

EUCAST controlled document	EUCAST SOP 7.4
Date of issue: 06 May 2025	Page 1 of 8



EUCAST

EUROPEAN COMMITTEE
ON ANTIMICROBIAL
SUSCEPTIBILITY TESTING

European Society of Clinical Microbiology and Infectious Diseases

Standard Operating Procedure

Preparation and handling of EUCAST minutes

EUCAST SOP 7.4

6 May 2025

EUCAST controlled document	EUCAST SOP 7.4
Date of issue: 06 May 2025	Page 2 of 8

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EUCAST controlled document	EUCAST SOP 7.4
Date of issue: 06 May 2025	Page 3 of 8

Foreword

The European Committee on Antimicrobial Susceptibility Testing (EUCAST) is organised by the European Society for Clinical Microbiology and Infectious Diseases (ESCMID) 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 controlled document	EUCAST SOP 7.4
Date of issue: 06 May 2025	Page 4 of 8

Abbreviations	
EUCAST	European Committee on Antimicrobial Susceptibility Testing
ESCMID	European Society for Clinical Microbiology and Infectious Diseases

Contents		
Section		Page
	Foreword	3
	Citation of EUCAST documents	3
	Abbreviations	4
	Contents	5
1	Scope	6
2	Introduction	6
3	EUCAST Steering Committee minutes	6
4	EUCAST Subcommittee minutes	8

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	<p>Structure of minutes</p> <p>The minutes include the following:</p> <ul style="list-style-type: none"> 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. <p>The minutes are presented in the form list with the minute number referring to the agenda item, the detailed minute and assignment of actions. When an agenda item is not formally addressed at the meeting, the number of that item will be omitted from the minutes or no new activity noted.</p> <p>Section 1 is always entitled “Welcome and apologies” and includes details of any member substitutions by breakpoint committees and any “visiting” members.</p> <p>Section 2 is always amendments to and ratification of the minutes of the previous meeting.</p> <p>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.</p> <p>Except for the two final sections the remainder of the minutes relate to specific agenda items.</p>

	The final two sections are always a list of future meetings and current members of the Steering Committee.
3.2	<p>Preparation of unratified minutes</p> <p>As soon as possible after each meeting, minutes will be drafted by the Scientific Secretary. Drafts will be sent to the Chair and the Clinical and Technical Data Coordinators for review and input.</p> <p>Unratified minutes are then sent to the Steering Committee members with a request to inform the Scientific Secretary of possible errors and modifications.</p> <p>Approximately one week before the following Steering Committee request the unratified draft is corrected with any changes proposed by Steering Committee members. The revised draft is an agenda item for the next Steering Committee meeting.</p>
3.3	<p>Ratification of minutes</p> <p>At the following Steering Committee meeting the committee members are again asked if the minutes are a correct record of the meeting and if there are any errors.</p> <p>The minutes are ratified subject to any corrections.</p>
3.4	<p>Availability of ratified minutes</p> <p>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 often 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.</p> <p>For each Steering Committee meeting, agenda, agenda material and ratified minutes are electronically stored and retrievable on request.</p>
3.5	<p>Availability of minutes with confidential items removed</p> <p>A version of the minutes where confidential items are removed can be prepared and made publicly available on request.</p>
3.6	<p>Sharing of minutes related to company presentation</p> <p>Minutes prepared for items related to company presentations are provided to the company in a timely manner after the meeting where that presentation took place.</p>

4	EUCAST Subcommittee minutes
4.1	<p>Subcommittee minutes</p> <p>Minutes will be produced if Subcommittees, be they Standing or <i>Ad Hoc</i>, hold formal meetings. There will be no minutes from Subcommittees that operate by email only.</p>
4.2	<p>Structure of minutes</p> <p>The minutes include the following:</p> <p>A title with the location and date of the meeting.</p> <p>A list of attendance by Subcommittee Committee members.</p> <p>A list of apologies from Subcommittee Committee members.</p> <p>The minutes are presented in the form list with the minute number referring to the agenda item, the detailed minute and assignment of actions.</p>

5	EUCAST General Committee minutes
5.1	<p>EUCAST General Committee minutes</p> <p>Minutes will be produced following the annual General Meeting.</p>
5.2	<p>Structure of minutes</p> <p>The minutes include the following:</p> <p>A title with the location and date of the meeting.</p> <p>The minutes are presented in the form of a list with the minute number referring to the agenda item.</p> <p>A list of attendance by General Committee members is available on request.</p>
5.3	<p>Ratification of minutes</p> <p>Unratified minutes are sent to the Steering Committee members with a request to inform the Scientific Secretary of possible errors and modifications.</p> <p>At the following General Committee meeting the members are asked if the minutes are a correct record of the meeting and if there are any errors.</p> <p>The minutes are ratified subject to any corrections.</p>