



INTERNATIONAL COMMITTEE OF MILITARY MEDICINE

REGULATION OF INTERNAL ORDER

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

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

Approval: General Assembly of the ICMM in South Africa (September 2002) – 1st version.
General Assembly of the ICMM in Tunisia (May 2007) – 2nd version.

1. Filing of candidature and assignment of a congress

Permission to hold a Congress is granted by the vote of the General Assembly, generally, during a World Congress of the ICMM. Such permission may be granted up to six years prior to the date of the Congress.

For a country's candidature to be taken into consideration, the Secretary General must receive a signed confirmation from the head of the health service of the candidate country. This country must have paid in full its ICMM membership fees.

The Secretary-General must receive an official document confirming the holding of the Congress, issued by the Minister of Defence (or the Minister of Foreign Affairs or the Prime Minister, according to the customs of the country), at the latest during the last ICMM General Assembly before this congress.

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 medical 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 military medical services.
- Supply a framework and the facilities to hold the statutory meetings of the ICMM (General Assembly, working groups, etc.).

The Congresses shall last 5 to 7 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 Congresses, whatever their nationality, as long as they subscribe to, and respect, our Statutes, and the Regulations established by the organizing 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 General Assemblies and the working groups (determining the identity of persons authorised to participate in the General Assemblies shall be the responsibility of the General Secretariat of the ICMM, which shall grant a specific badge to all such persons).
- 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".
- Printing and forwarding costs of the copies of the *International Review of the Armed Forces Medical Services* dedicated to the organising country, which copies will be distributed to the participants;
- The invitation of the current Chairman and Vice-Chairman (-men);
- Ensuring the availability of the following to the General Secretariat;
 - A room equipped for the Secretary General and his collaborators
 - A room equipped for the secretariat
 - A room permitting the holding of meetings (10 persons maximum)
- Travel, registration and lodging costs of members of the General Secretariat of the ICMM including the Secretary-General, the Chairman of the Scientific Council, the Deputy Secretary General, the Deputy Chairman of the Scientific Council, the Communication Manager and the executive secretary. The amount of members of the Secretariat General will be decided in accordance with the organizing country and the Secretary-General.
- Registration fees for:
 - The Chairmen of the Technical Commissions

- The Coordinators of the ICMM International Courses
- The Honourable Chairmen
- 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 (wives, husbands, etc.).

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.

An amount of ten euros will be included in the registration fees to cover the expenses of the Secretariat General. The organizing country will pay the total amount off these contributions at the General Secretariat in once at the end of the congress.

The organising country shall be entitled to invite at their own expense (or without registration fees) 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

During the session of the General Assembly preceding the organisation of its Congress, generally, two years prior to the Congress, the Delegate of the future organising country shall present the General Assembly with a general organisational outline of the Congress Organisation.

The organising country shall select one of the four scientific themes of the Congress and propose others to the Chairman of the Scientific Council during a meeting with the same. The three other themes shall be definitively selected following discussion between all parties present.

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 Chairman of the Scientific Council of the ICMM and his deputy must ensure that the scientific value of the documents is of the highest quality. They will select the best of these texts for publication in the *International Review of the Armed Forces Medical Services*.

The organisers must:

- appoint a person to serve as Secretary of the Congress Scientific Committee, who will be in direct contact with the Chairman of the ICMM Scientific Council;
- collate the topics of the presentations so as to construct the scientific programme of the Congress.

Each author shall provide a detailed summary, to be submitted to the ICMM Scientific Council before printing in the "Abstracts book" made available to all participants.

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

A topic of technical (non-scientific) interest, called "main topic", shall be adopted by the General Assembly upon the motion of the Secretary-General. This topic shall not be

discussed at the Congress, but only during the General Assemblies, with the creation of restricted working groups. The conclusions will be made public at the close of the Congress.

A first coordination meeting shall be planned to take place between the ICMM Secretariat General and the officials of the congress in the organizing country, at least one year prior to the congress.

A second meeting is planned on the place and installations of the congress, at least two months prior to the congress.

The ICMM delegation includes the Secretary-General, the Chairman of the Scientific Council and the Communication Manager (or their deputies). Their accommodation and travel are at charge of the organizing committee.

The General Secretariat is at disposal of the organizing committee at all times for any additional information or advice.

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 articles on the organising country in the *International Review of the Armed Forces Medical Services*
- Prepare sessions of the General Assembly together with the organising country and supply passes for these sessions;
- Publish the necessary reports following the Congresses;
- Convene the official delegates to the General Assembly.

4. Official languages

The official languages of a Congress shall be English and French; simultaneous translation shall be supplied for these languages except during small meetings.

The chairmanship of the General Assembly shall be provided in English or French. The translations during the General Assembly will be done in English, French and Spanish languages.

Moreover, an official record provides also translation into Spanish for the principal meetings.

The organising country may provide for the use of other languages, including that of its own country.

5. Other contacts

It is also desirable to have other contacts during the presentation of the Congress, particularly, with the organisers of the last Congress, the Communication Manager of the ICMM, the ICMM Website, pharmaceuticals and materials firms, within the framework of a sponsorship arrangement.