



## **INTERNATIONAL COMMITTEE OF MILITARY MEDICINE**

### **REGULATION OF INTERNAL ORDER ON THE REGIONAL WORKING GROUPS**

**Reference:** Statutes of the ICMM, Article 22 §7

**Approval :** General Assembly of the ICMM in Jeddah, Saudi Arabia, December 2013

#### **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 and impartial forum where all countries can exchange information and discuss their experience”.

The 35<sup>th</sup> General Assembly approved the principle of the creation of Regional Working Groups (RWG), in compliance with the Statutes of the ICMM (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, amended Article 22 of the Statutes (points 6 and 7), thereby ratifying the creation of the International Working Group (IWG) and Regional Working Groups. In accordance with Article 5 of the Statutes, the revised Article 22 stipulates that the operations and procedures of the RWGs are to be defined by a Regulation of Internal Order, as outlined in this document.

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

The objective of the RWG is to allow the general politics of the ICMM to be adapted to regional situations. On a regional level, they shall support and implement the objectives of the ICMM, fostering the communication and sharing of knowledge, experience and expertise in all fields of military medicine (in its generic sense).

The work of the RWG shall be exclusively scientific or technical.

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

The organization of Regional Assemblies (Article 2.b of the Statutes), generally to be held every two years (in a year in which there is no World Congress) is the key way in which the RWGs shall provide support to the ICMM. The organization of these Assemblies is governed by annex 1 of this RIO.

Regional congresses, conferences or symposiums on specific aspects of military medicine may complement the Regional Assemblies (Article 4.b of the Statutes) and are governed by a separate RIO on Regional Congresses.

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 members of the Armed Forces Medical Services of their Member States to publish articles relating to 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**

Discussions and decisions relating to planning and programming of regional scientific or technical activities and discussions relating to matters discussed in the General Assembly shall be organized during the Regional Assembly of the RWG. This Regional Assembly will be composed by the National Delegates of the Member States and shall be organized every 2 years, if possible during a Regional Congress on Military Medicine. If no Regional Congress is to be held the acting Chairman of the RWG must convene a Regional Assembly as a separate activity.

Due to the strictly scientific and technical vocation of the RWG, the Regional Assembly has to manage and develop scientific and technical activities for the health services of the region within the framework of the decisions of the General Assembly of the ICMM. The major political and diplomatic discussions and decisions are prerogatives of the ICMM General Assembly (the prerogatives of the General Assembly are described in Article 25 of the Statutes).

The Regional Working Group will formulate a regional strategic plan. These plans will be in agreement with the overall ICMM Strategic Plan.

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

The Secretary-General of the ICMM or his representative, participating in a session of the Regional Assembly session, **may refuse to validate the conclusions of the debate if the regulations in this document and in Appendix 1 were not followed.**

#### **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 a 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 denomination and the denomination of Deputy Chairman, in compliance with the Statutes (Article 22.3), are the only denominations recognized by the Secretary General of the ICMM.

The representative of the Member State that is organizing the Regional Assembly and possibly the Regional Congress becomes the Chairman of the RWG at the start of the Regional Assembly, or, at the start of the Regional congress, if a Regional Congress is organized. He remains Chairman until the start of the next Regional Assembly or Regional Congress two years later.

At the meeting of the Regional Assembly, the RWG elects the country that will host the next Regional Assembly. 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 Honorary Chairman of the RWG.

Other than the Chairman and the Deputy Chairman of the RWG, the Secretary-General of the ICMM will recognize no other official as a representative of the RWG.

###### **6.1.2. Responsibilities of the Chairman**

The Chairman of a Regional Working Group shall coordinate all the activities of the RWG that take place during his mandate: Regional Assemblies, congresses, courses, symposia etc.

The Chairman of the RWG manages a team, chosen by him. He ensures that contact is maintained, on a regular basis, with National Delegates of the other Member States of the RWG. In order to achieve this goal, each National Delegate shall designate a liaison officer to the Chairman.

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 and deputy Chairmen of the RWGs shall comprise the International Working Group (IWG), as approved by the 39<sup>th</sup> General Assembly in Abuja (Nigeria).

## **6.2. Members of the RWG**

Each country that is a member of the ICMM may join a Regional Working Group via the Secretary General. 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 **present themselves as candidates** to hold a Regional Assembly, congresses, symposia or regional courses under the aegis of the ICMM.

### **6.2.2. Non-Active Member States:**

These are countries that are members of the ICMM, **whose ICMM membership contributions have not been paid for the current year and 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 organize any regional activity under the aegis of the ICMM**, nor may they be candidates for an official mandate 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, non members of this specific RWG 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 Assembly as observer, **however, without the right to participate in debates and without the authorization to vote**.

### **6.2.4. Remark**

It is not possible to be a member of the RWG without being a member of the global organization of ICMM. Procedures as to how to become a member of ICMM are described in the Statutes.

## **6.3. Structure**

The RWG shall operate with a simple administrative structure, which ensures that it is able to react and be adapted to regional situations. The RWG may not act as a regional 'committee' of military medicine as does the ICMM on an international level. The RWG shall not reproduce on a regional level the administrative structure of the ICMM, as this is not suited for a RWG. The Member States of a RWG can be members of other organizations, but an ICMM RWG shall not merge as such into any other organization.

## **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.

If a RWG is allowed to use a language 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. RELATIONS WITH THE MEDIA, COMMERCIAL ENTERPRISES, INDUSTRY AND OTHER ORGANISATIONS.**

The chairman is free to contact journalists as he deems necessary for the benefit of the public image of activities of the Regional Working Group but it has to be mentioned clearly that it concerns an ICMM Regional Working Group. If required, he may coordinate with the Secretary General. He will inform the Secretariat General of relevant news publications. If the chairman or a member of the Regional Working Group wants to contact the press about ICMM general matters of concern, he needs the approval of the Secretary General.

It is recognized that relations with commercial enterprises and industry may be of advantage to both parties.

The host nation may receive financial contributions of third parties in order to facilitate ICMM regional activities.

The chairman will assure that financial contributions from third parties will in no way jeopardize the independence, impartiality and neutrality of the ICMM.

Members will assure that activities with other (military medical) organizations will only be associated with ICMM after specific approval from the Secretary General. Referral to ICMM activities will be made with proper acknowledgement of ICMM.

## **9. 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 to this RIO, specific to his Group, to be included as an appendix.

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/or English), French being the authoritative version (Article 32.2 of the Statutes). Translation of the text may be provided into one of the accepted working languages of 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 regulations defined by the General Assembly of the ICMM, in accordance with the Statutes and Regulations of Internal Order.

***The Regional Assembly is chaired by the Chairman of the Regional Working Group (RWG), who started his mandate at the start of the Regional Assembly or at the start of the Regional Congress if this Congress is organized. . .***

One or two sessions of the Regional Assembly may be organized during a Congress. If it is not possible to organize a congress, or in case a congress has to be cancelled, the Chairman has to organize a Regional Assembly as a separate activity.

***The agenda of the Regional Assembly is prepared in advance by the previous 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.**

It shall be sent to all National Delegates of the RWG one month before the Regional Assembly meeting.

A meeting should preferably be organized between members of the General Secretariat of the ICMM (SG or DSG and CSC or DCSC) some months before the RA takes place, in view to prepare these sessions.

The following people are invited to attend the Regional Assembly: the National Delegates from all the active and non-active Member States of the RWG present (each delegate may be accompanied by maximum one other person), the official delegation of the General Secretariat of ICMM and certain guests (for example, from the UN, WHO, OIE, ICRC). A regional non-member State of the ICMM may attend the Regional Assembly as Observer.

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

- The Chairman and Deputy Chairman 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 a 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 are not allowed to vote.

The admission to the Regional Assembly shall be strictly controlled.

#### B) Security.

The organizing member state is responsible for the security of all attendees. When serious doubts exist and remain regarding the assurance of security, the Bureau of ICMM may decide to cancel the Regional Assembly.

#### C) Organization of the room.

The room in which the Regional Assembly 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 Regional Group and also into the language of the organizing country if required (Article 32 of the Statutes).

Poor quality translation 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 for two people (although in some cases a seat for a translator may also be required).

The name of the country, written according to UN practice, and a small flag of the country should be placed on the table. The organizers shall provide these articles.

The representatives are placed in alphabetical order of the name of the country in French or English, as previously decided.

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

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

- The 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).

#### **D) 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 by the Secretary General as a regional working language, and 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 declaration or request that would violate the policy of neutrality of the ICMM is avoided. He is responsible for the strict observance of the ICMM Statutes (part III, article 7). A mid-session break is generally appreciated.

There are two types of voting procedures (part VI, article 28 of the Statutes):

- Vote by secret ballot for any matters concerning individual people.
- Vote by rising 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 designated by the Assembly. The results are announced by the Chairman.

For voting by rising hands, the hands are counted by at least two persons designated by the Regional Assembly. 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 Regional Assembly has officially designated the country to organize the next Regional Assembly or the next Congress, the delegate of this country becomes Deputy Chairman of the RWG and is invited to sit next to the Chairman for the closing of the session.