



# INTERNATIONAL COMMITTEE OF MILITARY MEDICINE SECRETARIAT GENERAL

## PRACTICAL GUIDE

### *ICMM WORLD CONGRESS ORGANIZATION ICMM GENERAL ASSEMBLY ORGANIZATION*

### QUESTIONS OF PROTOCOL

*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 World 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

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

- A) Dress code for participants
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- C) Security
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- A) Preparation
- B) Layout of the room
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#### **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:

- 1) The Chairman in office, whose role is to direct the legislative branch of the ICMM, in accordance with the Statutes (part III, article 7);
- 2) The Secretary General (SG), whose role is to manage the executive branch of the ICMM, in accordance with the Statutes (part III, article 10);
- 3) The Deputy Chairmen;
- 4) The Deputy Secretary General (DSG) and the Chairman of the Scientific Council (CSC);
- 5) The Chairmen of the Technical Commissions of the ICMM and of the International Courses; the Deputy Chairman of the Scientific Council;
- 6) The Chairmen of Regional Groups
- 7) Other officials from the Secretariat General;
- 8) Other ICMM regional officials.

#### **2) ARRIVAL OF THE CHAIRMAN AND THE SECRETARIAT GENERAL, ON-SITE HEADQUARTERS.**

a) The Chairman and the Deputy-Chairman of the ICMM, are 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.

They will then be taken to their hotel.

Similarly, when the two Deputy-Chairmen leave, the organizers take them from the hotel to the airport.

b) The Secretary General of the ICMM, accompanied by his deputies and 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.

For the purposes of protocol, the team from the Secretariat includes:

the officials elected by the General Assembly: the Secretary General, the Deputy Secretary General and the Chairman of the Scientific Council

the officials appointed by the Secretary General i.e. the Deputy Chairman of the Scientific Council, the Director of Communication, the Assistants to the Secretary General and the Executive Assistant.

They will then be taken to their hotel.

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

The Secretary General of the ICMM takes part in all the Congresses, with a team of about ten people (the exact number is given in advance). It is important to set aside a room in which about 15 people can work, including office equipment, which will be the on-site headquarters of the Secretariat General of the ICMM. It is advisable to have the use of an adjoining room for smaller meetings with dignitaries, heads of delegations and/or national delegates during the period of the Congress.

### **3) OPENING CEREMONY OF THE CONGRESS.**

The Congress usually begins on a Monday morning. Delegations arrive and register during the preceding weekend.

However, should the Congress begin another day, the schedule of events may be adapted accordingly.

A Cocktail party to welcome the participants (Ice Breaking Cocktail) is held on the Sunday evening, as suits the organizing country. The Opening Ceremony of the Congress is generally held the following morning.

*However, some countries may prefer to combine the Cocktail Party and the Opening Ceremony on the Sunday evening. This makes it possible to include in the official ceremony an element that takes place after dark (fireworks, a torchlight ceremony for the presentation of the flags...).*

Whether in the evening or in the morning, 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, Chairman of the ICMM, Secretary General, Deputy Secretary General and Chairman of the Scientific Council 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 Chairman of the ICMM.
- The future 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.

*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, along with the Deputy Secretary General of the ICMM and the Chairman of the Scientific Council, 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 or English (as decided by the organizers and the delegation from the Secretariat General during a preparatory meeting).*

#### **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 and of the International Committee of Military Medicine.
- *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 Chairman of the ICMM (5 to 10 minutes)

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

He presents him with the official medal of the 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). The retiring Chairman becomes de facto the Deputy Chairman 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 (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 World Congresses (article 2-b), 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) However, the Debate Chairmen and speakers giving a presentation should wear the same uniform as for the Opening and Closing Ceremony, without headdress.

*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 Monday evening, to mark the end of 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 Chairman of the ICMM, the Secretary General, the Deputy Chairmen of the ICMM, the Deputy Secretary General, the Chairman of the Scientific Council of the ICMM, 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

The Gala evening is generally held on the Thursday evening, 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 Chairman of the ICMM, the Secretary General, the Deputy Chairmen of the ICMM, the Deputy Secretary General, the Chairman of the Scientific Council of the ICMM, 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 Bureau of the ICMM (see definition paragraph 6) is to be held during the Congress, covering possibly a few work issues.

## **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 colored badge showing their photo, their usual name in large type, their rank and their country or organization. The different colors of the badges will allow everybody to distinguish between the members of the executive committee (the Chairman, Deputy Chairmen, members of the Secretariat General of the ICMM, members of the organizing committee of the host country); the Heads of Delegations attending the General Assembly; the participants of scientific sessions and those accompanying them. The choice of which colors to use for the badges is left to the organizing country.

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 (see paragraph 3). 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 Chairman of the ICMM
- the Secretary General of the ICMM
- the Chairman of the Scientific Council of the ICMM

#### **B) Speeches:**

- the Chairman of the Scientific Committee of the organizing country gives a summary of the scientific activities (10 minutes).
- the Chairman of the Scientific Council of the ICMM gives his general impressions and talks about the outlook for the future (5 to 10 minutes).
- the Secretary General gives a brief outline of the conclusions of the General Assembly (5 minutes).
- the retiring Chairman receives the Honorary Medal of the ICMM. This medal is provided by the Secretariat General of the ICMM.
- Speech by the Chairman in office (5 to 15 minutes).
- *the representative of the country chosen to organize the next World 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 GENERAL ASSEMBLY.**

### **A) Preparation**

The General Assembly represents the legislative body of the ICMM, as described in the Statutes (part VI, article 25). It is the legislative body of the ICMM and votes on matters concerning appointments, projects and proposals. **It is presided by the Chairman of the ICMM, who has just taken office during the Opening Ceremony of the Congress.**

Two sessions of the General Assembly must be organized during the Congress, and between the two sessions there must be an interval of at least 24 hours.

The Congress schedule provides for these 3-hour sessions, and they are to take place at the specified time.

**The agenda of the General Assembly is prepared in advance by the Secretary General of the ICMM, with the approval of the Chairman in office.**

It is sent to all the delegates at least 3 months before the meeting.

Each session is preceded (the day before or prior to the session) by a meeting of the Bureau (about 30 minutes) as defined in the ICMM Statutes (part V, article 21). Six people are present at this meeting:

- the Chairman in office,
- the Secretary General,
- the two Deputy Chairmen,
- the Deputy Secretary General
- the Chairman of the Scientific Council.

The Bureau discusses the agenda, requests for admission from new Members and any other matters to be covered in the General Assembly, thus anticipating any difficulties.

The following people are invited to attend the General Assembly: the official delegates from all the Member States 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, CICR, Regional Chairmen and Secretaries ...)

When the delegations register, the ICMM Secretariat gives each Head of Delegation two yellow cards (21x15 cm), which serve as entrance passes to the Assembly, and one red card (same format) to be used for voting.

Yellow cards are also given to non-delegates who will attend the meeting (Chairman, Deputy Chairman, assessors, observers, the ICMM delegation and the staff involved in voting procedures and administrative tasks).

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



\* the Chairman and the Deputy Chairman or Chairmen

\* the Chairman of the Scientific Council

\*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. In case of dispute, the Secretary General will decide on the matter.

The Secretary General and the Deputy Secretary General speak at the meeting but are not entitled to vote.

The other participants attend in an advisory capacity.

The doors to the General Assembly are opened 30 minutes before the session is due to begin. Entry is strictly controlled (only one door is opened) and only holders of yellow cards are allowed in. In case of dispute, the Secretary General or his Deputy will decide on the matter.

### **B) Layout of the room**

The room in which the General 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 and Spanish, and also into the language of the organizing country if required (part X, article 32 ICMM Statutes).

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 or English, as previously decided.

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

- the Chairman with, on one side, the Secretary General and on the other, the more senior Deputy Chairman (i.e. the one having held the post for the longest time).
  - the Deputy Secretary General and the Chairman of the Scientific Council, the second Deputy Chairman (if appointed), and an assistant to the Chairman (if he wishes).
- 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).

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 team from the Secretariat General assists in voting procedures. The votes are counted by three people: two volunteer delegates and a member of the Secretariat General. The results are announced by the Chairman.

For voting by show of hands, the red cards are counted by the team from the Secretariat General, assisted by two members of the Congress Organizing Committee.

During the session, Members may meet together in Regional Groups. Meeting rooms close to the main Assembly should be prepared for these groups.

Once the General Assembly has officially designated the country to organize the next Congress, the delegate of this country becomes the new Deputy Chairman, thus replacing the more senior Deputy Chairman.

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

In compliance with the ICMM Regulation of Internal Order concerning the organization of a World Congress (article 3 of the said regulation), two visits from an ICMM delegation are organized. This delegation (of three people: the Secretary General or his representative, the Chairman of the Scientific Council or his representative, and the Director of Communication) is scheduled to visit the organizing country twice: one year and three months prior to the Congress.

The visiting delegation 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.

A number of meetings must be scheduled for the visiting delegation:

- with the Head of Armed Forces Medical Services of the organizing country
- with the Congress Organizing Committee - particularly with the Director General of the Congress as defined in the ICMM Statutes (part III, article 12), the treasurer, and the Chairman of the Congress Scientific Committee (article 3 of the ICMM Regulation of Internal Order concerning World Congresses).

*It may also be possible to arrange a meeting with governmental authorities (Ministry of Defense...).*