

Minutes of the HELICS Expert Advisory Board Meeting

Friday 26th November, 2004

*Location : Université Claude Bernard Lyon 1,
Faculté de Médecine et Pharmacie,
Salle du Conseil,
8, avenue Rockefeller,
69373 LYON Cedex 08 – France.*

Those present :

Steph Bronswaer	HELICS Project Officer, DG SANCO
Bernardus Ganter	Regional Advisor, Communicable Disease Surveillance & Response, WHO
Dominique Monnet	Chief, AMR Surveillance Unit, Staten Serum Institute
Anne Simon	Chairman GDEPIH/GOSPIZ, Brussels
Robert Spencer	Chairman, Hospital Infection Society
Peet Tull	Division of Communicable Diseases Control, National Board of Health and Welfare, Sweden
Andreas Voss	Treasurer, ESCMID Executive Committee

HELICS Project Management Group members;

Barry Cookson	Microbiology & IC Specialist
Jacques Fabry	Project Coordinator
Ian Russell	Assistant Project Coordinator
Carl Suetens	ICU Working Group Leader

Apologies :

Jean Carlet	Hôpital St Joseph, Service de Réanimation (CLIN), Paris
Serhat Unal	ESGNI Chairman

1.0 The meeting was opened by Jacques Fabry, who described the functioning of the former HICAB, now replaced by the Expert Advisory Board (EAB). The tasks of the EAB are as follows;

- overseeing the advancement of the programme and proposing improvements in organisation,
- agreeing the way HELICS data and analyses are to be circulated to appropriate organisations in the participating countries and advising the Programme Management Team about the best ways to involve national [regional] bodies in the co-operation,
- facilitating links with other European projects and relevant Professional Societies and avoiding duplication and overlap,
- preparing future developments of the HELICS programme (IPSE).

2.0 Dominique Monnet was proposed as EAB Chairman and Ian Russell as Secretary and both proposals were accepted.

- 3.0** The EAB made the following recommendations;
- 3.1** The feasibility of implementing a common hospital coding scheme on the EARSS, ESAC and HELICS projects should be explored, with a view to the possibility of a combined data analysis.
 - 3.2** An exchange concerning processes for data flow should be initiated with the EARSS project to benefit from shared experiences.
 - 3.3** The HELICS project should take necessary steps to clearly distinguish the 'pilot' data collection which has taken place to date and regular prospective data collection activities which are now commencing according to the procedures specified in the HELICS Operating Manual.
 - 3.4** The importance of feedback at a local level was emphasised. To that end, the reporting facilities contained in the HELICSwIn hospital software tool being offered by the project should continue to be developed.
 - 3.5** The feasibility of a web-based scheme for analysis of the HELICS database should be explored.
 - 3.6** The importance of nosocomial infection prevalence information was stressed. A strategy to support the development of European prevalence surveys should be implemented.
 - 3.7** A software allowing the input, analysis and export of prevalence surveys at the hospital level should be developed and made available to surveillance networks.
 - 3.8** The HELICS Prevalence Survey protocol should be reviewed and, if necessary, updated.
 - 3.9** The HELICS ICU and SSI reports (2000 – 2003) should be published in a peer reviewed journal.
 - 3.10** The results of the HELICS ICU and SSI reports (2000 – 2003) should be presented at the 15th ECCMID conference in Copenhagen in 2005.
 - 3.11** Publication of the HELICS ICU and SSI reports (2000 – 2003) on the HELICS website should contain a preface giving guidance on the reports to ensure the report contents are not misinterpreted.
- 4.0** The board agreed to continue as the Expert Advisory Board for the new project IPSE ('Improving Patient Safety in Europe'), subject to successful conclusion of the contract negotiation with DG SANCO. Furthermore, the following recommendations were made concerning this;
- 4.1** The EAB should convene on the occasion of the Annual Plenary IPSE Meetings (as proposed). The agenda of the meetings should be prepared well

in advance and should be structured to allow the participation of all those who require to attend.

- 4.2** The EAB should meet at least two times per year. For example, meetings could be arranged as day meetings at a mutually convenient airport location (e.g. Brussels, Amsterdam or Copenhagen).
- 4.3** EAB members will be associated with each of the work packages and will actively engage with the work package leader to help ensure the work is proceeding satisfactorily.
- 4.4** The importance of maintaining the independence of the EAB was emphasised. Two more members should be added to help ensure this independence.