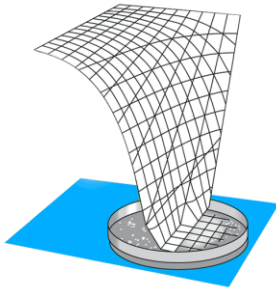


By-laws



ICPMF

International Committee on Predictive Modelling in Food

Background

The International Committee on Predictive Modelling in Food (ICPMF) was founded on 12 September 2011 in Dublin during the ICPMF-7 conference. The founding members were elected during this conference and were Jean-Christophe Augustin (FR), József Baranyi (UK), Paw Dalgaard (DK), Tom Ross (AU), Don Schaffner (US), Vasilis Valdramidis (MT), and Marcel Zwietering (NL).

Mission

The ICPMF has as its mission to catalyse the development of predictive modelling in foods, primarily through advancing the success and sustainability of the biennial ICPMF-conferences.

Connection with ICFMH

The ICPMF and the International Committee on Food Microbiology and Hygiene (ICFMH) established a formal collaboration with the ICPMF in 2014. ICPMF was accepted by ICFMH as a "Subcommittee", and through that affiliation, is now linked to the International Union of Microbiological Societies (IUMS).

This collaboration between ICFMH and ICPMF covers the following objectives:

- Synchronize FoodMicro (the biennial international conferences of ICFMH) and ICPMF conferences to guarantee no overlap in time (plans for future conferences should be checked regularly)
- The ICFMH poster award will be officially organized and conducted during the ICPMF conference
- The ICFMH logo will be displayed at the ICPMF conferences
- The ICPMF subcommittee will cooperate with the Food Micro organizers and work for a "permanent" involvement of ICPMF topics at FoodMicro conferences through a permanent workshop and/or a scientific session.

ICPMF representative to ICFMH board

One ICPMF member will be elected to represent the ICPMF to ICFMH board and maintain ongoing collaboration between the two committees. The ICPMF representative will have the status of ICFMH Executive Board member.

The ICPMF representative will be elected for a 4-year term by e-mail vote, for which a majority vote of all ICPMF current committee members will be required. Should no candidate secure a majority, run-off elections will be held by e-mail vote. The ICPMF representative will be eligible for a second re-election.

The voting date will be set by the chair and the secretary of ICPMF board and cannot be later than two months before the ICPMF conference date. The voting date will be communicated 6 months prior to the ICPMF conference, when the chair and the secretary of ICPMF board will also solicit nominations.

Candidates should send an expression of interest by e-mail to the ICPMF board, no later than 2 months prior to the voting date. The expression of interest should include, among other aspects, a plan of action/collaboration to be developed during the term.

Connections with IAFP

Good relationships and cooperation also exist between the ICPMF and the International Association for Food Protection (IAFP), especially through ICPMF members' involvement in the IAFP Microbial Modelling & Risk Analysis Professional Development Group. Such cooperation will continue to be encouraged and supported.

ICPMF members

The ICPMF committee will have a maximum of 10 members. A committee member term lasts 10 years. The ICPMF members meet face-to-face at least every two years, during the ICPMF conference. This meeting is called "ICPMF board meeting". At the end of each ICPMF board meeting, at least two members rotate off the committee and the committee elects new members. The ICPMF committee will invite the chair of the organising committee of the next meeting to being candidate for member of the board if (s)he is not yet a member.

All new ICPMF member(s) will be elected by vote, for which a majority vote of all ICPMF current committee members will be required. At any meeting of the Committee, a majority of votes (i.e. > 50 % votes placed) shall constitute a quorum for conducting the business. If a candidate cannot obtain a majority, run-off elections will be held by vote.

The voting date will be set by the Chair and the Secretary of ICPMF. The call for nominations will be opened at the ICPMF conference and will last for a least three months. The call will be announced at the ICPMF closing ceremony, on the ICPMF website and shared by other relevant means.

ICPMF committee is aimed at achieving gender and regional balance and industrial representation in its makeup as the committee believes these are crucial to ensure success in the ICPMF mission.

Committee candidates should submit an expression of interest and a maximum of two letters of support by e-mail to the ICPMF Chair, no later than 15 days prior to the announced voting date. The expression of interest should include, the relevant achievements of the candidate in the field of Predictive Model[ing] in Food, motivation, the expected contribution to ICPMF activities, and other significant aspects related to the ICPMF mission and vision.

ICPMF Chair and Secretary

The Chair and Secretary will each have two-year appointments (with the Secretary becoming the Chair after two years). The incoming Secretary is elected by a majority vote of all current ICPMF committee members at the time of the ICPMF board meeting. If the Secretary is not able to become Chair, a new Chair will be elected by a majority vote of all ICPMF current committee members

ICPMF member resignation

Any Committee member could resign mid term by delivering a resignation letter to the ICPMF chair or secretary by any suitable means of communication. When the new vacancy is other than chair and secretary, an active member to assume the duties until the next election.

ICPMF logo use and sponsorship

Approval for the use of the ICPMF logo, name or both by external organisations or institutions in events, awards or initiatives that are not planned, organised or developed by ICPMF must be always requested from the ICPMF board in advance. Such approval is subjected to the principles and rules established by ICPMF, and the board will verify that the activity's goals and contents are in accordance with the ICPMF mission and vision, and duly respecting ethical and legal issues. The organisation applying for the use of the ICPMF logo, name or sponsorship will be asked to provide the ICPMF board with the necessary information to evaluate the adequacy of the proposal. The ICPMF board retains the right to require from the requesting organisation any specific condition, in the form of procedure or specification, that allows the fulfillment of the ICPMF standards and principles.

Organization of the ICPMF conference: procedure to apply and selection criteria

Applicants must indicate their intention to host the conference of year N at least six months before the conference of year N-2 to the President and Secretary of International Committee on Predictive Modelling in Food by email with copy to: contact@icpmf.org

The applicant should prepare a one-page description of the project which includes: the time period, the city, the (co-)organizer(s) of the conference, the motivation and the preferred topics and if available, one or more supporting organizations. An engagement letter from the main organizer should also be provided.

The selection of the conference location for year N will be made at the ICPMF board meeting at the conference of year N-2. ICPMF members will consider a variety of selection criteria including the need to insure worldwide representation at the conference.

ICPMF Awards: Requisites and evaluation process

ICPMF greatly encourages postgraduate students and young researchers (those who graduated not more than two years prior to the deadline for abstract submission) to present their original research in the pre-established topics of the ICPMF conference. To achieve this aim, the ICPMF conference organisers may implement the provision of awards by competition in a number left at their discretion. Examples of awards competitions are the Young Scientist's Best Poster Presentation and the Young Scientist's Best Oral Presentation, although they are not limited to those. The awards competitions must be duly announced on the website of the ICPMF conference, clearly specifying requisites and judging criteria.

Requisites for participation

1. The award competition is open to postgraduate and young researchers who have submitted an abstract as *first author*.
2. The applicant must indicate his/her willingness to participate when submitting the abstract. However, the participant can enter only *one abstract per competition*. Submitting more than one abstract for the same competition will disqualify him/her.
3. To entry the competition, the participant must be fully registered in the conference by the deadline indicated on the conference website.
4. The competition entrants for poster awards are expected to *stand by* and *explain* their poster by the judges at the moment of evaluation.
5. The competition entrants for oral presentation awards are expected to deliver their presentation and answer any questions from the audience.

Evaluation process

1. A number of researchers will be invited by the ICPMF Chair to integrate the Oral/Poster Awards Evaluation Committee, which will be established at the time of the call for abstracts and will nominate a Chairperson. The number of judges to integrate the Awards Evaluation Committee will depend on the number of competitions, yet at least five members should evaluate one competition.
2. A member of the Awards Evaluation Committee must not rate the abstract(s) entered to competition by any of his/her postgraduate student(s) or junior colleague(s). Any conflict of interest must be communicated to the Chairperson.
3. Abstracts entered for competition will be reviewed by the Evaluation Committee, who will assess all abstracts before the conference, and will produce a selection of 10-15 abstracts with basis on *Clarity* (25%), *Comprehensiveness* (25%), *Conciseness* (25%) and *Research Novelty/Impact* (25%). Rates will be given by judges in a scale from 0 (poor) to 5 (excellent), and averages will be taken.
4. Shortlisted competition entrants chosen as finalists will be notified by the Chairperson of the Awards Evaluation Committee.
5. During the ICPMF conference, the Awards Evaluation Committee members will individually conduct the assessment of the poster or oral presentations belonging to the shortlisted abstracts. They will assess poster or oral presentations in terms of:
 - 5.1 *Scientific Quality* (50%) - Adequacy of experimental design (methodology, controls, replication), extent to which objectives were met, difficulty and thoroughness of research, validity of conclusions based upon data, technical merit, and contribution to science

5.2 *Presentation* (50%) - Clarity of the presentation (introduction, objectives, methods, results and conclusions), quality of the illustrations and tables presented, knowledge of the subject conveyed by the participant, and ability to answer questions.

6. Rates will be given by judges from 0 (poor) to 5 (excellent). The Chairperson will gather all rates and average them. In case of draw, the weight assigned to *Presentation* will be increased to 60%. For persistent draws, the Evaluation Committee will deliberate.

Announcement of awards

All finalists are expected to be present at the closing session of the ICPMF conference. The winners of all awards competitions will be presented with prizes and certificates. Sponsors of these awards must be therein acknowledged.

ICPMF Travel Grants: Requisites and evaluation process

A Travel Grants competition may be implemented by the ICPMF conference organisers for postgraduate students and young researchers (those who graduated not more than two years prior to the deadline for abstract submission) wishing to apply for economic support to participate in the ICPMF conference. Travel Grant winner(s) will receive a prize to cover partly or in full their travel ticket, and a waiver of their conference registration fees. The Travel Grant competition must be duly announced on the website of the ICPMF conference, clearly specifying the contribution to travel, requisites and deadline for application.

Requisites for application

1. The Travel Grants competition is open to postgraduate and young researchers who have submitted an abstract as *first author*.
2. The candidate must submit an application for Travel Grants consisting of a motivation letter explaining their interest in attending the conference, two-page CV and supporting documents, as requested on the ICPMF Conference website.
3. The Travel Grants winner(s) will be notified at least ten weeks before the conference.

Judging process

1. A number of researchers will be invited by the ICPMF Chair to integrate the Travel Grants Evaluation Committee, which will be established at the time of the call for abstracts. The ICPMF Conference Chair will nominate the Evaluation Committee Chairperson. At least five members should form the Travel Grants Evaluation Committee.
2. The Travel Grants Evaluation Committee shall be different from the Oral/Poster Awards Evaluation Committee.
3. A member of the Travel Grants Evaluation Committee must not evaluate any application(s) submitted by his/her postgraduate students or junior colleagues. This must be communicated to the Chairperson.
4. The Travel Grants Evaluation Committee members will individually conduct the assessment of the applications with basis on the following criteria:
 - 4.1 Demonstration that the candidate would not be able to attend the conference without the funding. Having worked within a scientifically emerging country or in difficult circumstances should count as commendable (30%)

- 4.2 Outstanding potential of the candidate to benefit from the opportunity to present their work (40%)
- 4.3 Scientific quality of the abstract linked to their Travel Grants application (30%)
5. Rates will be given individually by judges from 0 (poor) to 5 (excellent), and averages will be taken. In case of draw, the weight assigned to Outstanding Potential will be increased to 50%. For persistent draws, the Evaluation Committee will deliberate.

Announcement of prizes

The winner(s) of the Travel Grants competition are expected to be present at the closing session of the ICPMF conference, where they will be presented with prizes and certificates. Sponsors of the Travel Grants must be therein acknowledge

Annex: Draft Committee planning 2020-2029

The founding members were elected during the 2011 conference and were Jean-Christophe Augustin (FR), József Baranyi (UK), Paw Dalgaard (DK), Tom Ross (AU), Don Schaffner (US), Vasilis Valdramidis (MT), Marcel Zwietering (NL). Additional members elected in 2013 were Fanny Tenenhaus-Aziza (F), Mariem Ellouze (F), Anderson de Souza Sant'Ana (Br).

Name	Term ending year
Jean-Christophe Augustin (FR)	2015
József Baranyi (UK)	2015
Paw Dalgaard (DK)	2017 chair 2012-2013
Marcel Zwietering (NL)	2017 secretary 2012-2013; chair 2013-2015
Tom Ross (AU)	2019
Don Schaffner (US)	2019
Vasilis Valdramidis (MT)	2021 ICFMH representative 2015-2019
Fanny Tenenhaus-Aziza (F)	2021 secretary from 2013-2015; chair 2015-2017
Anderson de Souza Sant'Ana (Br)	2023
Mariem Ellouze (CH)	2023 secretary 2015-2017; chair 2017-2019
Fernando Perez-Rodriguez (SP)	2025 secretary from 2017-2019; chair 2019-2021
Régis Pouillot (US)	2025
Maarten Nauta (DK)	2027
Ursula Gonzales Barron (PT)	2027
Shigei Koseki (JP)	2029

Vasilis Valdramidis was nominated as representative of the ICPMF to the ICFMH in June 2019.