

September 2017

Code of conduct of the Committee for Supervision and Assessment  
of Medical Microbiological Researchers (CTB-MMO)

GENERAL

Article 1.

1. The CTB-MMO is a committee of the Foundation for Biomedical Scientific Research Training (or SMBWO).
2. The training to become a Medical Microbiological Researcher (MMR) is performed under auspices of the Dutch Society of Medical Microbiology (NVMM)
3. MMR supervisors are employed at one of the Dutch universities, university hospitals or an institute where medical microbiological research is performed.
4. Members of the CTB-MMO are members of the NVMM, and will be approved by the NVMM board before being nominated to and appointed by the SMBWO.

AIM

Article 2.

1. The aim of the CTB-MMO is to assess and appraise applications of candidate MMR according to the SMBWO guidelines and nominate candidates for appointment to the SMBWO.
2. The CTB-MMO aims to attend to the needs of the MMR education in the broadest sense. Attention is given to the following points:
  - In each MMR training centre, MMR supervisors/trainers will be appointed in consultation with the NVMM board.
  - An MMR supervisor/trainer will be assigned to each candidate MMR.
  - Each candidate MMR will be registered by the CTB-MMO. Registration will include a résumé, application form and project information.
  - The application for MMR registration will be assessed by the CTB-MMO.
  - Candidates will be nominated for MMR registration to the SMBWO after unanimous agreement has been reached by the CTB-MMO
  - The CTB-MMO will provide (unsolicited) advice to the vocational advocacy committee for MMR (BBC-MMO).
  - The CTB-MMO will communicate the guidelines for MMR training to the MMR supervisors/trainers and will evaluate the MMR training in consultation with the MMR supervisors.

MEMBERS OF THE COMMITTEE

Article 3.

1. The CTB consists of at least 3 and at most 5 registered MMR members.
2. Members of the CTB cannot be, at the same time, an MMR supervisor/trainer.

3. New members of the CTB need to be nominated by the CTB, in consultation with the BBC-MMO, to the board of the NVMM. After approval of the NVMM, a new member will be presented and appointed by the SMBWO.
4. The committee members determine the tasks for each member by mutual agreement.
5. Committee members are appointed for 4 years, but can be nominated once for re-election by the board of the NVMM. The committee composes a schedule to ensure gradual and evenly distributed changes in the committee.
6. At least one of the CTB members represents the CTB-MMO/NVMM in SMBWO.
7. Membership of the committee ends by:
  - a. ending of the membership of the NVMM.
  - b. discontinuation by the committee member.
  - c. not being eligible for re-election.
  - d. by being deceased.

#### DECISIONMAKING WITHIN THE COMMITTEE

##### Article 4.

1. The CTB meets as often as needed and decided by its members, but at least once a year.
2. Committee decisions are taken by majority vote. In case of an even number of members, the chairperson is authorized to determine the final decision.
3. Nominations for MMR are acknowledged only by unanimity of voices.
4. The secretary corresponds with the SMBWO and with the candidate MMR.
5. The chairperson arranges a meeting or corresponds by mail with the supervisors/trainers at least once every two years.
6. CTB reports at least once a year to BBC-MMO, to the board of NVMM and to the board of SMBWO.

#### MODIFICATION OF HOUSEHOLD REGULATIONS

##### Article 5.

Modification of household regulations need to be approved by the boards of the BBC-MMO, the NVMM and the SMBWO.