



INTERNATIONAL COMMITTEE OF MILITARY MEDICINE

REGULATION OF INTERNAL ORDER

ORGANISATION AND FUNCTIONING OF THE SCIENTIFIC COUNCIL OF THE ICMM

References:

Statutes of the ICMM, 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 International Congresses, RIO on Technical Commissions, RIO on Regional Congresses.

Approval:

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The present Regulation is a supplement of the articles of the Statutes of the ICMM with regards to the Scientific Council.

Introduction

The Scientific Council is charged by the Secretary General to perform all scientific and technical actions of the ICMM.

Through its advice and proposals, the Scientific Council is involved in the establishment and monitoring of scientific programmes for upcoming International and Regional Congresses , in the establishment of programmes for Courses (at an international or regional level), in the implementation of the Editorial Board of the *International Review of the Armed Forces Medical Services (IRAFMS)* and in determining 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:

- the Chairman,
- the Deputy Chairman,
- the Chairmen of the Technical Commissions
- the Chairman of the ICMM Reference Center for Education on Humanitarian Law and Ethics
- the Coordinators of International Courses
- the Advisors of the Chairman of the Scientific Council
- the Directors General of upcoming ICMM Congresses

- the Secretaries of the Scientific Committees involved in the preparation of upcoming ICMM Congresses.

2. Functioning of the Scientific Council

2.1 Prerogatives 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 Statutes of the ICMM, Articles 19-3-a and 19-3-b.

His prerogatives, as defined in Article 19 of the Statutes, are set out below:

The Chairman of the Scientific Council manages the Scientific Council of which he fixes the composition within the budget guidelines issued by the Secretary General. He organizes the meetings of this Council.

He assists the Secretary General for everything related to the monitoring of the progress of the preparatory organization of upcoming International and Regional congresses, of medical information days, of International Courses and seminars, in accordance with the directives established by the regulations on the matter.

He participates in the preparatory meetings of International and Regional Congresses. He is the preferred interlocutor of the Secretary of the Scientific Committee of the Congress throughout the preparatory period.

He participates in all the International and Regional Congresses of the ICMM.

He is, by his position, member of the jury responsible for awarding various scientific prizes at International Congresses, and he is the Chairman of that jury.

He approves the scientific content and the teaching methods of the International Courses to which the ICMM then grants its label.

He controls the quality of their implementation and ensures the assessment of their effectiveness in terms of achieving their educational goals.

He is entitled to speak and vote at the Committee meeting in General Assembly.

He is the chief of the Editorial Board of the *International Review of the Armed Forces Medical Services*.

He has the authority to establish Technical Commissions, with the approval of the Secretary General and of the Committee meeting in General Assembly.

He represents the ICMM at meetings and scientific events organized by international organizations with which the ICMM has signed agreements of cooperation.

He prepares and presents to the Committee meeting in General Assembly an activity report reflecting the achievements and projects of the Scientific Council and of the Technical Commissions.

He participates in the meetings of the Secretariat General. Travel expenses incurred by these meetings shall be covered by the country of the Chairman of the Scientific Council.

He defines the rules for granting the scientific prizes of the ICMM, which are laid out 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 Statutes of the ICMM, Article 19-4-a and 19-4-b.

The Deputy Chairman of the Scientific Council performs the same functions as the Chairman of the Scientific Council, he assists him in his work and represents him in his absence;

He is the Assistant Editor of the *International Review of the Armed Forces Medical Services*.

He participates in the regular meetings of the Secretariat General. Travel expenses incurred by these meetings shall be covered by the country of the Deputy Chairman of the Scientific Council.

2.1.3 Chairmen of Technical Commissions

The terms of their appointment are defined by the Statutes of the ICMM, 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 programmes, and to encourage the publication of articles relating to their discipline in the *International Review of the Armed Forces Medical Services* ;
- the representatives of the considered discipline in the Armed Forces Health Services of Member States.

They are the preferred interlocutors responsible for liaison with the international civilian organizations dealing with the scientific discipline of their Technical Commission.

They are advisors at the meetings and assemblies of the ICMM.

They send to the Chairman of the Scientific Council, no later than three months before the meeting of the General Assembly, a report of the activities and projects of their Technical Commission. These reports will be integrated into the report which the Chairman of the Scientific Council presents to the Committee meeting in General Assembly, based on an agreement between the Chairman of the Scientific Council and the Chairman of each Technical Commission.

The prerogatives of the Chairmen of the Technical Commissions are defined in Article 20 of the Statutes, and by the Regulation of Internal Order (RIO) on Technical Commissions. The expenses required by their activities are covered by the country to which they belong.

2.1.4 Coordinators of International Courses

Course Coordinators are appointed by the Chairman of the Scientific Council, on proposal of the Director of the Armed Forces Health Service of their country, with the approval of the Secretary General.

They are in direct contact with the Chairman of the Scientific Council for everything related to the scientific and technical content of the course, to the teaching methods and their implementation, and to the compliance with the Statutes of the ICMM, particularly with regard to ethics and neutrality. The role of the International Course Coordinator is described in the Statutes of the ICMM, Articles 10-2-k, 17.3 and 19. Their responsibility is at the tactical level.

2.1.5 Directors of International Courses

At a national level, the Coordinators of the courses are under the authority of the Director of the course. The Directors of the courses are responsible for the administrative matters and for the general organization. This responsibility is at the strategic level. The Directors of the courses are not members of the Scientific Council. The function of Director of a course is described in the Statutes of the ICMM, Article 10-2-k. They are in direct contact with the Secretary General of the ICMM for everything related to the political decisions to create the course as well as to its physical organization, in particular the assignment of staff for logistic and administrative support, the

provision of rooms, vehicles and technical and teaching equipment. The appointment of a Director of a course is the prerogative of the Member State organizing the course under the aegis of the ICMM. Usually this will be the Director of the Military Health Service of the host country, or one of the officers in his staff appointed according to his rank and qualifications.

2.1.6 Chairmen of the 'ad hoc' Working Groups

The terms of their appointment are defined by the Statutes of the ICMM, Article 22.

The mandates of the chairmen, limited in time, clearly setting out the objectives of the project will be established by the Secretary General and presented to the General Assembly.

The 'ad hoc' working groups, are composed of experts, related to specific projects, such as a group of specialists in war and disaster surgery, a group of experts in the planning of peace support operations, ...

The 'ad hoc' working groups undertake their mission according to the guidelines established by the Secretary General.

No later than three months before the meeting of the General Assembly of the ICMM, the Chairman of each "ad hoc" working group sends his written advice and findings to the Secretary General and to the Chairman of the Scientific Council. He may be asked to address the General Assembly of the ICMM, giving his conclusions, a report of the achievements of his "ad hoc" Working Group, along with an outline of ongoing projects.

2.1.7 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 the Military Health Service of their country, in agreement with the Secretary General. Their function is described in the Statutes of the ICMM in Article 19-5.

They are specialists whose expertise is recognized in a specific area. They are asked to provide scientific or technical advice in this particular area of expertise.

As consultants to the Scientific Council, they fulfil their task following the guidelines established by the Chairman of the Scientific Council. They submit to him a written report, outlining their advice and conclusions.

They may be asked to participate in activities of the ICMM such as meetings, congresses or courses. Their travel expenses shall be covered by the country to which they belong.

2.1.8 Director General of a Congress

Appointed by the Head of the Military Health Services of the country hosting a congress, the Director General of a congress is responsible for the practical organization of the scientific and administrative activities related to the Congress. His function is described in the statutes (Articles 10.2.h, 12 and 17.1.i).

He 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.

He is a member of the Scientific Council of the ICMM (Article 12.2) for the duration of his assignment, which is the preparation and the conduct of the Congress.

2.1.9 Secretary of the Scientific Committee of a Congress.

Appointed by the Head of the Military Health Services of the host country of the Congress, the Secretary of the Scientific Committee of the Congress is in direct contact with the Chairman of the

Scientific Council of the ICMM, for all matters relating to the Congress, the determination of the topics of the Congress, the selection of the scientific presentations, in accordance with the quality criteria and the principles outlined in the Statutes of the ICMM. These topics must refer to the fields of activity of military medicine;

He collects the manuscripts of the scientific presentations selected for the congress. He then transmits them to the Chairman of the Scientific Council who can then consider them for publication as articles in the *International Review of the Armed Forces Medical Services*, the official publication of the ICMM.

The Secretary of the Scientific Committee of the Congress is also in contact with the Director of Communication of the ICMM, in order to coordinate the advertising of the congress and to submit the information for publication in the internal pages of the *International Review of the Armed Forces Medical Services*, as well as on the website and in the "Newsletters".

He is a member of the Scientific Council of the ICMM for the duration of his assignment, which is the preparation and conduct of the Congress.

The role of the Secretary of the Scientific Committee of the Congress is described in Article 3 of the Regulation of Internal Order (RIO) on International Congresses and in Article 3 of the Regulation of Internal Order (RIO) on Regional Congresses.

2.2 Operating procedures 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 an International Congress.

2.2.2 Activities relating to International and Regional Congresses of the ICMM

A congress will have:

- Main themes (a maximum of 4 main themes), discussed in plenary scientific sessions and in poster exhibitions;
- Free themes, treated during round table discussions, open presentation sessions and poster presentations.

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

The free themes are chosen by the Scientific Committee of the Congress in consultation with the Chairman of the Scientific Council of the ICMM.

In addition, several round table discussions are 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 Scientific Committee of the congress select the topics of these sessions jointly.

The Chairman of the Scientific Council of the ICMM and his team must ensure the scientific quality of the presentations and collect the texts of the best of them for publication in the *International Review of the Armed Forces Medical Services*. They are responsible for the respectful implementation of the founding principles of the ICMM by the Scientific Committee of the Congress.

Two Practical Guides dealing with the scientific aspects of International and Regional Congresses, updated by the Scientific Council, are available to the Directors General and the Secretaries of the Scientific Committees of the Congresses.

2.2.3 Activities of Technical Commissions

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 an International 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 an International 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.

At least three months before an International Congress of the ICMM, the Chairman of each Technical Commission shall send to the Chairman of the Scientific Council a report concerning the achievements of his commission and an outline of ongoing projects. This report will be integrated into 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).

The number of Technical Commissions is not limited. Depending on the need, the creation of new Technical Commissions may be considered. Each request should be based on an analysis of needs and presented via the Secretary General to the General Assembly for approval. The activity of these commissions will be periodically evaluated by the Chairman of the Scientific Council. A commission may not be renewed on proposal of the Chairman of the Scientific Council if it has not proved it is sufficiently active.

2.2.4 Activities relating to International Courses of the ICMM

The Chairman of the Scientific Council (CSC) participates in the preparation and follow-up of the programmes of International Courses. The Secretary General consults him prior to giving the necessary guidance to the Course Directors, and prior to his intervention to determine the general objective of the programmes.

The Chairman of the Scientific Council receives the proposals of the Course Coordinators and forwards them to the Secretary General of the ICMM.

He ensures the implementation of these courses, supervises their quality and ensures the assessment of their effectiveness in terms of achieving their educational objectives, at the request of the Secretary General.

The Military Health Service of a country hosting an International Course owns the intellectual property of the Course content as it appears in the training manual. To benefit from the ICMM label, this content must be approved by the Chairman of the Scientific Council. The label "ICMM Course" infers that the ICMM is responsible for the Course and its consequences.

ICMM will give only one label per year and per region for the same Course. In case of competition, the choice will be made during the meeting of the Regional Assembly of the corresponding Regional Working Group. If another Member State wishes to organize a regional session of an established course, the following rules apply:

- any change in the Course content should be subject to the approval of the National Delegate of the country hosting the original Course and of the Chairman of the Scientific Council of the ICMM;
- the scientific content must respect the themes and the quality standards of the original Course.

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

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

2.2.5 Activities relating to the *International Review of Armed Forces Medical Services (IRAFMS)*.

The Secretary General of the ICMM is the responsible Director of the IRAFMS.

The Chairman of the Scientific Council is the Chief Editor of the IRAFMS and he chairs the Editorial Board.

The Deputy Chairman of the Scientific Council is the Deputy Chief Editor of the IRAFMS.

The Director of Communication of the ICMM is in charge of the negotiations and advertising of the IRAFMS.

The Review considers for publication scientific and technical articles, general articles on the organization of the Health Services of the Armed Forces, feedback on operational field experiences in military medicine, analyses of military medical publications and articles, reports on meetings, scientific congresses and announcements, in English or French.

Articles may be submitted spontaneously, or be written at the request of the Editorial team. At International and Regional Congresses, the authors of scientific presentations, selected for plenary sessions, must submit a manuscript to the Scientific Committee of the Congress. Manuscripts about subjects that best meet the expectations of the readers of the review will be published in the IRAFMS.

Articles should be sent by e-mail to the secretariat of the Editorial Board: "edition@cimm-icmm.org". The articles are then registered by the secretariat. The Deputy Chief Editor conducts an initial screening and keeps only the articles in line with the guidelines defined by the Editorial Board. The manuscripts are then subjected to peer review.

The Editorial Board of the IRAFMS may rely on proposals or advice of the Scientific Committee of the Review.

The role of the Editorial team is to produce, with the received manuscripts, a well-balanced edition, in terms of the different approaches to military medicine. It checks the suitability of the articles, in keeping with the editorial policy of the Review and corrects style, grammar, spelling and nomenclature. After review by the Editorial Board, the authors of articles are informed of the result of the selection process.

3. Monitoring of the Activities of the Scientific Council

Through recommendations and resolutions, the General Assembly defines the guidelines for the scientific policy of the ICMM. The Secretary General will have to implement this policy in a way he judges most appropriate, assisted in this task by the Scientific Council.

Within the framework defined by the statutes of the ICMM, the General Assembly appoints the Chairman and Deputy Chairman of the Scientific Council and the Chairmen of Technical Commissions. The General Assembly may also vote on their exclusion, if such measures are justified.

The General Assembly authorizes the creation of Technical Commissions on proposal of the Chairman of the Scientific Council, approved by the Secretary General, in accordance with the terms set out in Article 20.1 of the Statutes.

The General Assembly 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 the National Delegates during the session of the General Assembly.

Between two General Assemblies, National Delegates are kept 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 also have access to continuously updated information on the ICMM website www.cimm-icmm.org).