



INTERNATIONAL COMMITTEE OF MILITARY MEDICINE

REGULATION OF INTERNAL ORDER

THE ORGANISATION OF THE REGIONAL CONGRESSES ON MILITARY MEDICINE OF THE ICMM

Reference: Statutes of the ICMM, Article 4, 5, 6, 9, 10§2, 13 through 16, 17, 22§7, 23.

Approval:

General Assembly of the ICMM in Tunisia (May 2007) – 1st version

General Assembly of the ICMM in Nusa Dua Bali, Indonesia, May 2015 – 2nd version

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

1. Allocation of the Regional Congress and chairmanship of the Regional Working Group

The allocation of a Congress is granted by the vote of the Regional Assembly, usually, during a Regional Congress of the ICMM.

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 dossier outlining the project together with a signed confirmation from the National Delegate of the candidate country.

The National Delegate of the elected country shall become the Deputy Chairman of the Regional Working Group (RWG). He 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.

2. Details of the organization of a Regional 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 Regional 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 organisations 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 scientific sessions and the sessions of the Regional Assemblies of the ICMM.

The Congresses shall last 3 to 5 days. In addition to the scientific meetings and the sessions of the Regional Assembly, certain other activities may be organized (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 recognised by the U.N.), invited by the organizing country according to the desires of the same;
- Those interested in the work of the Congress, whatever their nationality, provided that they subscribe to, and respect, the ICMM Statutes, 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 of the sessions of the Regional Assembly (The identification of the persons authorized to attend the Regional Assemblies is the responsibility of the Chairman of the Regional Working Group).
- The editing of an “*Abstract Book*”.
- The costs of forwarding the copies of the *International Review of the Armed Forces Medical Services*, to be distributed to the participants;
- Ensuring the availability to the Secretariat General of ;
 - A room equipped for the Secretary General and his co-workers allowing the Secretary General and/or his co-workers to organize a meeting (maximum 10 people)
- Travel, registration and accommodation costs of the members of the Secretariat General of the ICMM. The organizing country should invite ideally three ICMM representatives. The final list will be the subject of an agreement between the organizing country and the Secretary General.
- The programme of the official opening ceremony of the Congress, with the invitations for dignitaries from the organizing country;
- The organization of a meeting between the official leaders 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.

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

The organizing country shall select the scientific topics of the Congress (maximum 4 topics) in cooperation with the Chairman of the Scientific Council of the ICMM.

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 organizers must:

- appoint a Secretary of the Scientific Committee of the Regional 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 Congress Organizing Committee, 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 coordination meeting shall be planned to take place between the current Chairman of the Regional Working Group, the Secretary General, the Chairman of the Scientific Council, the Director of Communication, the Executive Secretary and delegates of the organizing country, within nine months prior to the Congress, in the organizing country.

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, as articles, in the *International Review of the Armed Forces Medical Services*, those scientific presentations which were particularly appreciated by the Scientific Council of the ICMM.

- Publish the necessary reports following the Congress;

4. Official languages

The official languages allowed during ICMM Congresses are English and French.

The organizing country may provide for the use of other languages, including that of its own country. In this case, simultaneous translation must imperatively be provided into one of the official languages of the ICMM.

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 or sponsorship.

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