



INTERNATIONAL COMMITTEE OF MILITARY MEDICINE

REGULATION OF INTERNAL ORDER

REGULATION ON THE ORGANISATION OF THE REGIONAL CONGRESSES ON MILITARY MEDICINE OF THE ICMM

Reference: Articles of the Statutes of the ICMM, Article 6, 9, 10§2, 13 through 16, 17, 22§7, 23.

Approval: General Assembly of the ICMM in Tunisia (May 2007).

1. Filing of candidature and chairmanship of the Regional Working Group

Permission to hold a Congress is granted by the vote of the Regional Assembly, generally, during a Regional Congress of the ICMM. For a country's candidature to be taken into consideration, the Secretary-General must receive a folder presenting the headlines of the project and a signed confirmation from the head of the health service of the candidate country. This country must have paid in full its ICMM membership contributions.

The Delegate of the elected country shall become the Deputy Chairman of the Regional Group for a period of two years.

2. Details of Congress organisation

Each Congress is open to official delegates of ICMM Member States and – in the absence of any major diplomatic problems – no Member State may be prohibited from participation.

The present Regulation shall be considered to supplement at the Articles of the Statutes of the ICMM with regards to such Congresses.

a. The objectives of the Congresses are four-fold:

- Encourage official and personal relations between the directors of the military health services, through an association – according to the desire of the organising country – representatives of the intergovernmental, international, and non-governmental organisations the objects of which have the following points in common with the ICMM.
- Draw up a detailed study of contemporary knowledge or studies related to military medicine. "Military medicine" is understood to include doctors, pharmacists, veterinarians, dentists, medico-military and paramedical administrators. Such detailed study will be followed by discussions and conclusions.

- Disseminate scientific information on the activities of the medical services.
- Supply a framework and the facilities to hold the statutory regional meetings of the ICMM (Regional Assembly, working groups, etc...).

The Congresses shall last 3 to 5 days. In addition to the scientific meetings and meetings of the working groups, certain activities may be organised (demonstration of the health service of the organising country, and discovery of certain technical or geographical aspects).

b. The following persons or bodies shall be entitled to participate in the Congress:

- Official delegates of the Member States,
- Persons, whether civilians or members of the armed forces, belonging to the health services of the Member States, and appointed by the same;
- Representatives of Non-Member States (as long as such States are duly recognised by the U.N.), invited by the organising country according to the desires of the same;
- Persons interested in the work of the Congress, whatever their nationality, as long as they subscribe to, and respect, the ICMM Statutes, and the regulations established by the organising country.

All participants must appear in uniform, with the exception of civilians and persons in the fourth category.

c. The organising country shall be responsible for the following:

- Congress expenses (preparation, organisation and activities),
- Participant security during their stay.

The above implies that the organising country shall take charge of the following:

- The material organisation of the Congress (premises, simultaneous translation, identity documents, etc.);
- The material organisation of the holding of the Regional Assemblies and the working groups.
- The publication of a volume comprised of summaries of the reports and communications of the Congress. Such volume shall be referred to as the "Abstracts book".
- Forwarding costs of the copies of the last issue of the *International Review of the Armed Forces Medical Services*, which copies will be distributed to the participants;
- Ensuring the availability of a room permitting the holding of meetings (10 persons maximum) to the General Secretariat.
- Travel, registration and lodging costs of members of the General Secretariat of the ICMM including the Secretary-General or his Deputy, the Chairman of the Scientific Council or his Deputy and the Communication Manager.
- The programme of the official ceremony opening the Congress, with invitations for well-known persons from the organising country;
- The organisation of an interview between the Bureau of the ICMM and the authorities of the organising country;
- Possible cultural events, with or without a financial contribution from the participants, as well as a programme for persons accompanying the participants.

d. The following costs shall be charged to Congress participants

Participants shall pay for their travel, lodgings, meals, and costs of registration at the Congress and programmes for persons accompanying the participants.

The organising country shall be entitled to invite at their own expense certain persons or States from certain expenses, at their election. A choice of hotels of various categories must be ensured to permit participation by the greatest possible number of countries.

3. Congress preparation

The organising country shall select the scientific themes of the Congress (maximum 4) in cooperation with the Chairman of the ICMM Scientific Council.

Care shall be taken to prevent all presentations of a political nature jeopardising the neutrality of the ICMM and the universal nature of military medicine at the Congress.

The organisers must:

- appoint a Secretary of the Scientific Committee of the Regional Congress, who will be the sole correspondent for contacts with the Chairman of the Scientific Council of the ICMM.
- collate the topics of the presentations so as to construct the scientific programme of the Congress.

Each author shall provide a detailed résumé to be printed in the "Abstracts book" made available to all participants. This text shall be submitted to the Chairman of the Scientific Council of the ICMM, if possible 3 months before it is due to be printed.

The Chairman of the Scientific Council of the ICMM and his deputy must be assured that these papers are of a high scientific quality. It shall select the best of these texts for publication in the *International Review of the Armed Forces Medical Services*.

The complete text of the presentation, with iconography, bibliography and characteristics, must be in conformity with the "Instructions to the Authors" for possible publication in the *International Review of the Armed Forces Medical Services*.

A coordination meeting shall be planned to take place between the current Chairman of the Regional Group, the Secretary-General, the Chairman of the Scientific Council, the Communication Manager, and the Delegates of the organising country, within nine months prior to the Congress, in the organising country.

In addition, the Secretariat General shall:

- Inform the Member States of the choice of organising country and the selected topics;
- Announce and draw up regular reports using all communications media (journal, website, letter, etc.);
- Supply all technical and administrative assistance as may be needed;
- Publish, as articles in the *International Review of the Armed Forces Medical Services*, those scientific presentations which were particularly appreciated by the attendees.
- Publish the necessary reports following the Congress.

4. Official languages

The official languages allowed during an ICMM Regional Congress are English, French and Spanish. The Regional Group shall choose which language(s) it will use for its upcoming congress.

The organizing country may provide for the use of other languages, including that of its own country. In this case, simultaneous translation must imperatively be provided into one of the official languages of the ICMM.

5. Other contacts

It is also desirable to have other contacts during the preparation of the Congress, particularly, with the organisers of the last Congresses, responsible persons from the *International Review of the Armed Forces Medical Services* and the ICMM Website, pharmaceuticals and materials firms, within the framework of a sponsorship arrangement.