Standard Operating Procedure

Preparation and handling of EUCAST minutes

EUCAST SOP 7.1

23 January 2018
Preparation and handling of EUCAST minutes
Foreword

The European Committee on Antimicrobial Susceptibility Testing (EUCAST) is organised by the European Society for Clinical Microbiology and Infectious Diseases (ESCMID), the European Centre for Disease Prevention and Control (ECDC), and the active national antimicrobial breakpoint committees in Europe. EUCAST was established by ESCMID in 1997, was restructured in 2001-2002 and has been in operation in its current form since 2002.

The current remit of EUCAST is to harmonise clinical breakpoints for existing antimicrobial agents in Europe, to determine clinical breakpoints for new agents, to set epidemiological (microbiological) breakpoints, to revise breakpoints as required, to harmonise methodology for antimicrobial susceptibility testing, to develop a website with MIC and zone diameter distributions of antimicrobial agents for a wide range of organisms and to liaise with European governmental agencies and European networks involved with antimicrobial resistance and resistance surveillance.

Information on EUCAST, EUCAST breakpoints and all documents are freely available on the EUCAST website at http://www.EUCAST.org.

Citation of EUCAST documents

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EUCAST documents published on the EUCAST website should be cited in the following way: European Committee on Antimicrobial Susceptibility Testing. Name of document, EUCAST version number, year. Website address.

This SOP should be cited as: “European Committee on Antimicrobial Susceptibility Testing. Preparation and handling of EUCAST minutes, EUCAST SOP 7.0. http://www.eucast.org/sop."
Abbreviations

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<thead>
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<th>Abbreviation</th>
<th>Definition</th>
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<td>EUCAST</td>
<td>European Committee on Antimicrobial Susceptibility Testing</td>
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<td>ESCMID</td>
<td>European Society for Clinical Microbiology and Infectious Diseases</td>
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1 Scope

1.1 This SOP describes how minutes of EUCAST meetings are prepared and handled.

2 Introduction

2.1 Minutes are routinely produced for EUCAST Steering Committee meetings and General Committee meetings.

2.2 Minutes will be prepared by subcommittees if they hold formal meetings. Some subcommittees may be run by email correspondence only, in which case no minutes will be prepared.

3 EUCAST Steering Committee minutes

3.1 Structure of minutes

The minutes include the following:

A title with the location and date of the meeting.

A list of attendance by Steering Committee members.

A list of apologies from Steering Committee members.

A list of any additional attendees including their affiliations and an indication of which sections of the meeting they attended, if applicable.

The minutes are presented in the form of a table with columns for the minute number, the detailed minute and assignment of actions.

Section 1 is always entitled “Chairman’s welcome” and includes details of any member substitutions by breakpoint committees and any “visiting” members.

Section 2 is always amendments to and ratification of the minutes of the previous meeting.

Section 3 is always matters arising from the minutes of the previous meeting. Items included as specific agenda items are not dealt with as matters arising.

With the exception of the final section the remainder of the minutes relate to specific agenda items.
The last section is always a list of future meetings

3.2 Preparation of unratified minutes

As soon as possible after each meeting minutes will be drafted by the Scientific Secretary. Drafts will be sent to the Chairman and Clinical Data Coordinator for review and input.

Unratified minutes are then sent to the Steering Committee members with a request to inform the Scientific Secretary of possible errors and modifications.

Approximately one week before the following Steering Committee meeting the unratified draft is corrected with any changes proposed by Steering Committee members and the revised version sent to the Steering Committee.

3.3 Ratification of minutes

At the following Steering Committee meeting the committee members are asked if the minutes are a correct record of the meeting and if there are any typographical errors.

The minutes are ratified subject to any corrections. Corrections other than typographical errors are noted in the minutes of the meeting at which they are ratified. Typographical errors are corrected without a specific note.

3.4 Availability of ratified minutes

Ratified minutes are held by the Scientific Secretary and are available to all members of the Steering Committee. Full minutes are not available outside the Steering Committee as they include items related to development of breakpoints for new agents and these are covered by confidentiality agreements with relevant companies, as required by the EUCAST-EMA SOP for breakpoint setting.

3.5 Availability of minutes with confidential items removed

A version of the minutes is prepared with confidential items removed and the confidential items referred to only as “new agent”, with “agent” replaced by the antimicrobial group to which the agent belongs.

This modified version is sent to ESCMID for filing and to any visiting members.

3.6 Summary of Steering Committee minutes

A summary of the minutes is posted on the EUCAST website after the minutes have been ratified.
### 4 Relevant factors in review of breakpoints for antimicrobial agents

#### 4.1 Structure of minutes

The minutes include the following:

A title with the location and date of the meeting.

A list of attendance including General Committee members and other attendees signing the attendance register.

A list of apologies from General Committee members.

The minutes are presented in the form of a table with columns for the minute number, the detailed minute and assignment of actions.

Minutes always include the approval of the minutes of the previous meeting, matters arising from the minutes of the previous meeting, details of EUCAST committees, ECCMID activities, future activities, any other business and the date of the next meeting.

Items included as specific agenda items are not dealt with as matters arising. The remainder of the minutes relate to specific agenda items.

#### 4.2 Preparation of unratified minutes

As soon as possible after each meeting minutes will be drafted by the Scientific Secretary. Drafts will be sent to the Chairman and Clinical Data Coordinator for review and input.

Unratified minutes are then posted on the EUCAST website.

#### 4.3 Ratification of minutes

At the following General Committee meeting the attendees are asked if the minutes are a correct record of the meeting and if there are any typographical errors.

The minutes are ratified subject to any corrections. Corrections other than typographical errors are noted in the minutes of the meeting at which they are ratified. Typographical errors are corrected without a specific note.

#### 4.4 Availability of ratified minutes

Ratified minutes are held by the Scientific Secretary and are posted on the EUCAST website.
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<th>5</th>
<th><strong>EUCAST Subcommittee minutes</strong></th>
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<tr>
<td><strong>5.1</strong></td>
<td>Subcommittee minutes</td>
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<tr>
<td></td>
<td>Minutes will be produced if subcommittees hold formal meetings. There will be no minutes from subcommittees that operate by email only.</td>
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<td><strong>5.2</strong></td>
<td>Structure of minutes</td>
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<td></td>
<td>The minutes include the following:</td>
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<td>A title with the location and date of the meeting.</td>
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