



INTERNATIONAL COMMITTEE OF MILITARY MEDICINE SECRETARIAT GENERAL

PRACTICAL GUIDE

ICMM REGIONAL CONGRESS ORGANIZATION ICMM REGIONAL ASSEMBLY ORGANIZATION

QUESTIONS OF PROTOCOL

EDITION: January 2007

The aim of this guide, based on the ICMM Statutes, Regulations and the experience of the Secretariat General is to support you during the organization of an ICMM Regional Congress.

This guide is not a regulation

Text in italics refers to optional aspects that may be modified to suit local traditions or be adapted for the type of conference rooms used.

Text in normal type refers to indispensable aspects of events of this nature.

SUMMARY

1) Order of protocol.

2) Arrival of the Secretariat General or his representative, On-Site Headquarters.

3) Opening Ceremony of the Congress.

- A) Entrance of dignitaries and officials.
- B) Presentation of the flags of participating countries.
- C) Entrance of the flags of the host country and the ICMM.
- D) Speeches.
 - a) Farewell speech by the retiring Regional Chairman.
 - b) Speech by the new Regional Chairman.
 - c) Speech by the Secretary General of the ICMM.
 - d) Speech by the highest-ranking dignitary present.

4) Dress code for participants, official receptions, security and courtesy.

- A) Dress code for participants.
- B) Official receptions.
 - a) Dinner for Heads of delegations.
 - b) Gala evening.
 - c) Day of cultural activities.
 - d) Meeting with the authorities of the organizing country.
- C) Security.
- D) Courtesy.

5) Closing Ceremony.

- A) Entrance of dignitaries and officials.
- B) Speeches.

6) Organization of the Regional Assembly.

- A) Preparation.
- B) Layout of the room.
- C) Debates and voting procedures.

7) Preparation of the Congress: visiting ICMM delegation prior to the event.**1) ORDER OF PROTOCOL OF THE ICMM.**

The order of protocol must be respected at all official ICMM events.

The order of precedence is as follows: (when they are present).

- 1) The Chairman of ICMM,
- 2) The Secretary-General of ICMM (SG),
- 3) The Chairman of the ICMM Regional Working Group,
- 4) The Deputy Secretary General (DSG) and the Chairman of the ICMM Scientific Council (CSC),
- 5) The Regional Secretary,
- 6) Other officials from the Secretariat General,
- 7) Other ICMM regional officials.

2) ARRIVAL OF THE SECRETARIAT GENERAL, ON-SITE HEADQUARTERS

The Secretary General of the ICMM or his official Representative, possibly accompanied by one or two deputies or assistants, is welcomed on arrival by the Congress officials.

Depending on the usual practice of the host country, and its security regulations, the delegation may be greeted on arrival at the airport, as soon as possible after leaving the plane.

This may take place in the VIP lounge at the airport.

The same welcome can be organized if the ICMM Chairman and the Regional Chairman are present.

They will then be taken to their hotel.

Similarly, when they leave, the organizers take them from the hotel to the airport.

A member of the Secretariat General of the ICMM takes part in all the official ICMM Congresses.

3) OPENING CEREMONY OF THE CONGRESS.

The day before the opening of the congress, welcome of the Delegations and registrations.

A Cocktail party to welcome the participants (Ice Breaking Cocktail) can be held, as suits the organizing country.

The Opening Ceremony of the Congress must follow these guidelines:

While the participants are being seated in the hall where the ceremony will be held, the dignitaries and guests of honor (Head of State, Ministers, Secretaries of State, Head of Armed Forces, other invited dignitaries, authorities of the ICMM) are invited into another room prepared for this purpose.

If there is an orchestra, it may play while the Congress attendees are taking their seats.

A) Entrance of dignitaries and officials

At the agreed time, the Chairman of the Congress accompanies the dignitaries and officials into the assembly hall, and the Congress attendees are invited to stand.

There are two possibilities:

- a) *the hall has a raised platform or dais.*
- b) *there is no dais.*

In the first case (a), only those due to speak during the ceremony should be seated on the dais:

- The highest-ranking political dignitary of the host country present, who declares the official opening of the Congress.
- The retiring Regional Chairman of the ICMM.
- The future Regional Chairman of the ICMM, Chairman of the Congress (usually the Head of Armed Forces Medical Services of the organizing country, or another official designated by the organizing country in accordance with the ICMM Statutes part III, article 7-1-a).
- The Secretary General of the ICMM or his Representative.

If the Head of State (or the Head of the Government) is present, he is seated in the center on the dais. If this is not his wish, he is seated in the first row of the audience.

The other dignitaries and officials, are invited to sit in the first row of the audience where seats are reserved for them.

In the second case (b), all the dignitaries and officials are invited to sit in the first row of the audience where seats are reserved for them.

B) Presentation of the flags of participating countries.

Depending on the custom of the host country and on the available space in the room, the flags of participating countries:

- *will either be placed on the dais or around the hall before the ceremony.*
- *or will be carried into the hall after the dignitaries and officials have entered. There will be a military escort to the area where they are to be placed. The order to be followed is the alphabetical order of the name of the country, in French, Spanish or English.*

C) Entrance of the flags of the organizing country and the ICMM.

The following flags are carried in under military escort:

In front:

- the flag of the organizing country, of the International Committee of Military Medicine and if exists the flag of the ICMM Regional Group.
- *Behind these follow the flags of the Armed Forces of the organizing country, and of its Armed Forces Medical Services.*

These flags are carried to the place of honor at the front of the dais.

The national anthem of the organizing country is played. All military personnel present stand to attention.

The national anthem may be played by an orchestra (if the host country has arranged for one to be present). If not, a recording may be played over the sound system.

Everybody is seated.

D) Speeches.

The following speeches are usually given:

a) Farewell speech by the retiring Regional Chairman (5 to 10 minutes)

At the end of his speech, he officially introduces the new Regional Chairman, appointed by the authorities of the organizing country.

He presents him with the official medal of the Regional Chairman of the ICMM. (The Secretariat General of the ICMM provides this medal, which is worn on a ribbon as a medallion).

The official documents for the transfer of powers are signed by both the retiring and the newly instated Chairman (and are provided by the Secretariat General of the ICMM).

b) Speech by the new Chairman of the ICMM (5 to 15 minutes).

There may be a short musical interlude, if an orchestra is present.

c) Speech by the Secretary General of the ICMM or his Representative (10 to 15 minutes).

d) Speech by the highest-ranking dignitary present (Head of State, Prime Minister, Minister of Defense ...). At the end of his speech, the dignitary declares the official opening of the Congress.

Possibility of a musical interlude.

At this point, the new Chairman of the ICMM, along with the Deputy Chairmen, invites the dignitaries and officials to accompany him into the pharmaceutical and logistics exhibition, which he then inaugurates.

Everybody leaves the hall.

Refreshments may be served before the beginning of the first scientific session.

4) DRESS CODE FOR PARTICIPANTS, OFFICIAL RECEPTIONS, SECURITY, COURTESY.

A) Dress code for participants.

In accordance with the ICMM Regulation of Internal Order concerning the organization of Regional Congresses, all the military participants at the Congress wear the uniform of their country.

For the Opening and Closing Ceremonies, participants should wear ceremonial or full dress uniform (generally a jacket, tie and headdress) as it is defined by the respective Armed Forces of each country.

For the Gala evening, the appropriate dress code is evening dress or mess uniform, as it is defined by the respective Armed Forces of each participant (mess jacket, or jacket with tie or bow tie).

For the scientific sessions, those attending may wear working dress, as it is defined by the respective Armed Forces of each participant (sweater, shirt with tie, short-sleeved shirt without tie).

If the host country has arranged field demonstrations of military tactics or equipment, participants may wish to wear combat uniform for comfort (although there is no obligation to do so).

B) Receptions.

a) Dinner for the Heads of Delegations.

The organizing country holds a dinner for the Heads of Delegations *and their spouses*, usually on the first day of the congress.

There are two possibilities:

** there is a head table, at which the following people should be seated (as a minimum, depending on the size of the table): the Regional Chairman, the Secretary General of the ICMM or his Representative and the Regional Secretary, and certain dignitaries from the host country according to local protocol. The spouses of those at the head table generally sit at a nearby table.*

** there is no head table, and the officials and dignitaries listed above may sit at different tables with the other guests.*

b) Gala Evening (This gala evening is NOT obligatory).

The Gala evening is generally held just before the last day of the Congress. It is held in a spacious reception room, with tables for the participants and those accompanying them.

The Gala evening may be simply a dinner, or may include entertainment.

There is generally a head table, at which the following people should be seated (at the least, depending on the size of the table and local rules of protocol): the Regional Chairman, the ICMM Secretary-General or his Representative, the Deputy Regional Chairman (if elected), the Regional Secretary, and certain dignitaries from the host country.

It is also possible not to have a head table.

c) Day of cultural activities

This is usually organized on the Thursday and offers a program of visits and excursions for which Congress participants have registered. Civilian dress is recommended for these visits, which are generally organized by guided tour operators chosen by the host country.

d) Meeting with the authorities of the organizing country

As far as is possible, a meeting for the purposes of protocol between the highest-ranking authorities of the country and the World and Regional present authorities of the ICMM

C) Security

High-ranking officers often head the delegations attending the Congress. These officers could be targeted by individuals or organizations apt to use violence to attract attention to their cause. The organizing country must, therefore, take all necessary measures to provide security for all the Congress participants and those accompanying them.

All the participants must wear a badge.

In order to be effective, the security checks must be very strict. However, they should not become a source of diplomatic incidents.

D) Courtesy

It is equally important to expect security staff to behave according to certain rules of courtesy. When they carry out security checks, the staff will probably be unable to distinguish between the different uniforms and rank insignia. It is, therefore, very important that they systematically treat all participants with the respect and courtesy appropriate for high-ranking officials. In this way, any diplomatic misunderstandings can be avoided.

5) CLOSING CEREMONY

A) Entrance of dignitaries and officials

Once all the delegates are seated, the Chairman and the guests of honor enter the hall. Everybody is seated.

If there is a dais, the following people will be seated at the table of honor on the dais:

- the highest-ranking political dignitary present, who will give a speech.
- the ICMM Regional Chairman.
- the Secretary General of the ICMM or his Representative.
- the Chairman of the Scientific Council of the ICMM (if present).
- the Regional Secretary.

B) Speeches:

- the Chairman of the Scientific Committee of the organizing country gives a summary of the scientific activities (10 minutes).
- the Regional Secretary gives a brief outline of the conclusions of the Regional Assembly (5 minutes).
- Speech by the Regional Chairman in office (5 to 15 minutes).
- *the representative of the country chosen to organize the next Regional Congress (if such is the case) may address the audience to invite them to attend the event (5 minutes).*

- *If he wishes, the highest-ranking civilian or military officer present may give a closing address (5 to 10 minutes).*
- *If there is an orchestra, music is played while delegates are taking their seats and there may be a musical interlude between certain speeches.*

The national anthem of the organizing country is played. All military personnel present stand to attention.

The national anthem may be played by an orchestra (if the host country has arranged for one to be present). If not, a recording may be played over the sound system.

- The flags of the organizing country and of the ICMM are carried out in the same conditions as during the Opening Ceremony.
- End of the ceremony.

6) ORGANIZATION OF THE REGIONAL ASSEMBLY (RA).

A) Preparation.

The Regional Assembly has to define the scientific mission and the organization of Regional activities as defined by the General Assembly of the ICMM, the Statutes and Internal Orders. **It is chaired by the Regional Chairman of the ICMM, who has just taken office during the Opening Ceremony of the Congress.**

One or two sessions of the Regional Assembly may be organized during the Congress. The Congress schedule provides for these sessions, and they are to take place at the specified time.

The agenda of the Regional Assembly is prepared in advance by the ICMM Regional Secretary, with the approval of the Regional Chairman in office. In case of problem, they will take contact with the ICMM Secretary-General.

It is sent to all the delegates before the meeting.

Each session is preceded if possible by a meeting between the World and Regional ICMM authorities.

The following people are invited to attend the Regional Assembly : the official delegates from all the Member States of the Regional Group present at the Congress (with a maximum of two people including the official country delegate); the delegation from the ICMM and certain guests (from the UN, WHO, OIE, ICRC, ...).

The following people are entitled to speak and vote at the meeting:

- * the Regional Chairman and the Deputy Regional Chairman.
- * one delegate per country attending, **provided that its ICMM membership contributions have been paid in full.** If this is not the case, the country is not entitled to vote until such payment is made, which may be done during the Congress.

The ICMM Secretary General (or his Representative) and the Regional Secretary speak at the meeting but are not entitled to vote.

The other participants attend in an advisory capacity.

Entry is strictly controlled (only one door is opened) and only holders of registered cards are allowed in.

B) Layout of the room.

The room in which the Regional Assembly is to be held must be spacious enough to allow the participants to work in the best conditions. It is necessary to provide good quality translations into English, French or Spanish, following the official languages of the Region and also into the language of the organizing country if required

Poor quality translating can be a source of fundamental misunderstandings between the participants.

The tables are set out as follows:

- the table for the Chairman and other officials is on the raised platform or dais, with seats facing the audience.
- the other tables for the delegates are set out in rows in the main hall, leaving enough space between them for people to walk around. There should be one table for each country, with space for two people (although in some cases a seat for a specific translator is also required).

A nameplate indicating the name of the country, spelled according to UN practice, *and a small flag of the country* should be placed on the table. These articles are to be provided by the organizers.

The tables are placed in the alphabetical order of the name of the country in French, Spanish or English, as previously decided.

The following people (at the least) are seated at the Chairman's table:

- the Regional Chairman with, on one side, the Regional Secretary and on the other, the Deputy Chairman if elected;
 - the ICMM Secretary General or his Representative
- If space allows, other officials may also sit at this table.

C) Debates and voting procedures.

The Chairman must address the Assembly in one of the official languages of the ICMM (part X, article 32 of the Statutes). If the Chairman is not able to do it, he will chair in his own language, but a high quality simultaneous translation has to be organized in one of the official ICMM languages.

The Chairman's role is to lead the debates and to ensure that any declarations or requests that would violate the ICMM's policy of neutrality are avoided. He is responsible for the strict observance of the ICMM Statutes (part III, article 7). A break mid-session is generally appreciated.

There are two types of voting procedures (part VI, article 28 of the Statutes):

- * Vote by secret ballot for any matters concerning individual people.
- * Vote by show of hands (holding up the red cards) for all other matters.

For voting by secret ballot, several ballot boxes should be prepared by the organizers and checked by the Chairman. The votes are counted by three peoples appointed by the Assembly. The results are announced by the Chairman.

For voting by show of hands, the hands are counted by two members of the Congress Organizing Committee.

Once the Regional Assembly has officially designated the country to organize the next Congress, the delegate of this country becomes the new Deputy Chairman,

7) PREPARATION OF THE CONGRESS: VISITING ICMM DELEGATION PRIOR TO THE EVENT.

If the Organizing committee of the Regional Congress wishes it, a visit from an ICMM delegation can be organized to support the organization. The visiting delegation (one a three persons) assists the organizers in the task of preparing the Congress.

Expenses incurred during these visits (travel, accommodation, meals) are to be paid by the organizing country.

The organizing country has to contact the Regional Chairman and the Regional Secretary during the preparation of the Congress.