding of minutes of the General Assembly, the Council and the Executive Committee meetings.
- S(he) has to ensure that a dedicated ESICM office staffer is present who is taking the minutes during the meeting.
- A draft of the minutes must be written during the meeting on a computer system, using a standard text editor, using the meeting agenda as an outline.
- These draft minutes have to be completed after the meeting.
- The Executive Officer is responsible to check the minutes for completeness and formal and contextual quality.
- The Executive Officer is responsible that the completed minutes are sent within three working days after the meeting to the ESICM Secretary.
- The ESICM Secretary is responsible to check the content of the minutes and to ensure that all important aspects of the meeting are covered.
- If the ESICM Secretary was for any reasons not present at the specific meeting, the ESICM President decides another Executive Committee member who is taking over temporarily his role with respect to the meeting minutes.
- The different minutes are then processed as follows:

8.2. Minutes of the General Assembly

- The minutes of the General Assembly should after the check by the Executive officer and the ESICM Secretary be sent within five working days after the assembly to the members of the Executive Committee.
- Any changes or amendments must be claimed within the following seven days to the ESICM Secretary.
- The ESICM Secretary is responsible to edit the minutes in a way that all requests are evaluated and eventually satisfied.
- In case of contradictive requests this should be highlighted and the ESICM President be informed.
- After this period the ESICM Secretary is responsible that the minutes are placed on the ESICM website.

8.3. Minutes of the Council meetings

- The minutes of the Council meetings should after the check by the Executive officer and the ESICM Secretary be sent within five working days after the meeting to the members of the Executive Committee.
- Any changes or amendments must be claimed within the following seven days to the ESICM Secretary.
- The ESICM Secretary is responsible to edit the minutes in a way that all requests are evaluated and eventually satisfied.
- In case of contradictive requests this should be highlighted and the ESICM President be informed.
- After this period the ESICM Secretary is responsible that the minutes are placed on the ESICM website.

8.4. Minutes of the Executive Committee meetings

- The minutes of the Executive Committee meetings should after the check by the Executive officer and the ESICM Secretary be sent within seven working days after

the meeting to the members of the Executive Committee which were present at the meeting.

- Ex-officio invited ESICM members should be sent the part of the minutes which deal with their specific report only.
- Any changes or amendments must be claimed within the following seven days to the ESICM Secretary.
- The ESICM Secretary is responsible to edit the minutes in a way that all requests are evaluated and eventually satisfied.
- In case of contradictive requests this should be highlighted and the ESICM President be informed.
- After this period the ESICM Secretary is responsible that the minutes are placed on the ESICM website.

Appendix A. Definition of regions.

1. Definition of Europe: Council of Europe

- Albania
- Andorra
- Armenia
- Austria
- Azerbaijan
- Belgium
- Bosnia and Herzegovina
- Bulgaria
- Croatia
- Cyprus
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Georgia
- Germany
- Greece
- Hungary
- Iceland
- Ireland
- Italy
- Latvia
- Liechtenstein
- Lithuania
- Luxembourg
- Malta
- Moldova
- Monaco
- Montenegro
- Netherlands
- Norway
- Poland
- Portugal
- Republic of Macedonia
- Romania
- Russia
- San Marino
- Serbia
- Slovakia
- Slovenia
- Spain
- Sweden
- Switzerland
- Turkey
- Ukraine
- United Kingdom

2. Mediterranean Countries

(not included in the definitions of the Council of Europe)

- Algeria
- Egypt
- Israel
- Lebanon
- Libya
- Morocco
- Syria
- Tunisia

3. Other regions

3.1. Africa

African Union

- Kingdom of Swaziland
- Kingdom of Lesotho
- République Algérienne Démocratique et Populaire (Mediterranean)
- République d'Angola
- République du Bénin
- Republic of Botswana
- Burkina Faso
- République du Burundi
- République du Cameroun
- République du Cap Vert
- République Centrafricaine
- République du Tchad
- Union des Comores
- République du Congo
- République de Côte d'Ivoire
- République Démocratique du Congo
- République de Djibouti
- Arab Republic of Egypt (Mediterranean)
- République de Guinée Equatoriale
- State of Eritrea
- Federal Democratic Republic of Ethiopia
- République Gabonaise
- Republic of The Gambia
- Republic of Ghana
- République de Guinée
- République de Guinée Bissau
- Republic of Kenya
- Republic of Liberia
- Socialist People's Libyan Arab Jamahiriya (Mediterranean)
- République de Madagascar
- Republic of Malawi
- République du Mali
- République Islamique de Mauritanie
- Republic of Mauritius
- Republic of Mozambique
- Republic of Namibia
- République du Niger
- Federal Republic of Nigeria
- République Rwandaise
- République Arabe Sahraouie Démocratique
- Republic of Sao Tome and Principe
- République du Sénégal
- Republic of Seychelles
- Republic of Sierra Leone
- Transitional Federal Government of Somalia
- Republic of South Africa
- Republic of The Sudan

- The United Republic of Tanzania
- République Togolaise
- République Tunisienne (Mediterranean)
- Republic of Uganda
- Republic of Zambia
- Republic of Zimbabwe

Not African Union

- Morocco (Mediterranean)

3.2. Asia-Pacific

Asia:

Central Asia:

- Kazakhstan
- Kyrgyzstan
- Tajikistan
- Turkmenistan
- Uzbekistan

Eastern Asia:

- China
- Hong Kong
- Macau
- Japan
- Taiwan
- North Korea
- South Korea
- Mongolia

Northern Asia:

- Russia

Southeastern Asia

- Brunei
- Burma (Myanmar)
- Cambodia
- East Timor (Timor-Leste)
- Indonesia
- Laos
- Malaysia
- Philippines
- Singapore
- Thailand
- Vietnam

Southern Asia:

- Afghanistan
- Bangladesh
- Bhutan
- India
- Maldives
- Nepal
- Pakistan
- Sri Lanka

Western Asia:

- Armenia
- Azerbaijan
- Bahrain
- Cyprus
- Georgia
- Iraq
- Iran
- Israel
- Jordan
- Kuwait
- Lebanon
- Oman
- Palestine
- Qatar
- Saudi Arabia
- Syria
- Turkey
- United Arab Emirates
- Yemen

Pacific:

APC countries:

- Cook Islands
- Fiji Islands
- Kiribati, Marshall Islands
- Federated States of Micronesia
- Nauru
- Niue
- Palau
- Papua New Guinea
- Samoa
- Solomon Islands
- Timor-Leste
- Tonga
- Tuvalu
- Vanuatu

Others:

- Australia
- New Zealand

3.3. Central & South America

Central America:

- Belize
- Costa Rica
- El Salvador
- Guatemala
- Honduras
- Nicaragua
- Panama

South America:

- Argentina
- Bolivia
- Brazil
- Chile
- Colombia
- Ecuador
- Guyana
- Mexico
- Paraguay
- Peru
- South Georgia and the South Sandwich Islands
- Suriname
- Uruguay
- Venezuela

Others:

- Aruba
- Cayman Islands
- Cuba
- Netherlands Antilles
- Trinidad & Tobago

3.4. Middle-East

Arabian Peninsula:

- Bahrain
- Kuwait
- Oman
- Qatar
- Saudi Arabia
- United Arab Emirates
- Yemen

Fertile Crescent:

- Iraq
- Israel (Mediterranean)
- Jordan
- Lebanon (Mediterranean)
- Palestinian territories Gaza Strip
- Palestinian territories West Bank
- Syria (Mediterranean)

Iranian Plateau:

- Iran

3.5. North America

- Canada
- United States of America

ESICM General Standard Operating Procedures		ESICM-SOP-IOI
Version 1.3		

- Puerto Rico

Members from countries which are eventually not listed here should please contact the membership secretary at: members@esicm.org