Present: 10
Martin Llewelyn  President  (ML)
Dave Partridge  Honorary Secretary  (DP)
Mike Kelsey  Honorary Treasurer  (MK)
Katie Jeffery  Vice President  (KJ)
Hiten Thaker  Meetings Secretary  (HT)
Bridget Atkins  Manpower & Training Secretary  (BA)
Martin Wiselka  CLIP Editor  (MW)
Jo Herman  Clinical Services Secretary (ID)  (JH)
Laura Smith  BIA Secretariat, Hartley Taylor  (LS)
Anne Taylor  Hartley Taylor  (AT)

Dial-in: 3
Farnaz Dave  Trainee Representative (Meetings)  (FD)
Natasha Ratnaraja  Clinical Services Secretary (MMV)  (NR)
Anna Goodman  Guidelines Secretary  (AG)

Apologies: 8
Naomi Meardon  Newsletter Editor  (NM)
Ray Fox  Devolved Administrations Secretary  (RF)
Rob Read  Journal of Infection Editor  (RR)
Louise Dunsmure  Associate Member Secretary  (LD)
Anna Checkley  Clinical Services Secretary (ID)  (AC)
Mark Melzer  Membership Secretary  (MM)
Chris Chiu  Scientific & Research Secretary  (CC)
Ed Moran  Communications Secretary  (EM)

Also noted within these Minutes:
BASHH  British Association of Sexual Health & HIV  (BASHH)
BHIVA  British HIV Association  (BHIVA)
BPAIIG  British Paediatric Allergy, Immunity and Infection Group  (BPAIIG)
BSAC  British Society for Antimicrobial Chemotherapy  (BSAC)
BSMT  British Society for Microbial Technology  (BSMT)
Emma Bruun  JOI Publisher at Elsevier  (EB)
ESACOP  East and Southern African College of Physicians  (ESACOP)
HIS  Healthcare Infection Society  (HIS)
Mesuva  Learn Infection website developers  (Mesuva)
MicSoc  Microbiology Society  (MicSoc)
NITCAR  National Infection Trainee Collaborative for Audit and Research  (NITCAR)
RCP  Royal College of Physicians  (RCP)
RCPPath  Royal College of Pathologists  (RCPPath)

19.3.1 Apologies
Apologies for absence were noted above.
19.3.3 Minutes of previous meeting

Minutes of the meeting held on 18th September 2019 were reviewed and amendments made.

19.3.4 Matters Arising

a. Trainee Representative to replace Sara Boyd (Professional Affairs)
Two interim trainee reps will be sharing the role until the next elections in May 2020. This will include taking over the ID Trainee Committee rep duties.
Trainee Reps are now:
Meetings – Farnaz Dave
Newsletter – Naomi Meardon
Professional Affairs – Fergus Hamilton / Dinesh Aggarwal

Julia Colston is also an ID Trainee rep attending training meetings. The number of trainee representatives required moving forward will be discussed at the February council meeting before the call for nominations to vacant posts in Spring.
Ideally one or more of the new reps would take on some of the tweeting that Sara Boyd undertook and the Professional Affairs reps would also be the ideal portal through which to share the new curriculum with trainees for their comment.

Action: BA to contact the new trainee reps to discuss what they will be doing and how the role will be shared especially regarding JSC and Comms.

b. Pathology Alliance Meeting attendance
KJ to attend future meetings but not had the dates yet. Meetings every 6 months and last one September, expected that March will be next date.

c. Financial changes
Regarding the merging of the two investment accounts, and switching to a higher yield investment fund, the signed minutes from the previous council meeting are needed to show the decision to do this was agreed by the council.
Action: LS to send MK the minutes from the 18.09.2019 council meeting so these can be sent with request to the accountants

d. RCPath merging of Virology and Microbiology SACs
Constitution being updated so the future roles are being confirmed at the moment. No training representative on the RCPath SAC now so BA no longer attending.

Actions from 18.09.2019 Council Meeting approved.

19.3.5 New Business

a. BHIVA standards of care – patient accessible version
Patient accessible version of the BHIVA standards of care document has been released for review. BIA is an endorsing society and Council agreed that we will support this again.

Action: HT to review the BHIVA standards of care document.
b. Educational Workshops 2020

HIS have expressed their intention to withdraw support for these meetings. The cost of meetings is £27k and this is stable each year. These are well attended, valued meetings and BIA would like these to continue in conjunction with BSAC and possibly a 3rd party to replace HIS. Consideration is being given to reducing the number of workshops from 10 to 5 to reduce costs. IPS is not keen on being a third party as the meeting does not fall within its core business. BSMT or the Microbiology Society may be alternatives and securing funding with commercial sponsors may also contribute.

**Action:** HT and ML to open discussions again with BSAC about this – other partners – BSMT, Mic Soc?

c. RCP’s Joint Specialty Committee for Infectious Diseases Chair Role

The JSC chair role is joint between RCP and BIA, alternating between the two. The next chair will be a BIA appointment following Chris Conlon demitting. MW is currently on the committee as SAC chair but will be stepping down at the end of the year. ML and DP are also part of the committee as BIA President and Secretary.

BA was nominated by council for the role and accepted.

19.3.6 Guidelines Secretary Report (AG)

Additional reps have now been enlisted to help support consultations on guidelines (Consultant rep: Samuel Moses / Trainee reps: Daniel Pan & Sam Mills) and using the e-List for additional support and feedback.

Currently 7 guidelines in progress including
- Norovirus update is underway
- MRSA treatment guideline is ready for review and feedback
- MRSA Prophylaxis guideline is stalled at present
- Allergy guideline – planned publication second half 2020
- Necrotising otitis externa – collaborating with NOE project
- Enteric fever and CNS infection guideline reviews also in progress

It was agreed that guideline committees should declare CoI when they respond to a consultation.

A link to the recent Lyme Disease paper had been added to website as requested.

There are currently no outstanding BIA funded literature searches.

BIA are remains involved in the production of BHIVA guidelines but it was unclear to council whether this was currently being acknowledged.

**Action:** AG to find out how BIA are acknowledged by BHIVA for guideline support.
19.3.7 Reports from meetings attended by Council members and others representing BIA

UEMS Report – attended by Steve Green
BIA are behind in paying their €200 annual subscription
No invoice for this has been seen in the past by the treasurer’s office.

Expenses for attending the meetings (Steve Green / Albert Mifsud) paid by BIA. The question of whether RCP or the BMA should be paying for this was raised. Some clarity is required as to the role of the BIA and the funding required.

Action: ML to speak with Steve G and Albert M about the UEMS meetings and ask them to prepare a report about status / representation ahead of the next council meeting.

Also need to determine the financial implications of supporting this – who are the UK stakeholders? BIA? RCP? BMA? What expense is this costing us? Have RCP paid their fees?

ESACOP (East and Southern African College of Physicians) Meeting – attended by Jo Herman

This was a fundraiser reception aimed at donors to provide training for doctors and chief medical officers in health centres, many of which are in very remote areas. The aim is to have more of these centres and also increase collaboration with societies such as the BIA.

As well as representing an opportunity for members to work overseas, the possibility of further support in the form of Clinical fellowships and LearnInfection access was raised as was the possibility of reduced fee with JoI access.

MK knows of a charity who sends people over to Africa for 2-week stints to help educate.

Action: MK to send the details of this charity to JH

For changes in membership fees / categories, a constitutional change would be required and Elsevier would need to be contacted about JoI but the benefits to the BIA should not be overlooked. A definition of “low income country” would need to be adopted. Other options for overseas support were also considered and it was noted that BHIVA have a very good initiative running in low income countries and may provide examples of what we could achieve.

Action: JH to take this forward and come back with some concrete proposals

Joint BIA/BTS TB committee

MW attends this on behalf of the BIA and it was noted that recent drug shortages have hampered TB treatment but that the new entrant screening programme was performing well and that there had been a reduced number of new cases. The idea of having a non-tuberculous Mycobacterium forum has also been suggested but it was noted that current membership was dominated by chest physicians and that increased ID representation would be desirable, especially for extra-pulmonary disease.

The BIA and BTS both continue to feel that the MDRTB service should play a role in the commissioning of new, expensive agents. NHS Specialised Commission are reviewing this.

Action: MW to email Mark Littman, who is setting up the NTM group

19.3.8 President’s Report (ML)
‘Fireside Chat’
HIS organised event (Liz Ridgeway / Hilary Humphries), BSAC (Phillip Howard) and IPS (Pat Cattini) were also present, for a discussion about issues with overlapping concerns.
FIS was not discussed as this is being addressed separately.
Acknowledgement that that, as an infection community, we ‘speak with many tongues’, which at times isn’t helpful. No an obvious solution to this, but the future FIS model may lead to us working more collaboratively, and bringing us together on one place

Also shared current concern about money, to varying degrees, but all on same journey.

The group will continue to meet annually to share views.

Elsevier Meeting
RR and ML met with David Spencer of Elsevier, expecting David to bring specific suggestions on how to increase revenue.
A prepared proposal wasn’t available but suggestions were –
– printing more pages within each journal - libraries pay per page – however, this affects the impact factor of the journal
– special editions with sponsorship – sponsors can’t promote one article on a topic, but this can be done for a group of articles on the same topic. RR confirms this could be done
– electronic only edition of the journal – David S to come back with a costing model for this

If there is a significant change to the journal (provision/format), this would need a new contract. Lawyers have confirmed we are tied into the current contract for another five years – so mutual agreement to change the contract, under these circumstances, would be the only way to amend terms.
An options appraisal is to be provided by David Spencer before the next council meeting. It would be desirable to know how many libraries receive paper copies (372 BIA members receive the paper journal)

Action: ML to ask David Spencer to come and present at Council in February, but share options appraisal first. Also ask Rob Read to attend.

Action: Regarding CLIP, ML to write on behalf of council to Elsevier expressing unhappiness at their performance supporting the new journal

FIS
Future of FIS meeting - proposed financial model shared.

Three hosting societies, BIA/HIS/MicSoc, will share the risk for each meeting and also take on organisational responsibilities (every four years for BIA and MicSoc, every two for HIS).

There will be a FIS website and branding. A network of smaller societies who want to contribute will be formed. Hosting societies will have free stand space, all other stands will be paid for.

Current thinking is to appoint a PCO for 8 years, with a contract review after 4 years. HIS / MicSoc are preparing a draft document to cover this – which we will need to have reviewed by our lawyers.
The conference organiser role will be tendered, and will be a beneficial way of running FIS with a constant brand, knowledge and contacts but stringent performance management will be required.

Current model is based on 650 attendees.

Any profits made will be carried forward. Real focus is the risk sharing, if we share the risk each hosting society has a vested interest to support FIS each year, and work collaboratively.

Criteria and processes will be established and be the same year on year, after the first four years the contract will be reviewed to ensure the model is working.

**19.3.9 Honorary Treasurer Report (MK)**

In terms of cash, we are losing money year on year, but this deficit is improving.

Minor grants and prizes circa £10K per year.

Major grants outstanding at 2018 - £177,872 (i.e. value not yet claimed).

Income received in Jan / Feb from memberships and April from Elsevier which challenges cash flow.

Council decided that accounting year-on-year would be more straightforward if the grants were advertised in late summer to be awarded in the Autumn and it was felt that this would not adversely affect applications.

It had been decided at the previous council meeting to move investments to a slightly higher yield fund accepting the attendant higher risk.

**Action:** MK when signed minutes from Sept 18 received (from LS) arrange with Rathbones for fund switch.

**Action:** LS to look at the timeline for grants with a notification date of September

**19.3.10 Honorary Secretary Report (DP)**

Conflict of Interest Form

Council happy with the for and it was agreed the forms should be accessible to the membership – so saved in the members area of the website.

Members of the following committees should complete the form

- All council
- Sub-committees
  - Research
  - Guidelines
  - ESC
  - CSC

**Action:** LS to send the form out again for completion by council, and sub committees, and add completed forms to website.

Forms should be renewed annually, and this should be made a standing agenda item to ensure all forms are kept up-to-date.
For speakers at meetings, HT has produced a CoI slide, which will be the first slide in the presentation.

**OSCR**
Changes agree with OSCR to the aims of the constitution, just need to change name of document to memorandum

**Action:** LS to send a copy of the new memorandum with form back to OSCR

### 19.3.11 Manpower & Training Secretary Report – Including Educational Sub Committee (BA)

**Training**
Four new curricula are in progress - ID, Med Micro, Med Virology & Tropical Medicine. All out for consultation and will also require trainee review. The main change for the curricula is for the assessment system (based on capabilities in practice) and not the syllabus.

On 5th December the Curriculum Development Group will review the comments, which will then go out for consultation to all the stakeholders. Julia Colston will help circulate information to trainees on where to find these consultations.

Curricula to be submitted to CAG (Curriculum Advisory Group) on 24th February, by then needs to be signed off by trainees, employers and needs an equality and diversity assessment.

**Action:** BA and LS to liaise regarding communicating curriculum documents to trainees

The ID SAC chair position is vacant – Council to let BA know if anyone has a suggestion for this.

**Recruitment**
Figures for Round 2 – year on year increase in number of applicants to combined infection training, the number of appointable candidates, and more candidates than there are posts – but there are still vacancies.

**Manpower**
BA and Julia Colston attending a Manpower meeting at RCP in December – talk shop to look at issues and discuss flexible training options.

Request to council to complete the RCP Consultant Census – this provides the only data on manpower in ID.

**Educational subcommittee**
FD email – CT1 identified as Junior Doctor rep on ESC. There is also a medical student interested in supporting. It was noted that we need to be democratic on how we offer these posts to interested people. The medical student who has contacted the BIA could attend by invitation only, rather than make is a specific role.

It was decided appropriate in future to advertise the Junior Doctor role and invite medical students to join meetings and that anyone could apply to attend any of the BIA meetings for experience / education - as an observer and they can support managing of meetings with FD without having an official role.

Put on website the meetings we have, and members and medical students with an interest in the field can be invited to apply to attend.
**Action:** LS to add this to the website – individuals should contact the leaders of the committee.

**19.3.12 Meetings Secretary Report (HT)**

Congratulations to Farnaz D for an excellent Autumn Trainees meeting with attendance of nearly 80 – charging to attend had no impact on numbers, and high-quality abstracts were submitted.

Infection Dilemmas – speakers agreed and HT had a meeting with the chair at FIS. MicSoc have also requested to support the meeting and help with keypad voting, if they can be part of the programme (a speaker maybe two). This is in line with their strategy to increase collaboration.

Spring Meeting 2020 venue confirmed as Manchester Conference Centre. HT looking for an international speaker and has contacted one potential candidate. Ideas for other local speakers were requested from council.

It was asked whether the change of location for the Spring meeting had been advertised?

**Action:** LS to add to Spring meeting details to the website and send an email to members

**19.3.13 Scientific & Research Secretary Report**

Chris Chiu was unable to attend, however it was decided to put a statement on the website that the grant programme is currently under review – as discussed under the Treasurer’s report.

**19.3.13 Membership Secretary Report (MM)**

No update other than an Associate Members call with MM and LD is planned to discuss what can be done to reach these members more effectively.

**Action:** LS to arrange a teleconference to discuss Associate membership

**19.3.14 Trainee representatives Reports**

**Meetings**

Spring meeting in the planning as previously minuted.

Autumn meeting location discussions on-going with AT – Bristol is planned.

**Professional Affairs**

No update at this time, vacant post now filled and new council members to be invited to future meetings.

**BIA Newsletter**

Autumn newsletter published and liked by council. Just need to add Spring meeting and OBIC flyers if possible before going on website.

**Action:** LS to ask printer to add these if possible then load onto website
Clinical Services Committee Report (NR, AC & JH)

Infection Quick Reference Guides (IQRGs)
AC has been speaking to Peter Cowling about the IQRGs at SMI meeting. This will be taken forward next year and will be developed.

Future Vacancies Survey
Also looking at next year with a survey monkey to capture the consultant and trainee vacancies with the support of DP.

BIA RCPath Standards Document regarding workforce
At the SAC meeting the standards document was presented by NR. There was a mixed response and some dispute over whether it is the role of the RCPath to issue such a set of standards.

360 survey has been set up for comments, but none so far. Clinical scientists received the content well in the meeting.

JSC in December - ML will take documents to that meeting. Do BIA and RCP need to submit their views to the RCPath on this? Need to submit these at some point to make clear to RCPath that this is needed.

ML will make sure this is on the JSC agenda.

Patient Safety Awareness Week (8th – 14th March)
BIA to support this initiative and add it to the website.

Action: LS to add to the BIA website – see RCPath website for details.

HIS research grants to be signposted on the BIA grants page.

RCPath have expressed an interest in following the format of BIA online forum (eList) but it was unclear what benefit the additional list would have. NR said no to supporting this as didn’t think it was appropriate.

Trainees didn’t have an online forum for trainees only – is this possible? This is part of the e-List discussion with Richard Pavey in terms of setting up sub-groups of the e-List. Can get a lot of traffic which is causing an issue for RP so looking at an alternative format for the forum that can achieve the same outcome and with sub-groups.

Noted that Ozbug used in Australasia is a good example of what we want to achieve.

Action: EM/DP to look at e-list options further

Communications Secretary Report (EM)

Subject matter experts – looking into the use of Media Science Centre.
Tweets – these are being done more regularly
e-List – work ongoing with Richard Pavey, as discussed above.
19.3.18 **Associate Members Secretary Report**
Covered under Members Secretary report.

19.3.19 **Devolved Administrations Secretary Report**
Ray Fox was unable to attend the meeting, nothing further to report at this time.

19.3.20 **Journal of Infection Editor Report**
Rob Read was unable to attend the meeting, however had met with ML to discuss JoI. Covered in the President’s Report.

19.3.21 **CLIP Editor Report**
MW went through the CLIP report.
28 articles submitted, 19 reviewed and 10 accepted. 8 articles currently under review.

There have been issues with the editorial process. ML is going to raise these with Elsevier and Ian Salusbury.

Council to write to Ian to say current performance has been reviewed and BIA aren’t happy with the service being provided.

More advertising is needed, more article submissions are needed.

We could invite experts to provide Clinical Practice Point articles. Nick Beeching has previously suggested he could provide a CPP article for each journal edition and it was accepted that this would be attractive initially.

The option of publishing FIS abstracts in CLIP was also considered to be of merit.

**Action:** MW to respond to Nick Beeching to accept the offer.

19.3.22 **A.O.B.**
Proposed date for next meeting Wednesday 26th February.

**Action:** LS to put 2020 meetings in the diary and book venue for February meeting

ML closed the meeting

**Dates for 2019 BIA Council meetings**
Thursday 28th February – Friends House, London
Wednesday 22nd May – Congress Centre, Spring Meeting - London
Wednesday 18th September – Friends House - London
Wednesday 13th November – at FIS 2019 Event, EICC – Edinburgh