ESGEM-AMR

Memorandum of Understanding (v1.0, 4 April 2024)

This is the memorandum of understanding between the
ESCMID Study Group for Epidemiological Markers - Antimicrobial Resistance Working Group
("ESGEM-AMR") and each working group member.

The memorandum of understanding is formulated to ensure the collaboration functions efficiently. It must be read along with the Code of Ethics and Professional Conduct; understood and signed by both parties.

1. **Mission statement of the Working Group.** The ESGEM-AMR working group aims to support the interpretation of genome-derived antimicrobial resistance (AMR) information across research, clinical and public health sectors.

2. **Goals.** The overall goal of the group is to capture expert knowledge on the relationship between antimicrobial resistance (AMR) genotypes and antimicrobial susceptibility testing (AST) phenotypes in bacterial pathogens, in a manner that: (i) Recognises and accounts for differences between species (is organism-specific); (ii) Connects with EUCAST Expert Rules, Expected Phenotypes, and other standards as far as practicable; and (iii) Uses standardized data structures to capture expert knowledge, which are interoperable with a range of informatics tools and databases (i.e. not platform-specific). The initial focus of the ESGEM-AMR working group will be expert curation of interpretive standards for AMR genotypes, but may expand in future to include other activities/projects. The group will seek to engage with EUCAST and other relevant groups within ESCMID and externally.

3. **Organizational structure.** The Working Group consists of Coordinators (Prof Kat Holt and Dr Natacha Couto), a Lead Bioinformatician (Dr Jane Hawkey), Members, and an Advisory Group. Individuals are named on the Working Group website.

4. **Membership.** Membership is by application, and is open to individuals with expertise in AMR mechanisms and genetics in one or more bacterial pathogens. Members may contribute matched genome-AST data to the working group to support its activities, but this is not a requirement of membership.

5. **Compensation.** The Working Group has no dedicated funding and participation in the group's activities requires in-kind contribution from all members. This means all members volunteer their free time in fulfilling the Working Group's mandate.

6. **Ethical behaviour.** All members must uphold ethical behavior always. This includes, but is not limited to, declaring conflicts of interest, maintaining confidentiality, professional

resolution of differences and respecting one another. Examples of ethical issues and how to address them are described in the Code of Ethics and Professional Conduct.

7. **Amendments to the memorandum of understanding.** The memorandum of understanding is subject to revisions whenever substantive changes are made to the operating of the Working Group. Unless requested by an existing member, only new members will be requested to sign the latest version of the memorandum of understanding.

8. **Data ownership and responsibilities.**
    a. Working Group members retain at all times the ownership and associated rights and responsibilities of any genomic sequence data, AST data, and associated metadata that they contribute to the Working Group.
    b. Members are responsible for ensuring that they comply with all relevant ethics and governance requirements in association with their data, including de-identification of patient-level information and location information.
    c. Wherever possible, data (sequence, AST and metadata) should be deposited in public repositories rather than shared privately with the Working Group.
    d. Where a member does share data privately with the Working Group, they must confirm in writing the intended purpose of sharing the data (e.g. for a specific analysis or paper) and clearly indicate any specific restrictions on the use of the shared data. All members must treat privately shared Working Group data as confidential, as per the "Code of Ethics and Professional Conduct". As ESGEM-AMR is not a formal legal entity it is preferable to avoid formal Data Sharing Agreements; however if one is required, parties to the agreement will be decided on a needs basis case by case.

9. **Publications and authorship.**
    a. **Group authors:** All papers developed as a Working Group activity are to include the group "ESCMID Study Group for Epidemiological Markers - Antimicrobial Resistance Working Group (ESGEM-AMR)" in the author list, and a list of all individual group members are to be included in the manuscript text. This ensures that all group members are tracked as authors via PubMed (see this BMJ article for more information on how group authorship is tracked via Medline). Journal guidelines require that all group authors must meet the usual criteria for authorship including reading and approving the paper, and if the journal requires conflict-of-interest statements to be completed they must be completed individually by all group authors.
    b. **Individual authors:** In addition to the group authorship, publications are to include as individual authors those people meeting the following criteria:
        i. members of the analysis group established for that paper or working group, including the agreed lead author/s; AND/OR
        ii. individuals contributing unpublished data for use in the paper; AND/OR

iii. others making significant contributions to data interpretation, manuscript writing or editing.

The list of individual authors, and author order, should be discussed early in the process of developing a publication plan.

c. **Proposals for Working Group publications and/or working groups** will be considered by the Coordinators. The proposal should include an analysis plan and time frame, identify the lead author/s, and outline the nature of the contribution/s requested of Working Group members.
d. **Preparation and circulation of manuscript drafts.** An analysis group should be established by the lead author/s for each planned and approved Working Group manuscript, and Members given the opportunity to self-nominate for inclusion. Draft manuscripts must be circulated to Working Group Members with sufficient lead time to allow them to read and approve the manuscript, and a clear date by which a response is required to ensure their inclusion as an author (minimum of two weeks).
e. **Conference presentations.** Submission of abstracts based on Working Group papers still under preparation should be handled by the analysis group and notified to the Coordinators. “ESCMID Study Group for Epidemiological Markers - Antimicrobial Resistance Working Group (ESGEM-AMR)” should be included as an author where this is allowed by the conference.

Signed by:

(Signature of Working Group Coordinator) (Signature of Working Group Member)

(Full Name of Working Group Coordinator) (Full name of Working Group Member)

(Date of signing) (Date of signing)