



## INTERNATIONAL COMMITTEE OF MILITARY MEDICINE

### REGULATION OF INTERNAL ORDER

#### THE ORGANISATION OF THE INTERNATIONAL CONGRESSES ON MILITARY MEDICINE OF THE ICMM

Reference: Statutes of the ICMM, Article 4, 5, 6, 9, 10§2, 13 through 16, 17, 23.

Approval:

General Assembly of the ICMM in South Africa (September 2002) – 1<sup>st</sup> version

General Assembly of the ICMM in Tunisia (May 2007) – 2<sup>nd</sup> version

General Assembly of the ICMM in Nusa Dua Bali, Indonesia, May 2015 – 3<sup>rd</sup> version

The present Regulation is a supplement of the articles of the Statutes of the ICMM with regards to such Congresses.

#### [1. Filing of candidature and assignment of an International Congress](#)

The allocation of a Congress is granted by vote of the General Assembly, usually during an International Congress of the ICMM. The allocation may be granted up to six years prior to the date of the Congress.

Before the candidature of a country can be taken into consideration, this country must have paid in full its ICMM membership fees and the Secretary General must receive a signed confirmation from the National Delegate of the candidate country.

At the latest during the last General Assembly before the Congress, the Secretary General must receive an official document, issued by the Minister of Defence (or the Minister of Foreign Affairs or the Prime Minister, according to the custom in the country), confirming the intention to organise the Congress.

#### [2. Details of the organisation of an International Congress](#)

Each Congress is open to official Delegates of ICMM Member States and – in the absence of any major diplomatic problems – no Member State can be excluded.

##### **a. The objectives of the International Congresses are:**

- to foster relationships between members of the military health services all over the world, associating - according to the wish of the organizing country – representatives of

intergovernmental, international, and non-governmental organizations whose objectives have points in common with the ICMM;

- to present an update of current knowledge or studies within military medicine. Military medicine includes physicians, pharmacists, veterinarians, dentists, nurses and paramedical personnel, medico-military administrators and all those who help to provide preventive and curative health care to populations supported by the military health service.
- To disseminate scientific information on the activities of the military health services.
- To provide a framework and the facilities to organize the statutory meetings of the ICMM (General Assembly, etc.). In general, the General Assembly will be organized in two non-consecutive sessions of half a day each. A special Regulation of Internal Order deals with the organization and the procedures of the General Assembly of the ICMM.

The Congresses shall last 5 to 7 days. In addition to the scientific meetings and the sessions of the General Assembly, certain other activities may be organised (such as a demonstration of the health service of the organizing country, and the discovery of certain technical or geographical aspects).

**b. May participate in the Congress:**

- The National Delegates of the Member States,
- Persons, whether civilians or military, members of the military health services of the Member States, and appointed by the same;
- Representatives of non-Member States (provided that such states are recognized by the U.N.), invited by the organizing country according to the desire of the same;
- Those interested in the work of the Congress, whatever their nationality, provided that they subscribe to, and respect the Statutes of the ICMM, and the regulations established by the organizing country.

All participants must wear their uniform, except the civilians.

**c. The organizing country shall be responsible for the following:**

- The Congress expenses (preparation, organisation and activities),
- The security of the participants during their stay.

This implies that the organizing country will be in charge of the following:

- The material organization of the Congress (premises, simultaneous translation, identity documents, etc.);
- The material organization of the scientific meetings and the sessions of the General Assembly (the identification of the persons authorized to attend the General Assembly is the responsibility of the General Secretariat of the ICMM, which gives them a special badge).
- The editing of an "Abstract Book".
- The costs of forwarding the copies of the *International Review of the Armed Forces Medical Services* dedicated to the organizing country. These copies will be distributed to the participants;
- The invitation of the Chairman and Vice-Chairman (-men) in office ;
- Ensuring the availability to the Secretariat General of ;
  - A room equipped for the Secretary General and his co-workers
  - A room equipped for the secretariat
  - A room for meetings (maximum 10 people )
- Travel, registration and accommodation costs of the members of the Secretariat General 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 Director of

Communication and the Executive Secretary. The final list will be subject to an agreement between the organizing country and the Secretary General.

- The registration fees for:
  - The Chairmen of the Technical Commissions and of the Reference Centre of the ICMM
  - The Coordinators of the International Courses of the ICMM
  - The Chairmen of the Regional Working Groups
  - The Honorary Chairmen
- The programme of the official opening ceremony of the Congress, with the invitations for dignitaries from the organising country;
- The organization of a meeting between the Bureau of the ICMM and the authorities of the organizing country;
- Possible cultural events, with or without a financial contribution from the participants, as well as a programme for persons accompanying the participants.
- The invitation of key note speakers

#### **d. The following costs shall be charged to the Congress participants**

Participants pay their travel expenses, the accommodation, the meals, and the costs of registration to the Congress and for programmes for accompanying persons.

An amount of ten euros per person will be included in the registration fee to cover the expenses of the Secretariat General. The organizing country will pay the total amount of these contributions to the Secretariat General, as one payment, at the end of the Congress.

The organizing country is entitled to invite at their own expense, or to exempt from paying the registration fee, certain persons or States of its choice. To enable more countries to participate, a choice of hotels of various categories must be proposed.

### **3. Congress preparation**

During the session of the General Assembly preceding the organization of the future Congress - usually two years prior to the future Congress - the National Delegate of the future organizing country shall present to the General Assembly an overview of the Congress organization.

The organizing country shall propose four scientific themes of the Congress to the Chairman of the Scientific Council during a meeting with him. The themes shall be definitively selected following the discussion between all parties present.

Presentations and interventions during the Congress may not have any political connotation jeopardising the neutrality of the ICMM and the universal nature of military medicine.

The organisers must:

- appoint a Secretary of the Scientific Committee of the International Congress, who will be the only correspondent for contacts with the Chairman of the Scientific Council of the ICMM;
- collate the topics of the presentations in order to build the scientific programme of the Congress.
- appoint a Secretary of the Organizing Committee of the Congress, who will be the single contact person, corresponding with the Director of Communications and the Executive Secretary;

Each author shall provide, in due time, as decided by the Scientific Committee of the Congress, a detailed summary of his presentation, which will be submitted to the Chairman of the Scientific Council of the ICMM before printing in the "*Abstract Book*", distributed to all participants.

The Chairman of the Scientific Council and his deputy must ensure the scientific quality of the communications. They will select the texts of the best of them for publication in the *International Review of the Armed Forces Medical Services*.

Each selected summary must be accompanied by the full 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 first coordination meeting between the Secretariat General of the ICMM and the officials of the Congress in the organizing country shall be scheduled at least one year before the Congress.

A second meeting shall be planned on the premises and facilities of the Congress, at least two months before the Congress.

The Secretary General, the Chairman of the Scientific Council (or their deputies), the Director of Communication and the Executive Secretary participate at this meetings. Their travel and accommodation costs are to be covered by the organizing committee.

The Secretariat General can be contacted by the organizing committee at all times for any additional information or advice.

In addition, the Secretariat General shall:

- Inform the Member States on the choice of the organizing country and the selected topics;
- Announce and draw up periodic reminders using all means of communication (journal, website, letter, etc.);
- Supply all technical and administrative assistance as may be needed;
- Publish articles on the organizing country in the *International Review of the Armed Forces Medical Services* which will be distributed at the Congress;
- Prepare the sessions of the General Assembly together with the organizing country and supply passes for these sessions;
- Publish the necessary reports following the Congress;
- Convene the National Delegates to the General Assembly.

#### **4. Official languages**

The official languages of the International Congress of the ICMM are English and French; simultaneous translation shall be provided 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 conducted in English and French.

The organizing country may provide for translation to other languages, including that of its own country.

#### **5. Other contacts**

It is also desirable to have other contacts during the preparation of the Congress, particularly, with the organizers of the previous Congresses, with the Director of Communication of the ICMM, in regard to the *International Review of the Armed Forces Medical Services* and the ICMM Website. It is also desirable to engage with medical equipment companies and with pharmaceutical laboratories, in the context of a medical exhibition.

These contacts may never compromise the neutrality and the impartiality of the ICMM and the Congress.