

On Thursday November 19th 2000, the members of the association named EAN (European Programme for Intervention Epidemiology Training Alumni Network) met for a constitutive assembly and, after discussion and exchange of views adopted the following statutes.

On Monday November 7th 2011 the EAN General Assembly adopted some changes to the Statutes; each change is marked by a footnote.

On October 25th 2012, the members of the EAN voted to integrate EUPHEM into EAN during the EAN General Assembly. Each change is marked by a footnote

On 15th March 2014, the EAN Advisory Board voted unanimously at their annual meeting to introduce a one-off life membership fee as an alternative payment option to the yearly fee. Each change relating to this is marked by a footnote.

On 16 October 2015, the EAN Advisory Board accepted online votes from the membership, as collected by the epietalumni.net platform. Each statute change, voted by the members, is marked by a footnote.

On November 23rd 2018, the members of the EAN voted to replace, for new members, the option of a lifetime membership fee by a 10-year membership fee. Changes in articles 5 and 7 are marked by a footnote.

On November 28th 2019, the members of the EAN voted to maintain the UK-FETP programme and its alumni within the network; to widen potential funding sources of the network; to include a seventh board member (general board member) and the possibility for the board to nominate 3 additional members to the board. Changes in articles 5, 7 and 8 are marked by a footnote.

On November 25th 2020, the members of EAN voted to increase the ratio of external members for 10% to 15% of the total of active members.

STATUTES

Title 1: Structure, aims and objectives, terminology, base, duration

Article 1

The undersigned, founding members and other persons adhering to the present statutes and fulfilling the conditions below, have founded an association named EAN (European programme for intervention epidemiology training Alumni Network) that will be ruled according to the French law of 1st July 1901 and the decree of 16th August 1901.

Article 2

Objectives

The EAN is created to help, develop and maintain a network of European public health epidemiologists and microbiologists¹ that have participated in the European Programme for Intervention Epidemiology Training (EPIET), the European Public Health Microbiology Training Programme (EUPHEM)² or other European Field Epidemiology Training Programmes (FETP).

The EAN aims to be a resource for the above mentioned training programmes³ and for European public health with the objectives to:

- Assist in the maintenance and development of contacts between members to create strong integration within and between past and current cohorts of fellows of the above mentioned training programmes.⁴
- Share and exchange professional experiences, information and skills among the members.
- Constitute and enable access to a pool of expertise of trained European field epidemiologists and public health microbiologists⁵, who can provide epidemiological, microbiological⁶ and public health expertise for members, their organisations, and other public and private organisations
- Take part and assist in the promotion, development and delivery of training in field epidemiology, public health and public health microbiology⁷.
- Assist at European field epidemiology meetings such as the European Scientific Conference on Applied Infectious Disease Epidemiology (ESCAIDE)⁸
- Provide support at local level to fellows of the above mentioned training programmes⁹, including practical and technical assistance (in a

¹ Updated on 25th October 2012

² Updated on 25th October 2012

³ Updated on 25th October 2012

⁴ Updated on 25th October 2012

⁵ Updated on 25th October 2012

⁶ Updated on 25th October 2012

⁷ Updated on 25th October 2012

⁸ Updated on 7th November 2011

⁹ Updated on 25th October 2012

complementary manner without interference with supervision) and including mentoring where appropriate.

Article 3

The fixed address of the EAN is located in Saint Maurice, county of Val de Marne (94). It can be changed to anywhere in France by decision of the Advisory Board. The decision would need to be ratified by the General Assembly.

Article 4

The duration of the association is unlimited.

Title 2: The members, conditions of membership, entitlement

Article 5

Membership

The EAN is composed of active members defined as those who are paying the annual or the 10-year subscription¹⁰ or who have paid the life membership subscription¹¹, and who are meeting the conditions for membership.

Conditions of membership:

- a. Founding members defined as members of the first Advisory Board who established the association.
- b. Alumni of the EPIET, EUPHEM¹² and European¹³ (defined as EU + EEA member state countries¹⁴) FETP programmes.
- c. Other individuals whose roles have the same goals as the EAN can join the association if proposed and seconded by two active members of the EAN, 'external members'. The proposal needs to be approved by a two-third majority of the Advisory Board. Such members should make up no more than 15% the EAN members¹⁵. Coordinators of the EPIET, EUPHEM and FETP programmes are to be considered 'internal members'¹⁶.

Current EPIET, EUPHEM¹⁷ and European¹⁸ (defined as current and former EU and EEA member state countries¹⁹) FETP fellows²⁰ are considered EAN members and

¹⁰ Updated on 23rd November 2018

¹¹ Updated on 15th March 2014

¹² Updated on 25th October 2012

¹³ Updated on 25th October 2012

¹⁴ Updated on 16th October 2015

¹⁵ Updated on 7th November 2011 and on 25th November 2020

¹⁶ Updated on 16th October 2015

¹⁷ Updated on 25th October 2012

¹⁸ Updated on 25th October 2012

¹⁹ Updated on 28th November 2019

²⁰ Updated on 25th October 2012

receive EAN services²¹. However they do not pay fees and do not have the right to vote.²² Fellows who graduate from their training programme become full EAN members immediately after the General Assembly.

Applications for admission should include a letter of motivation²³, and be written and addressed to the President of the EAN, who will submit them to the Advisory Board members' vote within three months of receipt.

Members can become "inactive" if they have not paid the subscription for 12 months, losing their right to vote and no longer receiving EAN services²⁴.

Article 6 *Membership Termination*

Membership can be terminated by:

- Resignation in writing addressed to the EAN president²⁵.
- Death
- 24 months²⁶ after non-payment of subscription, supported by a two-third majority of the Advisory Board
- For gross misconduct, as judged by the members of the Advisory Board. Gross misconduct includes criminal acts, fraud, theft, physical assault, threatening behaviour or harassment, malicious damage, gross negligence, and improper receipt of money, goods, excessive favours or hospitality. In all these situations, the concerned will have to explain their acts to the Advisory Board. The decision of the Advisory Board can be presented at a General Assembly²⁷.

Title 3: Resources

Article 7 *Resources*

The resources of the EAN comprise:

- Membership subscriptions²⁸, the amounts²⁹ of which are³⁰ announced at each annual General Assembly.

²¹ Updated on 16th October 2015

²² Updated on 7th November 2011

²³ Updated on 16th October 2015

²⁴ Updated on 7th November 2011

²⁵ Updated on 7th November 2011

²⁶ Updated on 7th November 2011

²⁷ Updated on 7th November 2011

²⁸ Updated on 23rd November 2018

²⁹ Updated on 15th March 2014

³⁰ Updated on 15th March 2014

- Registration fees for workshops and trainings organized or co-organized by the EAN³¹.
- Contributions from Member states of the EU, Regions, Public bodies, international organisations, private organisations and all other legally established sources. These contributions should be accompanied by a statement clearly indicating the designated use, or that the Advisory Board is free to choose what the money is to be used for. This statement will be available on the EAN website for the duration that EAN is using the money in order to ensure that no such statement of conflict of interest will arise. The Advisory Board can also decide not to accept a contribution, if a conflict of interest could arise from the money.³²

Title 4: Management: Advisory Board and General Assembly

Article 8

Definition of the Advisory Board

An Advisory Board will manage the EAN. It is composed of six elected members: a President, a Vice-President, a Treasurer, a Deputy Treasurer, a Secretary, a Deputy Secretary³³ and a seventh member³⁴. The term of office is two years. The election of the seventh member is not mandatory for the Advisory Board to be legitimate³⁵. The Advisory Board may also appoint one to three co-opted members among EAN's active members, without voting rights, to assist in specific activities for one year or less and whose positions can be renewed³⁶.

The Advisory Board is responsible for organising subscriptions, meetings, communication with members and an annual General Assembly.

The members of the Advisory Board shall be chosen from amongst and by the active EAN members during the annual General Assembly by election through a secret ballot (simple majority of votes). Leaving members are re-electable³⁷.

If a post becomes vacant, the remaining Advisory Board members can appoint a provisional replacement from the members pending the next elections. The term of office of these substitute members ends with this next election.³⁸

Article 9

Functioning of the Advisory Board

The president must call a meeting of the Advisory Board at least every six months, or on the request of the majority of the Advisory Board³⁹ members plus one. The

³¹Updated on 28th November 2019

³² Updated on 7th November 2011

³³ Updated on 7th November 2011

³⁴ Updated on 28th November 2019

³⁵ Updated on 28th November 2019

³⁶ Updated on 28th November 2019

³⁷ Updated on 7th November 2011

³⁸ Updated on 7th November 2011

³⁹ Updated on 7th November 2011

Advisory Board should meet as often as the needs of the EAN require. These meetings could be held through different ways as meetings, telephone conferences, or similar⁴⁰.

The presence of at least 4 members of the Advisory Board is necessary for the decisions to be valid. Decisions are carried by a two-thirds majority⁴¹.

Any member of the Advisory Board who, without explanation, fails to attend three consecutive committee meetings, can be retired from the committee by decision of the other Advisory Board Members⁴².

The work of the Advisory Board will be recorded in minutes kept by the Secretary.

⁴⁰ Updated on 7th November 2011

⁴¹ Updated on 7th November 2011

⁴² Updated on 7th November 2011

Article 10
Role of the Advisory Board

The Advisory Board is invested with the broadest powers to act in the name of the EAN and to carry out or authorise all permissible activities of the EAN except those that are reserved for the annual General Assembly.

The Advisory Board can in the course of carrying out its work create sub-committees of EAN Members and other experts, if needed, to support its activities. The Advisory Board will define the composition and remit of such sub-committees⁴³. Through these committees also EAN Members, who are not in the Advisory Board, can support the work of the EAN Network⁴⁴.

The Advisory Board must always keep an up to date record available to the General Assembly of the decisions made, the state of technical, material and financial resources of the EAN.

Article 11
Duties of the Advisory Board

The President has the duty to act as chairperson at the annual General Assembly, and to ensure that the posts on the Advisory Board are filled. The President ensures the decisions made by the Advisory Board are executed. The President runs and controls the general administration of the EAN association, which he/she represents legally and publicly.

The Vice-President replaces the President in his /her duties in case the latter is unavailable. She/he is also responsible for maintaining close contact with current cohorts⁴⁵.

The Treasurer and his/her deputy are responsible for maintaining the accounts of the EAN, paying bills and using the funds according to the instructions of the Advisory Board.

The Secretary and his/her deputy are responsible for arranging invitations for meetings, taking minutes of meetings as prescribed by the law of 1st July 1901, as well as the EAN correspondence⁴⁶.

EAN Members shall be entitled to a list of all other members. This list is to be kept by the Advisory Board⁴⁷. Should any of the members wish for their contact details not to be made available, they should inform the Secretary. Contact details of members are kept solely to meet the aims of the Network⁴⁸ and will not be sold commercially.

⁴³ Updated on 16 October 2015

⁴⁴ Updated on 7th November 2011

⁴⁵ Updated on 16 October 2015

⁴⁶ Updated on 16 October 2015

⁴⁷ Updated on 7th November 2011

⁴⁸ Updated on 25th October 2012

The Secretary and his/her deputy are responsible to liaise⁴⁹ with EPIET, EUPHEM and European FETP⁵⁰ Fellows about participation of members in EAN meetings. An EAN meeting can be defined as a gathering of fellows⁵¹ and alumni that is organised with scientific purposes and which does not form part of the formal EPIET, EUPHEM⁵² or European⁵³ FETP training programmes.

All the Advisory Board is responsible for drafting the EAN Annual Report, ideally before 31st March of each year.⁵⁴

Article 12 *Annual General Assembly*

The General Assembly is opened to all members of the EAN association and takes place each year. The date and place coincides as closely as possible with ESCAIDE⁵⁵ or if this is not possible, a European meeting chosen by the Advisory Board (following consultation with EAN members). The Secretaries must invite members at least fifteen days before the date of the meeting, and must send the agenda with the invitation.

Members of the EAN association unable to attend the annual General Assembly can be represented in absentia with a written procuracy given to another member. A member cannot represent more than five absent members at a meeting. The President chairs the meeting assisted by other members of the Advisory Board and presents the achievements of the EAN association. The Treasurer presents the annual financial report for approval. New projects are presented, discussed and voted on immediately following the GA⁵⁶. Only issues mentioned on the agenda will be discussed.

Only active members can vote⁵⁷. A platform allowing online voting for active members will be available. All voting related to discussions at the GA will be online, ensuring that voting is anonymous and linked to active membership⁵⁸. Decisions are taken by an absolute majority of votes of active members through online voting⁵⁹. If the vote is split, the president has the casting vote.

If the members of the Advisory Board are due for replacement, there will be an election immediately following the General Assembly. For the election of a new Advisory Board to be valid, at least 25% of the active members must have voted⁶⁰.

⁴⁹ Updated on 7th November 2011

⁵⁰ Updated on 25th October 2012

⁵¹ Updated on 25th October 2012

⁵² Updated on 25th October 2012

⁵³ Updated on 25th October 2012

⁵⁴ Updated on 7th November 2011

⁵⁵ Updated on 7th November 2011

⁵⁶ Updated on 16 October 2015

⁵⁷ Updated on 7th November 2011

⁵⁸ Updated on 16 October 2015

⁵⁹ Updated on 16 October 2015

⁶⁰ Updated on 7th November 2011

Proposed modifications of the statutes must be circulated with the invitation to the GA and will be voted on immediately after the GA alongside the vote for members of the Advisory Board. New issues arising during the GA that may require statute modifications can be voted on by the membership in the interim between GAs⁶¹.

The discussion and decisions of the annual General Assembly are recorded in written minutes and kept by the Secretary.

Article 13

If there is a need, or on the request of at least half of the active members plus one, the president can call an extraordinary General Assembly following the procedures described in Article 12⁶².

Article 14

The Advisory Board can establish internal regulations to cover unforeseen areas or issues not covered by the statutes. These regulations should be communicated to the EAN members within two months of establishment and also presented during the General Assembly⁶³.

Title 5: Dissolution

Article 15

Dissolution

Dissolution of the EAN shall occur if more than two thirds of active members vote in favour following a General Assembly⁶⁴. One or several liquidators should be appointed at the meeting and the dissolution, if it takes place, is carried out in accordance with article 9 of the law of 1st July 1901 and decree of 16th August 1901. Any funds belonging to the EAN that may remain after termination will be donated to a charity chosen by the members that has a role in international field epidemiology⁶⁵.

⁶¹ Updated on 16 October 2015

⁶² Updated on 7th November 2011

⁶³ Updated on 7th November 2011

⁶⁴ Updated on 16 October 2015

⁶⁵ Updated on 7th November 2011

The present statutes have been approved by the constitutive assembly of Thursday November 19th 2000. And modified by the general assembly of November 7th 2010; the general assembly of October 25th 2012; and the Advisory Board of March 15th 2014, and the online voting of active members in 2015 and in 2018.

Board on November 19th 2000
The President: Natasha Crowcroft
The Secretary: Ralf Reintjes
The Treasurer: Christine Meffre

Board on November 7th 2011
The President: Lorenzo Pezzoli
The Vice-President: Florian Burckhardt
The Secretary: Annick Lenglet
The Deputy Secretary: Marc Rondy
The Treasurer: Christopher J. Williams
The Deputy Treasurer: Helen Bernard

Board on October 25th 2012 18:00
The President: Lorenzo Pezzoli
The Vice-President: Florian Burckhardt
The Secretary: Annick Lenglet
The Deputy Secretary: Marc Rondy
The Treasurer: Christopher J. Williams
The Deputy Treasurer: Helen Bernard

Board on March 15th 2014 18:00
The President: Naomi Boxall
The Vice-President: Arnaud Le Menach
The Secretary: Georgia Ladbury
The Deputy Secretary: Maria Keramarou
The Treasurer: Javiera Rebolledo
The Deputy Treasurer: Giovanna Jaramillo Guitierrez

Board on November 11th 2015
The President: Naomi Boxall
The Vice-President: Ricardo Mexia
The Secretary: Maria Keramarou
The Treasurers: Javiera Rebolledo and Katherina Kakhikany

Board on November 23rd 2018
The President: Amrish Baidjoe
The Vice-President: Konstantinos Danis
The Secretaries: Zafeiroula Evlampidou and Diogo Pereira Marques
The Treasurers: Céline Barnadas and Lieke Van Alphen

Board on November 28th 2019
The President: Amrish Baidjoe
The Vice-President: Konstantinos Danis
The Secretaries: Diogo Pereira Marques and Amy Mikhail
The Treasurers: Annika Wendland and Timothee Dub
General board member: Zsafia Igloi