



## **REGULATION OF INTERNAL ORDER ON THE REGIONAL WORKING GROUPS OF THE INTERNATIONAL COMMITTEE OF MILITARY MEDICINE**

**Adopted by the General Assembly on 23 November 2011**

### **1. STATUTORY BASIS**

The 35<sup>th</sup> General Assembly of the International Committee of Military Medicine (ICMM), meeting in Washington in 2004, stressed that the fundamental objective of the ICMM is to be « **an international neutral forum where all countries can exchange information and discuss their experience** ».

We were reminded that the role of forum would mainly take the form of international and regional congresses (in accordance with Articles 2 and 4 of the Statutes), which would become more interactive with the organization of Round Table discussions.

To that end, the 35<sup>th</sup> General Assembly approved the principle of the creation of Regional Working Groups, in compliance with the ICMM Statutes (with, as a basis, Article 22 of the Statutes governing ad hoc working groups for planning and programming).

The 37<sup>th</sup> General Assembly, meeting in Tunis in 2007, voted in favor of the amendment of Article 22 of the Statutes (points 6 and 7), thereby ratifying the creation of the International Working Group (IWG) and the Regional Working Groups (RWG) within the ICMM. In accordance with Article 5 of the Statutes, the revised Article 22 stipulates that the operations and procedures of the RWG are to be defined by a Regulation of Internal Order, as outlined in this document.

### **2. OBJECTIVES OF THE RWG**

The RWGs must allow ICMM general policies to be adapted to regional situations.

On a regional level, they shall support and implement the activities, which make the ICMM a neutral forum, fostering the communication and sharing of knowledge, experience and expertise in all fields of military medicine (in its generic sense).

The RWGs shall work exclusively in a scientific or technical capacity.

*The RWGs shall operate with a simple administrative structure, which ensures that they are able to react and adapt to regional situations. The RWGs are in no way to act as regional committees of military medicine as ICMM does on international level. The RWGs shall not reproduce on a local level the complex administrative structure of the ICMM, as this is not suited to the way these groups are to function. The Member States of the RWGs can be at the same time member of other organizations, but an ICMM RWG may not merge into any other organization.*

### **3. MISSIONS OF THE RWG**

The organization of regional congresses on military medicine (Article 2.b of the Statutes), generally to be held every two years (in a year in which there is no international congress – even-

numbered years) is the key way in which the RWGs shall provide support to the ICMM. The organization of these regional congresses is governed by a separate regulation of internal order. Regional conferences or symposiums on specific aspects of military medicine may complement the regional congresses (Article 4.b of the Statutes).

The RWGs shall encourage and support the creation of regional sessions of international courses organized under the aegis of the ICMM (Articles 2.c and 2.d of the Statutes).

The RWGs shall encourage staff within the Armed Forces Medical Services of their Member States to publish articles relating their experience in their own specific professional field in the *International Review of the Armed Forces Medical Services*, the official scientific journal of the ICMM, (Article 2.e of the Statutes).

The RWGs may facilitate the exchange of articles between the *International Review of the Armed Forces Medical Services* and the national military medical journals of their Member States.

The Member States of each RWG shall facilitate, on a regional level, the communication of information on the activities of the ICMM, through the publication of inserts in their own military medical reviews and/or by providing links between their websites and the website of the ICMM (in the spirit of Article 2.g of the Statutes).

#### **4. REGIONAL ASSEMBLIES**

Decisions relating to planning and programming of activities fulfilling the mission requirements in paragraph 3 shall be taken during the meeting of the RWG Member State National Delegates, meeting for a **Regional Assembly**, if possible every 2 years, during the Regional Congress on Military Medicine. If no Regional Congress is to be held, a Regional Assembly can be convened by the serving Chairman of the RWG.

*Due to the strictly scientific and technical vocation of the RWGs, the RWG Regional Assembly has to manage and develop scientific and technical activities between the health services of the region within the framework of the decisions of the General Assembly of ICMM. The major decisions on political and diplomatic level are only taken by the ICMM General Assembly (the prerogatives of the General Assembly are described in Article 25 of the Statutes).*

The practical aspect of organizing the Regional Assembly is covered in the attached Appendix 1.

The Secretary-General of the ICMM participating in the Regional Assembly session, or his representative, may **refuse to validate the conclusions of the debate** if the operating regulations in this document and in appendix 1 have not been complied with.

#### **5. CREATION OF THE RWG**

Whenever a certain number of Member States (which may not be less than five), having a common geographical or cultural identity, submit a request (Article 22.7 of the Statutes), the Secretary-General may decide to present the new RWG to the ICMM General Assembly.

#### **6. COMPOSITION OF THE RWG**

##### **6.1 – Leadership of the RWG**

###### **6.1.1 – Designation of the Chairman**

Coordination of each RWG is the responsibility of the Chairman of the RWG. This title, in compliance with the Statutes (Article 22.3), is the only title recognized by the Secretary-General of the ICMM.

The representative of the Member State which is organizing the Regional Congress on Military Medicine becomes the Chairman of the RWG at the beginning of the congress. He remains Chairman until the beginning of the next Regional Congress two years later.

On the occasion of the meeting of the Regional Assembly during the Regional Congress, the RWG elects the country that will host the next congress. The representative of this country becomes Deputy Chairman of the RWG.

The ICMM National Delegate of the Member State who has completed his mandate as Chairman shall become the Deputy Chairman of the RWG for the same period.  
Other than the Chairman and the Deputy Chairmen of the RWG, no other official will be recognized as a representative of the RWG by the Secretary-General of the ICMM.

#### 6.1.2 – Responsibilities of the Chairman

The Chairman of a RWG shall coordinate all the activities of the RWG taking place during his period in office: congress, courses, symposiums etc.

The serving Chairman of the RWG manages a small team of staff, which he himself selects. He ensures that contact is maintained, on a very regular basis, with National Delegates of the other Member States of the RWG. In order to achieve this, each National Delegate shall designate a liaison officer from his staff.

The Chairman collates all comments and proposals relating to the ICMM from the National Delegates of Member States of the RWG, in order to submit this information to the Secretary-General of the ICMM (Article 22.4 of the Statutes).

At every ICMM General Assembly, the Chairman of the RWG shall present a full report on all activities held or to be held by his RWG (Article 22.4 of the Statutes).

The group of Chairmen of the RWGs shall comprise the International Working Group (IWG), after approval of the General Assembly (Article 22.6 of the Statutes).

### 6.2 – Members of the RWG

Each country which is a member of the ICMM may choose to join (or not to join) a RWG.

A country may join several RWGs (maximum three) if its geographical situation obviously justifies this need.

There are several categories of participants:

6.2.1 - Active Member States (Article 6.4 of the Statutes) : these are countries which are members of the ICMM and whose ICMM membership contributions have been paid for the current calendar year and/or for the preceding calendar year. These States **are allowed to participate in debates and vote** in the Regional Assembly of the RWG. These countries may also **nominate themselves as candidates** to hold a congress, symposium or regional course under the aegis of the ICMM.

6.2.2 - Non-Active Member States: these are countries which are members of the ICMM, **whose ICMM membership contributions have not been paid for the current year or for the preceding year**. These States may attend the Regional Assembly of a RWG, but **are not allowed to participate in debates and are not authorized to vote**. Similarly, **they may not be candidates to hold any regional activities** under the aegis of the ICMM, nor may they be candidates for office in the RWG (as referred to in the ICMM Statutes, Articles 6.10.a and 6.10.b)

6.2.3 – Observers: Referring to Articles 13 and 14 of the ICMM Statutes, observers may be invited to attend congresses and symposiums organized by a RWG. They may, with the approval of the Regional Assembly of the RWG, attend the sessions of this same Assembly, **without the right to participate in debates and without the authorization to vote**.

## 7. USE OF LANGUAGES

The two official working languages of the ICMM are French and English (Article 32.1 of the Statutes).

The use of any other language other than French or English by the RWG, whether on a temporary or permanent basis, shall be subject to a protocol decided and signed by the Secretary General of the ICMM and the Chairman of the RWG, in accordance with Article 32.2 of the Statutes. The Secretary General shall inform the Members of the Committee, meeting in General Assembly or Plenary Session, as to the contents of such protocol.

In any case, if a RWG uses one or more working languages other than the two official languages, it must cover the cost of translation of all documents and debates into at least one of the two official languages of the ICMM.

#### **8. SPECIFIC ADDITIONS TO THIS REGULATION OF INTERNAL ORDER**

In accordance with Article 22.7 of the Statutes, each Chairman of a RWG can propose an addition, specific to his Group, to be included as an appendix to this RIO.

This addition will only be applicable after approval by the Secretary-General of the ICMM. Additions must comply with the Statutes and Regulations of the ICMM. Any additional article to this Regulation or any activity contrary to the Statutes and Regulations of the ICMM shall be declared null and void.

These specific additions shall be written in the two official languages of the ICMM (French and), French being the authoritative version (Article 32.2 of the Statutes). Translation of the text may be provided into one of the working languages adopted by certain RWGs, with the said RWG taking responsibility for the quality and cost of the translation.

## APPENDIX 1

### ORGANIZATION OF THE REGIONAL ASSEMBLY (RA)

#### **A) Preparation.**

The Regional Assembly has a scientific mission and a mission to undertake the organization of regional activities. These shall remain within the confines defined by the General Assembly of the ICMM, in accordance with the Statutes and Regulations of Internal Order.

**It is chaired by the Chairman of the Regional Working Group (RWG), 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 Chairman of the RWG, whose period in office comes to a close at the opening of the Regional Congress (and who will then become Deputy Chairman of the RWG).**

**This agenda must be submitted two months before the event to the Secretary-General of the ICMM in order to avoid any contradiction with the Regulations of the ICMM.**

The agenda shall be sent to all National Delegates of the RWG one month before the RA meeting.

It is advisable that a meeting be organized between the officials of the ICMM at an international level and Regional officials before the sessions(s) of the RA take place, with a view to preparing these sessions.

The following people are invited to attend the Regional Assembly: the National Delegates from all the Member States of the RWG present (each delegate may be accompanied by one other person maximum), along with the delegation from the ICMM and certain guests (for example, from the UN, WHO, OIE, ICRC ...).

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

- the Chairman and Deputy Chairman (serving) of the RWG.
- one national delegate per country **whose ICMM membership contributions have been paid in full (country with Active Member status).**

Representatives of other countries are not authorized to vote until membership contributions have been paid in full (in the meantime, these countries have Non-Active Member status) – although payment may be made during the congress.

The Secretary-General of the ICMM and the Chairman of the ICMM Scientific Council, or their representatives, speak at the meeting but are not entitled to vote.

The other participants attend in an advisory capacity, and may not speak during debates.

Entry shall be strictly controlled.

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

The room in which the RA 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 and/or French, depending on the official languages of the RWG and also into the language of the organizing country if required (Statutes Article 32).

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

The tables are arranged with a table for the Chairman and other officials and tables for the delegates.

These tables are arranged so that there is enough space between them for people to walk around.

There should be one table for each country, with space to seat two people (although in some cases a seat for a specific translator may also be 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 shall 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.

If the meeting is taking place in an amphitheatre, these rules should be adapted.

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

- The serving Chairman and Deputy Chairman of the RWG.
- Next to them: the Secretary-General of the ICMM or his Representative, along with the Chairman of the ICMM Scientific Council or his Representative (who may also represent the Secretary-General, if required).

### **C) Debates and voting procedures.**

The Chairman must address the Assembly in one of the official languages of the ICMM (Article 32 of the Statutes). If the Chairman is not able to do so, he will use a national language which has been recognized as a working language, and high quality simultaneous translation shall be provided into one of the two official languages of the ICMM.

The Chairman shall lead the debates and ensure that any declarations or requests that would violate the policy of neutrality of the ICMM are avoided. He is responsible for the strict observance of the ICMM Statutes (Article 7 of the Statutes). A break mid-session is generally appreciated.

There are two types of voting procedures (Article 28 of the Statutes):

- Vote by secret ballot for any matters concerning individual people.
- Vote by show of hands 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 shall be counted by three persons appointed by the RA. The results are announced by the Chairman.

For voting by show of hands, the hands are counted by at least two persons appointed by the RA. This type of vote is carried out by holding up a red card. The cards shall be prepared by the organizers and only distributed to National Delegates of countries having Active Member status, i.e. only countries authorized to vote.

Once the RA has officially designated the country to organize the next Congress, the delegate of this country becomes Deputy Chairman of the RWG and is invited to sit by the Chairman for the closing of the session.