

Council Handbook

IEA is incorporated in the state of Maryland, in the United States of America (US). All operations and activities of IEA are, therefore, subject to the laws of Maryland and of the US. IEA is expected to operate according to good and prudent business practices.

The Council consists of the Officers (President, Past President, Secretary and Treasurer) and between eight and twelve other elected members, including one Councilor from each of the seven regions as defined in the IEA Constitution and one Early Career Epidemiologist. The Council is the governing body of IEA and is responsible for defining strategies and policies to achieve the goals of the organization, including ensuring its sustainability based on its membership and financial health. This includes monitoring outcomes and engaging in financial and legal good governance. The Council is responsible to the members of the IEA.

The Executive Committee (EC) consists of the Officers of IEA. The EC is responsible for managing the IEA between Council meetings, and for ensuring that activities are being moved forward in accordance with strategies, policies and budgets approved by Council. Each councilor has a legal and fiduciary responsibility for the actions of the IEA and is responsible for seeing that IEA operates in accordance with its Constitution and Bylaws. According to US law, the overarching duties of council members are as follows:

- Duty of Care: Ensure the prudent use of all assets, including facility, people and good will;
- Duty of Loyalty: Ensure that the organization's activities and transactions are advancing its mission; recognize and disclose conflicts of interest; make decisions in the best interest of the organization, not of any individual or other entity;
- Duty of Obedience: Ensure that the organization obeys applicable laws and regulations; follows its own bylaws; and adheres to its stated mission and purpose.

The mission of IEA and the specific responsibilities of the officers of the IEA are delineated in the IEA Constitution and Bylaws. The IEA Handbook serves as a practical guide for all members of the IEA Council and its officers. The current version of the Handbook can be accessed via the IEA website, and is updated as policies and processes change by direction of Council.

IEA expects all Council members to abide by a code of ethics and professional conduct such as described by the World Health Organization. This Code is built on the principles of integrity; accountability; independence and impartiality; respect; and professional commitment. It applies to all activities related to IEA, and to all interactions with IEA members, members of the Council, the Executive Council, and any organization or individual

to whom IEA has delegated responsibility for IEA activities or with whom IEA otherwise has a relationship.

Code of Ethics — Key Principles

Integrity: Integrity means to behave in accordance with ethical principles, and to act in good faith, intellectual honesty, and fairness.

Accountability: Accountability means to take responsibility for one's actions, decisions, and their consequences.

Independence and impartiality: Independence and impartiality mean to conduct oneself with the interest of IEA in mind, and to ensure that personal views and convictions do not compromise ethical principles or official duties in the interest of IEA.

Respect: Respect means to respect the dignity, worth, equality, diversity, and privacy of all persons.

Professional commitment: Professional commitment means to demonstrate a high level of professionalism and loyalty to IEA and to its mandates and purpose.

1. Introduction

1.1. Introduction to the International Epidemiology Association

The Association's mission is to promote the highest quality epidemiological practice and its use to solve public health and related problems throughout the world. All Association activities and decisions will be undertaken according to the principles of universality, decentralization, and volunteerism.

The aims of the Association are to:

- Facilitate communication among those engaged in research and teaching of epidemiology throughout the world; and
- To support the development and use of epidemiological methods in all appropriate fields of health including but not limited to social, community and preventive medicine and health services administration.

The Association was first established in 1954 under the name The International Corresponding Club. The first activity was The Bulletin, starting in 1955, and this was quickly followed by the first meeting in London in 1956. Regional meetings have been held since 1968 and these contributed to the foundation of many national epidemiological associations. The success of the Association's international approach is shown by the fact that, by 1971, the Association already had members in 54 countries. In 1966 the Association was recognized by the World Health Organization as a Non-Governmental Organization. A list of past meetings can be found on the history page.

In 1967 the Association was registered as a corporation in Maryland in order to have the benefits associated with non-profit status, such as tax relief.

In 1971 the decision was made to launch a journal, the International Journal of Epidemiology (the Journal), and Oxford University Press (OUP) was contracted as publisher. It was first published in 1972 with Dr. Walter Holland as editor and appeared quarterly in its early years. It has grown over time and now publishes six issues per year. As of 2022, its Impact Factor of 7.7 ranks it highly among journals in the Public, Environmental and Occupational Health category. The Journal provides most of the Association's income, but roughly half of this is invested in the running of the Journal's editorial office. The contract with OUP is normally renegotiated every five years.

The Association owns the World Congress of Epidemiology (the Congress), which generally occurs every three years. The Congress is held in a different region each time, in liaison with a regional or local association and the if multiple bids are received the location is elected by members in accordance with the Bylaws. A fuller history of the Association is available online.

1.2. Documents: Articles of Incorporation, Constitution, Bylaws, and Handbook

The official Articles of Incorporation establish the Association as a legal entity, registered in the US State of Maryland. The Association is therefore subject to the laws and regulations of the US and Maryland. The Articles of Incorporation are supplemented by the Constitution, which lays out the operating principles of the Association. The Constitution can only be amended by vote of the members. The Bylaws, which can be amended by Council, describe the specific rules governing the Association and its operation. These two documents were last updated in 2018.

This Handbook provides practical guidance to the Executive Committee and Councilors and documents the policies and practices of the Association. The Handbook can be changed as necessary to update practices and policies. No practice or policy may conflict with the Constitution or the Bylaws.

1.3. Governance of the Association

The Association is governed by an elected council that consists of the officers – the President, President-Elect, Immediate Past President, Secretary, and Treasurer – and 8-12 members, including one member from each of the regions (known as Regional Councilors) and as of 2021, an Early-Career Epidemiologist. The Council is elected at each triennial Congress and generally serves for three years. It meets at each Congress and once in between Congresses.

The day-to-day management of the Association is the responsibility of the Executive Committee, comprised of the officers, who may also invite others to participate. The Executive Committee is supported by an Association Management Provider, at this point in time, Kenes Associations, part of the Kenes Group. . A list of past Council members is available online.

2. Council and Committees

2.1. Council Terms of Reference

Remit

- To ensure that the Association fulfils its mission, aims and objectives as set out in clause 2 of the Constitution.
- To ensure that the Association operates according to its Articles of Incorporation, Constitution and Bylaws.
- To ensure that the Association operates according to good financial practice and in accordance with all relevant laws and regulations. (See IEA Financial Policy.)
- To determine the Association's strategic plans, operational plans and policies and to oversee their implementation and analyze outcomes.
- To set responsible budgets and to monitor progress against budgets.
- To ensure that the Association's activities reflect the principles of integrity, impartiality and respect, and that all aspects of diversity are considered in the operation of the Association.
- To appoint and manage any third-party suppliers.

Composition

- The President, President-Elect, Immediate Past President, Secretary and Treasurer (the Officers)
- One Regional Councilor from each region
- An Early-Career Epidemiologist
- Optionally, up to 4 other members who may be selected to serve specific functions as deemed necessary.

Terms of office

All terms of office run from the end of one World Congress of Epidemiology (Congress) to the end of the next, usually held every three years. Councilors may not serve more than three consecutive terms unless elected as an officer, in which case they may serve a total of not more than six terms, unless elected as President-Elect. The President-Elect serves one term, followed by one term as President and one term as Immediate Past President, without further election. Full details are in clause 6 of the Constitution.

Reporting

Council reports to the members through the President.

Meetings

Councilors attend an in-person Council meeting after the close of the Congress at which they are elected ("incoming Council meeting"), at least one further meeting between Congresses, and one Council meeting before the start of the Congress at which their term ends

("outgoing Council meeting"). Additional meetings may be held in person, by telephone or by other means.

2.2. Executive Committee Terms of Reference

Remit

- Keep the Association's business moving between Council meetings and take such decisions as may be made within current policy and strategy without undermining the authority of Council.
- Authority to commit up to \$10,000 of unbudgeted expenditure based on a simple majority vote of those present (in person or otherwise). Sums above this require a vote of the full Council.

Composition

The Executive Committee is a subset of Council and comprises the officers and any other guests they may decide to invite (but who shall not have a vote).

Terms of office

The officers' membership in this committee is co-terminus with their role as officers. Invited participants' terms of office are as decided by the Executive Committee.

Reporting

The Executive Committee reports to Council through the President.

Meetings

The Executive Committee usually meets in person at least once per year in the years when there is not a Congress, and approximately monthly by telephone or by other means. Additional meetings may be held in person, by telephone or by other means. Quorum exists when three of the five members are present.

2.3. Nominating Committee Terms of Reference

Remit

- Oversee nominations for Council members in accordance with the Constitution, clauses 6.7-6.10.
- Nominate members for Council.
- Seek additional nominations from members.
- Seek to obtain at least two nominations for each vacancy, ensuring equitable balance of region, gender and career stage.

Composition

- The Immediate Past President, who shall be the chair (or the President if needed).

- One former member of Council.
- One paid-up Association member who has never been a Council member.
- One other member appointed by the President and Immediate Past President.

Terms of office

The Nominating Committee shall be convened and disbanded at the appropriate times as decided by Council.

Reporting

The Nominating Committee reports to Council through its chair.

Meetings

The Nominating Committee shall meet as often as it deems necessary, in person or by any other means, provided all members can attend.

2.4. Congress Committee Terms of Reference

Remit

- Organize the Association's Congress in association with the host organization, as stated in Bylaw 5.6.
- Ensure the Congress comprises science of the highest academic standard.
- Ensure speakers represent an equitable balance of geographical location, gender and subject.
- Ensure the Congress operates within the budget approved by Council.
- Report back to Council on an agreed schedule.

Composition

- At least one member of the Executive Committee, designated by Council.
- The Local Organizing Committee (LOC).

Terms of office

The Congress Committee shall be convened and disbanded at the appropriate times as decided by Council.

Reporting

The Congress Committee reports to Council through its chair, chosen by the Committee.

Meetings

The Congress Committee shall meet as often as it deems necessary, in person or by any other means, provided all members can participate.

2.5. Role Description – President

- Maintain an overview of the Association's strategy and activities.
- Provide leadership to the Council by guiding the development of the Association.
- Chair Council, Executive Committee, and General Business Meetings.
- Represent the Association to the World Health Organization and other relevant international organizations or initiatives, either directly or via a representative appointed by Council.
- Work with the editor-in-chief of the Journal to ensure that the Journal's policies are consistent with the aims and policies of the Association, and to lead negotiations and discussions with the publisher.
- Work with the local organizers to ensure all plans and budgets are in place for the next Congress and that elections take place for any relevant future Congresses.
- Ensure that all committees and individuals are carrying out their planned activities in accordance with the Constitution, Bylaws and policies.
- Maintain communication with Regional Councilors to stimulate and support the spirit of volunteerism among members, including attending Regional Conferences where appropriate.
- Prepare the agenda for the meetings of the Council, Executive Committee and Business meetings in collaboration with the Secretary.
- In liaison with the Immediate Past President, nominate one member of the Nominating Committee for the next President-Elect.
- Ensure that any ballots are carried out in accordance with the Constitution and Bylaws.
- Provide a briefing to the next President.
- Ensure that joint members are welcomed, and that outreach takes place via correspondence with the presidents of affiliated organizations, and potential affiliates.
- Provide the Executive Committee with an action plan within three months of appointment, and by December 1 of each year thereafter. The plan should describe proposed activities to be performed on behalf of the Association, including a detailed budget, generally totaling no more than \$5,000 per year for administrative office expenses, and travel, and to support regional activities. Administrative office expenses are expected not to exceed \$1,000 per year per IEA's Financial Accountability Policy. Additional funds may be granted upon approval of a proposal by the Executive Committee or the full Council, depending upon the amount requested. All relevant receipts and invoices are needed for reimbursements. An annual report of activities is expected.

Major milestones - President

- Incoming Congress: attend outgoing Council; attend General Business Meeting; give closing speech if requested; chair meeting of the incoming Council.
- Ensure dates are arranged for Council and Executive Committee meetings during term of office.
- Ensure agendas and papers are prepared for meetings.

- Ensure arrangements are in place for the next Congress and the one after that.
- Ensure that an annual report is received for the Journal.
- Ensure ballots are carried out for the next President and Council.
- Outgoing Congress: chair outgoing Council; chair the General Business Meeting and hand over; give speech at gala dinner if requested; attend incoming Council; write letters of thanks to outgoing Council and Congress organizers.
- Write to new Honorary Members to advise them of their approval by Council.

2.6. Role Description – Immediate Past President

- Chair the Nominating Committee in accordance with the Constitution, section 6.
- Attend meetings of Council and Executive Committee.
- Constitute the jury to select the Richard Doll Award winner and Valerie Beral Fellowship recipients.
- Stand in for the President if neither the President nor the President-Elect is available.
- Deal with any complaint against a member of Council. If there is a complaint against the Immediate Past President, this should be referred to the President-Elect.
- Provide the Executive Committee with an action plan within three months of appointment, and by December 1 of each year thereafter, with budget guidance per policy; provide an annual report.

2.7. Role Description – President-Elect

- Stand in for the President if the President is unavailable.
- Attend meetings of Council and Executive Committee.
- Work with the President on relevant projects.
- Provide a briefing to the next President-Elect.

2.8. Role Description – Secretary

- Oversee the operation of membership (applications, database, dues reminders and accounting, data exchange with publisher, liaison with Regional Councilors).
- Manage the selection process for the next Congress, including solicitation, management of proposals, and membership vote per Bylaws.
- Ensure agendas, papers, and minutes for Council, Executive Committee, and General Business meetings are prepared and distributed timely.
- Ensure the Association's Newsletter is produced and disseminated and posted on the website; liaise with the President over content.
- Coordinate the preparation of the Triennial Report.
- Manage the logistics of elections of Council members in liaison with the association management company.
- Attend meetings of the Council and Executive Committee.
- Keep the President informed of secretarial activities.
- Provide a briefing to the next Secretary.

- Provide the Executive Committee with an action plan within three months of appointment and annually thereafter with budget guidance per policy; provide an annual report.

2.9. Role Description – Treasurer

- Monitor the budget for the current year in concert with the spending plan for the triennium and develop a spending plan for the following triennium for approval by Council.
- Ensure that annual budgets and accounts are prepared, approved by Council and filed as appropriate.
- Ensure that the Council's financial policies are being followed.
- Prepare regular financial reports, with commentary, for the Council and the Executive Committee.
- Advise on affordability of unplanned expenditures (up to \$10,000 by Executive Committee; above by Council).
- Monitor investments and seek professional advice as appropriate.
- Ensure income and expenditure transactions are processed efficiently and accurately.
- Advise the Executive Committee on the affordability of Regional Councilor financial plans.
- Provide a briefing to the next Treasurer.
- Provide the Executive Committee with an action plan within three months of appointment and annually thereafter with budget guidance per policy; provide an annual report.

2.10. Role Description – Regional Councilors

Regional Councilors have four major roles: represent members; guide/supervise activities locally; ensure good communication; recruit and retain members.

Recruit new members to the Association

- Review current membership within the region; encourage renewals; verify joint membership applications.
- Attract early-career epidemiologists into the Association.

Optional recruitment activities

- Assemble an informal database of expert epidemiologists in the country/region.
- Conduct and annually update a census of national epidemiological associations; establish joint membership schemes and promote joint activities.
- Give priority to attracting applicants from underrepresented countries.

Organize and conduct regional meetings

- Organize a scientific meeting, or a workshop/seminar, at least once every three years.
- Coordinate with local WHO representatives for attendance and engagement.

- Inform the Secretary of future regional activities for website/newsletter inclusion.
- Assist in obtaining funds for the Association's regional and international activities, including support for younger epidemiologists to attend meetings.

Engage in Council activities

- Attend Council meetings.
- Provide the Executive Committee with an annual action plan and budget (with administrative expense expectations per policy) and an annual report.
- Actively seek bids from the region for hosting forthcoming World Congresses when scheduled in the Region.
- Identify training possibilities.

Optional Council activities

- Promote cooperation between national and international societies and organizations, particularly for training and education.
- Provide a briefing to the next Regional Councilor.

2.11. Role Description – Early-Career Epidemiologist Council Member

- Represent the interests of Early-Career Epidemiologists (ECEs).
- Liaise with ECE representatives in other regions to ensure an understanding of their needs.
- Advise Council of ECE needs.
- Formulate proposals for ECE activities.

2.12. Role Description – Other Council Members

Role descriptions will be developed depending on the rationale for recruiting the additional Council members.

2.13. Role Description – Management Services Provider

- Ensure that the Association complies with its policies, Generally Accepted Accounting Practices and all applicable local and national laws.
- Maintain a searchable repository of all governance documents, policies, and contracts.
- Alert the Executive Council no less than two months in advance of the expiry date of contracts and provide relevant materials to support renewal decisions.
- Maintain a functional and accurate database of members; process applications and renewals; provide membership reports to Regional Councilors in compliance with data protection laws.
- Maintain communication channels between the Association and the regions (newsletters, email, websites).
- Provide logistical support for applications to host World Congresses, elections, and other items as needed.

- Maintain financial records and issue payments; interact with the Association's bank; develop annual budgets and triennial spending plans and monitor them; facilitate tax filings and audits/reviews as required.
- Provide operational reports to the Executive Committee on an agreed schedule.
- Facilitate meetings of the Executive Committee and Council.

Kenes International is the AMC located in Geneva, Switzerland. The AVP for Association Management is Louise Gorringer (lgorringer@kenes.com) and the Administrative Officer managing the IEA account is Leticia Erenas (info@ieaweb.org).

3. Membership

3.1. Membership Categories and Processes

Membership in the Association is open to any individual who subscribes to the principles and aims of the Association, without regard to race, religion, sex, political affiliation or place of origin. Membership cannot be transferred from one person to another.

Categories of membership include:

- Ordinary - individuals engaged in research, teaching or practice of epidemiology;
- Joint - individuals who would be eligible for ordinary membership and who are already members of an allied organization;
- Senior - individuals who have retired from full-time employment;
- Early-Career Epidemiologists (ECEs) - individuals currently enrolled in a graduate or postgraduate course of study in a subject relevant to the field of epidemiology, or who have worked in the field of epidemiology for not more than 10 years.
- Honorary - Individuals selected in recognition of their contribution to the science, or the cause, of epidemiology, or to the Association.

Membership fees for all categories (other than Honorary, which is free) are set by Council. Except for Early-Career Epidemiologists who have one 6-year term and Joint members who must renew annually, the available terms of membership are one year, three years or life. The application and renewal process for memberships, including payment, is conducted online via the IEA website. All Association business, including the payment of dues is conducted in USD.

In recognition of various economic conditions around the world, the Association provides discounted membership to those individuals working in low-to-middle income countries as recognized by the World Bank. These countries are examined on an annual basis and are subject to change. Staff will work with Regional Councilors to devise options for dues payments in those countries where the ability to pay membership dues in USD is lacking, or where it is not possible to transfer money out of the country.

Benefits of membership, such as website access and discounted registration fees for the Association's meetings, cease immediately when dues payments are in arrears. Access and subscriptions to the Journal cease after three months of non-payment of membership fees. Councilors and members of the Executive Committee are always expected to maintain good financial standing in the Association and will not be eligible to serve in their offices if they fall in arrears for more than three months, unless special arrangements have been made via the President or Executive Committee. Once lapsed, membership for any individual can be reinstated by paying outstanding dues owed. Regional Councilors are provided monthly reports on both paid and lapsed members each month and are expected to follow up with individuals who are about to renew, or who are late in their renewals, to encourage payment and participation in the Association.

3.2. Associations Approved for Joint Membership

The Association works with many national/regional epidemiology organizations to provide Joint Memberships. Both the President and Regional Councilors work to engage allied associations in the work of the Association. A list of allied associations that the Association recognizes for Joint Memberships can be found [here](#). The Association policy on Joint Memberships is available online.

3.3. Election to Honorary Membership

Council considers proposals for Honorary Membership triennially during the incoming Council meetings that precede Congress. Honorary Members are those persons who are elected as a mark of esteem for their contribution to science, the cause of epidemiology or the Association. Past presidents of the Association and Richard Doll Prize recipients are also eligible to be proposed for Honorary membership. A list of Honorary Members can be found [here](#).

A person may be proposed for Honorary Membership by a member of Council up until two months before the opening date of the next Congress by completing this form and emailing it to the current Association Secretary. Proposals must be kept confidential.

Because of the nature of Honorary membership, Council is more likely to be persuaded by those proposals which offer specific evidence of the candidate's eminence and exceptional services. It is essential that full CVs and a list of publications are included with any proposals.

4. World Congress of Epidemiology

4.1. Introduction

The World Congress of Epidemiology (the Congress) is generally held every three years and marks the beginning and end of Council terms, along with the start and completion of the Association's triennial spending plan. The relevant Bylaws governing the Congress are

found here. Between 800-1200 delegates involved in research and teaching epidemiology attend this scientific program. A list of past Congress locations can be found online.

4.2. Structure of the Congress

The World Congress of Epidemiology is owned by the Association and is an IEA-branded event that is planned, organized and managed by the Congress Committee, which is comprised of the Local Organizing Committee (LOC) and one member of the Executive Committee. In addition, one member of the Executive Committee must serve on the Congress Committee's Scientific Committee. Speaking roles for Council members should be provided where appropriate.

The Association provides local organizers an organizing loan (currently USD \$100,000) that is expected to be repaid within 6 months of the close of Congress. In exchange for this, the Association licenses its name and the term "World Congress of Epidemiology" for use by organizers to promote the event.

The relationship between the Association and Congress organizers is governed by a contract that sets out general requirements. These agreements may vary and are tailored to meet the needs of both the Association and local organizers. Planning materials employed by previous local organizers can be found online.

4.3. Process for Selection of Host and Requirements for Bidders

Beginning in 2027, the location of the Congress will rotate among the seven Association regions, alphabetically by region name: Africa; Latin America/Caribbean; Europe; Western Pacific; Middle East/North Africa; North America; and Southeast Asia.

It is the responsibility of each region to secure proposal(s) for the year they will host the Congress. If no proposals are received from the region whose turn it is, or if the submitted proposals are deemed unsuitable for hosting a Congress by the Executive Committee, the next region scheduled to host the Congress will be invited to submit proposals. The Executive Committee will review all proposals and may ask bidders for clarifications or additional information.

Once the Executive Committee has determined a final list of suitable proposals, members are invited to vote for their preference should a region submit bids from multiple locations. Only the name of the selected location will be announced publicly once members have voted. No other information related to the decision will be shared.

In 2018, a spreadsheet style decision-matrix was created to enable members to quickly evaluate and compare proposals from different locations should there be more than one bid from a region.

The Congress program shall consist of scientific poster and podium presentations, and may include plenary sessions, symposia and/or workshops. Members of the Executive Council should be invited to participate in the scientific program, e.g., by delivering talks or chairing

sessions, as appropriate. Segments of the program shall be set aside for the delivery of the Association's awards, described below. Local organizers may additionally identify local awards and prizes and may choose to set aside further segments of the program for their delivery.

To ensure the smooth operation of the Congress, the Association arranges a site visit with the local organizers approximately one year before the Congress begins. This site visit is paid for by the Association, and typically no more than 3 members of the Executive Committee attend.

4.4. Commercial Support

Commercial support for the Congress may be obtained from any ethical organization with prior approval from the Executive Committee. However, sponsors shall not influence, or seek to influence, the scientific content of the program, nor shall they be involved in the selection of speakers. Sponsorship should not be sought from organizations which promote partisan ideas unrelated to epidemiology, such as political, religious or sectarian organizations.

4.5. Special IEA Awards and Prizes

4.5.1. The Robert Cruickshank Memorial Lecture

Since 1984 (2002 excepted), a special lecture has been given at each Congress to honor the memory of Professor Robert Cruickshank, first chairman of the Association, for his role in the founding of the Association. Organizers of the Congress should ensure that this lecture is prominently featured in the program.

The Association provides a plaque, Congress registration fees, and reimbursement of travel fees to the recipient.

4.5.2. The Richard Doll Prize in Epidemiology

The Association established the Richard Doll Prize in Epidemiology in 2007. A list of past prize winners can be found online in the History section.

The prize is given to an epidemiologist of the highest scientific standard. The recipient will be honored for scientific achievements that have advanced the understanding of the determinants of a disease of importance for health in populations through a body of research that may involve a series of studies, rather than a single publication.

The prize is presented at each Congress, with the equivalent of \$5,000 in the local currency of the recipient and a plaque produced by the Association. The prize winner will be given the opportunity to address the participants of the Congress in a 30-minute plenary session on a topic of his or her own choice during the first or second day of Congress. Travel and accommodation will be paid by the Association. The winner will be introduced by the President. Additional information on the Richard Doll Prize can be found in section 9 of the Bylaws.

Nominations and selection

- Nominating persons, agencies or organizations should fill in the Richard Doll Prize nomination form and forward it along with the CV of the candidate and a supporting statement to the President. The nomination should be kept confidential.
- The prize winner will be selected by a committee of four jury members – the Immediate Past President, President-Elect and two members of Council - chaired by the Association President, following a confidential multi-round voting process and conflict-of-interest safeguards.

4.5.3. Dame Valerie Beral Fellowship Awards

The Association established the Dame Valerie Beral Fellowships in 2022 to honor the memory of IEA Past President, Dame Valerie Beral (2014-2017) and her lifelong advocacy and support of women pursuing careers in epidemiology.

The Fellowships enable three female epidemiologists to travel to the World Congress of Epidemiology. Two of the recipients are IEA Early-Career Epidemiology members from low-middle income countries and the third is an IEA Early- Career Epidemiologist member from a high-income country.

Applicants are judged on the following criteria:

- IEA Membership
- Merit
- Evidence of service to IEA or willingness to serve IEA

Fellowship recipients are awarded World Congress of Epidemiology registration fees, travel expenses and housing expenses by the Association. Recipients are acknowledged by the President at each Congress.

Nominations and selection

- Applicants should fill in the Valerie Beral Fellowship Application and forward it along with a CV and a supporting statement from a regular IEA member (not another ECE member) to IEA Headquarters.
- Fellowship winners will be selected by a committee of four jury members – the Immediate Past President, President-Elect and two members of Council - chaired by the Association President, following a confidential multi-round voting process and conflict-of-interest safeguards.

4.6. Travel Bursaries

The Association provides Congress bursaries to early-career epidemiologists working or living in low income countries identified by the World Bank. The bursaries may be used for registration fees, accommodation and/or travel (at the lowest economy fare), but they might not cover the full expenses of traveling to and attending the Congress.

A selection committee to identify candidates for travel bursaries will be appointed by Council. Other than in exceptional circumstances, bursary recipients should be members of the Association who are active in practice, teaching or research.

Successful bursary applicants are expected to submit an abstract for the Congress, but acceptance is not guaranteed.

4.7. Expectations of Councilors

All councilors (both incoming and outgoing) are expected to attend and participate in the Congress. Expenses will be reimbursed, with proper documentation, provided the councilor stays for the full duration of the Congress and participates in activities, including, as appropriate, the outgoing and incoming Council meetings.

Costs eligible for reimbursement to councilors include:

- Economy air travel expenses to the airport nearest the Congress, along with ground transportation to the hotel, and
- Meals required during travel, or not provided as part of the Congress program, reflective of local pricing as approved by the Executive Committee.

The Congress Committee is responsible for providing:

- Congress registrations to Councilors, and
- Accommodations per official IEA engagements timeline.

5. Regional Conferences

5.1. Introduction

Regional Conferences promote education and networking in epidemiology. They foster collaboration within a country/region, and with the WHO regional office, and can provide an opportunity to recruit new members. These events can be organized by the Regional Councilor, or other able and credible local contact persons.

Regional conferences can be held as stand-alone IEA events or in conjunction with other relevant meetings in the region. A list of guidelines for regional Conferences can be found online.

5.2. Required Approvals

Approval for regional Conferences featuring the Association's name or receiving funding (loans or grants) from the Association must be obtained in advance from the Executive Committee. IEA does not pay speaker honorariums. A sample application and budget template are available.

To receive funding, the application must be approved and signed by both the Regional Councilor and the Association President or another member of the Executive Committee.

The application must be received at least three months prior to the commencement of the Conference and the signed agreement will be shared with the Association management provider and filed on the Council area of the Association's website. Councilors are responsible for filing final reports and all receipts within 3 months of the completion of a funded event.

5.3. Presenters

Presentations, slides and programs from regional events should be shared with the Association's management services provider for posting on the members-only area of the website. Sample permission forms and guidelines are available online.

5.4. Funding

Most regional Conferences will be self-supporting via registration fees and sponsorship. Although triennial plans may earmark funds, these are not a guarantee of support.

IEA support is primarily reserved for low-income regions; grants or loans may be considered based on the Treasurer's recommendation and application review. High-income regions typically will not receive funding but may be supported in other ways (e.g., plenary lectures, workshops).

IEA will not accept responsibility for financial losses or liability for acts during such events. Local organizers should consider event and liability insurance. Any surplus from a regional event reverts to the local organizers; the Treasurer may exceptionally consider covering some loss with justification.

If there is a profit, organizers may consider passing some of it to the Association or retaining it to support bursaries for future IEA meetings in the region.

5.5. Commercial Support for Conferences

Commercial support may be obtained from any ethical organization. Sponsors shall not influence the scientific content or speaker selection. Sponsorship should not be sought from organizations which:

- Continue to produce or market products scientifically established as harmful to human health.
- Promote partisan ideas unrelated to epidemiology, such as political, religious or sectarian organizations.

5.6. Registration Fees

Lower registration fees for Association members should be followed for any meeting supported by the Association. The Association Management Company can help verify eligibility.

5.7. Reimbursement of Executive Committee Members and Councilors

Reimbursement for attendance at a regional Conference by the Councilor for the region will be provided by the organizers of those meetings.

If an Executive Committee member is invited and can attend, the Association will reimburse expenses for this member, preferably selecting the member with the lowest travel costs. If organizers invite other Council members, they are responsible for those costs.

If a Council meeting is held immediately before or after a regional Conference, the Association will reimburse Councilors for economy air travel, lodging, and eligible meals with documentation, per pricing guidance approved by the Executive Committee. Attendance at the Conference itself may be supported at the discretion of the Executive Committee.

6. International Journal of Epidemiology

6.1. General Description

The International Journal of Epidemiology (the Journal) is the official journal of the Association. Its remit is to encourage communication among those engaged in the research, teaching, and application of epidemiology of both communicable and non-communicable disease, including research into health services and medical care. It also publishes papers describing new epidemiological and statistical methods used by those who practice social and preventive medicine.

The Journal is published six times per year by Oxford University Press (OUP) on behalf of the Association. The contract is reviewed every five years. Beginning in 2024, the Journal moved to online-only publication and is available to members.

The Journal is run by the editor-in-chief (the Editor), who is appointed by Council, subject to a written agreement. The editor appoints any co-editor, the deputy and assistant editors, subject to agreement by Council; and appoints the editorial board with broad balance. Deputy editors triage >1300 papers per year and manage peer review.

The Journal's policies are set by Council considering the advice of the editor, but the editor has sole authority and responsibility for content to ensure full editorial independence.

The editorial office is funded by the Association and the budget is set by Council upon review and approval of a proposal submitted by the editor. The editor manages use of the budget once awarded. The term of office is three years, with a maximum of three terms.

6.2. Appointment of the Editor

Recommended process (Council may amend): one year before term end (or upon resignation), the President establishes a search committee composed of the Executive

Committee plus up to two Association members. The outgoing editor is not on the Committee but may advise.

A call for applications is announced; candidates may be solicited. Applications should include:

- Professional career and status at national and international level;
- Experience editing a journal of epidemiology or public health;
- Experience in international collaborations;
- Support available to undertake the editorial work;
- Personal time available to carry the editorial work;
- Plan for operations within budget allocated.

Committee members score each item (1–5) as a guide; overall ranking is by discussion. The preferred candidate is submitted to Council for approval. Negotiations begin not later than six months before start date; if issues arise, the second-ranked candidate is approached.

6.3. Role Description of the Editor

- Ensure academic quality and representation across the discipline and diversity across gender, geography, and subject area.
- Appoint co-editor, deputy editors, assistant editors (with Council approval) and the editorial board.
- Manage peer review process to achieve quality and timeliness, in liaison with the publisher.
- Manage the peer review office within budget.
- Maintain an overview of epidemiology to ensure Journal development as the discipline changes.
- Obtain and assess an annual report from the publisher and report annually to Council.
- Attend Executive Committee and Council meetings as requested.

7. Other Publications

7.1. Dictionary of Epidemiology

Council proposed the creation of a Dictionary of Epidemiology in 1980. The Dictionary is published for the Association by Oxford University Press. The Association owns the copyright and appoints the editor. The sixth edition was published in 2014, and work on the seventh edition was initiated in 2023.

7.2. Publications Sponsored by the Association

The Association has sponsored many publications over the years. Decisions about supporting publications are made by Council.

8. Liaison with the World Health Organization and Related Organizations

8.1. Relationship with WHO

The International Epidemiological Association has the status of a Non-Governmental Organization (NGO) in official relation with the World Health Organization. Liaison with WHO is implemented at central level through an IEA representative designated by Council as liaison officer and at regional level through the Regional Councilors. The Association's Council provides guidance on the level of resources and personal time of officers to be allocated to liaison activities.

8.1.1. Central Level (Geneva headquarters)

- IEA is invited to send an observer to the sessions of the WHO Executive Board (January) and the World Health Assembly (May).
- IEA may be invited to special meetings of interest for epidemiologists.
- Links are maintained with the WHO officer in charge of relations with IEA to examine collaborative initiatives.
- WHO representatives are invited to the Association's Congress.
- Periodic reports of activity relevant to WHO are requested and used by WHO to assess IEA's NGO status.

8.1.2. Regional Level

- IEA is invited to send an observer to the Regional Committee sessions in each WHO Region.
- IEA may be invited to special regional meetings or to collaborate in organizing courses.
- WHO representatives are regularly invited to the Association's regional conferences.
- Relationships like those with the Regional Offices are established with IARC (Lyon, France).

8.2. Other NGO Relationships

IEA may develop relationships with NGOs that have close ties to WHO and initiatives of direct interest to IEA, such as CIOMS, which issues international ethical guidelines for epidemiological studies.

9. General Policies

Please see related files.

<https://ieaweb.org/page/12>

10. Templates

Please see related files.

<https://ieaweb.org/page/12>