



# INTERNATIONAL COMMITTEE OF MILITARY MEDICINE

## SECRETARIAT GENERAL

### PRACTICAL GUIDE

#### *ORGANIZATION OF ICMM INTERNATIONAL COURSES*

**EDITION: May 2008**

Documents referred to: Statutes and regulations of the ICMM

*The purpose of this guide (based on the Statutes and regulations of the ICMM, and on the experience of its Scientific Council) is to help representatives of host countries in their work to organize an international course under the aegis of the ICMM.*

*It contains general information which is indispensable for organizers preparing one of these international courses.*

*Supplements to this guide will be added to cover each category of training course, and these will deal with the specific nature of each type of course.*

*This guide is not a regulatory document.*

#### **SUMMARY**

- I- STATUTORY BASIS
  - a. Permission
  - b. Scientific content and neutrality
  
- II- GENERAL RULES FOR SETTING UP AN ICMM TRAINING COURSE
  - a. People involved
    - a) Secretary General of the ICMM
    - b) Chairman of the ICMM Scientific Council
    - c) Chairman of the ICMM Technical Commission on Education
    - d) Course Director
    - e) Course Coordinator
    - f) Teaching staff
    - g) Participants
  - b. Training methods
  - c. Frequency of training sessions

- III- ORGANIZATION, LOGISTICS AND FINANCE
  - 1. Location and facilities
  - 2. Costs to be covered by the organizers
    - a) Training staff
    - b) Participants
  - 3. Preparation prior to the course
- IV- SUPPLEMENTS

## I – STATUTORY BASIS

### 1) Licence

The International Committee of Military Medicine has the power to authorize an ICMM Member State, or a recognized regional training center, to organize an international or regional training course, under its authority. The topic of the course needs to be submitted by the Chairman of the Scientific Council for approval by the General Assembly (Articles 2 and 19 of the Statutes).

### 2) Scientific content and neutrality

As the course is an official ICMM event, it must have had approval by the General Assembly, which assigns the Secretary General to organize international advanced training courses (Article 10.2.k of the Statutes).

The Armed Forces Medical Service of a country hosting an international course owns the intellectual property right of the content of the course as it appears in the training manual. For the course to be held under the aegis of the ICMM (and to be termed an ICMM course), the content should have the approval of the Chairman of the Scientific Council and the Chairman of the Technical Commission on Education. The term “ICMM course” infers that the ICMM is responsible for the course and its consequences. Generally, the course has copyright protection according to the laws of the host country. If there are any problems concerning this matter, the Secretary General can take steps to ensure that Belgian copyright laws apply, as the headquarters of the ICMM are in Brussels.

If a different Member State wishes to hold a regional session of an established course, the following rules apply:

- any changes to be made in course content must first be submitted for approval to the Head of Armed Forces Medical Services of the original host country, to the Chairman of the ICMM Scientific Council and to the Chairman of the ICMM Technical Commission on Education;
- the scientific content must be in line with the original topics and of the same quality as the original course;
- the Chairman of the ICMM Technical Commission on Education publishes, *in fine*, the finalized program for the regional session of the established course.

The course must be neutral at all times and organizers must avoid any political, religious or similar approach. Discussions during the course should be held according to the Chatham House Rule, so that neither the identity or the national affiliation of a speaker or participant may be revealed.

## **II – GENERAL RULES FOR SETTING UP AN ICMM TRAINING COURSE**

### **1) People involved**

#### **a) The Secretary General of the ICMM**

The Secretary General of the ICMM, in accordance with the Statutes, supervises the progress made in organizing advanced training courses and seminars, in coordination with the Chairman and the Deputy Chairmen of the ICMM, the Chairman of the Scientific Council and the Directors of International Courses (Articles 10.2.h and 10.2.k of the Statutes).

In consultation with the Chairman of the Scientific Council, he gives instructions to the Course Directors in order to determine the general outline of the program and to request reports on implementation.

He assesses the value and the effectiveness of the courses by asking for feedback from the National Delegates who register their staff to attend.

#### **b) The Chairman of the ICMM Scientific Council**

The Chairman of the ICMM Scientific Council participates in the preparation and follow-up of the programs of international courses (Articles 19.1 and 19.4 of the Statutes).

He receives the proposals of the Course Coordinators and of the Chairman of the Technical Commission on Education, (all of whom are members of the Scientific Council) and forwards them to the Secretary General of the ICMM.

He supervises the quality of these courses, the way they are implemented and asks the participants for feedback in order to assess their effectiveness.

#### **c) The Chairman of the ICMM Technical Commission on Education**

The Chairman of the Technical Commission on Education researches the latest developments in training and teaching methods.

Along with the Chairman of the Scientific Council, he is in regular contact with the Course Coordinators, who may seek his advice on questions of training methodology.

As he is also in charge of creating regional sessions of international ICMM courses, he is in regular contact with Course Directors and Coordinators at a regional level.

He advises the Chairman of the Scientific Council and assists him in his work of implementing courses and assessing their quality and effectiveness.

He is a **permanent member of the Scientific Council**.

#### **d) The Course Director**

**Course Directors** are in charge of general organization and deal with administrative problems. They are managers on a **strategic level**. They may be in direct contact with the Secretary General in order to discuss the decision to set up a course and its relation to ICMM policy. At the same time, they may also refer to him to discuss more practical issues, such as assigning staff for logistic and administrative support, requesting training rooms, vehicles or other technical or training equipment.

Due to the strategic nature of the role of Course Director, it is usually undertaken by the Head of Armed Forces Medical Services of the host country. In some cases, it may be delegated to one of the officers in his team.

Course Directors report on the results of the training courses every two years at the **General Assembly of the ICMM**.

#### **e) The Course Coordinator**

The **Course Coordinator** is responsible for the scientific, technical and ethical aspects of the course, and for training methods. He attends all the sessions of the course. He manages the course at a **tactical level**.

The Coordinator is nominated by the Course Director and is an officer in the Armed Forces Medical Services of the host country.

He is in direct contact with the Chairman of the ICMM Scientific Council and the Chairman of the ICMM Technical Commission on Education in order to discuss the scientific and technical content of the course, the training methods used and the application of the Statutes of the ICMM, particularly concerning neutrality.

He is a **permanent member of the Scientific Council**.

#### **f) The teaching staff**

**The team of trainers should be composed around a core training staff** (represented by the Course Coordinator, who becomes a member of the ICMM Technical Commission on Education) and another group of instructors/teachers. This group of trainers will be progressively renewed over time, thus ensuring that experience and skills are passed on from one « generation » of trainers to the next. The core staff brings into the team other trainers from different countries, with whom they have professional contacts. These new members of the team must first attend a session of the course either as a trainee, or in charge of a group, depending on the decision of the Technical Commission on Education. The purpose of this is to ensure that new instructors are familiar with the training methods used in ICMM courses.

**New trainers will be approved by the Technical Commission on Education using the following criteria:**

- qualifications;
- teaching skills;
- experience in the field;
- rank (military rank, civilian titles);
- age;
- the ability to exercise authority as required with participants from different backgrounds.

**The multinational aspect of the training team has several advantages:**

- firstly, it can mean that subjects taught will be covered more completely;
- secondly, a wider range of languages and cultures may lead to richer debates with participants;
- lastly, it respects the ICMM's policy of encouraging international activities and events.

#### **g) Participants**

ICMM courses are designed firstly for officers (doctors, pharmacists, dentists, veterinarians, logistics, administrative staff, paramedics...) and for non-commissioned officers (paramedics, health technicians) in the Armed Forces Medical Services of Member States.

If places are available, other staff from the Armed Forces or civilians may attend.

## **2) Training methods**

ICMM courses strive to ensure that skills, experience, knowledge and technical expertise in the field can be passed on from those who are recognized authorities in their domain to the widest possible audience.

These training courses are short, as military medical staff cannot leave their posts for long periods.

It is, therefore, essential that the courses be intensive, for participants to gain maximum benefit.

Training methods will, therefore, be largely interactive (hands-on situations, simulations, problem-solving and role-play). During the course, the students should be active and should be frequently asked to reproduce techniques, or show that content has been understood. Lectures should be kept to a minimum.

## **3) Frequency of training sessions**

This could vary (depending on the type of course) from once a year to once every three years for each training center validated by the ICMM.

# **III – ORGANIZATION, LOGISTICS AND FINANCE**

## **1) Location and facilities**

### **a. Courses held inside**

The host country is under obligation to provide a place for the course to be held in the best conditions for effective scientific study. There should be :

- A large room for the full attendance sessions, with enough space to seat all attendees and staff. There should be an Internet connection, a computer, a video projector and it should be possible for the audience to take notes.
- One room for each class (with an Internet connection, computer and video projector). The number of participants per class should not be more than 10 or less than 6. There should not be more than 6 classes per course.
- Air-conditioning or heating to ensure that the temperature of the room remains between 19-22°C.
- Catering to provide meals which respect the different religious or dietary habits of the participants.

### **b. Courses involving outside activities or field demonstrations**

For courses involving visits to military sites or medical locations or field demonstrations, the host country needs to provide a comfortable and safe means of transport for the participants.

Certain courses may involve operational activities and demonstrations in the field. In this case, the host country should provide security, transport, accommodation, catering and sanitary services or (in some cases) appropriate clothing – in the same way that such facilities would be provided for its own personnel.

## **2) Costs to be covered by the organizers**

### **a. Training staff**

The host country (represented by the organizer) must cover all costs relating to transport (economy class) and hotel accommodation (of a minimum standard of 4-star) for the training staff and guest conference speakers. This should also include the pre-training period (when training staff take part in preparatory activities in the days before the start of the course). The training staff may be allotted a sum to cover additional expenses, of a maximum amount of 400 US\$. Guest conference speakers may receive financial compensation as agreed with the organizers.

### **b. Participants**

The organizers must also supply for participants (free of charge) a means of transport from the airport to the course location, both on arrival and departure.

The organizers may ask participants to pay a registration fee which covers the cost of food, accommodation and other facilities.

The organizers need to provide any necessary course material free of charge (documents, paper, CD R).

An excursion (one day or two half-days) should be organized for the participants (free of charge).

The opening and closing ceremonies are formal course events. The closing ceremony should be followed by a dinner, to which the organizers may invite guests and diplomatic representatives (civilian and/or military) of the participating countries, in accordance with the host country's accreditations.

The organizer should make sure that these formal course events are attended by civilian officials and military representatives.

## **3) Preparation prior to the course**

Information that a course is to be held must be given in advance. This information should be published early enough to allow the different Armed Forces Medical Services time to register their personnel, and to budget for the event.

The Course Coordinator should ask the Secretary General of the ICMM for a list of the names and addresses of Member State delegates, so that information about the course and an invitation to register personnel may be sent out.

A website for the course should be set up by the host country, under the responsibility of the Course Coordinator. This website should give clear information about registration procedures, transport, accommodation, the program of the course and general information about the host country.

A link to this website should be put on the ICMM website. Information is also published in the *International Review of Armed Forces Medical Services*.

Any notices about an international ICMM course should display both the logo of the course and the logo of the ICMM. It should always be stated that the course is organized under the aegis of the ICMM.

#### **IV - SUPPLEMENTS**

A more detailed specific definition of each course, in the light of its main topic, is to be produced. These documents will be published as supplements and will be written jointly by the Course Coordinator, the Chairman of the ICMM Technical Commission on Education and the Chairman of the ICMM Scientific Council.

**May 2008**

**Contact**

[www.cimm-icmm.org](http://www.cimm-icmm.org)

[info@cimm-icmm.org](mailto:info@cimm-icmm.org)