



EUROPEAN INJURY DATABASE /  
NETWORK OF DATA SUPPLIERS  
Network Co-ordinator: EuroSafe, Amsterdam  
IDB data controller: European Commission, DG Health

## **HOUSE RULES (Version from July, 2015)**

### I. Purpose of the Network

The European Injury Database/ Network of Data Suppliers (abbr. "IDB Network") is to facilitate targeted injury prevention by providing comparable data on injuries within Europe and to create a robust injury information component of the EU health information system. This is in line with the EU strategy regarding a comprehensive Community-wide information system on injuries<sup>1</sup>.

### II. Background

Most EU Member States collect data on fatalities, hospital discharges, work place accidents, and traffic accidents and provide this data to the Community information systems. Targeted injury prevention needs information about all kind of injuries (unintentional as well as intentional), about consequences and victims, and about external causes (like activities, settings, and products involved). Therefore complementary injury surveillance based on samples of hospitals (core IDB) has been established in a number of Member States. Based on these national systems the Community Injury Database has been created, but improvements (e.g. regarding number of participating Member States, representativity of the samples, quality of derived indicators) are still needed.

### III. Aims of activities:

- 1) To establish the harmonized core IDB data collection (injury surveillance in samples of hospitals with focus on external causes) in all European countries;
- 2) To establish comprehensive injury databases (comprising of data from all important information sources, but at least core IDB, mortality statistics and hospital discharge registers) in all European countries;
- 3) To make these data available to health policy makers, public health professionals, consumer protection administrators, researchers, and the public by the means of an EU data base and attached information services;
- 4) To maintain and enhance the national as well as the Community systems in order to meet the needs of the users regarding reliability, quality, and usability of the information;
- 5) To promote the use of the data bases and information services for injury prevention.

### IV. Activities

The Network pursues its aims by:

- 1) Collecting harmonized core IDB data, sharing these data with each other, and providing the data to the Community database;
- 2) Developing harmonised guidelines, tools and programmes for data collection, data handling and processing, for quality assurance, and data protection;

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- 3) Providing a multidisciplinary forum for sharing experiences and providing assistance to Members of the Network as well as to partners with systems under development;
- 4) Contributing to future policy developments regarding injury surveillance
- 5) Being connected with the European health information system;
- 6) Enlisting and facilitating financial support and other resources for the fulfilment of the Network aims;
- 7) Acting in close collaboration with the responsible Commission Services and the European Association for Injury Prevention and Safety Promotion EuroSafe<sup>2</sup>.

## V. Membership

Members of the Network are institutions, which

- 1) Have the right to deal with IDB data of their country or region (single case data);
- 2) Agree with the Network's house-rules and guidelines (e.g. on coding, sampling, quality control, data protection);
- 3) Have data, not older than three years, uploaded in the joint data base (after having passed a conformity check);
- 4) Grant all other Network Members as well as the host of the data base (the European Commission Services) access and use of the data (ownership rights stay with the data owner) for at least three years;
- 5) Have nominated a representative for the Assembly; and
- 6) Have been accepted as Members by the Assembly.

Members qualify for participating in the Assembly and have voting right. Per Country only one vote is possible. If there is more than one Member from one country, they share this vote.

Observers of the Network are representatives from:

- 1) Units of the Commission Services, which are dealing with relevant issues (e.g. injury information, health statistics, consumer protection, injury prevention, violence prevention, traffic safety, safety at work);
- 2) Institutions, which are linked by a contract to the Commission Services in order to assist with related tasks (e.g. operating the data base);
- 3) Institutions, which are dealing with single case injury data of their country or region and which have expressed their intention to become Members but do not fulfil all criteria for Members (e.g. national administrators of IDB pilot implementations, having no data stored yet in the IDB);
- 4) The European Association for Injury Prevention and Safety Promotion; and
- 5) Other experts, who are invited by the Network Co-ordinator in order to facilitate in Network activities (e.g. representative from WHO/Europe).

Observers participate in the Assembly, but have no voting right.

## VI. Assembly

All rights for making decisions lie within the Assembly. The Assembly consists of Members and Observers, wherein only Members have voting rights. Observers support the Network aims without voting rights. A general Assembly must be called at least once a year. Minutes shall be sent to all members for comments.

The Assembly is responsible for:

- Decision on Network house-rules
- Election of the Network Co-ordinator
- Election of the Advisory Board
- Adoption of work programmes
- Adoption of annual work report

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- Adoption of new Members

For decisions of the Assembly consensus is desired. If this cannot be achieved, decisions are taken by qualified majority (at least two thirds of votes).

### VII. Network Co-ordinator

The Network Co-ordinator is elected by the Assembly after open offer of Network Members for candidature for a 3-year period (renewable). The Network Co-ordinator shall be the principal officer of the IDB-Network. She/he works closely together with the Advisory Board and Working Group leaders.

The Network-Coordinator should have successful track record and reputation, adequate resources and support from his/her institution in order to being able to fulfil his/her duties.

Responsibilities of the Network Co-ordinator:

- To run the daily business
- To prepare meetings and preside over all meetings
- To prepare work programmes and work reports
- To co-ordinate Network actions, to delegate responsibilities and to ensure completion in timely manner
- To represent the Network and to act as official link to the Commission Services
- To explore funding options and to ensure preparation of promising proposals

### VIII. Advisory Board

The Advisory Board shall be elected by the Assembly after open offer of Network Members for candidature for a 3-year period (renewable). The Advisory Board shall be comprised of at least 3 persons including the Co-ordinator.

Responsibilities of the Advisory Board:

- To assist efficiently the Co-ordinator
- To fulfil specific responsibilities (e.g. IDB promotion, representing the Network in other groups)
- To establish and guide Working Groups
- To adopt substantial documents like guidelines and reports after consultation of all Members either in writing or physical meetings
- To review the funding proposals initiated by the IDB Network

### IX. Working Groups

To fulfil specific tasks Working Groups can be formed by the Advisory Board. Such tasks can be drafting guidelines (e.g. IDB hospital sampling procedure, data protection policy, methodology for the calculation of injury indicators, preparation of funding proposals), or dealing with specific needs of data costumers (e.g. child injury data, product and service related data). Members and Observers can participate in Working Groups.

### X. Legal framework

The Network is not a legal body, cannot act as a formal contract partner, and is not in possession of any property. It is based on joint interest and mutual trust. For any funded action supporting the Network aims (e.g. projects co-funded by the Commission) a legal framework has to be defined separately (e.g. consortium of beneficiaries).

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The Network acts as advisory group towards the Commission Services, which is hosting the IDB with data provided by the Network. It uses the IDB logo (owned jointly by EuroSafe and the Commission) in order to promote the IDB as a core of the injury information component of the EU health information system.

The Network acts within the programmatic framework of the European Association for Injury Prevention and Safety Promotion (EuroSafe). It gets non-financial support by EuroSafe (e.g. visibility at the website, meeting opportunities, promotion of Network working results) and uses also the EuroSafe logo.

Members inform the Advisory Board on any conflict of interests with the aims of the Network, and shall exclude themselves from any action conflicting with interests of an entity by which they are employed or otherwise affiliated.

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<sup>1</sup> Communication from the Commission to the European Parliament and the Council on Actions for a Safer Europe. Brussels: COM (2006) 328  
Council Recommendation on the Prevention of Injury and the Promotion of Safety. Brussels: May 31, 2007: Official Journal of the European Union 2007/C164/01

<sup>2</sup> <http://www.eurosafe.eu.com>