



# European Society of Intensive Care Medicine

## ESICM Standard Operating Procedures

Title	Version	
General Standard Operating Procedures	2024-10-06	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

ASC	Academy Sub-Committee
CoBaTrICE	Competency-based training in Intensive Care in Europe
CPD	Continuous professional development
CC	Congress Committee
CCDSC	CoBaTrICE & Curriculum Development Sub-Committee
EBICM	European Board of Intensive Care Medicine
EC	Executive Committee
EDEC	European Diploma in Intensive Care EchoCardiography
EDIC	European Diploma in Intensive Care
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
MJCICM	Multidisciplinary Joint Committee for Intensive Care Medicine
N&AHP	Nurses and Allied Healthcare Professionals
OE	Officer-Elect
OI	Operating Instruction(s)
PCO	Professional Congress Organiser
SCCM	Society of Critical Care Medicine
SM&DCC	Social Media & Digital Content Committee
SOPs	Standard Operating Procedures
UEMS	European Union of Medical Specialists

## 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

<b>INDEX .....</b>	<b>3</b>
<b>A. STANDARD OPERATING PROCEDURES AND OPERATING INSTRUCTIONS .....</b>	<b>5</b>
1. ESICM STANDARD OPERATING PROCEDURES .....	5
2. MODIFICATIONS AND ADDENDA .....	5
3. AMENDMENTS OR DISCONTINUATION OF THIS DOCUMENT.....	5
4. OPERATING INSTRUCTIONS .....	5
<b>B. ADDENDA TO THE ESICM STATUTES .....</b>	<b>6</b>
1. ADDENDUM TO ARTICLE 5 OF THE ESICM STATUTES: MEMBERSHIP .....	6
<i>Application for Membership</i> .....	6
<i>Membership fees</i> .....	6
<i>Membership Benefits</i> .....	6
2. ADDENDUM TO ARTICLE 8 OF THE ESICM STATUTES: COUNCIL.....	7
3. ADDENDUM TO ARTICLE 9 OF THE ESICM STATUTES: EXECUTIVE COMMITTEE .....	7
4. ADDENDUM TO ARTICLE 12 OF THE ESICM STATUTES: JOURNALS .....	8
<i>Editor-in-Chief (ICM journal)</i> .....	8
<i>Editorial and Advisory Board (ICM journal)</i> .....	9
<i>Editor-in-Chief (Intensive Care Medicine Experimental (ICMx))</i> .....	9
<i>Editorial and Advisory Board (ICMx)</i> .....	9
<b>C. INTERNAL OPERATING INSTRUCTIONS.....</b>	<b>10</b>
1. ORGANISATION OF THE SOCIETY .....	10
1.1. <i>Current Structure of the Society</i> .....	10
1.2. <i>Changes to Committees and Project Groups</i> .....	11
1.3 <i>Live Events Management</i> .....	11
2. DESCRIPTION OF COMMITTEES AND GROUPS.....	11
2.1. <i>Congress Committee</i> .....	11
2.2. <i>Research Committee</i> .....	12
2.3. <i>Methodology Group (previously Systematic Review Group)</i> .....	12
2.4. <i>Education and Training Committee</i> .....	13
2.4.1. <i>Academy Sub-Committee (ASC)</i> .....	14
2.4.2. <i>EDIC Examinations Sub-Committee</i> .....	15
2.4.3. <i>EDEC Curriculum Sub-Committee</i> .....	15
2.4.4. <i>CoBaTriCE &amp; Curriculum Development Sub-Committee</i> .....	16
2.4.5. <i>Research on Education Taskforce (TF RED)</i> .....	16
2.5. <i>Social Media and Digital Content Committee</i> .....	17
2.6. <i>Business &amp; Finance Committee</i> .....	18
2.7. <i>National Training Committee</i> .....	18
2.8. <i>National Societies Committee</i> .....	18
2.9. <i>Nurses and Allied Healthcare Professionals (N&amp;AHP) Committee</i> .....	19
2.10. <i>NEXT and NEXT Committee</i> .....	20
2.11. <i>The Diversity and Inclusiveness Monitoring Group</i> .....	21
2.12. <i>Global Intensive Care Group</i> .....	21
2.13. <i>The ESICM Senate</i> .....	22
3. SECTIONS AND PROJECT GROUPS .....	22
3.1. <i>Sections</i> .....	22
3.2 <i>Section Project Groups</i> .....	23
4. DISMISSAL / REPLACEMENT OF ESICM OFFICERS .....	24

5. PROCEEDING OF ELECTIONS AND NOMINATIONS .....24

    5.1. *General Rules* .....24

    5.2. *General Procedures (e-voting)* .....25

    5.3. *Election process* .....25

    5.4. *Handover of mandates* .....26

6. THE ESICM OFFICE .....27

    6.1. *Chief Executive Officer (CEO)* .....27

    6.2. *Office Staff* .....27

7. VARIOUS .....28

    7.1. *Rules of Travel Reimbursement* .....28

    7.2. *The Society Medal Holder* .....28

8. PROCEEDING OF MINUTES.....29

    8.1. *General proceedings* .....29

    8.2. *Minutes of the General Assembly*.....29

    8.3. *Minutes of the Council meetings* .....29

    8.4. *Minutes of the Executive Committee meetings*.....29

9. ESICM FUND, ALIVE .....30

**APPENDIX A: DEFINITION OF REGIONS .....31**

    1. DEFINITION OF EUROPE FOR ESICM.....31

    2. OTHER REGIONS .....31

        2.1. *Africa*.....31

        2.2. *Asia-Pacific*.....32

        2.3. *Central & South America* .....32

        2.4. *Middle-East*.....33

        2.5. *North America*.....33

## A. Standard Operating Procedures and Operating Instructions

### 1. ESICM Standard Operating Procedures

The European Society of Intensive Care Medicine (ESICM) has been evolving as a society since its foundation. The continuing development and growth of the Society must be accompanied by changes to its structure which have implications for its statutes and rules.

This document contains the general Standard Operating Procedures as defined in the ESICM Statutes. It consists of

1. Additional information about the Statutes of the ESICM
2. Internal Operating Instructions: describing in detail all the necessary information for the daily work in the Society, including a description of committees, positions and procedures.

The European Society of Intensive Care Medicine, its members and officers will always act in accordance with the ESICM values of Diversity, Respect, Inclusion, Vision and Excellence.

### 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 form and content of the proposal 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 the Council should occur two weeks before the Council meeting. The Council will vote by simple majority on whether to accept or reject the proposal.
- The ESICM President is responsible for the release of the document.
- The ESICM President is responsible for the implementation of the SOPs.
- The ESICM officers are:
  - The President
  - The President-Elect
  - The Secretary
  - The Treasurer
  - Chairpersons of Committees and Sections.
  - The Chief Executive Officer
  - Other Council members

### 3. Amendments or Discontinuation of this document

Amendments or discontinuation of this document can only be done according to ESICM Statutes.

### 4. Operating Instructions

Besides the general SOPs, there is a need for other Operating Instructions 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 form and content of the proposal.
- 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 5 of the ESICM Statutes: Membership

#### Application for Membership

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

- The contact details
- The qualifications (physician, nurse, physiotherapist, pharmacist, data- or basic scientist...)
- 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 mentioned in the Statutes chapter 5.9, applies. To receive the membership benefits, the annual membership fee must be paid.

#### Membership fees

All members, excluding 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
- ESICM Member in Training: Trainees can benefit from a reduced membership fee for a maximum of 3 consecutive years of membership
- Dual membership: A reduced fee is available for members of national societies of intensive care medicine that have signed an agreement with ESICM
- ESICM Associate Member: Nurses and allied healthcare professionals may benefit from a reduced membership fee. They may opt for a membership with (ESICM N&AHP Plus Member) or without (N&AHP member) voting and eligibility rights.

The country of work sets the differentiation between Ordinary and International members. Ordinary members are those whose country of work belongs to the ESICM definition of Europe (Appendix A). Members must 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 for the year of the 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
- Reduced registration fees at ESICM activities.
- Electronic newsletters and any other communications about the ICM Community.
- Free access to the ACE Courses in the ESICM Academy Platform.
- Free access to e-LIVES webcasts and ESICM webinars
- Reduced membership fees for members of one of the National Societies which ESICM has a partnership with (= Dual Membership)
- Application for research grants

The Executive Committee will revise the membership benefits annually and may add new advantages if it deems to be useful.

The following upgrade modules exist for the membership categories: The possibility to receive a printed version of the Intensive Care Medicine journal.

The membership shall cease upon the criteria mentioned in chapter 4.9 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 8 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 Education Sub-Committee
- The members of the Executive 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 who 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 (in alphabetic order):
    - Africa
    - Asia-Pacific
    - Central and South America
    - Middle-East
    - North America
  - One national representative per non-European country with more than 500 International and Honorary members. The country will not be part of a region as long as its membership is above 500.

The membership per country and region will be calculated at the General Assembly before the election period. If the membership of a country or a region is below the threshold at the time of the General Assembly, this will not affect the term of office of the current elected National or International Representative. Still, the election of the new representative from the country or the region concerned may be reconsidered.

National and International representatives are elected for one term of 2 years, non-renewable.

The definitions for regions are given in Appendix A.

The duties of a Council member include:

- To represent the members of a country or a region
- 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, by 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 the three-fourths vote of the present Council members. 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 9 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 Congress Committee
- The Chairperson of the Education & Training Committee

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 Social Media and Digital Content Committee
- The Editor-in-Chief of the Intensive Care Medicine journal
- The Editor-in-Chief of the Intensive Care Medicine Experimental (ICMx)
- The Chairperson of the N&AHP Committee
- The Chairperson of the NEXT Committee
- The Chief Executive Officer

The way for the Executive Committee to make decisions is through consensus obtained by a discussion chaired by the President.

It is the responsibility of the Executive Committee Members to declare any conflict of interest related to the discussed topic and to step back from the discussion and from the voting if it deems necessary.

In case of a dispute not solvable by discussion, the Executive Committee may resort to votes. Everyone can take part in the discussion but only voting members may vote. The CEO can veto the decisions that can undermine the financial stability of the Society.

The Executive Committee shall make decisions by majority vote. In the event of a non-majority of votes for or against, the President shall decide.

The office shall cease upon:

- Resignation by written notice to the Council.
- Expulsion, by 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 the three-fourths vote of the present Council members. 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 three consecutive meetings without formal agreement will result in automatic expulsion without the need for a Council vote.
- Death.

## 4. Addendum to Article 12 of the ESICM Statutes: Journals

The Society journals will publish the official reports and 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 (ICM journal)

The Editor-in-Chief of the ICM journal is nominated for a three-year term which can be renewed once by mutual agreement between the Executive Committee and the Editor-in-Chief, the renewal decision being notified at least 6 months before the end of the first mandate. In the event the renewal is a matter of discussion within the Executive Committee, the Editor-in-Chief will not take part in the discussion.

Twelve 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 the Congress Committee, the Chair of the Social Media and Digital Content Committee, and the Editor-in-Chief. 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.

Selection of the ICM 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

The incoming Editor-in-Chief should be appointed no later than six months before the end of the term of the outgoing Editor-in-Chief.



## Editorial and Advisory Board (ICM journal)

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 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.

## Editor-in-Chief (Intensive Care Medicine Experimental (ICMx))

The Editor-in-Chief is nominated for a three-year term which can be renewed once by mutual agreement between the Executive Committee and the Editor-in-Chief, the renewal decision being notified at least 6 months before the end of the first mandate. In the event the renewal is a matter of discussion within the Executive Committee, the Editor-in-Chief will not take part in the discussion

Twelve 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 the Congress Committee, the Chair of the Social Media & Digital Content Committee, the Editor-in-Chief. 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.

Selection of the ICMx 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

The incoming Editor-in-Chief should be appointed no later than six months before the end of the term of the outgoing Editor-in-Chief.

## Editorial and Advisory Board (ICMx)

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 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

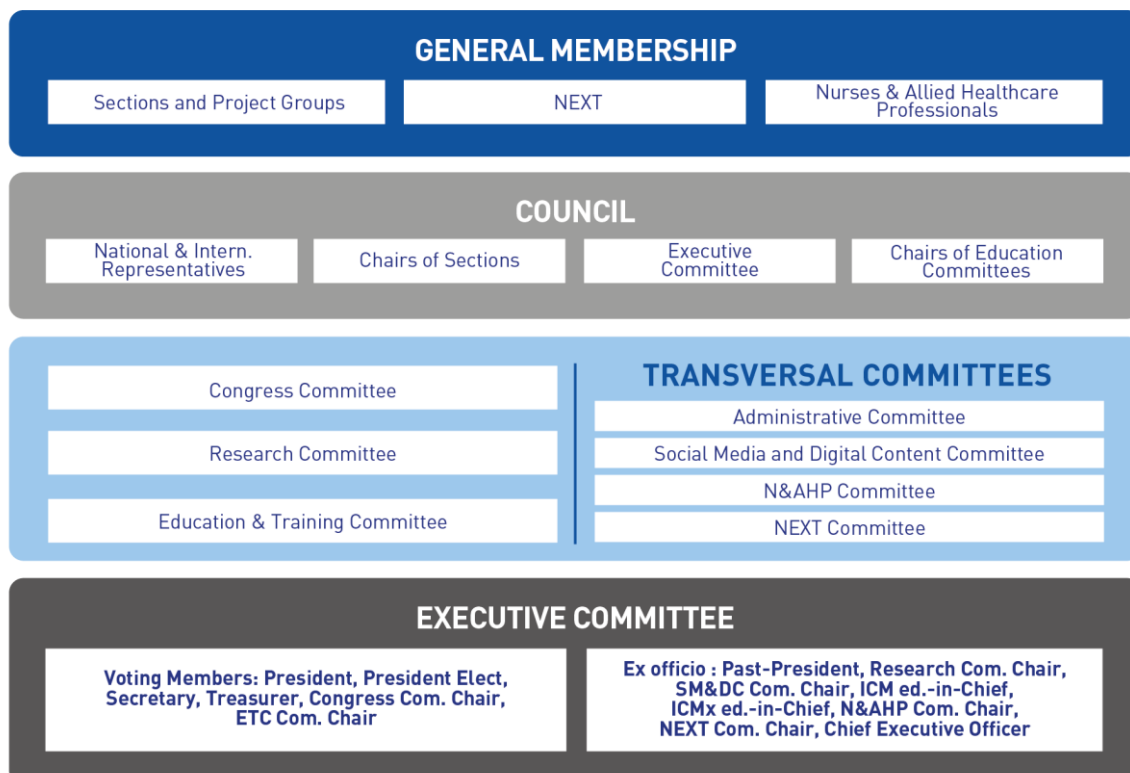
The ESICM has a defined organisational structure (see Organisation Chart). The Society consists of and is managed by the following groups:

- General Members:
  - Sections and Project Groups
  - Nurses & Allied Healthcare Professionals (N&AHP) Committee
  - NEXT Committee
- Council
- Congress Committee
- Research Committee
- Methodology Group
- Live Events Management Committee
- Education and Training Committee
  - Academy Sub-Committee
  - EDIC Examinations Sub-Committee
  - EDEC Curriculum Sub-Committee
  - CoBaTrICE & Curriculum Development Sub-Committee
  - Taskforce Research on Education
- Social Media and Digital Content Committee
- Business and Finance Committee
- Executive Committee
- ESICM Senate
- National Training Committee
- National Societies Committee
- Diversity and Inclusiveness Group
- Global Intensive Care Group

The following chapters provide information about:

- Purpose, composition and duties of the various committees
- Description of candidatures and election procedures.
- Further Internal Operating Rules.

#### ESICM ORGANISATION CHART



## 1.2. Changes to Committees and Project Groups

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

Modifications and creation of new committees and project groups

- Any ESICM officer (an "officer" here is an individual as defined on page 5) can propose a new group named after the proposed project has been finalised with the section.
- The proposal shall be presented to the Executive Committee, which shall decide with a 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 a simple majority vote.
- Section project groups will have a finite timescale as described below.

## 1.3 Live Events Management

ESICM has evolved into a society committed to continuously providing high-quality live educational and scientific events throughout the year. Live events include webinars, masterclasses, conferences, etc. The relevant organising party creates the event programme and the ESICM office manages the planning of the live event calendar to avoid overlaps and maximise the experience for the attendees. The Executive Committee approves the calendar.

## **2. Description of Committees and Groups**

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

The ESICM Chairpersons are expected to commit themselves to accomplishing the job as described in the Job Description document and to attend the meetings they convene and to which they are invited. Delegation will always be an exceptional circumstance and will be agreed upon by the Executive Committee. In case of force majeure that prevents the Chairpersons from fulfilling their duties, the Executive Committee may nominate a Chair ad interim for the Chairperson's absence or till the newly elected Chair is known.

It is expected that the Committees and Groups closely collaborate with experts who may not be members of their committee and who may be invited as guests to meetings. This pool of experts may include retired members of the Committee or Group concerned.

### 2.1. Congress Committee

#### **1. Purpose**

The Congress Committee is responsible for the scientific development and proceedings of the ESICM Annual Congress and other scientific events, such as LIVES Forums.

#### **2. Composition**

The members of the ESICM Congress Committee include

- The Chairperson of the Congress Committee, elected by the Council members, among the present or past Council members
- The Chairperson of each Section
- The Chairperson of the Research Committee
- The Chairperson of the Education & Training Committee
- The N&AHP representative
- The Chairperson of the NEXT Committee
- One representative of the NEXT Committee
- Ex officio other committee chairs or officers, as appointed by the Chairperson of the Committee.

The Chairperson of the Congress Committee will be appointed at the General Assembly before the end of the term of the Chairperson in place and will act as a Chair-elect for one year before automatically becoming the Chairperson of the Congress Committee for a single 2-year term.

#### **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 project groups, as well as the other members of the programme committee (such as the Chairperson of the Research Committee and the Chairperson of the Education & Training Committee) and maintain a close collaboration with the Congress team in the ESICM Office.
- To ensure equitable representation in the Annual Congress of speciality's 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 concerning 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 Business & Finance Committee and the Executive Committee.

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

The Chairs of the Congress, Education & Training and Research Committees will meet with all Section Chairs and Educational Sub-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. It aims 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 ESICM and is responsible for managing this interaction.

### **2. Composition**

The members of the ESICM Research Committee will include

- Chairperson of the Research Committee, elected by the Council members, among the present or past Council members
- One representative from each Section, nominated by the section chair and approved by the Executive Committee
- Two representatives of the NEXT Committee
- One representative of the N&AHP Committee
- Ex officio other committee chairs, officers, or project leaders may be invited for specific meetings, if relevant.

The Chairperson of the Research Committee will be appointed at the General Assembly before the end of the term of the Chairperson in place and will act as a Chair-elect for one year before automatically becoming the Chairperson of the Research Committee for a single 2-year term.

### **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.
- To evaluate projects submitted to the Research Committee for the awards programme, 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.
- The ESICM endorsement of manuscripts and guidelines is under the responsibility of the Research Committee and the Executive Committee. The endorsement process and guidelines are published on the website.
- Collaboration with the ETC representatives for the TF "Research on Education" (TF RED)

The Chairperson of the Research Committee together with The President, the President-elect, the Chair of the Social Media & Digital Content Committee, the ICM Editor-in-Chief and the Chair of the Methodology Committee will meet twice a year to discuss the planning and updating of current guidelines but also the development of new guidelines. The ESICM Office is in charge of the organisation of these meetings and the ESICM President will chair the meeting.

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

The Chairperson, on behalf of the Research Committee, holds a reporting responsibility concerning 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 Business & Finance Committee and the Executive Committee.

## **2.3. Methodology Group (previously Systematic Review Group)**

### **1. Purpose**

The Methodology Group is responsible to provide methodological expertise in ESICM guidelines or identify possible nominees for methodological support for the guidelines. The group is also in charge of organising activities about methodology in systematic review and guidelines.

### **2. Composition**

The Methodology Group consists of the Chairperson and eight other members.

- the Editor-in-Chief or editors of the Intensive Care Medicine Journal
- the Chairperson of the Research Committee
- two representatives of the NEXT Committee
- 4 co-opted members, with experience in methodology, appointed by the Chairperson of the Methodology Group with the EC approval for 2 years, renewable once

The Chairperson of the Methodology Group will be selected by a Search Committee. The Executive Committee shall form the Search Committee of no more than 5 members, including the President (and/or the President-Elect), the Chair of the Congress Committee, the Chair of the Social Media and Digital Content Committee, the Chair of the Research Committee, and the previous Chair of the Methodology Group. 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 Methodology Group should be based on:

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

The Chairperson of the Methodology Group will be nominated for two years, renewable once only.

### **3. Duties**

The Methodology Group will be responsible for providing methodological expertise for guidelines or systematic reviews produced by the Society. The group is also in charge of organising educational activities related to systematic reviews, guidelines and evidence grading in general

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

The Chairperson, on behalf of the Methodology Group, holds a reporting responsibility concerning 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 Business & Finance Committee and the Executive Committee.

## **2.4. Education and Training Committee**

### **1. Purpose**

The Education and Training Committee (ETC) is the structure that ensures the coordination of all professional training and educational activities within ESICM. Its objectives include the organisation and development of all educational activities and standards complying with the overall strategy validated by the ESICM Executive Committee. All ESICM training and educational activities are hosted within the ESICM Academy which serves as the "University" of ESICM. 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 Education and Training Committee, elected by the Council members, among the present or past Council members
- The Chairperson of the Congress Committee
- The Chairperson of the Academy Sub-Committee
- The Chairperson of the EDIC Examinations Sub-Committee
- The Chairperson of the EDEC Curriculum Sub-Committee
- The Chairperson of the CoBaTrICE & Curriculum Development Sub-Committee
- The Chairperson of the N&AHP Committee
- The Chairperson of the NEXT Committee
- Ex officio other committee chairs, Council members and co-opted members approved by the Executive Committee.

The Chairperson of the Education and Training Committee will be appointed at the General Assembly before the end of the term of the Chairperson in place and will act as a Chair-elect for one year before automatically becoming the Chairperson of the Education and Training Committee for a single 2-year term.

The Chairperson is automatically a member of the European Board of Intensive Care Medicine.

### **3. Duties**

- To meet at least four times a year, virtually or face to face.
- 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
- Ongoing 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 concerning 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 Business & Finance Committee and the Executive Committee.

## 2.4.1. Academy Sub-Committee (ASC)

### **1. Purpose**

To assess the Society's educational needs and develop, implement, maintain and continuously evaluate the ESICM educational activities within the e-learning platform that powers the ESICM educational activities (the Academy), according to the educational strategy developed by the ETC and validated by the Executive Committee.

### **2. Composition**

The Academy Sub-Committee consist of

- The Chairperson of the ASC, elected-by the Council members and approved by the Executive Committee
- Chair of the CoBaTrICE & Curriculum Development Sub-Committee
- Twelve members, jointly nominated by ETC Sub-Committee Chairs, subject to approval by the ETC Committee Chair and confirmed by the Executive Committee
- Thirteen Section Educational Representatives (one per Section's field) jointly nominated by the Academy Sub-Committee and the Section Chair, subject to approval by the Executive Committee
- Up to thirteen NEXT Section Educational Representatives (one per Section's field) jointly nominated by the Academy Sub-Committee and the Section Chair, subject to approval by the Executive Committee
- Four representatives of the N&AHP Committee (including the Clinical Pharmacist representative) subject to approval by the ETC Committee

The Academy Sub-committee will be operationally structured into 5 Units, to allow a continuous improvement cycle of (1) needs assessment; (2) instructional strategy; (3) content development; (4) implementation and accreditation; and (5) evaluation. The Units for the Academy Sub-Committee consist of:

- Unit 1 (Needs Assessment Unit): Three ASC members, at least two NEXT representatives, one N&AHP Committee representative and one representative of the CCD Sub-Committee.
- Unit 2 (Instructional Strategy Unit): One ASC member, at least two NEXT representatives and one representative of the N&AHP Committee
- Unit 3 (Content Development Unit): Two ASC members, thirteen section representatives, at least three NEXT representatives, one N&AHP Committee representative and one CCD Sub-Committee representative
- Unit 4 (Implementation and Accreditation Unit): ASC Chair, two ASC members and NEXT Committee members may be added (maximum of 2)
- Unit 5 (Evaluation Unit): ASC Chair, four ASC members, EDIC Examinations Sub-Committee Chair, EDEC Curriculum Sub-Committee Chair, at least two NEXT representatives, one representative of the N&AHP Committee and one representative of the CCD Sub-Committee.

The tenure for each member of the Academy Sub-Committee will be two years, renewable once for the nominated members only (i.e. a maximum four-year mandate).

The new Chairperson will be appointed at the General Assembly before the end of the term of the Chairperson in place and will act as a Chair-elect for one year before automatically becoming the Chairperson of the Academy Sub-Committee for a single 2-year term. The immediate past chair will commit to supporting the new Chairperson for one year so that either the Chair-elect or the immediate past chair is always available to the Chairperson as a "Chair-support".

### **3. Duties**

- To assess the educational needs and wishes of the members of the Society and classify educational content according to level.
- To conceptualise and develop an educational instructional strategy tailored to each education module.
- To develop and maintain educational content consistent with the curriculum as developed by the CCDC, and the overall strategy of the Society.
- To implement educational initiatives. This includes developing a viable business plan (approved by the CEO), logistics, registration and administration for each educational module and yearly planning.
- To maintain and develop the Academy, integrate education on the ESICM website, and plan and execute communication and dissemination of educational initiatives with the Office and the Social Media and Digital Content Committee.
- To ensure accreditation of educational content.
- To maintain and develop the Academy as the "University" of ESICM, which hosts pre- and post-testing, educational surveys, online classrooms, the ACE modules, etcetera.
- To link with the other ETC Sub-Committees.

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

The Chairperson, on behalf of the Academy Sub-Committee, holds a reporting responsibility concerning the financial management of the activities of this Sub-Committee. Standard Society management support mechanisms will be available to facilitate the carrying out of this responsibility, which will be discharged via the Business & Finance Committee and the Executive Committee.

## 2.4.2. EDIC Examinations Sub-Committee

### **1. Purpose**

The EDIC Examinations Sub-Committee is responsible for the organisation and delivery of the EDIC Part I and II exams. The EDIC Examinations Sub-Committee is under the responsibility of the Chairperson of the Education and Training Committee.

### **2. Composition**

The EDIC Examinations Sub-Committee consists of

- A Chairperson elected by the Council members and approved by the Executive Committee. Eligible candidates have a track record of composing and evaluating Objective Structured Clinical Examinations (OSCE) in intensive care medicine, such as the EDIC exams.
- 12 members are nominated by the EDIC Examinations Sub-Committee, subject to approval by the ETC Committee Chair and confirmation by the Executive Committee.
- One representative of the NEXT Committee (this member should hold a full EDIC qualification)
- One representative of the CoBaTrICE & Curriculum Development Sub-Committee (this member should hold a full EDIC qualification)
- A representative of each unit of the Academy Sub-Committee (this member should hold a full EDIC qualification)

The members of the EDIC Examinations Sub-Committee are chosen to respect diversity and inclusiveness rules and representation of 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 nomination is performed one year before the start of the first mandate and it is expected that the nominee joins the Sub-Committee as an observer-in training for one year before the beginning of the first tenure.

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

The EDIC Examinations Sub-Committee is expected to closely collaborate with active EDIC examiners and Exam Centre Directors, who may be invited as guests for Sub-Committee meetings. This pool of experts may include retired EDIC Examinations Sub-Committee members.

The new Chairperson will be appointed at the General Assembly before the end of the term of the Chairperson in place and will act as a Chair-elect for one year before automatically becoming the Chairperson of the EDIC Sub-Committee for a single 2-year term.

### **3. Duties**

- To maintain, deliver and further develop the EDIC Part I and II examinations in collaboration with the Academy Sub-Committee and the CoBaTrICE & Curriculum Development Committee (CCDC).
- To ensure the proper organisation, delivery, quality and proceedings of the EDIC Part I and II exams
- To establish relationships with countries using EDIC as their national intensive care examination and ensure adequate availability of exam slots to these countries, for the mandatory EDIC elements (usually EDIC Part I only).

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

The Chairperson holds a reporting responsibility concerning 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 Business & Finance Committee and the Executive Committee.

## 2.4.3. EDEC Curriculum Sub-Committee

### **1. Purpose**

The EDEC Curriculum Sub-Committee is responsible for organising and delivering the curriculum on advanced echocardiography in intensive care medicine. The EDEC Curriculum Sub-Committee is under the responsibility of the Chairperson of the Education and Training Committee.

### **2. Composition**

The EDEC Curriculum Sub-Committee consists of

- A Chairperson, elected by the Council members and approved by the Executive Committee
- Up to 10 members are nominated by the EDEC Curriculum Sub-Committee, subject to approval by the Education & Training Committee and confirmation by the Executive Committee.
- One representative of the CoBaTrICE & Curriculum Development Sub-Committee
- One representative from each unit of the Academy Sub-Committee

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

The nominations are performed one year before the start of the first mandate and it is expected that the nominee joins the Sub-Committee as an observer-in training for one year before the beginning of the first tenure.

The EDEC Curriculum Sub-Committee is expected to closely collaborate with active EDEC Supervisors, Examiners or Course Faculty, who may be invited as guests for Sub-Committee meetings. This pool of experts may include retired EDEC Curriculum Sub-Committee members.

The new Chairperson will be appointed at the General Assembly before the end of the term of the Chairperson in place and will act as a Chair-elect for one year before automatically becoming the Chairperson of the EDEC Sub-Committee for a single 2-year term.

### **3. Duties**

- To maintain and further develop the EDEC curriculum in collaboration with the CCDC, the Office, and the Units of the Academy Sub-Committee
- To ensure the proper quality and proceedings of the EDEC examinations

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

The Chairperson holds a reporting responsibility concerning 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 Business & Finance Committee and the Executive Committee.

## **2.4.4. CoBaTrICE & Curriculum Development Sub-Committee**

### **1. Purpose**

The definition of the Society's Curriculum is the defined key goals and end-term learners for all diplomas and all accredited education provided by the Society.

The purpose of the CoBaTrICE & Curriculum Development Sub-Committee is to maintain, develop and promote the Society's Curriculum on behalf of ESICM, and align it with the Societies examinations (EDIC Part I & II and EDEC). The Curriculum spans all knowledge and skills from entry-level (level 0) to post-EDIC exam knowledge (level 3), using CoBaTrICE as the core Curriculum and expanding from there.

### **2. Composition**

The C&CD Sub-Committee consists of

- a Chairperson, elected by the Council members and approved by the Education & Training Committee and by the Executive Committee
- up to six members recommended by the Council Members and approved by the Executive Committee
- the NEXT Committee representative

To have a balanced representation on the Sub-Committee, not more than one representative from the same country can be selected as a member. Exceptions to this rule can only be made at the request of the Chair of the CoBaTrICE & Curriculum Development Sub-Committee and after the approval of the Executive Committee.

The Chairperson is automatically a member of the European Board of Intensive Care Medicine.

The tenure for each member of the Sub-Committee will be two years, renewable once (i.e. a maximum four-year mandate).

The new Chairperson will be appointed at the General Assembly before the end of the term of the Chairperson in place and will act as a Chair-elect for one year before automatically becoming the Chairperson of the Curriculum Development Sub-Committee for a single 2-year term.

### **3. Duties**

- To define criteria for approval of the training programmes at the national level
- To develop, maintain and align the various parts of the Curriculum of the Society. This includes the CoBaTrICE curriculum, the curriculum for advanced echocardiography (in liaison with the EDEC Sub-Committee), and the General Intensive Care Ultrasound (GENIUS) curriculum.
- To map the educational offer of the Society against the curriculum.
- To facilitate networking with National Training Organisations

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

The Chairperson, on behalf of the CoBaTrICE & Curriculum Development Sub-Committee, holds a reporting responsibility concerning the financial management of the activities of this Sub-Committee. Standard Society management support mechanisms will be available to facilitate the carrying out of this responsibility, which will be discharged via the Business & Finance Committee and the Executive Committee.

## **2.4.5. Research on Education Taskforce (TF RED)**

### **1. Purpose**

The Research on Education Taskforce (TF RED) was established to support, and coordinate where needed, proposals for education research that come from outside the ETC and Research Committee (but within ESICM), and coordinate proposals from within the groups of ETC and Research. It falls under ETC governance.



## 2. Composition

The TF RED consists of:

- The Chairperson is the ETC chair
- The Vice-chair is the Research Committee Chair
- Four members **nominated** by the ETC & Research Committee Chairs
- The Chairs of all the ETC Sub-Committees
- The Chair of the Methodology Group
- Ex officio Education Advisory Board Members, or other ESICM members with specific expertise, approved by the Executive Committee

## 3. Duties

- The development, maintenance and updating of a publication plan on Research on Education.
- The support (and where needed coordination) of proposals regarding Research on Education put forward by any ESICM member and considered to be of importance to the Society by this Taskforce.
- The coordination of projects regarding Research on Education put forward by the ETC or Research Committee and considered to be of importance to the Society by this Taskforce.
- Involvement in grant writing opportunities for the Taskforce, as well as the ETC and Research Committee

## 4. Reporting relationships and financial accountability

As this is a task force under ETC governance, the ETC Chairperson holds a reporting responsibility concerning 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 Business & Finance Committee and the Executive Committee.

## 2.5. Social Media and Digital Content Committee

### 1. Purpose

The objectives of the Social Media and Digital Content Committee are:

- To promote the highest standards of content
- To review and monitor scientific texts in journals and Journal Review Club, Social media, Section webinars and websites
- To create and solicit content for publishing on social media and digital portal

### 2. Composition

The members of the Social Media and Digital Content Committee are

- The Chairperson of the Social Media and Digital Content Committee, elected by the Council members, among the present or past Council members
- Three representatives of the NEXT Committee
- One representative of the N&AHP Committee

Other contributors may be:

- A representative of each section, appointed by the Section Chairperson, in charge of the communication on the sections' activities
- Four ESICM Members with specific skills in social media and digital communication, nominated by the SM & DG Committee and approved by EC

The Chairperson of the Social Media and Digital Content Committee will be appointed at the General Assembly before the end of the term of the Chairperson in place and will act as a Chair-elect for one year before automatically becoming the Chairperson of the Social Media and Digital Content Committee for a single 2-year term.

### 3. Duties

- The Committee is in charge of the Social Media activities and website content
- The Committee will also transversely work within the Society to organise section webinars
- The Social Media and Digital Content Committee drives and oversees the scientific content of the ESICM website. It also ensures that all references to the Society's scientific content on social media and all other forms of communication are accurate, of the highest standard and in agreement with the general objectives of the Society.
- The Social Media and Digital Content Committee shall collaborate with the ESICM Sections Representatives and the ESICM office to send suitable content from their Sections 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
- News about scientific and educational content related to the Section's subject

## 4. Reporting relationships and financial accountability

The Chairperson, on behalf of the Social Media and Digital Content Committee, holds a reporting responsibility concerning 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 Business & Finance Committee and the Executive Committee.

## 2.6. Business & Finance Committee

### **1. Purpose**

The Business & Finance Committee 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 concerning 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 Treasurer and the Executive Committee.

## 2.7. National Training Committee

### **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 the National Training Committee are

- The ESICM President, who is the Chairperson of this Committee
- The Chairperson of the Education and Training Committee
- One representative (National Training Coordinator) of each NTO. For countries with no NTO, the position can be held by a representative 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 and Delegates from other Societies related to education and training in intensive care medicine.

### **3. Duties**

- To be responsible for mutual contact between the Society and the NTOs, to improve the relations between both parties
- To promote training and education based on the CoBaTrICE concept in the country
- To develop and maintain the partnerships between ESICM and each NTO
- The National Coordinators should seek to maintain existing and develop improved, novel approaches 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 National Training Committee, holds a reporting responsibility concerning 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 Business & Finance Committee and the Executive Committee.

## 2.8. National Societies Committee

### **1. Purpose**

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

### **2. Composition**

The members of the National Societies Committee are

- The ESICM President, also the Chairperson of the National Societies Committee
- The President-Elect
- The Immediate Past President
- The General 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.

### 3. Duties

- To be responsible for mutual contact between the Society and the National Societies, to improve the relations between both parties,
- 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, 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 concerning 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 Business & Finance Committee and the Executive Committee.

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

### 1. Purpose

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

### 2. Composition

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

- A Chairperson, elected for a single mandate of two years, by the Council members among the current or past members of the N&AHP Committee
- Six Committee members, elected by and among the N&AHP members
- A physiotherapist nominated by EC on the suggestion of the N&AHP Committee
- A pharmacist nominated by EC on the suggestion of the N&AHP Committee

The tenure for each elected member of the Committee will be two years, renewable once only by re-application and re-election.

The new Chairperson will be appointed at the General Assembly before the end of the term of the Chairperson in place and will act as a Chair-elect for one year before automatically becoming the Chairperson of the N&AHP Committee for a single 2-year term.

The election of the members is performed one year before the start of the mandate and it is expected that the elected member joins the N&AHP Committee as an observer-in training for one year before the beginning of the office.

Re-elected N&AHP members will be assigned for the second term of two years in addition to a year as an observer-in training, to a different committee than the one to which they were assigned in their first term.

### 3. Duties

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

The N&AHP Committee members are assigned to positions in the different committees as shown in the table below. In addition, the N&AHP Committee steers and conducts its own projects and programmes.

ESICM Structure	# N&AHP representatives	N&AHP representatives
Executive Committee	1	N&AHP Chairperson (ex officio)
Congress Committee	1	N&AHP Committee Member
Research Committee	1	N&AHP Committee Member
Education & Training Committee	1	N&AHP Committee Chairperson
Academy Sub-Committee	4	N&AHP Committee Members, including a Pharmacists Representative
Social Media & Digital Content Committee	1	N&AHP Committee Member
Diversity and Inclusiveness Monitoring Group	2	N&AHP Chairperson and one N&AHP Committee Member

Representation in Committees does not count for an appointment in the Committee

#### 4. Reporting relationships and financial accountability

The Chairperson, on behalf of the Nurses & Allied Healthcare Professionals Committee, holds a reporting responsibility concerning 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 Business & Finance Committee and the Executive Committee.

## 2.10. NEXT and NEXT Committee

### 1. Purpose

NEXT aims to reinforce young physicians' participation within ESICM, foster better integration and develop their role in the various ESICM activities.

To be considered as NEXT and therefore be eligible for NEXT programmes and positions, ESICM members must be ≤ 37 years of age or a member of the NEXT Committee. To be eligible for elected NEXT positions, the candidate must be ≤ 37 years of age at the beginning of their term of office (General Assembly).

### 2. Composition

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

In detail, the NEXT Committee consists of

- The Chairperson, elected by the ESICM Council for a single 2-year term (not renewable). Applicants should have been elected members of the NEXT Committee before and must fulfil the NEXT criteria at the beginning of the mandate.
- Fourteen NEXT Committee members, elected by the NEXT members of the Society
- One International (non-European) member, or Ordinary (European) member, who is nominated by the Chair and Deputy of the NEXT Committee, the Chair of the EDIC Sub-Committee and the Chair of the Education and Training Committee (ETC), after an open application process, and meets the formal qualifications to be part of the EDIC Committee. The term of nomination can be renewed once. The nomination is performed one year before the start of the first mandate and it is expected that the nominee joins the Sub-Committee as an observer-in training for one year before the beginning of the first tenure.

The election of the members is performed one year before the start of the mandate and it is expected that the elected member joins the NEXT Committee as an observer-in training for one year before the beginning of the office. The tenure for each elected member of the Committee is two years, renewable once by re-application and re-election. At the point of the beginning of each mandate, the member needs to fulfil the NEXT criteria.

The new Chairperson will be appointed at the General Assembly before the end of the term of the Chairperson in place and will act as a Chair-elect for one year before automatically becoming the Chairperson of the NEXT Committee for a single 2-year term.

The NEXT Committee will assess the successful candidates' preferences and CVs and validate the allocation of the elected NEXT Committee members to the different ESICM structures. Re-elected NEXT members will be assigned for the second term of two years in addition to a year as an observer-in-training, to a different committee than the one to which they were assigned in their first term.

### 3. Duties

The NEXT Committee members are assigned to positions in the different committees as shown in the table below. In addition, the NEXT Committee steers and conducts its own projects and programmes.

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

ESICM Structure	# NEXT representatives	NEXT representatives
Executive Committee	1	NEXT Chairperson (ex officio)
Congress Committee	2	NEXT Chairperson and one other NEXT Committee Member
Research Committee	2	NEXT Committee Members
Methodology Group	2	NEXT Committee Members
Education & Training Committee	1	NEXT Committee Chairperson
Academy Sub-Committee	4	NEXT Committee Members
CoBaTriCE & Curriculum Development Sub-Committee	1	NEXT Committee Member
EDIC Examinations Sub-Committee	1	NEXT Committee Member, international or European, who is nominated and meets the criteria for the EDIC Examination Committee
Social Media & Digital Content Committee	3	NEXT Committee Members
Diversity and Inclusiveness Monitoring Group	2	NEXT Chairperson and one other NEXT Committee Member

Representation in Committees does not count for an appointment in the Committee

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

The Chairperson, on behalf of the NEXT Committee, holds a reporting responsibility concerning 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 Business & Finance Committee and the Executive Committee.

## **2.11. The Diversity and Inclusiveness Monitoring Group**

### **1. Purpose**

The Diversity and Inclusiveness Monitoring Group within ESICM is responsible for improving identification, overcoming potential barriers and differential attainment and promoting balanced opportunities for all its members, regardless of sex, gender identity, sexual orientation, ethnicity, country of origin, cultural affiliation, religion, socio-economic status or profession, and to foster participation at all levels of the Society.

### **2. Composition**

The Diversity and Inclusiveness Monitoring Group consists of

- The ESICM Secretary, who is also the Chairperson of the Diversity and Inclusiveness Monitoring Group
- The ESICM President
- The ESICM President-elect
- The ESICM CEO
- Two women ESICM members (European or International), nominated for two years by the Executive Committee, renewable once
- Two representatives (one woman and one man) of the NEXT Committee, including the Chairperson
- Two representatives (one woman and one man) of the N&AHP Committee
- Two representatives (one woman and one man) of the low- and middle-income countries, nominated for two years by the Executive Committee, renewable once

### **3. Duties**

The specific duties of the Diversity and Inclusiveness Monitoring Group include:

- The group shall meet once a year
- To write an annual ESICM diversity report, to be presented at the Executive Committee and the Council. The topic will be an agenda item at the ESICM Annual General Assembly and part of the Secretary's report.
- To improve diversity and inclusivity across the Society without compromising quality and excellence.

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

The Chairperson, on behalf of DMG, holds a reporting responsibility concerning 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 Business & Finance Committee and the Executive Committee.

## **2.12. Global Intensive Care Group**

### **1. Purpose**

The Global Intensive Care Group (GICG) is aiming to consolidate and strengthen efforts within ESICM to help improve intensive care medicine in low- and middle-income countries.

### **2. Composition**

The Global Intensive Care Group consists of 6 members

- A chairperson to be appointed by the Executive Committee for a 2-year term renewable once, who will have a seat in the Congress Committee
- Representative of each of the following regions: Africa, Asia and South America, to be nominated by the Executive Committee for two years, renewable once
- Two European representatives, nominated by the Executive Committee for two years, renewable once

### **3. Duties**

The role of this group is to facilitate the collaboration and bilateral sharing of information and knowledge between low- and middle-income countries and other countries.

The specific duties of the Global Intensive Care Group include:

- Assistance, involvement and dissemination of information for ESICM-endorsed projects in low- and middle-income countries
- Development and maintenance of course content for the ALIVE-funded projects related to education and research
- Development of guidelines and standard operating procedures for courses and research projects to ensure delivery at the most optimal level in low- and middle-income countries

The Global Intensive Care Group shall meet twice a year, one meeting being organised at LIVES by the ESICM Office.

The ESICM members will be invited to participate in the activities organised by the Group.

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

The Chairperson, on behalf of GICG, holds a reporting responsibility concerning 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 Business & Finance Committee and the Executive Committee.

### **2.13. 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 to the Society's annual congress.

## **3. Sections and Project Groups**

### **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, the Research Committee, the Social Media and Digital Content Committee and the Academy Sub-Committee with expertise within their field.

#### **2. Composition**

A section consists of members interested in the field of the section, voting members who want to actively take part in the section activities and a Chairperson.

The Chairperson will be elected among and by the voting members of the Section. The new Chairperson will be appointed at the General Assembly before the end of the term of the Chairperson in place and will act as a Chair-elect for one year before automatically becoming the Chairperson of the Section for a single 2-year term.

The Chairperson will also nominate among the voting members of the Section, representatives in different ESICM Committees where the field of interest of the section needs to be represented. The full representation of the Section must represent the diversity and inclusiveness criteria of the Society.

Representatives will have the skills required to serve on the following committees: The Research Committee, the Social Media and Digital Content Committee and the Academy Sub-Committee. These nominations are for two years and approved by the Executive Committee. Nominations can be renewed only to a different committee than the one to which they were assigned in their first term, except for the Academy Sub-Committee (see Chapter 2.4.1).

Currently, the list of Sections is as follows:

- Acute Kidney Injury
- Acute Respiratory Failure
- Anaesthesia & Peri-operative Medicine
- Cardiovascular Dynamics
- Data Science
- Ethics
- Feeding, Rehabilitation, Endocrinology & Metabolism
- Health Services Research and Outcomes
- Infection
- Neuro-Intensive Care
- Systemic Inflammation and Sepsis
- Translational Biology
- 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 of the main interests of the membership in the Society's activities 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 different Committees and the Council.

#### **5. Duties**

- The Section Chairperson is a member of the Council and the Congress Committee.
- The Section Chairperson will nominate, with the EC approval, a representative for the Research Committee.
- The Section Chairperson will nominate, with the Academy Sub-Committee Chair and to be approved by the EC, an Educational Representative and a NEXT Educational Representative for the Academy Sub-Committee. The mandate of each Section Educational Representative will start at the second year of each Section Chair's mandate, to ensure the Section Chair can appropriately consider the nominations. Section Educational Representatives will primarily be assigned to Unit 3, with a secondary assignment allowed, up to a maximum of 3 section representatives for Units 1, 2, 4 and 5.
- It is the responsibility of the Chairperson and the nominated representatives of the Sections to democratically represent their members' views in all Committees and activities of the Society in which they are involved.
- It is a vital role of the Chairperson to facilitate communication among the Section members and to ensure that each Section Member has the opportunity to input into the Sections' activities.
- The Chairperson of the Section and the nominated Educational Representative are responsible for nominating authors and proposing editors and peer reviewers to the Academy Sub-Committee within their Section with the 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 Academy Sub-Committee.
- Each Section Chair will be expected to nominate a Communication Representative. They will be responsible for coordinating and linking with the Social Media and Digital Content Committee to help in advertising the activities of the Section, maintaining the Section web page up-to-date and contributing to the ESICM Newsletters and Annual Report.

#### **6. Reporting relationships**

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

The Section Chairperson reports to the Council about Section affairs.

### **3.2 Section Project Groups**

#### **1. Purpose**

The task of Section Project Groups is to facilitate cross-sectional collaboration on specific named projects within their field of expertise over a defined 2-year period renewable once.

#### **2. Composition**

A Section Project Group (SPG) is a group of members within existing Section(s) 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 a specific project.

#### **3. Creation**

Section Project Groups should be cross-sectional - where one Section may take the lead and a proposal should be made to the Chairperson of the lead Section, supported by a minimum of 5 ESICM Ordinary and International members, who are willing to join the SPG. This proposal will then be presented to the Section members. The Section will then decide during the next Section meeting.

After approval by the Sections, the name(s) of the SPG and the aim of the project(s) will be submitted to the ESICM Congress Committee and communicated to the ESICM Secretariat.

Section Project Groups should include a representative from more than one of the Society's Sections, to ensure adequate coordination of activities and dissemination of knowledge in these Sections.

Each SPG will nominate (in case of one candidate) or elect (in case of more candidates) a Head. The term of the SPG is two years, renewable once where further time is needed to complete the project.

#### **4. Duties**

- It is the duty of the SPGs to help the Chair of the Section maintain an appropriate body of abstract reviewers for the ESICM Annual Congresses.

- Each SPG may propose, each year, thematic sessions for the annual congress, derived from their specific work.
- SPGs may request a meeting room during the annual congress and during other meetings where ESICM meetings take place. The results of these SPG meetings have to be reported formally to the Section within two weeks.
- SPGs do not represent their parent Sections.

### **5. Reporting relationships**

The Head of the SPG will report on the project 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 impossible or not carried out, the ESICM President shall decide on the further procedure.

Failure of any elected member (Executive Committee, Council member, Section Chair or Sub Committee member) to attend two consecutive meetings should be notified to the President by the Chair of this meeting. The elected member and President will need to discuss attendance and agree on a plan.

Failure to attend three consecutive meetings will automatically result in the dismissal of the elected member, unless he/she has obtained the prior agreement of the President or the Chairman and the President agree that the circumstances are totally beyond 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 14 days, it must be decided by a 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.

At the end of an officer's mandate, if no candidate has come forward who is willing to stand for election, and a position remains vacant, a provisional officer/designated person, can be invited to stay on for an interim period of a maximum of one year to assist the Committee. This person would not assume a (formal/official) role on the Council.

## **5. Proceeding of Elections and Nominations**

### **5.1. General Rules**

- Candidates for elected or nominated positions must be ICU professionals working in Europe, except the Chair of the Global IC Group and the Representatives of non-European Countries in the Council, who devote the majority of their clinical, research and educational time to intensive care medicine.
- Candidates for elected or nominated positions are expected to read and accept both the prerequisites to stand and the job descriptions
- Candidates for elected or nominated positions should have filled in and signed the ESICM Conflict of Interest Form
- Candidates for both nomination and election must serve the interest of ESICM and therefore must respect a framework of principles and rules governing their conduct in terms of ethics and integrity. They are expected to sign the ESICM Code of Conduct AND the specific Code of Conduct for ESICM Elections when standing for an elected position.
- To apply to an elected position, candidates cannot place themselves under any obligation or time constraint to any international organisation which might affect their ability to act impartially and objectively as ESICM Officers in the best interest of ESICM members, as long as the ESICM mandate or election period is running
- Candidates for elected positions commit to devoting the necessary time to the organisation and smooth running of tasks within the Committee or Section they apply for.
- All elected officers can hold positions once, except the ICM & ICMx Editors-in-chief
- All nominated positions will be for two years, renewable once.
- No one who has already held two different elected positions in the Executive Committee can stand for further election within 6 years from the end of their last mandate, except the Presidency
- No one who has already held an elected position in the Executive Committee can apply for any elected position outside of the Executive Committee.
- The ballot shall be open only if there are two or more candidates for an elected office.
- The EC is responsible for monitoring the election process to guarantee diversity and inclusiveness among all candidates.

The EC can extend the candidature period if the diversity and inclusiveness are not reflected in the current applications. Examples of this, but not limited to, are situations in which there is only one candidate for several elected



positions. If no eligible candidate stands, the Executive Committee will nominate a member from the (Sub-)Committee ad interim until a candidate comes up.

The Executive Committee shall review the application criteria and decide upon the eligibility of each candidate.

## **5.2. 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 the timing of elections
- The ESICM Secretariat will send one e-blast (only) that will include a link per candidate to a standardised document containing each candidate's presentations. This e-blast will be sent the day before the ballot opens. Only the ESICM central office will be authorised to disseminate the candidates' manifestos.
- Mandates are handed over at the General Assembly (GA) at the annual congress in the Autumn.
- To vote or to stand as a candidate, the membership fee for the current year must have been paid before the deadline:
  - For candidates: before the end of the call period
  - For voters: before the ballot starts.
- Deadlines may be changed by the decision of the Executive Committee.

## **5.3. Election process**

### ***Dates for the election***

The dates of the election are suggested by the ESICM Secretary and 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 at the request of the ESICM Secretary.

All ESICM members (paid or unpaid membership fee for the current year) have to receive an email that gives the following information:

- Open positions
- Job descriptions, including prerequisites to stand as a 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. The EC can extend the candidature period if the diversity and inclusiveness are not reflected in the current applications. Examples of this, but not limited to, are situations in which there is only one candidate for some elected positions or when one gender is overly represented. If no eligible candidate stands, the Executive Committee will nominate a member from the (Sub-)Committee ad interim until a candidate comes up.

### ***Shortlisting of candidates***

1. Once the deadline has passed, the ESICM Membership Department will check the eligibility of the candidates and inform the ESICM Secretary.
2. The ESICM Secretary informs the Executive Committee about the candidates and suggests which candidates are eligible.
3. 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.

All candidates standing for election are requested to sign the Code of Conduct before their candidature is validated. They 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 for the opening of the ballot at the latest.

Current members of the Executive Committee should not campaign on behalf of the Executive Committee for any candidate standing for election for Executive Committee positions. Personal voting intentions should not be conveyed using ESICM channels. Negative references to any candidate will not be tolerated.

### ***Ballot***

The ballot starts after the above-mentioned steps have been achieved and shall be open only if there are two or more candidates for an elected office, and if all the candidates meet the diversity and inclusiveness criteria.

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 can do so.

**Presentation as a Candidate**

Potential candidates must fill in the Application form and send it to the office before the set deadline.

Candidates are expected to read and accept both the prerequisites to stand and the job descriptions.

To stand, the candidates must pay their membership fee for the current year before submission of the proposal. A member can only apply and stand for one open position.

**Results**

- After the ballot closes, the ESICM Membership staff member 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.

**5.4. Handover of mandates****Background**

The European Society has various positions to cover where Officers are elected from the Membership. The mandate for these positions is two years, not renewable.

The transition between the different mandate holders must occur smoothly so that the Society will operate on the highest possible level. To ease the handover process, the incoming elected person will be appointed at the General Assembly before the end of the term of the outgoing officer. They will act as officers-elect (OE) before automatically becoming the officer in place.

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

Members of the Executive Committee, Chairs of Committee or Sub-Committee and Section Chairs must have completed their current term of office before applying for a new position within the Society, i.e. they may not stand for election before the General Assembly at the end of their mandate.

Any other elected member may stand as a candidate for a new position in the same year as his or her current term of office ends, i.e. he or she may apply before the General Assembly, only in the last year of his or her mandate.

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

If successfully elected for a new position, it is assumed that candidates should stand down from their previous positions at the General Assembly.

**Rights and Duties of Officers-Elect (OE)**

- The OE have the right to participate in any meetings of their specific committee which occur in the transition period.
- The OE have the right and the duty to ask and to obtain specific information, necessary for the processing of their mandate. They should thus be added to the mailing list of their specific committee. This right is valid for the whole of the transition period.
- OEs are allowed to participate in ongoing discussions and to express their opinions during the transition period.
- OEs are not allowed to deliver any formal vote.
- For positions in EC, the OE will be invited to the EC meetings as an observer three months before the beginning of the mandate.

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

- Outgoing mandate holders must support their successors during the transition period.
- Outgoing mandate holders must include the "OE" in all discussions relating to their mandate in the transition period.
- For positions within the Executive Committee, a personal meeting between the old and the new mandate 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 has a permanent administrative office established in Brussels, Belgium. The office is managed by a Chief Executive Officer, who is appointed by the Executive Committee.

### 6.1. Chief Executive Officer (CEO)

#### 1. Background

The Chief Executive Officer organises the Brussels Office on the practical, legal, financial, and personnel levels. They ensure that the Office provides the expected work.

They organise and appraise the work of the Society's personnel seeking improvement and further development of the Society's activities. The CEO works closely with the President of ESICM and the ESICM Executive Committee to establish and apply the policies, procedures and projects of the ESICM Executive Committee.

The CEO is subject to the ultimate authority of the ESICM Council. The CEO has full authority for the management of the business and commercial activities of ESICM; the operations and politics of the ESICM administrative headquarters, as well as all the staff employed by the Society, both now and in the future.

#### 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.

#### 3. Responsibilities

- Organisation and Management of the administrative office;
- Daily management of the teams;
- Respect of deadlines and improvement of processes to develop the Society's activities;
- Management of the accounts department and approval of monthly and annual accounting items;
- Management of human resources (to recruit, lead and dismiss all the staff)
- Handling of legal issues;
- Supervision of communication tools (Web and Internet);
- Organisation and management of the annual congress, strategies and development of ESICM;
- Supervision of the activities of the ESICM Fund
- Relations and negotiations with scientific partners of the ESICM.

#### 4. Reporting relationships

The Chief Executive Officer reports to the Executive Committee.

#### 5. Right of veto

The Chief Executive Officer has the right and obligation to veto proposals that would, in his judgement, impose undue risk to the Society's budget.

#### 6. Dismissal (for serious professional misconduct)

The Executive Committee has the collective powers to dismiss and remove the CEO for serious professional misconduct after Council approval. Four-fifths of the Executive voting members need to vote on the motion of this misconduct and bring this to the Council for approval.

To vote on the motion, it will be necessary to have a quorum of 50% of the Council members present at the meeting. For a motion to be valid, it must have obtained three-quarters of the Council members' votes.

### 6.2. Office Staff

The office staff work under the responsibility and they report to the Chief Executive Officer

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

## 7. Various

### 7.1. Rules of Travel Reimbursement

The ESICM Executive Committee has decided 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 any other place, including the ESICM Officers.

Eligible costs for reimbursement by ESICM are:

- Flight costs (economy class)
- Train costs (economy class)
- Car costs (current official Belgian rate of the year)
- Taxi fares exclusively for home-airport-home and airport-hotel-airport journeys 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.

All other costs like bar, mini-bar, lunches or dinners not related to ESICM business are not eligible for reimbursement by ESICM.

The ESICM will only reimburse direct work-related expenses on trips abroad, other expenses are not eligible.

The following fares are maximums in euros. Reimbursement will be made based on the real costs paid.

<i>Region</i>	<i>Euro</i>
Europe and the 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 six 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 economy fare 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.

It is strongly advised that all persons travelling on behalf of the Society have adequate personal travel and health insurance coverage to cover any unforeseen medical intervention or loss of personal items while abroad. The Society cannot be held responsible for any hospital bills, repatriation, theft or damage to personal items during the annual congress or any other ESICM-led events.

### 7.2. The Society Medal Holder

The Society has decided to donate a yearly award called the Society Medal, to one of its outstanding and long-acting members.

The Executive Committee decides about the person who will gain the Society Medal.

The medal is handed over during the opening ceremony of the ESICM Annual Congress.

The medal does not imply any duties or rights other than the fact that ESICM Medal Holders enjoy free lifetime 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 staff member 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 to take over temporarily his/her role concerning 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 sent 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 should 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 should be informed.
- After this period, the ESICM Secretary is responsible for placing the minutes on the ESICM website.

## 9. ESICM Fund, ALIVE

### 9.1 Aims

The main objective of the Society's Fund (ALIVE) is to create international cooperation on education and health management in intensive care medicine.

The Fund will support educational and training initiatives that will contribute to the improvement of the conditions and outcomes of critically ill patients in Low- and Middle-Income Countries, both in the number and quality of lives saved in Intensive Care Units (ICUs).

In particular, the Fund will support clinical research projects, education of health professionals in Intensive Care Medicine and projects for the direct and indirect support of the patients and their families.

Based on strategic priorities, the Management Committee will allocate resources between research projects or grants, educational projects and initiatives aimed to directly support patients and families in Low- and Middle-Income Countries.

The Fund will also facilitate the transfer of knowledge by allowing selected volunteers and practitioners to teach and train doctors and staff in these countries.

Following the Fund's working methods, the Fund will provide particular support to initiatives that are likely to have a multiplier effect and contribute to social, scientific or cultural innovation.

### 9.2 Duration

Created in September 2018, the Fund (ALIVE) is set up for an initial period of five years, renewable.

The Fund's Executive Committee shall have the right to stop the Fund at any given moment.

The Founder is setting up this Fund with the intention to act as an incubator to gain experience to create an independent Fund of general interest at the end of the present Agreement.

### 9.3 Management

A Management Committee is established within the Foundation that shall be composed of at least three members, including:

- a) the Founder, represented by designated representatives, along with the Founder's Executive Officers during their ESICM official mandate. The Founder's Executive Officers will speak with one voice and will represent the Foundation for the same duration of the mandate as they do for the Founder. At the time of signature, the Foundation's Management Committee officers are the:
  - i. ESICM President (Chair of the Fund)
  - ii. ESICM President-elect
  - iii. ESICM Chair of the Education and Training Committee
  - iv. ESICM Chair of the Congress Committee

Only the Founder or his/her representatives may designate their successors within the Management Committee. The term of the representatives of the Founder will always be linked to the duration of their ESICM mandate;

- b) a representative of the Foundation;
- c) a third party, chosen jointly by the representatives of the Founder and the Foundation and appointed to chair the Committee. They will be appointed for a term of four years and can be re-elected once. The age limit is fixed at seventy years old.

The entire founding Executive Committee must receive a copy of all meeting reports and progress reports from the fund management committee.

### 9.4 Role of the Management Committee

The Management Committee is the Fund's decision-making body. It takes all necessary measures to guide the Fund's activities. It sets the Fund's methods of action, designates beneficiaries and determines potential partners.

The Management Committee disposes the greatest liberty in its choice and methods of action regarding the projects it supports, provided that these respect the Fund's objectives. No project may be selected by the Management Committee without the agreement of the Founder, or his representative.

The Management Committee may be aided by experts or groups of experts, juries, advisory committees or any other committee for which it sets the composition.

## Appendix A: Definition of regions

### 1. Definition of Europe for ESICM

- |  |  |   |
|--|--|---|
| <ul style="list-style-type: none"> <li>- Albania</li> <li>- Andorra</li> <li>- Armenia</li> <li>- Austria</li> <li>- Azerbaijan</li> <li>- Belgium</li> <li>- Bosnia and Herzegovina</li> <li>- Bulgaria</li> <li>- Croatia</li> <li>- Cyprus</li> <li>- Czech Republic</li> <li>- Denmark</li> <li>- Estonia</li> <li>- Finland</li> <li>- France</li> <li>- Georgia</li> </ul> | <ul style="list-style-type: none"> <li>- Germany</li> <li>- Greece</li> <li>- Hungary</li> <li>- Iceland</li> <li>- Ireland</li> <li>- Israel</li> <li>- Italy</li> <li>- Latvia</li> <li>- Liechtenstein</li> <li>- Lithuania</li> <li>- Luxembourg</li> <li>- Malta</li> <li>- Moldova</li> <li>- Monaco</li> <li>- Montenegro</li> <li>- Netherlands</li> </ul> | <ul style="list-style-type: none"> <li>- Norway</li> <li>- Poland</li> <li>- Portugal</li> <li>- Republic of Macedonia</li> <li>- Romania</li> <li>- Russia</li> <li>- San Marino</li> <li>- Serbia</li> <li>- Slovakia</li> <li>- Slovenia</li> <li>- Spain</li> <li>- Sweden</li> <li>- Switzerland</li> <li>- Turkey</li> <li>- Ukraine</li> <li>- United Kingdom</li> </ul> |
|--|--|---|

## 2. Other regions

### 2.1. Africa

#### **African Union**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>- Kingdom of Swaziland</li> <li>- Kingdom of Lesotho</li> <li>- République Algérienne Démocratique et Populaire</li> <li>- République d'Angola</li> <li>- République du Bénin</li> <li>- Republic of Botswana</li> <li>- Burkina Faso</li> <li>- République du Burundi</li> <li>- République du Cameroun</li> <li>- République du Cap Vert</li> <li>- République Centrafricaine</li> <li>- République du Tchad</li> <li>- Union des Comores</li> <li>- République du Congo</li> <li>- République de Côte d'Ivoire</li> <li>- République Démocratique du Congo</li> <li>- République de Djibouti</li> <li>- Arab Republic of Egypt</li> <li>- République de Guinée Equatoriale</li> <li>- State of Eritrea</li> <li>- Federal Democratic Republic of Ethiopia</li> <li>- République Gabonaise</li> <li>- Republic of The Gambia</li> <li>- Republic of Ghana</li> <li>- République de Guinée</li> <li>- République de Guinée Bissau</li> </ul> | <ul style="list-style-type: none"> <li>- Republic of Kenya</li> <li>- Republic of Liberia</li> <li>- Socialist People's Libyan Arab Jamahiriya</li> <li>- République de Madagascar</li> <li>- Republic of Malawi</li> <li>- République du Mali</li> <li>- République Islamique de Mauritanie</li> <li>- Republic of Mauritius</li> <li>- Republic of Mozambique</li> <li>- Republic of Namibia</li> <li>- République du Niger</li> <li>- Federal Republic of Nigeria</li> <li>- République Rwandaise</li> <li>- République Arabe Sahraouiane Démocratique</li> <li>- Republic of Sao Tome and Principe</li> <li>- République du Sénégal</li> <li>- Republic of Seychelles</li> <li>- Republic of Sierra Leone</li> <li>- Transitional Federal Government of Somalia</li> <li>- Republic of South Africa</li> <li>- Republic of The Sudan</li> <li>- The United Republic of Tanzania</li> <li>- République Togolaise</li> <li>- République Tunisienne</li> <li>- Republic of Uganda</li> <li>- Republic of Zambia</li> <li>- Republic of Zimbabwe</li> </ul> |
|--|---|

#### **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 that are eventually not listed here should contact the Membership Secretary at: [members@esicm.org](mailto:members@esicm.org)