



MEETING SUPPORT

Standard Operating Procedure (SOP)

ABSTRACT

This sample SOP demonstrates how an IIS consortium can establish consistent processes for planning, facilitating, documenting, and following up after meetings. Developed for the E Team, it provides an adaptable example for groups seeking to clarify meeting roles, responsibilities, and expectations.

Contents

1. Purpose	2
2. Scope	2
3. Roles and Responsibilities	2
4. Method of Business	3
4.1 Meeting scheduling and frequency	3
Scheduling process	3
4.2 Pre-meeting preparation	3
4.3 Documentation and follow-up	3
4.4 Suggested meeting structures	4
E Team monthly meeting	4
E Team leadership meeting	4
E Team Training and Demonstration Subgroup	4
E Team Epi Council	4
WebIZ Islands	4
5. Termination Date	4
6. Record of Changes	4

1. Purpose

This SOP defines the process for managing E Team monthly meetings and associated subgroup meetings. These meetings are designed to:

- Facilitate open communication to address shared challenges and coordinate system enhancements
- Promote peer-to-peer learning and resource sharing among jurisdictions
- Enhance collaboration through specialized subgroups

Specific meeting objectives include:

- E Team leadership meetings define the vision and goals of the E Team, set agendas for monthly E Team meetings, and provide updates on progress, decisions, and challenges.
- The E Team Training and Demonstration Subgroup provides a platform for demonstrations, jurisdiction-led presentations, and shared learning.
- The E Team Epi Council focuses on epidemiology-specific and -adjacent presentations, discussions, and peer exchange.
- The E Team WebIZ Islands support island jurisdictions through regular communication and peer collaboration.

2. Scope

This SOP applies to all routine and ad hoc E Team monthly meetings, E Team leadership meetings, Training and Demo Subgroup meetings, Epi Council meetings, and WebIZ Islands meetings.

3. Roles and Responsibilities

- E Team leadership
 - Set meeting agendas
 - Guide discussions
 - Ensure decisions are documented
 - Facilitate meeting rotations
- Facilitator
 - Ensures meetings remain on track, manages time, and moderates discussions
- E Team members
 - Actively participate in discussions, provide input, and complete assigned action items
- AIRA support staff
 - Provide administrative and technical support including scheduling, agenda development, presentation slides, meeting minutes, and documentation

4. Method of Business

4.1 Meeting scheduling and frequency

- Note: meetings may be adjusted, cancelled, or called ad hoc as needed
- E Team monthly meeting: 1st Thursday of every month, 2–3 p.m. ET (ad hoc as needed)
- E Team leadership meeting: 3rd Monday of every month, 12–1 p.m. ET (ad hoc as needed)
- E Team Training and Demonstration Subgroup: 3rd Wednesday of every other month, 2–3 p.m. ET
- E Team Epi Council: 2nd Wednesday every quarter, 2–3 p.m. ET
- E Team WebIZ Islands: 3rd Wednesday of every month, 7–8 p.m. ET (anchored to Palau's time zone at 8 a.m. Thursday, UTC+9 – Seoul, Osaka); Note: Islands do not observe daylight savings; mainland states adjust to 6 p.m. ET in winter.

Scheduling process

- Calendar invitations are managed via the ETeamConnect@immregistries.org account.
- Members are added/removed from invitations and rosters upon notification to AIRA staff.
- Schedule changes are communicated via email by E Team leadership in collaboration with AIRA staff.

4.2 Pre-meeting preparation

- E Team agenda development
 - Draft agenda is prepared by E Team leadership in collaboration with AIRA support.
 - Final agendas are shared with E Team members at least two business days prior to the meeting.
 - Facilitation of monthly meetings rotates among E Team leadership and is confirmed during leadership planning meetings.
- Subgroup agenda development
 - AIRA staff collaborate with respective coordinators to prepare and disseminate meeting materials according to E Team standards.

4.3 Documentation and follow-up

- Meeting minutes and final slides are prepared by AIRA staff and posted to the E Team SharePoint site within seven business days.
- Meeting recordings are downloaded from Microsoft Teams and uploaded to the E Team SharePoint site.
- Attendance is tracked through Microsoft Teams and documented in meeting minutes.
- Follow-up emails are prepared by AIRA staff and sent within 10 business days.

4.4 Suggested meeting structures

E Team monthly meeting

- Welcome (5 mins)
- Leadership report (15 mins)
- Subgroup updates (10 mins)
- Open discussion (25 mins)
- Wrap up/adjourn (5 mins)

E Team leadership meeting

- Welcome (5 mins)
- Prepare monthly agenda (10 mins)
- Key updates and discussion (13 mins)
- Wrap up/adjourn (2 mins)

E Team Training and Demonstration Subgroup

- Welcome (5 mins)
- Jurisdiction presentation/demos (30 mins)
- Q&A (20 mins)
- Wrap up/adjourn (5 mins)

E Team Epi Council

- Welcome (5 mins)
- Guest or jurisdiction-led presentation (30 mins)
- Q&A (20 mins)
- Wrap up/adjourn (5 mins)

WebIZ Islands

- Welcome (5 mins)
- Leadership report (10 mins)
- Jurisdiction updates (20 mins)
- Open discussion (20 mins)
- Wrap up/adjourn (5 mins)

5. Termination Date

This SOP does not have a termination date. It will be reviewed annually for accuracy and relevance.

6. Record of Changes

Version	Date	Description
1.0	September 1, 2025	Initial publication