



*The Intensive Connection*

# European Society of Intensive Care Medicine

## ESICM Standard Operating Procedures

Title	Version	
General Standard Operating Procedures	1.9 – 18-10-20	ESICM-SOP-IOI

	<i>Function</i>	<i>Name</i>	<i>Date</i>	<i>Signature</i>
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## 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
CTG	Clinical Trials Group
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 & 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(s)
PACT	Patient-centred Acute Care Training
PCO	Professional Congress Organiser
SCCM	Society of Critical Care Medicine
SOP	Standard Operating Procedure(s)
SRG	Systemic Review Group
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.

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## 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 to the structure of the Society, which have been realised over the past years.

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

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

- Additional information about the Statutes of the ESICM
- Internal Operating Instructions: describe in detail all the 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:

- 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 Chief Executive Officer, whose feedback should be discussed in the Executive Committee.
  - The Executive Committee has to decide by majority vote about submitting a recommendation to the Council.
  - The Executive Committee presents these at one of the two annual Council meetings. Submission to Council should occur two weeks before the Council meeting. The Council will vote 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.
- 
- ESICM officers are:
    - The President
    - The President Elect
    - The Secretary
    - The Treasurer
    - Chairpersons and deputies of Divisions, Committees and Sections.
    - The Chief Executive Officer
    - Other Council members

### 3. Discontinuation of this document

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

### 4. Operating Instructions

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

- Any ESICM officer (see list above) or the Chief Executive Officer 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, Affiliated or Associate members' applications can be made with the official application form. Details must include:

- The contact details
- The qualifications (physician, nurse, physiotherapist, pharmacist, ...)
- 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, applies. To receive the membership benefits, the annual membership fee must be paid.

#### Membership fees

All members (excluding retired Senate members, Honorary Members, Society Medal recipients and other members with a life-long membership) pay an annual membership fee. The amount is reviewed and proposed each year by the Executive Committee for each membership category as listed below:

- ESICM Ordinary and International members
- 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: Nurses and Allied Healthcare Professionals (N&AHP)
- Affiliate members e.g. intensive care departments that have signed up to the Department Membership offer

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

#### Membership Benefits

The main membership benefits include:

- The Intensive Care Medicine journal (electronic version only).
- Rebate for Article Processing Charges for Intensive Care Medicine Experimental.
- 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 within the N&AHP Committee.
- Reduced registration fees at ESICM activities.
- Electronic newsletters and any other communications about the ICM Community.
- Free access to the eModules in the ESICM Academy Platform.

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 Intensive Care Medicine journal.

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 Society 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 Society
- The Chairpersons of each Division of Professional Development
- The members of the Executive Committee
- The President of ESPNIC is an invited attendee (non-voting)

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 25 ESICM Ordinary and Honorary members. (this change will not affect members in their term of office)
  - One common representative for all European countries with less than 25 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 regions are given in Appendix A.

The duties of a Council member include:

- To represent a country or region’s members
- To be responsible for mutual contacts between the Society, the regional intensive care society, national training organisations and relevant 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 the spring, in Brussels, and one in the autumn, during the Annual Congress of the Society. Travel reimbursement and accommodation costs are not provided for the Council members
- To vote on resolutions from the Executive Committee
- To present proposals to the Executive Committee
- To actively participate in the Society’s various activities and committees
- To help in the organisation of EDIC
- To ratify the Executive Committee’s changes to 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

Non-voting 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 & Publishing Committee
- The Editor-in-Chief of the Intensive Care Medicine journal, representing the Editors-in-Chief of all ESICM journals
- The Chairperson of the N&AHP Committee
- The Chairperson of NEXT
- The Chief Executive Officer
- The President of the ESPNIC is also invited to attend (but is not a member of the EC) and has no voting rights

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. Failure to attend 3 consecutive meetings without formal agreement will result in automatic expulsion without the need for Council vote.
- Death.

## 4. Addendum to Article 9 of the ESICM Statutes: Journals

The Society journals 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 Editors-in-Chief of the journals.

### Editor-in-Chief

The Editors-in-Chief of all ESICM journals are nominated for a three-year term which can be renewed once by mutual agreement between the Executive Committee and the Editor in Chief.

Eighteen months before the position of Editor-in-Chief is vacant, the Executive Committee shall form a Search Committee of no more than eight members, including the following members of the Executive Committee: in all cases, the President, the President-elect, the Chair of DSA, the Chair of the Communication Committee, the Editor-in-Chief and the President of ESPNIC\*. Other members of the Search Committee will be nominated by the ESICM Executive Committee among members of the Board of Editors or ESICM members with relevant expertise. A representative of the publisher attends this Committee. The President and the current Editor-in-Chief propose to the Executive Committee the name of the Chairman of this Search Committee. The Call for Applications will be advertised on the ESICM and journal's websites. 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. The Editor-in-Chief reports to the Executive Committee of the Society regularly and performance is assessed against the contract of employment.

\*the presence of the ESPNIC President in the Search Committee is only necessary for the common journal, *Intensive Care Medicine*.

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

### Editorial and Advisory Board

The members of the Board of Editors are nominated for a three-year term which can be renewed once. The new Editor-in-Chief forms an Editorial Board with Deputy Editors and Editors. The final list of Editors is ratified upon by the ESICM Executive Committee. The Board of Editors serves a three-year term which is reviewed annually and can be renewed once. The Board of Editors is assisted by an Advisory Board. The members of the Advisory Board are chosen from the members of the Society 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.

## 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 (N&AHP) Committee
  - NEXT Committee
- Council
- Divisions:
  - Division of Scientific Affairs:
    - Congress Committee
    - Research Committee
    - Systematic Review Group
    - ESICM Trials Group
    - Congress Management Committee
  - Division of Professional Development:
    - Education and Training Committee
      - Examinations Committee
      - E-learning Committee
      - Clinical Training Committee
      - CoBaFaculty
      - CoBaForum
    - Editorial & Publishing Committee
  - Division of Administrative Affairs:
    - Business – Finance Committee
    - ESICM Registry Committee
- Executive Committee
- ESICM Senate
- National Societies Committee (formed by National Societies that have signed a Dual Membership Agreement with ESICM). The ESICM Past-President is the Chair of the National Societies Committee.

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 to Committees and Working 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.

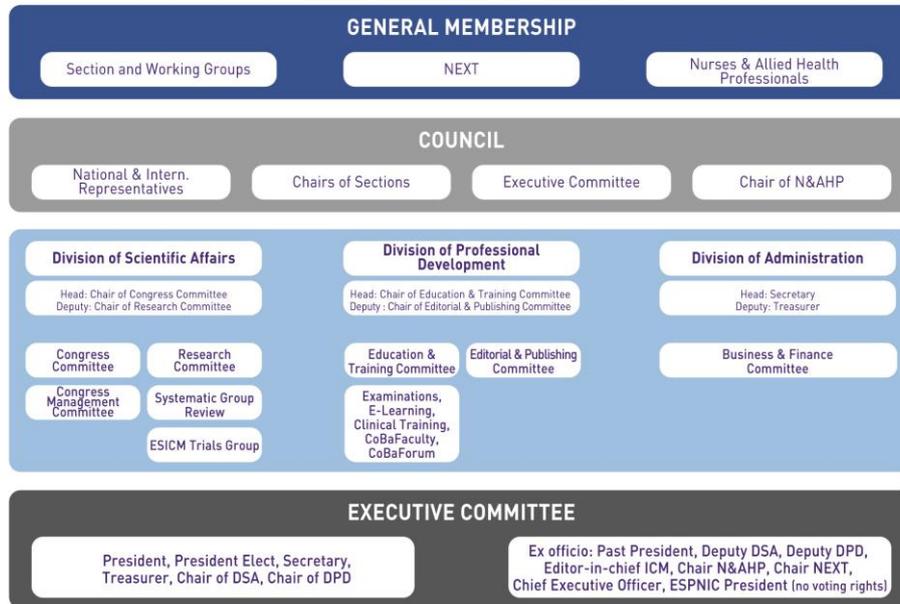
##### ***Modifications and foundation of new committees and groups***

- Any ESICM officer (an “officer” here is an individual as defined in p.1) 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.

##### ***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

#### **1. 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 LIVES Forums.

#### **2. 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 Division of Professional Development or the Chairperson of the Clinical Training Committee
- The N&AHP representative
- The Chairperson of the NEXT
- One nominated representative of the NEXT
- 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.

#### **3. 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 Chairperson of the Research Committee and the Chairperson of the Division of Professional Development) and maintain 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 LIVES Forum, and shared sessions in the ESICM or other society congresses.

#### **4. Reporting relationships and financial accountability**

The Chairperson on behalf of the Congress Committee holds a reporting responsibility in relation to the financial management of the activities of this 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

### 5. Development & Strategic meeting(s)

The DPD and DSA Chairs and Deputy Chairs will meet with all Section Chairs and educational committee chairs to discuss operational and strategic issues at least once a year during LIVES.

### 2.2. Research Committee

#### **1. Purpose**

The Research Committee represents the research interests, activities and relationships of the ESICM. The aim of the Research Committee 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 Research Committee provides mechanisms for these research groups to interact with the ESICM, and the Research Committee is the responsible body for managing this interaction.

#### **2. 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 Sections)
- The Chairperson of the Congress Committee
- The Chairperson of the Education & Training Committee
- The Deputy of the NEXT
- One nominated representative of the NEXT
- 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 Clinical Trials Group.
- An ex officio member of the Executive Committee and Council.

### **3. 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 Research Committee 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 by the ESICM Trials Group 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 Chair of the Clinical Trials Group.

### **4. Reporting relationships and financial accountability**

The Chairperson, on behalf of the Research Committee, holds a reporting responsibility in relation to the financial management of the activities of this 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 Group

### **1. Purpose**

SRG is a structure of the DSA, whose purpose is to facilitate education, research and professional development within the ESICM. This group will develop a strategy and system to commission, design and complete systematic reviews and meta-analyses relevant to intensive care medicine. These documents must be of high scientific profile, particularly concerning the methodological aspects and the potential clinical relevance of the results.

### **2. Composition**

The group consists of the Chairperson of the SRG and eight other members

- the Chairperson of the Editorial & Publishing Committee;
- the Editor-in-Chief or editors of Intensive Care Medicine;
- the Chairperson of the Research Committee
- a representative of NEXT;
- 4 co-opted members, as appointed by the Chairperson of the SRG.

The Chairperson of the SRG will be selected by a Search Committee. The Executive Committee shall form the Search Committee of no more than 5 members, including the President (or the President Elect), the Chair of the DSA, the Chair of the Editorial & Publishing Committee, the Chair of the Clinical Trials group, and the previous Chair of the SRG. The Chairman of this Search Committee is the President. The Call for Applications will be advertised on the ESICM and journal's websites. At the end of the process of candidate selection, the Search Committee will present its conclusion(s) to the Executive Committee for final approval. Selection of the Chairperson of the SRG should be based on:

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

The tenure for the Chair of the SRG will be three years, renewable once only.

### **3. Duties**

The group will be responsible for producing high-profile systematic reviews and meta-analyses relevant to intensive care medicine and for creating a repository of these documents to be used by the Society for educational purposes. These documents will constitute a benefit for members, will be used as educational material, even in the electronic format (e.g., app), and can serve for designing clinical trials under the umbrella of the Clinical Trials Group.

Proposals for systematic reviews or meta-analyses can originate by individual members, by the Clinical Trials Group or by the SRG itself. The proposals will be submitted to the SRG for evaluation. If the proposals are

accepted, proponents will draft the documents with the support of a methodologist with proven expertise. Proponents must explicitly indicate the name and contacts of the methodologist in the proposals. It is a duty of the Chairperson of the SRG to verify if the proposed methodologist has the required expertise, alternatively the SRG will provide a methodologist chosen among methodologists from academic institutions with a scientific partnership with ESICM.

Hiring consultant methodologists outside the Society needs to be fixed within the pre agreed annual budget.

#### **4. Reporting relationships and financial accountability**

The Chairperson, on behalf of the Systematic Review Group, holds a reporting responsibility in relation to the financial management of the activities of this Group. 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. ESICM Clinical Trials Group

The ESICM Clinical Trials Group is part of the Research Committee. It is a collective of Intensive Care Units (ICUs) and dedicated professionals who collaborate to support the conduct of world-class clinical research. It will be open to any ESICM member.

Its mission is:

- . To identify and promote the development of clinical research programs in ICU throughout Europe.
- . To formalise links with established European and international Trial Groups
- . To advance the education and understanding of research methodology and critical analysis.

#### **2. Composition**

The ESICM Clinical Trials Group consists of an Executive Committee and a collective of Intensive Care Units (ICUs).

The Executive Committee is composed of:

The Chairperson of Research Committee will chair the Clinical Trials Group

- Five ESICM representatives:
  - The Chairperson of ESICM Research Committee
  - The Chairperson of the Division of Scientific Affairs
  - The Chairperson or a designated member of the Ethics Section
  - Two active members of the Research Committee
- Five members proposed by the Research Committee and nominated by the Executive Committee.
  - The tenure for each elected member of the group will be three years, non-renewable.
  - Ex officio other committee chairs, project leaders, officers or advisors, on the proposal of the Chairperson.

#### **3. Duties**

The group will be responsible for promoting investigator-initiated, collaborative clinical research in ICU to develop a regular dialogue with ICUs of the ESICM Trials Group.

#### **4. Reporting relationships and financial accountability**

The Chairperson, on behalf of the Trials Group, holds a reporting responsibility in relation to the financial management of the activities of this 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 Executive Committee

### 2.5. Congress Management Committee

#### **1. Purpose**

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

#### **2. Composition**

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

#### **3. 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 Organiser and / or congress facilities.

#### **4. Reporting relationships and financial accountability.**

The Chairperson, on behalf of the Congress Management Committee, holds a reporting responsibility in relation to the financial management of the activities of this 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 Executive Committee.

## 2.6. Education and Training Committee

### **1. Purpose**

The Education and Training Committee (ETC) is the DPD structure that ensures coordination of all professional training and educational activities within ESICM. Its objectives include the organisation and development of all educational activities and standards in the respect of the overall strategy validated by the Executive Committee of ESICM. All training and educational activities of ESICM are marketed under the label of the ESICM Academy. The ETC is also responsible for conducting research and evaluation in the field of education.

### **2. Composition**

The members of the Education and Training Committee are

- The Chairperson of the Division of Professional Development
- The Chairperson of the Division of the Scientific Affairs
- One representative from the N&AHP Committee
- The Chairperson of the Examinations Committee
- The Chairperson of the E-learning Committee
- The Chairperson of the Clinical Training Committee
- The Chairperson of the CoBaFaculty
- One representative from the NEXT Committee
- Ex officio other committee chairs, Council members and co-opted members approved by the Executive Committee.
- A deputy chair could, if needed, be selected by the group

The Chairperson of the Education and Training Committee is also the Chairperson of the Division of Professional Development.

### **3. Duties**

- To meet at least twice a year (once at the ESICM Secretariat and one meeting during LIVES)
- The development, organisation, implementation and delivery of the educational and training strategy of ESICM
- To elaborate, update and propose a business plan to the Executive Committee for educational activities
- On-going survey of educational resources and needs of the Society members,

### **4. Reporting relationships and financial accountability**

The Chairperson, on behalf of the Education and Training Committee, holds a reporting responsibility in relation to the financial management of the activities of this 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.

## 2.7. Editorial & Publishing Committee

### **1. Purpose**

The Editorial & Publishing Committee is a component of the Division of Professional Development. Its specific objectives are:

- to promote the highest standards in publishing,
- to review and monitor the publication of any of the Society's official guidelines, reviews and scientific texts in journals, the social media and websites
- to create and solicit article reviews

### **2. Composition**

The members of the ESICM Editorial & Publishing Committee are

- The Chairperson of the Editorial & Publishing Committee.
- The Editor-in-Chief or editors of the Intensive Care Medicine journal;
- The Chairperson of the Research Committee
- Three nominated representatives of the NEXT Committee
- Three nominated representatives of the N&AHP Committee
- Ex officio other co-opted members, as appointed by the Chairperson of the Editorial & Publishing Committee.

The Chairperson of the Editorial & Publishing Committee is

- The deputy Chairperson of the Division of Professional Development
- The ESICM ex officio member of the Board of Editors of the Intensive Care Medicine Journal

- An ex-officio member of the Executive Committee.

### **3. Duties**

- Duties include the maintenance of the highest standards of excellence in the publishing and presentation activities of the Society. Thus, the ESICM endorsement of manuscripts, Task Force reports and Guidelines is under the responsibility of the Editorial & Publishing Committee and the Executive Committee. The endorsement process and guidelines are published on the web site.
- The Editorial & Publishing Committee drives and oversees the scientific content of the ESICM website. It also ensures that any references to the Society's scientific content on social media and all other forms of communication is accurate and of the highest standard and in agreement with the general objectives of the Society. The Editorial & Publishing Committee shall invite the Deputy Chairs of the ESICM Sections to collaborate with the ESICM Secretariat and to send suitable content from their Sections every two months to be published on the ESICM website.

The type of content should include:

- Important/high-level thematic published papers (either the paper itself or a weblink) related to the Section's subject
- New research projects from the Sections, as well as endorsed surveys

The ESICM website will be used to communicate any information that the Section and Deputy Chairs believe is important and fitting, either for their Section, or for the Society as a whole.

### **4. Reporting relationships and financial accountability**

The Chairperson, on behalf of the Editorial & Publishing Committee, holds a reporting responsibility in relation to the financial management of the activities of this 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.

## **2.8. Examinations Committee**

### **1. Purpose**

The Examinations Committee has two sub groups: the first responsible for the organisation and delivery of the EDIC Part I and II exams, The Examinations Committee is under responsibility of the DPD Chairperson.

### **2. Composition**

The Examinations (EDIC) Committee consists of up to 12 members and a consultant educationalist.

- The Chairperson of the EDIC Examinations Committee will be elected from amongst the elected Examinations Committee by the Council members and approved by the Executive Committee
- 5 of the Committee members shall be elected by the ESICM Council and approved by the Executive Committee
- 5 members are nominated by the EDIC Examinations Committee, subject to approval by the Executive Committee.
- One representative of NEXT Committee (this member should hold a full EDIC qualification)

Nominated EDIC Committee members are chosen preferably from National Intensive Care Medicine Societies or Training Organisations that have agreed with ESICM to adopt EDIC I or II, or both, as one of their national exams.

The tenure for each elected and nominated member of the Committee will be three years, renewable once by recommendation of the EDIC Committee.

An examination editorial board is constituted from four of these members.

A deputy chair could, if necessary, be selected by the group.

### **3. Duties**

- To maintain and further develop the EDIC examination
- To ensure the proper quality and proceedings of the EDIC 1 and 2 exams
- To establish relationships with countries using EDIC as their national intensive care examination
- To ensure the organisation and delivery of other ESICM Diplomas that pertain to specific competencies of critical care

#### **4. Reporting relationships and financial accountability**

The Chairperson, on behalf of the Editorial & Publishing Committee, holds a reporting responsibility in relation to the financial management of the activities of this 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. E-learning Committee

#### **1. Purpose**

To develop and maintain e-learning platform that powers the educational activities of ESICM.

#### **2. Composition**

The Committee will be composed of 20 people, unless specifically agreed by the Executive Committee to achieve its purpose.

The Committee will consist of

- The Chair (appointed through a Search Committee defined by Executive Committee)
- The Chairs (or representatives) of the Examinations Committee, of the Clinical Training Committee and of the CoBa-Faculty
- Other members selected by the Chair and members of the e-Learning Committee on the basis of relevant skills
- Two nominated members of the NEXT Committee
- One nominated member of the N&AHP Committee
- A Deputy Chair could, if necessary, be selected by the group

The tenure for each nominated member of the Committee will be three years, renewable once only (i.e. a maximum six-year mandate).

The selection of the Chair is under the responsibility of a Search Committee, agreed by the Executive Committee.

#### **3. Duties**

- To develop a new e-learning platform and maintain and update remaining e-learning modules as required.
- To link with the EDIC, Clinical Training, and CoBaTrICE Committees in order to harmonise education and training goals.

#### **4. Reporting relationships and financial accountability**

The Chairperson, on behalf of the E-Learning Committee, holds a reporting responsibility in relation to the financial management of the activities of this 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 (CTC)

#### **1. Purpose**

To develop, maintain, promote and organise delivery of training courses for intensive care medicine, in accordance with the strategy developed by the ETC Committee and validated by the Executive Committee.

#### **2. Composition**

- The Committee consists of a chair
- Three other members elected by the Council Members.
- Three other members nominated by the Clinical Training Committee and validated by the Executive Committee
- Two nominated members of the NEXT Committee
- The tenure for each elected member of the Committee will be three years, renewable once only.
- A deputy chair could, if necessary, be selected by the group

#### **3. Duties**

- To maintain and promote a training programme for intensive care medicine, based on the concepts of CoBATrICE
- To develop and promote a series of educational courses, that are consistent with the overall strategy of the Society, including exam preparation courses and an annual business planning process underpinning these.
- To develop and promote the education and training activities of the ESICM
- To provide advice on training and standards to the Society.

#### **4. Reporting relationships and financial accountability**

The Chairperson, on behalf of the Clinical Training Committee, holds a reporting responsibility in relation to the financial management of the activities of this 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

### **1. Purpose**

To maintain and develop and promote the CoBaTrICE programme on behalf of ESICM.

### **2. Composition**

The Committee consists of an elected Chairperson and up to six members nominated by the Council Members. In order to have a balanced representation on the Committee, not more than one representative from the same country can be selected as a member. Exceptions for this rule, through the intercession of the Chair of the Committee, and through nomination, can only be made on the approval of the Executive Committee.

The Chairperson is automatically an ESICM member of the European Board of Intensive Care Medicine. The tenure for each elected member of the Committee will be three years, renewable once only (i.e. a maximum six-year mandate). A Deputy Chair could, if necessary, be selected by the group.

In addition, the Chair or a member, as designated by the Chair of the following Committees will be members of the CoBaFaculty:

- ESICM Clinical Training Committee
- ESICM E-learning Committee
- ESICM Examinations Committee
- In addition, a maximum of two senior advisors may be nominated by the Committee as members of the CoBaFaculty. They are approved for this position by the Executive Committee.

### **3. Duties**

- To maintain and develop the CoBaTrICE programme on behalf of the Society
- To assure coordination and further development of the CoBaTrICE programme
- To define criteria for approval of the training programmes at national level
- To assure sustainability of the CoBaTrICE programme
- To facilitate networking with National Training Organisations

### **4. Reporting relationships and financial accountability**

The Chairperson, on behalf of the CoBaFaculty Committee, holds a reporting responsibility in relation to the financial management of the activities of this 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

### **1. Purpose**

To advance the Society's relations and shared objectives with other National Training Organisations (NTO) and with other stakeholders related to education and training in intensive care medicine

### **2. Composition**

The members of CoBaForum are

- The Chairperson of the Division of Professional Development
- One representative (CoBaTrICE National Coordinator) of each NTO. For countries with no NTO, the representative is designated by the National Society for Intensive Care Medicine (NSICM) 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/NSICM. Each NTO/NSICM 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.

### **3. Duties**

- To be responsible for mutual contacts between the Society and the NTOs, in order to improve the relations between both parties
- 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.

#### **4. Reporting relationships and financial accountability**

The Chairperson, on behalf of the CoBaForum Committee, holds a reporting responsibility in relation to the financial management of the activities of this 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. Business & Finance Committee

#### **1. Purpose**

The Business & Finance Committee is a component of the Division of Administrative Affairs and aims to ensure that the Society's business model is sustainable and consistent. It provides financial oversight and integration of the scientific and educational activities into the business model of the Society.

#### **2. Composition**

The committee consists of

- The Treasurer, Chairperson of the Committee
- The President and President-Elect
- The General Secretary
- The CEO of ESICM

#### **3. Duties**

- To meet at least twice a year to track the evolution of key business aspects of the Society, including income and expenses generated by i) membership, ii) congress activities, iii) research activities, iv) educational products
- To negotiate and oversee business contracts between third-parties and the Society
- To seek advice from financial experts and propose strategies to the Executive Committee for portfolio management
- To seek fiscal and legal advice on relevant business matters

#### **4. Reporting relationships and financial accountability**

The Chairperson on behalf of the Business & Finance Committee holds a reporting responsibility in relation to the financial management of the activities of this 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.

### 2.14. National Societies Committee

#### **1. Purpose**

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

#### **2. Composition**

The members of the ESICM National Societies Committee are

- The ESICM President
- The President Elect
- The Immediate Past President
- The Secretary General
- 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.

#### **3. 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 NSC should seek to develop improved and novel approaches, in order to strengthen the collaboration between ESICM and National Societies.

#### **4. Reporting relationships and financial accountability**

The Chairperson, on behalf of the NSC, holds a reporting responsibility to the Executive Committee. He/she 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.

### 2.15. Nurses and Allied Healthcare Professionals (N&AHP) Committee

#### **1. 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.

#### **2. Composition**

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

- An elected Chairperson and
- Six Committee members including one representative of the Congress Committee and one representative for the Research Committee.
- The tenure for each elected member of the Committee will be three years, the positions of Chairperson and representatives of the Congress and Research Committees are non-renewable.
- One can only serve four terms of mandate in the N&AHP Committee.
- Additionally, candidates applying for an N&AHP Committee position must indicate at the time of application two preferences amongst the ESICM Structures listed above.

#### **3. Duties**

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

#### **4. Reporting relationships and financial accountability**

The Chairperson, on behalf of the Nurses & Allied Healthcare Professionals Committee, holds a reporting responsibility in relation to the financial management of the activities of this 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. NEXT and NEXT Committee

#### **1. Purpose**

The aim of NEXT is to reinforce the trainees' participation within ESICM, foster integration and develop their role in the different activities of ESICM.

Eligibility criteria for NEXT are:

- Members of the Society ≤ 35 years of age.
- Members > 35 years, only if attending an intensive care training programme (dual/joint or stand-alone), or within 3 years after intensive care specialisation.

#### **2. Composition**

The NEXT Committee is a Committee of ESICM formed by 15 elected members and one nominated member.

In detail, the NEXT Committee consists of

- The Chairperson, elected by the ESICM Council. Applicants should have been part of the NEXT Committee before.
- The Deputy, nominated by the NEXT Committee members
- Thirteen NEXT Committee members, elected by the NEXT members of the Society
- One international (non-European) member, or European member, who is nominated by the Chair and Deputy of the NEXT Committee, the Chair of the Examinations Committee and the Chair of the Division of Professional Development (DPD), after an open application process, and meets the formal qualifications to be part of the Examinations Committee.

#### **3. Duties**

The purpose of the NEXT Committee is to represent the members in training and young specialists (NEXT members per definition) in the structures of the Society. Therefore, the NEXT Committee members are assigned to different positions in the Division of Professional Development (DPD) and Division of Scientific Affairs (DSA). In addition, the NEXT Committee steers and conducts its own projects and programmes.

The tenure for each elected member of the Committee is three years, renewable by re-application and re-election. At the point of application or reapplication, the member needs to fulfil the NEXT criteria.

The NEXT Committee will assess the successful candidates' preferences, CVs and validate the allocation of the elected NEXT Committee members to the different ESICM structures.

Changes within ESICM Committees during a term are possible, if the candidate has completed two thirds of his/her mandate (according to general rules) and requires approval by the Executive Committee.

ESICM Structure	Number of NEXT representatives	NEXT representatives
Executive Committee	1	NEXT Chairperson (ex officio)
Congress Committee	2	NEXT Chairperson and the NEXT Deputy Chair
Research Committee	3	NEXT Deputy and two other NEXT Committee Members
Systematic Review Group	1	NEXT Committee Member
Clinical Training Committee	2	NEXT Committee Members
CoBaTrICE	2	NEXT Committee Members
E learning Committee	2	NEXT Committee Members
EDIC Examinations Committee	1	NEXT Committee Member, international or European, who is nominated and who meets the criteria for the EDIC Examination Committee*
Editorial & Publishing Committee	3	NEXT Committee Members

#### **4. Reporting relationships and financial accountability**

The Chairperson, on behalf of NEXT Committee, holds a reporting responsibility in relation to the financial management of the activities of this 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

#### **1. Purpose**

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

#### **2. Composition**

The Senate consists of the previous Presidents of the Society. Membership starts automatically when a President ends his/her term as Past President and lasts for life.

#### **3. Duties**

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

#### **4. Rights**

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

## **3. Sections and Working Group Subcommittees**

### 3.1. Sections

#### 1. Purpose

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

#### 2. 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
- Trauma & Emergency Medicine

#### 3. 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, if approved, the Executive Committee will bring the proposal for the new Section to the Council for definitive approval/rejection.

#### 4. Section 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 one year it will be communicated to members and if 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, or in the Council.

#### 5. Duties

- The Chairperson of the Section is a member of the Congress Committee. (S)he can delegate this task to the Deputy Chair.
- 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 Chairperson 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 to Section activities in the ESICM Newsletter and Annual Report.
- The Chair of the Division of Scientific Affairs (DSA) and the Chair of the Division of Professional Development (DPD) will work with Section Chairs and the Clinical Training Committee (CTC) Chair to oversee and take responsibility for the development, improvement or maintaining of all the Society's educational courses and workshops. The role of the DSA and DPD Chairs will include the selection of suitable Course Directors, whose expertise must match the topic(s) covered in the course programme. A regular rotation of Course Directors is the rule for all courses provided by the Society.
- Each Section Chair will be expected to nominate one member within their Section as an Educational Representative who will be responsible for coordinating and linking with the E-learning and Clinical Training Committee to help in the development of new courses and e-learning materials.
- The Chairperson, Deputy Chair of the Section and the nominated Educational Representative are responsible for nominating authors and proposing editors and peer reviewers to the E-learning Committee within their Section with appropriate expertise, who can undertake drafting, updating and reviewing of the e-modules and e-courses relevant to their Section, according to the approved editorial policy adopted by E-learning Committee.
- The nomination of the Educational Representative is for a duration of 2 years.

#### 6. Reporting relationships

- The Section Chairperson reports to the Section members about all the activities of the Section. If a Section or Working Group fails to report its activities for two consecutive meetings, the possible discontinuation of the Section or Working Group will be discussed by the EC.
- 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

#### **1. Purpose**

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

#### **2. 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.

#### **3. Creation**

For new WGs, a proposal should be made to the Chairperson 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 name(s) 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 the 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.

#### **4. Duties**

- It is the duty of the WGs to help the Chair 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 originating from WGs should apply for ECCRN endorsement, completing the ECCRN conditions for endorsement.

#### **5. Reporting relationships**

The Head of the WG will report on the group's activities each year during the Section's meetings to the Section Members.

## **4. Dismissal / Replacement of ESICM Officers**

- If an ESICM Officer is unable to fulfil his position he/she should inform the ESICM President.
- In cases where this is not possible or not carried out, the ESICM President decides about further procedure.
- Failure of meeting attendance.

Failure of any elected member (Executive Committee, Council member, Section Chair or Deputy Chair or Sub Committee member) to attend two consecutive meetings should be notified to the President by the Chair for this meeting.

The elected member and President will need to discuss attendance and agree on a plan. Failure to attend three consecutive meetings will result in automatic removal from office, unless either prior agreement has been obtained by the elected member from the President, or if circumstances are agreed by both the Chair and the President to be entirely out of the control of the elected member.

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 immediately follow the decision.

## 5. Proceeding of Elections

### 5.1. General Procedures (e-voting)

- Elections are processed online via the ESICM website using a secure and confidential electronic voting system.
- 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 the Autumn.
- In order to vote, or to stand as candidate, the membership fee for the current 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.
- All ESICM members successfully elected into representative positions (including Executive Committee, Council members, Section heads and deputies and sub-committee members, etc) must complete a Conflict of Interest form and update this annually. This is good practice and is for the elected member's own benefit and for the benefit of the ESICM membership as a whole.

Conflict of Interest forms should be completed by the member upon successful election to a post and submitted to the Brussels office for review by the Secretary and President. The Brussels office will remind all elected members to update their Conflict of Interest forms annually. The Secretary and the President of the Society will review these annually.

Members will be reminded immediately after the Annual Congress.

### 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 the request of the ESICM Secretary.
- All ESICM members (paid or unpaid membership fee for the current 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
  - The call for candidates will last 15 calendar days.
- If, after the first call of candidates, one or more positions remain open, the call might be extended by the ESICM Secretary.

#### ***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 on which candidates are eligible.

#### ***Presentation of candidates***

- Accepted candidates will be listed on the Election page of the ESICM website, together with their applications.

- These candidates have the right to provide additional material in the 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 but should last five calendar days and leave enough time so that all members who can vote for a given ballot have the possibility to do so.

**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 for reading and understanding both the prerequisites to stand and the job descriptions.
- In order to stand, candidates must pay their membership fee for the current year prior to submission of the proposal. A member can only apply and stand for one open position.
- Candidates are eligible to stand for election if they are an Ordinary Member of the Society and spend 50% full time equivalent, or more, of their appointment in Europe.

**Results**

- After the ballot closes, the ESICM Membership staffer reports on the results to the ESICM Secretary.
- The ESICM Secretary reports on 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. Hand over 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 two 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, who has a two-year mandate, no other position has such a transition function built in.

Candidates can only apply for one position in the Society. It is not possible to hold two simultaneous positions within the Society.

To apply for a new position within the Society, a candidate must have fulfilled two thirds of his/her current mandate before the start of the new mandate (i.e. at the time of the handover at the Autumn General Assembly).

Resignation for any reason before completion of a mandate does not permit the person to apply for a new position before the theoretical end of the mandate.

If a person has not concluded two thirds of his/her mandate, he/she is not eligible to apply for a new position within the Society and stand for election.

If successfully elected for a new position, it is assumed that the candidate should stand down from his/her previous position at the General Assembly.

**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/she 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.

***Rights and Duties of Incumbent Post-holder***

- Outgoing office holders have the duty to support their successors during the transition period.
- Outgoing office holders 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 office holder is recommended, if suitable.

***Mediation***

- In case of any conflicts between the incumbent and the succeeding office holder, the Secretary of the Society should be informed.
- The Secretary is then responsible for the arbitration and mediation between the two post holders. 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 a Chief Executive Officer, who is appointed by the Executive Committee and directed by the ESICM Secretary.

### **6.1. Chief Executive Officer (CEO)**

#### ***1. Background***

The Chief 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. The Chief Executive Officer is supervised by and answers to the ESICM Secretary.

#### ***2. 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

#### ***3. Responsibilities***

- Management of the ESICM Secretariat
- 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.

#### ***4. Reporting relationships***

The Chief Executive Officer reports to the Executive Committee.

### **6.2. Office Staff**

- Besides the Chief Executive Officer, the Secretariat comprises further office staffers.
- The human resources plan, i.e. the necessary number of persons, profiles and duties of the respective persons are to be developed by the Chief Executive Officer in cooperation with the Secretary 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 Chief Executive Officer. If no agreement can be reached, 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 finances of the Society. The following rules are valid for AUTHORISED travellers who travel on behalf of ESICM, authorised in advance by the Chief Executive Officer /Treasurer. This is travel 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 (economy class)
- Train costs (economy class)
- Car costs (current official Belgian rate of the year)
- Taxi service costs exclusively from home-airport-home and from airport-hotel-airport for 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 the airport at reasonable tariffs
- Accommodation at an acceptable, reasonable rate, bed and breakfast only
- Lunches or dinners, only if related to ESICM business.
- Internet connection if related to ESICM business
- Telephone costs if related to ESICM business.
- Original receipts should be submitted.

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 in Euros. Reimbursement will be made on the basis of the real costs paid.

<i>Region</i>	<i>Euro</i>
Europe and Mediterranean Area	600
USA and Central America	900
Canada	900
Israel and non European Mediterranean Countries	700
Australia and Asia	1400
South America and Central and Sub Saharan Africa	1200

The Executive Committee and the Chief Executive Officer may use business class for long haul flights (transatlantic flights and those of 6 or more hours). If ESICM officers are travelling on behalf of the ESICM and in the interest of the Society, they should have the prior approval of the Chief Executive Officer and Treasurer for using business class.

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 at short notice when an economyfare could not be obtained for less than 500 Euros

#### **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 sent to the Brussels Office Accounting Department by regular post, with the original proofs, receipts and boarding passes attached, within two months after the event. All non-eligible amounts will be deducted.
- Reimbursement will be made by bank transfer as soon as possible.
- The ESICM Treasurer will make a final decision if any dispute arises.

### 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 other than those listed below.
- ESICM Medal holders benefit from a free life-long membership.

## 8. Proceeding of minutes

### 8.1. General proceedings

- The Chief 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 to take 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 Chief Executive Officer is responsible for checking the minutes for completeness and formal and contextual quality.
- The Chief Executive Officer is responsible for sending the completed minutes to the ESICM Secretary
- within a maximum of ten working days after the meeting.
- The ESICM Secretary is responsible for checking the content of the minutes and ensuring that all important aspects of the meeting are covered.
- If the ESICM Secretary was, for any reason, not present at the specific meeting, the ESICM President selects another Executive Committee member who is taking over temporarily his/her 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 checking by the Chief Executive Officer and the ESICM Secretary, be sent within ten working days after the Assembly to the members of the Executive Committee.
- Any changes or amendments must be requested to the ESICM Secretary in the ensuing seven days.
- The ESICM Secretary is responsible for editing the minutes in a way that all requests are evaluated and eventually satisfied.
- In case of contradictive requests, these should be highlighted and the ESICM President informed.
- After this period, the ESICM Secretary is responsible for placing the minutes on the ESICM website.

### 8.3. Minutes of the Council meetings

- The minutes of the Council meetings should, after checking by the Chief Executive Officer and the ESICM Secretary, be sent within ten working days after the meeting to the members of the Executive Committee.
- Any changes or amendments must be requested within seven days to the ESICM Secretary.
- The ESICM Secretary is responsible for editing the minutes in a way that all requests are evaluated and eventually satisfied.
- In case of contradictive requests, these should be highlighted and the ESICM President be informed.
- After this period, the ESICM Secretary is responsible for placing the minutes on the ESICM website.

### 8.4. Minutes of the Executive Committee meetings

- The minutes of the Executive Committee meetings should, after control by the Chief Executive Officer and the ESICM Secretary, be sent within seven working days after the meeting to the members of the Executive Committee who 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 seven days to the ESICM Secretary.
- The ESICM Secretary is responsible for editing 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 for placing the minutes on the ESICM website.

## Appendix A: Definition of regions

### 1. Definition of Europe for ESICM

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

## 2. Other regions

### 2.1. Africa

#### **African Union**

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

#### **Not African Union**

- Morocco

## 2.2. Asia-Pacific

### **Asia:**

#### Central Asia:

- Kazakhstan
- Kyrgyzstan
- Tajikistan
- Turkmenistan
- Uzbekistan

#### Eastern Asia:

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

#### South-eastern 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:

- Iraq
- Iran
- Palestine

### **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

2.3. Central & South America

**Central America:**

- Belize
- Costa Rica

**South America:**

- Argentina
- Bolivia
- Brazil
- Chile
- Colombia
- Ecuador

- Guyana
- Honduras
- Nicaragua
- Panama
- Mexico
- Paraguay
- Peru
- South Georgia and the  
South Sandwich  
Islands
- Suriname

- Uruguay
- Venezuela

**Others:**

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

## 2.4. Middle-East

### ***Arabian Peninsula:***

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

### ***Fertile Crescent:***

- Jordan
- Lebanon
- Palestinian territories Gaza Strip
- Palestinian territories West Bank
- Syria

## 2.5. North America

- Canada
- United States of America
- Puerto Rico

Members from countries which are eventually not listed here should contact the Membership Secretary at: [members@esicm.org](mailto:members@esicm.org)