

The Australian Group on Antimicrobial Resistance (AGAR)

Operating Procedures 2015

AGAR

AGAR is a working group of the Australian Society for Antimicrobials (ASA)

The AGAR Executive manages the activities and operations of AGAR

ASA administers the AGAR finances, funds the maintenance of the AGAR website, and financially supports the AGAR Programme Committees annual face to face meetings

An AGAR representative, as recommended by the AGAR Executive, is co-opted onto the ASA Committee to provide a report on AGAR activities (ATTACHMENT 1)

The AGAR Executive can make to the ASA Scientific Committee, recommendations of speakers and topics for the ASA annual national scientific meeting

EXECUTIVE

I. EXECUTIVE COMMITTEE (ATTACHMENT 1)

The executive shall be composed of eight elected AGAR Committee members and consist of:

A Chair; Deputy Chair, Treasurer/Secretary, and five Scientific Convenors

Plus

Seven co-opted members including:

- AGAR Scientific Officer
- AGAR Scientific Advisor

- Representative from the Australian Commission on Safety and Quality in Healthcare
- Representative from Hand Hygiene Australia
- AGAR ASSOP Committee Chair
- AGAR AESOP Committee Chair
- AGAR EnSOP Committee Chair

II. ELECTION OF EXECUTIVE

An **elected** member of the executive must be a committee member of AGAR

Elected members of the executive are elected by the committee members of AGAR

Elections are held every three years at the July meeting

A nomination form will be circulated by the AGAR Scientific Officer tri-annually in November (The next election is due on July 2017).

Nominations should be sent to the AGAR Scientific Officer by December 31 of that year

If a nomination is not received for all positions the current Chairperson will contact and nominate an AGAR member

Voting papers will be circulated with the July Agenda (two weeks prior to the meeting)

The AGAR Scientific Officer will be the Returning Officer at the July meeting

The Returning Officer must receive completed voting papers before the Friday lunch interval of the July meeting

Members will vote for eight members to become the Executive. It is expected that there will be a mixture of scientists and medical practitioners on the Executive

Results of the voting will be announced after the Friday lunch interval

III. ELECTION OF EXECUTIVE OFFICE HOLDERS

Election of the Chairperson, Deputy Chairperson and Treasurer/Secretary (three year term) will be made by the AGAR elected members of the Executive

IV. FUNCTION OF THE EXECUTIVE

a. MEMBERSHIP OF AGAR

Applications will only be considered at a meeting of the Executive

Admission will be in accordance with the following guidelines:

1. New members

- 1.1. New members will normally only be admitted on the resignation of an existing member.
- 1.2. New members must undertake to participate in the annual
 - 1.2.1 Australian *Staphylococcus aureus* Sepsis Outcome Programme (ASSOP)
 - 1.2.2 Australian *Enterobacteriaceae* Sepsis Outcome Programme (EnSOP)
 - 1.2.3 Australian Enterococcal Sepsis Outcome Programme (AESOP)

2. Current members

- 2.1. Can only remain as members if their laboratory actively participates in the annual programmes
- 2.2. Shall usually consist of only one medical and one scientist member from any laboratory
- 2.3. Positions currently vacant within a laboratory do not necessarily have to be occupied.

3. Co-opted members

- 3.1 Co-opted members will participate regularly if they have a defined contribution to the antibiotic resistance surveillance programmes. A time limit will need to be defined for their participation
- 3.2 A person may be co-opted to a single meeting for a specified purpose

b. AGAR PROGRAMMES

The AGAR Executive will organise surveillance programmes on antibiotic resistance where it is decided that these have significance for human health and therapy. It is expected that most if not all these programmes will be performed with a view to be put into the public domain via publication in peer reviewed journals.

Certain programmes will be ongoing, based on the three permanent programmes. These include:

Australian Staphylococcus aureus Sepsis Outcome Programme (ASSOP)

Australian Enterobacteriaceae Sepsis Outcome Programme (EnSOP)

Australian Enterococcal Sepsis Outcome Programme (AESOP)

AGAR PROGRAMME COMMITTEES

I. AGAR PROGRAMME COMMITTEE TERMS OF REFERENCE

The AGAR Programme Committees are working groups of AGAR

The Programme Committee Chairs will be co-opted onto the AGAR Executive and will report to the Executive at the July and November meetings.

The Programme Committees will:

- Have the key advisory role of ensuring the highest quality of results is collected within an AGAR surveillance programme
- Analyse the clinical data collected in the AGAR surveillance programme with the aim of producing peer reviewed publications
- Organise additional research activities related to the surveillance programme
- Provide scientific advice to the AGAR Executive on matters that are related to the surveillance programme
- Assist with the July AGAR Committee Meeting Programme

NOTE: As per the contract with the Department of Health, the AGAR CDI publication for each programme will continue to be written by the AGAR writing groups. The Chairs of the writing groups are:

ASSOP – A/Prof Geoffrey Coombs
 AESOP – A/Prof Geoffrey Coombs
 EnSOP – Prof John Turnidge

II. AGAR PROGRAMME COMMITTEE MEMBERSHIP (ATTACHMENT 3)

The main structure of the Programme Committee will be:

1. The Chair – who will have the overall responsibility –for the Committee
2. The Committee

The Programme Committee will be composed of up to eight members (including the Chair) and the Scientific Officer/Advisor responsible for the AGAR Programme

ASSOP – Ms Denise Daley
 AESOP – Ms Denise Daley
 EnSOP – Ms Jan Bell

The appointment of the Programme Committee Members including the Chair is for five years.

The Programme Committee members will be selected by the Programme Committee Chair and may consist of AGAR and non AGAR members

The Programme Committee may on an *ad hoc* basis nominate experts to participate in meetings of the Committee

III. MEETING

Each Programme Committee should have one face to face meeting each year lasting one working day

The Chair of the Programme Committee decides the agenda and the date of the meeting

Travel and living expenses for the meeting will be managed by and funded by the Australian Society for Antimicrobials (up to \$5,000 per committee)

AGAR COMMITTEE MEETING (JULY)

The AGAR Committee meeting will be held each year in July (Friday 1000 – 1600) either in Melbourne or Sydney (location and date to be determined by the AGAR Executive) and will be organised by the three Programme Chairs and the AGAR Deputy Chair

The meeting will be chaired by the AGAR Deputy Chair

The finalised reports from the previous year will be presented at the meeting

The meeting will consist of three symposia

ASSOP Symposium (1.5 hours)

- Antimicrobial Resistance and Epidemiology
- Clinical data
- Invited presentation on *S. aureus* from a member of the AGAR committee

AESOP Symposium (1.5 hours)

- Antimicrobial Resistance and Epidemiology
- Clinical data
- Invited presentation on Enterococcus from a member of the AGAR committee

EnSOP Symposium (1.5 hours)

- Antimicrobial Resistance and Epidemiology
- Clinical data
- Invited presentation on Enterobacteriaceae from a member of the AGAR committee

Additional medical/scientist participants from currently participating laboratories may attend when the meeting is in the same city as the laboratory.

Non members from laboratories in the same city as the meeting may be invited to attend as deemed appropriate.

AGAR EXECUTIVE COMMITTEE MEETING (JULY/NOVEMBER)

I. JULY MEETING (normally held in Sydney or Melbourne)

Thursday 1600 – 1730

II. NOVEMBER MEETING

Friday 1000 – 1500

AGAR DATABASE MANGEMENT COMMITTEE

The AGAR database will be stored on a secure server and will be managed by an AGAR subcommittee

The AGAR Database Manangement Committees is a working group of AGAR.

The main structure of the Programme Committee will be (ATTACHMENT 4)

3. 1. The Chair – who will have the overall responsibility of the Committee
4. 2. The Committee

The appointment of the AGAR Database Management Committee Members including the Chair is for three years.

The AGAR Database Management Committee members will be selected by the AGAR Executive

The AGAR Database Committee may on an *ad hoc* basis nominate experts to participate in meetings of the Committee

WEBSITE

The AGAR website will be maintained by the AGAR Scientific Officer. The Executive will co-ordinate the items to be included on the website.

AGAR FUNDING

Refer to Agreement between the Commonwealth of Australia and the Australian Society for Antimicrobials

ATTACHMENT 1

2014 – 2016 AGAR Representative on the ASA Committee

Professor John Turnidge

ATTACHMENT 2

2014 – 2017 AGAR Executive

Elected AGAR Members

Chair:	A/Prof Geoffrey Coombs
Deputy Chair:	Professor Graeme Nimmo
Treasurer/Secretary:	A/Professor Thomas Gottlieb
Member	Professor Peter Collignon
Member:	Ms Narelle George
Member:	Ms Despina Kotsanas
Member:	Dr Jenny Robson
Member:	Vacant

AGAR Scientific Members

Scientific Officer	Ms Denise Daley
Scientific Advisor	Ms Jan Bell

Copted Members

Representative from the Australian Commission on Safety and Quality in
Healthcare Professor John Turnidge (Senior Medical Advisor)

Representative from Hand Hygiene Australia
Professor Lindsay Grayson

AGAR ASSOP Committee Chair
Professor Ben Howden

AGAR AESOP Committee Chair
Professor Paul Johnson

AGAR EnSOP Committee Chair
Professor John Turnidge

ATTACHMENT 3

2014 – 2019 AGAR Programme Committees

ASSOP

Prof Ben Howden (Chair)
Ms Denise Daley (AGAR Scientific Officer)
A/Prof Geoffrey Coombs
Prof Graeme Nimmo
Dr Owen Robinson
Dr Natasha Holmes

AESOP

Prof Paul Johnson (Chair)
Ms Denise Daley (AGAR Scientific Officer)
A/Prof Geoffrey Coombs
Dr Andrew Mahony
Dr Susan Ballard
Prof Ben Howden
Ms Libby Grabsch
Dr Owen Robinson

ENSOP

Prof John Turnidge (Chair)
Ms Jan Bell (AGAR Scientific Advisor)
Prof Jon Iredell
Dr Norelle Sherry
Prof Paul Johnson

ATTACHMENT 4

2014 – 2017 AGAR Database Management Committee

Chair:	Professor Graeme Nimmo
Member	Hand Hygiene Australian AGAR Executive Representative (Professor Linday Grayson)
Member:	Ms Denise Daley
Member:	Ms Jan Bell
Member:	Ms Despina Kotsanas