



INTERNATIONAL COMMITTEE OF MILITARY MEDICINE

REGULATION ON THE SCIENTIFIC COUNCIL OF THE ICMM ORGANISATION AND FUNCTIONING

ADOPTED BY THE GENERAL ASSEMBLY ON 5 OCTOBER 2009

*This Regulation of Internal Order (RIO) describes the resources, role and functioning of the Scientific Council.
It is based on the Statutes of the ICMM, which may be quoted in parts for the convenience of the reader.*

Reference:

ICMM Statutes, Articles 5 ; 12 ; 17.1.c ; 17.1.g ; 17.1.i ; 17.3 ; 19 ; 20 ; 23.1 ; 25.2.e ; 25.2.f.
RIO on World Congresses, RIO on Technical Commissions, RIO on Regional Congresses.

INTRODUCTION

The Scientific Council, under the guidance of the Secretary General, is responsible for all scientific and technical actions of the ICMM.

The Scientific Council participates, with its advice and proposals, in the preparation and follow-up of scientific programs for upcoming Congresses (World and Regional), in the preparation of programs for international courses (held at an international or regional level), in the publication of the *International Review of the Armed Forces Medical Services* and in shaping the scientific policy of the ICMM.

1 - COMPOSITION OF THE SCIENTIFIC COUNCIL

The Scientific Council includes several Technical Commissions, and coordinates their scientific activities.

The Scientific Council is composed of:

- a Chairman,
- a Deputy Chairman,
- Chairmen of Technical Commissions
- Coordinators of International Courses
- Advisory Members
- Congress Directors of upcoming ICMM congresses
- Secretaries of Scientific Committees involved in preparing upcoming ICMM congresses.

2 – FUNCTIONING OF THE SCIENTIFIC COUNCIL

2.1 – Responsibilities of the different members of the Scientific Council.

2.1.1 – Chairman of the Scientific Council

The terms of his appointment are defined by the ICMM Statutes, Articles 19-3-a and 19-3-b. His responsibilities, as defined in Article 19 of the Statutes, are as follows:

The Chairman of the Scientific Council

- manages the Council and determines its requirements in accordance with budget guidelines established by the Secretary General;
- organizes the Council meetings;
- assists the Secretary General in all aspects of supervising the preparation and organization of upcoming international and regional congresses, medical information days, international courses and seminars, in accordance with rules governing these matters;
- participates in meetings to ensure the preparation of International and Regional Congresses. He is in direct contact with the Secretary of the Scientific Committee of the congress throughout its preparation;
- participates in all the ICMM Regional and International Congresses;
- is ex officio a member of the jury responsible for awarding various scientific prizes during World Congresses, and is the Chairman of the jury;
- approves (together with the Chairman of the Technical Commission on Education) the scientific content and training methods of international courses endorsed by the ICMM;
- monitors the quality of their implementation and ensures that their effectiveness is measured in terms of meeting training objectives ;
- is entitled to speak and vote at the ICMM General Assembly;
- is the Editor of the *International Review of the Armed Forces Medical Services*;
- has the authority to establish Technical Commissions, with the approval of the Secretary General and of the General Assembly;
- represents the ICMM at meetings and scientific events organized by international organizations with which the ICMM has a signed agreement of cooperation;
- prepares and presents to the General Assembly an activity report of the work and projects of the Scientific Council and the Technical Commissions;
- participates in the regular meetings of the Secretariat General at the ICMM headquarters. Travel expenses incurred by these meetings shall be covered by the Chairman of the Scientific Council's own country
- defines the terms by which ICMM scientific prizes are to be awarded, as recorded in a specific RIO.

2.1.2 – Deputy Chairman of the Scientific Council

The terms of appointment of the Deputy Chairman of the Scientific Council are defined in the ICMM Statutes, Article 19-4-a and 19-4-b.

The Deputy Chairman of the Scientific Council

- performs the same functions as assigned to the Chairman of the Scientific Council, assists him in his work and represents him in his absence;

- is the Assistant Editor of the *International Review of the Armed Forces Medical Services*.
- participates in the regular meetings of the Secretariat General at the ICMM headquarters. Travel expenses incurred by these meetings shall be covered by the Deputy Chairman of the Scientific Council's own country.

2.1.3 – Chairmen of Technical Commissions

The terms of their appointment are defined by the ICMM Statutes, Article 20-2-a.

The Chairmen of Technical Commissions

- maintain contact with:
 - the Secretary General regarding administrative and general organizational matters;
 - the Chairman of the Scientific Council regarding scientific and technical programs, and to encourage the publication of articles relating to their discipline in the *International Review of the Armed Forces Medical Services* ;
 - the officials of the considered discipline in the Armed Forces Medical Services of Member States.
- are responsible for liaison with the international civil organizations dealing with the scientific discipline of their Technical Commissions;
- have an advisory capacity at the meetings and assemblies of the ICMM;
- present, before each meeting of the ICMM, a report of the activities and projects of their Technical Commission to the Chairman of the Scientific Council. These reports form part of the report of the Chairman of the Scientific Council presented to the ICMM meeting in General Assembly, based on an agreement between the Chairman of the Scientific Council and the Chairman of each Technical Commission;
- are members of the Scientific Committee of the *International Review of the Armed Forces Medical Services*.

The prerogatives of the Chairmen of Technical Commissions are defined in detail in Article 20 of the Statutes, and by the Regulation of Internal Order (RIO) on Technical Commissions (approved by the General Assembly in 2002).

2.1.4 – International Course Coordinators

Course Coordinators are appointed for a 4-year renewable mandate by the Chairman of the Scientific Council, on proposal of the Head of Armed Forces Medical Services of their country, with the approval of the Secretary General.

They are in direct contact with the Chairman of the Scientific Council and the Chairman of the Technical Commission on Education for all matters concerning the scientific and technical content of the courses, training methods and their implementation, and compliance with the ICMM Statutes, particularly with regard to ethics and neutrality. The role of the International Course Coordinator is described in the ICMM Statutes, Articles 10-2-k, 17.3 and 19. They act at a tactical level.

At a national level, they report to the Course Director.

Course Directors are in charge of general organization and deal with administrative problems. They act on a strategic level. Course Directors are not members of the Scientific Council. Their role is described in the ICMM Statutes, Article 10-2-k. They may be in direct contact

with the Secretary General in order to discuss the decision to set up a course and its relation to ICMM policy. They may also refer to him to discuss more practical issues, such as assigning staff for logistic and administrative support, requesting training rooms, vehicles or other technical or training equipment. The appointment of a Course Director is the responsibility of the Member State organizing a Course under the aegis of the ICMM. The role is usually undertaken by the Head of Armed Forces Medical Services of the host country, or by one of the officers in his team having suitable rank and qualifications.

2.1.5 – Advisors to the Chairman of the Scientific Council

They are appointed by the Chairman of the Scientific Council for the duration of their specific assignment, on proposal of the Head of Armed Forces Medical Services of their country, in agreement with the Secretary General. Their role is described in the ICMM Statutes, Article 19-5.

They are renowned specialists in their field, and their task is to advise on a specific scientific or technical aspect of their specialty.

As consultants to the Scientific Council, these advisors work on a task assigned to them by the Chairman of the Scientific Council, and a written report of their findings is submitted to him. They are asked to attend some of the regular meetings of the Secretariat General at the ICMM Headquarters, when the agenda includes points relating to their task. Travel expenses for these meetings shall be covered by the Advisor's own country.

2.1.6 – Director General of a Congress

Appointed by the Head of Armed Forces Medical Services of a country hosting a Congress, the Director General of a Congress

- is responsible for the material organization of scientific and administrative activities related to the Congress;
- is in direct contact with the Secretary General of the ICMM for questions of protocol and politics, and with the Chairman of the Scientific Council for any technical or scientific questions;
- is a member of the ICMM Scientific Council for the duration of his assignment, i.e. for the preparation and the event itself.

His role is described in the Statutes (Articles 10.2.h, 12 and 17.1.i).

2.1.7 – Secretary of the Congress Scientific Committee

Appointed by the Head of Armed Forces Medical Services of the host country, the Secretary of the Congress Scientific Committee

- is in direct contact with the Chairman of the Scientific Council of the ICMM, in order to determine the topics of the Congress, and the choice of the scientific presentations (in keeping with the criteria defined in the ICMM Statutes). The topics of the sessions must refer to the fields of activity of military medicine;
- collects the texts of the scientific presentations selected for the Congress, then submits them to the Chairman of the Scientific Council for publication in the official ICMM *International Review of the Armed Forces Medical Services*;
- is also in contact with the ICMM Director of Communication, in order to coordinate advertising of the Congress and to submit information for publication in the Green Pages of the *International Review of the Armed Forces Medical Services*;

- is a member of the ICMM Scientific Council for the duration of his assignment, i.e. for the preparation and the event itself.

The role of the Secretary of the Congress Scientific Committee is described in Article 3 of the Regulation of Internal Order (RIO) on World Congresses, approved by the General Assembly in 2002, and by Article 3 of the Regulation of Internal Order (RIO) on Regional Congresses, approved by the General Assembly in 2007.

2.2 – Functioning of the Scientific Council

2.2.1 – Meetings of the Scientific Council

The Scientific Council shall meet at least once every two years, on the initiative of its Chairman, at the seat of the Secretariat General of the ICMM or in the country organizing a World Congress.

2.2.2 – Activities relating to ICMM International and Regional Congresses

The Congress will have:

- a maximum of 4 main topics, which are the basis for the plenary scientific sessions and the exhibition of *posters*;
- a number of sub-topics, which are the basis for round table discussions, open presentation sessions and displays of *posters*.

The organizing country chooses one of the 4 main topics, while the other 3 are chosen jointly by the Secretary of the Congress Scientific Committee and the Chairman of the ICMM Scientific Council.

The sub-topics are chosen by the Congress Scientific Committee after discussion with the Chairman of the ICMM Scientific Council.

In addition, several round table discussions can be organized, specifically dealing with different fields of activity of military medicine. The Chairman of the Scientific Council of the ICMM, the Chairmen of the Technical Commissions and the Congress Scientific Committee select the topics of these sessions jointly.

The Chairman of the Scientific Council of the ICMM and his team

- must ensure that the scientific value of the documents is of the highest quality
- shall select the best of these texts for publication in the *International Review of the Armed Forces Medical Services*;
- shall be responsible for ensuring that the Congress Scientific Committee applies the founding principles of the ICMM.

Two Practical Guides on the scientific aspects of international and regional congresses, updated by the Scientific Council, are available for Congress Directors General and Secretaries of Congress Scientific Committees.

2.2.3 – Activities of Technical Commissions

Coinciding with the meetings of the Scientific Council, each Technical Commission shall meet at least once every two years, on the initiative of its Chairman, at the seat of the Secretariat General of the ICMM or in the country organizing a World Congress.

- If a reasonable request is made by the Chairman of a Technical Commission, the Secretary General of the ICMM may authorize an extraordinary meeting, to be held at a different time, not coinciding with a World congress (provided that he has obtained the approval of the national delegate of the country in which the meeting is to be held, and that an agreement has been reached on the organization and financing of expenses with the Secretary General of the ICMM and the national delegate of the host country).

In the period of six months before an International Congress of the ICMM, the Chairman of each Technical Commission shall present to the Chairman of the Scientific Council a report concerning the activities of his commission and an overview of the projects. This report will be integrated in the report given by the Chairman of the Scientific Council to the General Assembly of the ICMM.

The terms defining the functioning of the Technical Commissions and the appointment of its Chairmen and members are outlined in a Regulation of Internal Order (RIO), approved by the General Assembly in 2002.

The number of Technical Commissions is not restricted. Pending the need, creation of new technical commissions may be envisaged. Each request should be based on an analysis of the needs and presented to the General Assembly via the Secretariat General for approval.

2.2.4 – Activities relating to ICMM International Courses

The Chairman of the Scientific Council (CSC) participates in the preparation and follow-up of the programs of International Courses. The Secretary General consults him prior to giving instructions to the Course Directors, and to determining the general content of programs.

The Chairman of the Scientific Council

- receives the proposals of the Course Coordinators and of the Chairman of the Technical Commission on Education, (all of whom are members of the Scientific Council) and forwards them to the Secretary General of the ICMM;
- supervises the quality of these courses, the way they are implemented and collects feedback in order to assess their effectiveness, at the request of the Secretary General.

The Chairman of the Technical Commission on Education

- researches the latest developments in training and teaching methods
- is in regular contact with the Course Coordinators (along with the Chairman of the Scientific Council) who may seek his advice on questions of training methodology;
- advises the Chairman of the Scientific Council and assists him in his work of implementing courses and assessing their quality and effectiveness.

The Armed Forces Medical Service of a country hosting an international course owns the intellectual property right of the content of the course as it appears in the training manual. For the course to be held under the aegis of the ICMM (and to be termed an ICMM course), the content should have the approval of the Chairman of the Scientific Council and the Chairman

of the Technical Commission on Education. The term “ICMM course” infers that the ICMM is responsible for the course and its consequences.

If a different Member State wishes to hold a regional session of an established course, the following rules apply:

- any changes to be made in course content must first be submitted for approval to the Head of Armed Forces Medical Services of the original host country, to the Chairman of the ICMM Scientific Council and to the Chairman of the ICMM Technical Commission on Education;
- the scientific content must be in line with the original topics and of the same quality as the original course.

The course must be neutral at all times and organizers must avoid any political, religious or similar approach.

A Practical Guide on International Courses (updated regularly by the Scientific Council) is available for Course Directors and Coordinators.

2.2.5- Activities relating to the International Review of Armed Forces Medical Services.

The Secretary General of the ICMM is the Chief Editor and Director in charge of the Review.

The ICMM Director of Communication is in charge of aspects of advertising in the Review.

The Chairman of the Scientific Council is the Chief of the Editorial Board of the Review.

The Deputy Chairman of the Scientific Council is the Deputy Chief of the Editorial Board of the Review.

The Review considers for publication scientific and technical articles, general articles on the organization of Armed Forces Medical Services, first-hand accounts of field experience in military medicine, reviews of military medical publications and articles, reports on meetings, scientific congresses and notices. The publication is in English, French or Spanish.

Articles may be submitted spontaneously, or be written at the request of the editorial team. Authors of scientific presentations at international and regional congresses must submit the text to the Congress Scientific Committee. The subjects most likely to be of interest to the readers are published in the Review.

Articles should be sent by e-mail to the editorial secretariat: « edition@cimm-icmm.org ». The articles are then registered and sorted by the Deputy Chief Editor, who retains articles in keeping with editorial guidelines. These texts are read by the Editorial Committee.

The Editorial Committee may base its decisions on proposals or advice from the Review Scientific Committee.

The Editorial team works to produce a well-balanced edition, in terms of the different approaches to military medicine. It makes sure the articles are in keeping with editorial

policy and corrects style, grammar, spelling and nomenclature. After review by the Editorial Committee, the authors of articles are informed of the result of the selection process.

The Editorial Committee meets at least four times a year, in order to prepare summaries of the editions of the Review.

3 – ICMM MONITORING OF THE ACTIVITIES OF THE SCIENTIFIC COUNCIL

The General Assembly, from its recommendations and resolutions, defines the scientific policy of the ICMM. The Secretary General shall implement this policy in a way he judges appropriate, assisted by the Scientific Council.

Within the framework defined by the ICMM Statutes, the General Assembly

- appoints the Chairman and Deputy Chairman of the Scientific Council and the Chairmen of Technical Commissions;
- may also vote on their exclusion, if such measures are justified;
- authorizes the creation of Technical Commissions on proposal of the Chairman of the Scientific Council, approved by the Secretary General, in accordance with ICMM Statutes, Article 20.1.
- assesses the quantity and quality of the activities of the Scientific Council for the period between meetings, based on the report given by the Chairman of the Scientific Council, and on the answers to questions asked by Delegates during this session.

During the period between two meetings of the General Assembly, National Delegates are informed of the scientific and technical activities of the ICMM through the *International Review of the Armed Forces Medical Services*, which they all receive. They may also consult the updated information on the ICMM website (www.cimm-icmm.org).