

COVADIS Terms of Reference

- Background
- Mission Statement
- Structure & Membership
- Activities
- Funds
- Review Date

Background

- In May 2012, Professors Noel Bairey Merz & John Beltrame met to discuss the difficulties in coronary vasomotor research given that (i) mainstream cardiology research and practice had given limited attention to these disorders; (ii) clinical researchers in this area often worked in isolation with limited international collaboration; (iii) nomenclature was not standardised so that research groups had limited capacity to compare their findings; and (iv) as a consequence of these circumstances, there were few international clinical trials and registries investigating coronary vasomotor disorders thereby impairing the diagnosis and treatment of patients with these potentially life-threatening and disabling coronary disorders.
- These initial discussions led to the inaugural meeting of what was to become the COVADIS Steering Committee. Original members included Professors Filippo Crea, Juan Carlos Kaski, Hisao Ogawa (as co-chair representative of the Japanese Coronary Spasm Association), Peter Ong, Udo Sechtem, and Hiro Shimokawa.
- The Steering Committee agreed with the concepts proposed by Professors Bairey Merz & Beltrame, and proposed the inaugural COVADIS Summit to be held in Amsterdam 4-5th September 2013, immediately following the European Society of Cardiology Congress. This Summit focussed on developing standard criteria for vasospastic angina, resulting in an important publication to establish international criteria for this disorder.
- The success of COVADIS has been maintained with the enthusiasm and collaborative work of the Steering Committee, with continuing annual Summits and regular COVADIS endorsed publications.
- This 'COVADIS Policy' document has been generated to ensure the continued harmonious productivity of the organisation by establishing the governance policy for the organisation.

Mission Statement.

- The Coronary Vasomotor Disorders International Society (COVADIS) is an independent global working group aiming to:
 - Raise awareness of coronary vasomotor disorders at all levels of the coronary circulation and their contributions to myocardial ischaemia.
 - Standardize international nomenclature, diagnostic criteria and therapeutic strategies for Coronary Vasomotor Disorders.
 - Promote research in Coronary Vasomotor Disorders via registries, translational and clinical studies and trials.

Structure & Membership

- COVADIS membership is by invitation only, including General and Steering Committee membership.

1. General Membership.

- General Membership is extended by (a) invitation to a COVADIS Summit, and/or (b) invitation to participate in a COVADIS publication.
- Benefits of General Membership include:
 - Listing on COVADIS website
 - Access to the members only section of the COVADIS website with email addresses for COVADIS members
 - Notification of publications by COVADIS members
 - Details of COVADIS Summits
- General Membership is extended for 3 years, where after membership must be renewed by invitation to a COVADIS Summit or publication.
- If a member has not participated in a COVADIS activity for 3 years, their membership is lapsed.

Steering Committee Membership.

- The Steering Committee is the powerhouse of COVADIS and its members are expected to be active participants.
- Appointments are at the discretion of the co-chairs and governed by the policies below.
 - Constituents. By invitation only. To ensure equitable international representation, the committee will be limited to no more than 2 representatives from any one country. Nationalities of the current members include, Australia (1), Germany (2), Italy (2), Japan (1), United Kingdom (1) and United States of America (1).
 - Tenure. 3 years. May be extend for further 3 years.
 - Members Responsibilities. Include the following expectations:
 - a) Attend annual COVADIS Summit & Steering Committee Meeting
 - b) Contribute to planning the COVADIS summit
 - c) Source funds to support COVADIS Summit
 - d) Recruit patients for COVADIS Registries
 - e) Generation of COVADIS publications
- Current members of the Steering Committee (as of August 2016) include:
 - Noel Bairey Merz, John Beltrame (co-chairs)
 - Filippo Crea, Paolo Camici, Juan Carlos Kaski, Peter Ong, Udo Sechtem, and Hiro Shimokawa
- Committee Meetings will be conducted at least 3 times per year (by conference call or in-person meeting), with one including the Annual Steering Committee Meeting held immediately following the COVADIS Summit.
- During meetings, if a member has a pecuniary interest (the origin being external to the organisation) in a matter, which is before the meeting for discussion, that member should not take part in the discussion and the decision on the issue unless the Chair of the meeting is satisfied that the interest is not material to the matter. The interest must be declared to the Chair and recorded in the minutes.
- Decisions will be made by consensus. If a consensus is not reached the co-chairs will negotiate with committee members until a majority agreement is reached.

• **COVADIS Activities**

1. COVADIS Website & Logo.

- The COVADIS website has been established by an unconditional grant from the Northern Communities Health Foundation (Australia).
- The website will be maintained by Prof John Beltrame and its contents must be approved by both co-chairs, with referral to the full Steering Committee in event of controversy.
- The website activity will be reported at the Annual Steering Committee Meeting.

2. COVADIS Registries.

- The Policy & Procedures for COVADIS Registries will be governed by specific documents drafted by the Co-chairs and Data Custodian.

3. COVADIS Clinical Trials.

- The Policy & Procedures for any COVADIS Clinical Trial will be governed by specific documents drafted by the Co-chairs and Principal Investigator of eth Clinical Trial.

4. COVADIS Publications.

- Scientific publications bearing the COVADIS label must be approved by the Steering Committee either at a meeting or via email.
- The Steering Committee will appoint a lead author, who will be responsible for drafting and circulating the manuscript, ensuring it is approved by the authors and Committee members before submission to a journal.
- COVADIS Papers should include members of the Steering Committee as authors, provided they have made contributions towards authorship.

COVADIS Funds

1. COVADIS Summit Funds.

- Donations/unconditional grants provided to support the COVADIS Summit, will be operationally managed by Dr Peter Ong, with funds held in the Baden-Wuerttembergische Bank Stuttgart.
- A balance sheet of revenue & expenditure, will be tabled at the Annual Steering Committee Meeting.

2. COVADIS Special Purpose Funds.

- Donations/Grants obtained by COVADIS members for the express purpose of undertaking COVADIS activities (as above) must be logged in the COVADIS Special Purpose Fund Register.
- The COVADIS Special Purpose Fund Register will document the following details: (a) initial date fund established, (b) funding source, (c) date of Steering Committee endorsement of annual balance sheet, and (d) date funds expended.
- To maintain accountability of these funds, a balance sheet of revenue & expenditure, must be tabled at the Annual Steering Committee Meeting.

Review Date for Terms of Reference.

- February 2020