

# International Melioidosis Society

## Agenda

**Title of meeting** IMS (International Melioidosis Society)  
First F2F Meeting of IMS Committee  
**Date** 26<sup>th</sup> March 2015  
**Time** 11:00 – 13:00 GMT  
**Venue** Meeting Room 2 of the Howard Theatre (2<sup>nd</sup> floor), Downing College

**IMS Committee Attending** Direk Limmathurotsakul (Chair)  
Bart Currie  
David Dance  
Sharon Peacock  
Dionne Rolim  
Ivo Steinmetz  
Joost Wiersinga

Brenda Govan (representing Natkunam Ketheesan)  
Herbert Schweizer (representing Apichai Tuanyok)  
Alex Hoffmaster (representing Jay Gee)  
Joanne Ku (representing Gan Yunn Hwen)

**Apologies** Eric Bertherat  
Chiranjay Mukhopadhyay  
Paul Keim  
Savithiri Puthucheary  
Surasak Wongratanacheewin

<b>IMS Chair</b> – Direk Limmathurotsakul <b>Email</b> <a href="mailto:direk@tropmedres.ac">direk@tropmedres.ac</a>	
<b>EMN 2015 Meeting Administrator</b> – Anna Davies <b>Email</b> <a href="mailto:avd26@medschl.cam.ac.uk">avd26@medschl.cam.ac.uk</a>	
Teleconference dial in details as shown on your calendar invitations.	
<b>Time</b>	<b>Item</b>
11.00	Welcome and introductions
11.15	Remit and objectives of the International Melioidosis Society
11.45	WMC2016 (Herbert Schweizer)
13.15	EMN2018
13.30	WMC2019
13.45	Any other business Date and venue for next meeting

PS: Map of the Howard Theatre

<http://www.downing-conferences-cambridge.co.uk/assets/files/room-plans/the-howard-theatre/the-howard-theatre-meeting-rooms-2011-v3.pdf>

# Minutes

## **Topic: Objectives of the IMS Committee**

- 1) To select the host and venue for the World Melioidosis Congress (WMC2016) and European Melioidosis Network (EMN2018) meetings
- 2) To support the organisers of the WMC and EMN meetings
- 3) To facilitate communication among members of the IMS and the broader scientific community
- 4) To create awareness about melioidosis among medical and veterinary professionals, scientists, health planners, policy makers and the general public in different parts of the world and to support the melioidosis research community.

## **Topic: Operational Procedure of the IMS Committee**

- 1) The IMS Committee will meet at each WMC and EMN, which in practice will mean face-to-face meetings every 18 months.
- 2) The IMS Committee aims to achieve the highest standards for the WMC and EMN meetings, starting with ensuring that these are held at the right venue. The venue for WMC should be in a region that are endemic for melioidosis, and include access to inexpensive accommodation for junior researchers and students. In addition, the host for the WMC should make efforts to let the local melioidosis research community, policy makers and/or media learn and benefit from the conference.
- 3) The minutes of face-to-face meeting will be made available on the [www.melioidosis.info](http://www.melioidosis.info) website.

## **Topic: Renewal and recruitment of the IMS Committee**

- 1) The IMS Committee will be made up of a minimum of 15 and a maximum of 20 people.
- 2) The terms of the Committee will be reviewed at face-to-face meetings, and will include the potential to invite new members to join the committee.
- 3) Recruitment of new IMS Committee members will focus on creating a diverse, skilled and effective Committee.
- 4) Each of the IMS Committee members is responsible for maintaining email communication and attending face-to-face meetings at WMC and EMN. If a Committee member repeatedly fails to respond to emails sent by the Chair and/or the Committee member cannot attend two consecutive face-to-face meetings without prior notice, their tenure will cease and the member will be replaced.
- 5) Two nominated organisers of the upcoming WMC or EMN meeting will serve as co-Chairs of the Committee, and will be replaced by the nominated organisers of the subsequent meeting at the end of the meeting that they have organized. WMC and EMN are counted as consecutive meetings, and so co-Chairs will change every 18 months.

**Topic: Executive of the IMS Committee**

- 1) Sharon Peacock, Bart Currie, David Dance and Joost Wiersinga agreed to join the Chair Direk as the Executive group of the IMS Committee. The function of the Executive is to facilitate, advise and support Chairman's actions and operational considerations in between formal Committee meetings.
- 2) The duration of the Executive Committee membership is 3 years.

**Topic: WMC2016**

7-10 August 2016, Philippines [hosted by Apichai Tuanyok and Herbert Schweizer]

- The IMS Committee unanimously approved the host country and organisers. The organisers are visiting Manila and Cebu in April to select a venue, which will include inexpensive options for accommodation. Funding will be sought from NIH to provide financial assistance to students and post-docs. Herbert Schweizer will feed back his findings at the end of the visit.

**Topic: EMN2018**

March 2018, Oxford, United Kingdom [hosted by Susie Dunachie and Brian Angus]

- A proposal to host this meeting was received from Susie Dunachie, who has proposed that the next venue is Oxford, UK. The IMS Committee unanimously approved the venue. Susie and Brian Angus will organize the meeting, together with support from existing administrators in Oxford.

**Topic: Operational procedure for later meetings (e.g. WMC2019)**

- 1) A nominated lead who wishes to host the next meeting of WMC and EMN should send a letter of intent to the IMS Chair (currently Direk Limmathurotsakul) by the allotted date. For the WMC2019, this is February 2016.
- 2) A full proposal should follow the letter of intent, and should be sent to the IMS Chair at least 2 months prior to the face-to-face IMS Committee meeting at which this will be considered. For WMC2019 this is June 2016.
- 3) The IMS Committee will review submitted proposals, and is responsible for selecting the organising team in the event that more than one bid is received.
- 4) The successful institution and organizing team will be expected to present the plans to the audience at the end of the relevant meeting (for WMC2019, at the end of the WMC2016 meeting).

**Topic: Next face-2-face meeting**

- The IMS Committee will next meet immediately before WMC2016 (6<sup>th</sup> or 7<sup>th</sup> August 2016). The venue for this 2 hour meeting will be organised by the co-Chairs (Apichai and Herbert).

**Note:** In accordance with the operational procedure, Apichai and Herbert are invited to be co-Chairs of the Committee up to the end of the 9th WMC. The co-Chairs will rotate to Susie and Brian immediately after the 9th WMC, to continue to the end of EMN2019.

**Note:** Thanks to every Committee member who contributed their time and effort for the IMS Committee. Special thanks to Sharon who hosted the first face-to-face meeting, and to Anna Davies for her excellent operational support.

IMS Committee  
17 April 2015

**Version Tracking**

Version 0.1, 28 March 2015, DL  
Version 0.2, 30 March 2015, SP, BC, DD and JW  
Version 0.3, 3 April 2015, DL  
Version 0.4, 7 April 2015, SP, BC, DD and JW  
Version 1.0, 17 April 2015, IMS Committee